

GOVERNING DOCUMENTS COMMITTEE

Revised June 2015

PURPOSE To provide members with clear and consistent written guidance to ensure the quality and integrity of the Organization's operations and procedures. This is accomplished by overseeing, researching, and evaluating the Constitution & Bylaws and Standard Operating Procedures¹. Recommendations are submitted to the Executive Committee through the President for final review and approval according to established practice.

The Body of the Governing Documents Committee (GDC) may consist of the Chairs or his/her designee from all other Standing and Ad Hoc committees as appointed by the President. The President shall, appoint an individual that is not a Chair of another Committee to be the Chair of the GDC. The President may also appoint additional members as circumstances warrant, due to the needs of the Committee or the Organization as a whole, however the number of additional appointees may not exceed the number of members of the Committee represented by the Chairs. Should a new Committee be formed during the year the Chair of that committee will become a member of the GDC upon appointment.

RESPONSIBILITIES

Standard Operating Procedures

1. Within 30 days after the close of the Annual Conference, confirm Standard Operating Procedures posted on the NCSSSA Website are current and correct.
2. Within 60 days after the close of the Annual Conference, request each committee, through its chair, to review its Standard Operating Procedures. Draft amendments to the current document(s) may be submitted to the Governing Documents Committee Chair throughout the year up to 45 days prior to the first day of the Annual Conference.
3. Draft amendments submitted to the Chair of Governing Documents Committee will be distributed to the full Governing Documents Committee no later than its next established Committee meeting date.

The Governing Documents Committee may consult with the submitting Committee to clarify or define the draft amendments or edit the draft as required for consistency and correctness. It is important to review content of each position, Committee, and policy to ensure consistent application and reduce duplication.

The GDC shall ensure that changes to the SOP include an effective date. The effective date should be, unless otherwise specified, the first day of the coming conference year. If through an oversight no effective date is included the GDC shall set the effective date to be the first day of the new conference year (the standard effective date). Any draft changes submitted to the committee may

¹ Standard Operating Procedure is defined to include Policies.

include an effective date, however, if that effective date is not the first day of the coming conference year the committee submitting the changes shall include with the proposed changes an explanation for the need for an alternate date. If the GDC sees a need for an effective date different than the standard effective date it shall provide an explanation for that need to the Executive Committee when submitting the proposed changes

4. Upon a majority vote of the Governing Documents Committee members present at the committee's meeting or email to accept the draft Standard Operating Procedures, the Governing Documents Committee Chair shall submit the accepted draft and the Committee's recommendation to the President for his/her distribution to the Executive Committee.
5. The Executive Committee may consult with the Governing Documents Committee Chair and/or members to clarify or define the recommended amendments or to amend the recommended Standard Operating Procedures within published governance, for the good of the Organization and its members.
6. A majority vote of the quorum of Executive Committee members present at the meeting to approve the amendments will effectuate the Standard Operating Procedures.
7. Following Executive Committee adoption, the Secretary will forward the document(s) to the Webmaster for posting on the NCSSSA Website. The President will notify the Governing Documents Committee Chair and the relevant Committee Chair that the amended Standard Operating Procedure(s) has/have been adopted. The method for full membership distribution will be at the direction of the President.

Constitution & Bylaws

8. The procedures for amending the Constitution & Bylaws will be followed as prescribed above in items 1 through 5 (EXAMPLES 7 through 9).

The officers elected by the majority of members and who serve on the Executive Committee hold the authority to consult with the Governing Documents Committee and amend the proposed Constitution & Bylaws as necessary, within published governance, for the good of the Organization and its members. A majority vote of the quorum of Executive Committee members present at the stated meeting will deem acceptance of amendments to be presented to the membership for a vote at the Annual Conference during an established business meeting selected by the President and in accordance with established procedures.

9. The outgoing Governing Documents Chair or designee shall prepare and present a report of its annual activities at the Annual Conference during its business meeting as scheduled by the President. The written report shall be prepared consistent with the Secretary's prescribed requirements.

10. Amendments to governing documents may be submitted during the conference year to within 45 days of the first day of the Annual Conference.

NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS

DATE (Insert date)
TO NCSSSA Members
FROM (Insert name), Governing Documents Committee Chair
REGARDING Constitution & Bylaws Annual Survey

The Governing Documents Committee is conducting the annual survey regarding suggested revisions to the NCSSSA Constitution & Bylaws. Please complete the following survey and return it to (insert Chair's email address) no later than (insert date).

1. Proposed Constitution _____ Proposed Bylaw _____ Revision

2. Rational for proposal

Member Name

The Governing Documents Committee thanks you for your assistance in this important review of our governing document.

NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS

DATE (Insert date)
TO (Insert name), President
FROM (Insert name), Governing Documents Committee Chair
REGARDING Proposed Constitution & Bylaws Revision

The following are proposed NCSSSA Constitution & Bylaws proposed changes stemming from our annual membership survey. The revisions are presented to you for the Executive Committee's review and approval prior to distribution to the full NCSSSA membership the vote as required by the Constitution & Bylaws.

1. Proposed Constitution_____Proposed Bylaw_____Revision

2. Rational for proposal:

Committee recommendation: Support_____Oppose_____Neutral _____

NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS

DATE (Insert date)
TO (Insert name), Governing Documents Committee Chair
FROM (Insert name), President
REGARDING Adopted Constitution & Bylaws

The following Constitution & Bylaws proposals were adopted at the (insert year) Annual Conference. Please insure that these changes are incorporated into the Constitution & Bylaws and all associated Standard Operating Procedures.

1. Constitution Article _____ Bylaw Number _____

Please restate the full Constitution Article or Bylaw number, as it should appear in the document:

2. Constitution Article _____ Bylaw Number _____

Please restate the full Constitution Article or Bylaw number, as it should appear in the document: