

Constitution and By-Laws

Constitution

ARTICLE 1

The United States Federal Government, by law and regulations, has imposed upon the states specific administrative obligations pertaining to the inclusion of public employees under the Federal Old Age, Survivors, Disability, and Health Insurance System (OASDHI) and other Federal employment tax administration obligations per Section 218 of the Social Security Act. It is essential that the State Social Security Administrators designated in the respective states have a medium for the consideration of common problems and the exchange of ideas and information. Therefore, the National Conference of State Social Security Administrators (hereinafter defined as NCSSSA) is herewith created and maintained.

ARTICLE II

Membership shall be open to all states, the territories of Puerto Rico and the Virgin Islands and interstate instrumentalities (herein defined as State or States). Each such State may designate one or more person to participate in the activities of the NCSSSA. Former State Administrators and Staff may also participate in the activities of NCSSSA as members, with voting limitations as prescribed in Section 1 of the Bylaws.

ARTICLE III

A minimum of one Annual Conference shall be held at a date and site approved by an Executive Committee, except when national emergency requires otherwise, pursuant to the Standard Operating Procedures.

ARTICLE IV

The NCSSSA shall annually elect officers from its membership to lead the organization and serve on the Executive Committee consisting of a President, a First Vice President, and a Vice President Designate whose terms of office shall be for one year. A Secretary and a Treasurer shall be elected to the Executive Committee for alternating two-year terms beginning with the years 1995 and 1996 respectively.

The outgoing President from the conference year ending will remain on the Executive Committee serving as Immediate Past President and exercise the same powers as each member of the Executive Committee. Should a President serve successive terms, the Immediate Past President shall also continue in his or her capacity for a successive year.

In addition, a Regional Vice President shall be elected from each of the seven NCSSSA regions as listed herein. State representatives within each region shall elect the Regional Vice President.

REGION 1 – SSA Regions 1 and 2

Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont, Virgin Islands

REGION 2 – SSA Region 3

Delaware, Maryland, Pennsylvania, Virginia, West Virginia

REGION 3 – SSA Region 4

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

REGION 4 – SSA Region 5

Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

REGION 5 – SSA Regions 6 and 7

Arkansas, Iowa, Kansas, Louisiana, Missouri, Nebraska, New Mexico, Oklahoma, Texas

REGION 6 – SSA Region 8

Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

REGION 7 – SSA Regions 9 and 10

Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Washington

ARTICLE V

In the event that an elected officer resigns or becomes ineligible for membership, the vacancy shall be filled within thirty (30) days as follows:

- A. If the vacancy is in the office of President, First Vice President, Vice President Designate, Secretary or Treasurer the vacancy shall be filled from candidates presented by the Election Committee and who has received a “majority vote” of Designated Members, as defined in the Standard Operating Procedures, polled by the Election Committee.

- B. If the vacancy is in the office of the Regional Vice President, the vacancy shall be filled by a majority of paid member votes cast in the affected region. The Election Committee shall poll the members in the affected region.
- C. If the vacancy is in the office of Immediate Past President, the preceding Past President shall fill the vacancy, if qualified as eligible to hold office and having held the office of President in the past. The most recent qualified past president shall be asked to fill the position; should that individual not accept, the next previous Past President shall then be asked and this will be repeated until the position is filled.

ARTICLE VI

Only representatives of dues paying States shall be entitled to hold elected offices.

Only current dues paying States shall have one vote on an NCSSSA matter as defined in the By-Laws.

Chairs and Committee members are appointed by the newly elected President for the current conference year and may participate with voting privileges related to committee matters. Paid membership is not a requirement for a committee appointment.

ARTICLE VII

NCSSSA's governance, including establishing a membership fee, shall be conducted by the Executive Committee.

As amended July 31, 2018

By-Laws

1. Election of a President, First Vice President, Vice President Designate, Secretary and Treasurer and modification(s) to the Constitution & By-Laws shall require a majority of votes cast by the active State members, allowing one vote to be cast per dues paying State. Organizational matters not specifically defined herein will be addressed and managed by Committees as defined in the Standard Operating Procedures.
2. The President will serve as the Chair of the Executive Committee with full voting privileges and non-voting member of all other Committees established within the NCSSSA.

3. The Executive Committee shall consider governing matters and shall have the authority to act on behalf of the NCSSSA members for the good of the NCSSSA. Such actions shall be considered by the Executive Committee at regularly scheduled teleconferences or at any other time as called by the President. Executive Committee decisions will be based on a consensus or a majority of votes cast as described in its Standard Operating Procedures which may include parliamentary procedures at the discretion of the President.
4. Committee chairs and members are responsible for the timely and proper performance of their duties as outlined in the Standard Operating Procedures including an annual review of the appropriate section(s) of the Standard Operating Procedures.

As amended July 31, 2018