

MANUAL OF POLICIES AND PROCEDURES



VIRGINIA BENEFIT PROGRAMS ORGANIZATION

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CHAPTER I

PURPOSE OF THE ORGANIZATION

We, the members of the Virginia Benefit Programs Organization, acknowledge the need for an organization to create and promote understanding, fellowship and cooperation among ourselves; to develop, through our mutual efforts, continuing education program development; to improve the quality of benefits practices and the advancement of eligibility work as a profession; to develop effective methods of interpreting our work to the public; and to help us provide skilled, family based assistance to those who need the services we have to offer.

NAME

The name of the organization shall be the Virginia Benefit Programs Organization.

OBJECTIVES

- Section 1 – To promote, with compassion and empathy, expedient and efficient delivery of benefit programs to the people of the Commonwealth of Virginia.
- Section 2 – To promote economical and efficient delivery of benefit programs through the use of all available resources.
- Section 3 – To propose and support legislation which would preserve the integrity of programs and personnel in benefit programs.
- Section 4 – To promote cooperation and understanding among the local, regional, and state levels of the Department of Social Services, and public, private, and governmental agencies.
- Section 5 – To promote the growth and development of the Virginia Benefit Programs Organization and the active participation in its affairs by all members.
- Section 6 – To promote the highest standards for those personnel who deliver benefit programs services by:
 - a. Providing and/or cooperating in the establishment of continuing education programs to improve the quality of benefit practices;
 - b. Promoting personnel principles designed to increase opportunities for benefit staff;
 - c. Promoting the advancement of eligibility work as a profession;
 - d. Providing a mechanism for support through networking and active participation in the Virginia Benefit Programs Organization.

CHAPTER II

MEMBERSHIP

Section 1 – Active Membership in this organization shall be as follows:

- a. Individual Member: Any person employed by a local, regional, or state Department of Social Services Office, who is directly or indirectly responsible for eligibility determination or for the administration of eligibility programs, shall be eligible for Individual Membership. The membership application is found online at mybpro.org.
- b. Associate Member: Any person who does not currently function in determination or administration of eligibility programs in a local social service agency, but who has an interest in the purposes and activities of this organization, shall be eligible for Associate Membership. At no time shall associate membership exceed twenty-five percent (25%) of the total membership.
- c. Honorary Lifetime Member: Any person who has been a member of the organization for a minimum of 5 years and has made substantial contributions to the organization. A formal request to nominate a member for Honorary Lifetime Membership must be made by a PD President by submitting a written, formal request. The request should be sent to the State President for distribution to Board Members. This request must be received seven (7) days prior to the next scheduled Board Meeting so members will have time to consider the request. The request will be voted on by the Board of Directors to approve an Honorary Lifetime Membership.

Section 2 – Active Membership in this organization shall be as follows:

- a. Individual Member
 1. Admission to and participation in organization meetings.
 2. The right to vote on all matters pertinent to the organization.
 3. Eligible for appointive office in the organization.
 4. Eligible for appointment to committees of the Organization.
 5. Eligible for all services, resources, awards and scholarships, and publications of the organization.
- b. Associate Member
 1. Admission to and participation in organization meetings.
 2. Eligible for appointment to committees of the organization.
 3. Eligible for all services, resources, awards, and publications of the organization.

c. Honorary Lifetime Member

1. Admission to and participation in organization meetings.
2. The right to vote on all matters pertinent to the organization.
3. Eligible for appointive office in the organization.
4. Eligible for appointment to committees of the organization.
5. Eligible for all services, resources, and publications of the organization.
6. No payment of dues shall be required.
7. Room fees for Honorary Lifetime Members shall be paid for at conference if requested to participate by the Executive Board.
8. When a member becomes an honorary lifetime member a donation will be made to an organization of their choice in the amount of \$25.

Section 3 – The Board of Directors, by a two-thirds (2/3) affirmative vote, in the best interest of the organization, may deny, reject renewal, remove from office, or terminate membership of any individual or officer. Any director who wishes to initiate action under this Section shall notify each member of the Board, and the affected individual, in writing, of such intent and reasons, at least thirty days prior to the meeting at which the vote will be taken. The member involved with action under this Section shall have the right to file a written statement with the Board at least fifteen (15) days prior to the meeting at which the vote will be taken.

CHAPTER III

BOARD OF DIRECTORS

- Section 1 – The Board of Directors of the Organization shall be the policy making body.
- a. New policies or amendments to policies in the manual may be adopted by a majority vote at any regular or called Board of Directors meeting when a quorum is present, or in the absence of a quorum, an alternate method of voting may be substituted.
 - b. New or amended policies shall be effective the first day of the month following the month in which Board action was taken.
 - c. All actions taken by the Board of Directors to adopt or amend policies shall be recorded in the minutes.
 - d. A copy of all new and amended policies will be located on mybpro.org as they are included in the Manual of Policy and Procedures.
 - e. The State Organization Secretary will maintain the official Bylaws and Manual of Policies and Procedures.
- Section 2 – The Board of Directors, composed of officers of the organization and District Presidents of the membership, shall be considered the elected representatives of the membership empowered to act in all matters pertaining to the welfare of the members.
- Section 3 – The duties of the Board of Directors shall be as follows:
- a. Shall transact the business of the organization between regular meetings of the organization, except where otherwise provided by these Policy and Procedures.
 - b. Shall provide to the membership at the spring meeting, a calendar of events, dates, and places for the ensuing year.
 - c. Shall report all actions of the Board of Directors at the next meeting of the Membership.
 - d. Shall review and approve the Budget for the ensuing year prior to the Spring Membership Meeting.
- Section 4 – Officers of the Executive Board, District Presidents and Committee Chairs are required to attend all Board Meetings in order to ensure the membership of the organization is fully represented.
- Section 5 – If an Officer of the Executive Board or Committee Chair misses 2 consecutive Board meetings, the President will notify the Executive Board in writing and the options available to it under these Policies and Procedures will be evaluated. (Chapter X, Sections 18 – 20)
- Section 6 – A District President may appoint a member of the organization in the District to serve in his/her absence at Board meetings. This person shall be empowered to vote as a representative of the District.
- Section 7 – If a District President/Designee misses 2 consecutive Board meetings, the State Secretary shall notify the District in writing of its lack of representation, and options available to it under these Policies and Procedures.

Section 8 – The organization records shall be retained for 3 years. Financial records shall be retained for 7 years in case of IRS audit.

CHAPTER IV

EXECUTIVE COMMITTEE OF THE STATE ORGANIZATION

Section 1 – The Executive Committee shall consist of the elected officers of the State Organization and the Immediate Past President.

Section 2 – Duties of the Executive Committee:

- a. Shall prepare recommendations for presentation to the Board of Directors.
- b. Shall serve in emergencies between Board of Directors meetings and membership meetings.
- c. Shall serve as the voting officers of the Corporation.

1. The Immediate Past President of the State Organization shall serve as a member of the Executive Committee and be responsible for an orientation program for the newly elected Board of Directors. Orientation must be provided to the members of the Board of Directors prior to the first quarterly board meeting after the Spring Membership meeting. The Past President shall retain and pass to current President all documents pertaining to the Organization. The Past President shall pass to Archives correspondence that was retained forever. If a State President retires at the end of their term, they can serve as Immediate Past President for the following three-year term.

Orientation shall include:

- a) A brief history of the organization.
 - b) Review of the Bylaws and Manual of Policy and Procedures.
 - c) Review of the Organizational structure, including committee structure.
- d. The Immediate Past President of the State Organization shall have a vote at the Executive Committee meeting only in the case of a tie vote by the elected members of the Executive Committee.

Section 3 – The Immediate Past President of the State Organization shall serve as a member of the Executive Committee and be responsible for an orientation program for the newly elected Board of Directors.

- a. Provide orientation to the members of the Board of Directors prior to the first quarterly board meeting after the spring membership meeting.
- b. Retain and pass to the President all documents pertaining to the organization.
- c. Pass to the Archives Committee all correspondence that must be retained forever.
- d. Vote at the Executive Committee in the event of a tie by the Executive Committee.

Orientation shall include:

1. A brief history of the organization
2. A review of the Bylaws and Manual of Policy and Procedures

3. Review of the organization structure including the committee structure

CHAPTER V DISTRICTS

Section 1 – There shall be Districts along planning district lines or as otherwise determined to be in the best interest of the Organization.

Section 2 – The purposes of the District shall be as follows:

- a. To provide a local action unit in support of the Organization's purposes and objectives and through which all members may participate in the affairs of the Organization.
- b. To provide an operational and administrative unit through which the organization may conduct its operations and through which the Membership may assist in the formulation of organization policy.

Section 3 – District Membership

- a. A member who is currently employed in a local social services agency shall be a member in the District in which he is employed or from which he retired. All other members shall belong to the District in which they work.

CHAPTER VI

OFFICERS

STATE

- Section 1 – The elected officers for the Virginia Benefit Programs Organization shall be: President, First Vice-President, Second Vice-President, Third Vice-President, Secretary and Treasurer.
- Section 2 – Anyone who is a member in good standing shall be eligible to serve as an officer in accordance with Chapter II, Section 2a.
- Section 3 – The regular term of all officers shall be two (2) years beginning July 1 in even numbered years.
- a. Officers, with the exception of the Treasurer and the President, shall be eligible to serve only two (2) consecutive 2-year term.
 - b. The Treasurer shall be eligible to serve only three (3) consecutive regular terms.
 - c. The President shall be eligible to serve one three (3) year term.
 - d. Any person appointed to complete an unexpired term of a duly elected officer shall be eligible for nomination to that office for a regular term as designated in Section 3a.
- Section 4 – During the term of office, no member of the Executive Committee shall serve in any other position with board voting privileges in the organization.
- Section 5 – The duties of the officers of the Virginia Benefit Programs Organization shall be as follows:
- a. President
 1. Shall preside at all meetings of the State Organization, Board of Directors and Executive Committee.
 2. Shall serve as ex-officio member of all committees, except the Nominating Committee.
 3. Shall appoint a Parliamentarian and committee chairpersons subject to the approval of the Executive Board.
 4. Shall coordinate the presentation of recommendations from the Executive Committee to the Board.
 5. Shall serve or appoint a designee as liaison to the Virginia League of Social Service Executives (VLSSE). This liaison must be from the current Executive Committee.
 6. Shall meet with the Nominating Committee at membership meetings for the purpose of charging the committee with its duties.
 7. Shall prepare an agenda for each Board of Directors and membership meeting. A copy will be made available to all meeting attendees prior to the start of the meeting.
 8. Shall serve as co-chair of the Benefit Programs committee for the League of Social Services.
 9. Shall serve on the system's work group for the Virginia Department of Social Services.

First Vice-President

b.

1. Shall perform the duties of the President in the absence of the President. In the event the President cannot complete the term of office, the First Vice-President shall assume the duties of the President for the remainder of that term.
2. Shall perform such duties as they become necessary or as assigned by the President.
3. Shall serve as or appoint a designee as liaison to the State Board of Social Services.
4. Shall maintain a current list of Organizational Committee Chairpersons.
5. Shall coordinate all Standing and Special committees of the Organization.
6. Shall receive all committee reports and send a copy to webmaster to post on the website and save to a jump drive.
7. Shall receive and keep the Resolution from the State Board for Benefit Program Specialist Appreciation Month.
8. Shall keep all committee meeting sign in sheets.
9. Serve as liaison to committee chairs.

c. Second Vice-President

1. Shall coordinate meeting places and programs.
2. Shall perform such duties as they become necessary or as assigned by the President.
3. Shall retain and pass to current Second Vice-President all organization assets such as laptops, projectors, etc.
4. Shall pass to current Second Vice-President all conference Financial Records.
5. Shall pass to current Second Vice-President Resource List of Contacts for Supplies.

d. Third Vice-President

1. Shall coordinate public relations and membership.
2. Shall serve as a member of the Ambassador committee.
3. Shall assist the President and attend meetings representing the Organization as required.
4. Shall distribute an updated membership list to all PD Presidents at each Board Meeting in the organization.
5. Shall supply a hard copy or electronic copy to the Board members as needed.
6. Shall perform such duties as they become necessary or as assigned by the President.
7. Shall maintain current membership lists for 3 years and save to jump drive.
8. Shall retain applications for Memberships for 1 year.
9. Shall retain and pass to current Third Vice-President the format for Membership Certificates.
10. Shall send receipts when Membership dues are paid. Dues are paid directly to Treasurer.

11. Shall pass to the current Third Vice President the organizational equipment.

e. Secretary

1. Shall keep the minutes of the Membership, the Board of Directors, and the Executive committee meetings.
2. Shall be the custodian of all records and papers.
3. Shall distribute minutes to the Board of Directors, Committee Chairs and Affiliate liaisons.
4. Shall perform such duties as they become necessary or as assigned by the President.
5. Shall keep all meeting minutes and save to jump drive and send copy of minutes to website. Minutes will be kept on the website for 2 years. At which time they will be archived and sent to the archives committee chair to download to a jump drive.

f. Treasurer

1. Shall receive and disburse the funds of the Organization as directed by the Board of Directors.
2. Shall deposit all funds in a bank insured through the Federal Deposit Insurance Corporation.
3. Shall render a detailed, itemized financial statement of receipts and disbursements to the membership, to the Board of Directors and to the Executive Committee, and such other reports and accounts of the financial condition of the Organization as may be requested by the membership.
4. Shall prepare a detailed, itemized annual budget to be provided to the Membership at the Spring Meeting.
5. Shall serve as Chairperson of the Budget/Finance Committee and oversee preparation of the budget for the next fiscal year.
6. Shall serve as the Registered Agent for the Organization.
7. Shall prepare record and maintain records for the purpose of audits and taxes.
8. Shall notify the Executive Committee when any budget item, as approved by the Board, exceeds the amount appropriated.
9. Shall perform such duties as they become necessary or as assigned by the President.
10. Shall retain all financial records forever.

g. Past President

1. Shall serve as co-chair of Nominating Committee.
2. Shall serve as representative to the Benefit Programs Committee
3. Shall serve as Liaison to Planning District Presidents
4. Shall serve on special projects as assigned by the President
5. Shall serve as the vetting agent for emails, letters, newsletters prior to their mailing
6. Perform other duties as assigned

Section 6 – Officers shall turn over to their successors all records of their offices and assets within thirty (30) days after succession.

DISTRICTS

Section 1 – The officers of the District shall be President, Vice-President, Secretary and Treasurer. The term of office shall be two years, beginning July 1 of odd numbered years.

Section 2 – The duties of the District Officers shall be as follows:

a. President

1. Shall preside at all District meetings.
2. Shall serve as or appoint a designee to serve as a member of the Board of Directors of the State Organization.
3. Shall provide direction to the Executive Committee in the performance of its duties.
4. Shall appoint the chairpersons of all District standing committees.
5. Shall maintain necessary liaison between the District and the State Organization and notify the State President at least 20 days prior to the Board of Directors meeting of any action, which merits consideration by the Board of Directors.
6. Shall have the authority to appoint a new district officer to serve any unexpired term until the next regular election.
7. Shall communicate any discrepancies in membership rosters to the Third Vice-President of the organization.

b. Vice-President

1. Shall serve as an aide to the President.
2. Shall automatically assume the position of the President in the absence or upon the resignation of the President.
3. Shall have the authority to appoint a new Vice President to serve until the next election in the event of assumption of the presidency.

c. Secretary

1. Shall keep the minutes of the District meetings.
2. Shall send copies of the minutes to the District President and the Organization's webmaster.

d. Treasurer

1. Shall receive and disburse the funds of the District as directed by the District officers.
2. Shall deposit all funds in a branch of the organization's bank as directed by the State Organization.
3. Shall render a detailed, itemized financial statement of income and expenses and disbursement to the District membership and State Treasurer annually.
4. Shall serve on the State Budget Committee.
5. Shall prepare the District Budget.

Section 3 – It is recommended that no office be combined with another at the district level.

Section 4 – All officers shall turn over to their successors all records of their office within thirty (30) days after elections.

CHAPTER VII

MEETINGS

- Section 1 – State Organization membership meetings shall be held at least twice each year, spring, and fall.
- Section 2 – State Board of Directors shall meet on the first Wednesday of February, Spring Conference, the first Wednesday of August and at Fall Conference. The State President may change the meeting date to a more convenient date in extenuating circumstances. In extreme circumstances, Executive Board, Planning District, and Committee meetings, as well as semi annual conferences, may be held through a variety of communications such as, but not limited to, internet and telephone. The rules for these meetings shall follow the 12th Edition of Robert’s rules of order.
- Section 3 – The Executive Committee shall meet at the discretion of the President of the State Organization, or at the request of two (2) members of the Executive Committee.
- Section 4 – Quorum
- a. A majority of the members with voting privileges present at the State Organization meeting shall constitute a quorum.
 - b. A majority of the members with voting privileges, of the Board of Directors shall constitute a quorum.
 - c. A majority of the executive committee shall constitute a quorum.
 - d. In the event there is no quorum present to transact official business, an alternate method of voting may be substituted.
- Section 5 – Planning Districts will meet quarterly.
- Section 6 – Standing committees shall meet at least quarterly. Special committees shall meet as necessary.
- Section 7 – The organization may offer to pay the expenses of any individual who will speak or participate in planned organization functions.
- a. Procedures
 1. The Executive Committee shall approve expenses that may be covered.
 2. All Organization business meetings shall be open to the public as specified in the Virginia Freedom of Information Act, and meetings may be closed only as expressly provided by the law. In no event shall a non-organization member vote.

CHAPTER VIII

COMMITTEES

Section 1 – Committees shall be designated as Standing and Special.

- a. Standing Committee - shall have continuing tasks and ongoing responsibilities for the term of an administration.
- b. Special Committee - shall be assigned specific tasks to be accomplished. Upon completion of task and submission of reports as required the committee shall automatically dissolve.

Section 2 – There shall be the following Standing Committees and they shall be included in the committee groups as specified:

- a. Internal Affairs Committees
 1. Budget Committee – The Treasurer of each district shall serve on the Budget Committee and the State Treasurer shall serve as the Chairperson. A major function of the Budget Committee is to conduct a continuous audit of the financial records of the Organization. The Budget Committee continually reviews the budget and determines if appropriate spending is occurring. In addition to any other charges, the Budget Committee shall follow the procedures outlined in Appendix III, F-1 of the Manual of Policies and Procedures in preparing and submitting a budget. The committee chair shall turn over all organization assets at the end of their tenure.
 2. Ambassador Committee – The Ambassador Committee shall prepare a public relations effort to be made available to all Organization members and news media. The Committee may solicit regular contributions for publications, primarily through members of the committee in each District. This committee is responsible for planning and conducting membership drives, annual membership renewals, and preparing membership material. The Ambassador Committee is responsible for reviewing membership needs and determining appropriate means to address these needs. The committee chair shall turn over all organization assets at the end of their tenure. The Committee will receive applications for the You Make a Difference scholarship as outlined in Appendix C.
 3. Professional Development Committee – The function of this committee is to educate the membership on resources and programs available for personal and professional growth and development. This Committee has the responsibility to assist with the content of the State Membership meetings. Shall work with the VLSSE Professional Development Committee. The committee chair shall turn over all organization assets at the end of their tenure. The Committee will receive applications for the Be All That You Can Be scholarship as outlined in Appendix D.
 4. Legislative Committee – This Committee shall determine legislative priorities of the membership, and develop strategies and implementation plans for attaining the legislative goals. Shall work with the VLSSE Legislative Committee and attend their meetings. The committee chair shall turn over all organization assets at the end of their tenure.
 5. By-Laws/Policies & Procedures Committee – This Committee shall regularly review the organization By-Laws, Manual of Policy, and Procedure to ensure that the current needs and goals of the

Organization are reflected. The By-Laws Chairperson shall serve as Nominating Committee Co-Chairperson for state elections.

The Bylaws and Manual of Policies and Procedures Committee shall maintain an up-to-date copy of the Bylaws and Manual of Policies and Procedures, in addition to the official copy of these documents maintained by the State Secretary and shall make these documents available for use at all Board and membership meetings. The committee chair shall turn over all organization assets at the end of their tenure.

6. Finance Committee – The function of this committee is to assist the State treasurer with software programs that deal with membership and finances. The chair of this committee may need to attend Executive Board meetings but without any voting privileges on that board. The chair shall turn over all organization assets at the end of their tenure.
7. Archives Committee – The function of this committee shall be to keep a permanent record of history of the Organization and the accomplishments of the membership. Shall assist Awards and Fundraising Chair. The committee chair shall turn over all organization assets at the end of their tenure.
8. Fundraising/Awards Committee – The function of this committee shall be to organize and coordinate all fundraising activities of the State Organization as needed. This committee shall also evaluate award nominations and present those names to the Board of Directors for consideration after which they will prepare appropriate means of recognition by state and district. The Awards Committee shall facilitate recognition of members (and non-members as appropriate) using the Award Nomination Form found in Appendix V. The Committee will receive applications for the Bitsy Candelario scholarship as outline in Appendix E. Shall assist Archives Chair. The committee chair shall turn over all organization assets at the end of their tenure.
9. Hospitality Committee – The function of this committee shall be planning and coordinating the social functions of the organization and to acknowledge life events of the membership at the direction of the Executive Committee. The committee chair shall turn over all organization assets at the end of their tenure.
10. Communication Committee – The function of this committee is to maintain the organization website and develop and distribute public relations materials. Shall maintain information on social media sites. The committee chair shall turn over all organization assets at the end of their tenure.
11. Technology Committee – The function of this committee is to educate the membership on resources and technology advancement impacting the delivery of programs and daily business operations. The committee chair shall turn over all organization assets at the end of their tenure.

b. Benefit Programs Committees

1. Temporary Assistance for Needy Families/VIEW
2. Medical Assistance Program
3. Supplemental Nutrition Assistance Program
4. Energy Assistance Program
5. Foster Care and Adoption Assistance
6. Child Care

The TANF/VIEW, Medical Assistance Program, SNAP, and Child Care committees may have co-chairs as opposed to all other committees.

The committee chair shall turn over all organization assets at the end of their tenure.

- c. Nominating Committee – The function of this committee shall be to hold elections according to the specifications set out in Chapter 10.

Section 3 – Any other committees that may be found necessary shall be authorized by the Board of Directors.

Section 4 – Committees shall be comprised of members of the organization.

Section 5 – All committee chairpersons should attend Board of Directors Meetings and present a brief oral report of current committee activities. Minutes of the quarterly meetings will be posted to the BPRO website no later than 30 days from the date of the meeting.

Section 6 – State Executive Officers shall not serve as committee Chairpersons except as otherwise provided by these By-Laws.

Section 7 – In lieu of a Fraud Committee, an appointed member shall serve as a Liaison with the PAIV Organization.

Section 8 – All committee correspondence directed to any individual or group outside the membership of the Organization must be approved by the Board of Directors or the Executive Committee before mailing.

CHAPTER IX

FINANCES AND BUDGET

- Section 1 – Annual dues for members shall be established by the organization and will be paid yearly at the beginning of the organization year (July 1). Members whose current dues are not paid shall forfeit all rights and privileges of membership until such dues are paid. Executive Board officers’ dues must be paid by July 1, PD President, and Committee Chairs must be paid by 7/31 of each year.
- Section 2 – At the Fall Membership Meeting, the Budget Committee shall give an estimate of any dues increases to be proposed in the spring.
- Section 3 – A portion of the membership dues paid to the state organization by the district membership may be returned to the district treasury to defray expenses incidental to district operations.
- Section 4 – Any new member joining on or after January 1 shall pay ½ the yearly dues for the remainder of that year. This includes a member whose dues were paid by their agency and who subsequently moved to another agency.
- Section 5 – Memberships paid by an agency belong to the agency and do not transfer. Therefore, the agency would designate a replacement for the member who moved. The member who moved may reapply at the prorated amount in their new locality. Members who delay renewing memberships until after January 1 may not do so at the reduced amount but must pay the full yearly dues.
- Section 6 – An estimated, itemized budget (along with Budget Committee recommendations) shall be presented to the Board of Directors each February for consideration and approval. The Board of Directors shall present the approved budget to the membership at the Spring Meeting.
- Section 7 – The final budget, as recommended by the Board of Directors, must balance.
- Section 8 – The Budget Committee shall make recommendations for Board action on budget allocations. Reimbursements are made yearly to planning districts and committees based on the established budgets.
- Section 9 – A review shall be conducted by a Certified Public Accountant at the completion of the final term of the State Treasurer and made a part of that Treasurer’s final annual report.
- Section 10 – The state treasurer will be responsible for receiving all funds payable to the organization. This will include but is not limited to collection of yearly dues, conference registration fees, fundraising monies at the end of the event and depositing such funds into the organization account within 30 days.
- Section 11 – The state treasurer will record all monies and forward any attached documents to the appropriate designee such as the 3rd vice president or conference planner.
- Section 12 – Any purchases made on behalf of the organization should be billed to the state treasurer and shipped to the person making the purchase or a designated site.

Section 13 - Expenditures on behalf of the organization, which cannot be billed directly to the state treasurer, must have a receipt provided to the state treasurer within 30 days for reimbursement or reimbursement will not be made.

CHAPTER X

NOMINATIONS AND ELECTIONS

- Section 1 – Elections will be held on both the State and District levels according to specifications set forth.
- Section 2 – The Nominating Committee will consist of the ByLaws chairperson and the Immediate Past President. They will need to be present at the first quarter board meeting in odd numbered years and for President election.
- Section 3 – The ByLaws Chairperson will send interest forms to the membership during the first quarter (July-Sept) requesting nominees and a statement of their qualifications. These interest forms must be sent to allow the membership 30 days for return and must be received no later than five days prior to the fall membership meeting or by 09/30.
- Section 4 – A nominee shall give their written consent to serve prior to placement of their name for consideration. The nominee must have the written approval of their director/designee. A person shall accept a nomination for only one position on a slate. All paperwork will be due by 11/30.
- Section 5 – The Nominating Committee will meet at the fall membership meeting to begin the process of preparing a slate of nominees.
- Section 6 – The slate of nominees will be presented to the Board of Directors at the second quarter board meeting (Fall Conference) nominations from the floor will be accepted at this time. Any nominee from the floor may accept the nomination pending written approval of the director/designee. Such approval must be conveyed to the Nominating Committee Chairperson no later than 11/30.
- Section 7 – The Nominating Committee will prepare the ballot to be sent to the membership by January 1 with a return date of January 31.
- Section 8 – The Nominating Committee will meet at the third quarter board meeting (January-March) The Nominating Committee Chairperson will report the results to the President immediately, and then notify the nominees. The Nominating Committee Chairperson will announce the results at the 3rd quarter board meeting.
- Section 9 – The new officers will be introduced at the Spring Conference.
- Section 10 – If a member of the nominating committee is nominated to serve as an officer, that committee member/nominee shall be removed from participating in the selection of nominees for the state office. Likewise, if a member of the nominating committee becomes a candidate for office, that member will be removed from participating in the tabulation of votes.
- Section 11 – Elections shall be held through an official ballot (Appendix IV-B). The ballot shall be provided to each member with voting privileges not less than 30 days prior to the election. The ballot shall contain the last date for its return.
- Section 12 – Officers and directors shall serve until their successors are elected and assume their duties.

- Section 13 - If a ballot is distributed without a minimum of one candidate for each office, a write in candidate for each office may be accepted. All write in votes will be tallied with the write in candidate receiving the most votes elected to the office.
- Section 14 - Local Planning Districts may follow this process at their discretion in even numbered years.
- Section 15 - The elected slate of district officers shall be presented to the state President by fourth quarter board meeting (Spring conference) in odd numbered years.
- Section 16 - The President, with the approval of the Board of Directors, shall have the power to appoint any eligible member to serve during the unexpired term of any elected State Officer.
- Section 17 - In the event of a vacancy on the Executive Committee, the order of succession shall be:
- a. The 1st Vice President shall assume the Presidency and shall appoint a 1st Vice President subject to ratification by the remaining Executive Committee members.
 - b. For any other vacancy on the Executive Committee, the President shall appoint a successor subject to ratification by the remaining Executive Committee members.
- Section 18 - In the event the only candidate for an elected office withdraws their candidacy after ballots have been distributed to the membership, special election procedures shall be implemented. The State President, with the approval of the Executive Committee, shall appoint an interim officer to fulfill the job duties of the position until special election procedures can be completed.
- Section 19 - At the conclusion of the normal election process, should an office remain vacant, the President elect shall appoint an eligible member to the vacant office subject to ratification by the board elected.
- Section 20 - Tied Ballot Procedures
1. In case of a tie, a ballot, which contains the names of the candidates with most votes resulting in a tie, will be distributed to the Board of Directors at the third quarter meeting.
 2. In case of a tie, the Board of Directors, except for the state President, shall cast their votes. The Bylaws chair or designee and the 1st Vice President or designee will tally the votes to report the outcome to the full board prior to the conclusion of the board meeting and to the general membership in the most expedient manner.
 3. If the ballot cast by the Board of Directors, again results in a tie, the state President shall cast the deciding vote.

Section 21 – Special Election Procedures

1. The Nominating Committee, the ByLaws chairperson, and Past President, will meet within 30 days of notification of the withdrawal.
2. The Nominating Committee shall use excerpts of the procedures established in Chapter 10 as follows:
 - a. The Nominating Committee will send interest forms to the membership during the next quarter requesting nominees and a statement of their qualifications. These interest forms must be sent to allow the membership 30 days for return and must be received no later than 5 days prior to the fall membership meeting.
 - b. A nominee shall give written consent to serve prior to placement of the nominee's name for consideration. The nominee must have the written approval of the director. A person shall accept a nomination for only one position on a slate.
 - c. The Nominating Committee will prepare the ballot to be sent to the membership within 30 days with a return date of an additional 30 days.
 - d. The Nominating Committee will meet within 14 days of the ballot deadline to tally the results. The Nominating Committee Chairperson will report the results to the President immediately, and then notify the nominees. The Nominating Committee Chairperson will announce the results at the next quarterly state board meeting.
3. The new officers will assume their duties the first of the month following notification to the President.
4. The new officers will be introduced at the next full membership meeting.

Section 22 – On the district level, if the presidency becomes vacant, the Vice President will assume the presidency. Within 30 days the new President shall notify the membership of the Vice-Presidential vacancy and shall solicit interested individuals to fill the vacancy.

- a. The new President shall make an appointment from those interested individuals within 60 days of the vacancy, subject to ratification of the remaining board members.
- b. If any other vacancy occurs at the district level, the President shall notify the membership and shall solicit interested individuals to fill the vacancy. The President shall make an appointment from those interested individuals within 60 days of the vacancy, subject to ratification of the remaining board members.

Section 23 – If the Planning district is not able to complete the above procedure, the state President will implement the above process with appointment ratified by the Executive Committee. Interested individuals are subject to the same procedures as outlined in Chapter 10 Section 5 for the nominating procedure.

CHAPTER XI

AFFILIATIONS

Section 1 – Virginia League of Social Services Executives

- a. The Virginia Benefit Programs Organization and the League of Social Services Executives (The League) shall establish an affiliate relationship. Oversight of the organization by the other is not expected and there is not an established hierarchy.
- b. The organization President or his designee shall serve as liaison to the Virginia League of Social Services Executives.
- c. The League will designate a liaison to the organization.
- d. The function of the liaison is to be the official communication conduit between the Board of Directors of the organization and the League.
- e. The committee chairpersons of the organization and the League are encouraged to include their counterparts in meetings in a manner that would effectively serve to enhance cooperation and communication on issues of mutual concern.

Section 2 – Virginia Alliance of Social Work Practitioners

- a. The Virginia Benefit Programs Organization and the Alliance of Social Work Practitioners (VASWP) shall establish an affiliate relationship. Oversight of the organization by the other is not expected and there is not an established hierarchy.
- b. The function of the liaison is to be the official communication conduit between the Board of Directors of the organization and the Alliance.
- c. The committee chairpersons of the organization and the Alliance are encouraged to include their counterparts in meetings in a manner that would effectively serve to enhance cooperation and communication on issues of mutual concern.

Section 3 – Partnership of Office Service Support Employees in Social Services

- a. The Virginia Benefit Programs Organization and the Partnership of Office Service Support Employees in Social Services (POSSESS) shall establish an affiliate relationship. Oversight of the organization by the other is not expected and there is not an established hierarchy.
- b. The function of the liaison is to be the official communication conduit between the Board of Directors of the organization and POSSESS.
- c. The committee chairpersons of the organization and POSSESS are encouraged to include their counterparts in meetings in a manner that would effectively serve to enhance cooperation and communication on issues of mutual concern.

Section 4 – Public Assistance Investigators of Virginia

CHAPTER XII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, newly revised edition shall be the parliamentary authority unless they are inconsistent with these policy and procedures.

CHAPTER XIII AMENDMENTS

The ByLaws may be amended at any quarterly meeting by a two-thirds (2/3) majority vote of the members present, provided they shall have been submitted in writing to the membership for study and recommendation at least thirty (30) days prior to the ensuing board meeting. A copy of the amendments shall be distributed to each member of the organization thirty (30) days before a semi-annual organization meeting. A copy of the proposed amendments shall be submitted to the Board of Directors for study and recommendation at least 30 days prior to the ensuing board meeting and distributed to each member of the organization not less than 30 days before a semi-annual organization meeting. Amendments to the ByLaws will become effective the first of the month following the vote.

The Policy and Procedures manual may be amended at any regularly scheduled board meeting by a majority vote, provided they shall have been submitted in writing to the board for study and recommendation at least thirty (30) days prior to the ensuing board meeting where the vote will occur. Amendments to the policy and procedures will become effective the first of the month following the vote.