

**NATIONAL ASSOCIATION FOR PROGRAM INFORMATION AND
PERFORMANCE MEASUREMENT BY-LAWS**

ARTICLE I

Name

This organization established within the American Public Human Services Association (hereafter referred to as APHSA) shall be known as the National Association for Program Information and Performance Measurement (hereafter referred to as the Association).

ARTICLE II

Mission Statement

The mission of the National Association for Program Information and Performance Measurement is to promote and enhance excellence in the planning and administration of the state human services programs through the development, collection, analysis, and evaluation of program data, and outcomes and outcomes and performance information for use in informed decision making.

ARTICLE III

Secretariat

The Secretariat of the Association shall be that of the current President of the Association during that officer's term of office. The President shall maintain a central depository of all records, correspondence and other documents of the Association. The Secretary of the Association shall maintain sufficient records locally to carry out the function of that office and shall supply the President with copies of all correspondence for the central depository. The APHSA accountant will maintain all of the official financial records and manage the funds of the Association. In addition, the Treasurer of the Association shall maintain fiscal records of the Association locally and shall supply the President with the

necessary financial reports. Immediately on vacating their offices, the President, the Secretary and the Treasurer shall surrender all records and documents of the Association and shall arrange for the prompt and safe delivery of same to their successor.

ARTICLE IV

Membership

Section 1. Membership in the Association shall be limited to Public or Private Human Services employees who are responsible for quality control, program evaluation, analysis, data collection, corrective action, or related duties.

Section 2. In order to be a member of NAPIPM, a person must be a member of APHSA and be employed by (or be a former employee of) an agency with APHSA membership.

ARTICLE V

Meetings

Section 1. The annual business meeting of the Association membership shall be held in conjunction with the Annual Conference at a time and place specified by the President, with the advice of the Board of Directors. In the event that an annual conference is not held, the President (with advice from the Board) will designate a date and time, for a meeting via teleconference or other electronic real-time means for a business meeting to be held. By majority vote, the Board of Directors may, under its own authority, call a special meeting of the Association. (See Article IX for powers and responsibilities of Board of Directors.)

Section 2. At least sixty (60) days prior to each annual business meeting, or thirty days prior to a special meeting, the Secretary shall send a written notice of the time and place thereof, and shall send a final or preliminary agenda to each member.

Section 3. A majority vote of those present at the business meeting shall be necessary for the transaction of business items raised and discussed at the meeting.

Section 4. After sufficient notice to the states, a Regional Director may call a regional meeting of the membership of a region at any time except that it shall not conflict with the annual business meeting of the Association. Regional meetings may be at the same location before or after the annual business meeting.

Section 5. Parliamentary procedures shall be in accordance with Roberts' Rules of Order, Revised, the latest edition, so far as such rules or order will not conflict with the by-laws of the Association or special rules of order adopted by the Association.

Section 6. All formal policy positions of the Association will be reported through the National Council of State Human Service Administrators or the APHSA Board of Directors.

Section 8. It may become necessary from time to time to develop an Association position on issues, which arise between scheduled annual meetings. Should this need arise, the President or designee shall develop a position paper on a given issue to be sent to each board member for approval. A position must be approved by at least three-fourths of the Board of Directors members.

Section 9. At any meeting of the members, a member may vote either in person or by proxy executed in writing by the member, but no such proxies shall be valid for more than one meeting.

ARTICLE VI

Financial Support

Section 1. The Association will be sustained through volunteer effort and the proceeds of registration fees charged to all persons in attendance at the Association annual meetings.

Section 2. The President, with approval of the Board of Directors, shall establish the registration fee for each annual meeting and may exempt invited guests, speakers, and others as appropriate from paying registration fees.

Section 3. The President and Board of Directors may establish fees and charges for such things as membership dues, or other reasons only after a recommendation from the budget committee. The levy of any fees or charges under this Section shall require a two-thirds majority vote by the Board of Directors.

Section 4. Nothing in these by-laws shall be construed as authorizing any officer or member to enter into contracts on behalf of the Association or to otherwise financially bind or obligate the Association in any way.

ARTICLE VII

Board of Directors/Advisory Members

Section 1. Board of Directors

The Board of Directors, hereafter referred to as the Board, shall consist of the President, Vice President, Secretary, Treasurer of the Association, and Regional Directors. In addition, the immediate past president shall serve as a board member with all rights and privileges until replaced by the next immediate past president.

(a) The Executive Board officers of the Board shall be: President, Vice President, Secretary, and Treasurer, all of whom shall be nominated and elected from among the members of the Association.

(b) States and territories within each of the seven (7) regions designated in Article VIII shall elect a Regional Director from the Association membership in their respective regions.

(c) Any two or more offices on the Board may be held by the same person, except the offices of President and Treasurer.

(d) Advisory Members of the Board (non-voting) shall include the chairpersons of TAGs and committees established by Article X, a member-representative from the immediate past and the upcoming Annual Conference host states, and the Annual Conference Consultant.

Section 2. Qualifications and Term of Office

All officers described in Section 1 (a) and (b) above must be voting members of the Association in good standing. Elections of Officers described in Section 1 (a) will take place at the Association's annual meeting.

Election of Regional Directors described in Section 1 (b) may take place at regional meetings or by mail. The term of office for all officers shall be one term consisting of two (2) years. No officer may serve more than two (2) consecutive terms except for the Regional Directors who may be elected to continuous consecutive terms as necessary. The term of office begins on the first of the month following the election. In the event of death, resignation, refusal to serve, or other circumstances, the Vice President shall succeed the President. In the event of a similar disability on the part of another officer, the Board will appoint a successor to serve for the remainder of the term of such officers. If a Regional Director is unable to complete the term of office, the states and territories in that region shall elect a new Regional Director to complete the remainder of the un-expired term.

Section 3. Nomination and Election

In advance of the annual business meeting, the Nominating Committee will have responsibility for proposing that at least one candidate for each of the offices described in Section 1 (a), who will stand for election at the annual meeting. The Secretary to all members (see Article IV) shall distribute a list of the candidates along with the annual meeting notice. Additional nominations may be proposed from the floor at the annual meeting. Voting shall be by secret ballot and count of the mail-in votes. The person receiving the majority of votes shall be declared elected. If only one candidate is nominated and no other candidates are proposed from the floor, that candidate shall be considered elected on nomination without the necessity of voting by ballot.

Section 4. Removal

The Board may remove any Executive Board officer elected or appointed whenever, in its judgment, the best interest of the Association would be served. Such removal shall be made only with the affirmative vote of not less than two-thirds (2/3) of the Board.

Section 5. Vacancies

A vacancy in any Executive Board office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of the Association for the unexpired portion of the term as provided in Section 2 above.

Section 6. Duties

(a) President

The President shall be the principal executive officer of the Association and shall in general supervise and control all of the business and affairs of the Association. This individual presides at all meetings of the members and of the Board; may be a member of the APHSA Board of Directors; may sign any documents or

communications of a general nature or express the position of the Association as authorized by the Board or the membership; and, in general, shall perform all duties incidental to the office of President and such other duties as from time to time may be prescribed by the Board.

(b) Vice President

In the absence of the President or in the event of that officer's inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to the restrictions upon the President. Unless otherwise determined by the Board and President, the Vice President shall serve as the Annual Conference Program Planner. The Vice President shall perform other such duties as are assigned from time to time by the President or by the Board.

(c) Treasurer

The Treasurer shall deposit all Association funds with APHSA to be held in a separate account for use by the Association only. The Association's funds will be managed by APHSA subject to APHSA's fiscal management guidelines.

The Treasurer shall maintain such records of receipts, disbursements, and balances as may be required by the Board, and shall report on the Association's financial condition within 90 days of the annual business meeting and at least semiannually to the President and at such other times as required by the President or Board.

(d) Secretary

The Secretary shall keep the minutes of the annual meeting of the Association and of the Board; see that all notices are duly given in accordance with the provisions of these by-laws; keep a register of the post office and E-mail addresses and telephone numbers of each member; and, in general, perform all

duties incidental to the office of Secretary, and such other duties, from time to time, assigned to the secretary by the President or by the Board.

(e) Regional Directors

Each Regional Director shall serve as a member of the Board. He/she shall assist the President and other officers in coordinating the activities within his/her Region with those of the Association. He/she shall give all possible assistance to members of his/her Region who are asked to perform or who are assigned to carry out any Association duty or responsibility. He/she shall keep the Association officers and the Board informed of regional plans, developments, and accomplishments, including those of the individual states composing his/her region. He/she shall provide leadership within the Region in all matters relating to Association responsibilities, activities, and interests. He/she shall communicate with other Regional Directors for the purpose of identifying inconsistent or incomplete instructions transmitted by federal authorities and may seek to resolve these directly or escalate the more significant issues for consideration and resolution by the full Association.

(f) Advisory Members of the Board

The non-voting Advisory Members of the Board shall serve in advisory roles to the Board of Directors and may attend all Board meetings.

Section 7. Compensation of the Officers

No officer of the Association shall receive compensation for services as such officer, except that with prior authorization any officer may be reimbursed for the actual expenses incurred in the performance of duties upon the approval of such expenses by either the President or the Board of Directors; provided, however, that the President shall not approve his/her own expenses. This section is not intended to prohibit the Board of Directors from seeking authorization for compensation for the Annual Meeting Coordinator.

ARTICLE VIII

Regions

_Section 1. The Association is divided into seven (7) Regions, as follows:

1. Connecticut New York
Maine Rhode Island
Massachusetts Vermont
New Hampshire
2. Delaware Puerto Rico
District of Columbia Virgin Islands
Maryland Virginia
New Jersey West Virginia
Pennsylvania
3. Alabama Florida
Georgia Kentucky
Mississippi North Carolina
South Carolina Tennessee
4. Illinois Minnesota
Indiana Ohio
Michigan Wisconsin

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| 5. | Arkansas | Oklahoma |
| | Louisiana | Texas |
| | New Mexico | |
| 6. | Colorado | Nebraska |
| | Iowa | North Dakota |
| | Kansas | South Dakota |
| | Missouri | Utah |
| | Montana | Wyoming |
| 7. | Alaska | Idaho |
| | Arizona | Nevada |
| | California | Oregon |
| | Guam | Washington |
| | Hawaii | |

ARTICLE IX

BOARD OF DIRECTORS

Section 1. General Powers

Its Board of Directors, hereafter referred to as the Board shall manage the affairs of the Association.

Section 2. Regular Meetings

A regular meeting of the Board shall be held without other notice at the same time and place as the annual business meeting of members prior to the annual meeting. The Board may provide by resolution for the holding of any additional regular meeting of the Board without other notice than such resolution.

Section 3. Special Meetings

Special Meetings of the Board may be called by or at the request of the President or of any three (3) Board members.

Section 4. Notice

Reasonable notice and the purpose of any special meeting shall be given by written notice, sent by mail, FAX or e-mail to each Board member at his/her address as shown in the records of the Association.

Section 5. Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board, provided that if less than a quorum of Board members is participating at said meeting, a majority of the members present may adjourn the meeting.

Section 6. APHSA Relationship

The Association's Board shall comply with all criteria governing Associations as established by the Board of Directors of the APHSA, including the Memorandum of Understanding with APHSA. Any amendments, findings or recommendations made by the Association or the Board acting for the Association shall have no force or effect as an official position of the APHSA, except upon the approval of the Board of Directors of the APHSA. The Association in all its activities shall cooperate with the Board and the Executive Director of the APHSA in implementing the objectives of the Association as set forth in its by-laws.

ARTICLE X

Committees

Section 1. There shall be the following standing Committees:

(a) TANF/Welfare to Work Committee/Technical Advisory Group (One (1) member from each of the seven (7) regions).

(b) Medicaid-QC Policy Committee/Technical Advisory Group (One (1) member from each of the seven (7) regions).

(c) Food Stamp-QC Policy Committee/Technical Advisory Group (One (1) member from each of the seven (7) regions).

(d) Child Care Committee (Membership as determined by the President and Board of Directors).

(e) Child Support (Membership as determined by the President and Board of Directors).

(f) Communications Committee (Web site)

(g) Annual Conference Committee

(h) Nominating Committee (Unless it becomes otherwise necessary as determined by the Board, the Nominating Committee will only exist during the year preceding the bi-annual election of officers as prescribed in Article VII, Section 3.)

(i) Budget Committee (Membership as determined by the President and Board of Directors.)

Section 2. Committees may be co chaired, at the President's discretion. The chair person(s) of committees shall be nominated by the President and approved by the Board at the annual meeting or as soon as possible following said meeting and shall serve until the conclusion of the next annual meeting.

Section 3. Following confirmation by the Board, the committee chairpersons shall select committee members whose terms shall continue until the conclusion of the next annual meeting. As soon as all committee appointments have been made, a notice of the membership of each standing committee shall be forwarded to the Secretary. Committee reports are to be made quarterly to the President as necessary.

Section 4. The Board will review the roles and necessity of existing committees, or the need to establish new committees at least every two (2) years. The President and Board as required may form special committees and work groups.

ARTICLE XI

Contract, Checks, Deposits, and Funds

Section 1. Contracts

No officer or member of the association shall enter into any contract or execute or deliver any instrument in the name of or on behalf of the Association, without majority approval of the Board and APHSA, under the terms of the Memorandum of Understanding with APHSA.

Section 2. Checks, Drafts, etc.

All checks, drafts, and other orders for the payment of money notes, or other evidences of indebtedness issued in the name of the Association , shall be authorized by such officer or officers, agent or agents of the Association, in coordination with the APHSA accountant, and in such manner as shall from time

to time be determined by resolution of the Board. In the absence of such determination by the Board, instruments in excess of \$500.00 shall be authorized by the Treasurer and President. Either the Treasurer or President may authorize instruments of \$500.00 or less.

Section 3. Deposits

All funds of the Association shall be deposited to the credit of the Association with APHSA.

Section 4. Gifts

The Board or the President may accept on behalf of the Association any contribution, gift, bequest, or devise for the general purposes or for any special purpose consistent with the purpose of the Association.

ARTICLE XII

Miscellaneous

Section 1. Books and Records

The Association shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its meetings, Board meetings, and committee meetings, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. Any member may inspect all books and records of the Association, or his/her agent or attorney for any purpose at any reasonable time, provided the agency or attorney presents written authority to a responsible officer, to inspect on behalf of any member. Any costs incurred by the inspection shall be borne by the member so requesting.

Section 2. Fiscal Year

The fiscal year of the association shall begin on the first day of January and end on the last day of December in each year.

Section 3. Representation of Association by Members

The President of the Association may designate Active Members to represent the Association at any meeting or conference in which representation by the Association is deemed appropriate or necessary.

Section 4. Annual Conference Consultant

The President and Board may retain an Annual Conference Consultant to oversee all aspects of the Annual Conference and may compensate the consultant, with APHSA approval, under the Memorandum of Understanding and as funds allow.

ARTICLE XIII

Amendments

These by-laws may be altered, amended, or repealed and new by-laws may be recommended by action of a majority of the members of the Board of Directors consisting of a quorum at any regular or special meeting of such Board, provided that at least sixty (60) days written notice is given of intention to alter, amend, or repeal, or to adopt new by-laws at such meetings. Such amendments will be forwarded for approval to the APHSA Board of Directors.

REVISED January 2005