

As amended April 1994, July 1995, November 17, 1998, October 1998, October 2000, January 9, 2004, February 9, 2006, September 14, 2009

ARTICLE I – NAME

The name of this Association shall be Virginia Association of Local Human Services Officials [VALHSO]. Human Services are defined as a broad array of services that are delivered to the public by local government and which may include but are not limited to Health, Mental Health, Social Services, Parks & Recreation, Libraries, Housing and Neighborhood Revitalization, Comprehensive Services, Juvenile Justice and Adult Corrections and other such functions.

ARTICLE II – PURPOSE

The purpose and objectives of this Association shall be the improvement of Human Services delivery to citizens and clients, by mutual information sharing, best practices, trends and needs; through education, advocacy and influencing of public policy in the Human Services field; by bridging to other divisions in local government and other levels of local and state government; through liaisons with parallel professional and voluntary associations; and through managerial excellence, professionalism and accountability.

ARTICLE III – MEMBERSHIP

In all categories of membership, candidates must be recommended by the Executive Board and confirmed by vote of the membership.

A. FULL AND ACTIVE MEMBERSHIP

Full and active membership shall be open solely to the senior Human Services official from each county and city in Virginia who has direct access to the Chief Administrative Officer, and who holds a position of oversight, management or coordination of a range of Human Services functions from various local government departments, divisions or agencies with that unit of government.

- **SPECIAL MEMBERSHIP**

Full and active membership, with voting privileges and the right to hold office, may also be extended when deemed appropriate, to a representative from another organization.

C. ASSOCIATE MEMBERSHIP

Associate membership shall be open to those who hold a position associated with human services functions within a unit of government. A full member of VALHSO from the same unit of government must sponsor candidates for Associate Membership. Associate members shall not vote nor hold office but may be members and chairs of standing and ad hoc committees and fully participate in meetings and other business of the organization.

- **HERITAGE MEMBERSHIP**

Heritage Membership, an emeritus category of membership, shall be open by invitation of the association to all those who have been full, associate or special members of the organization. Emeritus members shall vote, hold office, be members of standing and ad hoc committees and fully participate in meetings and other business of the organization.

ARTICLE IV – VOTING PRIVILEGES

Each unit of government is entitled to one vote, which shall be cast by the full member. That vote may be assigned to an Associate Member at the discretion of the Full Member and solely in their absence.

ARTICLE V – MEMBERSHIP DUES

Annual membership dues, payable in advance in January, shall be set by the Association at its autumn business meeting.

ARTICLE VI – OFFICERS

Officers of this association shall include: a President, a Vice-President, a Secretary and a Treasurer. All officers shall be elected at the autumn meeting for a two-year term beginning January 1st.

All officers of the association shall be full and active members or Heritage members .

Vacancies shall be filled by a majority vote of the members of the Association in meeting, to serve during the remainder of the unexpired term of the person vacating the office. The president, with the consent of the Executive Board, may appoint members to serve in an acting capacity when vacancies occur in offices during periods when there are no meetings scheduled.

Duties of the officer shall correspond generally to those duties that normally are delegated to such officers, unless such duties are otherwise specifically assigned by the members in meeting or by the Executive Board.

ARTICLE VII - COMMITTEES

There shall be five standing committees of the organization. They are:

- Policy - To advocate programmatically and legislatively on state and federal levels.
- Program - To identify a host locality and assist with program development.
- Best practices - To develop a mechanism for soliciting information from member localities on examples of best practices and active models and provide opportunities for that to be shared throughout the membership.
- 4. Membership - To recruit, recognize and retain all categories of membership for the organization.
- 5. Communication - To identify and implement communications strategies in order to assure an informed, involved and cohesive membership and to advance the organization's mission and goals.

The chair of each committee shall be appointed by the president at the beginning of his/her term. The chair of each committee shall serve a two-year term, which coincides with that of the president.

The president can establish ad hoc committees at his/her discretion. Non-members, in addition to Full, Associate and Heritage members may serve on both standing and ad hoc committees.

ARTICLE VIII – EXECUTIVE BOARD

There shall be an Executive Board consisting of the elected officers, past presidents, and Chairs of the Standing Committees. It shall be the duty of the Executive Board to approve the agenda of the Association meetings for all members; and to transact the business of the Association including policy matters referred to it by the members; and to perform such other duties as may be pertinent to the advancement, welfare and the best interests of the Association and its members.

ARTICLE IX – ELECTIONS

A Nominating Committee of three members shall be appointed by the President each year, all active members in good standing. This committee shall select at least one name from the membership in good standing as a candidate for each office and each place on the Executive Board, which is to be filled at the autumn meeting. Additional nominations may be made from the floor at the autumn meeting by any full and active member in good standing.

Elections including the various forms to be used, the methods of voting, the counting of ballots, the rules of procedure pertaining thereto, shall be prescribed by the Executive Board.

ARTICLE X– MEETINGS

The Association shall hold at least four regular meetings each year, with elections and

other business matters for the coming year being the agenda for the autumn meeting. Appropriate notice of each meeting shall be given to each member. Special meetings may be held upon call of the President at such times, as in his/her judgment, is deemed advisable for the general well-being of the Association. In the conduct of the business of the Association, Robert's Rules of Order shall prevail, as may be applicable.

ARTICLE XI – AMENDMENT OF PLAN OF ORGANIZATION

This plan of Organization may be amended at any regular meeting of the Association by a majority vote of the members present.