

# Story County Human Services Council

## Bylaws

### Updated 5/24/2018

#### Article I: Name

The name of this organization shall be the Story County Human Services Council

#### Article II: Mission

The Story County Human Services Council works to establish an environment which energizes members and provides an opportunity for collaborative efforts and advocacy for human needs.

#### Article III: Membership

**Section 1:** The membership shall be open to all organizations and individuals within Story County who support the mission of the Human Services Council.

**Section 2:** The membership rate will be established at the annual meeting held in May.

**Section 3:** Renewing annual dues must be paid on or before the December meeting. New members are accepted upon receipt of dues and are added to the website.

**Section 4:** Each member agency, organization or individual is assured one vote by virtue of having paid membership dues.

#### Article IV: Officers

**Section 1:** The officers of the Council shall be two (2) co-chairs, secretary, and treasurer. The co-chairs are elected to serve staggered terms as are the secretary and treasurer. Officers are elected at each annual meeting to serve a two-year term.

**Section 2:** The charge of the Story County Human Services Council shall be:

**The Co-chairs** (1) presides over all meetings of the membership and of the Executive Committee, (2) represents the organization, (3) arranges meeting locations and dates, (4) maintains the website including domain renewal, and (5) appoints and gives direction to committees.

**The Secretary** (1) notifies the membership of meetings, (2) e-mails proposed resolutions to members, (3) records and distributes minutes of council meetings, (4) maintains accepted committee reports, (5) maintain the website including domain renewal, and (6) handles correspondence.

**The Treasurer** (1) handles the council's finances, (2) keeps an accurate record of income and expenditures, (3) prepares financial reports, (4) collects membership dues, (5) maintain the website including domain renewal, and (6) maintains current membership list of paid members to be included on the website.

#### Article V: Committees

**Section 1:** There shall be four standing committees of the Human Services Council:

- a. Executive Committee shall be composed of the officers.
- b. Asset Panel Representative Vacancies: Nominations for the replacement of ASSET Panel Representatives will be presented by the outgoing Panel Representative to be voted on by the membership. ASSET Panel Representatives serve 3-year terms from May 1 to April 30. In the event an outgoing Panel Representative is unable to obtain nominations, the Nominating Committee will assume that responsibility.
- c. Resource Guide Committee: The Human Service Council will oversee the Story County Resource Guide in its development, accuracy, accessibility and effective communication of resources throughout Story County through the Resource Guide Subcommittee. The Resource Guide subcommittee includes at least 6-8 members from the Story County Human Service Council but may include more members upon interest. This subcommittee will direct the

updating and accuracy of the guide and inform the Council of progress at monthly council meetings. Additionally, the Resource Guide will be promoted by this Subcommittee group as well as through Council agendas, minutes, reports, written/email communication and general word of mouth.

**Section 2:** The Story County Human Services Council will select and elect a Panel Representative who will serve as a liaison between the Council and ASSET. The Panel Representative will voluntarily attend monthly ASSET meetings, and report out monthly at Council meetings. The Panel Representative will serve a three (3) year term.

Any Story County Human Services Council member may suggest a representative to serve. If needed, replacement representative(s) will be elected during other times of the year.

**Section 3:** The Story County Human Services Council will serve as the coordinating group to select and maintain 6-8 Resource Guide members. One person, as agreed upon by the Resource Guide Committee, shall represent the group at all Human Service Council meetings as the Resource Guide Chair providing regular updates about the Resource Guide and will serve a two (2) year term. The Resource Guide Committee must meet quarterly at a minimum throughout the year to coordinate periodic Resource Guide updating. Any Story County Human Services Council member may suggest representatives to serve on the Resource Guide Committee. The Story County Human Services Council expects to have regular updates from Resource Guide members at the monthly meetings.

**Section 4:** The Co-chairs shall appoint other committees as are necessary to carry out the work of the Council.

#### **Article VI: Meetings**

**Section 1:** The Story County Human Services Council shall hold at least eight (8) regular meetings at a date, time and place to be determined by the Executive Committee.

**Section 2:** Special meetings may be called by the co-chairs or 25% of the membership. Written notice of special meetings shall be e-mailed to the membership seven (7) days prior to the meeting.

**Section 3:** The Story County Human Services Council will schedule a meeting in March that will serve as the yearly meeting for all ASSET agencies. At this meeting agencies will exchange information as needed and will elect the new panel representatives to serve on ASSET.

**Section 4:** The Annual Meeting shall be held at the regular meeting in May at which time reports shall be given by the Co-chairs and the Treasurer. Officers shall be elected for the ensuing year.

**Section 5:** The fiscal year shall be from July 1 to June 30.

#### **Article VII: Procedures**

**Section 1:** No official business shall be transacted in the absence of quorum. A quorum consists of members present at a regular meeting.

**Section 2:** Any member may bring an issue of concern to the Council.

**Section 3:** Exploration of issues of particular interest shall be conducted by single focus task forces.

- a. Any Council member who raises an issue may seek the help of any interested person.
- b. A task force may report to the Council and should do so in writing.
- c. If a task force chooses to submit a resolution for action by the Council, the resolution shall be submitted in writing at the Council meeting prior to the expected vote.
- d. The Secretary shall e-mail the proposed resolution to the membership three weeks prior to the action agenda.
- e. Resolutions require a two-thirds (2/3) affirmation vote of those present.

#### **Article VIII: Amendments**

The By-laws may be changed at any regular meeting by a majority of membership present, providing that the proposed changes shall have been read at the regular meeting most previous to the one at which the vote is to be taken.

---

(Story County Human Service Council Co-Chair)

---

(Date)