

**MANUAL**  
**OF**  
**POLICIES AND PROCEDURES**

**VIRGINIA BENEFIT PROGRAMS ORGANIZATION**

# TABLE OF CONTENTS

<u>CHAPTERS</u>	<u>PAGE</u>
I Purpose of the Organization	3
II Membership	4
III Board of Directors	5
IV Executive Committee	6
V Districts	7
VI Officers	7
State Districts	
VII Meetings	11
VIII Committees	12
IX Finances and Budget	14
X Nominations and Elections	15
XI Affiliations	18
XII Parliamentary Authority	19
XIII Amendments	19
Appendix	20

## **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 eligibility 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 eligibility practices;
- b. Promoting personnel principles designed to increase opportunities for eligibility 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 and the cost of dues for the membership are listed in appendix VII.
- 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 member who has made substantial contributions to the organization and/or the profession and is approved by a two-thirds (2/3) affirmative vote of the Board of Directors shall be awarded Honorary Lifetime Membership.

Section 2 - Privileges and Rights of the members of the Virginia Benefit Programs Organization are 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 elective and 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.
- b. Associate Members
  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.
- 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.

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 forwarded to each member for inclusion in the Manual of Policies 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 – District Presidents or their designee are required to attend all Board Meetings in order to insure the membership of the organization is fully represented.

Section 5 - 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 6 – 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 7 – 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.
  - c. Shall serve as the voting officers of the Corporation. In addition the Treasurer of the Organization shall serve as the Registered Agent 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 for the past 2 years.

Orientation shall include:

1. A brief history of the organization
  2. Review of the Bylaws and Manual of Policy and Procedures
  3. 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 Parliamentarian shall attend all membership meetings, all Board of Directors meetings and all Executive Committee meetings. The Parliamentarian shall serve in no other capacity.

## **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 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 reside..

## **CHAPTER VI**

### **OFFICERS– STATE**

Section 1- The 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 2 section 2.

Section 3 -The regular term of all officers shall be two (2) years, beginning July 1 of **even** numbered years.

- a. Officers, with the exception of the Treasurer, shall be eligible to serve only two consecutive regular terms.
- b. The Treasurer shall be eligible to serve only three (3) consecutive regular terms.
- c. 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.

Section 5 - The duties of the officers of the Virginia Benefit Programs Organization shall be as follows:

a. President

2. Shall preside at all meetings of the State Organization, Board of Directors and Executive Committee.
3. Shall serve as ex-officio member of all committees, except the Nominating Committee.
4. Shall appoint a Parliamentarian and committee chairpersons subject to the approval of the Board.
5. Shall coordinate the presentation of recommendations from the Executive Committee to the Board.
6. 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.
7. Shall meet with the Nominating Committee at the fall membership meeting in odd numbered years for the purpose of charging the committee with its duties.
8. 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.

b. First Vice-President

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 serve as or appoint a designee as liaison to the State Board of Social Services.
3. Shall maintain a current list of Organizational Committee Chairpersons.
4. Shall coordinate all Standing and Special committees of the Organization.
5. Shall receive all committee reports, send a copy to the Secretary to post in the Board meeting minutes, send a copy to webmaster to post on the website and save to a jump drive.
6. Shall receive and keep the Resolution from the State Board for EW Appreciation Week
7. Shall keep all committee meeting sign in sheets.

c. Second Vice-President

1. Shall coordinate meeting places and programs.
2. Shall plan and implement semi-annual conferences in cooperation with the VLSSE and other affiliates.
3. Shall perform such duties as they become necessary or as assigned by the President.
4. Shall retain and pass to current Second Vice – President all organization assets such as
  - (a) White Board
  - (b) Easel
  - (c) Name Tag Label Maker
  - (d) Office Supplies
5. Shall pass to current Second Vice-President all conference Financial Records
6. 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 public relations 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.
  5. Shall supply a hard copy or disc 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 keep and distribute Pins for Membership
  10. Shall retain and pass to current Third Vice-President the format for Membership Certificates.
  11. Shall send receipts when Membership dues are paid. Dues are paid directly to Treasurer.
- 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 report of receipts and disbursements to be provided to the Retains and passes to current President Membership at the Spring Meeting.
  5. Shall serve as Chairperson of the Budget 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 for 7 years.
- f. Past President
1. Shall serve as co-chair of Nominating Committee.
  2. Shall serve as the Liaison to the Alliance & Possess
  3. Shall serve as BPRO representative to the NEW Organization.
  4. Shall serve as representative to the League Financial Services Committee.
  5. Shall conduct Orientation to new Board Officers
  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.

## **OFFICERS - 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.

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.

### 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 V, A-C 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. Public Relations Committee - The Public Relations 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 Public Relations/Membership 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.

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. The committee chair shall turn over all organization assets at the end of their tenure.
4. Legislative Committee -This Committee shall determine legislative priorities of the membership, and develop strategies and implementation plans for attaining the legislative goals. 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 and 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. 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. The committee chair shall turn over all organization assets at the end of their tenure.
7. 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 VI. The committee chair shall turn over all organization assets at the end of their tenure.
8. 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.
9. Communication Committee- The function of this committee is to maintain the organization website, and develop and distribute public relations materials. The committee chair shall turn over all organization assets at the end of their tenure.
10. 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. Medicaid/State-Local Hospitalization/Auxiliary Grants
3. Supplemental Nutrition Assistance Program
4. Energy Assistance Program
5. Fraud
6. AFDC Foster Care

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 - The annual reports of each committee will be provided to the membership at the Annual Spring Meeting. All committee chairmen should attend Board of Directors Meetings and present a brief oral report of current committee activities. A written committee report must be submitted to the First Vice-President at least ten days prior to the Board Meeting. A recommended Committee Report Form is included as Appendix II.

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

Section 7 -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.

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 rounded up to the next whole dollar 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 pro rated 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.

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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. See Appendix V-B for more information.

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 3<sup>rd</sup> 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- Each planning district shall be responsible for the appointment of one member to serve on the nominating committee and be present at the 1<sup>st</sup> quarter Board Meeting in odd numbered years.

Section 3- The By- Laws Chairperson will serve as Nominating Committee co-chairperson along with the Immediate Past President.

Section 4-The By-Laws 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 5-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 6-The Nominating Committee will meet at the fall membership meeting to begin the process of preparing a slate of nominees.

Section 7-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 8-The Nominating Committee will prepare the ballot to be sent to the membership by December 31 with a return date of January 31.

Section 9-The Nominating Committee will meet at the 3<sup>rd</sup> 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 3<sup>rd</sup> quarter board meeting.

Section 10-The new officers will be introduced at the Spring Conference in even numbered years.

Section 11- 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 stated 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 12- 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 13- Officers and directors shall serve until their successors are elected and assume their duties.

Section 14- 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 15- Local Planning Districts may follow this process at their discretion in even numbered years.

Section 16- The elected slate of District officers shall be presented to the State President by 4<sup>th</sup> quarter board meeting (Spring conference) in odd numbered years.

Section 17-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 18- In the event of a vacancy on the Executive Committee, the order of succession shall be:

- a) The 1<sup>st</sup> Vice President shall assume the Presidency and shall appoint a 1<sup>st</sup> 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 19 - 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 20 - 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 21 – Tied Ballot Procedures

1. In case of a tie, a paper ballot which contains the names of the candidates with the majority of votes resulting in a tie will be distributed to the Board of Directors at the 3<sup>rd</sup> quarter meeting.
2. In case of a tie the Board of Directors, with the exception of the State President, shall cast their votes. The By-laws chair or designee and the 1<sup>st</sup> 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 24- Special Election Procedures

1. The Nominating Committee (By-Laws) chairperson shall reconvene the existing nominating committee 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 nominees 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 25 - 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 26- 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 of Virginia 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.

## **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 By-Laws 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 By-Laws 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.

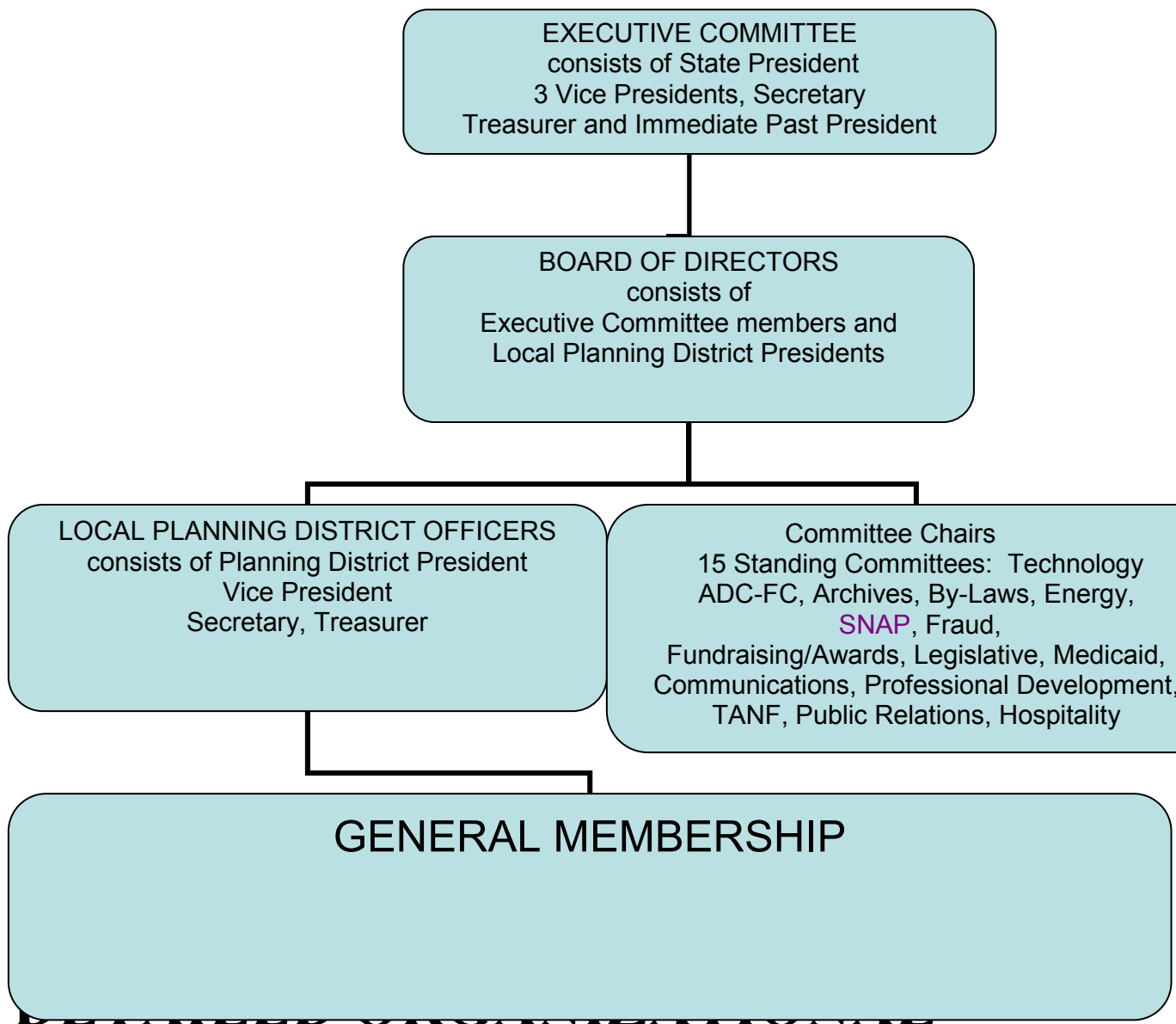
## APPENDIX

### TABLE OF CONTENTS

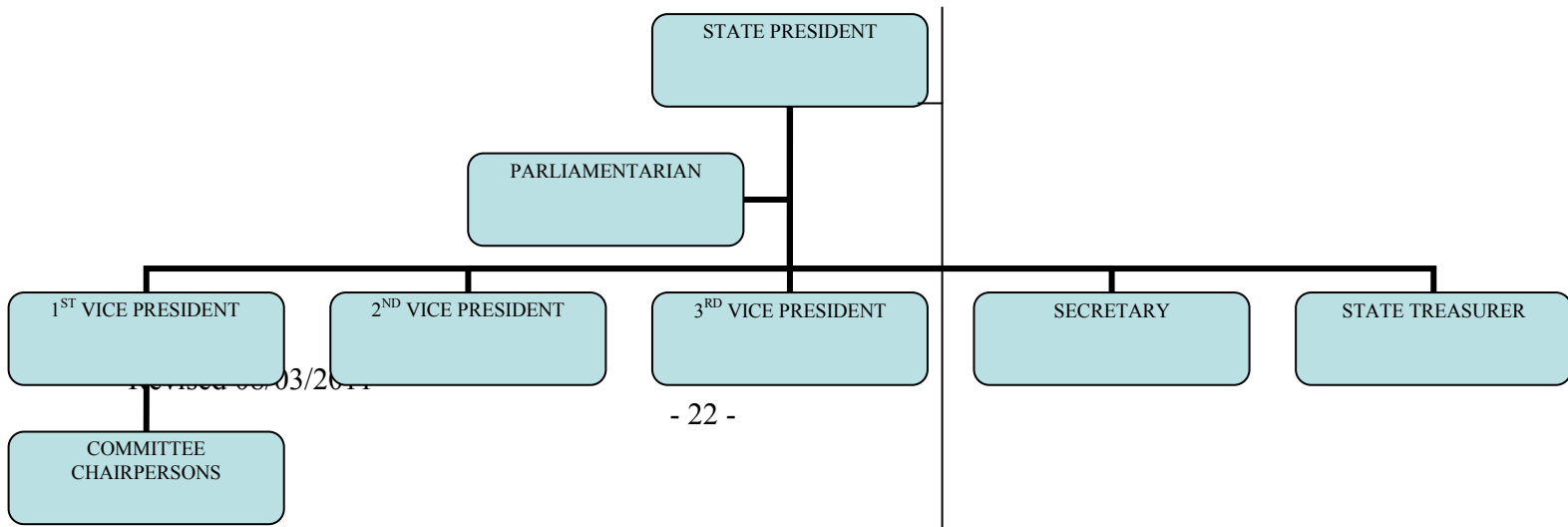
APPENDIX I	A- BPRO Organizational Chart	21
	B- BPRO Detailed Organizational Chart	22
APPENDIX II	Committee Report Form	23
APPENDIX IIIA	A - BPRO Planning District Map	24
	B - BPRO Planning Calendar	25
APPENDIX IV	Selection of Officers	
	A – Functional Job Descriptions	26
	B – Officer Nomination Form	32
	C – BPRO Official Ballot	33
APPENDIX V	Finances and Budget	
	A - Budget Definitions	35
	B - Allocations for Executive Committee	37

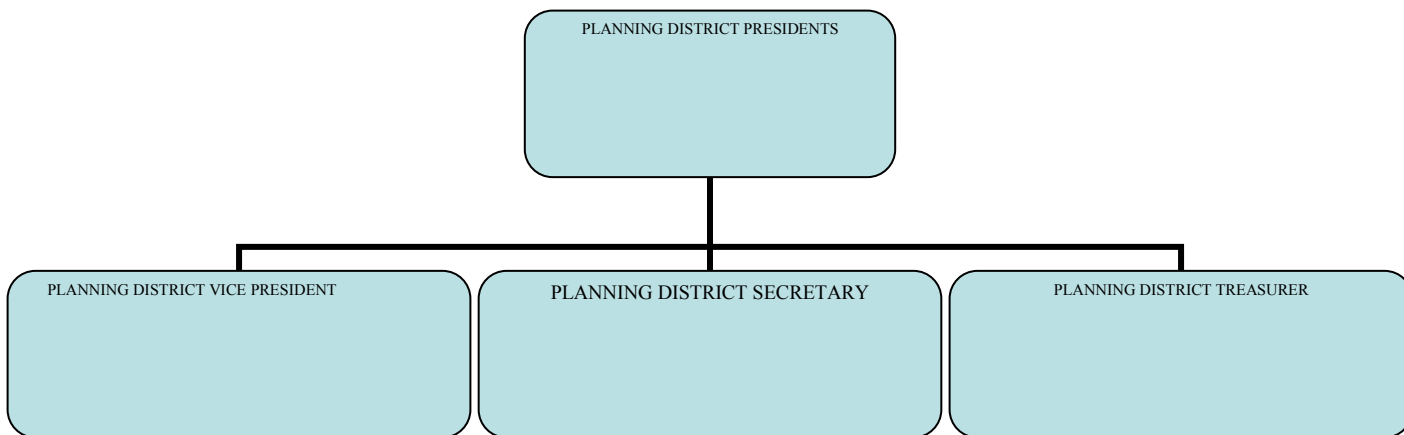
	C – Expense Voucher	38
	D – Room Reservation Form	39
APPENDIX VI	Awards	
	A – Awards Committee Guidelines	40
	B.- Betty Richardson Award	41
	C. - Description of Awards	44
	D – Award Nomination Form	45
APPENDIX VII	Membership Dues and Application	47

**BPRO GENERAL  
ORGANIZATIONAL STRUCTURE**



# STRUCTURE





**GENERAL MEMBERSHIP**

Appendix I-B



**SUGGESTED COMMITTEE REPORT FORMAT**

\_\_\_\_\_  
**NAME OF COMMITTEE**

\_\_\_\_\_  
**DATE**

**ISSUE(S) ADDRESSED:**

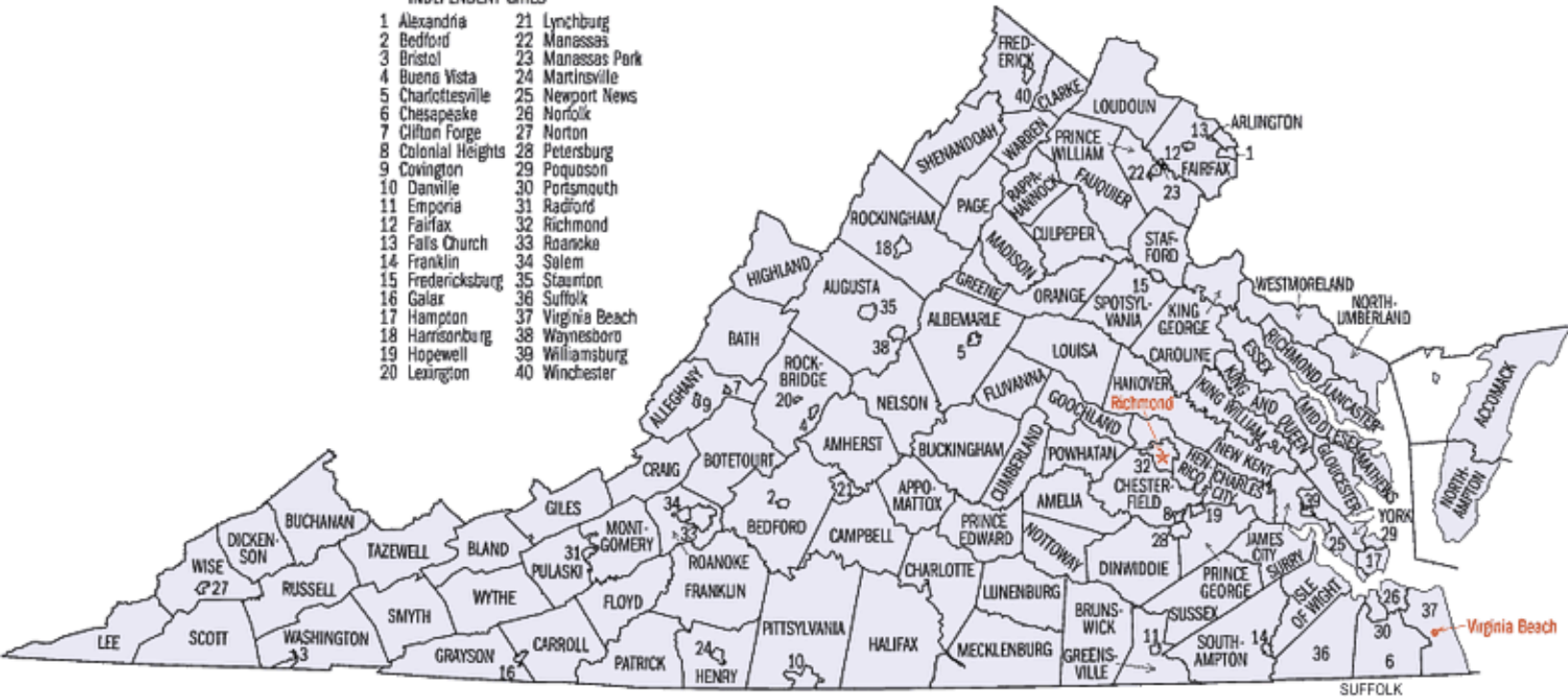
**ACTION(S) TAKEN:**

**RECOMMENDATION(S):**

Appendix II

**INDEPENDENT CITIES**

- |                    |                   |
|--------------------|-------------------|
| 1 Alexandria       | 21 Lynchburg      |
| 2 Bedford          | 22 Manassas       |
| 3 Bristol          | 23 Manassas Park  |
| 4 Buena Vista      | 24 Martinsville   |
| 5 Charlottesville  | 25 Newport News   |
| 6 Chesapeake       | 26 Norfolk        |
| 7 Clifton Forge    | 27 Norton         |
| 8 Colonial Heights | 28 Petersburg     |
| 9 Covington        | 29 Poquoson       |
| 10 Danville        | 30 Portsmouth     |
| 11 Emporia         | 31 Radford        |
| 12 Fairfax         | 32 Richmond       |
| 13 Falls Church    | 33 Roanoke        |
| 14 Franklin        | 34 Solem          |
| 15 Fredericksburg  | 35 Staunton       |
| 16 Galax           | 36 Suffolk        |
| 17 Hampton         | 37 Virginia Beach |
| 18 Harrisonburg    | 38 Waynesboro     |
| 19 Hopewell        | 39 Williamsburg   |
| 20 Lexington       | 40 Winchester     |



**PD 1**  
Buchanan  
Dickenson  
Lee  
Russell  
Scott  
Tazewell  
Wise  
City of Norton

**PD2**  
Bland  
Carroll  
Grayson  
Pulaski  
Smyth  
Washington  
Bristol  
Galax  
Wythe

**PD5**  
Botetourt  
Craig  
Montgomery  
Roanoke  
Roanoke City  
Giles  
Radford City

**PD6 & 7**  
Shenandoah Valley  
Bath  
Clarke  
Frederick  
Harrison/Rocking  
Highland  
Page  
Warren  
Winchester  
Shenandoah County  
Alleghany  
Rockbridge

**PD 8**  
Arlington  
Fairfax  
Loudoun  
Manassas Park  
Prince William  
Alexandria  
Manassas City

**PD 9 & 10**  
Albemarle  
Culpeper  
Fauquier  
Greene  
Louisa  
Madison  
Nelson  
Orange  
Charlottesville  
Fluvanna  
Rappahannock

**PD 11**  
Amherst  
Appomattox  
Bedford  
Campbell  
Lynchburg

**PD 12**

Floyd  
Patrick  
Henry/Martinsville  
Pittsylvania  
Franklin  
Danville

**PD 13 & 19**

Brunswick  
Dinwiddie  
Greensville/Emporia  
Halifax  
Mecklenburg  
Prince George  
Surry  
Sussex  
Hopewell  
Petersburg

**PD 14**

Amelia  
Buckingham  
Charlotte  
Cumberland  
Lunenburg  
Nottoway  
Prince Edward

**PD 15**

Chesterfield  
Goochland  
Hanover  
Henrico  
King and Queen  
New Kent  
Powhatan  
Charles City  
Richmond City  
King William

**PD 16 & 17**

Caroline  
Essex  
King George  
Lancaster  
Northumberland  
Richmond County  
Spotsylvania  
Stafford  
Westmoreland  
Fredericksburg

**PD 20**

Isle of Wight  
Southampton  
Chesapeake  
Franklin City  
Norfolk  
Portsmouth  
Suffolk  
Virginia Beach

**PD 21 & 22**

Accomack  
Gloucester  
James City  
Matthews  
Middlesex  
Northampton  
York/Poquoson  
Hampton  
Newport News  
Williamsburg

Appendix III-A

# BPRO PLANNING CALENDAR

<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>
-------------------------------	-------------------------------	-------------------------------	-------------------------------

Revised 08/03/2011

<p><b><u>July</u></b></p> <p>In even # years: New state officers and committees chairs assume office</p> <p>In odd # years: New PD officers and committees chairs assume office</p>	<p><b><u>October</u></b></p> <p>Fall Conference State Membership/Business Meeting</p> <p>In odd # years: Nominating Committee meets at fall conference to begin preparing a slate of officers Nominations accepted from the floor at business meeting with contingency for getting paperwork back by Nov</p>	<p><b><u>January</u></b></p> <p>In even # years: Nominating Committee will prepare ballots to be sent to membership by 12/31 with return date of 01/31.</p>	<p><b><u>April</u></b></p> <p>in even # years: Nominating Committee counts ballots And reports to Executive Committee</p>
<p><b><u>August</u></b></p> <p>1<sup>st</sup> Wednesday Quarterly Board Meeting</p> <p>In odd # years: Nominating Committee Sends Nomination forms to be returned no later than 5 days prior to fall conference or by 09/30. (Allowing membership 30 days review time)</p>	<p><b><u>November</u></b></p> <p>Nominees for office must have all paperwork returned to the Nominating Committee Chairperson no later than 11/30.</p>	<p><b><u>February</u></b></p> <p>1<sup>st</sup> Wednesday Quarterly Board Meeting</p> <p>Nominating Committee will meet and count nominee ballots and present slate of Officers to the President.</p> <p>Slate of officers presented</p>	<p><b><u>May</u></b></p> <p>Spring Conference Annual Membership/Business Meeting</p> <p>In even # years: New state officers are introduced.</p>
<p><b><u>September</u></b></p>	<p><b><u>December</u></b></p> <p>Nominations Committee Chairperson prepares and sends ballots by 12/31 . Ballots are to be returned no later than 01/31.</p>	<p><b><u>March</u></b></p>	<p><b><u>June</u></b></p>

PD Meetings held Quarterly  
Local PD Elections can follow these procedures beginning in 4<sup>th</sup> quarter even number years  
(Local PD can use their discretion in following these procedures)

## FUNCTIONAL JOB DESCRIPTIONS

### A. President

The President is the Executive Officer of the Organization and is a member of the Executive Committee.

1. Meetings:

The President shall preside at all quarterly Board meetings, Executive Committee meetings, and at the membership/board meetings held during the Organization's spring and fall conferences. The President shall develop the agenda with input from the other officers, committee chairpersons, and the membership, and arrange for speakers as needed or desired.

2. Committees:

The President shall serve as ex-officio member of all Standard and Special committees except the Nominating Committee. The President shall meet with the State Election Nominating Committee during the Fall Conference in odd-numbered years to advise that committee of its duties.

3. Appointments:

The President shall appoint a Parliamentarian with approval of the Executive Committee. The President shall also appoint chairpersons of the Organization's Standing and Special committees with approval of the Executive Committee.

4. Liaison:

The President is the liaison with the Virginia League of Social Service Executives ("The League") as a voting member of their Board, attending their quarterly Board meetings. The President is a member of the League's Legislative Committee, attending the weekly meetings during the State General Assembly sessions, visiting legislators as needed. Additionally, as assigned by The League, the President shall attend and serve on Standard and Special League committees. The President is also the Organization's liaison with Home Office, requesting financial assistance from the State for conference scholarships, and also administers the distribution of scholarships to the Organization membership. The President also maintains contact with Planning District Presidents, attending PD meetings as requested and advising PD administrations as needed.

On average, the President spends approximately four to five days per month out of the office in fulfillment of BPRO duties. Additional time is required for correspondence, phone and e-mail contacts, and planning and review of Organization activities. The President must have support from the local director and staff to devote the time to fulfill the duties of this position, and also approval to conduct BPRO business using agency resources such as phone, FAX, and copy equipment.

**B. First Vice President**

The First Vice President (“VP”) shall perform the duties of the President in the absence of the President, including the assumption of the position in the event the President cannot complete the term of office. The First VP is also the coordinator of the Standing and Special Committees of the Organization. The First VP is a member of the Executive Committee.

1. Meetings:

The First VP attends State Social Services Board meetings bi-monthly, or arranges for a representative to attend, and reports back to the Organization Board and membership on relevant issues. The First Vice President is responsible for petitioning the State Board annually at their October meeting to adopt a resolution acknowledging eligibility workers’ efforts and designating a month (traditionally the month of February) as a special time for recognition and appreciation of EWs. The First Vice President attends quarterly scheduled Board meetings, Executive Committee meetings, and membership/board meetings at the spring and fall conferences. The First Vice President attends Organization committee meetings as necessary.

2. Committees:

As coordinator of Organization committees, the First Vice President works with the chairpersons to assist in setting and attaining committee goals, setting regular meeting schedules, and preparation and delivery of reports to the membership.

On average, the First VP spends approximately two days per month out of the office in fulfillment of BPRO duties. Additional time is required for correspondence, phone and e-mail contacts, and planning and review of committee activities and Board activities. The First Vice President must have approval from the local agency director and staff to devote the time to fulfill the duties of this position, and approval to conduct BPRO business using agency resources such as phone, FAX, and copy equipment.

C. **Second Vice President:**

The Second Vice President (“VP”) is the Chairperson of the Program Committee, responsible for coordinating meeting places and programs of the Organization, including the spring and fall conferences. The Second VP is a member of the Executive Committee.

1. **Meetings:**

The Second VP shall attend quarterly scheduled Board meetings, Executive Committee meetings, and membership/board meetings at the spring and fall conferences. The Second Vice President shall also arrange for sites for the Organization’s quarterly meetings, working as necessary with members of local agencies to secure adequate meeting space and overnight accommodations for those who will be attending. The Second VP shall attend meetings with affiliate conference planners to secure adequate meeting space and accommodations for conferences.

2. **Conferences:**

The Second VP works closely with their counterparts in the POSSESS and VASWP (and bi-annually VLSSE) organizations regarding selection of site, space, food functions, entertainment, and speakers, and determination of registration costs and other pertinent factors of conducting successful conferences. This includes designing, printing as necessary, and distribution of registration materials and programs, recording registrations, coordinating with the Professional Development committee to develop workshops and making provisions for workshop presenters,. Following the conference, the Second VP works with the Treasurer, the hotel and other participating organizations to settle the costs of presenting the conference. The Second VP is responsible for reporting to the membership information such as conference attendance, profit/loss, and other items of interest.

On average, the Second VP spends approximately two to three days per month out of the office, obviously more in final preparation for conferences and less in between. The Second Vice President must be prepared to spend considerable phone and e-mail time coordinating with the other organizations, hotels and speakers, again more concentrated just prior to conferences and less in between. The Second Vice President must have approval from the local agency director and staff to devote the time to fulfill the duties of this position, and approval to conduct BPRO business using agency resources such as phone, FAX, and copy equipment.

**D. Third Vice President**

The Third Vice President (“VP”) shall chair the Membership Committee and coordinate public relations and membership. The Third Vice President is a member of the Executive Committee.

1. Meetings:

The Third VP shall attend quarterly scheduled Board meetings, Executive Committee meetings, and membership/board meetings at the spring and fall conferences.

2. Public Relations

The Third VP shall coordinate public relations efforts to acquaint non-members of BPRO with the goals and activities of the Organization and recruit new members. The Third VP shall work with PD presidents to encourage and assist them in recruitment activities within the planning districts.

3. Membership

The Third VP shall maintain a record of the membership and provide lists by PD to PD presidents for cross-checking and verification, and disc or paper copies of the membership roster to BPRO officers or committees as needed. The Third VP provides mailing labels of the members to other officers or committee chairs as needed. The Third VP shall electronically send notices annually to all members, advising them of renewal deadlines and fees to submit to renew their memberships.

On average, the Third VP spends one day per month out of the office in fulfillment of BPRO duties. Considerable additional time is required for data entry, and telephone and e-mail contacts. The Third VP should be familiar and comfortable with data entry for maintenance of the membership roster, and for printing of lists and labels. The Third VP must have approval from the local agency director and staff to devote the time to fulfill the duties of this position, and approval to conduct BPRO business using agency resources such as phone, FAX, and copy equipment.

**E. Secretary**

The Secretary is the records-keeper of the Organization, and custodian of all official documents. The Secretary is a member of the Executive Committee.

1. Meetings:

The Secretary shall attend quarterly scheduled Board meetings, Executive Committee meetings, and membership/board meetings at the spring and fall conferences.

2. Minutes:

The Secretary shall take minutes of all meetings, to include attendance records, financial reports, committee reports, and actions taken requiring a vote. The Secretary shall transcribe and forward the minutes and attendant reports to Board and Executive Committee members, and all committee chairpersons, within 30 days following the meetings, and make them available to the membership via the Organization web site, or in the most expedient manner possible upon request.

3. Records and Documents:

The Secretary is the custodian of all Organization records and documents. The Secretary shall keep them in orderly fashion to enable referencing as necessary. The Secretary shall maintain a directory of Organization officers, board members, and committee chairpersons, making changes as they occur and forwarding revised copy to all parties on the list and Organization members upon request.

On average, the Secretary spends approximately one day per month out of the office in fulfillment of BPRO duties. Additional time is required for transcription of minutes, maintenance of Organization records, and phone, FAX, and e-mail contacts. The Secretary must have approval from the local agency director and staff to devote the time to fulfill the duties of this position, and approval to conduct BPRO business using agency resources such as phone, FAX, and copy equipment.

**F. Treasurer**

The Treasurer is the financial officer of the Organization and Chairperson of the Budget Committee. The Treasurer receives and disburses all Organization funds. The Treasurer shall serve along with the President as the Registered Agent for the Organization. The Treasurer is a member of the Executive Committee.

1. Meetings:

The Treasurer shall attend quarterly scheduled Board meetings, Executive Committee meetings, and membership/board meetings at the spring and fall conferences. As Chairperson of the Budget Committee, the Treasurer may also need to meet with PD treasurers to develop the Organization budget and prepare for presentation to the Board. As needed the Treasurer will meet or make contact with PD treasurers to advise them about fiduciary responsibilities and fiscal procedures.

2. Handling of Organization funds:

The Treasurer shall receive and deposit into the Organization account such funds as submitted. The Treasurer shall disburse funds as necessary for payments for Organization expenses, and as requested by PDs and committee chairs, within Organization guidelines for their activities. The Treasurer shall transfer funds as necessary between accounts to assure availability of reserves with which to make payments and as prudent to achieve maximum interest and other possible financial incentive benefits to the Organization.

3. Records and reports:

The Treasurer shall provide a current report of receipts, disbursements, and financial standing of the Organization to the Board and Executive Committee at quarterly Board meetings, to all officers and members at the membership meetings held during spring and fall conferences, and otherwise as reasonably requested. The Treasurer maintains a relationship with the treasurer of The League to insure proper reporting and to exchange information as an affiliate organization.

On average, the Treasurer spends approximately one day per month out of the office in fulfillment of BPRO duties. Considerable additional time is required for making deposits and funds transfers, payments, records management, planning and review of the Organization's financial activities and status, and preparation of reports. The Treasurer must have approval from the local agency director and staff to devote the time to fulfill the duties of this position, and approval to conduct BPRO business using agency resources such as phone, FAX, and copy equipment.



## OFFICER NOMINATION FORM

Your Name \_\_\_\_\_ FIPS \_\_\_\_\_ PD \_\_\_\_\_

Agency \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

**I WOULD LIKE TO NOMINATE** \_\_\_\_\_

Agency \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

FOR THE OFFICE OF \_\_\_\_\_

Qualifications for this job include:

---

---

---

---

The nominee understands they must obtain permission from their director (or appropriate person) prior to accepting the nomination.

NOMINEE: I have read the job description, understand the responsibilities, and accept the nomination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Designee

\_\_\_\_\_  
Date  
Appendix IV-B

**OFFICIAL BALLOT**

**THE VIRGINIA BENEFIT PROGRAMS  
ORGANIZATION**

**STATE PRESIDENT**

**WRITE-IN** \_\_\_\_\_

**1<sup>ST</sup> VICE PRESIDENT**

**WRITE-IN** \_\_\_\_\_

**2<sup>ND</sup> VICE PRESIDENT**

**WRITE-IN** \_\_\_\_\_

**3<sup>RD</sup> VICE PRESIDENT**

**WRITE- IN** \_\_\_\_\_

**SECRETARY**

**WRITE-IN** \_\_\_\_\_

**TREASURER**



### ***Budget Definitions***

#### **Income:**

**Conference**– funds generated from conference registrations. Lifetime Members will have all registration fees waived with the agreement they will assist with moderating workshops, manning registration desk, serve as conference ambassadors, and other tasks as needed.

**Dues** – Individual or agency payments for membership in the organization

**Interest** – Accrued dollars from investments and interest bearing accounts

**State Scholarship**– Revenue accrued to include state contributions to conference scholarships

**Miscellaneous** – Funds received and counted as revenue not fitting specific above category (ex. Merchandise sold at meetings, contributions from conference hospitality suites)

**Conference Administrative Fee** – \$20.00 fee charged to conference attendees when receiving a scholarship or Board members whose registration is provided by the Organization. (Fee set by Board each year.) To be credited to scholarship fund. The fee will be waived for Lifetime Members.

**Total Revenues** – Total of all income received

#### **Expenses:**

**Accounting** – Funds reserved for purchase of treasury supplies (stamps, folders, etc); payment of fee to audit financial records

**Affiliation Fee** – Payment to the Virginia League of Social Services (VLSSE) for affiliation with this organization. This is a flat fee established by the League after discussion with the Organization

**Committees** – Funds allocated to each BPRO committee with a maximum limit of \$200 to program committees and \$100 to all others

**Conferences** – detailed expenditures for fall and spring membership conferences

**Board** – Funds designated for transaction of Board business. Utilized for lodging for Executive Committee and PD Presidents and Committee chairs that travel 3 or more hours one way for Quarterly Board meetings. Can be used for food and other items as deemed appropriate for the Board meeting. (Does not cover individual's meals)

**President** – Budget index for expenses incurred by State President. May include lodging for attendance at committee meetings, VLSSE functions

**Awards** – Funds for purchase of awards for Spring Conference in even years

**Legislative Day** – Funds allocated for bi-annual Public Policy Forum presented by BPRO

**PD Membership** – Expense budgeted for each PD for membership drive purposes. Amount set by Board. Must be requested by the PD annually. Not to exceed \$200

Appendix V-B1

**Equipment (laptop, digital camera)** – Funds for maintenance of computer, printer cartridge and camera

**Printing/Copying** – Allocation for printing of Newspaper, conference registration, training materials and membership information

**Member benefits** – BPRO Ambassador items for new workers at State sponsored training

**PD>40 members** – Allocation of \$5.00 for each paid individual membership above 40 for dues paid by 8/31 each year. Third Vice-President will provide list to State Treasurer for reimbursement

**Hospitality** – Allocation for hospitality suite at sponsored events

**Conference Refunds** – Reimbursement to individuals or agencies for conference registration fees

**Scholarships** – Funds allocated for scholarship for registration to conferences. Includes State funds if applicable plus \$20.00 conference administrative fee (in addition to state funds)

**Total Expenses** – all funds paid for organizational activities and supplies

## **ALLOCATIONS FOR EXECUTIVE COMMITTEE FUNDS**

On August 8, 1996, a quorum of the executive team met and developed the following guidelines for expenditures of the executive fund line item of the BPRO budget. This information is to be incorporated into the Policies and Procedures Manual. Lodging costs that are incurred by individual executive team members will be reimbursed if his/her position requires attendance to represent BPRO including Executive Committee meetings. Other members are encouraged to attend, but would be responsible for their own expense.

President – Liaison to the VLSSE; attends quarterly VLSSE board meetings and conferences; represents BPRO on various State committees upon request.

1<sup>st</sup> Vice President – Liaison to the State Board of Social Services.

2<sup>nd</sup> Vice President – Responsible for all conferences. Must be available on site the evening prior to the opening of conferences. Lodging is provided by BPRO unless a “comp room” is utilized. Charges for room will be added to the master bill.

3<sup>rd</sup> Vice President – Responsible for membership. Travel may be indicated to organize or respond to membership needs.

Immediate Past President- Travel may be indicated to organize or respond to membership needs.

Legislative Reception – An annual event held in Richmond sponsored by VLSSE. As the entire executive committee has a responsibility for lobbying and legislative visits, the lodging cost is reimbursed.

Special Circumstances – Lodging costs may be incurred in order for executive team members to attend PD meetings for the purpose of membership or other special events.

Liaisons to ALLIANCE/POSSESS – The liaisons, while not an executive team member, are required to attend the affiliate meetings. This expense will be deducted from miscellaneous expenses.

## **ALLOCATIONS FOR COMMITTEES AND DISTRICT PRESIDENTS**

Lodging costs will be paid for Committee chairpersons, District Presidents or their designee the night prior to a committee or board meeting if one way travel is equal to three hours or more.



## EXPENSE VOUCHER

Date of expense: \_\_\_\_\_

Detailed Purpose of expense: \_\_\_\_\_

Amount requested:

A. Disbursement of obligated funds: \_\_\_\_\_

B. Reimbursement check: \_\_\_\_\_

Please attach all itemized receipts. Please identify what the reimbursement covers.

A copy as designated is attached.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
PD/Officer/Committee

If reimbursement is for committee or PD meeting, please specify date meeting was held. \_\_\_\_\_.

Fax to \_\_\_\_\_ with copies of receipts  
Name and fax number of organization Treasurer



## ROOM RESERVATION FORM

Name:

Title:

Agency:

Reason for room:

Need a roommate:

Roommate already selected:

I would like to room alone and understand that I will be responsible for 1/2 room charge:

BPRO Event:

Date:

## **AWARDS COMMITTEE GUIDELINES**

The President shall meet with the committee at December Board meeting of odd numbered year to review procedures

1. The Award Nomination Form and Description of Awards will be distributed to each PD President not later than December 31 of each odd year for distribution to the PD membership.
2. Between October board meeting and February 1 the awards committee will research and develop a list of suggested awards.
3. All members wishing to nominate an individual must submit the Award Nomination Form to the Awards Committee by January 1 of each even year.
4. The Awards Committee will meet with the Executive Committee at the February board meeting for the evaluation of nominations and selection of awards.
5. The awards will be presented at the Spring Conference of each even year, or at the discretion of the President.
6. The Betty Richardson Memorial Scholarship will be presented at the Fall Conference each year. After payment of membership dues beginning 7/1 each year, paid members will receive a confirmation of payment and the application for this scholarship via email. All applications for the scholarship must be received by 5pm on 09/08 of the scholarship year. A decision will be made by 09/14 each year.

## Betty Richardson Memorial Scholarship

This scholarship is dedicated to the memory of Betty Richardson. Betty served as an eligibility supervisor in the state of Virginia for 34 years. She was one of seven victims of the catastrophic flooding which occurred in and around Richmond as a result of Hurricane Gaston in September 2004.

Betty's co-workers describe her as a nurturing, compassionate, understanding, and dedicated person in all areas of her life. Her special passions were all children and her cats.

Though Betty had reached retirement age, she continued to work for our customers. We the members of BPRO establish this scholarship to honor Betty as she honored us by making a lasting impression for all those that knew her.

### Provisions

This scholarship will provide the full cost of conference registration for the yearly Fall Conference. Additionally the scholarship will provide the cost of lodging for the duration of the conference. This shall include the initial night of the conference and any additional nights until the closing session of the conference. Lodging will not be provided the night prior to the opening session, or the night of the closing session. These costs will be incurred by the recipient of the scholarship. This scholarship may only be received once per individual per lifetime.

### Funding

This scholarship shall be funded from the \$20 administrative costs received from scholarship recipients, board members, and committee chairs at the spring conference.

### Criteria

1. Applicants must demonstrate outstanding customer service to internal and external customers which shows understanding and compassion for the individual.

2. Applicants must demonstrate the spirit of social services and how it carries over into the applicant's personal life not just as a job.
3. Applicant must describe a situation which demonstrates how they have had to persevere in the face of adversity.
4. Applicants must show at least one initiative in which they participated, that improved program delivery in their locality.
5. Applicant must have at least 2 years experience in one of the 3 major program areas, SNAP, Tanf or Medicaid
6. Must have an active BPRO membership for the membership year which began July 1 of the year of the fall conference for which the scholarship is being requested.

#### Application procedure

After payment of the membership dues beginning 7/1 of each year, paid members will receive a confirmation of payment email and the application for the Betty Richardson Memorial Scholarship. All applications for the scholarship must be submitted by 5 p.m on 8/31 of the scholarship award year. All scholarship applications will be sent to the Betty Richardson Memorial Scholarship Committee in care of Henrico DSS. There shall be 5 committee members which will be selected and established by the Henrico Department of Social Services, Betty's local agency. The committee will decide upon the top 3 candidates for the scholarship and forward these to the BPRO executive board by the regularly scheduled 3<sup>rd</sup> quarter executive board meeting.

The BPRO executive board shall decide the winner of the scholarship and ranking the other two applicants in order of preference. Should the winner of the scholarship not be given permission to attend the conference, the scholarship will proceed to the 2<sup>nd</sup> finalist. Should the 2<sup>nd</sup> finalist not be given permission to attend the conference, the scholarship will proceed to the 3<sup>rd</sup> finalist. If none of the 3 finalist is able to attend the conference, the scholarship will not be awarded that year and the funds designated for the scholarship shall return to the BPRO administrative fee line item.

The winner shall be notified by the President by the 15th of September, they have been awarded the scholarship. The scholarship recipient will be given the name of the conference planner for further instruction concerning registration and hotel bill.

The scholarship is not subject to the \$20 administrative fee which is charged to the spring conference scholarship recipients.

The scholarship recipient will be notified and the winner will be recognized at the fall business meeting of the full membership. They shall also have recognition at the BPRO website.

#### Disclaimer

Members of the Betty Richardson Scholarship Committee, BPRO Board of Directors, and Committee Chairs are not eligible for this scholarship.

Revised 08/03/2011

**Betty Richardson  
Memorial Scholarship Application**

Name of Applicant: \_\_\_\_\_

Agency: \_\_\_\_\_

Nominator: \_\_\_\_\_

1. Please describe how the applicant provides **outstanding** customer service to external and internal customers who show understanding and compassion for the individual.

2. Please describe how the applicant demonstrates the spirit of social services and how it is carried over into the applicant's personal life and not only on the job.

3. Please describe a situation in which the applicant has faced adversity and persevered.

4. *Please describe one initiative in which the applicant has participated which improved program delivery in the applicant's community.*

5. *Please provide the number of years of service in each of the benefit program areas.*

***If awarded this scholarship, this applicant has permission to attend the BPRO Fall Conference***

\_\_\_\_\_  
*Director's Signature or Designee*

\_\_\_\_\_  
*Date*

***Applications received without the Director's signature will not be considered.***

### DESCRIPTION OF AWARDS

The **Outstanding Service Award** will be awarded for exceptional service in the performance of duties as follows:

1. To members present and past, provided the accomplishment or service being recognized occurred while the person was a member.
2. The performance must have been such as to merit recognition for acts that were exceptional. Evidence must show significant achievement based on specific projects, plans, programs or action, the implementation of which has been successful and benefits positively ascertained.
3. Recognition should be for the accomplishment of an extremely difficult task performed in a highly professional manner.

The **Meritorious Award** may be awarded for a meritorious act, achievement or service, rendered by any member past or present. It may also be awarded to any other person providing such meritorious service.

1. This award shall recognize an individual's meritorious service and/or achievements that are worthy of recognition and which were accomplished with distinction.
2. The required meritorious service, while of a lesser degree than that required for the Outstanding Service Award, must nevertheless have been outstanding to the extent that it warrants special recognition.

The **Achievement Award** shall be awarded to an individual for outstanding achievement either in completing a specific project or in performing outstanding work over a period of time. It is designed to say "Thank You" for a job well done.

The **Special Recognition Certificate** shall be awarded to members of a group to recognize a specific act, or improvement process performed over a period of time either in completing a specific project or in performing outstanding work over a period of time.

Definition of **Honorary Lifetime Membership**: Any BPRO member who is ending employment with the local agency and has five or more consecutive years of active service with the organization.

Appendix VI - B

**AWARD NOMINATION FORM**

Your Name \_\_\_\_\_ FIPS \_\_\_\_\_ PD \_\_\_\_\_

Agency \_\_\_\_\_

Phone No. \_\_\_\_\_ email \_\_\_\_\_

**I WOULD LIKE TO NOMINATE** \_\_\_\_\_

Agency \_\_\_\_\_

Phone No. \_\_\_\_\_ email \_\_\_\_\_

For the following Award (Check one):

\_\_\_ Outstanding Service Award      \_\_\_ Achievement Award

\_\_\_ Special Recognition                      \_\_\_ Meritorious Award

\_\_\_ Honorary Lifetime Member

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

Describe the special achievement and results that constitute the basis for this nomination:

DATE \_\_\_\_\_

Appendix VI - C

**MEMBERSHIP DUES & APPLICATION**

Dues for each Individual Member and Associate Member are charged at \$25.00 per year. This fee is expected to be paid to the state Treasurer at the time of application.

<b>BPRO</b> New/Renewal application Self Pay/ Agency Pay	
<i>To complete this form, tab to each question, type in the information, and print a copy to be returned with your check.</i>	
<i>Please send this form and the check together.</i> <b>DO NOT RETURN THIS FORM BY E-MAIL</b>	
<b>Name:</b>	<b>Agency:</b>
<b>FIPS:</b>	<b>PD:</b>
<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	
<i>Specific Programs you are responsible for:</i> Tanf <input type="checkbox"/> Food Stamps <input type="checkbox"/> Medicaid <input type="checkbox"/> Energy Asst. <input type="checkbox"/> General Relief <input type="checkbox"/> State and Local <input type="checkbox"/> ADC-FC <input type="checkbox"/> VIEW <input type="checkbox"/> Fraud <input type="checkbox"/>	
<i>I would like to serve on the following committees:</i> Tanf <input type="checkbox"/> Food Stamps <input type="checkbox"/> Medicaid <input type="checkbox"/> Energy Asst. <input type="checkbox"/> By laws <input type="checkbox"/> Archives <input type="checkbox"/> Technology <input type="checkbox"/> Awards/Fundraising <input type="checkbox"/> Legislative <input type="checkbox"/> Personnel/Professional Development <input type="checkbox"/> Fraud <input type="checkbox"/> Newsletter <input type="checkbox"/> ADC-FC <input type="checkbox"/>	
<b>Legislation Information</b> Please indicate your home State Senate District: Please indicate you home State House of Delegates District: If you are unaware of this information, please visit <a href="http://legis.state.va.us">http://legis.state.va.us</a> and complete "Who is my Legislator?"	
<b><u>Dues are \$25.00 and both application and dues should be mailed to the following address:</u></b> <b>BPRO</b> <b>c/o Current Treasurer</b>	
<b>Please renew before                      prior to Fall Conference information mailing.</b>	

