

National Staff Development and Training Association (NSDTA)
An Affiliate of the American Public Human Services Association (APHSA)
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BYLAWS

ARTICLE I. NAME

The name of this organization shall be the National Staff Development and Training Association, an affiliated organization of the American Public Human Services Association. Hereinafter the organization is referred to as “the Association.”

ARTICLE II. VISION, MISSION AND OBJECTIVES

Section 1. The Vision of this Association shall be: The National Staff Development and Training Association (NSDTA) has a vision of competent and caring people in effective organizations creatively working together to improve the well-being of society’s children, adults, and families.

Section 2. The Mission of this Association shall be: NSDTA builds professional and organizational capacity in the human services through a national network of membership sharing ideas and resources on organizational development, staff development, and training.

Section 3. The Objectives of this Association shall be:

1. To promote a network of contacts to discuss and disseminate best practice methods and strategies.
2. To provide a national forum for discussion of staff development and training issues.
3. To provide leadership in the development of local, state, and federal programs and procedures that enhance the skills of staff and develop standards and evaluation criteria for training programs nationwide.
4. To develop public policy recommendations and advocate for staff development and training issues.
5. To create opportunities for continual learning and professional development for itself as an organization and for its members.

ARTICLE III. MEMBERSHIP

Section 1. The membership of the Association shall consist of persons responsible for or manifesting an interest in consultation, delivery, promotion, or management of staff development and training, personnel, and/or human resource development on the local, state, and/or federal level, provided such persons are also individual members of the American Public Human Services Association. The Executive Committee shall have the power to resolve all questions, issues, and interpretations regarding eligibility criteria for memberships.

Section 2. The Association may assess a membership fee.

ARTICLE IV. CHAPTERS

Section 1. Regional or state chapters may be organized to facilitate achievement of the purposes of the association and to expand membership.

Section 2. Chapter members must be members of the American Public Human Services Association and the National Staff Development and Training Association.

Section 3. Chapter bylaws must be in keeping with the name, purpose, and membership of the association and must be approved by the national NSDTA board.

Section 4. Any national board member from the chapter, state or region shall be an “ex-officio” member of a chapter’s board or steering committee.

Section 5. Chapters shall coordinate local and national conference schedules and activities with those of the NSDTA national affiliate.

Section 6. One aim of chapters shall be to host national conferences and to organize activities to further the purposes of NSDTA and its chapters, locally, regionally, and nationally.

Section 7. Chapters may establish their own fiscal accounts but may not incur expenses to the American Public Human Services Association or to the National Staff Development and Training Association.

ARTICLE V. OFFICERS

Section 1. The officers of the Association shall be the President, First Vice President, Second Vice President, Secretary, and Past-President. The officers must be elected from the membership.

Section 2. The President, in conjunction with the Executive Committee, shall have responsibility for planning the annual programs and activities of the Association to carry out the purposes set forth in Article II. The other duties the President shall perform include: presiding at the meetings of the Association; making reports to the membership concerning the activities of the Association; appointing members and designating chairpersons of such committees as may be necessary to promote the objectives of the Association; making appointments, with the majority consent of the Executive Committee, to fill any vacant positions which will not be otherwise filled by any immediate regular elections; and representing the Association on the APHSA Board.

Section 3. The first Vice President shall have oversight over the Association’s finances, including authorization of expenditures, and the active expansion of the Association’s membership; shall perform the official functions of the President if the President is absent or unable to function. The First Vice President shall assist the President in developing and carrying out the programs and activities of the Association and shall carry out other duties as assigned by the President.

Section 4. The Second Vice President shall have responsibility for planning the program activities and events for the general meetings of the Association, overseeing the committees established for this purpose. The Second Vice President shall take the place of the President if both the President and First Vice President are absent or unable to serve. The Second Vice President shall carry out other duties as assigned by the President.

Section 5. The Secretary shall take the place of the President if the President, First Vice President, and Second Vice President are absent or unable to serve. The Secretary shall have oversight of the Association’s newsletter,

shall keep the membership informed of the Association's plans and activities, and shall carry out any other duties as assigned by the President.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of the Officers, the Immediate Past President, and two (2) Board members who shall be elected by the Board to serve for 2 years.

Section 2. The Executive Committee shall carry responsibility with the President for business that must be transacted at and between the regular meetings of the Association.

Section 3. The Executive committee shall comply with all criteria governing affiliate associations established by the Board of Directors of the American Public Human Services Association.

ARTICLE VII. BOARD

Section 1. The Association shall have a Board composed of the Officers and 30 members. At least half or fifteen (15) members shall be employed by the federal, state, or local government human services organizations. Board members shall reflect geographic, racial and ethnic diversity.

Section 2. Presidents of regional or state chapters shall be ex-officio members of the Board.

Section 3. The Board shall meet at least annually, and at such other times as determined by the President or a majority of the Board members. It shall have final responsibility for the approval of the Association's plans and activities. One-half of the existing membership of the board shall constitute a quorum for the transaction of business.

Section 4. The Board shall comply with all criteria governing affiliate associations established by the American Public Human Services Association.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee shall be appointed by the President.

Section 2. The Nominating Committee shall serve for a period of two (2) years.

Section 3. The Secretary shall notify the membership of the names and addresses of the Chairperson and members of the Nominating Committee to facilitate submission of nominations by the membership.

Section 4. In the even-numbered years the Nominating Committee shall prepare a slate of nominees for the office of President, First Vice President, Second Vice President, Secretary, and Board Members to take office on January 1st of the following odd-numbered year.

Section 5. The elections shall be conducted by ballot to be completed by October 1st of each election year or in time for announcement at the fall NSDTA conference.

Section 6. The ballot shall indicate a Yes or No vote for each of the officers and Board members.

Section 7. In the event of a No vote, the Nominating Committee shall submit new nominees to the members.

ARTICLE IX. TERM OF OFFICE

Section 1. The term of office for the members of the Board and for all officers shall be for two (2) years to begin on January 1st of the odd-numbered years, except when an officer is elected or appointed to an unexpired term.

Section 2. The President shall serve for two (2) years as President, and one (1) year as Past-President.

Section 3. Upon completion of a full term in office, any officer or member of the Board shall be eligible to succeed himself/herself.

Section 4. In the event a member of the Executive Committee or the Board resigns or becomes incapable or ineligible to serve in office, the President, subject to approval of the Executive Committee, shall appoint a successor to complete the unexpired term of office.

Section 5. Whenever an elected or appointed officer or Board member is absent for two successive meetings of the Board without notifying the President, the position shall automatically be vacant.

ARTICLE X. MEETINGS

Section 1. A meeting of the membership at large shall be held at least annually at a time and place to be determined by the Executive Committee with due notice to the entire membership. The Board may fix a registration fee to be paid by all persons attending regular sessions of the meeting.

Section 2. The Executive Committee shall encourage concurrent regional meetings between the Association and the American Public Human Services Association and between its constituent bodies and affiliate organizations.

ARTICLE XI. AMENDMENTS

Section 1. These bylaws may be amended by vote of the membership. Voting shall be by ballot. A majority of the votes cast shall prevail.

Section 2. Proposed amendments to the bylaws shall be reviewed and approved by the Board and shall be recommended to the general membership for adoption.

Amended bylaws approved by NSDTA Board on February 6, 2005; APHSA Board, March 2005; and the NSDTA membership on November 8, 2005. Further amendments approved by the NSDTA Board on February 10, 2007 and May 5, 2007; APHSA Board, July 2007; and the NSDTA membership on October 2, 2007.