



**National Staff Development and Training Association (NSDTA)
An Affinity Group of the American Public Human Services Association (APHS)
BYLAWS**

These bylaws apply to the following affinity group as established within the American Public Human Services Association (APHS). These bylaws are intended to support the affinity group in carrying out its purpose, serving its target audience, organizing its leadership body and establishing its operating processes. These bylaws are in conformance with and subject to the APHS governing bylaws.

ARTICLE I. NAME

The name of this affinity group established within the American Public Human Services Association shall be the National Staff Development and Training Association, hereinafter referred to as NSDTA or the Affinity Group.

ARTICLE II. PURPOSE

Section 1. The purpose of NSDTA shall be to provide a platform for promoting and exchanging knowledge and best practice methods and strategies in training, staff development, and organizational effectiveness in health and human services among a network of peers and to provide leadership in developing programs, procedures, standards, and public policy recommendations to enhance the field's capacity in working to improve the well-being of society's children, adults, and families. NSDTA shall work with APHS in furthering the Affinity Group's goals, and that of the broader health and human services community.

ARTICLE III. MEMBERSHIP

Section 1. NSDTA is composed of persons responsible for or manifesting an interest in consultation, delivery, promotion, or management of staff development and training, and/or organizational effectiveness on the local, state, and/or federal level. Members of NSDTA are full members of the APHS.

Section 2. The NSDTA Executive Advisory Council is the entity designated to resolve questions, issues, and interpretations regarding eligibility criteria for participation within the Affinity Group. Only the APHS Board holds revocation authority for membership with APHS. Notice of any involuntary removal of a member from participating with NSDTA shall be provided to the APHS Board or its designee for consideration of whether the member should also be removed from APHS membership.

Section 3. All NSDTA members shall be entitled to vote and elect officers, to amend the bylaws, and on other such matters as may be submitted to them by the NSDTA Executive Advisory Council. Only one vote may be cast by any agency or organization member. One-tenth of all members entitled to vote constitutes a quorum, and a majority carries an action where a quorum is present, unless otherwise provided for in these bylaws or by law.

ARTICLE IV. OFFICERS

Section 1. The officers of the Affinity Group shall be the Chair, Vice Chair (two of this role) and Secretary. The officers must be elected from the membership.

Section 2. The Chair, in conjunction with the Executive Advisory Council, shall have responsibility for planning the annual programs and activities of the Affinity Group to carry out the purpose set forth in Article II. The other duties the Chair shall perform include: presiding at the meetings of the Affinity Group; making reports to the membership concerning the activities of NSDTA; appointing members and designating chairpersons of such committees as may be necessary to promote the objectives of the Affinity Group; making appointments, with the majority consent of the Executive Advisory Council, to fill any vacant positions which will not be otherwise filled by any immediate regular election; and representing the Affinity Group on designated leadership entities within APHSA.

Section 3. The Vice Chair shall have responsibility for coordinating the annual conference budget and other financial needs of the Affinity Group under the direction of APHSA and shall work with the APHSA finance department to provide regular updates to the NSDTA Executive Advisory Council. The Vice Chair shall also perform the official functions of the Chair if the Chair is absent or unable to function. The Vice Chair shall assist the Chair in developing and carrying out the programs and activities of the Affinity Group and shall carry out other duties as assigned by the Chair.

Section 4. The Vice Chair shall have responsibility for planning the program activities and events for the general meetings of the Affinity Group, overseeing the committees established for this purpose. The Vice Chair shall take the place of the Chair if he/she is absent or unable to serve. The Vice Chair shall carry out other duties as assigned by the Chair.

Section 5. The Secretary shall take the place of the Chair if the Chair and Vice Chairs are absent or unable to serve. The Secretary shall keep the membership informed of the Affinity Group's plans and activities through available communication means and shall carry out any other duties as assigned by the Chair.

ARTICLE V. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of the Officers, the Immediate Past Chair, and two (2) Executive Advisory Council members (Members-at-Large) who shall be elected by the Executive Advisory Council to serve for two years.

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

Section 3. The Executive Committee shall comply with all criteria governing affinity groups established by the Board of Directors of the American Public Human Services Association.

ARTICLE VI. EXECUTIVE ADVISORY COUNCIL

Section 1. The Affinity Group shall have an Executive Advisory Council (hereinafter referred to as the EAC or Council) composed of the Officers and up to 20 members. At least half or ten (10) members shall be employed by state or local government human services organizations. EAC members shall reflect geographic, racial and ethnic diversity.

Section 2. The EAC shall meet at least annually and at such other times as determined by the Chair or a majority of the EAC members. It shall have final responsibility for the approval of the Affinity Group's plans and activities consistent with the direction set by the APHSA Governing Board. One-half of the existing membership of the EAC shall constitute a quorum for the transaction of business. A majority of the members of the EAC present at a meeting shall prevail on all questions.

Section 3. The EAC shall comply with all criteria governing affinity groups established by the American Public Human Services Association.

ARTICLE VII. NOMINATIONS AND ELECTIONS

Section 1. The Board Governance Committee and Secretary shall serve as the Nominating Committee.

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

Section 3. The Secretary or Nominations Committee Chair shall notify the APHSA Staff Liaison 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 Chair, Vice Chair (two of these roles), Secretary, and 2 EAC Members that are designated "Members-at-Large" to take office on January 1st of the following odd-numbered year.

Section 5. Within three weeks of receipt of the report of the nominations, the EAC Secretary or Nominating Committee Chair will notify APHSA, and the NSDTA Staff Liaison shall send an election ballot to the general membership containing the names of the nominees, listing appropriate identifying information, along with instructions for casting the ballot. The Staff Liaison shall report to the Chair who will certify as elected those persons receiving the largest number of votes. The elections shall be conducted by electronic 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 EAC members.

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

ARTICLE VIII. TERM OF OFFICE

Section 1. The term of office for the Executive Committee 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 Chair shall serve for two (2) years as Chair and one (1) year as Past-Chair.

Section 3. Upon completion of a full term in office, any officer or member of the EAC shall be eligible to succeed himself/herself for one additional consecutive term of two (2) years.

Section 4. In the event a member of the Executive Committee or the EAC resigns or becomes incapable or ineligible to serve in office, the Chair, 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 EAC member is absent for two successive meetings of EAC without notification to the Chair or Secretary, the position shall automatically be vacant.

ARTICLE IX. COMMITTEES

Section 1. The EAC may establish standing, ad-hoc, or special committees to carry on the affairs of the Affinity Group. The composition of each committee and manner of appointment of its members shall be determined by the EAC with the Chair having the authority to appoint committee chairs and members unless otherwise directed by the EAC. These bylaws also apply to committees of the EAC. Each EAC member shall participate in at least one committee.

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.

Section 2. The Executive Committee shall encourage participation in other meetings related to American Public Human Services Association where we have been invited and included.

ARTICLE XI. AMENDMENTS

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

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

Amended bylaws approved by NSDTA Executive Advisory Council on September 1, 2016; APHSA Board, on December 1, 2016; and the NSDTA membership on October 15, 2016.