



**CONSTITUTION
AND
BY LAWS
OF THE
CONNECTICUT
LOCAL ADMINISTRATORS OF
SOCIAL SERVICES, INC.**

ORIGINALLY ADOPTED ON: May 25, 1950

AMENDED:

May 17, 1956

May 20, 1965

February 15, 1973

April 12, 1973

January 9, 1975

May 21, 1981

May 17, 1984

April 17, 1986

January 18, 1990

September 18, 1997

July 1, 1998

October 16, 2003

October 20, 2005

February 21, 2008

July 21, 2011

April 19, 2012

August 15, 2012

May 3, 2013

June 22, 2023

Article I – The Organization

Section 1.1 – Name

The name of this organization shall be: CONNECTICUT LOCAL ADMINISTRATORS OF SOCIAL SERVICES, INCORPORATED. (CLASS)

Article II – Purpose

Section 2.1

To afford a medium for the discussion of identified needs, mutual problems and alternative solutions.

Section 2.2

To review, monitor, discuss and provide input into the formation of Legislation and Regulations affecting Social Service needs to state residents.

Section 2.3

To facilitate the development and implementation of Professional Training that relates to the delivery of Municipal Social Services.

Article III – Membership

Section 3.1 – Membership

Municipal employees of Social/Human Services, or persons who work for an entity that provides Social/Human Services for a particular Town that does not have an established department:

- Membership - Towns may have one Primary member and as many additional members as it desired. Membership will be assessed at an amount to be determined by the governing board on an annual basis.
- Friends of CLASS (Non-voting) - Individuals, groups, and agencies that are interested in the goals of the Organization may become a “Friend of CLASS” by payment of an amount to be determined annually by the Executive Board. For the avoidance of doubt, a “Friend of CLASS” is not, and shall not be deemed, a member of the Corporation for purposes of these bylaws, the articles of incorporation, the Connecticut Revised Nonstock Corporation Act, or any other law, rule or regulation.
- Interns (Non-Voting) – non-voting members who are free as long as there is a Primary member. There will be no fees assessed for interns.
- Honorary Members - Any former member of the Association who has made an outstanding contribution to the Association may be granted honorary membership, provided that written notice of the proposal for honorary membership shall be submitted to the Executive Board for consideration. If approved, the name(s) shall be presented at an Executive Board meeting. A membership list shall be mailed annually to each Honorary Member whose address is known.

Section 3.2 – Dues for Membership

The annual dues of regular members and associate members shall be voted on at the June Annual Business Meeting by the membership following a report of the Finance Committee, which shall include a recommended budget and a recommended dues amount. Dues shall be payable as of July 1st and mailed to the address designated by the Treasurer and will be considered delinquent after September 30. Honorary members and interns shall pay no dues.

Section 3.3 - Rights of Members

CLASS' Executive Board reserves the right to deny membership. CLASS is focused on municipal Social/Human Services membership and accepts input from non-profits, other municipal, state, and federal entities, etc., but input from these entities is secondary to municipal members.

Section 3.4 – Membership Transfers

When the member is disassociated from the office which qualified him/her for membership, the regular membership of such member shall be transferred to his/her successor.

Section 3.5 – Voting

Voting is restricted to one vote per town, either the Primary member or their designee. Only towns whose dues are paid in full may vote. A member may vote by written proxy or ballot, inclusive of email.

Section 3.6 – Membership restrictions

No more than one member from a Town/City may serve on the CLASS Executive Board.

Section 3.7 - Classification of Members

The Executive Board shall have the right to determine the membership of any member and may reject the request for membership of any person other than the administrator.

Article IV – Meeting of Members

Section 4.1 - Membership

There will be two Annual Business Meetings, one in December and one in June. At the June Annual Business Meeting, membership will vote on nominees to the Executive Board and approve the annual budget (nominations made every other year to coincide with the two-year terms of Board members)

Section 4.2 - Format

CLASS allows meetings to be conducted through the use of any means of communication by which all individuals participating may simultaneously hear each other during the meeting. This provision allows teleconferences and web-based conferencing that combines voice and video communication.

Section 4.3 – Executive Board

Executive Board (Committee/Standing Committee) serves as the governing board for the Membership:

- Comprised of Officers, Chairs of the Committees and the Energy Designee
- Meets at least quarterly; additional meetings can be called by the President
- Reviews financial statements
- Oversees Programs/membership, general operations
- Directs resources to meet organization's needs
- Creates and implements Strategic Plan

Section 4.4 – Committees

Committees: Committees should meet at least once in-between Executive Board Meetings.

Section 4.5 – Quorum

Twenty percent (20%) members shall constitute a quorum at any Annual Business Meeting of the Association.

Section 4.6 – Committee Reports

All chairpersons of Standing and Special Committees shall present committee reports at the Annual Meetings.

Section 4.7 – Fiscal Year

The fiscal year of the Association shall be from July 1st to June 30th.

Section 4.8 – Meeting Cancellation

In case of inclement weather, an Annual Business Meeting will be cancelled, if the Town where the C.L.A.S.S. meeting is being held has a school cancellation.

4.9 – Special Meeting

Special Meeting may be called by the President or upon the request of twenty percent (20%) directed to the President. Notice of any Special Meeting shall be given to every member not less than seven (7) days prior to meeting and shall state the purpose for which it is called.

Article V – Committees

The following shall be considered Standing Committees. Additional Ad Hoc Committees may be appointed by the President with the approval of the Executive Board. Standing Committee Chairs may also establish Ad Hoc to serve with the permission of the Executive Board.

Section 5.1 – Governance Committee

Governance: recruits, nominates, orients new board members and officers. Sets expectations of Executive Board members and monitors performance of Executive Board to ensure it is governing the organization consistent with the by-laws and member expectations.

Section 5.2 – Membership Committee

Membership: recruits and welcomes members; review membership offering; recruits the Conference Committee as appropriate; develops regular programs and speakers.

Section 5.3 – Finance Committee

Prepares and monitors the budget. Presents the budget to the Executive Board and presents the budget to the membership annually for approval. Shall audit the books of the officers prior to the June Annual Business Meeting and shall also audit the Treasurer’s books at any time a change takes place.

Section 5.4 – Policy Committee

Monitors and identifies key issues, informs the membership and rallies support

Section 5.5 – Professional Development Committee

Focus on programs, trainings and annual conference

Section 5.6 – Marketing and Communications Committee

Focus on technology, internet and social medial platforms

Section 5.7 – Energy Designee

Individual who represents CLASS on the Low Income Energy Advisory Board.

Article VI – Officers and Terms

Section 6.1 – Number and Title

The Officers shall consist of at least 5 officers of the organization: President, 1st Vice President, 2nd Vice President, Secretary and Treasurer. Term of office shall commence July 1st. and shall be for a period of two years. Officers may serve up to two (2) consecutive terms.

Section 6.2 – Vacancy

A vacancy in any office may be filled for the unexpired portion of the term of such office by the Executive Board.

Section 6.3 – Unexpired Term

Filling an unexpired term of office shall not be counted as a term.

Section 6.4 – Executive Board

The Executive Board shall consist of the Immediate Past President, the Current Officers and the Chairpersons of the Standing Committees.

Section 6.5 – Quorum

A simple majority of the members of the Executive Board shall constitute a quorum for the transaction of business.

Section 6.6 – Fiscal Powers

The Executive Board in furtherance of the purposes of the Association may from time to time authorize expenditures of funds in addition to expenditures authorized by any meeting, not to exceed \$5,000.00. The Executive Board, along with the Finance Committee, will work with an outside Accountant to handle/keep current/in good-standing monetary practices and procedures, as well as annual mandatory filings

Section 6.7 – President

The President shall preside at all meeting of the Association and of the Executive Board and appoint Special Committees as needed. Also, the President will be an Ex-Officio member of all Committees except the Governance Committee. In the absence of the Treasurer, the President shall sign all checks and perform such other duties as are prescribed by these By-Laws.

Section 6.8 – 1st Vice President

The 1st Vice President shall, in the absence of the President, preside at all meetings of the Association and of the Executive Board and perform the duties of the President.

Section 6.9 - 2nd Vice President

The 2nd Vice President shall, in the absence of the President and the 1st Vice President, preside at all meetings of the Association and the Executive Board and perform the duties of the President.

Section 6.10 – Secretary

The Secretary shall keep a true and accurate record of all Annual Business Meetings of the Association and of the Executive Board and all of the business transacted by either; and file, preserve reports and records; be the custodian of the Corporate Seal, conduct all correspondence and keep copies of the same.

Section 6.11 – Treasurer

The Treasurer shall collect all fees and dues, receive, all moneys belonging to the Association; deposit same in a bank approved by the Executive Board; pay all bills after said bills have been approved by the Executive Board, render a monthly written report, annually present the books for audit.

VII – Nomination, Elections, and Term Limits

Section 7.1 - Nomination

Not later than the June Annual Business Meeting in June of an election year, The Governance Committee shall draw up a slate of officers of Members, such slate to be presented to the membership at the Annual Business Meeting in June.

Section 7.2 - Elections

At the June Annual Business Meeting of an election year, the Chair of the Governance Committee will present the slate of officers to the membership, at which time nominations will be accepted from the floor. Elections of Officers shall be held at the June Annual Business Meeting and shall be by ballot when two or more members are contesting for a single office. The President shall appoint three tellers, none of whom shall be a nominee for office. The appointed tellers shall when balloting is necessary, distribute to and collect from the Members ballots for each office being contested, shall tally the results and convey such results to the presiding officer who shall announce the results to the membership.

Article VIII – Amendments

These by-laws may be amended at any Annual Business meeting of this Association by the majority of the Members present or members who vote by written proxy, provided the proposed amendment(s) shall have been presented to the Governance Committee and distributed to each member at least ten (10) days prior to the Annual Business Meeting at which the vote will be taken.

Article IX – Dissolution

The laws of the State of Connecticut shall be followed in any dissolution of said organization which includes C.A.L.A.G.A. (C.L.A.S.S. after July 1, 1998) is incorporated. A vote of the membership to rescind the By-Laws will be required. The vote will be held at any Annual Business Meeting. Members shall be notified by mail at least ten(10) days before the meeting. Said notice will state the reasons for said dissolution. Assets of the organization will be distributed to organizations with similar objectives with a vote by the members of the C.L.A.S.S.

Article X – Voting

For motions or matters raised at meetings, a majority of the members physically present or electronically participating is required for the motion or matter to pass or be approved. For motions or matters raised via email, 20% (twenty) of the eligible voting members is required for the motion or matter to pass or be approved.

The Executive Board may act by unanimous consent, by circulating a formal consent as an attachment to an e-mail. The President must collect all (100%) of the directors' consent to the proposed vote for the motion to pass. If any board member objects or abstains or does not reply,

the motion is not passed and must be discussed via a meeting by which all directors participating may simultaneously hear each other during the meeting.

Mission Statement

To afford a medium for the discussion of identified needs, mutual problems and alternative solutions; to promote the well-being, self-sufficiency, and quality of life among the residents of our municipalities. Provide education and support for members in the development of programs and initiatives enabling residents to achieve their fullest potential

2013; Revised 6/2023