

BYLAWS
For
South Carolina State Chapter of NASW

ARTICLE I- NAME

The name of the Organization shall be the South Carolina State Chapter of the National Association of Social Workers.

ARTICLE II- PURPOSE

- A) The South Carolina Chapter is constituted to advance the purposes of the National Association of Social Workers, Inc. in South Carolina and is a basic administrative unit of the National Association of Social Workers, Inc. The South Carolina Chapter program and structure shall be designed to encourage and facilitate participation by the members. The program of the South Carolina Chapter shall be related to the basic unified program plan of the National Association of Social Workers, Inc. taking into consideration the special needs and interests of the members within the South Carolina Chapter.
- B) The purposes of the South Carolina Chapter shall at all times be consonant with the National Association of Social Workers, Inc.'s purposes as stated in Article II of the *NASW Bylaws*.

ARTICLE III- MEMBERSHIP

- A) All members in good standing with the National Association of Social Workers who both work and reside within the boundaries of this state, shall automatically become members of the **South Carolina** Chapter. Members in good standing with the National Association of Social Workers, who either work or reside in this state and choose to affiliate with the **South Carolina** Chapter shall be members of this chapter. Only in special circumstances as determined by the National Board of Directors shall a member who neither resides nor works in this state affiliate with the **South Carolina** Chapter or would a member who both resides and works in this state be allowed to affiliate with another chapter.
- B) The membership classifications including attendant rights and privileges are as specified in Article IV of the *NASW Bylaws*.

ARTICLE IV- OFFICERS

- A) The officers of the **South Carolina** Chapter shall be President, President-Elect, Vice-President, Secretary, Treasurer, **Treasurer-Elect and other officers deemed necessary for chapter operations.**
- B) Duties

- 1) **President:** The President shall be the presiding officer of the Board of Directors and Executive Committee and ex-officio member of all committees; shall be available to consult with the staff on Chapter matters between meetings of the Board of Directors; shall represent the Board of Directors between its meetings and shall report to the Board of Directors all important interim actions; shall in consultation with the Board of Directors, appoint the chairperson of all organizational units whose leadership is not otherwise specified in these bylaws; and shall appoint all other organizational unit personnel.
- 2) **President- Elect:** The Chapter President shall be elected one year in advance of assuming the duties of the office. This person is called the President-Elect.
- 3) **Vice-President:** The Vice-President shall serve as Chairperson of the By-Laws Committee. The Vice-President shall coordinate all Chapter Committee activity and shall undertake other duties as assigned to him or her by the President. The Vice-President will serve the unexpired term of the President.
- 4) **Secretary:** The Secretary shall be responsible for the minutes of the meetings of the Board of Directors and the Executive Committee, as well as for all nonfiscal records of the Chapter. The Secretary will be responsible for notifying candidates as well as Chapter membership of election results.
- 5) **Treasurer:** The Treasurer shall be responsible for the receipt and deposit, disbursement, and withdrawal of all funds of the Chapter and shall render quarterly financial statements to the Board of Directors and the Executive Committee. The Treasurer shall prepare an annual financial report for distribution to the membership of the Chapter and the National office.
- 6) **Treasurer-Elect:** **The Chapter Treasurer-Elect shall be elected one year in advance of assuming the duties of the office. This person is called the Treasurer-Elect.**

C) Term of Office

The officers shall be elected by the membership of the chapter at-large on a staggered basis to serve for terms of two years each. Chapter officers, except the President-Elect **or Treasurer-Elect**, shall serve terms of two years each, **unless increased to three years by vote of the Board of Directors**. Officers shall not succeed themselves in the same office.

No member shall serve more than three consecutive terms of office on the Board. Terms as President-Elect or Treasurer-Elect do not count in the consecutive term prohibition.

The President-Elect and Treasurer-Elect shall be elected one year in advance of their assumption of duties of the office of Chapter President.

In the event of death, disability, or resignation of the President-Elect, the Chapter shall (a) offer the position to the nominee receiving the next largest number of votes in the Chapter election, or (b) provide for a special election to the office of President-Elect.

D) Vacancies

In the event of a vacancy in the position of President, the Vice-President shall assume the duties. In the event of vacancies in other offices, **occurring before the expiration of the term of office, the vacancy shall be filled by appointment of the Board of Directors and the persons so chosen shall serve for the remainder of that term.**

ARTICLE V- BOARD OF DIRECTORS

A) Powers

The Board of Directors of the South Carolina Chapter shall exercise all the powers of the Chapter specified in the bylaws of the National Association of Social Workers or as otherwise delegated by the **NASW** Board of Directors.

B) Composition

The Board of Directors shall consist of the following:

- 1) The four officers, President-Elect **and Treasurer-Elect.**
- 2) One member elected at-large by the full membership of the chapter.
- 3) Two student members elected by the full membership of the Chapter. One student member shall be from a graduate (MSW) program and one from an undergraduate (BSW) program.
- 4) Representational units, as defined in Article VII, shall be entitled to at least one representative on the Board of Directors. The remaining unit representatives will be apportioned on the basis of each unit's membership size. The units will be reapportioned every two years. No duly elected representative to the State Board shall be removed before the end of his/her term due to a loss in the unit's membership size.
- 5) The size of the Board of Directors is capped at twenty-five persons, except in a year where there is a President-Elect and/ or **Treasurer-Elect**, the size of the Board will be **twenty-seven.**

C) Term of Office/ Vacancies

The term of all officers shall be governed by Article IV, Section C; student members shall serve for one year terms; all other members of the Board of Directors shall serve terms of two years of office. The term of office shall commence July 1.

One-half of the representational unit directors, the one at-large director and half of the officers shall be elected in the odd years. The remaining directors shall be elected in the even years. It shall be the responsibility of the Board of Directors to designate, at such time as representational unit boundaries are redrawn and/ or new units established, which directors shall be chosen in odd or even years.

D) Duties

In accordance with the broad policies and priority guidelines established by the Delegate Assembly and the National Board of Directors, the Board of Directors of the **South Carolina** Chapter shall be responsible for the following:

- 1) The development of a specific program **reflective of Delegate Assembly priorities and association major objectives, including** budgets for each program and fiscal year.
- 2) The establishment and dissolution of committees and task forces dependent on the program and administrative needs of the Chapter.
- 3) Development of state policy within the overall framework and provided by the national goals of social policy and other policies of the National Association of Social Workers.
- 4) The development, recognition, withdrawal of recognition, and termination of level of support of all local units of the Chapter within the standards established by the National Board of Directors.
- 5) Representation of the Chapter in the community in maintenance of its relationship with other organizations.
- 6) The Board of Directors shall have the power to create such staff positions as are necessary for the conduct of the Chapter's business. It shall appoint an Executive Director who shall be the Chief Executive Officer of the Chapter and shall be employed to implement the program and policies of the Chapter as directed by the Board. He or she shall be subject to the same personnel policies as other staff.
 - a) The Board of Directors shall be responsible for conducting an annual performance appraisal of the Executive Director.
 - b) Other staff shall be hired and deployed by the Executive Director as required by the program of the Chapter and in accord with the overall staffing design and budget planning of the Board of Directors.
 - c) If a Legislative Advocate is employed or retained by the Executive Director, he or she shall be subject to the concurrence of the Board of Directors.
 - d) All personnel actions shall be taken in consultation with the National Office and within the overall National Guidelines governing personnel policies and affirmative action programs. The Chapter will operate according to the Chapter Personnel Policies and not on contracts.

- e) An employment contract shall be drawn for each staff contracted for, setting forth the expected performance and the consideration to be given for that performance.
- 7) Finances of the Chapter, including the establishment of financial policy, the adoption of a budget and financial reports with summary of the annual report being sent to all members and full audited report to the National Office.
- 8) Development and support of programs for the recruitment and retention of members.
- 9) Provision at regular intervals for an evaluation and appraisal of the operations in relation to the fulfillment of the Association and Chapter goals. This process to meet the program evaluation requirements of the association.
- 10) Following each Delegate Assembly, a review of the organizational pattern of the Chapter to assure relevant structure to carry out priorities of the Assembly.
- 11) Review and resolution of intraorganizational issues and problems.
- 12) **Participating in Board meetings.**
- 13) All other business of the Chapter in fulfillment of the Chapter's purpose.

E) Meetings

The Board of Directors shall hold not fewer than four meetings in a given year at such times and places as may be determined by the President. **Meetings may be face-to-face or electronic.** The usual notice of the time and place shall be given to each member of the Board.

Special meetings shall be held at the call of the President or by petition of seven members of the Board of Directors. A two-week notice shall be given for such meetings unless right of notice is waived by three-fourths of the Board of Directors. If a member misses two consecutive meetings without appropriate notification, his or her position may be declared vacant and shall be filled in accordance with the procedure stated in Article IV. D.

F) Compensation

No Board member shall receive compensation for duties performed in connection with his or her office except that travel and per diem expenses shall be reimbursed within limitations of the Chapter's budget.

G) Quorum

A simple majority of the membership shall constitute a quorum for the transaction of all business.

H) Proxy Voting

Voting by proxy is not allowed.

ARTICLE VI- EXECUTIVE COMMITTEE

A) Powers

The Executive Committee of the Board of Directors shall be responsible for the affairs of the Chapter between meetings of the Board of Directors.

B) Composition

The Executive Committee shall consist of the officers, the President-Elect, **the Treasurer-Elect**, and five additional members of the Board of Directors appointed by the Board. The Executive Committee shall be **chosen, as much as possible, to reflect membership concentration, geography, ethnicity, gender, students and chapter special interests.**

C) Term of Office

The members of the Executive Committee shall serve for terms of one year.

D) Duties

During the intervals between meetings of the Board of Directors, the Executive Committee shall have the powers of the Board of Directors within the general policies, program, budget, and specific directions established by the board, **except that decisions regarding the employment status of the Executive Director are reserved for the full board.**

E) Meetings

Meetings of the Executive Committee shall be held at the call of the President or upon request of three members of the Committee. Reasonable notice of the time and place of each meeting shall be given to each member of the Committee.

If a member misses two consecutive meetings without appropriate notification, his/ her position may be declared vacant and shall be filled in accordance with Article IV. D. and Article V.E.

F) Quorum

A simple majority of the committee membership shall constitute a quorum for the transaction of all business.

ARTICLE VII- NOMINATIONS, ELECTIONS, AND REMOVAL FROM OFFICE

Nominations and election processes specified in the *Standards for NASW Chapter Nominations and Elections* adopted by the Board of Directors, October 2001, will be followed.

Board members, including officers, will be required to sign the NASW Code of Conduct and Conflict of Interest statements.

- A) There will be an elected Committee of Nominations and Leadership Identification.

- 1) Each representational unit will have an elected representative on the committee form that unit.
- 2) The Committee Chairperson will be elected at large from the chapter.

B) Term of Office

- 1) The term of office will be for two years.
- 2) Members will be eligible for re-election one year from the expiration of his or her term to any elected Chapter position.
- 3) To meet at least annually to select candidates.
- 4) To certify a completed ballot to the Secretary of the Chapter who shall announce in writing the candidates to the membership at least thirty days in advance of an election.
- 5) To receive nominations by petition: At least ten members from any local representational unit may make a nomination by submitting a written petition to the Committee on Nominations and Leadership Identification within twenty days following the announcement of the candidates for a regular election of officers. Board members, Delegates and Nominations and Leadership Identification shall recertify the amended ballot to the Secretary of the Chapter.
- 6) Election of Committee Members shall be staggered to insure continuity.

C) Duties

- 1) The Committee will select at least two candidates for each position open for election.
- 2) The candidates will be selected to insure the Chapter reflects the population concentration, geographic distributions, ethnic and minority distribution, age, sex, and special interests of the membership.
- 3) a) The Committee may receive nominations from local units and Chapter members.
b) The Committee may receive student nominations from local student Social Work organizations, local units, and Chapter members.

D) Elections

- 1) Elections will be held through a ballot to be mailed **or electronically** to each member.
- 2) All members in good standing are entitled to vote in Chapter elections.
- 3) All members in good standing are entitled to vote for positions in their particular representational unit.
- 4) Elections of candidates will be by plurality of total votes cast.

Nonattendance by Board members at three consecutive meetings of the Board of Directors and nonattendance by officers at three consecutive Executive Committee and/or Board of Directors meetings may be cause for removal. When such an officer or Board member has been absent from the number of meetings designated above, the item of his or her retention shall be placed on the agenda of the next regularly scheduled meeting of the Board of Directors. At that meeting, the Board

may remove the Board member or officer by a vote of the majority of the full Board.

A Board member or officer may be removed for violating the Code of Conduct and Conflict of Interest statements under the procedures approved by the national Board of Directors.

ARTICLE VIII- DELEGATES TO DELEGATE ASSEMBLY

- A) Election of Delegates and Alternates
Organizational policy regulating the election of delegates to Delegate Assembly is specified in the *NASW Bylaws*, Article V and in the *Standards for NASW Chapter Nominations and Elections* guidelines.
- B) Composition of Chapter Delegations
- 1) The Chapter President shall serve as the Chapter's first delegate to the Delegate Assembly. **In the event the President is unable to participate as a delegate, the Chapter Board of Directors shall select one of its members as the chapter's first delegate.**
 - 2) The President- Elect shall serve as the guaranteed alternate for single delegate chapters or as the second delegate if a chapter is entitled to more than one delegate.
 - 3) **Delegates from chapters entitled to four or more delegates must comprise a balanced representation of all geographic areas and population centers of the chapter meeting the Affirmative Action requirements established by the *NASW Board*.**
- C) Delegate Term of Office
With the exception of the President or President-Elect, delegates and alternates shall be elected for three year terms beginning one year before the Delegate Assembly.
- D) Alternate and Replacement Delegates
- 1) **The Chapter President shall be an automatic delegate who, if unable to serve, shall be replaced by a member of the board of directors.**
 - 2) **Delegates and alternates must be elected to represent the chapter.**
 - 3) **The Board of Directors can replace delegates only if elected delegates are unable to attend the Assembly.**
 - 4) **Such elected or appointed delegates must maintain the chapter's Delegate Assembly Affirmative Action requirements.**
 - 5) **The Chapter Executive Director shall represent the chapter as a non voting delegate.**

ARTICLE IX- COMMITTEES AND TASK FORCES

- A) Mandated Committees

- 1) The Executive Committee as defined in Article VI.
- 2) The Nominations and Leadership Identification as defined in Article VII **of the *Bylaws and the Standards for Chapter Nominations and Leadership Identification.***
- 3) **Committee on Ethics, as defined in the NASW Procedures for Professional Review and the-Professional Review Technical Aids. The Committee on Ethics shall be composed of two persons appointed by the President with the advice and consent of the Board, who shall be responsible for hearing and determining complaints filed in accord with the Association's policy on professional review. The Committee on Ethics may convene local panels to conduct hearings.**
- 4) **Either a separate Finance Committee shall be appointed or the chapter's Executive Committee will act as the Finance Committee. The board Treasurer shall chair the committee designated by the chapter.**

B) Other Committees and Task Forces

Other Committees and Task Forces may be established by the President with consultation with the Board of Directors; these Committees and Task Forces are accountable to the Board of Directors and will report as directed.

C) **Committee and Task Force Membership**

In making appointments, the President and the Board of Directors should give consideration to member's competence, geography, gender, ethnicity, sexual orientation, experience and branch recommendations. NASW membership in good standing is a requirement for all committee appointments.

ARTICLE X-UNITS

A) Purpose

The highest level of participation among the membership will be facilitated by local representational units. The programs, policies, and actions of the units will be consistent with South Carolina chapter and national positions, policies, and procedures.

- B) A minimum of 40 members may petition the Board of Directors at anytime to be recognized as a representational unit, or the Board of Directors may designate a geographical area as a representational unit provided there are at least 40 members. A unit may be created by motion of the Board of Directors at anytime; however, the representatives will be elected at the next regular election. Each unit shall have a chairperson elected from among the unit representatives. The chairperson's term will begin on July 1. The chairperson may be selected to serve an additional term. Each unit must have at least one representative.

C) Meetings

The Chairperson shall convene the unit for at least one meeting per year.

D) Financial and Staff Support

Each unit may apply for reimbursement of monies expended by programs and communications dependent on the program and fiscal plan. Chairpersons will apply to the President for staff support.

E) Interest Group

Any ten (10) chapter members may group together for the purpose of pursuing a special program or special interest which is not being addressed by the branch or state chapter: Such special programs may be considered for funds to support their program.

F) Other Units

Other units may be developed or recognized to further the Chapter's program.

ARTICLE XI- STAFF

A) **Personnel Practices**

Chapter personnel practices are regulated **by the Personnel Standards for NASW Chapters adopted by the National Board of Directors, October 2001.**

B) Chapter Responsibilities and Authority for Staff

- 1) The Board of Directors of the South Carolina Chapter shall be responsible for creating and implementing such staffing arrangements as are required to provide for the conduct of the Chapter's business.
- 2) **The Chapter Board of Directors, in consultation with the national office, shall appoint an Executive Director who, in line with established personnel policies and practices, shall have the authority to employ, assign, detail and dismiss all other staff of the chapter in compliance with chapter standards established by NASW.**

ARTICLE XII-FINANCE

A) Chapter Financing

- 1) Funds shall be provided to promote the program of the Association through the South Carolina Chapter in the following manner:
 - a) Direct rebates in accordance with national bylaws Article XIX-Dues and other Income
 - b) Supplemental grants at the discretion of the National Board of Directors
 - c) Funds raised by the South Carolina Chapter in accordance with accepted procedures of the Association

d) Chapters may not establish 501 (c) (3) accounts, nor give tax receipts for any donations. This must be referred to the NASW Foundation.

B) Chapter Financial Affairs

The South Carolina Chapter Board of Directors shall arrange for the careful stewardship of financial resources by providing the following:

- 1) A chapter bank account **that conforms to the requirements specified in the NASW Chapter Standards** (requiring at least two signatures for the withdrawal of funds). No branch or other units shall have ongoing bank accounts. The South Carolina Chapter may open local bank accounts for the use of the branches **or other units.**
- 2) A chapter budget prepared prior to the beginning of each program year (July 10 June 30) that reflects the chapter's anticipated program for the year.
- 3) The preparation and distribution of financial reports to the Board of Directors at least quarterly. A year-end financial report shall be sent to the National Office, a summary of this report shall be made available to chapter members.
- 4) An independent audit by a certified public accountant is required annually **and must be forwarded to the National Office by specified date.**
- 5) The South Carolina Chapter Treasurer's name will be sent to the National office for bonding purposes within 15 days of their election.
- 6) The South Carolina Chapter shall invest excess funds to maximize interest earnings.
- 7) The South Carolina Chapter will develop a financial policy defining budgeting and reporting requirements, the staff role in fiscal management, the reimbursement and allowables for leadership and staff expenses, and policies related to reserve funds and chapters.
- 8) The South Carolina Chapter will adhere to financial management guidelines approved by the National Board of Directors.

ARTICLE XIII- POLITICAL ACTION COMMITTEES

The South Carolina Chapter's political action committee will conform to applicable South Carolina state and Federal laws and regulations.

The South Carolina Chapter will obtain prior review and approval from the National office for its political action committee's bylaws before they become effective.

ARTICLE XIV- BYLAWS AMENDMENTS

- A) The South Carolina Bylaws shall be amended by a vote of two-thirds of the Board of Directors, representing at least fifty percent of the representational units in attendance at a regularly called meeting, provided that said amendments have

been sent out to all members of the Chapter or placed on the chapter web site at least three weeks prior to the meeting.

- 1) Implementation of an approved amendment is dependent upon approval by the National Board of Directors sanctioning process.

B) Referendum and Recall

- 1) A Bylaw amendment shall be put to a vote of the Chapter membership upon the vote of at least two-thirds of the Board of Directors or a petition of fifteen percent of the Chapter membership.
- 2) The recall of a member of the Board of Directors elected at large shall be put to a vote of the Chapter membership upon the vote of at least two thirds of the Board of Directors or a petition of fifteen percent of the Chapter membership.
- 3) The recall of a branch representative shall be put to a vote of the branch membership upon a petition of fifteen percent of the branch membership.

C) Ballots

Ballots for referenda and recall shall be by mail and follow procedures outlined in the *Standards for NASW Chapter Nominations and Elections*.

Referenda and recall ballots must state the proposition being voted upon in such a form that a vote may be indicated by a YES or NO.

D) Votes

Decisions will carry by a majority of votes cast in the mail **or electronic** ballot, provided that votes are cast by at least twenty-five percent of the eligible voters.