



# **CALIFORNIA ASSOCIATION OF SCHOOL SOCIAL WORKERS**

## **Bylaws**

The purpose of CASSW is to promote the professional growth of School Social Work (SSW) services and programs in schools and to influence the California school system's responsiveness to the social, emotional, educational and mental health needs of all students.

### **Article I – Finance**

#### **Section One: Fiscal Year**

The fiscal year of CASSW shall be from July 1<sup>st</sup> to June 30<sup>th</sup> inclusive.

#### **Section Two: Dues**

Annual dues shall be established by the Board of Directors. Any revised dues structure shall be completed prior to the new fiscal year in which implemented. Correspondence to the general membership of the new due structure will be sent three (3) months prior to enactment.

#### **Section Three: Payment of Dues**

Dues will be collected by the Treasurer of the Association. Payments shall be made to CASSW and are due annually at the date that each member joined CASSW. The Membership Chair will send notices to members indicating when their dues are to be paid to maintain membership in CASSW. If dues are not received by one month after the due date, the Membership Chair will send a reminder. If dues are not received by three (3) months after the due date, then the name will be removed from the membership rolls.

### **Article II – Members**

#### **Section One: Types of Membership**

a. Active Members:

1. Possess a California Commission on Teacher Credentialing Pupil Personnel Services Credential (PPSC) in School Social Work or;
2. Possess a Master's degree in Social Work and are regularly involved in working in or with

schools, or;

3. Serve as university-based School Social Work academic faculty and/or field faculty, including coordinators of programs.

b. Associate Members:

1. Associate Members include persons who have demonstrated an interest in School Social Work. Associate members may not have voting rights until they have been a member in good standing for three (3) years.

c. Retired Members/Transitional (Active or Associate):

1. Retired Members include persons from the above two categories who wish to remain active and serve the organization.

2. Transitional members are those who have been laid off or are otherwise unemployed at the time of their annual dues, but who wish to continue to be active and to support the work of the Association.

d. Student Members:

1. Student Members include persons who are enrolled in a program leading to a Master's degree or Doctorate in Social Work, and/or are working toward or hold the PPSC. This membership shall be valid until June 30 of the year following graduation from or completion of their program.

## Section Two: Rights and Responsibilities

- a. All members, with the exception of Associate Members (who can earn only voting rights), shall have voting rights and may hold elective and appointed positions on the Board of Directors.
- b. Each member of CASSW is responsible for supporting the goals and purposes of CASSW as stated in the Constitution.
- c. Each member of CASSW is responsible for following the NASW Code of Ethics.

## Article III – Board of Directors

### Section One: Composition of Board of Directors

- a. Elected Officers: President, Past President, Vice President, Secretary, Treasurer;
- b. Regional Coordinators: Selected by their various Regions;
- c. Elected Chairs: Legislative, Membership;

- d. Elected Liaisons; Professional Development; Student Affairs and PPSC Programs; Organizational; Website Moderator; and
- e. One elected Graduate Student Representative

Each position listed above shall have one vote on Board matters. Any necessary appointments shall be approved by the Board. The President, Past President, and Vice President shall serve as official representatives of the Association to other professional organizations and groups unless another CASSW member is duly appointed. Regular (elected) Board members (Officers, Chairs, and Liaisons) may also simultaneously serve as Regional Coordinators if they so choose, and if selected by their regional membership.

## Section Two: Term of Office

The term of office for all regular (elected) Board members (Officers, Chairs, and Liaisons) shall be from July 1<sup>st</sup> to June 30<sup>th</sup>. Regular Board members, excluding the Past President, shall serve for three (3) years and may serve no more than two (2) consecutive terms in any one office or combination of offices, if elected. The term of office for the Past President shall be one three (3) year term.

The term of office for the Regional Coordinators shall be determined by the regional membership. Members, upon being selected for Regional Coordinator positions on the Board, shall submit a letter of introduction and a statement of interest, experience, and goals for membership information.

Vacated positions on the Board are announced via correspondence to the general membership and appointed by the Board on an interim basis until the next regular statewide election. Candidates shall put forth a statement of interest within 30 days of announced vacancy. All candidates' names and statements of interest will be shared with the membership and submitted to the Board for consideration and appointment. A majority vote by the Board of Directors is required to be appointed to the CASSW Board.

The Graduate Student Representative's (GS Rep) term of office shall be for one (1) year from July 1<sup>st</sup> to June 30<sup>th</sup>.

## Section Three: Duties of Board Members

### 1. Officers:

- a. The President shall provide overall leadership to the organization and put forth an operational agenda for his/her term of office. The President shall preside at all meetings of CASSW and the Board, and shall call special meetings when deemed necessary. The President is one of the three primary official representatives of the organization to other organizations and institutional bodies. The President shall be an ex-officio member of all committees except the Nominating Committee, and shall perform all other duties proper to the office.
- b. The Past-President shall act as Parliamentarian for CASSW, advise the Board on matters of

historical significance and parliamentary procedure, and shall perform other necessary duties as directed by the President. The Past-President shall also act as chair of the Policies and Procedures Committee, which may include any needed Constitution and Bylaws activity.

- c. The Vice President shall perform necessary duties as directed by the President; shall assume the duties of the President should the President be unable to fulfill his or her duties or complete the term of office, and shall monitor the progress of all committees.
- d. The Secretary shall keep the minutes of the meetings of CASSW and the Board and shall send out notices to the membership as needed. Once the minutes have been approved by the Board, the general membership will be notified that the minutes will be posted on the CASSW website.
- e. The Treasurer shall be responsible for collecting all CASSW dues and shall maintain a complete file of the paid members of CASSW; shall receive all monies due CASSW; shall pay all bills as authorized by the Board; shall keep a proper set of account books; shall make a report or provide written correspondence of the financial standing of CASSW at each Board meeting or conference call; and shall render an account annually to CASSW.

2. Regional Coordinators:

- a. The Regional Coordinators selected by the Regional membership shall be responsible for communication and coordination of CASSW activities in their Regions as they relate to the State Association, and shall establish and maintain an appropriate organizational structure for the furtherance of CASSW goals.

3. Chairs:

- a. The Legislative Chair shall study matters pertaining to legislation on a national, state, and local level; shall promote legislation of concern to CASSW; and shall help increase sophistication and involvement of membership in legislative matters, both pro and con. The Legislative Chair shall also be the Chair of the Legislation Committee.
- b. The Membership Chair shall be responsible for correspondence on all matters pertaining to membership; shall provide verbal and/or written membership reports at each Board meeting or conference call; shall maintain a current list of all members of CASSW; shall establish an active program of locating prospective CASSW members; and in so doing shall promote interest in CASSW membership. The Membership Chair shall also serve as the Chair of the Membership Committee.

4. Liaisons:

- a. The Professional Development and Continuing Education Liaison shall work to provide statewide and Regional professional development opportunities for peer support, credential renewal requirements, to enhance the knowledge and skills of members, and shall coordinate the Continuing Education Unit (CEU) program.

- b. The Student Affairs and PPSC Programs Liaison shall coordinate with the CASSW-PPSC/SSW program liaisons to promote the recruitment of graduate students enrolled; and shall develop relationships and initiatives with University Program Coordinators to assist and encourage student involvement in Regional and Statewide CASSW activities.
- c. The Organizational Liaison shall assist the President and the Board to maintain positive relationships with key governmental agencies and other organizations to promote the goals of CASSW and School Social Work. This may include working to develop and implement mutually beneficial initiatives that serve to increase and clarify the understanding and presence of School Social Work services.
- d. The Website Moderator Liaison shall work cooperatively with the Board and membership to maintain and moderate the Association's website ensuring that the website stays current, relevant, and user friendly. The Website Moderator shall work collaboratively with any necessary website contractor retained by the Board in order to assist the contractor in overseeing design and upgrades to the website.

5. Graduate Student Representative:

- a. The Graduate Student Representative shall serve for one year and shall represent the interests of students enrolled in PPSC/SSW programs and help interpret the goals of CASSW to other students.

#### Section Four: Officers

Officers elected by statewide membership shall be Active Members as defined in Article II, Section One.

#### Section Five: Board Duties

The Board shall:

- a. Administer the affairs of CASSW and be responsible for establishing and maintaining the overall professional focus of the Association.
- b. Make decisions regarding the use of the Association's treasury and address overall issues regarding the financial stability of the Association.
- c. Meet together at least one time each fiscal year, conduct monthly conference calls, and keep the membership informed of their actions.

#### Section Six: Changes in Board Composition

- a. Upon unforeseen changes in Board composition, the Officers of the Board may assign the duties

of the vacant position to a member(s) until the vacancy has been filled in accordance with Article III, Section 2.

## Article IV –Committees

### Section One: Committees

- a. All Board Members shall be a member of one (1) Standing Committee of their choice, except the President who shall serve as ex-officio of all committees. The Chair and committee members will have the responsibility to advise the Board on matters pertaining to their area of expertise. Meeting times and frequency will be determined by the chairperson.

There shall be Standing Committees on:

1. Finance
  2. Legislation
  3. Membership
  4. Public Relations
- b. As appointed by the President, all Board Members may serve on one (1) Special Committee. These committees shall be dissolved by a 2/3 vote of the Board. There may be Special Committees on, but not limited to:
    1. Conference
    2. Policies and Procedures
    3. Student Affairs

### Section Two: Duties

- a. The Legislation Committee shall assist the Legislative Chair in identifying and tracking federal, state and local legislation impacting School Social Work and in communicating important legislative activities to the general membership.
- b. The Membership Committee shall assist the Membership Chair on all matters pertaining to membership, including efforts to expand membership, promote membership incentives, increase renewal rates, and locate prospective CASSW members.
- c. The Finance Committee shall assist the Treasurer in holding the fiscal responsibility of the Association and in maintaining the financial ledgers of the Association.
- d. The Public Relations Committee shall work to promote the profession of School Social Work through a variety of efforts, including producing a newsletter; creating and/or maintaining an Association website; disseminating articles and other information related to School Social Work; and presenting to groups and organizations with the intent of advancing the perception and visibility of School Social Work. This committee will be responsible for staffing of booths at professional conferences, as well as pursuing other means to gain visibility for the profession.

## **Article V – Meetings**

The Board shall meet together at least one time each fiscal year. In addition, the Board may convene a meeting at the annual conference. On a monthly basis, the Board shall meet via regularly scheduled conference calls. To encourage participation, all members in good standing are welcome to attend Board meetings at their own expense. The amount allocated for travel and lodging expenses of Board members will be determined by the President and Treasurer based on the current budget.

## **Article VI – Regions**

### **Section One: General Boundaries**

- a. Northern California Region shall include the Northern coast to the Oregon border, and the inland area of CA from Sonoma County north.
- b. North Bay-San Francisco Region shall include the general San Francisco Bay area.
- c. South Bay-San Jose Region shall include the southern bay area from San Jose inland and South to Santa Barbara.
- d. Sacramento Region shall include the greater Sacramento area.
- e. Central Valley Region shall include the Central California area, including such areas as Fresno and Bakersfield.
- f. Los Angeles Area Region shall include the greater Los Angeles area, including Long Beach, Orange County, and the Inland Empire (Riverside and San Bernardino counties).
- g. San Diego Region shall include San Diego and Imperial Counties.

As previously stated, a regular Board member may serve additionally as a Regional Coordinator if s/he so chooses, and if selected by regional membership.

### **Section Two: Changes to Regions**

Other Regions may be created by the Board as deemed necessary, and uncovered geographical areas may be assigned to existing Regions as necessary.

## **Article VII – Nominations and Elections**

### **Section One: Nominating Committee**

A Nominating Committee consisting of three (3) members shall be appointed by the Board. The President shall appoint one of those committee members to convene the committee. The committee shall choose its own Chair.

## Section Two: Candidates

The Nominating Committee shall provide a slate of at least two (2) candidates for each elected office insofar as possible, and shall consult with the Regional Coordinators regarding the recruitment of potential candidates. Any person nominated for, or serving in, any Office of the CASSW must be a paid member in good standing in CASSW.

## Section Three: Election Dates and Procedures for Candidates and Elections

During an election year of regular Board members, the Nominating Committee (NC) shall inform the membership of all aspects of the upcoming election by March 1. The NC shall inform the membership by May 1<sup>st</sup> of the election slate, which will include the names of candidates along with a statement of interest, experience, and goals from each candidate. All required election materials shall be submitted by candidates to the Nominating Committee no later than April 15th. CASSW membership shall elect the regular Board of Directors (through U.S. mail or e-mail ballot) based on ballots returned by May 15th, and in case of a necessary runoff based on ballots returned by June 1<sup>st</sup>. Newly elected regular Board members shall begin their 3-year tenure at the June Board meeting or July 1<sup>st</sup>, whichever occurs earlier.

During the yearly election of the Graduate Student Rep (GS Rep), the Student Affairs and PPSC Programs Liaison shall initiate information to the PPSC/MSW students by March 1 describing the upcoming election. The Student Affairs Liaison shall solicit interested candidates for the position in collaboration with Regional Coordinators, university PPSC program coordinators, and the Board of Directors.

The Board shall inform the membership by May 1<sup>st</sup> of the election slate for GS Rep, which will include the names of candidates along with a statement of interest, experience, and goals from each candidate. A Letter of Reference submitted by a professional Social Worker (possessing an MSW) shall also be required. All required election materials shall be submitted by candidates to the Board designee(s) no later than April 15th. The membership shall elect the GS Rep based on ballots returned by May 15th, and in case of a necessary runoff based on ballots returned by June 1<sup>st</sup>. The expectation is for the newly elected GS Rep to start their tenure by attending any scheduled June Board meeting or on July 1<sup>st</sup>, whichever occurs first.

A majority of those CASSW members voting for any Board position will determine winners. If more than two candidates run for any Board position and none receive a majority, the highest two will enter a runoff.

## Article VIII – Amendments

Provisions of these Bylaws may be amended after distribution of proposed revisions in writing to the total membership:

- a. At any general membership meeting of CASSW by a majority vote of a quorum of the members present.



- b. By ballot by a majority vote of the members voting.

Notice of proposed revisions shall be sent to the general membership by the Policies and Procedures Committee at least thirty-days (30) prior to the closing date of voting.

Changes to the Bylaws may be proposed by any member through mail, e-mail, or at any general membership meeting. Suggested changes may be submitted to the Board or the Policies and Procedures Committee, which shall place them on a ballot. Changes in Bylaws may also be proposed by the Board. A majority vote of the Board, or a petition signed by 10 percent of the membership, shall be sufficient to place the proposed amendments on a ballot.

## **Article IX – Quorum**

Ten percent (10%) of the total Association membership shall constitute a quorum for the transaction of business at any Association meeting. A majority of Board Members shall constitute a quorum for the transaction of business at a Board meeting.

## **Article X – Rules of Order (Parliamentary Authority)**

The parliamentary authority of the CASSW shall be “Robert’s Rules of Order, Revised,” which shall govern CASSW in all parliamentary procedures in which they are applicable and in which they are not inconsistent with these Bylaws.