

# NATIONAL ASSOCIATION OF SOCIAL WORKERS

## LOUISIANA CHAPTER BYLAWS

### ARTICLE I - NAME

The name of the organization is the Louisiana Chapter, National Association of Social Workers.

### ARTICLE II - PURPOSE

- A. The Louisiana Chapter is constituted to advance the purposes of the National Association of Social Workers in Louisiana and is a basic administrative unit of the National Association of Social Workers. The Louisiana Chapter program and structure shall be designed to encourage and facilitate participation by members. The program of the Louisiana chapter shall be related to the basic unified program plan of the National Association of Social Workers, taking into consideration the special needs and interest of the members within the Louisiana Chapter.
- B. The purposes of the Louisiana Chapter shall at all times be consonant with those purposes of the National Association of Social Workers' purposes as stated in Article II of the national bylaws.

### ARTICLE III - MEMBERSHIP

- A. Membership categories including attendant rights and privileges, are as specified in Article IV of the NASW Bylaws.
- B. All NASW members in the area of the Louisiana Chapter shall automatically be members of the Louisiana Chapter. A NASW member may elect to affiliate with the Chapter where he or she lives or works. In special circumstances as determined by the National Board of Directors, a member may elect to affiliate with a chapter within which a member neither lives nor works.

### ARTICLE IV - OFFICERS

- A. The officers of the Louisiana Chapter are the President, Vice-President, Secretary, Treasurer, President-Elect, and other officers deemed necessary for chapter operations.
- B. Duties
  - 1. President- the presiding officer of the Board of Directors and Executive Committee and an ex-officio member of all committees; represents

the Board of Directors between its meetings and reports to the Board of Directors all important interim actions; in consultation with the Board of Directors makes all appropriate committee, task force, unit, and other appointments; is available to consult with staff.

- 2. President-Elect- the Chapter President shall be elected one year in advance of assuming the duties of office. This person is called the President-Elect.
- 3. Vice-President- the Vice-President fulfills the duties of the President in the event of absence or disability and assumes the Presidency upon the President's resignation or inability to discharge the office.
- 4. Secretary- the Secretary is responsible for the Board of Directors and Executive Committee meeting minutes, as well as for the non-fiscal records of the chapter.
- 5. Treasurer- the Treasurer is responsible for the receipt, deposit, disbursement, and withdrawal of all chapter funds and renders regular financial statements at least quarterly to the Board and Executive Committee. The Treasurer serves as the Finance Committee chairperson.

- C. Terms of Office  
The officers are elected by the Chapter membership Chapter officers, except the President-Elect, shall serve terms of two years each unless increased to three years by a vote of the Board of Directors. Officers may not succeed themselves in the same office.

No member shall serve more than six (6) consecutive years of service on the Board. A term as President-Elect does not count in the consecutive term prohibition.

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

In the event of the vacancy of the office of President Elect, the chapter shall either (a) offer the position to the President-Elect 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

Vacancies with the exception of the offices of President and President-Elect, occurring before the expiration of terms of office, shall be filled by appointment by the Board of Directors, and persons so chosen shall serve until the term expires.

**ARTICLE V - BOARD OF DIRECTORS**

A. Powers

The Louisiana Chapter Board of Directors exercises all powers of the Chapter specified in the NASW Bylaws or otherwise delegated by the NASW Board of Directors.

B. Composition

The Board of Directors shall consist of the following members:

1. The officers and President-Elect;
2. The elected chair of each Geographic region, plus one (1) additional representative per 300 members. When regional representation shall exceed 15 members, the number of members required per representative shall be increased by 50-member increments
3. Student members, one (1) MSW and one (1) BSW, elected by the Chapter membership; and
4. At least one member whose most advanced degree in social work at the time of election or appointment to the Board is the Baccalaureate.

C. Terms Of Office

The term of office shall commence July 1 for a two-year term, unless increased to three years by vote of the Board of Directors, except student members shall serve one-year terms. No member shall serve more than a total of six (6) consecutive years of service on the Board.

1. The President-Elect, Vice-President, and 50 percent of the representational and at-large directors shall be elected one year; the Treasurer, Secretary, and 50 percent of the representational and at-large directors shall be elected in the other years.
2. In the event of three years, one-third of the officers and one-third of the representational and at large directors shall be elected every third year, except the first officers and board members who may be scheduled to serve terms of less than three years to permit an orderly establishment of the three year term provisions.

D. Duties

Within the policies and priorities established by Delegate Assembly and the NASW Board of Directors, the

Louisiana Chapter Board of Directors, in addition to attending all regular and called meetings, is responsible for:

1. Developing programs reflective of Delegate Assembly priorities and association major objectives, including annual budgets supporting program implementation.
2. Establishing and dissolving committees and task forces based on Chapter program and administrative needs.
3. Developing chapter policy, within the framework of NASW public, professional, and organizational policies.
4. Creating, restructuring, reviewing, and determining the level of support for all local units of the Chapter within national standards.
5. Representing the Chapter in the community to maintain its relationship with other organizations.
6. The hiring and annual performance evaluation of the Executive Director.
7. Chapter finances, including the development of fiscal policies, adopting an annual budget, publishing an annual financial report to the membership and obtaining an annual audit.
8. Developing and implementing membership recruitment and retention programs.
9. Evaluation and appraisal of operations relative to achieving Association and Chapter objectives.
10. Reviewing the Chapter's organizational pattern after each Delegate Assembly to assure relevant structure.
11. Review and resolution of intra-organizational issues and problems.
12. Attend Board meetings.
13. All other business necessary to fulfill the Chapter's purposes.

E. Meetings

The Board of Directors shall meet at least four times annually. Meetings may be face-to-face or electronic. Time and notice of each meeting shall be given to all members.

Special meetings can be held at the call of the President or by petition of six members of the Board. A two-week notice for special meetings is needed, unless right of notice is waived by three-quarters of the Board of Directors.

F. Quorum

A simple majority of the Board of Directors constitutes a

quorum for the transaction of all business.

- G. Proxy Voting  
Voting by proxy is not allowed.

#### **ARTICLE VI - EXECUTIVE COMMITTEE**

- A. Powers  
The Executive Committee of the Board of Directors is responsible for Chapter affairs between Board meetings.
- B. Composition  
The Executive Committee shall consist of the officers and President-Elect. During years in which there is no President-Elect, a member of the Board of Directors will be appointed by the President with the approval of the Board for a period of one year. The Executive Committee should be chosen, as much as possible, to reflect membership concentration, geography, ethnicity, gender, students and chapter special interests.
- C. Term of Office  
Executive Committee members, other than officers, serve one year terms.
- D. Duties  
Between board meetings, the Executive Committee has 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  
Executive Committee meetings will be scheduled by the President or by a petition of the Executive Committee. Executive committee members will be given adequate notice of the meeting time and place.
- F. Quorum  
A simple majority of Executive Committee members constitutes a quorum for the transaction of all business.

#### **ARTICLE VII - NOMINATIONS AND ELECTIONS**

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

Board members will be required to sign the NASW Code of Conduct and Conflict of Interest Statements.

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

A Board member 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 Nominations and Election guidelines. Delegates and Alternates will be elected in accordance with those provisions.
- B. Composition of Chapter Delegations.  
1. The Chapter President shall serve as the Chapter's first delegate to 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. When there is a President-Elect in the year of Delegate Assembly, the President-Elect shall serve as the Chapter's second delegate.  
3. Delegates from chapters entitled to four or more delegates must comprise a balanced representation of all geographic 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 two years before the Delegate Assembly.
- D. Alternate and Replacement Delegates  
  
The Chapter President shall be an automatic delegate who, if unable to serve, shall be replaced by a member of the Board of Directors.  
  
Delegates and alternates must be elected to represent the chapter.

The Board of Directors can replace delegates only if elected delegates are unable to attend the Assembly.

Such elected or appointed delegates must maintain the chapter's Delegate Assembly Affirmative Action requirements.

The Chapter Executive Director shall represent the chapter as a non-voting delegate.

## ARTICLE IX - COMMITTEES AND TASK FORCES

### A. Mandated Committees

1. Executive Committee as defined in Article VI of these bylaws.
2. Nominations and Leadership Identification as defined in Article VII of these bylaws and the Standards for Chapter Nominations and Elections. The members of this committee elect the chair of the committee each year at the annual meeting, which is held in conjunction with the Annual Board and Leadership Training in August. This committee follows bylaws as set forth by the National Office. Their purpose is to develop the slate for the board of directors, identify candidates for office and appointments; and to advise the Board and membership of leadership development needs.
3. Committee on Inquiry as defined in the NASW Procedures for Professional Review and the Professional Review Technical Aids. The Committee on Inquiry shall be composed of a minimum of seven persons appointed by the President with the advice and consent of the Board from a minimum of five different branches, who shall be responsible for hearing and determining complaints filed in accord with the Association's policy on the professional review. The Committee on Inquiry may convene local panels to conduct hearings. The members of the committee must attend an all day training workshop and be able to commit to this committee for a two year period.
4. Gay, Lesbian, Bi-Sexual and Transgender Committee – The Committee on Gay, Lesbian, Bisexual and Transgender Issues develops, reviews and monitors programs of the Chapter that significantly affect gay men, lesbians, bisexuals and transgenders.
5. Membership Committee – This committee is comprised of a representative of each of the

regions, taking into account diversity in race, gender, etc., and are appointed by the President for a two year term. Regional chairs are ex-officio members of this committee. The Vice President is the Chair of the committee.

6. LAPACE – Make up and governance of this committee is specific to the LAPACE By Laws. Membership on this committee is outlined in the LAPACE By Laws. This committee is to provide information and education to chapter members on the political process and political action; to review and endorsement of political candidates; and to encourage social workers to run for political office.
7. Racial and Ethnic Diversity Committee – to focus attention on issues of race relations and leadership development of minority members.
8. Women's Issues – Educate and advise the board on issues relative to women.
9. 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

The Chapter Board of Directors may establish and dissolve standing committees and task forces based on the Chapter's program and administration needs. These committees and task forces are accountable to the Board of Directors in all matters.

### C. Committee and Task Force Membership

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

1. Annual Conference Committee – Make up and governance of this committee is the same as outlined in Section IX.C.6-20, with specific guidelines identified below.
2. School Social Work Network – Make up and governance of this committee is specific to the SSWN By Laws. Membership on this committee is outlined in the SSWN By Laws. This committee is to enhance the educational

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| <p>excellence of Louisiana students by advancing the principles and standards of school social work practice.</p> <p>3. Image Building Committee – Make up and governance of this committee is the same as outlined in Section IX.C.6-20. This committee is to look at ways to improve the image of social work in Louisiana.</p> <p>4. All other committees are established as the need arises in the Chapter and are approved by the Board of Directors.</p> <p>5. All committees will adhere to the following guidelines in regards to membership, duties, obligations and responsibilities. Where noted, some committees have specific guidelines as outlined.</p> <p>6. All committees shall be composed of no less than 10 NASW-LA members and no more than 12 members, at least nine of whom shall represent different geographical areas of the State consistent with the regions defined by the State Chapter of NASW-LA and one member shall be a state chapter board representative.</p> <p>7. Membership will also include diversity in race, gender and scope of practice.</p> <p>8. Members are to be identified by the Regional Chair and/or the CCNLI Committee Representative.</p> <p>9. Members will serve two year terms. At the end of the two years, the President, with the approval of the Chapter Board will reappoint fifty percent of the members of the Committee and make necessary additional new appointments.</p> <p>10. Members will be appointed for the regional spots on the opposite year of the election of a new regional chair.</p> <p>11. Chairs and Co-Chairs of committees will be appointed by the President, with ratification of appointments by the Board of Directors.</p> <p>12. In regards to the Board of Directors and the Annual Conference Committee, no member of either committee may be appointed or elected to the other following their 6 or 2 years,</p> | <p>respectively, for the year immediately following their tenure.</p> <p>13. Committee members must attend at least 75% of meetings</p> <p>14. Meetings are scheduled in advance and meetings will be held via conference call when possible.</p> <p>15. In regards to the Board of Directors there are four scheduled quarterly meetings a year, with three meetings being in person and one conference call. Meeting dates are set each year at the Annual Board and Leadership Training in August.</p> <p>16. In regards to the Annual Conference Committee, members are required to sign a Duties and Responsibilities Form each September. This form lists the dates for the meetings. The Proposal Review Meeting and Meeting Prior to Conference are recommended as in person meetings, unless the committee chooses otherwise, with all other meetings to be via conference call when possible.</p> <p>17. The Board of Directors and the Annual Conference Committee are to review the Conference Planning Guide each year to ensure that they are familiar with the purpose and general responsibilities in regards to the Annual Conference.</p> <p>18. All committee members, including the Board of Directors are to sign a Committee Member Commitment Statement which includes the following:</p> <ul style="list-style-type: none"> <li>a. As a member of the NASW-LA Chapter and the said committee, I am fully committed and dedicated to the mission of the organization and have pledged to carry out this mission. I understand my duties and responsibilities.</li> <li>b. I accept and will adhere to the By Laws, Code of Ethics and operating principles and I understand that I am responsible for the well being of this organization.</li> <li>c. I will attend all scheduled meetings and will provide advance notice when such attendance is not possible. As in the case of the Board of Directors and the Annual Conference Committee, I understand that I</li> </ul> |
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- must participate in at least 75% of the meetings in order to receive benefits as stated in IX.E.1-6.
- d. I will do my best to follow through with any tasks I commit to as part of the committee. If I am unable to complete a task or assignment, I will inform the committee and chapter staff of any issues I have encountered and will ensure that the task or assignment is completed by another committee member or chapter staff.
  - e. I understand that the NASW-LA Chapter leadership must work together as a team to achieve effective results. Therefore, as a member of the Board of Directors and/or any committee, I will:
    - 1.) Listen carefully to fellow leaders.
    - 2.) Respect and support board decisions.
    - 3.) Recognize that all authority is vested in the full board only when it meets in legal session.
    - 4.) Participate actively in meetings and actions.
    - 5.) Keep well-informed on issues that may come before the board or committee.
    - 6.) Refer complaints to the proper level on the chain of command.
    - 7.) Recognize that my job is to ensure that the non-profit is well managed, not to manage the non-profit.
    - 8.) Represent all those whom this non-profit serves, not a particular geographic area or interest group.
    - 9.) Consider myself a "trustee" of the organization and do my best to ensure that it is well maintained, financially secure, growing, and always operating for the best interest of the membership.
    - 10.) Declare conflicts of interest between my personal life and my position on the board or committee, and abstain from voting when appropriate.
  - f. As a member of the Board or Committee, I will not:
    - 1.) Criticize fellow board or committee members or their
- opinions, in or out of the meetings.
- 2.) Engage in defamatory conversation about the organization, volunteer leadership or staff at any time.
  - 3.) Discuss confidential proceedings of the meetings outside of the meeting.
  - 4.) Promise how I will vote on any issue before the meeting.
19. The President, with approval of the Board of Directors may remove a committee member before the end of their term if the member does not fulfill the duties and responsibilities or acts counter to the mission of the organization and/or committee.
  20. If for any reason a committee member is not able to complete their term, the President will appoint a replacement with ratification of the Board of Directors, to fill the unexpired term.
- E. Board of Directors and Annual Conference Committee requirements and benefits:
1. Each member shall recommend potential sponsors, exhibitors and advertisers.
  2. Each member is responsible for making a minimum of 5 contacts as outlined in #1 above and reporting the contact information and outcome to the Continuing Education Coordinator.
  3. Each member is responsible for recommending potential presenters and topics and make contacts as requested.
  4. Each member of the Annual Conference Committee is to serve on at least one of the sub committees such as: Volunteers, AV Equipment or T-Shirt Committee.
  5. Each member shall work at least one half of a day at the conference at one of the identified tasks such as: NASW-LA Table, T-Shirt Table, Pre-Registration Table, On Site Registration, Volunteer Area, Luncheons or volunteers for workshops in the event there are not enough scheduled volunteers to work the workshops.
  6. Each member who fulfills the specific responsibilities as identified above, shall receive the following:
    - a. Conference registration fee waived at the member rate, excluding lunches.
    - b. Double occupancy hotel room rate for up to two nights. Members who prefer a

private room will be responsible for ½ of the daily room charge. Members who prefer to stay three nights will be responsible for the third night room rate.

- c. Members will receive CEU hours for attendance at meetings. Copies of the minutes of the meetings shall serve as a record of attendance.

## **ARTICLE X - GEOGRAPHIC REGIONS**

### **A. Statement of Intent**

The Louisiana Chapter encourages the maximum possible membership participation through its local regions.

Regional activities shall be consistent with Association purpose, program, policies, bylaws and actions.

### **B. Purpose of Regions**

Regions are geographically defined local units that serve the two-fold purpose of representation to the Chapter Board and implementation of program locally

The Louisiana Chapter shall be structured into nine branches defined as the Greater New Orleans, the Houma-Thibodaux, the Florida Parishes, the Greater Baton Rouge, the Lafayette, the Lake Charles, the Alexandria, the Monroe, and the Shreveport Branches. The chapter Board of Directors has the responsibility to create, review, and restructure regions as necessary. Regions shall have direct representation on the Chapter Board of Directors through the election of Board representatives elected by the members of the region.

Board representation shall be in general proportion (voting strength) to each region's membership, and each region shall have at least one representative. A region having more than one representative shall elect one as region chairperson and the other(s) as region representative(s).

Region chairpersons will represent the interests of their region's members on the Board of Directors and communicate chapter Board processes and decisions to their region membership. Regions are responsible in their areas for Chapter program implementation activity as developed by the Board of Directors.

### **C. Special Interest Groups**

Any 10 members may at any time petition the board of the Chapter to be recognized as a sub-unit of the Chapter for the purpose of carrying on program activities and receiving chapter funds to support such activities.

### **D. Other Units**

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

## **ARTICLE XI - STAFF**

### **A. Personnel Practices**

Chapter personnel practices are regulated by the Personnel Standards for NASW Chapter adopted by the National Board of Directors,

### **B. Chapter Responsibilities and Authority for Staff**

1. The board of directors of the Louisiana Chapter shall be responsible for the oversight of staffing arrangements as are required 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 release all other staff of the chapter in compliance with chapter standards established by NASW.

## **ARTICLE XII - FINANCE**

### **A. Chapter Finances**

Funds shall be provided to promote the programs of the Association through the Louisiana chapter in the following manner:

- a. Direct rebates in accordance with National Bylaws, Article XVI, Dues and Other Income.
- b. Supplemental grants at the discretion of the National Board of Directors.
- c. Funds raised by the Louisiana 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 Louisiana Chapter Board of Directors shall arrange

for the careful stewardship of financial resources by providing:

1. A chapter bank account that conforms to the requirements specified in the NASW Chapter Standards. No regions or other units shall have ongoing bank accounts. The Louisiana Chapter may open local bank accounts for region use.
2. A Chapter budget prepared prior to the beginning of each program year (July 1-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 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 a specified date.
5. The Louisiana Chapter will develop a financial policy defining budgeting and reporting requirements, the staff role in financial management, the reimbursement for chapter leadership and staff expenses, investment policies and policies related to reserve funds in the Chapter.
5. The Louisiana Chapter will adhere to financial management guidelines approved by the National Board of Directors.

Implementation of an approved Bylaws amendment depends upon approval by the National NASW, Board of Directors sanctioning process.

#### **ARTICLE XIII - POLITICAL ACTION COMMITTEE**

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

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

#### **ARTICLE XIV – BYLAWS AMENDMENTS**

- A. The Louisiana bylaws may be amended by a vote of two-thirds of the Chapter Board of Directors representing fifty (50) percent of the Geographic Regions in attendance at a regularly called meeting, provided that the proposed bylaws amendment has been published and distributed or placed on the chapter web site to Chapter members at least (3) weeks prior to the meeting.