



INSSWA

INDIANA SCHOOL SOCIAL WORK ASSOCIATION

INDIANA SCHOOL SOCIAL WORK ASSOCIATION CONSTITUTION AND BY-LAWS

ARTICLE I – NAME

The name of this organization shall be Indiana School Social Work Association (INSSWA).

ARTICLE II – PURPOSE

The purpose of this Association shall be:

- a. To promote the effective use of school social work services for students and their families throughout the state of Indiana.
- b. To promote the school social work practitioner's individual growth and professional development.
- c. To ensure that the highest standards of professional school social work practices are upheld.
- d. To promote communication within the profession, with members of the Association, other educational disciplines, and private and public organizations interested in the welfare of students.
- e. To promote school social work as a specialized field of practice through public awareness and education.
- f. To support continued school social work licensure through the Indiana Department of Education (IDOE) and the Indiana Professional Licensing Agency.

ARTICLE III – MEMBERSHIP

Membership shall consist of four categories:

- a. **Regular members:** As of August 31, 2010, any person who holds an MSW degree, who is licensed as a School Social Worker by the State of Indiana, and is employed by and responsible to a public or private school system of Indiana shall, upon payment of annual membership dues, become an active regular member. Other degreed professionals who held regular membership prior to August 31, 2010 shall continue regular membership. Regular membership shall also include school social work educators, school social work administrators, and those members who are actively seeking employment as a school social worker. Those who hold a BSW or other grandfathered degree and have been a regular member of INSSWA prior to August 31, 2010, will continue to hold regular membership. The current School Social Work Consultant from the Indiana Department of Education will be an ex-officio member.
- b. **Charter members:** Regular and retired members who have held continuous membership since November 1997.
- c. **Affiliate members:** Affiliate members shall include those individuals desiring membership in INSSWA who are:



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- i. Professionals working in related fields.
- ii. School social work students and others who subscribe to the purposes of the organization. 2nd Year MSW School Social Work Concentration students will receive complimentary membership in INSSWA.
- iii. Any professional working in a school system that holds a BSW and has not been a member prior to August 31, 2010.
- d. **Retired members:** Any person who holds an MSW degree, who is licensed as a Social Worker by the State of Indiana, and who is formerly employed by a public or private school system of Indiana shall, upon payment of annual membership dues, become an active retired member.

Membership Rights and Privileges:

Regular, Charter, and Retired members:

- a. Voting rights
- b. Hold elective office
- c. Hold board positions
- d. Opportunity to apply for and receive scholarships and grants
- e. Receive newsletter and communications from the Association
- f. Reduced conference rates
- g. Opportunity to join online discussion group

Affiliate members:

- a. Receive newsletter and communications from the Association
- b. Reduced conference rate
- c. Opportunity to join online discussion group

ARTICLE IV – LEADERSHIP

Section 1. Leadership of the Association shall be a Board of Directors. The Board of Directors shall consist of the four elected officers, 7 members-at-large, and the Past President. The current school social work representative from the State Department of Education will be an ex-officio member. Each Board of Director will keep a flash drive with job description and duties for their position on the board, to be passed on to future board members.

Section 2. The officers of the Association shall be President, President-Elect, Treasurer, Secretary and nominations can be accepted by membership at the annual meeting. They are determined by the nomination committee and officers shall be elected at the annual meeting by a vote of the members present and shall take office at that time. These officers shall be elected for a term of two years; President and President-elect will be elected in odd years, the Secretary and Treasurer in even years.

Section 3. The seven member-at-large positions of the Board shall be recommended by the Nominating Committee and confirmed by the current Board. The 3-year term member-at-large positions will be staggered with two positions being confirmed each year. The terms shall begin at the Annual Conference Board Meeting.



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Section 4. The organization will adhere to the NASW Code of Ethics.

ARTICLE V – DUTIES OF OFFICERS

Section 1. The **President** shall preside over the meetings of the Association and of the Board of Directors. The President shall appoint and chair a Nominating Committee each year from the membership of the Board of Directors to select a slate of officers and Board members. The slate of officers and/or Board members shall be communicated to the membership at least 2 weeks prior to the Annual conference. The President shall be an ex-officio member of all standing committees.

Section 2. The **President-Elect** shall act as President in the President's absence or inability to serve and will assume the office of President following completion of the President's term. This person shall also assume the office of President should the office become vacant before the end of the term. The President-Elect shall appoint a Conference Committee each year from the membership to coordinate plans for the Annual Conference. Additional duties shall be as assigned by the President.

Section 3. The **Secretary** shall keep minutes of the meetings of the association and meetings of the Board of Directors. The minutes shall be distributed to the Board for changes and/or additions within thirty days and posted on the website. Board members will provide changes or approval to the Secretary. The Secretary will send the approved minutes to the membership via the Communications Coordinator, within one month of the meeting.

Section 4. The **Treasurer** shall receive all dues and other funds, properly deposit them to the credit of the association, keep records of receipts, and expenditures, and make a regular written report of the same to the Board of Directors and the Association. The Treasurer will chair the Finance Committee, which shall be responsible for the preparation of the annual budget.

ARTICLE VI – MEETINGS

Section 1. The Association shall hold an annual meeting of the membership during the Annual Conference. Notice of meeting will be included in the Annual Conference brochure. The membership present shall constitute a quorum for the transaction of business.

Section 2. The Board of Directors shall hold a minimum of four meetings during the course of the year, the first being held in conjunction with the Annual Conference. Subsequent meetings will be held in February, June, and September.

ARTICLE VII – ASSOCIATION YEAR

The association year shall begin at the end of the Annual Conference. Membership in the association shall begin and end August 31st of each year.

ARTICLE VIII – RESPONSIBILITIES OF BOARD MEMBERS:



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Every Board member shall be appointed by the President to at least one board responsibility. The President shall also have the power to appoint ad hoc responsibilities.

Section 1. The **Past President** will serve as the Audit Coordinator. The Audit Coordinator shall coordinate an Audit Committee, which shall audit financial records of the preceding year and present a written report to the Board of Directors prior to the annual business meeting. If the position of Past President is not filled on the Board of Directors, the President will appoint an Audit Coordinator from the Board of Directors. The Past President will also be the CEU Coordinator, keeping the records of professional development and CEU's provided.

Section 2. **Communications Coordinator** shall keep an updated email list and disseminate information to the membership once approved by the President. Communications will be between the membership and the Board of Directors as well as networking information.

Section 3. **Legislative Coordinator** shall coordinate a committee of members to monitor legislative issues pertinent to school social work.

Section 4. **Membership Coordinator** shall chair the Membership Committee, which consists of Regional Representatives from the eight regions. The Membership Coordinator shall be responsible for maintaining the Membership database.

Section 5. **Midwest School Social Work Council Representative** shall represent the Indiana School Social Work Association at the Midwest School Social Work Council Meetings. The Midwest Representative provides information from the Midwest Council to the Board of Directors and the membership.

Section 6. **School Social Worker of the Year Coordinator** shall coordinate a committee of members to select the School Social Worker of the Year.

Section 7. The **Web Site Coordinator** shall be responsible for the maintenance of the INSSWA web site. The Coordinator will be the liaison between the Web Master and the Board of Directors.

Section 8. The **Marketing Coordinator** shall be responsible for maintenance of the INSSWA social media sites.

Section 9. The current school social work representative from the Indiana State Department of Education will be an ex-officio member of the board.

Section 10: Members of the Board not assigned a specific duty, will Assume responsibilities assigned by the President.



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ARTICLE IX – AMENDMENTS

Section 1. The Constitution may be amended at the annual meeting or at a special meeting called for that purpose. Amendments are approved by a two-thirds majority vote of the members in good standing, present, and voting.

Section 2. Proposed amendments must be submitted in writing to the Board of Directors at least thirty days before the annual meeting. Individual members, groups of members, or a constitutional committee appointed by the President may submit proposed amendments and changes in writing to the Board of Directors. Board approved changes must be sent out to members two weeks before the annual meeting.

ARTICLE X – DISSOLUTION OF THE ASSOCIATION

Section 1. Upon dissolution of the Association, the Board shall, after paying or making provision for all the liabilities of the Association, dispose of all the assets of the association exclusively for the purposes of the association in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or as the Board shall determine.

Section 2. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

BY-LAWS

Section 1. Membership Dues: Dues shall be set by the Board of Directors for all categories of members and noted in the minutes of the meeting of the Board of Directors.

Section 2. Fiscal Responsibility

- a. All funds accruing to the Indiana School Social Work Association from dues and all other sources shall be paid or relayed to the Treasurer, who will deposit it in an Association account in a local bank, approved by the Board of Directors.
- b. The Treasurer and President shall be bonded by the Association.
- c. When a new Treasurer and President begin their terms, the previous Treasurer, new Treasurer, and President will visit the bank to change the records at the bank to show such changes. The Secretary will reflect these changes in the minutes of the November Board Meeting.

Section 3. Meetings

- a. Proceedings of the Board of Directors of this Association shall be governed by the Consensus Model.



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- b. Proceedings of the Annual Membership meeting shall be governed by Roberts Rules of Order.

Section 4. By Laws: These by-laws may be amended or added to by a consensus of those present at any meeting of the Board of Directors.

Section 5. Expenses:

- a. Expenses incurred for the cost of Regional Network Meeting/Luncheons be reimbursed up to \$300.00 per region annually. Additional expenses may be approved by the Board of Directors, if necessary.
- b. Expenses incurred for Board Meetings shall be reimbursed by the association.
- c. Expenses incurred by INSSWA Board of Directors and Officers for board-approved attendance at National or Midwest meetings, not covered by professional development resources or Midwest School Social Work Council shall be reimbursed by the association.
- d. Other expenses incurred by INSSWA will be approved by the Board of Directors and Officers, as needed.

Section 6. Continuing Education Units

- a. INSSWA is an approved provider of Category I Continuing Education, by the Indiana Behavioral Health and Human Services Licensing Board, Indiana Professional Licensing Agency. Approval began in 2001 and is renewable every 2 years (March of even years).
- b. As an approved continuing education provider, INSSWA must adhere to the requirements of Indiana Code 25-23.6 and Indiana Administrative Code Title 839, as they apply to the provision of Category I continuing education. INSSWA is only allowed to provide continuing education units for programs that they are sponsoring.
- c. INSSWA will charge non-members a fee, per hour of Continuing Education, as determined by the Board of Directors.