

**Bylaws of the International Chapter
National Association of Social workers**

Article I- Name

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

Article II Purpose

- A) The International Chapter is constituted to advance the purpose of the National Association of Social workers and is a basic administrative unit of the National Association of Social Workers.

The International Chapter program and structure shall be designed to encourage and facilitate participation by the members. The program of the International Chapter shall be related to the basic unified program plan of the National Association of Social Workers, taking into consideration the special needs and interests of the members within the International Chapter.

- B) The purposes of the International chapter shall at all times be consistent with the National Association of Social Workers' purposes as stated in Article II of the National Bylaws.

Article III - Membership

- A) All NASW members living outside of the United States may be members of the International Chapter. In special circumstances as determined by the National Board of Directors, a NASW member may elect to affiliate with a chapter within which a member neither lives nor works.
- B) The membership categories, including attendant rights and privileges, are specified in Article III of the National Bylaws.

Article IV- Officers

- A) The officers of the International 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 the office. This person 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 quarterly financial statements 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. Officers shall not succeed themselves in the same office.

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 shall serve until the term expires.

Article V-Board of Directors

A) The International Chapter Board of Directors exercises all powers of the chapter specified in the National Bylaws or otherwise delegated by the National Board of Directors.

B) Composition

The Board of Directors consists of the following members:

- 1) The officers and President-Elect.
- 2) One student member if a student member is available to fill this role.
- 3) Two to three At-Large Representatives elected by the chapter membership.

C) Terms of office

- 1) The term of office shall commence July 1 for a term of two years 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.
- 2) The President-Elect, Vice-President and 50% of the At-Large Representatives shall be elected in one year, and the Treasurer, Secretary and 50% of the At-Large Representatives shall be elected in the other years.

D) Duties

Within the policies and priorities established by the Delegate Assembly and the National Board of Directors, the International Chapter Board of Directors 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 administration needs.
- 3) Chapter policy development 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 relationships with other organizations.
- 6) Staffing.
- 7) Overseeing the fiscal viability of the chapter, including the development of fiscal policies, the adoption of an annual budget, publication of an annual financial report to the membership and overseeing the completion of an annual audit.
- 8) Developing and implementing membership recruitment and retention programs.
- 9) Periodic 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 to achieve Assembly priorities.
- 11) Review and resolution of intra-organizational issues and problems.
- 12) Participating in 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 by electronic means. 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 four 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 of Director's meetings.

B) Composition

The Executive Committee consists of the officers, and president-elect when appropriate.

C) Terms of office

Executive Committee members, other than officers, shall serve one year terms.

D) Duties

Between Board of Directors 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 of Directors.

E) Meetings

Executive Committee meetings will be scheduled by the President or by petition of four members of the 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, Elections and
Removal from office**

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

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

- C) Nonattendance by Board members at two 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.
- D) A Board member may be removed for violating the Code of Conduct and Conflict of Interest statements under the procedures approved by the NASW 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 National Bylaws, Article V and in the *Standards for NASW Chapter Nominations and Elections*. Delegates and alternates will be elected in accordance with those provisions.

B) Composition of Chapter Delegations

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.

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. For single delegate chapters, if there will not be a President-Elect in the year of the Delegate Assembly, the chapter shall elect a guaranteed alternate two years before the Delegate Assembly.

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.

Article IX- Committees and Task Forces

A) Mandated Committees are:

- 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 NASW Chapter Nominations and Elections*.
- 3) Committee on Ethics - as defined in *NASW Procedures For Professional Review* and the Professional Review Technical Aids. The Committee on Ethics shall be composed of one person 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 the 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 Executive Committee will act as the Finance Committee. The board Treasurer shall chair the Finance Committee if one is established 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 should give consideration to member's competence, geography, gender, ethnicity, sexual orientation, experience, and branch recommendations.

Article X- Branches

A) Statement of Intent

The International Chapter encourages the maximum possible membership participation through its local branches. Branch activities shall be consistent with Association purpose, program, policies and bylaws.

B) Purpose of Branches

- 1) Branches are geographically defined local units that serve the two-fold purpose of representation to the Chapter Board and

implementation of program activities locally.

The International Chapter shall be structured into three branches defined as the United Kingdom (comprised of England, Scotland, Wales, and Ireland), Northern Europe (European countries North of Heidelberg in West Germany, including Holland, Belgium, Denmark, Luxembourg, etc) and Southern Europe (areas lying South of Heidelberg including Italy, Greece, Austria, etc.)

The Chapter Board of Directors has the responsibility to create, review and restructure branches as necessary. Branches shall have direct representation on the Chapter Board of Directors through the election of Board representatives elected by members of the branch. Board representation must be in general proportion (voting strength) to each branch's membership, provided that each branch must have at least one representative. A branch shall be chaired by its elected Board representative position, and shall designate one of the positions as the branch chairperson.

Branch chairpersons will both represent the interests of their branches members to the Board of Directors and communicate Chapter Board processes and decisions to their branch membership.

Branches are responsible in their areas for chapter program implementation activity as developed by the Board of Directors.

C) Special Interest Groups

Any twenty-five members may group together for the purpose of petitioning the Chapter Board to be recognized as a sub-unit of the Chapter in order to pursue a special program or interest which is not being addressed by the branch or chapter. These special groups may be considered for funds to support their activities.

D) Other units

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

Article XI-Staff

A) Chapter personnel practices are regulated by the *Personnel Standards for NASW Chapters* adopted by the National Board of Directors.

B) Chapter Responsibilities and Authority for Staff

- 1) The Board of Directors of the International 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 Board of Directors of the chapter, in consultation with the National Office, has the responsibility for hiring, supervising, and evaluating chapter staff. All personnel actions, including promotions, and terminations shall be in accordance with the *Personnel Standards for NASW Chapters*.

Article- XII Finance

A) Chapter Financing

1) Funds shall be provided to promote the programs of the Association through the International 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 International Chapter in accordance with accepted procedures of the Association.
- d) Chapters may not establish 501 ©(3) accounts, nor give tax receipts for any donations. This must be referred to the NASW Foundation.

B) Chapter Financial Affairs

The International 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 Standards for Chapter Operations. No branch or other units shall have ongoing bank accounts. The International Chapter may open local bank accounts for the use of branches.
- 2) A chapter budget prepared prior to the beginning of each program year (July 1- June 30) that reflects the chapters anticipated program for the year.
- 3) The preparation and distribution of financial reports to the Board of Directors at least quarterly,
- 4) A year-end financial report shall be sent to the National Office, a summary of this report shall be made available to chapter members.
- 5) An independent audit by a certified public accountant is required annually.
- 6) The International Chapter will develop a financial policy defining budgeting and reporting requirements, the staff role in fiscal management, the reimbursement for chapter leadership and staff expenses, and policies related to reserve funds and chapters.
- 7) The International Chapter will adhere to financial management guidelines approved by the National Board of Directors.

Article XIII- Amendments

A) Bylaws Amendments

The International Chapter bylaws may be amended by a vote of two-thirds of the Board of Directors representing fifty percent of the branches in attendance at a regularly called meeting, provided that the proposed bylaw amendment has been published and distributed or placed on the chapter Web site to chapter members at least three weeks prior to the meeting.

Implementation of an approved bylaw amendment depends upon approval by the National Board of Directors' sanctioning process.