

**BYLAWS**  
**National Association of Social Workers**  
**Idaho Chapter**

**Article I. Name**

The name of the organization shall be the National Association of Social Workers, Idaho Chapter.

**Article II. Purpose**

- A. The Idaho Chapter is constituted to advance the purposes of the National Association of Social Workers in Idaho and is a basic administrative unit of the National Association of Social Workers. The Idaho Chapter program and structure shall be designed to encourage and facilitate participation by the members. The program of the Idaho 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 Idaho Chapter.
- B. The purposes of the Idaho Chapter shall at all times be consonant with the National Association of Social Workers, purposes as stated in Article II of the National Bylaws.

**Article III. Membership**

- A. All members of the Association in the area of Idaho shall automatically become members of this Chapter with the following exceptions: (1) A member may elect whether he/she wishes to affiliate with the Chapter in the area of residence or in the area of employment. (2) In special circumstances, as determined by the National Board of Directors, a member may elect to affiliate with a Chapter within which the member neither lives nor works.
- B. Categories of membership, with attendant rights and privileges, are specified in the National Bylaws, Article III, and may not be altered by the Idaho Chapter.

**Article IV. Chapter Officers**

- A. The officers of the Idaho Chapter are the President, Vice-President, Secretary, Treasurer, President-Elect in appropriate years, Treasurer-Elect in appropriate years, and other officers deemed necessary for Chapter operations.

## B. Duties

1. **President:** The President is 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 is called the President-Elect and serves as the guaranteed alternate to Delegate Assembly in appropriate years.
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.
6. **Treasurer-Elect:** The Chapter Treasurer shall be elected one year in advance of assuming the duties of the office. This person is called the Treasurer-Elect and serves as a member of the Finance Committee.

## C. Terms of Office

The officers are elected by the Chapter membership. Chapter officers, except the President-Elect and Treasurer-Elect, shall serve terms of two years each. The President-Elect and Treasurer-Elect serve for one-year terms. Officers shall not succeed themselves in the same office. No member of the Executive Committee shall serve more than six consecutive years on the Board of Directors. The President-Elect and Treasurer-Elect shall each be elected one year prior to her or his actual two-year term as President and Treasurer respectively.

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 the term 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 Idaho 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, President-Elect and Treasurer-Elect;
2. Six Idaho members elected by their respective branches as representatives to the Board of Directors;
3. Two Idaho student members including one MSW student and one BSW student elected by the Chapter membership;

~~4. Committee Chairperson of the following standing committees shall serve as a voting member of the Board of Directors and will be elected by the Chapter membership to serve a 3 (three)-year term: Legislative Committee.~~

4. Revision: One Member-at-Large elected by the Chapter membership.

### C. Terms of Office

1. ~~The term of office shall commence July 1 for a two-year term, except student members shall serve one-year terms. and the Legislative Committee Chairperson shall serve a three year term. No member shall serve more than 6 (six) consecutive years or two consecutive terms of office in the same position.~~

1. Revision: The term of office shall commence July 1 for a two-year term, except student members shall serve one-year terms. No member shall serve more than 6 (six) consecutive years or two consecutive terms of office in the same position.

2. ~~The President Elect, Legislative Committee Chair, and Vice President shall be elected in one year; the Secretary and Treasurer Elect in the following year, and at least one of the Branch Chairs will be elected every year, with a minimum 30% rotation in elected Board membership each year.~~

2. Revision: The President-Elect and Secretary shall be elected in one year; the Vice President, Treasurer-Elect and Member-at-Large in the following year, and at least one of the Branch Chairs will be elected every year, with a minimum 30% rotation in elected Board membership each year.

#### D. **Duties**

Within the policies and priorities established by Delegate Assembly and the National Board of Directors, the Idaho Chapter Board of Directors is responsible for:

1. Developing programs reflective of Delegate Assembly priorities and the Association's major objectives, including annual budgets supporting program implementation.
2. Establishing and dissolving committees and task forces based on Chapter program and administrative 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 branches of the Chapter within National standards.
5. Representing the Chapter in the community to maintain its relationships with other organizations.
6. Hiring and annually evaluating the performance of the Executive Director.
7. Overseeing the fiscal viability of the chapter, 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. 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. Attendance at Board of Directors meetings
13. Overseeing all other business necessary to fulfill the Chapter's purposes.

#### E. **Meetings**

The Board of Directors shall meet at least four times annually. Time and notice of each meeting shall be given to all members.

Special meetings may be held at the call of the President or by petition of a majority of the Board. A two-week notice for special meetings is required, unless right of notice is waived by three-quarters (3/4) of the Board of Directors.

F. **Quorum**

A simple majority of the voting members of the Board of Directors constitutes a quorum for the transaction of all business.

**Article VI. Executive Committee**

A. **Powers**

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

B. **Composition**

The Executive Committee consists of the officers including the President, President-Elect, Vice-President, Secretary, Treasurer, and Treasurer-Elect.

C. **Term of Office**

~~The Executive Committee members serve two year terms.~~

Revision: The Executive Committee members serve two-year terms; except the President-Elect and Treasurer-Elect, who serve one-year terms, followed by two-year terms as President and Treasurer.

D. **Duties**

Between Board of Directors meetings, the Executive Committee has the powers of the Board of Directors regarding the general policies, program, budget and specific directions established by the Board of Directors, 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 at the request of the President, or by petition of a majority of Executive Committee members. Executive Committee members will be given adequate notice of the time and place.

F. **Quorum**

A quorum of the Executive Committee consists of a simple majority of the officers for the transaction of all business.

#### **G. Vacancies**

In the event of the vacancy of the office of President-Elect, the Chapter shall (1) offer the position to the nominee receiving the next largest number of votes in the Chapter election, or (2) provide for a special election the office of President-Elect or Treasurer-Elect.

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

### **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 National 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 NASW Board of Directors.

### **Article VIII. Delegates to the 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 the Chapter Delegation**

The President shall be the first delegate and the President-Elect shall be the guaranteed alternate

delegate when Delegate Assembly falls during this person's term of office. 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.

When there is no President-Elect, the Chapter will conduct an election according to Standards for NASW Chapter Nominations and Elections.

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

#### C. **Terms of Office**

With the exception of President or President-Elect, delegates and alternates shall be elected to 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**

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 the NASW Procedures for Professional Review and the Professional Review Technical Aids. The Committee on Ethics shall be composed of 5 persons from at least two different branches, 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; and
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 Finance Committee if one is established by the Chapter. The Finance Committee shall review the financial policies annually and recommend changes as necessary.

**B. Standing Committees**

- 1. Legislative Committee** for coordination of the Chapter's legislative activities.

**C. 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 administrative needs. These committees and task forces are accountable to the Board of Directors in all matters.

**D. Committee and Task Force Membership**

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

## **Article X. Branches**

It is the intent of this Chapter to encourage the highest level of membership participation possible through the support of Branches. The programs, policies, and actions of Branches shall be consistent with the official positions and policies of this Chapter and the National Association of Social Workers. Branches serve a dual role of representation to the Chapter Board and implementation of program activities.

**A. Formation of Branches**

The Board of Directors may establish Branches composed of members in a geographic area for purposes of representation in the decision-making process of the Chapter and program development. When Branches are formed, each member living within the geographical area of the Branch shall be assigned to the Branch. If twenty percent (20%) of the Chapter membership is grouped in one location, they may apply for Branch standing.

The Idaho Chapter shall be structured into six Branches defined as (1) Far North, (2) North, (3) Southwest, (4) Capital, (4) South Central and (5) Southeast.

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 the members of the branch.

**B. Branch Chairs**

Each Branch shall elect a Branch Chair, who serves on the Chapter Board. The Branch Chairs shall serve for a term of two years. Branch chairpersons will represent the interests of their branch's 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.

The Branch Chairs of the Far North, North and Southeast branches shall be elected in odd years; the Branch Chairs of the Southwest, Capital and South Central Branches shall be elected in even years. Each Branch shall also elect a member of the Nominating Committee. The Branch may choose to have steering committees that may be elected or appointed. Board representation must be in general proportion (voting strength) to each branch's membership, provided that each Branch must have at least one representative.

**C. Branch Meetings**

Each Branch shall hold activities during the year as dictated by local program needs and resources.

**D. Branch Finances**

Each Branch shall submit a program budget to the Chapter Treasurer. The Board of Directors may approve a small cash fund for use by the Branches. No Branch or other unit may open a local bank account for the sole use of the Branch or other unit. The use of branch proceeds in excess of branch expenses will be shared between the branch and the state Chapter in a ratio of 60%/40% respectively unless specifically agreed to otherwise by the Board of Directors. Branch budgets and/or net proceeds not spent by a branch during a fiscal year revert to general Chapter funds at the end of each fiscal year.

**E. Special Interest Groups**

Any fifteen (15) members may group together to petition the Chapter Board of Directors to be recognized as a sub-unit of the Chapter for the purpose of carrying on program activities or pursuing a special program or interest which is not already being addressed by a Branch or the Chapter and receiving Chapter funds to support such activities.

**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.

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

1. The Board of Directors shall be responsible for the oversight of staffing arrangements as may be necessary to provide for the conduct of Chapter business, in compliance and accord with The Personnel Standards for NASW Chapters adopted by the National Board of Directors.
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. Finances**

**A. Chapter Finances**

Funds shall be provided to promote the programs of the Association through the Idaho Chapter in the following manner:

1. Direct rebates in accordance with NASW Bylaws Article XVI- Dues and Other Income.
2. Supplemental grants at the discretion of the NASW Board of Directors
3. Funds raised by the Idaho Chapter in accordance with accepted procedures of the Association.
4. 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 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. No branch or other units shall have ongoing bank accounts, except that a separate bank account must be maintained for all Chapter PACE funds. The Chapter may open local bank accounts for the use of Branches or other units.
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 Chapter shall prudently invest excess funds to maximize interest earnings.

4. Quarterly financial reports and a year-end fiscal report shall be submitted by the Treasurer to the Board of Directors and to the National Office, as required, and a summary of this report shall be made available to Chapter members.
5. An independent audit by a certified public accountant is required annually and must be forwarded to the National Office by the specified date.
6. The Idaho 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.
7. The Idaho Chapter will adhere to financial management guidelines approved by the National Board of Directors.

### C. **Fund Raising**

Funds for special projects may be raised by the Chapter with approval from the Board of Directors in accordance with accepted procedures of professional organizations and within the limits set by the National Office.

### **Article XIII. Political Action Committee**

The Idaho Chapter's Political Action for Candidate Election Committee will conform to applicable Idaho state and federal laws and regulations. The Idaho Chapter will obtain prior review and approval from the National Office for its Political Action Committee's bylaws before they become effective.

### **Article XIV. Amendments to Chapter Bylaws**

- A. These bylaws may be amended by a vote of two-thirds (2/3) of the Board of Directors representing at least fifty percent (50%) of the representational branches in attendance at a regularly called meeting, provided that such amendment has been published and distributed to all members of the Chapter at least three weeks prior to the meeting.

Implementation of any approved bylaw amendment(s) is dependent upon approval by the National Board of Directors' sanctioning process.