

**CONSTITUTION OF
THE NEW JERSEY ASSOCIATION OF
SCHOOL SOCIAL WORKERS
(REVISED 2010)**

ARTICLE I - NAME

The name of this organization shall be the "New Jersey Association of School Social Workers," hereafter referred to as the NJASSW, or the Association.

ARTICLE II MISSION STATEMENT

The New Jersey Association of School Social Workers is dedicated to promoting the profession of School Social Work and the professional development of School Social Workers in order to assure that the highest standards of practice are provided to students and their families so that barriers to learning are removed and students attain maximum benefit and reach maximum potential from educational programs.

ARTICLE III- OBJECTIVES

- A. To strengthen the profession of School Social Work
- B. To actively support higher standards for school social work practice
- C. To foster a better understanding of the services rendered by school social workers.
- D. To promote the extension of social work services to all children in the schools.
- E. To promote professional growth of its members.
- F. To support professional and educational in-service programming in schools.

- G. To keep the membership informed of current issues affecting professional practice.
- H. To influence and support public policy related to educational issues.

ARTICLE IV - MEMBERSHIP

Section 1-There shall be four (classes) types of membership in the Association: Regular Membership, Associate Membership, Retirement Membership, and Student Membership.

- A. Regular membership shall be available to New Jersey Certified School Social Workers practicing in the public and private schools of New Jersey and the New Jersey Department of Education and to supervisors and applicable university employees.
- B. Associate membership shall be available to New Jersey Certified School Social Workers practicing in public and private community agencies, and clinics, or any professional interested in School Social Work but not certified. Associate members shall enjoy all the rights and privileges of regular members except the right to vote and hold office.
- C. Retirement membership shall be available to New Jersey Certified School Social Workers retired from active practice. Retired members shall enjoy all the rights and privileges of regular members.
- D. Student membership shall be available to Social Work Students enrolled in approved programs of Social Work Education in the State of New Jersey and shall enjoy all the rights and privileges of regular members except the right to vote and hold office.

Section 2 -. Membership period (year) extends one year from June 1 to May 31.

ARTICLE V - OFFICERS

Section 1 -The Officers of the Association shall consist of the elected offices of President, President-elect, First Vice president, Second Vice President, [Third Vice President], Recording Secretary, Corresponding Secretary, and Treasurer. These officers shall comprise the Executive Committee.

Section 2 – Officers shall have been members in good standing of the New Jersey Association of School Social Workers for a period of at least one year prior to serving.

ARTICLE VI - EXECUTIVE BOARD

Section 1 - The Executive Board shall consist of the Officers of the Association, the Immediate Past President, Financial Officer, Parliamentarian, Historian, Chairs of all the Standing Committees as per Article VI of the By- Laws, and additional Members-at-Large approved by the board.

Section 2 – The Executive Board shall conduct, manage and control all necessary NJASSW business between annual meetings, develop programs to implement policies, establish priorities and goals, and approve the annual NJASSW budget..

Section 3 – Resignations, Removal, and Vacancies

- A. An Executive Board member may resign by submitting his/her resignation in writing to the President of the Association.
- B. An Executive Board member may be removed with (or without) cause by the affirmative vote of two-thirds of the entire executive board. An executive board member whose removal is to be considered shall receive at least two weeks notice of such proposed action and shall have the opportunity to address the Board regarding such action prior to any vote.
- C. In the event that a vacancy occurs on the NJASSW Executive Board the President will appoint someone to the position with the approval of the remaining Board members.

ARTICLE VII - CHAPTERS

The basic unit of the Association shall be the General Membership. (The Chapter, each of which will, so far as possible, conforms to county boundaries.) Chapters are encouraged to be formed according to regional and county boundaries.

- A. No fewer than ten (10) members may be recognized as a Chapter by the Executive Board.

- B. All members of Chapters must be members in good standing of NJASSW
- C. The Executive Board will have the Authority to reorganize Chapters according to By-Laws.

ARTICLE VIII - MEETINGS

Section I – Membership Meetings

The Association shall have at least one (two) general meetings each year, the dates, of which, will be set by the Executive Board. Additional meetings may be called at the request of the Executive Board.

Section 2 - Executive Board Meetings

The executive board shall have a minimum of six (6) meetings during the fiscal year. All meetings shall be open to general members, and to any others upon invitation.

The Executive Board may go into closed session at the conclusion of the meeting agenda, if it deems it necessary for reasons of confidentiality. Such closed meeting or part of meetings, must be announced at the time of the meeting notification.

Section 3 - Special Meetings

Special meetings of the Executive Committee for any purpose or purposes may be called at any time by the president or by any three officers. Such meetings shall be held upon not less than three (3) days notice given personally or by telephone, mail or e-mail. A written record of such meetings must be maintained.

Section 4 - Meeting by Telephone or Electronic Means:

The board or a committee may conduct a meeting by telephone conference call or any other means of communication by which all persons involved in the meeting are able to fully participate.

ARTICLE IX- DUES

The Executive Board shall have the authority to determine the amount of dues for regular, associate, retired, and student members and the amount of reimbursement to Chapters. [Dues are to be based on the needs of the Association as determined by the Executive Board]. Dues will be payable June 1 to May 31 for the current year and will entitle one to rights of membership as per Article IV, sections A, B, and C.

ARTICLE X - AMENDMENTS

- A. An amendment to this constitution may be introduced at any regular meeting of the Executive Board. Such introduction must be in written form submitted to each Executive Board Member prior to the meeting.
- B. All changes must be approved by a two-thirds majority of those Executive Board members present at the time of voting for each amendment. (If approved, the change must be re-submitted to the Executive Board at a subsequent meeting, no less than one month hence for its final approval. A Two-Thirds Majority of those Executive Board members present is required to pass any amendment).
- C. The approved form of the proposed amendment must be submitted for adoption to the Voting Membership.. The Voting Membership is defined as currently paid regular or retired memberships. A written statement of the proposed amendment shall be submitted to the Voting Membership. [for a vote.]

NEW JERSEY ASSOCIATION OF SCHOOL SOCIAL WORKERS BY-LAWS

ARTICLE I - RULES OF ORDER

Section 1

Robert's Rules of Order, Revised, shall be the authority on all questions of procedure not specifically stated in this Constitution and By-Laws.

Section 2 - Executive Board Quorum and Voting

- A. A quorum for Executive Board is defined as one-third of its members: Officers, Immediate Past President, Financial Officer, Parliamentarian, Historian, Chairs of all Standing Committees (Legislative, Membership, Program, Finance, Media/Public Relations, Governance , and Nominating), and Members-at-Large.
- B. If a quorum is not present for the Executive Board, members of the Executive Board shall be polled via fax, e-mail or telephone on matters that cannot be delayed until the next scheduled meeting.
- C. In the event of a tie vote on a matter put before the Executive Board at a meeting, the President shall cast the deciding vote.

Section 3 - General Membership Quorum and Voting

Each current, paid regular/retired member may cast one vote for General Elections and changes to the Constitution.

ARTICLE II - TERMS AND DUTIES OF OFFICERS

Section 1 – Terms of Office

- A. All Association officers shall be elected for two-year terms with the exception of the President-Elect who shall have a one-year term prior to assuming the presidency (Two Years)
- B. In the event that [case] an officer vacancy occurs, it shall be filled through appointment by the President, subject to approval of the Executive Board by simple majority at the next regularly scheduled meeting. Failing approval, the Executive Board will plan for and appoint the successor by a simple majority vote.
- C. In the event [case] of a vacancy in the office of the President, the President-Elect (if in office) will assume the Presidency. If there is no President-Elect, the First Vice President will assume the Presidency. The Second Vice President will assume the office of the First Vice

President, and the office of **Second Vice President** [**Third Vice President**] shall then be appointed as per the above procedure. Any person so chosen shall serve only to the end of the unexpired term but may be reelected.

- D. The President-Elect (if appropriate), Second Vice President, Recording Secretary, and Treasurer will be elected in **Odd Numbered** years. The President, the First Vice President, and Corresponding Secretary will be elected in **Even Numbered** years.
- E. The elected officers shall serve for two years but may be re-elected for one term. Elected Officers may not serve more than two consecutive terms in the same office as membership conditions permit.

Section 2 – Duties

The Presidency - The President shall preside at all meetings of the Association and the Executive Board. He or she shall appoint the Financial Officer, Historian, and Parliamentarian. He or she shall, with the Treasurer, approve all vouchers authorized by the Executive Board. He or she shall be an ex-officio member of all committees. He or she shall appoint representatives to NJEA, NASW-NJ, SSWAA, and Committee Chairpersons in consultation with the Executive Board. The President shall call a reorganization meeting within Thirty days after the election of new officers.

The President-Elect - He or she shall assume the office of President at the expiration of the President's last two-year term or the duties of the President in the event of absence or resignation.

First Vice President - He or she shall assume all duties of the President in case of absence, and in case of resignation shall assume the office of President in the absence of a President-Elect. He or she shall aid the President in discharge of presidential duties. In the absence of either the President or the Treasurer, he or she shall approve all expenditures and disbursements authorized by the Executive Board.

Second Vice President - He or she shall assume all duties of the President in case of absence of the President, President-Elect, and First Vice President. He or she shall assume the office of President in case of resignation of the President, President-Elect, and the First Vice President. He shall aid the President in the discharge of presidential duties.

[Third Vice President]

Recording Secretary - He or she shall keep accurate records and minutes of all meetings of the Executive Board and of the General Membership. He or she shall see that copies of minutes are distributed to members of the Executive Board prior to the next meeting.

Corresponding Secretary - He or she shall assist the President with Association correspondence and send notices of all meetings to the Executive Board members. He or she shall make arrangements for meeting places of the same.

Treasurer - He or she shall hold the funds of the Association and disburse them upon authorization of the Executive Board. He or she shall keep an accurate account of receipts and disbursements and present a financial report at each meeting of the Executive Board and General Membership meetings.

The Treasurer shall work cooperatively with the Membership Chairperson and assist this person and committee with its duties as outlined in the Association By-Laws.

The Treasurer shall be a member of the Finance Committee and assist this group with its duties as prescribed in the Association By-Laws.

Parliamentarian - He or she shall be appointed by the President and he or she shall be present at all meetings of the Executive Board and General Membership and will be available to ensure adherence to Robert's Rules of Order.

Financial Officer - He or she shall be appointed by the President. The Financial Officer will be a member of the Financial Committee and assist in the preparation of the Budget. He or she shall be present at all meetings of the Executive Board and the General Membership.

Historian - The Historian shall be appointed by the President. He or she shall keep an historical record of approved policies and procedures of the Association. He or she shall be responsible to maintain and pass on to his or her successor this Historical document. He or she shall be present at all meetings of the Executive Board and General Membership.

ARTICLE III - EXECUTIVE BOARD

The Executive Board shall have the authority to plan and conduct all affairs of the Association. **Members of the Executive Board must be present for two-thirds of the scheduled meetings.**

ARTICLE IV - CHAPTERS

Section 1

The Constitution and By-Laws of NJASSW shall govern each Chapter. Each Chapter shall also elect its own officers, plan and conduct its own meetings. Each Chapter shall report the names of its officers and representatives to the President of the State Association at the beginning of each school year. Each Chapter may submit nominations to the State Nominating Committee for consideration for State Offices. The Local/County Chapter shall conduct at least two meetings each year, the documentation of which shall be sent to the State Association for Acknowledgment and Reimbursement.

Section 2

The President of the State Association shall make every effort to include active members of local chapters in appointed positions.

ARTICLE V - LIAISONS AND REPRESENTATIVES

Liaisons or representatives to affiliates or associates shall be appointed by the President and shall be responsible to attend appropriate meetings and report to the Executive Board.

ARTICLE VI - STANDING COMMITTEES

There shall be the following standing committees appointed by the President, and subject to the approval of the Executive Board: Legislative,

Membership, Program, Finance, **Media/Public Relations, Governance, [Publicity, Newsletter, Constitution/By-Laws),]** and Nominating.

Legislative Committee - The Legislative Committee shall keep members informed as to state and federal regulations pertaining to educational issues and the practice of social work in schools, and shall initiate action with the approval of the Executive Board.

Membership Committee - The membership Committee shall maintain lists of all school social workers and shall organize and conduct an annual membership enrollment of both non-members and renewals. The Committee will compile and publish a directory to be published periodically at the discretion of the Executive Board.

Program Committee - The Program Committee shall be responsible for developing at least two **(annual)** programs **annually** for the General Membership to enhance professional development; **ensuring that the programs meet the criteria for the New Jersey Department of Education and State Board of Social Work Examiners.**

Finance Committee - The Finance Committee, together with the Treasurer and Financial Officer, shall prepare the Association's Annual Budget. The proposed budget shall be submitted to the Executive Board for approval. A Fiscal Report will be presented to the General Membership annually.

Media /Public Relations [Publicity]- This committee shall **(release news/information)** conduct publicity and promotional activities to the media, publicize innovative School Social Work practice and member achievements, and disseminate news related to school and educational interest. They shall publish an Association news letter. They shall be responsible for reviewing all material prior to any form of publication and maintain the association website.

Governance (Constitution and By-Laws) - This committee shall develop policies and procedures consistent with NJASSW's mission and review and recommend revisions to the Constitution and By-Laws.

Nominating Committee - The Nominating Committee shall consist of not less than three members and no more than seven who shall present a slate of officers for election annually and should not themselves be a candidate for office.

ARTICLE VII - NOMINATIONS AND ELECTION OF OFFICERS

Section 1

The Nominating Committee will observe the following procedure:

- A. Chairperson notifies the Chapter Presidents and Voting Membership of the need for nominations and requests the submission of names of possible candidates for each position, along with relevant biographical material and supporting qualifications for the position. The deadline is to be set by the Chairperson of the Nominating Committee.
- B. The Nominating Committee presents a slate, which may include one, but no more than three names for each office to the Executive Board at least six weeks prior to the Spring Meeting of the General Membership, for approval.
- C. The Official Slate, to be placed on the Ballot together with qualifications and biographical data, will then be sent to the Voting Membership no later than one month prior to the Spring Meeting; to be voted on by them and returned to the Nominating Committee, no later than [May 1] one week prior to the Spring Meeting of the General Membership .

Section 2 – Election Process

- A. Voting shall be by secret ballot or by other electronic format and decided by a majority of members casting votes.
- B. The Nominating Committee will be responsible for counting the ballots and reporting the results to the membership. All ballots will be kept and sealed by the committee for one year in case of any protest. A simple majority [plurality] is needed for election.
- C. If there is only one slate, with a single candidate for every office, the above rules may be suspended and the Recording Secretary may cast one ballot for the entire slate.

- D. The election results shall be announced at the Spring Meeting of the General Membership.

ARTICLE VIII - AMENDMENTS

An amendment or change of these By-Laws may be introduced at any regular meeting of the Executive Board. As in the Constitution, such introduction must be in written form submitted to each Executive Board Member prior to the Meeting.

If approved, the change must be re-submitted to the Executive Board at a subsequent meeting no less than one month hence, for its final approval. A Two-Thirds majority of those present is required to pass any amendment.

That form approved amendment must then be submitted for adoption to the Voting Membership. Voting Membership is defined as currently paid regular and retired members. A written statement of the approved form to the amendment shall be submitted to the voting membership for a vote.

ARTICLE IX - DISSOLUTION

The Executive Board , with the approval of the membership, shall develop a plan to distribute the assets of the Association exclusively to educational and charitable organizations which are tax exempt under the provisions of 501(c) (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.