

**FLORIDA CHAPTER  
NATIONAL ASSOCIATION OF SOCIAL WORKERS**

**BYLAWS**

**ARTICLE I -- NAME**

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

**ARTICLE II -- PURPOSE**

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

**ARTICLE III -- MEMBERSHIP**

- A. Membership categories, including attendant rights and privileges, are specified in Article IV of the national bylaws.
- B. All NASW members in the area of the Florida Chapter shall automatically be members of the Florida Chapter. A NASW member may elect to affiliate with the chapter where they live or work. 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 Florida Chapter are the President, Vice-President, Secretary, Treasurer, President-Elect, Treasurer-Elect, 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; 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; makes all appropriate committee, task force, unit and other appointments in consultation with the Board of Directors; and is available to consult with staff.

2. President-Elect – The President shall be elected one year in advance of assuming the duties of the 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. The Vice-President serves as chair of the Membership Recruitment Committee and undertakes other duties as assigned by the President.
4. Secretary – The Secretary is responsible for the Board of Directors and Executive Committee meeting minutes, as well as for all 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.
6. Treasurer-Elect – The Treasurer shall be elected one year in advance of assuming the duties of the office. This person is called the Treasurer-Elect.

#### C. Terms of Office

1. The officers are elected by the Chapter membership. Chapter officers, except the President-Elect and Treasurer-Elect, shall serve terms of two years each. Officers may not succeed themselves in the same office.
2. No member shall serve more than three consecutive terms of office on the Board. Terms as President-Elect or Past President do not count in the consecutive term prohibition.
3. The President-Elect and Treasurer-Elect shall be elected one year in advance of assumption of duties of the office of Chapter President and Treasurer, respectively.
4. In the event of the vacancy of the office of President-Elect, the Chapter Board shall either (a) offer the position to the 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 the Board of Directors. Persons so chosen shall serve until the term expires.

### **ARTICLE V -- BOARD OF DIRECTORS**

#### A. Powers

The Florida 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

1. The Board of Directors consists of the following members:

- a. The six officers.
- b. The elected representative from each local unit shall have one vote for each 250 members or a fraction thereof in that unit. The unit representative shall be the Unit Chairperson elected by the membership of each unit as defined in Article X.
- c. Two student members, one graduate and one undergraduate, elected by the Chapter membership.
- d. Past President.

2. A person may only serve in one voting position at a time on the Board of Directors.

#### C. Terms of Office

1. The term of office shall commence July 1 for a two-year term, except Past President, Treasurer-Elect, and student members shall serve one-year terms. No member shall serve more than three consecutive terms of office.
2. Half of the officers and the representational members shall be elected in odd years, and the remaining officers and the representational members shall be elected in even years.

#### D. Duties

Within the policies and priorities established by the Delegate Assembly and the National Board of Directors, the Florida 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 local units of the Chapter within national standards.
5. Representing the Chapter in the community to maintain its relationship with other organizations.
6. Staffing, including 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. 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.
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

1. The Board of Directors shall meet at least four times annually. Time and notice of each meeting shall be given to all members of the Board. Annual notice of all Board meetings will be published in the chapter newsletter.
2. Special meetings can be held at the call of the President or by petition of 51% 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 business.

### **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 consists of these positions: President, Past-President or President-Elect, Vice-President, Secretary, Treasurer, and Treasurer-Elect.

#### C. Term of Office

Executive Committee members serve two years, except for the President-Elect, Past-President, and Treasurer-Elect, which 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

Meetings of the Executive Committee shall be held no fewer than four times per year at the call of the President, or upon request of four members of the Committee. Reasonable notice of the time and place of each meeting shall be given to each

member of the Committee. Business can also be transacted by telephone conference when necessary.

#### F. Quorum

A simple majority of the Executive Committee membership shall constitute a quorum for the transaction of all business.

### **ARTICLE VII -- NOMINATIONS, ELECTIONS, AND REMOVAL FROM OFFICE**

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

Non-attendance by Board members at two meetings in a one-year period of the Board of Directors and non-attendance at two Executive Committee 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.

When unable to attend a Chapter meeting, a Unit Chair may designate a Unit Representative to act as his/her proxy at Board meetings. This does not constitute as an absence by the Unit Chair.

### **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 Chapter 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. The President-Elect shall serve as the second delegate in the years which the chapter has a President-Elect.
3. Delegates to the Assembly shall comprise a balanced representation of all geographic areas and population centers of the chapter.

### 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

Delegates and alternates who attend the Delegate Assembly must have stood for Chapter election as a delegate. Chapter election procedures should assure that enough alternates are elected to replace any elected delegates who cannot serve. The Board of Directors can replace delegates only if elected delegates are unable to attend the Assembly. Such appointments must maintain the Chapter's Delegate Assembly Affirmative Action requirements and should consider available people in the following order:

1. Alternates,
2. Unsuccessful delegate candidates,
3. Board members,
4. Nominations Committee members,
5. Elected committee chairs.

E. The Elected Delegate should follow accountability and responsibilities as outlined in Article V, Delegate Assembly, of the Bylaws of the National Association of Social Workers.

## **ARTICLE IX -- COMMITTEES AND TASK FORCES**

### A. Mandated Committees

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 Chapter Nominations and Leadership Identification.
3. Committee on Inquiry, as defined in the NASW Procedures for the Adjudication of Grievances and the NASW Chapter Guide for the Adjudication of Grievances. The Committee on Inquiry shall be composed of a minimum of 7 persons, appointed by the President with the advice and consent of the Board and representing the membership with no more than 2 members from one Unit, who

shall be responsible for hearing and determining complaints filed in accord with the association's policy on the adjudication of grievances. The Committee on Inquiry may convene local panels to conduct hearings.

4. Other mandated committees as determined by the Chapter.

#### B. Other Committees and Task Forces

The Chapter Board of Directors may establish and dissolve standing chapter 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.

#### C. Committee and Task Force Membership

In making appointments, the President and the Board of Directors should give consideration to member's competence, geography, gender, ethnicity, experience, and unit recommendations.

### **ARTICLE X -- UNITS**

#### A. Statement of Intent

The Florida Chapter encourages the maximum possible membership participation through its local units.

Unit activities shall be consistent with Association purpose, policies, procedures and bylaws.

#### B. Purpose of Units

1. Local units are geographically defined and serve the two-fold purpose of representation to the Chapter Board and implementation of program.
2. The Florida Chapter shall be structured into geographical units defined by the Board of Directors.
3. The Chapter Board of Directors has the responsibility to create, review, and restructure units as necessary. Units shall have direct representation on the Chapter Board of Directors through the election of Board representatives elected by the members of the unit.
4. Board representation must be in general proportion (voting strength) to each unit's membership, provided that each unit must have at least one representative. An elected Chair shall serve on the Chapter's Board.

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

## **ARTICLE XI -- STAFF**

### A. Personnel Practices

Chapter personnel practices are regulated by the current 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 Florida Chapter shall be responsible for creating and implementing such staffing arrangements as is required to provide 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, under their supervision and in line with established personnel policies and practices, shall have the authority to employ, assign, detail, and release all other staff of the chapter.

## **ARTICLE XII -- FINANCE**

### A. Chapter Finances

Funds shall be provided to promote the programs of the association through the Florida Chapter in the following manner:

1. Direct rebates in accordance with national bylaws, Article XX -- Dues and Other Income.
2. Supplemental grants at the discretion of the National Board of Directors.
3. Funds raised by the Florida Chapter in accordance with accepted procedures of the association.

### B. Chapter Financial Affairs

The Florida 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.

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 sent to the National Office; a summary of this report shall be made available to chapter members.
6. An independent audit by a certified public accountant is required annually.
5. The Florida 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.
6. The Florida Chapter will adhere to financial management guidelines approved by the National Board of Directors.

### **ARTICLE XIII -- POLITICAL ACTION COMMITTEES**

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

The Florida Chapter will obtain prior review and approval from the national office for its political action committee's bylaws before they become effective.

### **ARTICLE XIV -- BYLAWS AMENDMENTS**

The Florida Chapter bylaws may be amended by a vote of two-thirds of the Board of Directors representing fifty percent of the Units in attendance at a regularly called meeting, provided that the proposed bylaws amendment has been published and distributed to Chapter members at least three weeks prior to the meeting.

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

Revised: 5-27-2004  
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Note: The Florida Chapter has complete job descriptions, election guidelines, and operating policies and procedures for the Florida Chapter available to any members.