**School Social Work Association of Idaho**

**Constitution and ByLaws**

**Revised October 2016**

**Constitution**

**Article I: Name**

 The name of the organization shall be the School Social Work Association of Idaho, hereafter referred to as SSWAI or the Association.

**Article II: Purpose**

 The purpose of this organization is to support school social workers and promote the wellbeing of all students and their families in the Idaho school systems.

A. by promoting school social work in Idaho.

B. by fostering a better understanding of the services rendered by school social workers.

C. by keeping the membership informed of current issues affecting school social work.

D. by actively advocating for empirically based standards for school social work practice.

E. by promoting the extension of school social work services to all children in the schools.

F. by providing professional development opportunities and supporting educational in-service programming in schools.

**Article III: Membership**

There shall be four classes of membership in SSWAI: Regular, Associate, Affliate and Student.

A. **Regular membership** shall be available to a person who meets the Idaho requirements for the position of school social worker and is actively employed by a public or private school or state education agency; or a person who meets the requirements for certification for school social work but is employed as an administrator or supervisor; or a faculty member involved in school social work instruction or supervision. Regular members may hold an elected office and vote.

B. **Associate membership** shall be available to a person who meets all or any of the qualifications of a Regular Member but is working less than full time (includes retired, not working or not currently working in a school setting). Associate members may hold an elected office and vote.

C. **Affiliate Membership** shall be available to a person who does not meet the Idaho requirements for the position of school social work but who has a bachelors (BSW) or masters degree in social work (MSW) and provides services to children in a school setting (i.e., CRW’s, CBRS workers, BI’s, etc.). Affiliate members may hold the office of vice-president, secretary or treasurer and vote.

D. **Student membership** shall be available to any BSW or MSW student enrolled in an accredited college or university program. Student members may vote but not hold an elected office..

E. Membership year extends from October 15 to October 14.

**Article IV: Officers of the Executive Board**

A.SSWAI elected officers will include President, Vice President, Secretary, and Treasurer.

B. The Executive Board shall consist of the officers of the Association and Chairs of Standing Committees, if applicable.

C. All members of the Executive Board must be current members of SSWAI.

D. Terms of office: Elected position are for a term of three years. Current position holders can run for another term, if contested or remain in their position if not contested and willing to do so.

**Article VI: Meetings**

 The Association shall have one annual general meeting per year to be held in October. The Executive Board will have at least one additional meeting per year.

**Article VII: Dues**

The Executive Board shall have the authority to determine the amount of dues for the four classes of membership. Dues are to be based on the needs of the Association as determined by the Executive Board. Dues will be payable on or before October 15 and will not be prorated for late membership.

**Article VIII: Amendments**

An amendment to this constitution may be introduced at any regular meeting of the Executive Board. Such introduction must be in written form submitted via email to each Executive Board member at least one week prior to the meeting.

 The Executive Board will discuss the item, recommend wording for the final draft, and vote on whether to present it to the general membership. A majority of a quorum is necessary for passage onto general membership.

 General membership will receive the final draft of the item for vote via email.

**By-Laws**

**Article I: Duties and Terms of Officers**

A. Terms of office for Association Officers : see Article IV, Section D.

B. If an officer vacancy occurs, it shall be filled through appointment by the President, subject to approval of the Executive Board by majority vote. If approval fails, President is to offer a new name for consideration.

C. If a vacancy in the office of President occurs, the Vice-President will assume the presidency. If there is no Vice President, the Secretary will assume the presidency. In all cases when a vacancy is being filled, the term of office will be until the end of the unexpired term.

D. The **President** shall preside at all meetings of the Association and the Executive Board; be responsible for membership recruitment and retainment; respond to all emails to the Association; approve all correspondence to members; approve all expenditures in conjunction with Treasurer; and sign any/all agreements or Memorandums Of Understandings

E. The **Vice-President** shall assume the duties of the President in the event of absence or resignation; shall aid the President in the discharge of presidential duties; shall chair the conference planning committee; and prepare the annual report to the Secretary of State regarding continued Incorporation of the Association.

F The **Secretary** shall keep accurate records and minutes of all meetings of the Executive Board and of the General Membership; post minutes to the website prior to the next meeting; assist the President with Association correspondence including notification of time and location of meetings; make arrangements for the meeting places of the Executive Board and the General Membership, if necessary; and maintain the SSWAI website.

G. The **Treasurer** shall hold the funds of the Association and disburse them in conjunction with President authorization; keep an accurate account of receipts and disbursements; present a financial report at each meeting of the Executive Board and the General Membership; and maintain member applications and information on current members (names, addresses, phone numbers, and email addresses).

**Article III: Executive Board**

 The Executive Board shall have the authority to plan and conduct all affairs of the Association.

**Article IV Amendments**

An amendment to these by-laws may be introduced at any regular meeting of the Executive Board. Such introduction must be in written form submitted via email to each Executive Board member at least one week prior to the meeting.

 The Executive Board will discuss the item, recommend wording for the final draft, and vote on whether to present it to the general membership. A majority of a quorum is necessary for passage onto general membership.

 General membership will receive the final draft of the item for vote via email.

**Article V: Dissolution of Association**

Should the Association cease to exist for any reason, any and all remaining funds after payment of outstanding debt shall be dispersed to The Idaho Education Association Children’s Fund.