

**NATIONAL ASSOCIATION OF SOCIAL WORKERS
ALASKA CHAPTER**

BYLAWS

Revised 2/10/90
Amended 5/20/90
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ARTICLE I: NAME

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

ARTICLE II: PURPOSE

- A. The Alaska Chapter is constituted to advance the purposes of the National Association of Social Workers in Alaska and for the purpose of association administration and is a basic administrative unit of the National Association of Social Workers. The Alaska Chapter program and structure shall be designed to encourage and facilitate participation by the members. The program of the Alaska 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 Alaska Chapter.
- B. The purposes of the Alaska 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. 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 Alaska Chapter shall automatically be members of the Alaska 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 the member neither lives nor works.

ARTICLE IV: OFFICERS

- A. The officers of the Alaska Chapter are the President, Vice-President, Secretary, Treasurer, and President-Elect in appropriate years, and other officers deemed necessary for Chapter operations.
 - 1. Duties
 - a. **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 meeting and reports to the Board of Directors all important interim actions; in consultation with the Board of Directors makes all appropriate committee, taskforce, unit and other appointments; is available to consult with staff.

- b. **PRESIDENT-ELECT** - provisions shall be made for the election of the President of the Chapter one year in advance of his/her assumption of the duties of the office. This person is called the President-Elect. The President-Elect shall be assigned special duties and will be a member of the Executive Committee. The President-Elect should attend the weekly meetings held between the President and the Executive Director. The Immediate Past President will serve as a member of the executive committee until a President – Elect assumes office.
- c. **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.
- d. **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.
- e. **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.

2. Terms of Office

The officers are elected by the Chapter membership. Chapter officers except the President-Elect and the Immediate Past President shall serve terms of two years each. Officers shall not succeed themselves in the same office.

All other members of the Board of Directors shall serve terms of two years, except student members shall serve one year terms and no member shall serve more than three consecutive terms of office.

The President-Elect shall be elected one year in advance of his/her assumption of duties of the office of President of the Chapter

In the event of the vacancy of the office of President-Elect, the Chapter shall (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.

3. 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 the Board of Directors and persons so chosen shall serve until the term expires.

In the event of a Director moving out of state, a Regional Representative moving outside of the region they were elected to represent, or a Student Representative no longer being enrolled in the Social Work Program, the vacancy will be filled according to protocol specified in the NASW Standards for NASW Chapter Nominations and Elections.

ARTICLE V: BOARD OF DIRECTORS

A. POWERS

The Alaska 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 or the Immediate Past President.
- 2. Five members elected by their regions as representatives to the Board of Directors:

- a. One Southeastern Representative (entire panhandle);
 - b. One Northern Representative (bounded by an east-west line at Denali and a north-south line at Ambler);
 - c. Two Southcentral Representative (bounded on the west by a north-south line at Willow Creek, on the north by an east-west line at Denali);
 - d. One Western Representative (all Alaska bounded by a north-south line from Ambler to Willow Creek)
3. One student member, enrolled at the University of Alaska Fairbanks (BSW Program) elected by the Chapter membership
 4. One student member enrolled at the University of Alaska Anchorage (MSW Program) elected by the Chapter membership

In accordance with the Association's commitment to affirmative action, the Chapter shall strive to ensure that women and racial/ethnic minorities are represented and involved in all areas of Chapter operations, including elected and appointed positions, personnel and fiscal/business transactions. The Chapter will comply with the Affirmative Action Goals and procedures established by the National Board of Directors and report annual on its progress.

C. TERMS OF OFFICE

1. The term of office shall commence July 1 for a two-year term, except for President-Elect and Student Representatives, who shall serve one-year terms.
2. The President-Elect, Vice-President and 50% of the representational and at large directors shall be elected in one year, and the Treasurer, Secretary and 50% of the representational and at large directors shall be elected in the other years.
3. No director shall serve more than seven consecutive years nor two consecutive terms of office in the same position.

D. DUTIES

1. Within the policies and priorities established by Delegate Assembly and the National Board of Directors, the Alaska Chapter Board of Directors is responsible for:
 - a. Developing programs reflective of Delegate Assembly priorities and association major objectives, including annual budgets supporting program implementation.
 - b. Establishing and dissolving committees and task forces based on Chapter program and administration needs.
 - c. Chapter policy development within the framework of NASW social, professional and organizational policies.
 - d. Creating, restructuring, reviewing and determining the level of support for all local branch units of the Chapter within national standards.
 - e. Representing the Chapter in the community to maintain its relationships with other organizations. Staffing, including the hiring, orientation, training and the annual performance evaluation of the Executive Director.

- f. Chapter finances, 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.
- g. Developing and implementing membership recruitment and retention programs.
- h. Periodic evaluation and appraisal of operations relative to achieving association and Chapter objectives.
- i. Reviewing the Chapter's organizational pattern after each Delegate Assembly to assure relevant structure to achieve Assembly priorities.
- j. Review and resolution of intra-organizational issues and problems.
- k. 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. Special meetings can be held at the call of the President or by petition of one third of the 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

- 1. A simple majority 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 and President-Elect.

C. TERM OF OFFICE

The members of the Executive Committee shall serve for the duration of their terms of office.

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, 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 at the call of the President or upon the request of one third of the members of the Committee. Reasonable notice of the time of each meeting shall be given to each member of the Committee.

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. Nomination and Election processes specified in the current STANDARDS FOR NASW CHAPTER NOMINATIONS AND ELECTIONS adapted by the National Board of Directors will be followed.

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 designed above, the time 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.

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 STANDARDS FOR NASW CHAPTER NOMINATIONS AND ELECTIONS. 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 guaranteed alternate for single delegate Chapters or as the second delegate if a Chapter is entitled to more than one delegate. If there will be no President-Elect in the year of the Delegate Assembly, the alternate delegate is selected by the membership for a three-year term.
3. 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.

C. ALTERNATE AND REPLACEMENT DELEGATES

Delegates and alternates who attend the Delegate Assembly must have stood for Chapter election. Chapter election procedures should assure that enough alternates are elected to replace any elected delegates who cannot serve. Delegates can be replaced only by appointment by the Chapter Board of Directors and 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 persons in the following order:

1. Alternates
2. Unsuccessful delegate candidates
3. Board members
4. Nominating Committee members
5. elected Committee chairs

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 current STANDARDS FOR NASW CHAPTER NOMINATIONS AND ELECTIONS will be composed of

representatives elected by members of the region and will strive to meet the Affirmative Action goals for the Chapter.

3. Office of Ethics and Professional Review's Chapter Technical Aids. The Ethics Committee shall be composed of at least five persons appointed by the President with the advice and consent of the Board from two different regions, who shall be responsible for hearing and determining complaints filed in accord with the Association's policy on professional review.
4. Other mandated committees determined 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. Each year, the Board of Directors will review and authorize standing committees and task forces to be recognized by the Chapter, including the appointment of Committee and Task Force leaders.

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, experience, and region recommendations.

ARTICLE X: REGIONS AND BRANCHES

A. STATEMENT OF INTENT

The Alaska Chapter encourages the maximum possible membership participation throughout its regions and established, local branch units. Regional and branch activities shall be consistent with Association program, policies and bylaws.

B. PURPOSE OF REGIONS

Regions are geographically defined units that serve the two-fold purpose of representation to the Chapter Board and implementation of program activities.

The Alaska Chapter shall have four regions defined as Northern, Southcentral, Southeastern and Western regions.

The Chapter Board of Directors has the responsibility to create, review and restructure regions as necessary.

Regions shall have direct representation on the Chapter Board of Directors through the election of Board representatives elected by members of the region. Board representation must be in general proportion (voting strength) to each region's membership, provided that each region must have at least one representative. A region shall be chaired by its elected Board representative position. If more than one board member represents the region, the region shall designate one of the positions as the region chairperson.

Regional Representatives will represent the interests of their region's members to the Board of Directors and communicate Chapter Board processes and decisions to their region's membership, including serving as a liaison between the Board and local branch units.

Regions are responsible in their areas for Chapter program activity as developed by the Board of Directors.

C. BRANCH UNITS

Branch units may be developed by members and apply for recognition by the Board to further the Chapter's program. The Chapter Board of Directors has the authority and responsibility to recognize, review and restructure branches as necessary.

The Board of Directors may review and authorize local branch units to be recognized by the Chapter, including the appointment of branch leaders. Recognized regions may apply for Chapter funds to support their activities

All branch activities shall be consistent with Association program, policies and actions.

D. SPECIAL INTEREST GROUPS

Members may group together for the purpose of pursuing a special program or interest that is not being addressed by the region or Chapter. Such groups may at any time petition the Chapter board to be recognized as a sub-unit of the Chapter for the purpose of carrying on program activities. These special groups may be considered for funds to support their activities.

ARTICLE XI: STAFF

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

A. CHAPTER RESPONSIBILITIES AND AUTHORITY FOR STAFF

1. The Board of Directors of the Alaska 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 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 FINANCING

1. Funds shall be provided to promote the programs of the Association through the Chapter in the following manner:
 - a. Direct rebates in accordance with National bylaws Article XX - Dues and other Income.
 - b. Supplemental grants at the discretion of the National Board of Directors.
 - c. Funds raised by the Alaska Chapter in accordance with accepted procedures of the Association.

B. CHAPTER FINANCIAL AFFAIRS

The Alaska Chapter Board of Directors shall arrange for the careful stewardship of financial resources by providing the following:

1. A Chapter bank account requiring at least two signatures for the withdrawal of funds. No region or local branch units shall have ongoing bank accounts.
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. 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.
4. An independent audit by a certified public accountant is required annually.
5. The Alaska Chapter Treasurer's name will be sent to the National Office for bonding purposes within 15 days of their election.
6. The Alaska Chapter will develop a financial policy defining budgeting and reporting requirements, the staff role in fiscal management, the reimbursement and allowable terms for leadership and staff expenses, and policies related to reserve funds and investments.

7. The Alaska Chapter will adhere to financial management guidelines approved by the National Board of Directors.

ARTICLE XIII: POLITICAL ACTION COMMITTEES

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

The Alaska Chapter will obtain prior review and approval from the National Office for its political action committee's bylaws, if any, before they become effective.

ARTICLE XIV: AMENDMENTS

A. BYLAWS AMENDMENTS

The Alaska Chapter bylaws may be amended by a vote of two-thirds of the Board of Directors representing 50% of the regions in attendance at a regularly called meeting, provided that the proposed bylaw amendment has been published and distributed 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.