

MINNESOTA SCHOOL SOCIAL WORKERS' ASSOCIATION
CONSTITUTION AND BYLAWS
(REVISED 2011)

ARTICLE I - NAME

1. The name of this organization shall be: Minnesota School Social Workers' Association.

ARTICLE II- PURPOSES

1. The purpose of this Association shall be:
 - a. To promote more effective use and development of school social work services for school children and parents throughout the State of Minnesota.
 - b. To promote communication with the profession, with members of the Association, other educational disciplines, and private and public organizations interested in the educational welfare of the pupil.
 - c. To promote individual growth and professional development.
 - d. To promote professional standards for social work service in schools and to subscribe to a Code of Ethics.
 - e. To promote for educational purposes, and thus this organization is organized exclusively within the meaning of Section 501 (C)(6) of the Internal Revenue Code.

ARTICLE III - MEMBERSHIP AND DUES

1. Membership shall consist of two classes:
 - a. Regular members: Any person who is employed by and responsible to a public, charter or private school system of Minnesota as a school social worker so certificated by the State Department of Education and the Minnesota Board of Social Work shall, upon payment of annual membership fee, become an active member.
 - b. Affiliate members:
 1. Professional and paraprofessional people working in appropriate related fields are eligible for affiliate membership. Affiliate members do not have voting power or access to members only section of the MSSWA website.
 2. Any member who retires shall be eligible to continue as an affiliate member upon payment of annual membership fee.
 3. School social work students and others who subscribe to the purposes of the Association.
2. Personal Liability of members: No participating member, officer or director of the Association shall have any personal liability for any of the obligations of the Association by the mere fact of their being an officer or director of the Association.
3. License revocation: Any member whose license is revoked by either certifying board will no longer be considered a member of MSSWA.
4. Dues:
 - a. The amount and method of collection of dues shall be determined by the Board of Directors with the approval of the membership. The fiscal year of this Association will

begin on September and continue through August 31 of each year. Dues are payable in September for the current fiscal year.

b. Membership is effective immediately upon payment of dues.

c. Members whose dues are not paid by September 1 are considered in arrears and are suspended automatically from all rights and privileges of membership.

5. Distribution of Income:

a. No part of the net income of the Association shall incur to the benefit of, or be distributable to its members, officers, or other private persons, except that the Association shall be authorized and empowered to pay reimbursement to members for operational expenses paid by such members and to make payments and distribution in furtherance of the purposes set forth in Article II. Refer to Purposes of MSSWA hereof.

b. At its discretion, the Board shall be responsible at the annual meeting for the appointment or reappointment of a membership coordinator. The Board shall determine and authorize payment of an honorarium to the corresponding secretary for conducting the Association's business operations for the furtherance and achievement of its purposes.

c. Distribution of income for accounts payable are to be concluded by the close of the fiscal year.

6. Dissolution:

a. Upon the dissolution of the Association, the Board shall, after paying or making provision of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (C)(6) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law, or as the Board shall determine.

b. Any of such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV- NOMINATIONS, ELECTIONS, AND APPOINTEES

1. Nominations: The nominating committee shall consist of the Past President, who shall serve as Chairperson, and up to four other members appointed by the Board of Directors. Every effort will be made for broad representation of regions, school districts, urban, suburban and rural communities. The nominating committee shall present a simple slate of officers by March 15.

2. Elections: The officers shall be elected by written or electronic ballot mailed to all active regular members at least two weeks prior to the scheduled Spring Full Board meeting of the Association. The ballots must be received by the president prior to the Spring Full Board meeting and presented to the nominating committee at said meeting. The elected officers shall begin their term of office at the close of the Spring Full Board meeting and be officially installed

at the Annual Meeting. The duties of officers are such as are implied by their respective titles and as specified in the Constitution and these Bylaws.

3. Appointees: In case of a vacancy occurring before a regular election, a successor shall be appointed by the Board of Directors to the unexpired term. They shall hold office until their successors are elected.

ARTICLE V - OFFICERS

1. President: The President is the presiding officer of the organization and chairperson of the Board of Directors. The President appoints the chairpersons of the standing and Ad Hoc committees with the approval of the Board of Directors. The President shall perform all other duties pertaining to the office or as stated in this Constitution and the Bylaws. The term of office is two years. He/she will serve as ex-officio member of all committees.

2. President-Elect: The President-Elect presides in the absence of the President. The President-Elect shall assume and perform duties as requested by the President and/or Board of Directors. The term of office is for one year at which time the President-Elect shall assume the office of President.

3. Past President: The Past President is the most recently retired President. In the event that the immediate Past President cannot serve, the most recent Past President who is an active regular member will serve.

4. Secretary: The Secretary is responsible for recording the minutes at all Board meetings and preparing these minutes for disbursement. The term of office is two years beginning in odd years.

5. Treasurer: The Treasurer disburses funds with the authorization of the Board of Directors. The term of office is two years beginning in even years.

ARTICLE VI - AWARDS

1. School Social Worker of the Year: Each spring the organization will solicit nominations for the Minnesota School Social Worker of the Year. Pursuant to Midwest SSW Council guidelines, the honoree shall have two or more years experience as a school social worker. Those persons nominating colleagues are encouraged to send two letters of recommendation from supervisors, colleagues, parents, etc. The final selection will be made by a committee comprised of the recipients of the award the previous 4-5 years with the present School Social Worker of the Year acting as chairperson. Announcement of the Award selection will be conducted by the School Social Worker of the year committee and announced in July with the official presentation being made at the Annual Meeting and Fall Conference.

2. Friend of School Social Work: Each spring the organization will solicit nominations for the Friend of School Social Work Award. The final selection will be made by the Executive Committee, voted upon by the Board of Directors at the summer retreat, and publicized immediately after notification to the recipient. Presentation of the Award will be made at the Annual Meeting and Fall Conference.

3. Legislator of the Year: Each spring the organization may solicit nominations for Legislator of the Year. The final selection will be made by the Executive Committee, voted upon by the Board of Directors at the summer retreat, and publicized immediately after notification to the recipient. Presentation of the Award will be made at the Annual Meeting and Fall Conference.

ARTICLE VII – MEETINGS

1. Robert's Rules of Order, Revised, shall be the authority governing all matters of procedure not otherwise covered in this Constitution and these bylaws.

a. Annual Meeting: There is to be at least one annual meeting of the Association to be held at a time and place designated by the Board of Directors.

b. Special Meetings: Special meetings may be called by a majority vote of the Board of Directors or by petitions signed by twenty percent (20%) of the active members of the Association shall constitute a quorum.

ARTICLE VIII – BOARD OF DIRECTORS

1. Constitution: The Board of Directors consists of the MSSWA officers, regional representatives and/or co-representative, chairpersons of Action Work Groups, liaisons, and newsletter editor, and the Practitioner Representatives to the Midwest SSW Council and School Social Workers Association of America.

2. Responsibilities: The Board of Directors is responsible for the coordination of long range planning for the Association and for the development and formulation of general policies. It shall be responsible for the appointment of Action Work Groups and liaison appointees. It is to be responsible to the needs of the regional groups and to act upon their requests. All requests are to be submitted in writing and are to be acted upon no later than the next regular Board meeting. There shall be at least four regular meetings of the Board of Directors each calendar year. Special meetings may be called by the President or by a majority of the members of the Board of Directors.

3. Reimbursement: The Board of Directors shall receive reimbursement for all regular Board meetings and committee meetings. The amount shall be determined by the Board of Directors, to be reviewed annually at the summer retreat.

ARTICLE IX – ACTION WORK GROUPS

1. Action Work Groups: The chairpersons and members of the work groups shall be active members of MSSWA. The chairpersons shall be appointed by the President with the approval of the Board of Directors and shall provide a summary of any business or action taken during the Action Work Group at the Board meetings.

a. Promotions and Public Relations: Responsibilities include:

1. To promote the understanding and awareness of School Social Work Programs and services to children and families through publications, promotions, and other sources of publicity.

2. To provide publicity of the newly elected state of MSSWA officers and the recipients of the School Social Worker of the Year, Friend of School Social Work, and Legislator of the Year awards.

3. To provide publicity during SSW week.

b. Legislative: Responsibilities include:

1. To review legislation that may pertain to or have implications for the School Social Work program at the local, state, or national level.

2. To support actively and recommend to the Board of Directors sound mental health legislation related to the total school program.

3. To actively solicit support of the MSSWA membership for legislation that furthers the work of the organization and/or is in the best interests of children.

c. Finance and Membership: Responsibilities include:

1. To assist the Treasurer in creating a yearly budget.

2. To assist the Membership Coordinator with duties as needed.

d. Networking and Communications: Responsibilities include:

1. To connect with representatives from each university in Minnesota.

2. To collaborate with other agencies/associations/businesses to help promote school social work.

e. Recognition and Nominations: Responsibilities include:

1. To assist with the nominations of Friend of School Social Worker and Legislator of the year awards.

2. To promote and recruit recipients for the annual MSSWA Scholarship awards.

f. Professional Development: Responsibilities include:

1. To assist with the Request for Proposal process.

2. To help with the planning of annual conferences.

g. Standards and Practices: Responsibilities include:

1. To assist in the development of policies and procedures that supports the implementation of the Association Bylaws and business of the organization. Said policies and procedures will be voted upon by the Board of Directors at a regular meeting.

2. To review and suggest amendments to the Constitution and Bylaws when requested to do so by the Board of Directors. Final consideration of proposed amendments will be conducted in accordance with Article XI hereof.

2. Liaison Positions: Responsibilities of those persons serving as liaison include:

a. To enhance communication with other organizations, board, educational resources, coalitions, and committees that share a common interest in the well being of children and the development of school social work services. Regular attendance at meetings of said groups by the liaison(s) or their substitute is encouraged.

b. To convey information and/or requests from the respective organization to the President and Board of Directors of MSSWA.

c. Liaison positions include:

1. Post-Secondary Institutions

2. Student Services Coalition for Effective Education
3. Department of Education
4. Board of Social Work Advisory
5. Coalition of Licensed Social Workers
6. Education Minnesota Special Education Task Force
7. Charter and Area Learning Program School Social Worker Outreach
8. Midwest Council
9. SSWAA
10. Special Education Advisory Panel

ARTICLE X – ORGANIZATION

1. Regional division: The state shall be divided into regions by the Board of Directors.
 - a. The Regional Representative(s) as appointed by the region and/or the MSSWA President will represent her/his region on the MSSWA Board of Directors.
 - b. Regions will have a minimum of two annual meetings.
 - c. Membership in a region shall be open to all persons eligible for membership in this Association.
 - d. Funds will be available to support the costs of meetings/programs.
2. Regional Functions: The function of the MSSWA will be carried on through the purposes and the activities of these regions. The following are the basic purposes of the regional groups:
 - a. To serve as study groups to follow through on annual workshop programs and to suggest new workshop discussion areas.
 - b. To address new problems and study specific current problems on the local level.
 - c. To assist in the development of new programs within the state.
 - d. To promote in-service education and professional growth within the state.
 - e. To evaluate continuously the function of the School Social Worker program
 - f. To encourage new membership.

ARTICLE XI – AMENDMENTS

1. The Constitution and these Bylaws may be altered or amended at the annual meeting by a majority of those active members voting on the Bylaws. Any active member may propose amendments to the constitution and these Bylaws to the Recording Secretary three months prior to the annual business meeting.
2. The proposed amendment(s) shall be voted upon by written or electronic ballot mailed to all active members at least two weeks prior to the annual meeting. The ballots must be received at the office of the Association prior to the annual meeting or presented to the Recording Secretary at the annual meeting. The ballots will be counted at the annual meeting.

