

CONSTITUTION
of the
Kansas School Social Work Association

Approved June 3, 2011

ARTICLE I

Name

The name of the organization shall be **Kansas School Social Work Association**, hereinafter referred to as the “Association”.

ARTICLE II

Purpose

The purpose of the **Kansas School Social Work Association (KSSWA)** is to promote professional excellence among school social workers in order to enhance social and human services in educational systems. This purpose is intended to impact the quality of educational services and programs for children, families and communities.

These goals will be pursued by the following activities:

1. Develop and maintain communication among school social work practitioners within the state.
2. Disseminate information, methods, and materials relating to school social work practice and service delivery to improve the quality of school social work services.
3. Provide consultation to school districts to develop school social work services or to improve existing services
4. Educate the public, legislators and educational personnel about school social work services, and the role of school social workers in supporting children, families and communities.
5. Maintain liaison with national organizations whose purpose is the advancement of social work services I the schools.

The Kansas School Social Work Association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(6) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE III

Membership

Membership in KSSWA shall consist of three classes:

- Section 1. Regular Membership. Regular membership will be designated for those licensed by the State of Kansas with a MSW or BSW degree employed to work in a school district. Members in this class shall have full voting rights, may serve as chairperson or members of committees, and may be elected to serve as officers of the association.
- Section 2 Associate Membership. Associate membership will be designated to those, who regardless of educational background, are employed in a capacity affiliated with school social work and other interested persons who support the purposes of the Association. Members in this class shall have full voting rights and may serve as members of committees.
- Section 3 Student Membership. Student membership will be designated for undergraduate students in BSW programs and graduate students in schools of social welfare who have placements in school social work settings. Members in this class shall have full voting rights and may serve as members of committees.
- Section 4 Retired Membership. Retired membership will be designated for those individuals previously meeting the standards specified for Regular Membership, who have retired from the school social work profession. Members in this class shall have full voting rights and may serve as chairpersons or members of committees, and may be elected to serve as officers of the Association.

ARTICLE IV.

Association Officers

- Section 1 The Officers of the Kansas School Social Work Association shall be a President, Vice-President, Secretary, Treasurer, Past President, Membership Chair, and Member at Large. All Association officers shall hold a current and valid Kansas social work license.
- Section 2 Nominations, Elections, and Terms of Office.
- A. Nominations. The nominating committee shall be appointed by the President at the mid-year board meeting. The committee will prepare a slate of at least one candidate for each office to be presented for election and present the slate to the board meeting during the spring meeting.
- B. Elections. Election of officers shall be by ballot. The format of the ballot will be determined each election period and may include electronic submissions. The elections of officers shall be distributed to the membership in the spring. The election will be confirmed at the general membership meeting. All members who are current in

Association dues shall be entitled to vote. Election of candidates to the office shall be by a plurality of the total votes cast.

- C. Terms of Office. The term of office shall be for two years beginning at the beginning of the fall term, commencing August 1 of the election year. No officer may serve more than two consecutive terms in the same position.
- D. Times of Elections. The officers of the Association will be elected in odd numbered years.
- E. Vacancies. Vacancies occurring before the expiration of terms of office shall be filled by appointment from the Executive Board and shall serve until the term of office expires.

Section 3 Duties of Officers

A. President. The duties of the President shall include:

- 1. Appoint with the Association approval, such committees as necessary.
- 2. Appoint members to standing committees.
- 3. Prepare agendas for and chair all Association meetings.
- 4. Appoint all other organization personnel whose selection is not otherwise specified in this constitution.
- 5. Serve as ex-officio member of all committees.
- 6. Appoint officers to fulfill unexpired terms.
- 7. Provide orientation of new board members. New board members shall be provided, at minimum, the following:
 - a. copy of the by-laws
 - b. copy of immediate past meeting minutes
 - c. executive members list
 - d. meeting agenda
 - e. Association history

B. Vice-President. The duties of the Vice-President shall include:

- 1. To consult with the President
- 2. To assume the duties of the President should the President be unable to fulfill them.
- 3. Serve as chairperson of the Program Committee.
- 4. Serve as chairperson of the Recognition Committee, as described in the bylaws.
- 5. Serve as Chairperson of the Finance Committee, as described in the bylaws.
- 5. Other duties as assigned by the President.

C. Secretary. The duties of the Secretary shall include:

- 1. Maintain a record of all Association proceedings.

2. Publish and disseminate minutes of the Association meetings to all executive board members within forty-five (45) days after an official meeting.
3. Keep non-fiscal records of the Association.
4. File corporate annual report with the State of Kansas.
5. Other duties as assigned by the President.

D. Treasurer. The duties of the Treasurer shall include:

1. Maintain appropriate accounts in the name of the Kansas School Social Work Association.
2. Maintain accurate records of all accounts of the Association.
3. Provide written financial statements at each Association meeting.
4. Disburse and receive funds as directed by the Association.
5. Prepare annual budget to be presented to the Executive Board, and to the Association membership at the annual membership meeting.
6. Prepare annual year end summary of financial transactions.
7. File timely and appropriate annual tax documents.
8. At the end of each election cycle, make all records available to the Finance committee for purposes of financial audit, as defined in the by-laws.
9. At the conclusion of the election cycle, turn over Association financial books and assist in the transition of the office, including assisting the newly elected Treasurer in the preparation of the annual budget.

E. Membership Chairperson. The duties of the Membership Chairperson shall include:

1. Maintain an accurate and current record of all members, their addresses and membership status.
2. Provide in a timely manner, updated membership information to the Newsletter Chairperson and regional representatives..
3. Disseminate current membership materials, such as identification cards, membership certificates, handbooks, or other available materials.
4. As appropriate, provide accurate membership applications to prospective members, and provide such applications to web site manager.
5. Be responsible for compiling and maintaining current membership directory, and publication and disseminating as directed by the board.
6. Coordinate and facilitate the growth of the Association membership.

F. Past President. The duties of the Past President shall include:

1. Serve as advisor and consultant to the Association President.

G. Member at Large. The duties of the Member at Large shall include:

1. Promoting communication between the board and the regional representatives.
2. Serve as Chairperson of the Nominating Committee, as described in the bylaws.

ARTICLE V

Executive Board

- Section 1. **Composition.** The Executive Board shall consist of officers, Legislative Chairperson, Communications Chairperson, one (1) representative from each of the three (3) regions, University Representative, ex-officio members appointed by the President, KSSWA representatives to the Midwest Council (outlined in Article IV) and State Department of Education Liaison. Ex-officio members are voting members of the Executive Board. With the exception of ex-officio members and Department of Education Liaison, all executive board members shall hold a valid and current Kansas social work license.
- Section 2. **Executive Board Selection.**
1. The Legislative Chairperson shall be elected for a two (2) year term on the same rotation as the Association officers. The legislative committee shall consist of the chairperson and other members appointed by the chair. The Committee shall review state and local legislation and recommend a program of action when relevant to school social work. The Legislative Committee shall keep the general membership apprised of such legislation and/or changes in regulations/laws which affect school social workers by providing an annual report at the general membership meeting.
 2. The Communications Chairperson shall be elected for a two (2) year term on the same rotation as Association officers. The committee shall consist of a Chairperson and other members appointed by the chair.
 3. The Executive Board shall include a representative from each of the three (3) state regions as defined by the Executive Board. The President shall appoint these representatives each election cycle. The regional representatives will disseminate and obtain information specific to the region in coordination with the Executive Board. Regional representatives may designate a substitute to attend KSSWA Executive Board or General Membership meetings to represent the region in their absence.
 4. A member-at-large will be elected on the same rotation as Association officers. The member-at-large will serve as the chairperson of the Finance Committee, as outlined in the bylaws.
 5. The President may appoint an Association member to serve as an ex-officio member of the Executive Board. This member shall serve the same rotation as Association Officers.
 6. Midwest School Social Work Council representative shall be in accordance with the guidelines set forth in the MSSWC: The School Social Work Association President and two (2) representatives. One person shall be the Vice-President and one (1) person will be a practitioner member, who shall be appointed by the President with the approval of the Executive Board. The practitioner may be a member of the Executive Board or a member of the regular membership category. Any current member serving as an executive board member of the Midwest

School Social Work Council will be designated as the practitioner during the term of his/her office with MSSWC. The practitioner shall be approved to serve a term of at least four years, in accordance with MSSWC guidelines.

- Section 3 Powers and Duties. The Executive Board shall carry on the business of the Association in conformity with the policies and programs of the Association. The Executive Board shall have the authority to administer the affairs of the Association between general membership meetings. The Executive Board shall:
1. Submit an annual budget for approval at the general membership meeting, and provide for an audit of Association funds at the end of each election cycle.
 2. Approve the disposition of funds in excess of two hundred dollars (\$200) if not specifically budgeted.
 3. Be charged with approving committees for nomination, by-laws, ethics, and other committees as needed for Association activities.
- Section 4 Nominations, Elections and Terms of Office. The nomination, election and term of office of the Executive Board members shall be the same as Association officers. Vacancies occurring before the expiration of terms shall be filled by appointment from the Executive Board and shall be served until the term of office expires.
- Section 5 Meetings and Quorum. The President shall call the meetings of the Executive Board. A minimum of two board meetings will be held each year. A quorum shall consist of a simple majority of the membership of the Executive Board. No action will be conducted without a quorum.

ARTICLE IV **General Membership Meeting**

- Section 1 Meetings of a general membership shall be held at least once each year. At least a two week notice of the time and location of each meeting shall be sent to each member. Special general membership meetings may be called by:
1. the President
 2. or, (2) two members of the Executive Board through written request to the President,
 3. or, a simple majority of the general membership through a written request to the President.
- Section 2 Quorum. The membership present at the general membership meeting shall constitute a quorum for the transaction of all business of the Association.

ARTICLE VII **Relationship with Midwest School Social Work Council**

The Association shall maintain membership in the Midwest School Social Work Council in accordance with the Constitution of the MWSSW Council. The Association shall maintain representatives to MWSSW in accordance with these guidelines.

ARTICLE VIII
Amendment of Constitution

The Constitution may be amended at any meeting of the Association by a two-thirds vote of the quorum providing that the amendment has been submitted to each Association member in writing at least ten (10) days prior to a regularly scheduled meeting. Constitutional amendments approved by the Association membership will be inclusive of necessary amendments of Association by-laws.

ARTICLE IX
Parliamentary Authority

The Rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall guide the Association in all cases.

ARTICLE X
Federal Identification Number

The Kansas School Social Work Association holds federal identification EIN 45-2803264. The Kansas School Social Work Association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(6) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax Section 501 (c) (6) of the Internal Revenue Code.

In the event that the Kansas School Social Work Association is dissolved, all available funds will be dispersed for the promotion and development of School Social Work to a non-profit fund, foundation, or corporation which has established its tax exempt status under Section 501 (c)(6) of the Internal Revenue Code.

BY-LAWS
of the
KANSAS SCHOOL SOCIAL WORK ASSOCIATION
Updated April 21, 2012

ARTICLE I

Amendment of the Bylaws

Amendments to or revisions of the Bylaws shall require two-thirds vote of the Executive Board members present at the Executive Board meeting. The general membership shall be informed of amendments to or revisions of the Bylaws in writing on an annual basis.

ARTICLE II

Finance

- Section 1 Fiscal Calendar. The fiscal year of the Association shall be designated to begin on August 1st and end July 31st.
- Section 2 Dues. Annual membership dues shall consist of thirty dollars (\$30) per year for regular members, thirty dollars (\$30) per year for associate members, and ten dollars (\$10) for retired members. Graduate level students shall be granted complimentary annual membership in the Association for the fiscal year coinciding with their placement in an approved school practicum.
- Section 3 The Officers and Executive Board shall be given full authority to take any and all actions necessary to bring the Association into compliance as required by any statutes of applicable Internal Revenue Service Codes. Notification of any action under this section shall be reported annually to the membership.

ARTICLE III

Standing Committees

There shall be standing committees to address ongoing work of the Association.

- Section 1 Recognition Committee. This committee shall be comprised of at least two (2) members consisting of the Vice President and a representative appointed by the President. The duties of this committee shall include administering and presenting the following awards:
- A. School Social Worker of the Year. Guidelines for qualifications shall comply with guidelines set forth in the Constitution of the Midwest School Social Work Council.
 - B. Outgoing Executive Board member.
 - C. Other recognition duties as determined by a vote of the Executive board.
- Section 2 Nominating. This committee shall be comprised of the chairperson, who will be the Member at Large and other members the Executive Board wishes to appoint. The committee shall prepare a slate of nominees for election to the offices and chairperson positions of the Association.
- Section 3 Finance Committee. This committee shall be comprised of the Vice President, who shall serve as the chairperson. Also serving on the committee will be the immediate past treasurer, and at least one additional member appointed by the Executive Board. The committee shall audit the Association books every election cycle, and sign the auditing sheet for validation. The committee may also recommend changes the Association's financial procedures.