

# Wisconsin School Social Workers Association

## Chapter B: WSSWA By-Laws

### Article I (B) - Duties of Officers and Board Members

#### Section 1 – President

The duties of the President shall include:

1. Be the official representative of WSSWA.
2. Prepare agenda for and chair all meetings of the WSSWA Board.
3. Notify the WSSWA board members of the date, times, and locations of upcoming board meetings at least 14 days in advance.
4. Propose officer candidates to the Board to fulfill unexpired terms.
5. Appoint, with board approval, all committee chairs.
6. Serve as an active member of the Legislative Committee.
7. Serve as ex-officio member of the Professional Development Committee.
8. Attend, or appoint a delegate to attend as necessary, all meetings of the Midwest School Social Work Council and other relevant groups as determined by the Board. Prepare the state report and present it at Midwest School Social Work Council meetings.
9. Appoint up to two board members to serve as members of the Midwest School Social Work Council. These appointments must be approved by a majority of voting board members.
10. Appoint a representative to attend the SSWAA Delegate Assembly. When determined by the board, appoint up to two individuals to attend the SSWAA Legislative Institute. These appointments must be approved by a majority of voting board members at the board meeting in which the president begins their term, or as the need arises. No one representative may attend more than two consecutive Delegate Assembly meetings.
11. Maintain relationships with organizations/institutions which focus on the school social work profession and facilitate communication between them and WSSWA.
12. Oversee the accounting process and review banking account information each quarter to verify the treasurer's report with the bank statements.
13. Approve all communications in advance that will be sent to all members.
14. Ensure that a newsletter is disseminated to the membership once per month from September to June.

#### Section 2 – President-Elect

The duties of the President-Elect shall include:

1. Assume the duties of the President should the President be unable to fulfill them in the second year of the Presidency.
2. Provide orientation to new board members. New members shall be provided, at a minimum, the following:
  - a. Orientation to board documents and website
  - b. Duties of board members as described in Chapter B, Article I, Section (6)
  - c. Information about reimbursements
  - d. Information about board activities and affiliate groups
3. Serve as an active or ex-officio member of Committee(s) as determined by the President.

4. Consult with the President on a regular basis.
5. Other duties as arranged by the President or Board of Directors.

### **Section 3 - Past President**

The duties of the Past President shall include:

1. Assume the duties of the president should the president be unable to fulfill them in the first year of the new presidency.
2. Provide orientation to new Board Members. New members shall be provided, at a minimum, the following:
  - a. Orientation to board documents and website
  - b. Duties of board members as described in Chapter B, Article 1, Section (6)
  - c. Information about reimbursements
  - d. Information about board activities and affiliate groups
3. Serve as an active or ex-officio member of Committee(s) as determined by the President.
4. Other duties as arranged by the President or Board of Directors

### **Section 4 - Secretary**

The duties of the Secretary shall include:

1. Maintain a record of all WSSWA Board meetings, officer and committee report, and handouts received at all Board meetings.
2. Publish and disseminate minutes of Board meetings to all Board members at least fourteen [14] days prior to the next meeting of the Board.
3. Maintain a current listing of board member, liaison, and regional representatives' phone, email, and mailing address and disseminate to this group at least annually.
4. Ensure meeting notes, and other written documents are archived.
5. Other duties as assigned.

### **Section 5 - Treasurer**

The duties of the Treasurer shall include:

1. Establish appropriate accounts in the name of the Wisconsin School Social Workers Association.
2. Maintain accurate records of all accounts of WSSWA.
3. Provide a financial statement of WSSWA at each Board meeting.
4. Disburse funds as directed by the Board.
5. Work with the president to quarterly verify the treasurer's report with bank statements.
6. Prepare an annual budget in advance of the summer meeting for voting by the board.
7. File all necessary tax and other financial forms in a timely manner.

### **Section 5(a) - Reimbursement for board members, SSWAA delegates, and Midwest School Social Work Council Members**

Board members shall be reimbursed for their expenses incurred in official duties of their position in accordance with the process outlined by the treasurer. Reimbursement requests must be made

no later than 30 days after the expense was incurred. Requests made after 30 days will not be paid. Copies of all receipts must be forwarded to the treasurer with the request for reimbursement. Reimbursements may include:

1. Mileage to and from board meetings, conferences, and other sanctioned events at a rate established by the board.
2. Tolls incurred while driving to sanctioned events.
3. Air travel, when deemed necessary, to and from sanctioned events will be reimbursed in full at the cheapest reasonable rate. One bag check fee may be reimbursed.
4. Parking fees required during travel will be reimbursed.
5. Taxi, shared ride, shuttle, or bus fees will be reimbursed when they are a necessary part of travel to and from official events or meetings. These fees will not be reimbursed for optional excursions.
6. Lodging expenses, including one room per board member. Lodging established at a facility other than the event hotel must not exceed the cost of the event hotel rate. Adjustments with cause may be made by the board officers on a case-by-case basis.
7. Meals will be reimbursed when not included in the event fees. Reimbursement rates must not exceed \$50 per day. Reimbursements are not to exceed the following rates per meal, however if two or more meals are purchased in one day, then the total cost of all meals may be combined.
  - a. Breakfast: \$10
  - b. Lunch: \$15
  - c. Dinner: \$25
8. Expenses related to budgeted event costs, and budgeted costs associated with official duties.

### **Section 5(b) - Reimbursement for Regional Representatives**

Regional Representatives shall be reimbursed for their expenses incurred in official duties of their position in accordance with the process outlined by the treasurer. Reimbursement requests must be made no later than 30 days after the expense was incurred. Requests made after 30 days will not be paid. Copies of all receipts must be forwarded to the treasurer with the request for reimbursement. Reimbursements may include:

1. Mileage to and from the annual regional representative meeting.
2. Parking fees required during travel for the annual regional representative meeting.
3. Taxi, shared ride, shuttle, or bus fees will be reimbursed when they are a necessary part of travel to and from the annual regional representative meeting. These fees will not be reimbursed for optional excursions.
4. Expenses related to budgeted event costs, and budgeted costs associated with official duties.

### **Section 5(c) - Reimbursement for Regional Meetings**

Regional Representatives may request reimbursement for meetings or events held for WSSWA members in their region at a rate up to \$300 per half-day event and \$600 per full-day event. This limit may be exceeded with cause by the board officers on a case-by-case basis.

1. Events may include non-WSSWA members, however they must be charged a nominal fee.
2. Costs may include food, speaker fees, room fees, supply fees, printing costs, or other costs approved by the treasurer.
3. Requests must be made at least 30 days in advance of the event and approved by the board officers.

#### **Section 5(d) - Reimbursement for School Social Worker of the Year**

School Social Worker of the Year shall be reimbursed for their expenses incurred to attend the WSSWA Conference and Awards Event and the Midwest Council Conference and Awards in accordance with the process outlined by the treasurer. Reimbursement requests must be made no later than 30 days after the expense was incurred. Requests made after 30 days will not be paid. Copies of all receipts must be forwarded to the treasurer with the request for reimbursement.

Reimbursements may include:

- WSSWA Conference and Awards
  - Registration for the WSSWA Conference (all days)
  - Award ceremony fees for recipient plus one guest at the WSSWA Award Ceremony
- Midwest Council Conference and Awards
  - Mileage to and from the conference and/or awards event at a rate established by the board.
  - Tolls incurred while driving to the event.
  - Air travel for the recipient, when deemed necessary, to and from the event will be reimbursed in full at the cheapest reasonable rate. One bag check fee may be reimbursed.
  - Parking fees required during travel will be reimbursed.
  - Taxi, shared ride, shuttle, or bus fees will be reimbursed when they are a necessary part of travel to and from official events or meetings. These fees will not be reimbursed for optional excursions.
  - Lodging expenses, including one room. Lodging established at a facility other than the event hotel must not exceed the cost of the event hotel rate. Adjustments with cause may be made by the board officers on a case-by-case basis.

#### **Section 5(e) - Reimbursement for Lifetime Achievement Award Winner**

Lifetime Achievement Award Winner shall be reimbursed for their expenses incurred to attend the WSSWA Conference and Awards Banquet in accordance with the process outlined by the treasurer. Reimbursement requests must be made no later than 30 days after the expense was incurred. Requests made after 30 days will not be paid. Copies of all receipts must be forwarded to the treasurer with the request for reimbursement. Reimbursements may include:

- Registration for the WSSWA Conference (all days)
- Award Banquet fees for recipient plus one guest at the WSSA Award Ceremony

## **Section 6 - Duties of Members of the Board of Directors**

The duties of a Member of the Board of Directors shall include:

- 1) Attend at least 80% of board meetings
- 2) Participate in at least 80% of board votes
- 3) Serve as an active member (minimum 75% attendance) of at least one committee
- 4) Respond to board communications via email within 7 days of receipt at all times during the calendar year.
- 5) Yearly, provide up-to-date contact information to receive board communications
- 6) Should these duties not be fulfilled by a board member during their term, the board member will not be allowed to be nominated for the board after their current term expires for a period of two years.

## **Section 7 - SSWAA Delegate**

The duties of the School Social Work Association of America (SSWAA) Delegate shall include:

- 1) Represent WSSWA at the annual SSWAA Delegate Assembly
- 2) Participate SSWAA votes as needed at the Delegate Assembly
- 3) With the President, complete and submit the state report for the Delegate Assembly in a timely fashion
- 4) Maintain SSWAA membership for the duration of term, paid for by the individual delegate.
- 5) Serve as the Delegate for a 2 year term
- 6) Will work with the treasurer to ensure all necessary dues and fees are paid

## **Section 8 - Midwest School Social Work Council Member**

The duties of the Midwest School Social Work Council Member shall include:

- 1) Attend the Fall and Spring meetings
- 2) With the President, complete and submit the Fall and Spring state report in a timely fashion
- 3) One representative must be a current practitioner of school social work.
- 4) One representative may be the DPI school social work consultant.
- 5) The representative(s) term shall be a minimum of 3 years
- 6) Should the member not be able to attend, an alternate will be appointed by the President.
- 7) Will work with the treasurer to ensure all necessary dues and fees are paid

# **Article II (B) - Meetings of the Board of Directors**

## **Section 1 - Frequency**

The Board of Directors shall meet at least four [4] times per year. There will also be an Annual Business meeting for the general membership. At least once per year there will be a meeting of the board with the Regional Representatives.

## **Section 2 - Quorum**

A quorum shall consist of at least one-half of the current membership of the Board of Directors.

## **Article III (B) - Standing Committees**

### **Section 1 - Committee Names**

Standing Committees of WSSWA shall be: Membership, Professional Development, Legislative, Publicity and Promotions, and Nominations and Awards.

### **Section 2 - Chairperson**

The chairperson of each Standing Committee shall be a member of WSSWA and shall be appointed by the President promptly after assuming office. The chairperson shall appoint committee members as deemed necessary to fulfill the responsibility of the committee. At least one member of the committee must be a member of the Board of Directors. The chairperson of each standing committee shall schedule no less than four meetings of the committee per year.

### **Section 3 - Membership Committee**

The Committee shall be responsible for recruiting members, evaluating eligibility, maintaining and regularly updating the online membership roster, and handling all other matters pertaining to membership.

### **Section 4 - Professional Development Committee**

The Committee shall be responsible for organizing and conducting the annual Conference and other professional development opportunities. The Committee shall be responsible for coordinating with conference exhibitors and sponsors.

### **Section 5 - Legislative Committee**

The Committee shall be responsible for ongoing evaluation and recommendations on legislative issues. Cooperate with other organizations that have similar professional issues. The chair of this committee, along with the President, shall collaborate in directing the work of the paid lobbyist.

### **Section 6 - Publicity and Promotions Committee**

The Committee shall handle all matters pertaining to visibility and public relations regarding WSSWA. The Committee shall develop and maintain press releases, promotional products, and related promotional materials. This committee will maintain the website and social media. The Committee will disseminate materials from partner organizations when requested and approved by the President.

## **Section 7 - Nominations and Awards Committee**

The Committee will annually seek nominations for the award of School Social Worker of the Year (SSWOTY) and Lifetime Achievement Award. Nominees must be members of WSSWA. The Committee will prepare a slate of candidates to receive the award, which will be voted on by the Board of Directors.

The committee is responsible for planning the awards banquet, communicating with award winners in relation to the awards banquets and conferences, and obtaining plaques for the award winners. The committee chair will serve as the Midwest Council point person for the Midwest Council Awards Banquet. The committee will annually recognize all outgoing board members and officers.

### **Section 7(a) - Mini-Grants**

Mini-grants will be provided to the membership in years when the officers determine there is ample funding available in the annual budget.

1. If the treasurer(s) determine that ample funding exists, an allocation will be added as a line item in the annual budget when the annual budget is determined.
2. The maximum amount to be funded per grant and the number of grants will be determined by the officers dependent on total available funds.
3. After the annual budget has been approved, the availability of mini-grants and a call for proposals will be communicated to the membership.
4. Applications will be reviewed by the Nominations Committee, with assistance from the membership committee who will determine if all applicants are members.
5. The slate of eligible applications will be presented to the full board at the fall board meeting, and voted on.
6. Recipients will be notified by the Nominations Committee, and will be paid by the treasurer promptly.
7. All funds must be expended before the end of that year's budget cycle.
8. Recipients must provide a report on spending, activities, and outcomes to the board before the end of the budget cycle.

## **Section 8 – Ad Hoc Committees**

The President may establish ad hoc committees as the need arises.

## **Article IV (B) - Amendments of the By-Laws**

These By-Laws can be amended at any meeting of the Board by a two-thirds vote, providing that the amendment has been submitted in writing to each Board member at least ten [10] days prior to a regularly scheduled meeting.