

NATIONAL ASSOCIATION OF SOCIAL WORKERS CALIFORNIA CHAPTER LEADERSHIP MANUAL

NASW
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SECTION 1

The mission of the NASW, California Chapter, is to participate in the improvement of the conditions of life for all residents of California through promoting the quality and effectiveness of social work practice in the state.

SECTION 2 BOARD OF DIRECTORS CHARGES AND RESPONSIBILITIES

PRESIDENT

AUTHORIZATION AND ACCOUNTABILITY

The authority of the President is specified in the California Chapter Bylaws Article V

The President is accountable to the Board of Directors.

CHARGE Bylaws Article V

The President shall be the presiding officer of the Board of Directors and the Executive Committee, and is an ex-officio member of all committees

DUTIES Bylaws Article V

The President shall

- Be available to consult with the staff on matters between meetings of the Board of Directors:
- Represent the Board of Directors between its meetings, and report to the Board all important interim matters:

- In consultation with the Board of Directors. appoint the chairpersons of all organizational units responsible to the Board of Directors whose selection is not otherwise specified in these Bylaws;
- Appoint all other organizational personnel

TERM OF OFFICE Bylaws Article V

The President shall be elected by the membership of the Chapter at large to serve a term of three years, two of which will be served as President, and one as President-Elect. The term of office shall commence on July 1.

EXECUTIVE COMMITTEE

AUTHORIZATION AND ACCOUNTABILITY

The Executive Committee is authorized by Article VII of the California Chapter Bylaws and is accountable to the Board of Directors

CHARGE Bylaws Article VII

The Executive Committee of the Board of Directors shall be responsible for the affairs of the Chapter between meetings of the Board of Directors. The Executive Committee shall focus primarily on Chapter administrative issues and emergency policy issues.

DUTIES Bylaws Article VII

During intervals between meetings of the Board of Directors, the Executive Committee shall:

- Have the powers of the Board of Directors within the general policies, program, budget, and specific directions established by the Board of Directors:
- Review and approve recommendations of the Committee on Inquiry for all cases heard by that committee

COMPOSITION Bylaws Article VII

The Executive Committee shall consist of the President, the First Vice President, Secretary, Treasurer, the President-Elect and one Regional Director designated by a majority of the Regional Directors. The term of office shall commence on July 1.

PRESIDENT-ELECT

AUTHORIZATION AND ACCOUNTABILITY

The President-Elect is an officer of the Chapter s a member of the Board of Directors and the Executive Committee and is accountable to the Board of Directors

CHARGE Bylaws Article VI

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 shall be known as the President-Elect.

DUTIES

Among other duties as assigned by the Board of Directors or by the President. The President-Elect shall participate in the meetings of the Board of Directors and the Executive Committee.

TERM OF OFFICE

The term of President-Elect is one year. The term of office shall commence on July 1.

FIRST VICE-PRESIDENT

AUTHORIZATION AND ACCOUNTABILITY

The First Vice-President is an officer of the Chapter, is a member of the Board of Directors and the Executive Committee, and is accountable to the Board of Directors.

CHARGE Bylaws Article V

The First Vice-President shall fulfill the duties of the President in the event of absence or disability. The First Vice-President is assigned oversight responsibility for specified administrative subunits of the Chapter. The First Vice-President shall undertake other duties as assigned by the President.

DUTIES Bylaws Article V

The First Vice-President shall.

- Fulfill the duties of the President in the event of absence or disability of the President:
- Attend all meetings of the Board of Directors and the Executive Committee:
- Represent the President as requested - Serve on Chapter committees as assigned by the President. Oversee the following:

Program Committee - Personnel Committee - Committee on Nominations and Leadership Identification

TERM OF OFFICE Bylaws Article V

The term of First Vice-President shall be for a period of two years. Elected in even numbered years, the term shall begin on July 1.

TREASURER

AUTHORIZATION AND ACCOUNTABILITY

The Treasurer is an officer of the Chapter, is a member of the Board of Directors and the Executive Committee, and is accountable to the Board of Directors.

CHARGE Bylaws Article V

The Treasurer shall be responsible for the receipt, deposit, dispersal, and withdrawal of all funds of the Chapter, and shall render quarterly financial statements to the Board of Directors and Executive Committee. The Treasurer shall serve as chairperson of the Finance/Ways and Means Committee and as an ex-officio member of any other committee established to develop fiscal policies and procedures.

DUTIES

The Treasurer shall:

- Attend all meetings of the Board of Directors and Executive Committee:
- Act as chairperson of the Finance/Ways and Means Committee; Provide financial reports to the Board of Directors
- Consult with and be available to the Chapter staff on financial matters. Safeguard and conserve the Chapters assets. See that Chapter fiscal policies are implemented and are in conformance with National a standards for Chapter operations

TERM OF OFFICE

Bylaws Article V

The term of office for Treasurer shall be for a period of two years. The Treasurer shall be elected in even-numbered years and the term will commence on July 1.

VICE-PRESIDENT OF MEMBERSHIP AND ORGANIZATIONAL SERVICES

AUTHORIZATION AND ACCOUNTABILITY

The Vice-President of Membership and Organizational Services is an officer of the Chapter and is accountable to the Board of Directors.

CHARGE Bylaws Article V

There will be a Program Vice-President to oversee the program area of Membership and Organizational Services.

DUTIES Bylaws Article V

The duties of this Vice-President shall be to:

Remain knowledgeable of the activities of each assigned subunit:

Provide consultation to the chairpersons of the individual assigned subunits;

Provide an effective communications link between the Board of Directors and the assigned subunits;

Assure that programs and activities of the assigned subunits are coordinated with each other and with related activities of subunits in other program areas;

Assure development and implementation of required plans which are consistent with the policies, priorities and procedures of the Board of Directors and the Association and the timely completion of required accountability instruments;

Identify problem areas and undertake corrective actions in a timely fashion

Oversee the following: Membership Committee - Affirmative Action Committee - Communications Committee - Referral Services - Councils, as assigned by the Program Committee

TERM OF OFFICE Bylaws Article V /VI

The Vice-President of Membership and Organizational Services shall be elected in odd-numbered years and shall serve a term of two years commencing July 1

VICE-PRESIDENT OF LEGISLATIVE AND POLITICAL ACTION

AUTHORIZATION AND ACCOUNTABILITY

The Vice-President of Legislative and Political Action is an officer of the Chapter and accountable to the Board of Directors

CHARGE Bylaws Article V

There will be a Vice-President of Legislative and Political Action to oversee the program area of Legislative and Political Action

DUTIES Bylaws Article V

The duties of this Vice-President shall be to

- Remain knowledgeable of the activities of each assigned subunit;
- Provide consultation to the chairpersons of the individual assigned subunits;
- Provide an effective communications link between the Board of Directors and the assigned subunits;
- Assure that programs and activities of the assigned subunits are coordinated with each other and with related activities of subunits in other program areas:
- Assure development and implementation of required plans which are consistent with the policies, priorities and procedures of the Board of Directors and the Association and timely completion of required accountability instruments:

- Identify problem areas and undertake corrective actions in a timely fashion

Oversee the following; Legislative Committee - CAL PACE Committee - Child Welfare Committee, Councils, as assigned by the Program Committee

TERM OF OFFICE

Bylaws Articles V/VI

The Vice-President of Legislative and Political Action shall be elected in odd numbered years and shall serve a term of two years commencing July 1

VICE-PRESIDENT OF PROFESSIONAL DEVELOPMENT

AUTHORIZATION AND ACCOUNTABILITY

The Vice-President of Professional Development is an officer of the Chapter and is accountable to the Board of Directors

CHARGE Bylaws Article V

There will be a Program Vice-President to oversee the program area of Professional Development

DUTIES Bylaws Article V

The duties of this Vice-President shall be to:

- Remain knowledgeable of the activities of each assigned subunit;
- Provide consultation to the chairpersons of the individual assigned subunits;
- Provide an effective communications link between the Board of Directors and the assigned subunits;

- Assure that programs and activities of the assigned subunits are coordinated with each other and with related activities of subunits in other program areas;
- Assure development and implementation of required plans which are consistent with the policies priorities and procedures of the Board of Directors and the Association and the timely completion of required accountability instruments;
- Identify problem areas and undertake corrective actions in a timely fashion

Oversee the following. Professional Development Committee, Ethics Committee and Councils as assigned by the Program Committee

TERM OF OFFICE

Bylaws Article V/VI

The Vice-President of Professional Development shall be elected in the even-numbered years and shall serve a term of two years commencing July 1

STUDENT REPRESENTATIVE TO THE BOARD

AUTHORIZATION AND ACCOUNTABILITY

The Student Representative is a member of the Board of Directors

DUTIES

The Representative to the Board shall.

Attend regular meetings of the Board of Directors and participate as a full member of the Board, including but not limited to, representing student interests and perspectives during Board deliberations

Establish contact with each School and encourage, or help them to select an NASW student liaison in each school;

Direct staff to distribute a set of NASW materials to each student liaison:

Maintain telephone contact with student liaisons; and identify students to recommend for committee appointments

TERM OF OFFICE Bylaws Article VI

The Student Representative to the Board shall be elected annually, one from the North and one from the South and one shall be a BSW student and one shall be a MSW student. Each shall serve a term of one year commencing July 1.

REGIONAL DIRECTORS

AUTHORIZATION AND ACCOUNTABILITY

Regional Directors are elected representatives of designated geographic areas established by the Board of Directors. Regional Directors are members of the Board of Directors

CHARGE Bylaws Article XI

The Regional membership shall elect a Chairperson and a Vice Chairperson who will serve as Regional Director and Alternate Regional Director

DUTIES Bylaws Article X1

Regional Directors shall:

- Serve on the Chapter Board of Directors to represent the Region in the decision-making processes of the Chapter;
- Be responsible for the convening of at least three Region wide meetings each year Such meetings may be held in conjunct on with contiguous regions in regions where geographic factors make region wide meetings impractical, the Regional Director shall submit to the Board of Directors an alternative meeting plan and schedule for their approval;
- Appoint such Regional counterparts to statewide program units as are required or felt to be desirable by the Regional Director:

- Appoint such additional Regional or sub-regional committees. task forces or positions of individual responsibility as are believed necessary to the effective operation of the Region;
- Assume overall responsibility for Regional activities that are consistent with the priorities. policies and operating procedures of the Chapter Board of Directors and the National Association of Social Workers;
- Assume overall responsibility for effective communication between the Chapter Board of Directors and membership in the Region and communication from the Region to the Board of Directors and other statewide organizational sub-units;
- Assume overall responsibility for efforts to secure maximum possible membership participation in the decision-making and program activities of the Region;
- Pursue, wherever feasible, opportunities for joint programming and activities with contiguous Regions.

TERM OF OFFICE Bylaws Article VI

Regional Directors from Regions lettered A, C, E, G, and I shall be elected in odd-numbered years.

Regional Directors from Regions lettered B, D, F and H shall be elected in even-numbered years.

The term of office for all Regional Directors shall be two years. The term will begin on July 1.

SECTION 3 COMMITTEE CHARGES AND RESPONSIBILITIES

AFFIRMATIVE ACTION: CIVIL RIGHTS AND SOCIAL JUSTICE COMMITTEE

AUTHORIZATION AND ACCOUNTABILITY

The Affirmative Action: Civil Rights and Social Justice Committee is a Chapter committee and is accountable to the Board of Directors.

CHARGE

This Committee is charged with preparing a plan of affirmative action which shall assure compliance with the National Affirmative Action Policy

DUTIES

The Affirmative Action: Civil Rights and Social Justice Committee shall:

- Submit a written report to the Board of Directors at least every six months describing the status of affirmative action within the Chapter and progress toward goals set;
- Advise all Chapter units of affirmative action plans and goals set;
- Advise the membership of plans and goals for affirmative action through the Chapter NEWS.

COMPOSITION AND TERM OF OFFICE

The President shall appoint members of this Committee for terms of two years. The term will commence on July 1. Some new members will be appointed each year.

BYLAWS COMMITTEE

AUTHORIZATION AND ACCOUNTABILITY

The Bylaws Committee is a Chapter committee and is accountable to the Board of Directors.

CHARGE

The Bylaws Committee is responsible for periodic review of the Chapter Bylaws and makes written recommendations to the Board of Directors for Bylaws changes.

DUTIES

It is the responsibility of the Bylaws Committee to:

- Develop written recommendations to be submitted to the Board of Directors for changes or amendments in the Chapter Bylaws;
- Insure that Chapter activities are carried out according to existing Bylaws

COMPOSITION AND TERM OF OFFICE

The President shall appoint the members of the Bylaws Committee. Members are appointed for 2-year terms. Some new committee members are appointed each year.

AWARDS COMMITTEE

AUTHORIZATION AND ACCOUNTABILITY

The Chapter Awards Committee is a Chapter committee and is accountable to the Board of Directors.

CHARGE

The Chapter Awards Committee selects one California Chapter member for the Social Worker of the Year Award, one member for the Lifetime Achievement Award, and one public citizen for the Public Citizen of the Year Award. The Committee also selects the Dorothy F. Kirby Youth Social Worker of the Year and the Dorothy F. Kirby Administrator of the Year.

DUTIES

The Committee selects the statewide annual recipients from those nominations submitted through the regional award process and other sources.

COMPOSITION AND TERM OF OFFICE

The President appoints members of this committee. The term of office for members is two years.

CHILD WELFARE COMMITTEE

AUTHORIZATION AND ACCOUNTABILITY

The Child Welfare Committee is a Chapter committee and is accountable to the Board of Directors.

PURPOSE

The purpose of the Child Welfare Committee is to promote quality social work practice in Child Welfare services.

COMPOSITION AND TERM OF OFFICE

The term of office of members of the Child Welfare Committee is two years. Members are subject to re-appointment.

ETHICS COMMITTEE

AUTHORIZATION AND ACCOUNTABILITY

The Committee on Inquiry is mandated by the California Chapter Bylaws Article X and is accountable to the Board of Directors

CHARGE Bylaws Article X

The Committee on Inquiry (COI) shall be responsible for hearing and determining complaints filed in accord with the Association's policy for adjudication of grievances. This committee may be augmented by hearing panels developed in local areas.

DUTIES

The COI receives and processes complaints regarding

- Unethical conduct by individual members of NASW
- An agency's violation of personnel standards in social work
- An agency's imposition of limitations or penalties for professional action on behalf of clients;

In each instance, the COI is empowered to recommend sanctions. All findings of the committee must be approved the Executive Committee.

COMPOSITION AND TERM OF OFFICE

The COI chair shall be appointed by the President for a term of two years. Members of the COI shall represent Regions. They are recommended for appointment by Regional Directors.

COMMITTEE ON NOMINATIONS AND LEADERSHIP IDENTIFICATION

AUTHORIZATION AND ACCOUNTABILITY

The Committee on Nominations and Leadership Identification is mandated by the Chapter Bylaws Article X, defined in Article VIII, and is accountable to the Board of Directors.

CHARGE Bylaws Article VIII

The Committee on Nominations and Leadership identification (CNLI) consists of six persons elected from equally populated geographically contiguous groupings of Regions. These groups of Regions shall be determined by the Board of Directors and reviewed not less than every four years. The Chair of the CNLI shall be elected by the full membership of the Chapter.

DUTIES Bylaws Article VIII

The duties of the CNLI shall be:

To select at least two candidates for each position in the regular election of Chapter officers, Board members and CNLI members and Delegates as stated in the Bylaws. The candidates shall be selected so as to guarantee that the aforementioned bodies reflect the population concentrations, geographic distribution, ethnic minority distribution, gender distribution, students and special interests of the membership.

To develop a leadership roster to be used by the President and to aid in the selection of candidates;

To assure Regions recommend such nominees as may be required for Regional positions;

To certify a completed ballot to the Secretary of the Chapter who shall announce in writing the candidates to the membership at least thirty (30) days in advance of an election;

To receive nominations by petitions;

To adopt such operating procedures and make such recommendations to the Board as to assure the orderly and equitable conduct of the election process.

COMMUNICATIONS COMMITTEE

AUTHORIZATION AND ACCOUNTABILITY

The Communications Committee is a Chapter committee and is accountable to the Board of Directors.

DUTIES

The duties of the Communications Committee are: To develop editorial policy, in consultation with staff; to make ongoing decisions about continuity and content between issues; To develop processes to facilitate membership participation; To create a planned balance for reporting Chapter and Regional news and activities.

COMPOSITION AND TERM OF OFFICE

The President shall appoint members of the Communications Committee for 2 year terms.

DELEGATES TO THE DELEGATE ASSEMBLY

See National Bylaws for:

AUTHORIZATION, ACCOUNTABILITY, CHARGE AND DUTIES

COMPOSITION AND TERM OF OFFICE Bylaws Article IX

The Chapter's delegates to the National Delegate Assembly shall be comprised in the following manner:

- The President of the Chapter shall be a delegate by affirmation of the membership;
- A student member shall be a delegate. The current student member of the Board of Directors shall be among the nominees:
- The remaining delegates shall be elected from the Chapter membership in a manner which assures geographical, gender, sexual orientation and ethnic balance in the delegation:
- Delegates and alternates will be elected for 3 year terms starting two years prior to the Delegate Assembly and in keeping with policies of the National Board of Directors

FINANCE COMMITTEE

AUTHORIZATION AND ACCOUNTABILITY

The Finance\Ways and Means Committee is mandated by the Chapter Bylaws Article X and is accountable to the Board of Directors.

CHARGE Bylaws Article X

The Finance Committee is responsible for assisting the Treasurer in preparation of an annual budget, monitoring fiscal operations, and establishing fiscal policy.

DUTIES

The Finance Committee shall:

- Review reports on the income and expenditures of the Chapter;
- Bring to the attention of the Board of Directors all questions regarding Chapter finances that require Board consideration and action;
- In cooperation with staff, prepare tentative budgets for presentation to the Board of Directors.

COMPOSITION AND TERM OF OFFICE

Chaired by the Treasurer, the Finance\Ways and Means Committee members are appointed by the President for a term of two years. The term will commence on July 1.

LEGISLATIVE COMMITTEE

AUTHORIZATION AND ACCOUNTABILITY

The Legislative Committee is mandated in the Chapter Bylaws Article X. The Legislative Committee is accountable to the Board of Directors.

CHARGE Bylaws Article X

The Legislative Committee sets legislative priorities and assists the legislative staff in carrying out approved legislative programs.

DUTIES

The duties of the Legislative Committee shall be to:

- Develop a legislative agenda for the Chapter; • Review selected legislation and determine what the Chapter will support;
- Oversee the legislative program

COMPOSITION AND TERM OF OFFICE

The Legislative Committee is appointed by the President. Members' terms will be for a period of two years commencing July 1.

MEMBERSHIP COMMITTEE

AUTHORIZATION AND ACCOUNTABILITY

The Membership Committee is a mandated Chapter Committee and is accountable to the Board of Directors.

MISSION

The mission of the Membership Committee is to serve members, expand our membership base, and ensure the diversity of our professional association.

Diversity includes: ethnicity, disability, sexual orientation, gender, age area of specialization, and employment sector.

PURPOSE

The purpose of the Membership Committee is to expand and enhance services to the membership of NASW California Chapter through effective program planning, organizational development and increased membership participation.

COMPOSITION AND TERMS OF OFFICE

The President shall appoint members of the Membership Committee. Each member's term shall last a period of 2 years.

The Membership Committee shall include at least one student member and a liaison from the Affirmative Action Committee and the Committee on Nominations and Leadership Identification. Each Region shall be represented on the committee.

PERSONNEL COMMITTEE

AUTHORIZATION AND ACCOUNTABILITY

The Personnel Committee is mandated by the Chapter Bylaws Article X and is accountable to the Board of Directors

CHARGE

Bylaws Article X

The Personnel Committee is responsible for making recommendations to the Board regarding personnel policy and for monitoring policy operation.

DUTIES

It shall be the Personnel Committee's responsibilities to:

Review (at least every two years) the Chapter's Personnel Practices. Revisions and recommendations are to be made in writing to the Board of Directors for action.

COMPOSITION AND TERM OF OFFICE

The President shall appoint the members of the Personnel Committee for two year terms commencing July 1.

PROFESSIONAL DEVELOPMENT COMMITTEE

AUTHORIZATION AND ACCOUNTABILITY

The Professional Development Committee is a Chapter committee and is accountable to the Board of Directors

CHARGE

The responsibilities of the Professional Development Committee are to:

- Assess Professional Development needs of the membership;
- Establish a program to assist members in meeting their professional development needs through continuing education workshops, conferences and other programs;
- Establish a system for assessing and approving providers of Professional Development;
- Generate and/or conduct Professional Development programs,

Development, and Vice-President of Professional Standards, a Regional representative selected by the Regional Directors, and a student representative.

SECTION 4: REGIONAL MANAGEMENT GUIDE

RESPONSIBILITIES OF REGIONAL LEADERSHIP

In order to encourage the highest level of membership participation in the Regions, Regional leadership carries the following responsibilities:

- Seek input from Regional membership regarding problems and concerns;
- Develop and stimulate activity in the Region;
- Report/secure feedback on legislative activity
- Carry on local social events:
- Serve as Regional representatives at Chapter Board meetings;
- Communicate with Regional membership regarding Chapter activities;
- Represent NASW at various social professional or political functions as appropriate
- Make contact with local and state officials in the Region;
- Conduct membership recruitment and retention activities;
- Convene local program meetings on practice, educational or social issues of concern to members.

REGIONAL DIRECTORS

AUTHORIZATION AND ACCOUNTABILITY

Regional Directors are elected representatives of designated geographic areas established by the Board of Directors. Regional Directors are members of the Board of Directors.

CHARGE Bylaws Article XI

The Regional membership shall elect a Chairperson and a Vice Chairperson who will serve as Regional Director and Alternate Regional Director.

DUTIES Bylaws Article XI

Regional Directors shall:

- Serve on the Chapter Board of Directors to represent the Region in the decision-making processes of the Chapter.
- Be responsible for the convening of at least three Region wide meetings each year. Such meetings may be held in conjunction with contiguous regions. In regions where geographic factors make region wide meetings impractical, the Regional Director shall submit to the Board of Directors an alternative meeting plan and schedule for their approval.
- Appoint such Regional counterparts to statewide program units as are required or felt to be desirable by the Regional Director.
- Appoint such additional Regional or sub-regional committees, task forces or positions of individual responsibility as are believed necessary to the effective operation of the Region.
- Assume overall responsibility for Regional activities that are consistent with the priorities, policies and operating procedures of the Chapter Board of Directors and the National Association of Social Workers.
- Assume overall responsibility for effective communication between the Chapter Board of Directors and membership in the Region and communication from the Region to the Board of Directors and other statewide organizational subunits

- Assume overall responsibility for efforts to secure maximum possible membership participation in the decision-making and program activities of the Region
- Pursue wherever feasible opportunities for joint programming and activities with contiguous Regions

TERMS OF OFFICE Bylaws Article VI

Regional Directors from Regions lettered A. C. E. G. and I shall be elected in odd-numbered years

Regional Directors from Regions lettered B. D. F. and H shall be elected in even-numbered years

The term of office for all Regional Directors shall be two years. The term will begin on July 1.

ALTERNATE REGIONAL DIRECTORS

AUTHORIZATION AND ACCOUNTABILITY

Alternate Regional Directors are elected representatives of designated geographic areas established by the Board of Directors. Alternate Regional Directors attend meetings of the Board of Directors in the absence of the Regional Directors.

CHARGE Bylaws Article XI

The Regional membership shall elect a Chairperson and a Vice Chairperson who will serve as Regional Director and Alternate Regional Director.

DUTIES Bylaws Article XI

The Alternate Regional Director shall:

- At the direction of the Regional Director and consistent with policies, priorities and procedures of the Association and Chapter function as the

primary program director in the Region He/she shall undertake action necessary to insure the initiation, maintenance and completion of program and administrative activities in the areas of membership and organizational services, professional standards, legislative and political Action, and professional development.

- Serve as the representative of the Region on the Chapter Board of Directors when the Regional Director is unable to do so.
- Assume the responsibilities of the Regional Director should that position become or be declared vacant.

TERMS OF OFFICE Bylaws Article VI

Alternate Regional Directors from Regions lettered A. C. E. G. and I shall be elected in odd-numbered years.

Alternate Regional Directors from Regions lettered B, D, F, and H shall be elected in even-numbered years.

The term of office for all Alternate Regional Directors shall be two years. The term will begin on July 1.

REGIONAL FINANCIAL CHAIRS

AUTHORIZATION AND ACCOUNTABILITY

Regional Financial Chairs are elected representatives of designated geographic areas established by the Board of Directors. Regional Financial Chairs are accountable to the Board of Directors.

CHARGE

Chapter policy states that there will be an elected financial officer for each region.

DUTIES

Regional Financial Chairs shall have the following duties:

- Monitoring of regional and unit finances
- Development of annual region budget
- Accountability for all cash receipts and their timely deposit. - Approval of all disbursements consistent with policies and procedures.
- Maintenance of all documentation for all receipts and disbursements and related transactions.
- Interpretation and application of National and Chapter fiscal and administrative policies.
- Submission of required reports.

TERMS OF OFFICE

Regional Financial Chairs shall be elected through the Chapter election process, and shall serve a term of two years commencing on July 1.

CHAPTER COMMITTEES WITH REGIONAL REPRESENTATION

The following committees are composed of representatives from all regions. The regional director presents the regions recommendation to the President and the President formally appoints the representative to the committee.

MEMBERSHIP COMMITTEE: Committee members should be knowledgeable about NASW and its membership benefits, member needs, membership recruitment and retention and diversity issues.

PROFESSIONAL DEVELOPMENT COMMITTEE: Committee members have skills and experience in continuing or adult education, marketing, social work practice standards and contemporary practice or knowledge base issues.

OTHER COMMITTEES: Regions are welcome to make recommendations to the President for the following committees, but regional representation is

not required: Child Welfare, Legislative, CAL-PACE, Awards, Finance, Personnel, Affirmative Action, and Communications.

SECTION 4 REGIONAL FINANCIAL MANAGEMENT GUIDE

I. REGIONAL FUNDS

1. Budget Designations

The Board of Directors shall approve a chapter budget which designates funds to Regions to support region and unit programs and communications. The amounts designated to Regions shall be based on a per member dollar amount as determined by the Board upon the recommendation of the Finance Committee during adoption of the annual budget. The calculation of members in each Region will be made from the most recent membership statistics at the time the budget is prepared.

2. Regional Fund Raising

Regions and regional program units are encouraged to engage in local fund raising projects. All revenues raised by such efforts shall be promptly deposited in the Chapter account. Units within the Region may raise funds which are to be deposited in the Chapter account. Regional Steering Committees shall earmark a unit's funds exclusively for that unit's use, subject to the Chapter's fiscal policies and controls.

3. Regional Accounts

No region or unit may open or maintain any separate banking account.

4. Financial Chair

Each Region shall have an elected Regional Financial Chair who shall be member of the Region's Steering Committee pursuant to Chapter Bylaws. The Regional Financial Chair shall be responsible for the receipt, deposit, dispersal and withdrawal of all funds of the region. The Chapter will maintain regional funds in the Chapter account and shall submit monthly financial statements to the Regional Steering Committee.

Regional fiscal resources are to be utilized to support local programs consistent with the Chapter's annual program plan. Two or more regions may elect to pool resources. Regions may elect to apportion resources to geographical or program sub-committees. Regions are responsible for the cost of their own mailings and are encouraged to use the Chapter's bulk rate and non-profit postal permits.

5. Check Requests

Regions and units shall submit check requests to the Chapter account for the disbursement of region and unit funds. The Chapter accountant may require approval from two regional/unit officers for funds to be disbursed.

II. REGIONAL FINANCIAL CHAIR'S RESPONSIBILITY

Regional Financial Chair shall have the following duties and responsibilities:

1. Accountability of all cash receipts and their timely deposits
2. Approval of all disbursements consistent with policies and procedures
3. Maintenance of all documentation for all receipts and disbursements and related transactions
4. Regular monthly review of the condition of the Regional Account
5. Development of the region budget

III. LOCAL UNIT ALLOCATION

1. Local unit funds are designated from regional funds based on an approved formula.
2. Local units may conduct fund raising or fee collection events. All funds collected must be deposited in the Chapter account.
3. Any unexpended allocations from the Chapter are returned to the Chapter General Fund, including those that have been allocated to local units.

SECTION 4 LOCAL UNITS

GUIDELINES LOCAL UNITS

Development of Local Units

A. Organization and Structure

- I. Local units are designated geographical areas established within Regions for the purpose of developing and implementing program and professional activities consistent with the bylaws, policies and priorities of the Board of Directors of the Chapter and the National Association of Social Workers.
- II. Any group members in one city, county, group of cities, group of counties, or metropolitan area may petition the Regional Steering Committee and be recognized as a local unit. Boundaries of local units must be defined and approved by the Regional Steering Committee. All NASW members within the boundaries will be considered members of that unit.
- III. Local Executive Committees shall be established. Each committee shall consist of a Chair (President), Vice-Chair (Vice-President), Secretary\Treasurer and chairs of standing committees Officers must be members of NASW.
- IV. Each local unit is allotted funds from the Region to spend on meeting and communication expenses. The amount is based on the number of members in the unit times one half of the Regional allocation per member.
- V. Units within the region may raise funds for their exclusive use, but shall deposit such funds into the Chapter accounts. Regional Steering Committees shall earmark a unit's funds exclusively for that unit's use, subject to the Chapter's fiscal policies and controls. The Regional Steering Committee may reallocate funds that are not spent at the end of the fiscal year.

- VI. Local unit meetings must be regularly scheduled and, when possible, should be held at the same location. In addition to presenting programs and guest speakers, meetings should include:
 - A. Regional Director's (or Alternate Director's) Report,
 - B. Secretary / Treasurer's Report, and
 - C. Committee Reports.

- VII. Where it becomes evident a unit has become inactive in carrying forward its program, it is the responsibility of the Regional Steering Committee to declare vacant positions of the chair (president), vice chair (vice-president) secretary/treasurer and call for new elections.

B. Responsibilities of Local Unit Executive Committee

In order to encourage the highest level of membership participation in units, the Executive Committee will hold regularly scheduled meetings, appoint committee chairs and encourage program activities. Additional responsibilities may include:

- Reporting/securing feedback on legislative activity:
- Communicating with membership regarding Regional and Chapter activities:
- Representing NASW at various social, professional or political functions as appropriate;
- Maintaining contact with local and state officials within the unit's geographical area;
- Conducting membership recruitment and retention activities: and
- Convening local program meetings on practice, educational or social issues of concern to members.

Specific duties of the Chair (President) include:

- Serving on the Regional Steering Committee to represent the unit in the decision-making processes of the Region,

- Appointing such additional committees, task forces or positions of individual responsibility as are believed necessary to the effective operation of the unit, and assuming overall responsibility for assuring that activities are consistent with the priorities, policies and operating procedures of the Chapter Board of Directors and the National Association of Social Workers.

Specific duties of the Vice-Chair (Vice-President) include conducting meetings in the Chair's (President's) absence and assisting the Chair (President) in carrying out the programs, policies and actions of the unit

Specific duties of the Secretary\Treasurer include maintaining records of all unit meetings, submitting expense reports for reimbursement and transferring funds to the Region Financial Chair

C. Elections

Elections are held at least every two (2) years. Election of officers is held during a regularly scheduled unit meeting. Advance notice of elections must be publicized in the Chapter,

D. Representative Role of Regional Directors

To ensure representation of local units at the Chapter Board of Directors, the Regional Director has the following liaison and representational responsibilities:

- Seek input from unit Chairs (Presidents) regarding problems and concerns;
- Consult with unit Chairs(Presidents) on the development of activity at the unit level;
- Report/secure feedback on legislative activity;
- Serve as unit representative at Chapter Board of Directors meetings; and
- Consult with unit Chairs (Presidents) on the development of recruitment and retention activities.

SECTION 5: CAL PACE BYLAWS

NASW CAL-PACE BY-LAWS

CAL PACE Bylaws

I. PREAMBLE

Social workers traditionally have been committed to improving American life through voluntary association of a sociopolitical nature. The involvement of social workers in social movements and political processes has taken many forms and concentrated on various elements needing improvement in American society and government, depending on many factors within the profession's development.

Social workers from the National Association of Social Workers have sought to renew and strengthen their organizational and professional focus in the political process by forming a national voluntary association for collective action which is the Political Action for Candidate Election (PACE). To secure the benefits of similar participation in chapter political processes, the following charter is established to define a political action group for professional social workers in the Chapter of California.

II. NAME

1. The political action committee for social workers in the Chapter of California shall be formally called California-Political Action for Candidate Election.
2. The common designation for this group shall be the label CAL PACE.

III. PURPOSES

The purposes of PACE are:

1. To help elect candidates to public office who support legislation and policies consistent with the goals of the social work

profession and the needs of those who are served by the social work profession in the chapter of California.

2. To promote NASW legislative policies through political action and/or through support of candidates.
3. To promote political education and full participation in the electoral political process among members of the social work profession.
4. To take such other and further action as may be necessary to accomplish the foregoing.

As a voluntary association without political party affiliation dealing with support and opposition to candidates and issues, CAL PACE shall abide by the laws governing such groups as are defined in present or future laws for the chapter of California.

Pursuant to the objectives of social workers organized on a national level for political action through PACE, CAL PACE will seek to achieve its objectives in coordination with the national PACE unit on national issues and in federal elections.

IV. PACE COMMITTEE STRUCTURE

1. CAL PACE will be organized through a Committee.
2. The Committee will be composed of no less than seven NASW members, at least five of whom shall represent different geographic areas of the chapter consistent with the units defined by the chapter of NASW and two members who shall be chapter board representatives.
3. The appointment of PACE Committee members shall be conducted as follows:
 - A. All charter members to the Committee will be appointed by the President of the California with the advice and consent of the NASW chapter board.
 - B. All initial appointees to the Committee will hold two-year terms of office.

- C. At the conclusion of the first two years, the President, with chapter board approval, will reappoint fifty percent of the members of the Committee and will make necessary additional new appointments.
 - D. New appointments to the Committee will be made annually by the President, with approval by the NASW chapter board.
 - E. No Committee member may be appointed to more than two successive terms.
 - F. Appointments to the Committee of CAL PACE will be made according to NASW's affirmative action principles.
4. The officers of the Committee will be Chairperson and Secretary/Treasurer and will be elected by the members of the PACE Committee.
- A. The Chairperson shall call and chair all meetings and carry out any other duties voted upon by the Committee.
 - B. The Secretary/Treasurer will maintain all records of the Committee and prepare all reports necessary to maintain the organization's accountability.
5. The president, with approval of the chapter board, may remove a Committee member before the end of his/her term if the member does not fulfill appropriate duties or acts counter to the mission of PACE. Consultation with national PACE staff should occur prior to the removal of a member of the Committee.
6. The Committee will meet at least annually and at such other times as may be called by the Chairperson.
7. Unless otherwise stated, all votes during meetings of the Committee shall be carried by the majority of those present at the time of the vote, except for amendments, under Article IX.
8. A quorum for all meetings of the Committee shall be a majority of the members appointed.

9. Should a Committee member be unable to complete his or her term, the Chapter President will appoint a replacement, with chapter board approval, to fill the unexpired term.

V. PACE COMMITTEE AUTHORITY

1. The Committee shall have the power to design and promulgate a program of activities deemed as desirable, necessary and lawful in order to carry out the purposes of CAL PACE.
2. The Committee shall have the power to solicit and disburse funds to candidates seeking election to state and local public office in the chapter of California.
3. The Committee shall have the power to:
 - A. Publicly endorse or oppose candidates for state or local office.
 - B. Promote lawful political action on behalf of the social work profession and its constituencies.
4. The Committee will vote on all major policies and procedures governing funding solicitations and disbursements to candidates and methods for endorsing or not endorsing candidates.
5. The Committee may appoint permanent and temporary committees to carry out various activities.
6. The Committee may obtain administrative services from the California chapter of NASW and may charge such services to the cost of CAL PACE. Administrative services may be provided by the chapter of NASW as permitted and in compliance with state election laws governing the operation of political action committees.
7. The Committee and its duly authorized committee appointees shall not be compensated for performing their duties, except as they may be reimbursed for authorized expenses, if any, in carrying out these duties.

VI. PACE COMMITTEE RESPONSIBILITIES

1. The Committee shall designate one or more of its members with responsibility for signing checks, drafts, loans, notes, and other documents on behalf of the Committee.
2. The Committee shall establish appropriate banking accounts for depositing all contributions and shall have a system of documenting deposits and expenditures. All funds shall be maintained in bank accounts that are separate and apart from the funds of NASW.
3. The Committee shall have its records and account appropriately examined at the time of the chapter's required annual audit.
4. The Committee shall submit necessary reports on activities as required by the State of California.
5. The Committee may obtain fidelity bonds in such amounts as it may determine are necessary.
6. The Committee shall submit necessary reports to national PACE on contributions, expenditures, and activities.
7. CAL PACE shall create mechanisms to regularly report activities to the NASW chapter membership and to the public.

VII. FINANCING

1. The fund operated by CAL PACE shall be based on voluntary contributions from NASW members and contributions from non-NASW members as allowed under state law.
2. The Committee may develop and adopt programs for solicitation of funds as deemed necessary and proper, and costs of such programs may be paid out of the assets of the fund.
3. No contributor shall have any rights to, or vested interest in, the funds held by the PACE Committee by reason of his or her contribution thereto.

VIII. LIABILITY

1. The Committee members shall be liable only for their individual gross negligence or misconduct in the administration of the Committee's monies, willful breach of trust embodied in this charter, or fraud.
2. No Committee member shall be held liable for any action taken or omitted in good faith, for acts of any agent of the Committee, nor for any act or omission of any other Committee member, prior to the date of becoming a member. The Committee is authorized to provide a member indemnification from liability on any claims or proceedings instituted against him or her and arising out of acts described in this subsection and to hold such persons harmless from any expenses connected with the defense, settlement, or payment of monetary judgments on such claims or proceedings to the maximum extent of the Committee's assets.
3. By vote of the CAL PACE Committee, legal counsel may be employed for the Committee, and these costs may be a proper charge against the Committee's assets.

IX. MISCELLANEOUS PROVISIONS

1. CAL PACE Committee shall continue to exist until such time as the NASW chapter board votes, by a two-thirds majority, to dissolve the Committee.
2. No section of these bylaws shall be construed to authorize or acknowledge any control by the NASW chapter over actions taken by CAL PACE or to impose any responsibilities or duties on the chapter for actions taken by the Committee or its members during their terms of office. If any provision of these bylaws is so construed by a court or agency of this state that provision shall be invalid, and the Committee shall amend these bylaws, in conformity with the requirements of state laws and regulations, to preserve the separate existence of CAL PACE.

3. The Committee may vote to amend this charter by a two-thirds vote, subject to the concurrence of the NASW Chapter Board.
4. In the event that the NASW Chapter Board terminates the PACE Committee, all remaining assets and property of the PACE fund shall, after payment of all liabilities and necessary expenses, be distributed to such organizations consistent with the purposes stated in these bylaws and subject to statutory or other legal requirements of the state of California. Such final distribution shall be made by a majority vote of the PACE Committee.

January 23, 2004

SECTION 6: CHAPTER AFFIRMATIVE ACTION PLAN

CALIFORNIA CHAPTER AFFIRMATIVE ACTION PLAN

I. General Policy

The National Association of Social Workers (hereinafter referred to as "the Association," Affirmative Action policy is to insure that women and racial ethnic minorities are represented and involved in all areas (including elected and appointed positions, personnel units, and fiscal business transactions) In order to establish, implement, and maintain diversity throughout the Association, specific goals and activities will apply to all levels in the Association including national, state, and local offices as well as their subsidiaries, therefore, all regions, elected and appointed NASW officers, and staff must comply with the Affirmative Action Plan.

II. Policy and Program Dissemination

This affirmative action plan will be part of the organizational structure, policies, and procedures. Each elected and appointed officer will be given a copy of the organization's policy statement and will receive orientation in regard to the affirmative action plan.

III. Implementation and Structure

A. Implementation of this plan is the responsibility of the Executive Director

1. Coordinate all efforts, gather and monitor data and report to the board of directors all significant problems and developments pertaining to affirmative action and equal opportunity employment;
2. Serve as an advisor and resource person to the affirmative action committee;
3. Maintain contact with the affirmative action committee chair

B. Selection of the Affirmative Action: Civil Rights and Social Justice Committee is the responsibility of the Chapter President:

1. The President appoints the chair of the committee.
2. The selection of committee members will be reflective of ethnic, racial, and gender composition of the actual percentage of chapter membership.
3. New members will be appointed in consultation with the Affirmative Action Chairperson.

C. The Affirmative Action Committee will monitor and oversee the implementation of the Affirmative Action Plan. This Committee will:

1. Meet as needed:
2. Disseminate minutes of the committee meetings to all of the vice presidents.
3. Report the Affirmative Action Committee recommendations to the Board of Directors;
4. Recommend programs and activities to meet the goals of the organization's plan;
5. Assure that the organization is in compliance with the affirmative action plan.

IV. CHAPTER GUIDELINES

A. Elected Leadership:

1. Delegate Assembly representatives, board of directors, and CNLI should reflect ethnic, racial, and gender composition of the actual percentage of chapter membership.
2. CNLI should be composed of representatives from each section of the state to insure an awareness of potential leaders from all sectors. Election slates should guarantee affirmative action standards, which reflect ethnic, racial and gender composition of the actual percentage chapter membership.

B. Committee and Task Force Leadership

1. Regional Directors, Committee, and Task Force chairpersons will submit the names of potential candidates for leadership positions in accordance with established affirmative action standards. The Executive Director shall maintain a list of leadership candidates.
2. The President will select members for Committees and Task Forces from the established leadership pool that are in compliance with the affirmative action goals and guidelines.

C. Chapter Staff

Personnel policies should include an affirmative action statement. Recruitment policies and records should indicate efforts to select persons who are reflective of the ethnic, racial, and gender composition of the state.

1. The Executive Director's hiring procedures should include aggressive recruitment, advertisement, and consultation with Affirmative Action Committee.

D. Business

1. The Chapter's business relations and vendor selection should be in accordance with the Chapter Affirmative Action guidelines;
2. The Executive Director will maintain records documenting the Chapter's compliance to Affirmative Action goals and guidelines;
3. The Annual Report should reflect the Executive Director's compliance with the affirmative action goals and guidelines.

E. Programming

1. The First Vice President of the Chapter Board of Directors, in conjunction with Vice Presidents will establish program goals and objectives reflective of the needs, concerns, and issues of the ethnic, racial, and gender groups of the Chapter membership;
2. The First Vice President will be expected to report annually on the attainment of the stated goals and objectives.

V. POLICY ON DIVERSITY CONTENT IN ALL AREAS OF PROFESSIONAL DEVELOPMENT

Adopted by the NASW California Chapter Board of Directors September 1997

I. Existing Overview Policy: Diversity of California Chapter NASW Staff, Board, Units, Committees, Subcommittees, and Councils:

The Affirmative Action: Civil Rights and Social Justice Committee is responsible for monitoring diversity in the California Chapter NASW's staff, board, units, committees, subcommittees, and councils. Each component must be composed of diverse members reflecting the racial, ethnic, cultural, and gender diversity of the State of California.

II. Policy: Diversity Content in All Areas of Professional Development:

The California State Chapter of NASW will include diversity content in all areas of professional development -- including all continuing education courses, conferences, and special educational workshops or sessions. Each will include content that emphasizes respect for and appreciation of diversity. Diversity content must be infused throughout and incorporated in each session. In addition, a number of sessions focusing on specific populations will reflect the racial, ethnic, cultural, and gender diversity of the State of California. This, along with sessions addressing class, sexual orientation, age, and disability, will be vigorously solicited, pursued and offered.

Implementation: The AA: CRSJC will meet with members of committees (e.g., the respective regional continuing education review panels) to provide an orientation, information and expectations with regard to diversity content. The Professional Development Committee, regions and units will be responsible for implementing the policy on diversity content. Program development decision-making committees or units will submit an annual report that summarizes its aggressive efforts and results in incorporating and infusing diversity content. In addition, an evaluation form, for each session, must include at least one question that allows participants to assess diversity content.

The Vice President of Professional Development will also monitor the implementation of this mandate for diverse content in all areas of professional development. In the Vice President's annual report, the

implementation and results of diversity content efforts will be documented and assessed.

Justification: Multicultural perspectives are needed in this ever changing world. Social workers must be pace setters in this changing global environment, and they must serve as leaders in promoting respect for and appreciation of diversity.

SECTION 7: CHAPTER FINANCIAL POLICY AND PROCEDURES

CHAPTER FINANCIAL POLICY AND PROCEDURES

FISCAL STRUCTURE

A. The Finance Committee shall be chaired by the Treasurer; the members shall be appointed by the President, subject to confirmation of the Board of Directors pursuant to the Bylaws.

B. In accordance with National policy, no sub-unit of the Chapter whether individually or jointly with any other organization shall establish and/or maintain any separate fiscal account in connection with any NASW activities.

C. The Chapter shall maintain such checking and savings accounts as deemed necessary to conduct its business. These shall be administered by the Executive Director and overseen by the Treasurer

D. All NASW fiscal accounts in California shall require two signatures for checks and/or savings withdrawals, only one of which may be a staff person. The President, Treasurer, Executive Director and other officers as deemed necessary by the Executive Committee shall be designated as account signers. Transfer of funds between accounts shall be at the discretion of the Executive Director.

E. The Chapter shall employ a qualified accountant to handle all fiscal functions. This person shall be located in the Chapter's administrative headquarters under the Executive Director's supervision.

F. The Executive Director and Treasurer shall cause an audit to be conducted by a qualified Certified Public Accountant. Said audit shall be conducted as soon as feasible after completion of the fiscal year

G. The Board shall receive Quarterly Financial Reports, the Treasurer and President shall receive monthly reports as requested. The annual financial report shall be published in the Newsletter.

H. The Chapter may establish investments according to the Chapter Investment Policy.

II. BUDGETARY POLICIES AND PROCEDURES

A. The Board of Directors shall adopt an annual budget by July 1 of each year. The Chapter's fiscal year shall run from July 1 through June 30. Unless emergency conditions require otherwise, the budget shall be revised only once during the fiscal year, to be acted on by the Board of Directors by January of each year.

B. The Executive Director shall submit a proposed budget to the Finance Committee in May of each year, reflecting the program plan as developed by the Program Committee.

C. The Finance Committee shall present a proposed annual budget to the Board of Directors for its adoption by June of each year. The budget shall reflect the program plan and priorities of the Chapter as adopted by the Board of Directors. The Chapter budget shall be prepared, reviewed and approved in sufficient time so as to become effective as of the 1st of July. If this is not possible, then the Executive Director in consultation with the Treasurer shall have authority to obligate and expend funds for payroll and pressing bills until the budget is approved.

D. The budget shall be administered in accordance with Chapter Bylaws and policies duly adopted by the Board of Directors. Such policies include the following:

1. Personnel

The budget for personnel items shall be administered in accordance with the Chapter's Personnel Practices Policy and its Affirmative Action Policy.

2. President's Travel

Because of the special demands made on the Chapter President, the same policies which apply to staff reimbursement shall also apply to the President within the budget allocation established for President travel.

3. Membership (Volunteer) Travel

The Chapter will reimburse members for travel in accordance with the following guidelines and the fiscal limitations imposed by the annual budget and Board policy.

- a. Requests for reimbursements must be submitted to the Executive Director on an appropriate form developed by the Chapter, accompanied by actual receipts and signed by the requesting member. Reimbursement requests must be received by the Executive Director within forty-five (45) days of the actual expenditure. Reimbursement of any expenditure not received within the forty-five (45) day period will be considered waived by the member.

- b. Only those travel expenses stipulated herein and incurred by a member on official Chapter business are reimbursable. Official Chapter business means attendance at regularly scheduled Board meetings and meetings of official state chapter units and committees by duly elected or appointed members of such entities. When Chapter business is combined with other professional or private business, only that portion of expense related to Chapter business is reimbursable. Reimbursement of expenses incurred by Regions and Councils are subject to policies adopted by Regional and Council Executive Committees, not inconsistent with Chapter policy.

- c. Airfare: The actual cost of economy class airfare is reimbursable. The maximum reimbursement for air travel on Chapter business from hub airport to hub airport (airports in California: LAX, OAK, SFO, SMF, ONT, BUR, SNA, SJC, SAN) is the lowest available fare 21 days before departure but no greater than \$300 (exceptions will be made if there are mitigating circumstances). Staff would work closely with travelers to adhere to this policy

- d. No ground transportation expenses, (mileage, parking, limo, etc.), to the airport of departure are reimbursable. Ground transportation from the airport of arrival to the designated meeting place and back are reimbursable at actual cost or the regular cost of available public ground transportation, whichever is lower.

- e. Private Auto: The actual mileage is reimbursable at the federal rate as of January 1 or as adjusted, whichever is lower. Private auto expenses which exceed the economy class airfare rate will be reimbursed at the airfare equivalent.

f. Other Commercial Carriers: (bus, train, etc.), used by members will be reimbursed at the actual ticket rate or computed at the chapter mileage rate, whichever is lower

g. Hotel, Meals, and all other incidental expenses incurred on Chapter business are reimbursable only as "Per Diem Expenses." Per Diem Expenses are reimbursable only when overnight accommodations are required to accomplish Chapter business. Per Diem Expenses shall be limited to the actual cost incurred or the federal per diem rate for that locality for each 24 hour period, whichever is lower. Actual receipts are required for all Per Diem Expense reimbursements. Per Diem Expenses will not be made when overnight accommodations are merely for member convenience rather than actual necessity, as determined by the Treasurer and the Executive Director.

h. In special circumstances, to prevent hardship, travel advances can be made when authorized by the Executive Director.

i. The Treasurer may make reasonable exceptions to these travel policies when special circumstances so warrant.

j. The Chapter will provide verification of non-reimbursed expenses incurred in the course of official Chapter business when such is requested for tax purposes.

III. PUBLICATIONS

1. Subscription and advertising rates for the Newsletter shall be set by the Communications Committee.

2. The Board shall set the number of Newsletter issues per year at the time of adoption of the Budget, recognizing that a minimum of 9 issues per year is required to maintain the Chapter's current Second Class mailing permit and that additional issues would require either Third Class postage or re-filing the Second Class permit.

3. All other publications prepared and developed for use in Chapter sponsored activities, including manuals and training materials developed for use in Chapter sponsored training and education programs, are the sole property of the Chapter and may not be sold, duplicated or distributed without Chapter authorization and express permission The Executive

Director may set reasonable prices for Chapter publications, which may include discounts for Chapter membership.

V. STATE COUNCILS

1. State Councils established by Board action may be allocated Chapter funds as reflected in the Annual Budget.
2. State Councils are encouraged to become self- supporting through Council sponsored fund raising projects.
3. All funds allocated to Councils by the Chapter and all funds raised by Councils shall be subject to the Chapter's financial policies and guidelines.
4. To receive funding designations, councils are required to submit a grant proposal and budget every year. The grant proposal would include a statement of how the previous year's funds were used. Councils are not required to submit monthly financial reports. Councils are not subject to the unspent funds recoupment policy.

VI. REFERRAL SERVICES

1. An administrative body of not less than three persons shall be authorized by and responsible to the Chapter Board of Directors for the operation of a referral service. Each administrative body shall select one of its members to be its Treasurer to oversee financial operations.
2. Budgets shall be approved in advance by the Chapter Board. Funds generated may be expended on the operation of the service, but are considered chapter funds and subject to the dictates of the Chapter Board. Written procedures for collection, retention and disbursement of funds shall be in accordance with Chapter and National policies and procedures and shall be approved and monitored by the Chapter Treasurer or other designee of the Chapter Board.
3. Contract personnel employed to work with a referral service shall be independent contractors subject to the provisions of a written contract executed by the Executive Director.

4. Fees charged for participation in a referral service and other fund raising must enable the service to be financially self sufficient, including all direct and indirect costs.

5. Referral services must maintain a listing of all participants and referrals must be made in an equitable manner in accordance with predetermined written procedures known to all participants prior to their initial participation.

6. Accurate records of intakes, referrals, and follow-up must be maintained by a referral service. Summary statistical information must be available for review by participants and Chapter representatives.

7. All policies and procedures of referral services or directories are subject to approval by Chapter Board.

The Chapter shall maintain financial accounts for each service in accordance with Board policy. The Chapter shall submit quarterly statements to each service.

VII. WORKSHOPS, CONTINUING EDUCATION, AND OTHER FUND RAISING ACTIVITIES

1. All workshops, continuing education and other fund raising events planned by any unit of the Chapter shall set fees at a level which assures the event will be self-supporting to the extent possible.

2. The Executive Director shall administer and the Treasurer shall oversee fiscal activities in accordance with Board adopted policy on workshops and conferences fees.

3. Cancellation fees, transfers of registration and/or fees, and other administrative fees shall be determined by the Professional Development Director in consultation with the Professional Development Committee.

VIII. RECAPTURE POLICY

1. Chapter allocations to Regions, Councils, Committees, and other units which are unexpended by the end of the fiscal year shall revert to the Chapter General Fund account. In computing allocation surpluses, it will be assumed that Chapter allocations are expended first and Regional and Council generated revenues are expended last. Regional or Council

generated funds carry over into the new fiscal year as a beginning fund balance.

IX. BUDGET LINE DISCRETION AND AUTHORIZATION

1. The Executive Director in consultation with the Treasurer, within the framework of the budget, shall have the discretion to transfer up to 10% or \$10,000 of an operational budget line item to another administrative line item providing the total amount of the budget is not exceeded.
2. The Treasurer in consultation with the Executive Director shall have the authority to authorize budget transfers up to \$50,000 for unanticipated needs with the overall budget allocation. No larger amounts may be transferred without Board action.
3. The Treasurer in consultation with the Executive Director has the authority to rule on the appropriateness of expenditures within the budget and to disallow any inappropriate expense claims.
4. The Chapter Executive Director is authorized to pre-pay or autopay recurring bills such as utilities, rent, etc.

X. FIXED ASSET CAPITALIZATION THRESHOLD

Only fixed assets (equipment, furniture, building improvements, etc) that have a beginning value of \$500 or more will be inventoried, capitalized and depreciated. All other assets are consumables, and are listed as expenditures and not depreciated. Consumables are not sales items, and therefore are not inventoried.

SECTION 8: REFERRAL SERVICES

POLICY STATEMENT ON REFERRAL SERVICES

Referral services are volunteer networks of NASW members who are private practitioners and have combined resources to establish, advertise and operate together for the purpose of soliciting and receiving referrals of clients. In order to support active membership participation in the Association, to facilitate positive public awareness of social work services, to provide protection of consumers, and to ensure the accountability of the

Association, the following policies were adopted December 4, 1982 by the NASW California Chapter Board of Directors and amended September 28, 1985.

I. Definitions:

Title: Counseling and Psychotherapy Referral Services.

Referral Services are organized programs of a Chapter to provide a single contact source from which referrals to clinical social workers in private practice or other appropriate service providers are offered.

Referral Directories are listings of participating clinical social workers within a specified geographic area which are made available to potential clients, referring agents, and interested citizens. (Listings of all members of a Chapter or of a specified area of a Chapter primarily for the convenience of members themselves may be called a membership directory and are not included in these policies.)

2. Requirements for participation and renewal in referral services or directories:

- a. Membership in NASW, thereby subject to its ethical and peer review procedures;
- b. Licensure in California effective with the first enrollment period following adoption of these policies:
- c. Submission of proof of coverage by malpractice and premises insurance:
- d. Payment of fees and submission of application or information forms required by the administering body;
- e. The location of practice setting within an area specified by the service or directory.

3. Administration

- a. An administrative body of not less than three persons shall be authorized by and responsible to the Chapter Board of Directors for the operation of the referral service or directory.

b. Budgets shall be approved in advance by the Chapter Board or its designee. Funds generated may be expended on the operation of the service, but are considered Chapter funds and subject to the dictates of the Chapter Board. Written procedures for collection, retention and disbursement of funds shall be in accordance with Chapter and National policies and procedures and shall be approved and monitored by the Chapter Treasurer or other designee of the Chapter Board. Consistent, uniform accounting procedures will be established and utilized, and financial reports prepared monthly.

c. Full disclosure of such Chapter programs shall be made to the National office.

d. Staff employed to work with the service in accordance with the provisions of the Chapter personnel policies and procedures, and shall be accountable to the Chapter's Executive Director.

e. Fees charged for participation must enable the service to be or reasonable plan to be self-sufficient including all direct and indirect costs after initial year of start up and operation.

g. Procedures for peer review either through existing Chapter mechanisms or for the service/directory itself shall be established at the outset.

4. Operation

a. The interests of the client shall be paramount in the operation of the service or directory. Confidentiality shall be carefully respected through records control and professional discretion.

b. Each client of a referral service shall be referred to a member of the referral service and informed that additional member referrals or appropriate social services are available to the client upon request. Provisions must be made for referral to social service agencies as appropriate, except as indicated by clinical judgment.

c. Referral services must maintain a listing of all participants, and referrals must be made in an equitable manner in accordance with predetermined written procedures known to all participants prior to their initial participation.

- d. Accurate records of intakes, referrals, and follow-up must be maintained by a referral service. Summary statistical information must be available for review by participants and Chapter representatives.
- e. All policies and procedures of referral services or directories are subject to approval by the Chapter Board. All policies, procedures, and actions are subject to peer review or Committee on Inquiry evaluation in keeping with their existing procedures.
- f. All promotional plans, activities, and materials shall be approved by the Chapter Board or its designee prior to implementation.
- g. Each participant will be fully responsible and accountable for establishing and implementing a professional relationship with clients referred by or through such services or directories, in keeping with professional standards; this shall include fee-setting, assessment, intervention, termination, referral, etc.
- h. Directories shall contain and referral services shall have available on request, a statement about its relationship to NASW, about the availability of recourse to peer review, Committee on inquiry, or state sanctioning bodies, and about where and how to contact such bodies, as well as to whom questions, and complaints may be directed within the service/directory itself.

SECTION 9: STATEWIDE COUNCILS

GUIDELINES FOR STATE COUNCILS

I. FORMATION OF A STATE COUNCIL

According to the California Chapter Bylaws, Article XI, B, 2:

- State councils will consist of members from two or more Regions.
- A state council must have a minimum of 30 members total from two or more Regions.

To implement documentation procedures for becoming a state council, the following procedures must be completed:

1. The council must have signatures and membership numbers of NASW members who want to be members of the council. These members must be from two or more Regions.
2. To gather the signatures, a petition should be developed by the council which states the purpose of the council and indicates intent to form a state council.
3. In order to solicit membership in a state council, a council may place a notice in the NASW California News at no charge.
4. After the required signatures have been gathered, a statement of purpose and a signed petition is to be forwarded to the Program Committee with the names and addresses of all Council officers.
5. The Program Committee will review and present the statement of purpose and signed petition at the next Board of Directors meeting. The Board will authorize state council status given all Bylaws requirements having been met.

II. FINANCIAL RESOURCES AND REQUIREMENTS

A There are funds available to assist emerging state councils with development. Any council requesting funds must submit a grant application to the Executive Director.

B Any council that applies for state council status must be in compliance with NASW financial policies.

III. STATE COUNCIL RESPONSIBILITY

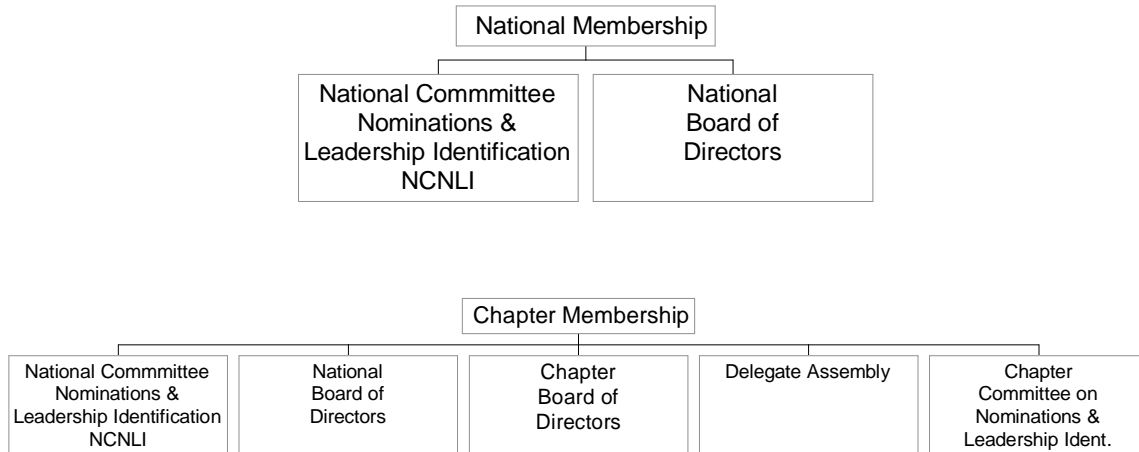
According to the NASW Chapter Bylaws, State Councils must:

- 1) Submit an annual report to the Chapter that verifies continuing eligibility of its status and activities;
- 2) Select one contact person who will be liaison to the state.
- 3) Inform appropriate Vice Presidents regarding their activities.

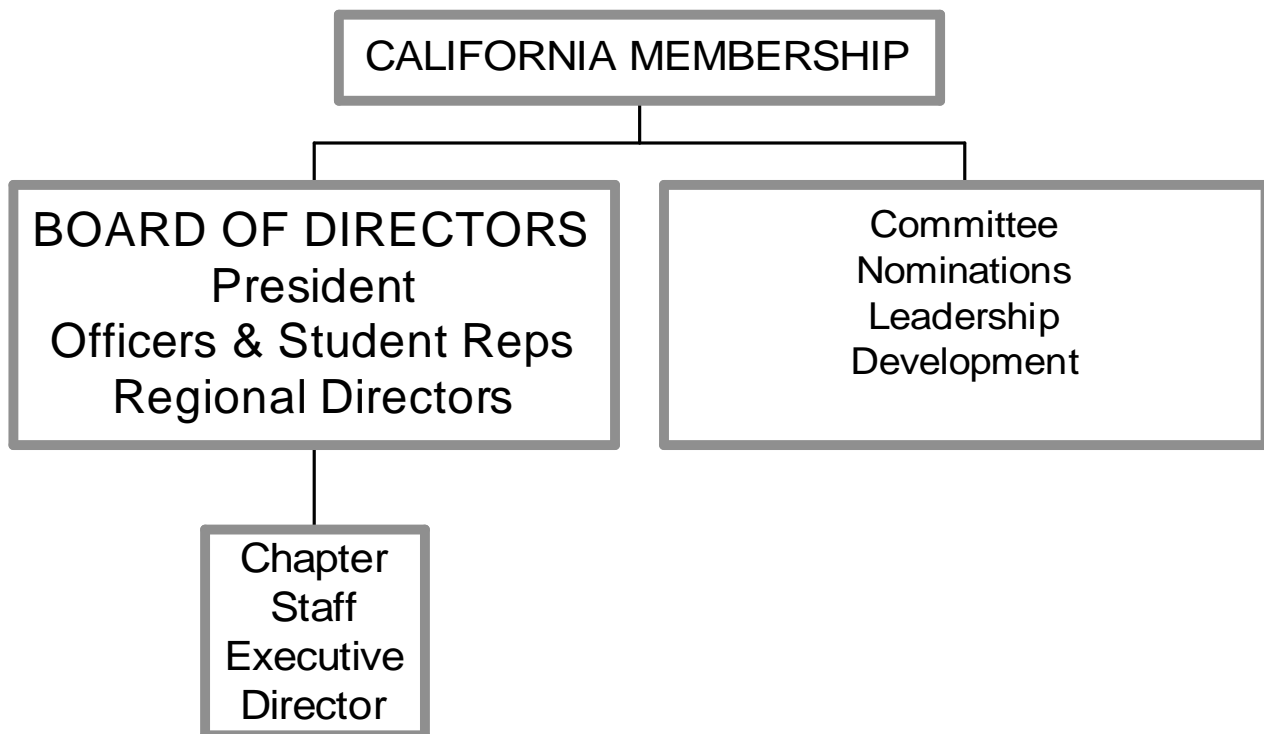
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NASW Governance

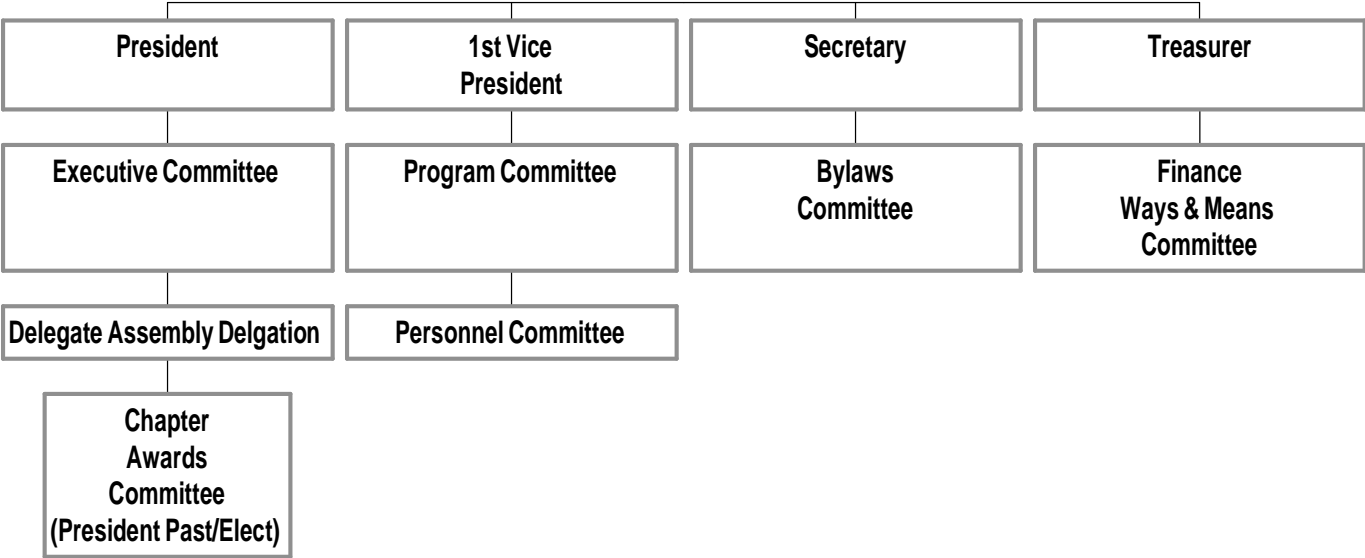
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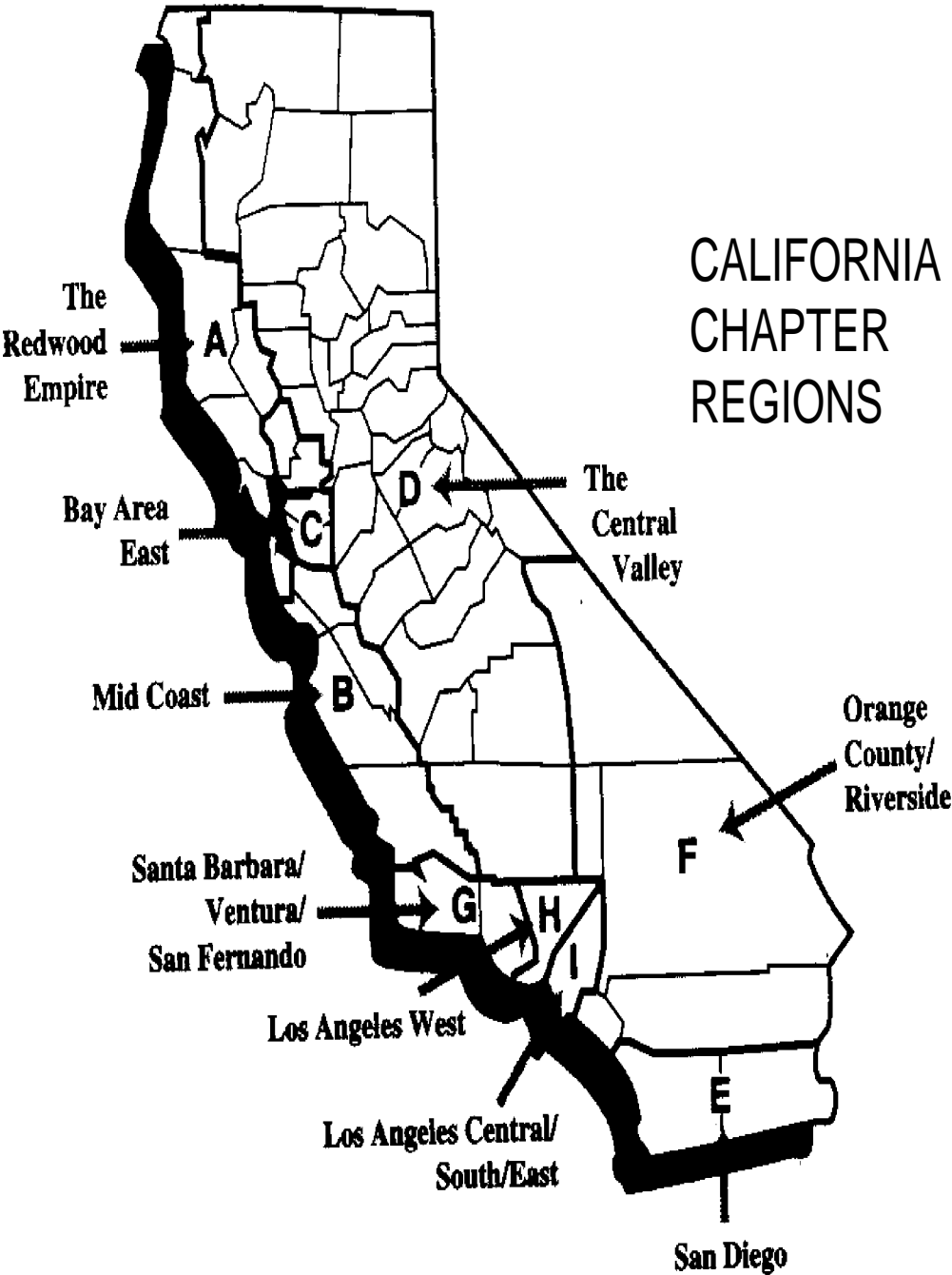
NASW CALIFORNIA CHAPTER



CHAPTER OFFICERS



NASW CALIFORNIA CHAPTER REGIONAL MAP



Simple Parliamentary Procedure

Everyone in positions of leadership wants to be a good leader. It is hoped that through the proper use of parliamentary procedure, you will be able to participate more fully in Chapter Board meetings.

Obtaining the floor

Before a member attempts to move a motion or address a meeting, he or she should be “recognized” or “obtain the floor.” To obtain the floor, the member raises their hand and address the president by his/her official title: “Mr. President” or “Madam President.”

The chair recognizes the member by calling his/her name, or by nodding. This recognition usually assigns the floor to the person desiring to speak.

Assigning the floor

The presiding officer can use the following guidelines for assigning the floor to members when two or more stand at the same time seeking recognition:

1. Give the member who moved the motion the right to speak first.
2. Assign the floor to the first one to rise.
3. Alternate debate between friends and foes of an issue.
4. Call on those who have not spoken to the question.

Motions

A motion is a proposal that the Board take certain action. There is no business without a main motion. All motions should be short and to the point. The main motion introduces or gets business before the group. One main motion is all that can be on the floor at one time. Motions should be recorded on the motion form.

Example: “I move the Chapter adopt the proposed budget for FY04-05.” After a motion has been moved, it needs to be seconded. Then it is open for discussion. The president states the motion and opens the floor for discussion by saying, “Is there any discussion?”

Discussion brings out the good and bad points of a motion. In discussion the following principles should be followed:

1. Speakers should avoid personalities.
2. The motives of those with opposing views should not be questioned.
3. Reference to members by name should be avoided.

Amendments

Sometimes it is necessary to amend a motion. An amendment is used to improve, clarify, or add details to a main motion. An amendment can be attached to the main motion and a second amendment can be attached to the first amendment. No more than two amendments are allowed on the floor at any one time. Voting takes place on the amendment to the amendment, then the amendment to the motion as amended, and finally, on the motion as amended.

A motion may be amended by:

1. Inserting or adding words
2. Striking out and adding words
3. Substituting words
4. Striking out words

Amendments require seconds, are debatable, and can be amended. A majority vote is needed for passage. At the close of debate the president restates the motion and takes the YES and NO votes. (You must ask for both sides.) Voice (oral), secret ballot, standing, or hand vote are all methods of voting on a motion. Following the vote, the president states the action on the motion. Example: "The motion carried."

Closing the meeting

It is not necessary to have a motion to adjourn the meeting. The presiding officer can say, "Is there anything further to come before the group? If not, and there is no objection, we will adjourn."