

BYLAWS OF THE NATIONAL ASSOCIATION OF SOCIAL WORKERS



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As amended by the Delegate Assembly of August 2005

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ARTICLE I — NAME

The name of this corporation shall be “National Association of Social Workers.”

ARTICLE II — PURPOSES

The purposes of said corporation are—

- to promote the quality and effectiveness of social work practice in the United States through services to individuals, groups, and communities
- to further the broad objective of improving conditions of life in our democratic society through utilization of the professional knowledge and skills of social work and to expand through research the knowledge necessary to define and attain these goals
- to provide opportunity for the social work profession to work in unity toward maintaining and promoting high standards of practice and of preparation for practice and toward alleviating or preventing sources of deprivation, distress, and strain susceptible to being influenced by social work methods and by social action.

The association shall at all times recognize and carry out a threefold responsibility: (1) to promote activities appropriate to strengthening and unifying the social work profession as a whole, (2) to promote the sound and continuous development of the various areas of social work practice whereby the profession contributes to the meeting of particular aspects of human need, and (3) to promote efforts on behalf of human well-being by methods of social action. To these ends, the association shall formulate a program designed to attain its several objectives and shall so organize and use its resources as to maintain consistently a sound balance and integration of its general and special activities.

In furtherance and not in limitation of such purposes, the corporation shall have power

1. to improve and extend social work practice through
 - a. setting standards and establishing criteria for sound practice
 - b. conducting appropriate study and research
 - c. improving the nature, content, and extent of professional education
 - d. publishing experience in new and established areas of professional practice.
2. to establish principles and procedures for determining and certifying competence to practice by
 - a. setting standards for professional organization membership
 - b. participating in the definition of the nature of professional education and other qualifications for practice

- c. establishing standards for the total field and participating in programs for licensing, registration, certification, and appointment through civil service, as appropriate
 - d. devising ways and means by which tangible evidence, such as certificates or titles, including the use of the “ACSW” certification, may be given social work practitioners who have achieved designated levels of competence in social work practice.
3. to bring about optimal working conditions through establishment of personnel standards and practices.
 4. to improve the administration of social work services.
 5. to develop, promulgate, and enforce a Code of Ethics for social workers.
 6. to define the role, contribution, and place of each specialty’s area of concern within the practice of social work and to promote the sound development and integration of the several specialties.
 7. to delineate the nature of new, evolving areas of social work practice and to provide or seek opportunity for their development.
 8. to collaborate with other professional groups to ensure cooperative effort between the social work profession and other professions and groups with which social work is or may become associated.
 9. to interpret to the community the contribution of the professional social worker, including basic and specialized qualifications.
 10. to make studies and to take action in relation to social conditions.
 11. to assume responsibility for workforce planning and development for the range of personnel—professional, technical, and supporting—needed in the provision of social services.
 12. to strengthen human welfare throughout the world by participating in international social welfare activities and cooperating with members of the social work profession in other countries.
 13. to do anything and everything incidental to or connected with the foregoing purposes.

ARTICLE III — MEMBERSHIP

A. Classes of Membership

There shall be three classes of membership in the association: regular members, associate members, and student members, as herein defined. Additional classes of membership in the association may be established by the Delegate Assembly.

B. Regular Members

The following persons shall be eligible for regular membership in the association:

1. Any person who has completed before 1950 the prescribed course of study in, or after 1950 received a master's degree or a doctor's degree from, a graduate school of social work accredited by the Council on Social Work Education or, prior to June 30, 1952, by the American Association of Schools of Social Work.
2. Any foreign-degreed person residing in the United States (a) whose education and credentials are equivalent to those of other regular members as determined by the Board of Directors and (b) who subscribes to the NASW Code of Ethics.
3. Any person who holds the baccalaureate degree, having completed an undergraduate program in social work that meets the criteria established by the Council on Social Work Education after 1975.
4. Nationals of other countries who meet the above membership requirements (including graduation from a school of social work accredited by the Council on Social Work Education) shall be eligible for admission to the association as regular members; such nationals who are members of the association shall be eligible for all rights and privileges of regular members except that the association shall not be obligated to provide for chapter organization or other local activities outside the United States, its territories, and possessions.

C. Associate Members

Any person who fulfills the following set of requirements shall be eligible for associate membership in the association:

1. Holds a bachelor's degree from an accredited U.S. college or university and is currently employed in a social work capacity. Criteria for determining what constitutes social work employment shall be determined by the Board of Directors.
2. Nationals of any other country who are residing in the United States shall be eligible for associate membership provided (a) their education and credentials are generally equivalent to those of other associate members as determined by the Board of Directors and (b) they subscribe to the NASW Code of Ethics.

3. Any person holding a doctoral degree in a field related to social work who has interest in the field of social welfare as evidenced by affiliation with a program of social work education or a social agency.

Associate members shall be eligible for all rights and privileges of regular members except those of holding national elective office or voting in national elections. After five years of continuous membership, associate members shall be granted the right to vote in national elections.

D. Student Members

Any person who is enrolled as a full- or part-time student in a graduate or undergraduate social work degree program accredited by the Council on Social Work Education (or having achieved steps toward accreditation as determined by the Board of Directors) shall be eligible for student membership in the association. The Board of Directors shall establish a dues rate for students that shall be lower than the dues rate for regular members.

Student members shall be eligible for all rights and privileges of regular membership except holding national elective office other than such positions as are specifically designated to be held by students.

E. Code of Ethics Adherence

The execution of an application for regular, associate, or student membership includes an agreement to abide by the Code of Ethics of the association and to submit to proceedings for any alleged violation of the same.

F. National–Local Membership Relationship

A member of the association who is a resident of or employed in the United States, its territories, and possessions shall automatically become a member of an existing chapter. Provisions shall be made for participation in association affairs of members outside the United States but the association shall not be obligated to provide for chapter organization or other local activities outside the United States, its territories, and possessions.

G. Termination of Membership

A member who is not in arrears in payment of dues may resign from membership at any time by submitting a resignation in writing to the national office of the association. A member who is in arrears for three months in payment of dues, during which time two notices in writing have been mailed to the last address of the member on the membership roster, shall be dropped from membership, written notice of which action shall be sent to the last address of the member so dropped. Any other reasons for termination of membership and procedures by which this may be done shall be established by the Board of Directors.

H. Reinstatement of Membership

Provision shall be made by the Board of Directors of the association for an equitable policy of reinstatement of members in the association, taking due account of the membership standards of the association and the professional obligations of the members.

I. Reduced Dues Rate

A reduction in dues below the full regular member rates to the percentage amount stated shall be granted to members who

1. have passed their 65th birthday and have maintained membership in NASW and in a predecessor organization for 25 years continuously and without interruption, or who were charter members of a predecessor organization and maintained membership in that organization continuously and maintained membership in NASW continuously from the date of its founding to the date on which they reached their 65th birthday (30 percent of regular full rate).
2. are not employed (30 percent of regular full rate).
3. qualify for student membership under Article IV.D (25 percent of regular full rate).
4. have fulfilled the requirements of associate membership in the association under Article III.C (80 percent of regular full rate).
5. are members of any other group defined by the Board of Directors as entitled to a reduction in dues. [The dues rate for members of such groups shall be determined by the Board as a percentage of the regular full rate.]
6. are former student members who maintain continuous membership during the first two years after graduation (50 percent of regular full rate).

ARTICLE IV — DELEGATE ASSEMBLY

A. Purpose

The Delegate Assembly is the means through which the members of the association shall exercise their ultimate responsibility for the broad professional and social policy and priority determination of the association. The membership shall act through the Delegate Assembly in all matters except as otherwise provided in these bylaws.

B. Powers

The Delegate Assembly shall have the full authority of the membership, except as otherwise provided in these bylaws.

1. It shall take final action on amendments to these bylaws.
2. It shall also take final action on the following:
 - a. determination of the association's position on broad social and professional issues

- b. Determination of major program priorities of the association.
 - c. Review and consideration within one year of the Delegate Assembly of an implementation plan from the Board of Directors relating to the program priority goals developed at that Delegate Assembly which includes identified outcomes: review and consideration in the subsequent three years of annual reports from the Board of Directors summarizing the implementation of the plan.
 - d. Determination of the guiding policies of the association.
 - e. Establishment of professional standards for the field of social work in areas such as licensing and the Code of Ethics.
 - f. Approval of the Code of Ethics, which must be adhered to by members or applicants for membership.
3. Matters shall be brought to the attention of the Delegate Assembly
 - a. By recommendation of the Board of Directors.
 - b. By petition filed with the Board of Directors by 500 members of the association in good standing from at least five chapters.
 - c. Chapters shall provide forums for chapter members to discuss policy issues and to encourage membership participation in the formulation of policy statements for submission to the national Board of Directors for placement on the Delegate Assembly agenda.
 - d. Policy matters not coming before the body through the foregoing procedures may be introduced while the Assembly is in session. The Delegate Assembly may direct the Board of Directors to formulate such matters and submit them to the membership for discussion and action at a subsequent Delegate Assembly.
 4. Final action may be taken by the Delegate Assembly only on proposals that have been submitted by the Board of Directors in writing to each of the chapters and the delegates for membership study at least 90 days prior to the meeting of the Delegate Assembly.

C. Composition

1. There shall be 200 elected delegates. There shall be at least one delegate for each chapter. One of the chapter delegates shall be the elected president of the chapter; in the event the president is unable to participate as a delegate, the chapter board of directors shall select one of its members as the chapter's first delegate. Consistent with the above, the number of delegates for each chapter, rounded off to the nearest whole number, shall be determined and allocated by the Board of Directors, based on the ratio of the number of the full voting members of each chapter to the number of the full voting members of all chapters as shown by the records of the national office for the quarter ending June 30 prior to the election of delegates as provided for in section E.

2. A chapter may elect an alternate delegate for each delegate position. Chapters entitled to a single delegate only shall be entitled to financial support for the expenses of an alternate, based on the formula for delegates.
3. At least every six years, the Delegate Assembly shall review the ratio of the number of delegates to the number of members and make any amendment that it considers appropriate to paragraph 1 above.
4. National Board members shall be delegates of Delegate Assembly, with voting privileges.
5. The NASW Executive Director and Executive Directors from each chapter are delegates without voting privileges.
6. Except as provided in Paragraph 5, any person who is compensated for his or her services as an employee of the association shall not be eligible to serve as a delegate or an alternate delegate.

D. Voting

The NASW Executive Director and Executive Directors from each chapter are nonvoting delegates but shall be entitled to floor and microphone privileges. All other delegates are entitled to vote and have one vote on each matter.

E. Election of Delegates and Alternates

1. Each chapter will determine its election procedures, which shall be in keeping with the policies of the national Board of Directors.
2. Delegates and alternates shall be nominated to ensure a balanced representation of all geographic areas and population concentrations covered by the division and to provide a balanced delegation reflecting the ethnic minority distribution, sex distribution, sexual orientation distribution, and special interests of members of the chapter. Students shall also be considered.
3. Each chapter shall elect delegates and alternates for three-year terms starting two years before the Assembly and in keeping with the policies of the national Board of Directors. Candidates shall be, at a minimum, double slated. In specific circumstances where double slating is not feasible due to the unavailability of candidates, consideration will be given to the granting of chapter waivers by the Board of Directors.

F. Accountability and Responsibilities of Delegates

In the exercise of their duties, members of the Delegate Assembly shall be fully informed about all the issues to be considered by the Assembly and shall exercise responsible financial judgement in their policy deliberations and voting. The responsibilities of the delegate shall include but not be limited to the following:

1. participating in sessions of the Delegate Assembly, except that delegates from any chapter that fails to meet affirmative action goals as established by the Board of Directors shall be subject to loss of participation in the Delegate Assembly

2. disseminating information on the Delegate Assembly process and the solicitation of membership opinions on issues and the development of position statements prior to the deadline for the submission of policy statements for the Delegate Assembly agenda
3. reporting to the chapter membership units and the chapter board of directors on the decisions and actions of the Delegate Assembly
4. being available to monitor and advise the chapter and national units on the implementation of the Delegate Assembly actions.
5. reviewing and revising the structure and governance of the Delegate Assembly to increase its efficiency, effectiveness, and efficacy.

G. Meeting

A meeting of the Delegate Assembly shall be held every three years at such time and place as shall be determined by the Board of Directors, provided that notice of such meeting shall be given not less than 180 days prior to the date of the meeting. The transportation expense of delegates, National Board Members, the National Executive Director and Chapter Executive Directors attending the Delegate Assembly shall be reimbursed by the association.

ARTICLE V — OFFICERS

A. The officers of the association shall be President, Vice President, Secretary, and Treasurer.

B. Duties

1. *President.* The President shall be the presiding officer of the Delegate Assembly, the Board of Directors, and the Executive Committee and an *ex-officio* member of all committees and boards of related entities of the association; shall be available to consult with the staff on association matters between meetings of the Board of Directors; shall represent the Board of Directors between its meetings and shall report to the Board of Directors all important interim actions; shall, 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 the bylaws; and shall appoint all personnel of all organizational units responsible to the Board of Directors whose selection is not otherwise specified in the bylaws, after consultation with the appropriate chairperson. Except with the approval of the Board of Directors, the President shall not appoint one person to more than one post.

2. *Vice President.* The Vice President shall fulfill the duties of the President in the event of the President's absence or disability. The Vice President shall undertake any duties assigned by the President.
3. *Secretary.* The Secretary shall be responsible for the minutes of the Board of Directors, and the Executive Committee, as well as all nonfiscal records of the association.
4. *Treasurer.* The Treasurer shall be responsible for the receipt, deposit, disbursal, and withdrawal of all funds of the association and shall render periodic financial statements to the Board of Directors and Executive Committee. The Treasurer shall serve as chairperson of the Finance Committee.

C. Term of Office

The officers shall be elected by the membership to serve for terms of three years each and shall not be eligible to immediately succeed themselves in the same office. The first officers to be elected under these amended Bylaws may be scheduled to serve terms of less than three years to permit an orderly establishment of the three year term provision. Officers may be selected to serve in another officer position or otherwise on the Board of Directors for the term following the expiration of their term of office. Officers or Board Members will be permitted to run for a consecutive term in a different position, but in no case will an officer be permitted to serve in any capacity for a third consecutive term on the Board of Directors.

Provision shall be made for the election of the President of the association one year in advance of his or her assumption of the duties of the office. This person shall be known as the President-Elect. In the event of the death, disability, or resignation of the President-Elect before he or she takes office as President, the person receiving the next largest number of votes for the office of President shall assume the office and duties of the President-Elect.

D. Vacancies

Vacancies, with the exception of the office of President, occurring before the expiration of terms of office shall be filled by the Board of Directors, and persons so chosen shall serve until the term expires.

ARTICLE VI — BOARD OF DIRECTORS

A. Powers

The Board of Directors of the association shall exercise all the powers of the association, deciding on policy and priorities, policy implementation, and the equitable allocation of financial resources under the broad policy and priority guidelines established by the membership of the association in the meetings of the Delegate Assembly.

B. Composition

The Board of Directors shall consist of the following members:

1. The four officers and the President-Elect of the association. The President-Elect shall serve for a term of one year before assuming the office of President. During the one-year term, the President-Elect shall be available to work in close collaboration with the President and shall perform duties as assigned by the President.
2. Two members at large elected by the full membership of the association. One of the two at large Board members should be elected from a CDF chapter.
3. Two student representatives, elected by the total voting membership, shall sit on the Board. One of these shall be an undergraduate social work student and one shall be a graduate student in a master's degree program in social work. Undergraduate and graduate student representative candidates must be matriculating social work students for at least one of the two years of their term on the Board of Directors. The school of social work attended must be accredited by the Council on Social Work Education or have achieved steps toward accreditation as determined by the Board of Directors.
4. Thirteen members, each of whom shall be elected by the membership of each of the 13 regions provided in Article IX.A.
5. At least one member of the Board of Directors shall be a person whose current most-advanced degree in social work at the time of election or appointment to the Board is the baccalaureate.

C. Term of Office

The term of office of all Board members shall be three years except for students whose terms shall be two years. Board members may not serve two consecutive terms in the same position but may serve a consecutive term in another position as set forth in Article, V.C.

D. Vacancies

Vacancies occurring before the expiration of terms of office shall be filled by the Board of Directors. Persons so chosen shall serve until the expiration of the terms that they have been designated to fill.

E. Duties

In accordance with the broad policy and priority guidelines established by the Delegate Assembly, the Board of Directors shall be responsible for the following:

1. determination, coordination, and evaluation of the program of the association, including study of alternative program possibilities and establishment of preferential ratings of such alternatives to guide in the allotment of association resources
2. establishment and disestablishment of national committees and task forces depending on the policy and priorities of the total association, definition of their functions, and allocation of specific assignments
3. determination and administration of the policies and procedures for disposition of problems that may arise affecting local organizations
4. representation of the association in the community and maintenance of its relationship with other organizations
5. finances of the association, including the rendering of an annual accounting to members concerning sources and amount of income and nature and amount of expenditures
6. membership policies and practices of the association within the limits prescribed by these bylaws
7. personnel policies and practices of the association within the limits prescribed by these bylaws
8. selection and employment of the Executive Director of the association
9. provision at regular intervals for an evaluation and appraisal of operations in relation to fulfillment of association goals
10. review and resolution of intraorganizational issues and problems
11. all other business of the association in the fulfillment of the association's purposes.

F. Meetings

The Board of Directors shall hold no fewer than four meetings in a given year, at such times and places as may be determined by the President. Reasonable notice of the time and place of each meeting shall be given to each member of the Board. Any meeting except the annual meeting of members may be conducted electronically, in whole or in part, if so directed by the Board of Directors and if allowed by law.

G. Quorum

A simple majority of the membership of the Board of Directors shall constitute a quorum for the transaction of all business.

ARTICLE VII — EXECUTIVE COMMITTEE

A. Powers

The Executive Committee of the Board of Directors shall be responsible for the affairs of the association between meetings of the Board of Directors.

B. Composition

The Executive Committee shall consist of the officers and the President-Elect of the association and four additional members of the Board of Directors. The Executive Committee shall be selected so as to reflect the ethnic minority distribution, sex distribution, sexual orientation distribution, and special interests of members of the association. Students shall also be considered.

C. Term of Office

Members of the Executive Committee other than officers shall serve for terms of one year.

D. Duties

During the 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.

E. Meetings

The Executive Committee shall meet at least quarterly or more often at the call of the President or on request of any four members of the Committee. Reasonable notice of the time and place of each meeting shall be given to each member of the Committee.

F. Quorum

A simple majority of the Committee membership shall constitute a quorum for the transaction of all business.

ARTICLE VIII — NOMINATIONS, ELECTIONS, AND REMOVAL FROM OFFICE

A. Regions

The Board of Directors of the association shall establish and revise as necessary 13 regions for the purpose of nomination and election of regional representatives to the Board of Directors and to the Committee on Nominations and Leadership Identification. So far as practical each region shall consist of contiguous chapters containing approximately an equal number of members. Regions shall be reviewed by the Delegate Assembly every six years.

B. Committee on Nominations and Leadership Identification

1. Election of Committee Members.
 - a. There shall be an elected Committee on Nominations and Leadership Identification consisting of 13 persons, one elected within each region, whose alternates shall be in each case the candidates receiving the second largest number of votes in each region.
 - b. The term of office of the Committee on Nominations and Leadership Identification members shall be three years, and a Committee member other than an alternate shall not be eligible for reelection within one year of the expiration of his or her term on the Committee.
 - c. The Committee on Nominations and Leadership Identification shall elect its own chairperson by mail vote from among those serving in the last year of their terms.
2. Duties. The duties of the Committee on Nominations and Leadership Identification shall be:
 - a. to select at least two candidates for each position in the regular election of association officers, Board members, and Nomination and Leadership Identification Committee members as stated in these bylaws. The candidates shall be selected so as to reflect the ethnic minority distribution, sex distribution, sexual orientation distribution, geographic distribution, students, and special interests of the membership.
 - b. to work closely with chapters and staff to develop a leadership roster to be used by the President of the association for committee and task force appointments and to aid in the selection of candidates.
 - c. to meet at least annually to select candidates.
 - d. to certify completed ballots to the Secretary of the association, who shall announce the candidates to the membership at least 30 days in advance of an election.
 - e. to receive nominations by petition: Within 30 days following the announcement of the candidates for a regular election, petitions that have signatures of the number of members from regions as designated below may be submitted in writing to the Committee on Nominations and Leadership Identification. When nominations have been made by petition, the Committee on Nominations and Leadership Identification shall recertify the amended ballot to the Secretary of the association:
 1. Petitions for President-Elect, Vice President, Secretary, and Treasurer shall include at least 450 signatures of the members entitled to vote representing five or more chapters.
 2. Petitions for Board Member at Large shall include at least 450 signatures of members entitled to vote.
 3. Petitions for the regional members of the Board and members of the Committee on Nominations and Leadership Identification shall include at least 50 signatures of the members entitled to vote representing the majority of chapters in the region from which the representative is to be elected.

- (a). Petitions for any office or offices may be submitted only on behalf of members whose names were previously submitted to the Committee on Nominations and Leadership Identification prior to the meetings at which the Committee on Nominations and Leadership Identification develops slates for those offices.
 - (b). The Committee on Nominations and Leadership Identification shall notify the membership of the dates of the meetings at which the Committee proposes to develop the slates by notices in the *NASW News* mailed at least 60 days before the meetings.
- f. To receive and consider nominations for student members of the Board from chapters and student organizations.

C. Elections

Elections shall be held through a ballot, to be sent to each member, listing the names of all persons nominated. The ballot for election of officers and Board members shall be sent to each member not less than 40 days prior to the election to the address in the official files of the association. Sending of the ballots and casting of the vote may be done by electronic mail if permitted by law.

1. Associate members with five or more years of continuous membership, student members, and regular members who are in good standing shall be entitled to vote in elections for national office of officers or Board members selected by the entire membership. All such members in a region shall be entitled to vote in elections for national office of the member of the Board and the Committee on Nominations and Leadership Identification from that region.
2. An elected national official representing a region who moves out of the region during his or her term of office automatically vacates the office, and the vacancy thus created shall be filled by a person living in that region in a manner provided for in paragraph 4 below.
3. Election of candidates to office shall be by a plurality of the total votes cast.
4. All vacancies for unexpired terms of officers or members of the Board of Directors or members of the Committee on Nominations and Leadership Identification shall be filled by the Board of Directors, except in the case of the President, where the vacancy shall be filled automatically by the Vice President. In the case of representatives from regions, these appointments shall be made with the advice and consent of the majority of presidents of chapters within the particular region.

D. Removal

Nonattendance by Board members at three consecutive meetings of the Board of Directors and nonattendance by officers at three consecutive Executive Committee and/or Board of Directors meetings may be cause for removal. When such an officer or Board member has been absent from the number of meetings designated above, the item of his or her retention may be placed on the agenda of the next regularly scheduled meeting of the Board of Directors. At that meeting, the Board may remove the officer or Board member by a vote of a majority of the full Board.

ARTICLE IX — COMMITTEES AND TASK FORCES

A. Committees and task forces other than the Committee on Nominations and Leadership Identification; the National Ethics Committee; the National Program Committee; the National Finance Committee; a committee to develop, review, and monitor programs of the association with respect to racism, to be known as the National Committee on Racial and Ethnic Diversity; a committee to develop, review, and monitor programs of the association that significantly affect women, to be known as the National Committee on Women’s Issues; and a committee to develop, review, and monitor programs of the association that significantly affect gay men and lesbian women, to be known as the National Committee on Lesbian, Gay, Bisexual, and Transgender Issues, may be created and abolished by the association President with the advice and consent of the Board of Directors as necessary to plan and review the goals and purposes of the association. These committees and task forces shall report to the Board of Directors and shall, within budget authorizations, create their own subunits as required to complete their assigned tasks.

B. Committees and task forces shall consist of Board members and other members of the association. In making appointments, the President shall give consideration to special competence, geographic distribution, continuity of experience, term of service, chapter recommendations, and maximum use of association resources. Service on the NASW Board of Directors, boards of related entities, committees, and task forces requires continuation of NASW membership in good standing.

C. The Membership and Chapter Relations Committee is responsible for coordinating association-wide activities related to chapter relations and services, membership services, and programs and activities. The committee is composed of eight members with a chair appointed by the President and other classes of membership designated by the Board.

ARTICLE X — RELATED ORGANIZATIONS

The association shall form and maintain related organizations as necessary to promote its general purposes and objectives. There shall be an annual accounting to the membership of the activities of these related organizations.

ARTICLE XI — MEETINGS OF MEMBERS OF THE CORPORATION

A. Annual Meetings

The annual meeting of the members of the association for the election of officers and directors shall be held on such a day in May or June of each year as shall be determined by the Board of Directors or the Executive Committee.

B. Special Meetings

Special meetings of the members of the association may be called by the Board of Directors or the Executive Committee and shall be called by the Secretary on written request by 500 members of the association, provided that among those members are no less than 25 from each region of the association. Such special meetings shall be held on such dates and at such times and places as shall be specified in the respective notices thereof.

C. Notice of Meetings

Notice of meetings, whether annual or special, shall be in writing and shall set forth the date, time, and place thereof. Such notice of meetings shall be mailed or caused to be mailed by the Secretary no less than 20 nor more than 60 days before each meeting and shall be addressed to each member of the association at his or her address as it appears on the records of the association. Notices of adjourned meetings need not be given.

D. Quorum

At any annual or special meeting of the association, the presence of 25 members shall be necessary for and shall constitute a quorum for the transaction of business, but less than a quorum shall have the power to adjourn a meeting, from time to time, without notice.

ARTICLE XII — CHAPTERS

A. Geographical Coverage

There shall be 56 chapters: one for each state (excepting New York City from New York State) and one for each of the District of Columbia, New York City, Puerto Rico, the Virgin Islands, Guam, and an International Chapter.

B. Purpose

The chapter is constituted to advance the purposes of the association on the local level and for the purpose of association administration and is the basic administrative unit of the association. The chapter program and structure shall be designed to encourage and facilitate participation by the members. The program of the chapter shall be related to the basic unified program plan of the association, taking into consideration the special needs and interests of the members within the chapter.

C. Membership

All members of the association in the area of a chapter shall automatically be members of that chapter. A member may elect whether he or she wishes to affiliate with the chapter in the area of residence or in the area of employment. In special circumstances as determined by the Board of Directors a member may elect to affiliate with a chapter within which the member neither lives nor works.

D. Organization

1. *Subunits*: Any group of members of a chapter may at any time petition the governing body of the chapter to be recognized as a subunit of the chapter for the purpose of carrying on program activities and receiving chapter funds to support such activities. In the event that the governing body of the chapter fails to approve such a request, said group of members may appeal directly to the national Board of Directors of NASW for such status and chapter support. The national Board shall set guidelines for the establishment of subunits.
2. *Officers and Governing Body*: Each chapter shall have sufficient officers to discharge the functions usually carried by a chairperson, secretary, and treasurer and a governing board of directors. These officers and board members are to be elected from the membership of the chapter to represent all geographical areas and population concentrations covered by the chapter and to provide a balanced membership group reflecting the ethnic minority distribution, sex distribution, sexual orientation distribution, students, and special interests of the members of the chapter.
3. *Bylaws*: Each chapter shall have a set of bylaws outlining the chapter structure and decision-making process. Such bylaws shall be consistent with Articles II and XII of these bylaws, meet the standards established by the national association, and be approved by the association's Board of Directors.

4. *Nominations and Elections*: Each chapter shall provide for a committee on Chapter Nominations and Leadership Identification and have nominations and elections procedures meeting standards established by the national Board of Directors. Candidates for statewide positions and Delegate Assembly shall be double-slotted and all other candidates may be single-slotted. In specific circumstances where double slotting is not feasible due to the unavailability of candidates, consideration will be given to the granting of waivers.

E. Program

The programs, policies, and actions taken by the chapter shall be consistent with the official position and policy of the association.

F. Chapter Financing

1. Funds shall be provided to promote the program of the association through chapters in the following manner:
 - a. direct rebates in accordance with Article XIX—Dues and Other Income
 - b. supplemental grants at the discretion of the national Board of Directors
 - c. funds raised by the chapter in accordance with the accepted procedures of the association.

G. Voluntary Regional Organization

1. Chapters, in consultation with the national Board of Directors, may initiate and develop regional organizations of chapters for administrative, staffing, and/or organizational purposes.
2. In accordance with the national Board's responsibility to ensure an equitable allocation of financial resources in keeping with the priorities of the Delegate Assembly, the Board is empowered to allocate funds for the purpose of encouraging chapters to form regional staffing units, meeting criteria established by the national Board to ensure an effective level of staff service.

H. Accountability

1. Chapters shall be held accountable by the national Board of Directors, through regular review, for expending funds, using staff, and carrying on activities in accordance with the program and policy objectives of the association, with appropriate sanctions for noncompliance.
2. The policy and procedures for appeals with respect to the sanctions referred to in paragraph 2 above shall be established by the national Board.

I. Staff

1. All chapters shall be staffed as their resources permit.
2. The board of directors of the chapter shall be responsible for creating and implementing such staffing arrangements as are required to provide for the conduct of the chapter's business.
3. The board of directors of the chapter, in consultation with the National Office, has the responsibility for hiring and supervising chapter staff. All personnel action, including hiring, promotions, and terminations, shall be according to a policy of affirmative action, with appropriate sanctions for noncompliance.
4. Chapter personnel practices, including the setting of qualifications and personnel evaluation, shall be standardized nationally.

ARTICLE XIII — NATIONAL STAFF

The Board of Directors shall have the power to create such staff positions as are necessary for the conduct of the association's business. It shall appoint an Executive Director who, under the supervision of the Board of Directors and in line with personnel policies and practices established by the Board of Directors, shall have the authority to employ, assign, detail, and release all staff of the association except as limited by Article XVI.

ARTICLE XIV — BUDGET AND FINANCE

The Board of Directors shall annually determine the budget of the association and shall have overall responsibility for the association's affairs.

ARTICLE XV — AMENDMENTS TO BYLAWS

Amendments to the bylaws authorized by Article IV.B.1 shall be adopted by a majority roll call vote of the Delegate Assembly, provided that the proposed amendments have been submitted pursuant to Article IV.B.3.

ARTICLE XVI — DUES AND OTHER INCOME

A. Effective October 1, 2002, annual dues for regular members of the Association became \$173, of which 50 percent is retained by the National Office and 50 percent shall be rebated to the Chapter. The Board of Directors may set dues for full regular members at an annualized rate below \$173 for the purpose of creating alternative dues payments for membership recruitment and retention programs.

B. Dues for associate members of the association shall be 80 percent of the regular rate, to be allocated by the same formula as for regular members.

C. Dues for student members of the association shall be 25 percent of the regular rate, to be allocated by the same formula as for regular members.

D. Reduced rates as specified in Article III.I shall be allocated according to the same formula as above.

E. Three percent of each member's dues shall be allocated to the Chapter Development Fund to be used by chapters with 1,000 or fewer regular members (in accordance with guidelines set by the national Board of Directors) for the purpose of staffing small chapters, funding competitive grants, and providing other supports as deemed necessary by the national Board. Ten percent of the amount so allocated shall be designated as a National Office charge for administration of the Chapter Development Fund.

The formula allocating a percentage of each member's dues to the National Office and a percentage rebated to chapters shall be applied after the Chapter Development Fund allocation has been made.

F. When the Board of Directors determines that a chapter is in violation of these bylaws or fails to meet affirmative action goals as established by the Board of Directors, the Board may order that rebates be withheld effective no earlier than the Board meeting at which such action is taken. Withheld funds shall be placed in an escrow account in the Chapter Development Fund for distribution to other chapters. Ultimately, the Board may decide that the chapter from which rebates are withheld forgoes any further claim to these funds.

When the Board judges that the chapter is again in compliance, it will order the resumption of payment of rebates.

G. The base annual dues rate established in section A of this article may be adjusted to reflect changes in the cost of living. Such adjustment may be made by the Board of Directors in an amount up to, but not exceeding, the percentage change in the Consumer Price Index, but in no case shall this adjustment exceed 4 percent. Such action requires an affirmative vote by at least two-thirds of the Board membership.

H. The association may receive income from other sources, including grants for special purposes.



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ABOUT NASW

The National Association of Social Workers (NASW) is the largest organization of professional social workers in the world. More than 150,000 members participate in 56 chapters throughout the United States, Puerto Rico, the Virgin Islands, Guam, and the international community.

The association works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies. NASW provides a variety of membership benefits including professional credentials and specialty certifications, special interest practice sections, affordable insurance, job search and advocacy tools, and multiple vendor discounts. The NASW Press, which produces the *NASW News* and *Social Work*, as well as three other peer-reviewed journals and numerous books each year, provides many professional development resources for social workers.

For more information on NASW membership or programs, visit the NASW Web site at www.socialworkers.org or call 202.408.8600.