

NASW—PACE OPERATIONS MANUAL



National Association of Social Workers
Political Action for Candidate Election

PACE OPERATIONS MANUAL

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January 2003

INTRODUCTION

Federal policies directly affect social work practice and programs for the people we serve. Therefore it is essential to elect legislators who share NASW's policy positions, which are published in *Social Work Speaks: National Association of Social Workers Policy Statements*. Using these policies as a guide, NASW endorses candidates and lobbies lawmakers to enact effective public policies.

NASW Involvement in Politics and Policymaking

NASW advocates for the profession and for social justice in several ways.

Government Relations: Lobbying current officeholders by advocating for and against specific legislation and regulations. Also called “legislative advocacy.”

Field Mobilization: Grassroots activity from NASW members calling, visiting, e-mailing, and mailing letters to legislators and their staff.

Elections: Funding candidates who advocate for NASW policy issues and mobilizing NASW members to vote for them. Also called “electoral advocacy,” this work is done through PACE, the political action committee of NASW.

Why Social Workers Should be Politically Active

Social workers are natural advocates and contribute an important perspective to the social policy debate. They can and should advocate in the legislative and political arenas for issues about which they are passionate. Working together as NASW members strengthens the power of social work on legislative and political issues that affect social work practice and the people we serve.

Involvement in the political process helps social workers

- Shape policies that affect clients
- Provide a valuable perspective to politics, because social workers understand how policies affect people
- Represent the profession's interests
- Work together on a common agenda
- Adhere to the NASW Code of Ethics, which states, “Social workers should engage in social and political action.... Social workers should be aware of the impact of the political arena on practice and should advocate for changes in policy and legislation to improve social conditions in order to meet basic human needs and promote social justice.” (Section 6.04)

NASW's Political Action Committee

Political Action for Candidate Election (PACE) is NASW's political action arm. As a political action committee, PACE endorses and financially contributes to candidates who support NASW's policy agenda, irrespective of party affiliation. The national PACE Board of Trustees endorses and contributes to federal candidates running for U.S. House and Senate seats; state chapter PACE units decide on local and state races.

NASW, as an incorporated membership organization, is a non-profit association exempt from federal income tax under Section 501 (c) (6) of the Internal Revenue Tax Code. PACE is a subsidiary of NASW.

How PACE Helps NASW Reach its Goals

As a subsidiary of NASW, PACE functions to enhance the policymaking environment for the association. In addition to its major tasks, PACE strengthens the organization by

- Recruiting new members and retaining current members through personal contact, student outreach, and being a visible political force
- Improving NASW's image to candidates, members, and students
- Building capacity for political action within NASW through the field organizer project and by providing technical assistance to chapters
- Helping elect legislators who will advance NASW's legislative priorities, and where possible, specifically electing social workers

LEADERSHIP RESPONSIBILITIES

The PACE committee should be composed of no less than seven NASW members. Two should be NASW chapter board members, and the other five should represent different geographic areas of the chapter. Size and composition of the committee may vary according to characteristics of the chapter. The two most important elements are that it is representative of the membership and includes some overlap with the NASW chapter board.

The PACE committee has full authority to make endorsement and contribution decisions, and other financial decisions concerning PACE funds, without approval from the chapter board. There should be ongoing communication between PACE and the chapter board. There are other ways in which the chapter board influences PACE:

The chapter board

- Has the power to create or disband PACE
- Periodically reviews and concurs with PACE bylaws
- Has two members serve on PACE

The chapter president

- Appoints members to the PACE Committee for two-or three-year terms (refer to pg. 18 for details.)
The committee elects its own chair and treasurer after the appointments have been made.
- Integrates PACE activities into the chapter's program planning and budgeting process
- Makes chapter PACE committee reports a regular feature of the meeting agenda of chapter board meetings

The chapter PACE chair

- Works with staff to develop a schedule of regular meetings and conference calls
- Leads meetings and conference calls
- Communicates with chapter staff, PACE committee members, the chapter board, legislative staff and committees, and national PACE staff

The chapter PACE secretary/treasurer (with assistance from chapter staff)

- Oversees PACE financial records
- Signs reports to regulatory agencies
- Records meeting minutes if needed

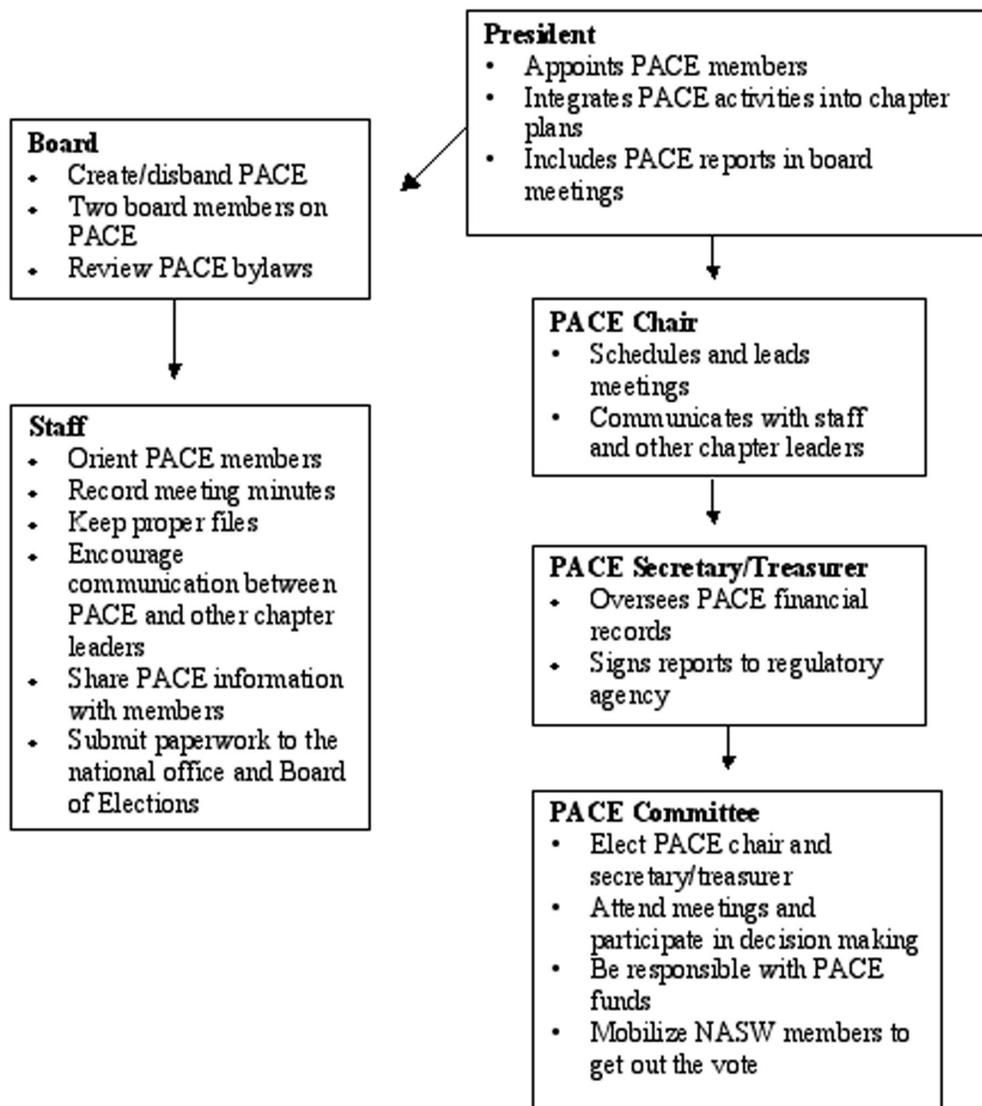
The chapter PACE committee members

- Elect the PACE chair and secretary/treasurer
- Attend meetings and participate in conference calls to make decisions on endorsements, contributions, and campaign plans
- Act as responsible trustees of the chapter PACE money
- Assist staff in mobilizing NASW members in the chapter to get out the vote

The executive director or political staff reporting to the executive director

- Orient PACE members to their role
- Help schedule meeting times and locations
- Attend meetings and keeps records of meeting minutes
- Encourage communication between the board, PACE, and legislative committees
- Communicate with members via newsletter, e-mail, and so on
- Submit paperwork to the national office and Board of Elections
- Maintain financial records and have them reviewed annually at the time of the audit

Diagram of PACE Responsibility Within Chapters



FINANCIAL QUESTIONS

Why does PACE have a separate bank account?

By law, PACE funds should never be in the same account as chapter funds. In addition, the separate PACE account should be non-interest bearing to avoid state and federal taxes.

Who can authorize and sign checks?

Designate two signatories for the PACE account (PACE treasurer and a chapter staff person). Checks for more than \$500 must have both signatures, but others require only one. The PACE committee must authorize all PACE disbursements for candidate contributions, and authorizations must be recorded in the PACE meeting minutes.

How do we report candidate contributions to our state?

You are required to file regular reports with the state agency that regulates election contributions, which is typically the Secretary of State's office or Board of Elections.

- Determine the dates that reports are due, and clarify within the chapter who is responsible for completing the reports.
- Maintain regulatory reporting forms, explanatory materials about the regulations, and historical files of earlier regulatory agency reports.
- Use the chapter office address and phone number as the political action committee's contact information with the regulatory agency.

When should our accounts be audited?

Each year, when the chapter has its audit, request a "compilation" (not a full audit) for the PACE funds at the same time. Some accountants are unfamiliar with political contribution accounting and mistakenly believe that PACE funds come from dues. See below for clarification, and refer the accountant to national staff for further information. Compilation of PACE books costs less than an audit, and involves less scrutiny for the small, straightforward PACE account. For the compilation, provide records of

- Bank deposits, disbursements, and statements
- State regulatory reports
- PACE bylaws
- The list of current PACE committee members
- PACE committee meeting minutes to track authorized transactions

Where do PACE funds come from?

PACE funds come from voluntary member contributions on the membership renewal form. Half goes to national PACE for federal candidates, and half goes to chapter PACE committees for state and local candidates. Members can contribute at any time directly to national or chapter PACE. PACE cannot receive contributions from new members in the process of joining NASW. The national office also conducts direct mail fundraising twice a year to targeted audiences.

How do chapters get PACE funds?

Chapters must submit a form to the national office each year to receive their half of the PACE funds. Chapters may also conduct fundraisers and other activities.

What can the chapter pay for (instead of PACE)?

It is desirable for the chapter to cover PACE operating costs so that PACE resources can be used to the maximum extent possible for candidate contributions. Support is permissible and will leverage the strength of PACE. Chapter boards should decide this after evaluating competing priorities for resources. Chapters should place a high value and emphasis on advocacy, and should recognize how valuable the electoral program is and support it accordingly. The chapter should provide the PACE committee with adequate administrative staff support and access to chapter resources, including its office, technology, and newsletter. Only PACE can make candidate contributions.

Chapter (Chapter PACE also can pay for these items, but it is not recommended)	Only Chapter PACE	Only National PACE
<ul style="list-style-type: none"> • Communication (fax, phone, mailings, newsletters) • Professional staff (to support PACE committee operations) • Administrative fees (copying, office space) • Political activities (conferences/training) • Expenses from <i>hosting</i> a fundraiser for state candidates 	<ul style="list-style-type: none"> • Candidate contributions for state and local candidates • Contribute money to ballot initiatives (check with your state regulatory agency to confirm) 	<ul style="list-style-type: none"> • Contribute to candidates for federal office • Pay admission to federal candidates' fundraisers held in the state or district

How should PACE spend its money?

Ideally, 100 percent of your chapter PACE funds would be spent on candidate contributions. However, some chapters find that difficult. Therefore, prioritize your goals and spending. For example:

Candidate contributions	70 percent
Political education and training	20 percent
Fundraising expenses and reserves	10 percent

How much should be left in reserve after an election cycle?

Deplete the majority of your funds each cycle. The money is intended for contributions and should be spent to influence the current election cycle. Maintain a small reserve to fund activities until the next PACE check arrives.

Can we use PACE money for our lobby day or to pay our lobbyist?

No. PACE cannot pay for a lobby day, lobbyist, or legislative mobilization. Influencing legislation is separate and apart from influencing elections. If PACE has a role in lobby day, it can contribute funds proportionate to its role in that event.

ENDORISING CANDIDATES

Goals

The goal of any endorsement is to elect candidates who support NASW policy positions and increase visibility for NASW in the process. NASW also gains candidates' recognition, improves connections with elected officials, advances NASW's policy agenda, and builds respect for NASW as a powerful and committed activist organization.

Authority

Chapter PACE committees have the authority to endorse or make financial contributions to candidates for only state and local office. To operate as one association, national PACE oversees federal races because there is a national strategy that must be taken into consideration to achieve national goals. The national PACE Board of Trustees endorses candidates for federal office after reviewing staff research and recommendations. Staff consults with the respective chapters and compiles information about the candidate's viability and support for key issues of concern to the social work community. *Candidates who are social workers and members of underrepresented groups are given special consideration.*

Planning and Preparation

- Develop a clearly defined endorsement process with criteria that are applied fairly to all candidates. Establish the committee's endorsement process in writing (see the sample in the following pages).
- Decide which electoral contests to consider, such as legislative races, statewide races, ballot initiatives, or municipal or local offices.
- Determine a strategy to assess candidates' viability, target resources, and allocate PACE and chapter resources for strongest impact.

Endorsement Criteria

Endorsements of political candidates must be done on the basis of several criteria, not by political party affiliation. Agreement with every NASW position is not required. Criteria may include:

- Issues the candidate supports or opposes
- Viability of the campaign, such as money raised and name recognition
- Whether the current officeholder is seeking re-election
- Specific assistance in achieving NASW's legislative goals
- Building an electoral presence for future campaigns
- Leadership position of the incumbent, such as committee assignments
- Affirmative action considerations for candidates from underrepresented groups

Assessing Candidates

It is recommended that you interview challenger candidates on the phone or in person. Current officeholders can be assessed by looking at their voting record, bills they previously sponsored, and previous relationship with the chapter. Written questionnaires are not recommended, because points of clarification and follow-up questions are not possible. Also, because candidates' staff members or volunteers often complete written questionnaires, you will obtain a more authentic version of the candidate's positions and have more opportunity for educating the candidate on social work issues in a face-to-face meeting.

If more than one, or none, of the candidates meet the criteria, PACE can choose to stay out of a particular race.

Levels of Candidate Support

Determine which of the following levels of support you will give to each candidate:

- Letter of endorsement
- Financial contribution
- Members to volunteer on campaign phone banks and distribute literature

Implementation of Endorsement

- Communicate to members through the newsletter or e-mail. This is expected and permissible as part of a chapter's regular communication to its members. Explain the endorsement process, and mention the candidate's strengths.
- Communicate to candidates in writing, and, when possible, in person.
- Contact the campaign manager to negotiate specific plans for providing other organizational support.

ENDORSEMENT QUESTIONS

Can we give chapter mailing labels to a candidate?

First, ensure that PACE has endorsed the candidate. For candidates seeking federal office, contact the national office. There are several options for state and local candidates:

Option 1: Give the mailing labels to an endorsed candidate for free, as an in-kind contribution. Report the standard fee you would have charged for the labels to the Board of Elections. This amount is considered a contribution and is calculated as part of the total contribution from your PACE. If you have already contributed the maximum amount to a candidate, choose another option.

Option 2: Sell the mailing labels to an endorsed candidate for the standard fee.

Option 3: Send a mailing containing materials created by the candidate's campaign to NASW members. You must report label and postage costs to the Board of Elections because you are making a contribution by mailing the campaign's literature for them.

Option 4: Send a mailing to your members with your own message about an endorsed candidate. Because mailings sent to members from NASW, containing information created by the association, are permissible and do not need to be reported, this is not considered a contribution.

How do I let candidates know about endorsements?

Write a letter informing candidates for state and local offices that “the political action committee of NASW” has endorsed him or her. Ask candidates to list the endorsement as being from National Association of Social Workers. You will find a sample letter in the following pages. National PACE staff writes endorsement letters to candidates for federal office.

Should PACE have its own letterhead for endorsements?

NASW is one organization, of which PACE is a subsidiary. To cut down on costs for printing multiple forms of letterhead, and to promote a consistent public image for NASW, use standard chapter letterhead for PACE communication. There is no legal reason to use PACE letterhead, and you will identify PACE in the body of the letter. National PACE will continue to use its own letterhead for identification purposes within the organization. An electronic version of the PACE logo is available by request for use on other materials.

Can we send a staff person to work on a candidate's campaign?

Working for a campaign means reaching out beyond NASW's membership to the public on behalf of the candidate. Document and report to the Board of Elections paid staff time given to a campaign in this manner, which is considered an in-kind contribution. However, volunteering unpaid time by staff, members, or interns is permissible and does not need to be reported. Asking NASW members to vote for a candidate, by paid NASW staff or otherwise, is called member mobilization and does not need to be reported.

Can we sponsor a candidate forum?

While candidate forums are an important part of the election process, you should focus on activities that will turn out NASW votes for endorsed candidates. Non-partisan organizations that do not make endorsements can best host candidate forums.

Can we endorse more than one candidate in a race for the same office?

No. PACE funds are limited and should be used wisely to support the candidate who best meets the endorsement criteria. You can choose to stay out of a race if none or more than one of the candidates meets your criteria. If you endorse a candidate who loses the primary, you may endorse another candidate. If the candidate you endorsed in the primary wins, your endorsement of that candidate remains for the general election.

What can I tell my members about candidates?

NASW is permitted unlimited communication with its members about partisan political activity and candidates for political office. Include endorsements, candidate comparisons, and other political information in your newsletter or member mailings. You must wait until PACE has endorsed a candidate before using any facilities or services, including newsletters, e-mail, phones, or mailing lists to help that candidate.

What can I put on my Web site about PACE?

Unless you have a password-protected section for NASW members, you cannot post the PACE endorsement list or ask for PACE funds on your Web site. This is federal law. However, you may put political information on your Web site in the form of candidate comparisons. Please consult with national staff before posting PACE information on your Web site. There is also the option of e-mailing your endorsement list to national staff for placement in the members-only section of the national Web site.

Can I get reimbursed for hosting a fundraiser for a federal candidate?

If you host a fundraiser for a candidate for federal office, the national office will not reimburse the costs of setting it up, but, with advance notice, will consider making a contribution directly to the candidate. Chapters and chapter PACE committees cannot pay the costs of holding fundraisers for federal candidates. It is preferable to ask an individual to host the event at his or her home and pay the costs of food, beverages, and invitations, which can remain unreported as long as costs do not exceed \$1,000. Consult state election laws for all other candidates.

Can we fundraise from any social worker?

Solicit contributions from only NASW members if the contribution is for the chapter PACE. However, contributions to individual candidates may be from members and non-members. Check state election laws to determine whether contributions must be identified with information such as the date, amount, donor's name, address, occupation, and principle place of employment. Receive all contributions exceeding \$100 by check or other written instrument.

SAMPLE ENDORSEMENT GUIDELINES FOR CHAPTERS

Put your endorsement process in writing. Consider including the following components:

- Endorsement decisions will be based on a review of:
 - Issues the candidate supports or opposes
 - Viability of the campaign, such as money raised and name recognition
 - Whether the current officeholder is seeking re-election
 - Specific assistance in achieving NASW's legislative goals
 - Building an electoral presence for future campaigns
 - Leadership position of the incumbent, such as committee assignments
 - Affirmative action considerations for candidates from underrepresented groups
- We will review and consider PACE, NASW Legislative Committee, NASW Board, staff, NASW member, and coalition organization's input on candidates.
- We will review candidate Web sites and use other relevant information, such as personal interviews, before endorsing candidates.
- We may endorse candidates who do not support all of NASW's agenda items, as long as they exhibit excellent support for one or more of those items.
- Endorsements will be made in primary election contests when appropriate.
- Endorsements and contributions will not be given to more than one candidate in competitive elections.
- PACE will make targeted financial contributions to a small number of candidates based on specific criteria, such as viability.
- PACE will target a minimum of one and a maximum of five races for member mobilization, based on criteria such as number of members in the area, viability of the candidate, and so on. NASW members in targeted districts will be notified of the endorsement and encouraged to attend meet-the-candidate events, fundraisers, and other activities.
- Staff will:
 - Write letters to candidates informing them of endorsement
 - Issue press releases announcing PACE endorsements
 - List endorsed candidates in the NASW newsletter
- A staff-person or NASW member will meet with each targeted candidate to deliver the endorsement check and offer assistance to his or her campaign.
- PACE will authorize \$_____ each quarter as a discretionary fund to allow government relations staff to attend fundraisers. Extraordinary requests need PACE committee approval.

SAMPLE ENDORSEMENT ANNOUNCEMENT TO MEMBERS

NASW's Political Action Committee Endorses Name for Office Title

We are delighted to inform you that chapter PACE, the political action committee of our chapter, has endorsed name for office title in the November general election.

[Insert biographical information about candidate.]

Name has a strong commitment to human services, to people in need, and to the social work profession. We believe he/she would be an excellent lawmaker and a persistent advocate for social work values and goals. We need name's voice now more than ever.

As a constituent in the district, we urge you to do all you can to help with the campaign. Financial contributions and donations of volunteer time are particularly valuable. Please encourage your friends and neighbors to vote for name—help this excellent candidate win election.

Sincerely,
Names of PACE Chair and PACE Staff

SAMPLE ENDORSEMENT LETTER TO CANDIDATES

Dear Name:

On behalf of the number of members in the State name Chapter of the National Association of Social Workers (NASW), the political action committee of NASW is pleased to endorse your candidacy. The political action committee is impressed by your commitment to the well-being of individuals, families, and communities.

To advance our legislative priorities on behalf of social workers and the communities we serve, we are eager to work with you to address critical issues, including access to affordable health care, the availability of social services and family supports, and protecting civil rights.

In addition, we will encourage NASW members to be involved in your campaign, and hope that you will count on social workers as volunteers and as experts on a range of social policy issues.

Please list our organization as the National Association of Social Workers in campaign materials listing endorsements. We look forward to working with you. If you have any questions, please contact name and number.

Sincerely,
Chapter President or PACE Chair

SAMPLE PACE CAMPAIGN PLAN

PACE Goals

Below are the goals of every chapter PACE, which should be followed in order of priority:

1. Operate PACE in compliance with state regulations and NASW bylaws
2. Endorse and contribute to candidates
3. Communicate to members about endorsements
4. Mobilize members to get out the vote

Step 1: Determine Activities

Your chapter determines how you reach the above goals. Brainstorm about the following:

- Key state and federal races
- Key legislation coming after the election
- Involvement with PACE-endorsed campaigns
- Communication vehicles to members
- Member training opportunities
- Available volunteer support
- Social worker candidate recruitment
- Fundraising potential
- Relationship building with schools of social work

Step 2: Budget

Assess your available chapter and PACE funds. Determine activities and materials needed to accomplish your goals within your budget.

Goal	Activities to Reach Goal	Budget
1. Operate PACE in compliance	<ul style="list-style-type: none"> • Fill out paperwork in timely fashion • Comply with bylaws 	Copying costs Postage costs
2. Endorse and contribute to candidates	<ul style="list-style-type: none"> • Agree on endorsement criteria • Track votes and interview candidates • Present letters (and checks) to endorsed candidates 	Postage PACE contributions
3. Communicate to members about endorsements	<ul style="list-style-type: none"> • Send a mailing before elections • Submit articles to chapter newsletter • Send e-mail messages to members 	Copying costs Postage costs
4. Mobilize members to get out the vote	<ul style="list-style-type: none"> • Phone members urging them to vote • Work with campaigns to set up social work volunteer days 	Long-distance charges Snacks Volunteer gifts such as buttons

Step 3: Note Key Dates

Put the following items into a timeline:

- PACE meetings and PACE board orientation
- Chapter board meetings for PACE to report activities
- Newsletter deadlines
- Chapter continuing education workshops and annual conferences
- Social work month activities
- Political recognition programs and awards
- State legislative calendar
- Election dates (primary/general)

Step 4: Develop a Campaign Plan

Combine all of the information you have gathered and form a campaign plan. Assuming you have a two-year election cycle, plan for both the non-election and election years.

Non-election Year

- Assess the last campaign and identify goals for the next election cycle.
- Develop an endorsement strategy and member mobilization plan based on lessons learned.
- Develop a fundraising plan to replenish PACE funds.
- Orient new PACE trustees.
- Assess PACE bylaws.
- Obtain dates of primaries and candidate filing deadlines.
- Contact schools regarding interns and field placements.

Election Year

January–June

- Begin candidate research for elections. Compile previous votes of legislators on NASW issues. Consult Web sites, the legislative committee, and so on.
- Conduct interviews for challenger candidates.
- Monitor primary election developments.
- Begin to endorse and contribute to candidates.
- Develop a key list of volunteers to help with various tasks.

July–October

- Write newsletter articles about member mobilization efforts, endorsed candidates, and publish candidate comparisons.
- Hold an “NASW Day” in targeted campaigns, when NASW volunteers participate in the campaign all on the same day.

November–December

- Conduct get out the vote activities on Election Day.
- Attend an election night party with a PACE-endorsed candidate.
- Thank volunteers.
- Write congratulatory letters to winning candidates.
- Attend receptions and meetings with newly elected officials and share the legislative agenda.
- Work with the legislative committee to convert successful campaign and election relationships with candidates into constructive working relationships with public officials.

MODEL PACE BYLAWS

IMPORTANT - Before adopting any Chapter PACE bylaws, state election laws MUST be reviewed to ensure compliance.

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 (name of chapter).

II. NAME

1. The political action committee for social workers in the Chapter of (name of chapter) shall be formally called (name of chapter)-Political Action for Candidate Election.
2. The common designation for this group shall be the label (name of chapter)-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 (chapter name).
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, (name of chapter)-PACE shall abide by the laws governing such groups as are defined in present or future laws for the chapter of (name of chapter).

Pursuant to the objectives of social workers organized on a national level for political action through PACE, (name of chapter)-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

(Name of chapter)-PACE will be organized through a Committee.

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. (Size and composition of the Committee may vary according to characteristics of the chapter. The two most important elements are that it is representative of the membership and includes some overlap with the NASW chapter board.)

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 (name of chapter) with the approval of the NASW chapter board.
 - B. All initial appointees to the Committee will hold either two year or three year terms. If two year terms are selected, no appointee may serve more than three consecutive two year terms. If three year terms are selected, no appointee may serve more than two consecutive three year terms.
 - C. At the conclusion of the first two year or three year terms, 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 serve more than six consecutive years after their initial appointment. For Committee members already serving at the time of this rule change, no Committee member may serve more than eight consecutive years.
 - F. All Committee members, upon the completion of their maximum terms, must leave the Committee for a period of at least one year before they can be reappointed.
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.

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 (name of chapter)-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 (name of chapter).
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 (name of chapter) chapter of NASW and may charge such services to the cost of (name of chapter)-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 (name of state).
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. (Name of chapter)-PACE shall create mechanisms to regularly report activities to the NASW chapter membership and to the public.

VII. FINANCING

1. The fund operated by (name of chapter)-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 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. (Name of chapter)-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 (name of chapter)-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 (name of chapter)-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 (state name). Such final distribution shall be made by a majority vote of the PACE Committee.



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Political Action for Candidate Election

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