



## **Charter for the NASW-Washington State Chapter**

### **Charter Preamble**

This charter is the governing document whereby the Board of Directors of the National Association of Social Workers (NASW National Board) recognizes the Chapter as a programmatic unit of the Association and grants authority to the chapter to act in the name of the National Association of Social Workers (NASW) as stated in this charter and in the NASW Bylaws and policies.

### **Article I – Name**

The name of the chapter is the National Association of Social Workers, Washington State Chapter.

### **Article II – Purpose**

The Chapter advances the purposes of the Association as specified in Article II of the NASW National Bylaws. As a local programmatic unit of the Association, the Chapter provides programs and member services. The Chapter shall at all times work to enhance the professional growth and development of its members, and to assist in enhancing professional standards and ethical practice, and to advocate for sound social policies.

### **Article III- Chapter Structure**

Chapters are designated by the NASW Bylaws and the NASW National Board to fulfill the Association's mission at the local level. They are structured so as to effectively deliver programs and services to the Association's members.

#### **A. Membership**

##### **1. Chapter Membership**

All members of the Association in the designated geographic area of a chapter shall automatically be members of that chapter. A member may elect to affiliate with the chapter in the area of residence or in the area of employment. In special circumstances, as determined by the NASW National Board, a member may elect to affiliate with a chapter within which the member neither lives nor works.

##### **2. Classes of Membership**

Membership categories, including attendant rights and privileges, are specified in Article III of the NASW Bylaws.

#### **B. Chapter Board Authority**

##### **1. Program**

The Chapter Board, through its program plan, should ensure that the chapter programs are consistent with Delegate Assembly approved program priority goals, Association strategic goals, and the professional needs of the chapter members.

##### **2. Annual Budget**

The executive director shall develop, in consultation with the Chapter Board, an annual budget for submission to the National Office. The budget will support the Chapter's programs and be consistent with the NASW National Board's budget parameters. The NASW National Board retains the final approval authority for all Association budgets.

### C. Staff

#### 1. **Employer**

The Chapter executive director and all additional staff are employees of the Association. Chapter employment standards and practices will be in accordance with the policies and procedures approved by the NASW National Board.

#### 2. **Supervisory Roles and Responsibilities**

The National Office has the responsibility for all aspects of employment for the Chapter executive director in accordance with the policies and procedures approved by the NASW National Board. The Chapter Board, through the Chapter President and his/her designees from the Chapter Board, shall participate on the executive director searches and evaluations.

Under the direction of the National Office, the Chapter executive director has responsibility for all aspects of employment for the chapter staff in accordance with the employment standards and other applicable policies and procedures approved by the NASW National Board.

### Article IV- Officers

#### A. **Officers**

The officers of the Chapter are the President, President-Elect, First Vice-President, Second Vice President for Budget and Finance, and Secretary.

#### B. **Duties**

1. **President** – the President is the presiding officer of the Board of Directors and Executive Committee, and an ex-officio member of all committees without a vote except as provided in the committee charge; represents the Board of Directors and reports to the Board of Directors all important interim actions; and, in consultation with the Board of Directors, makes all appropriate committee, task force, unit and other appointments. The President shall work collaboratively with the Executive Director and the National Office to achieve the goals of the Chapter.
2. **President-Elect** – the President Elect serves a one-year term before assuming the office of President; is available to work in close collaboration with the President; and, performs duties as assigned by the President.
3. **First Vice President** – the First Vice President fulfills the duties of the President in the event of absence or disability and assumes the Presidency upon the President's resignation or inability to discharge the office. The First Vice President oversees the Chapter Diversity Plan, including the annual progress reporting, and performs other duties as assigned by the President.
4. **Second Vice President for Budget and Finance** – the Second Vice President is the primary liaison between the Chapter Board and the executive director on the financial matters of the Chapter, including the review of the Chapter's budget and financial reports with the Chapter Board. The Second Vice President ensures adherence to the financial policies and practices required by the National Office or approved by the NASW National Board.
5. **Secretary** – the Secretary is responsible for the Board of Directors' and Executive Committee's meeting minutes, as well as for the other non-fiscal records of the Chapter.

#### C. **Terms**

The officers are elected by the Chapter membership in accordance with the *NASW Chapter Standards for Nominations and Elections*. Chapter officers, except the President-Elect, shall serve terms of two years. Officers, other than the President, may be candidates for re-election for one additional consecutive term. Presidents may not succeed themselves for an additional term.

## **Article V – Board of Directors**

### **A. Composition**

The Chapter Board consists of the following members:

- The officers, including President-Elect, when applicable.
- Two student members, one MSW and one BSW, elected by the Chapter membership.
- Four board members elected to represent the chapter's geographical regions as defined in Article IX

### **B. Terms**

The term of office shall commence July 1 for a term of two years, except student members shall serve one-year terms. No member shall serve more than a total of six (6) consecutive years of service on the Chapter Board. The term as President-Elect does not count in the consecutive years' limitation.

Half of the officers and half of the geographical region representatives and/or at large directors, if applicable, shall be elected in one year, and the remaining officers and unit representatives and/or at large directors shall be elected in the next year.

### **C. Vacancies**

- The First Vice President assumes the presidency in accordance with Article IV, B.3 upon the President's resignation or inability to discharge the office.
- In the event of the vacancy of the office of President-Elect, the chapter shall either (a) offer the position to the President-Elect nominee receiving the next largest number of votes in the Chapter election or (b) provide for a special election to the office of President-Elect.
- Vacancies in all other officer or board positions occurring before the expiration of the term of office shall be filled by appointment by the President and affirmed by the Chapter Board.
- The new officer or board member filling a vacancy shall serve until the term expires.

### **D. Duties**

Within the policies and priorities established by the Delegate Assembly and the NASW National Board, the Chapter Board is responsible for:

- Developing programs aligned with Delegate Assembly program priority goals, the Association's strategic goals and chapter membership needs.
- Establishing and dissolving committees and task forces based on Chapter program and administrative needs.
- Ensuring that the chapter adheres to policies as set forth in the framework of NASW public, professional and organizational policies.
- Representing the Chapter in the community to maintain its relationship with other organizations.
- Ensuring the development and implementation of membership recruitment and retention programs.

### **E. Meetings**

The Chapter Board shall meet at least four times annually. Meetings, including board votes, may be conducted face-to-face or virtually (by telephone or internet) in whole or in part. Only members of the Chapter Board may vote in Chapter Board meetings. At least two weeks' notice of the time and place of each meeting shall be given to all Chapter Board members.

Special meetings can be held at the call of the President or by petition of one quarter of the members of the Chapter Board. At least two weeks' notice to all members of the Chapter Board and the Executive Director of the time, place, and purpose of a special meeting is required.

Meeting notice is required unless waived by all current Board members.

**F. Quorum**

A simple majority of the Chapter Board constitutes a quorum for the transaction of business.

**G. Proxy Voting**

Voting by proxy is not allowed.

**Article VI – Executive Committee**

**A. Powers and Duties**

The Executive Committee of the Chapter Board is responsible for board actions between board meetings. Meetings, including committee votes, may be conducted face-to-face or virtually (by telephone or internet) in whole or in part. Only members of the Executive Committee may vote in Executive Committee meetings. Executive Committee actions (e.g. motions and resolutions) shall be recorded in the minutes of the next regular board meeting.

**B. Composition**

The Executive Committee consists of the officers and President-Elect, when applicable. The President may appoint one member-at-large from the current members of the Chapter Board. The Executive Director shall serve as primary staff for the committee.

**C. Meetings**

Executive Committee meetings will be scheduled by the President or by request of a majority of the members of the Executive Committee. Executive Committee members will be given reasonable notice of the meeting time and place. Each member of the Executive Committee shall have a vote.

**D. Quorum**

A simple majority of Executive Committee members constitutes a quorum for the transaction of all business.

**Article VII – Nominations, Elections, and Removal from Office**

Nominations and election processes specified in the *Standards for NASW Chapter Nominations and Elections* adopted by the NASW National Board of Directors will be followed. NASW membership in good standing is a requirement for all elected and appointed positions. The standards shall allow for double or single slating of candidates.

Chapter Board members must sign acknowledgement of their receipt and review of the *NASW Board Code of Conduct* and *Conflict of Interest* policies, and the acknowledgements will be kept on file by the Chapter. A Chapter Board member may be removed for violating the *Code of Conduct* or the *Conflict of Interest* policies under procedures approved by the NASW National Board of Directors.

**Article VIII – Committees and Task Forces**

**A. Mandated Committees**

**1. Executive Committee**

Executive Committee as defined in Article VI of this Charter.

**2. Chapter Committee on Nominations and Leadership Identification**

The Committee on Nominations and Leadership Identification as defined in the *Standards for NASW Chapter Nominations and Elections*.

**3. Chapter Ethics Committee**

The Chapter Ethics Committee (CEC), as defined in the *NASW Procedures for Professional Review* and the *Professional Review Technical Aids*. The Chapter Ethics Committee shall be composed of a minimum of three members including a CEC Chair appointed by the President with the advice and consent of the Chapter Board. The committee shall be responsible for assisting the NASW Office of Ethics and Professional Review (OEPR) in addressing complaints filed against members in accord with the Association's policy on professional review. The CEC shall assist the OEPR in convening local mediations and panels to conduct

hearings. The CEC shall provide ethics education and training to chapter members and others in their local community, consistent with the CEC Charge and practices of the OEPR.

#### **B. Optional Committees and Task Forces**

The Chapter Board may establish, assess and dissolve optional Chapter committees and task forces based on the Chapter's program and administrative needs. These committees and task forces are accountable to the Chapter Board in all matters.

##### **1. Legislative Action Committee**

NASW Washington State Chapter includes a Legislative Action Committee (LAC). The LAC sets legislative priorities and assists the contract lobbyist in carrying out legislative programs approved by the Board. The duties include: a) Review legislation being introduced and determine what the Chapter will support; b) Develop a legislative agenda for the Chapter that could include introduction of legislation that benefits NASW Members; and c) Oversee the legislative program.

#### **C. Committee and Task Force Membership**

In making appointments, the President and the Chapter Board should give consideration to members' competence, geography, gender, gender identity, ethnicity, sexual orientation, experience, and recommendations from geographical region representatives. NASW membership in good standing is a requirement for all committee and task force appointments.

#### **D. Shared Interest Groups**

Any group of members of a Chapter may petition the Chapter Board to be recognized as a sub-unit of the Chapter in order to further the Association's purpose. The Chapter Board may approve or reject the petition request and provide the rationale for its decision. Members who intend to petition the Chapter Board shall contact the Chapter Office for the petition procedures which shall include a chapter-based appeal process.

### **Article IX – Local Geographic Regions**

Regions are geographically defined local units that serve the two-fold purpose of implementing programs locally and reporting to the Chapter Board.

The Chapter is structured into the following two regions:

Eastern Washington and Western Washington with two (2) representatives per region.

The Chapter Board of Directors has the responsibility to create, review and restructure regions as necessary in consultation with the National Office. Any such changes will become effective upon the approval per the charter amendment process, as specified in Article XIII.

### **Article X – Chapter Finances**

#### **B. Chapter Funding Sources**

1. Funds shall be obtained to promote the programs of the Association through the Chapter in the following manner:
  - a. Member dues in accordance with NASW Bylaws Article XVI - Dues and Other Income.
  - b. Supplemental grants at the discretion of the NASW National Board of Directors.
  - c. Monies generated by the Chapter in accordance with accepted procedures of the Association.
2. All tax-deductible donations and charitable contributions with receipts for tax purposes must be handled through the NASW Foundation. Chapters may not establish 501(c) (3) entities.

#### **C. Chapter Financial Affairs**

The Chapter, through its Executive Director, shall exercise prudent stewardship of Association

financial resources, including the following:

1. Utilizing a designated bank account established by the National Office and in accordance with the requirements specified by the Association. No unit of the chapter shall have bank accounts except as may be required for a chapter political action committee.
2. Preparing a Chapter budget for the July 1-June 30 fiscal year that reflects the Chapter Board's anticipated program plan for the year.
3. Submitting the Chapter's budget to the NASW National Board of Directors for final approval based on schedules and requirements established by the Association.
4. Reviewing chapter financial reports as needed with the National Office staff and complying with financial policies and practices as required by the Association.
5. Monitoring the Chapter investments in an account that has designated chapter-specific funds and managed in accordance with an approved Association investment policy.
6. Chapter financial information shall be reviewed with the Chapter Vice President who is assigned the duty to keep the Chapter Board informed of financial and budgeting matters on an ongoing basis.

#### **Article XI – Political Action Committee**

The Chapter's political action committee is called NASW Washington State Political Action Committee. It will conform to applicable state and federal laws and regulations. The Chapter will obtain prior review and approval from the National Office for its political action committee's bylaws before they take effect or are amended. The political action committee will operate in accordance with the *Chapter PACE Manual* approved by the National PACE Board of Trustees and the NASW National Board of Directors.

#### **Article XII – Delegates to Delegate Assembly**

##### **A. Election of Delegates**

Policy regulating the election of delegates to Delegate Assembly is specified in the NASW Bylaws, Article IV, and in the *Standards for NASW Chapter Nomination and Elections*. Delegates will be elected in accordance with those provisions.

##### **B. Composition of Chapter Delegations**

1. The Chapter President shall serve as the Chapter's first delegate to Delegate Assembly.
2. If the Chapter has a President-Elect as of the July before the culminating meeting of the Delegate Assembly the President-Elect shall serve as the second delegate if the Chapter is entitled to more than one delegate.
3. Delegates from chapters entitled to four or more delegates must comprise a balanced representation of geographic areas and population centers of the chapter.
4. The Chapter Executive Director shall represent the chapter as a delegate without voting privileges.

##### **C. Delegate Term of Office**

With the exception of the President or President-Elect, delegates shall be elected for three-year terms beginning two years before the next full meeting of the Delegate Assembly.

##### **D. Replacement Delegates**

1. The Chapter President, if unable to serve, shall be replaced by a member of the Chapter Board of Directors.
2. The Board of Directors can replace an elected delegate, by appointment, only if an elected delegate is unable to participate in the activities and culminating meeting of the Assembly.

#### **Article XIII – Charter Amendments**

Amendments to this Charter may be initiated by action of the Chapter Board; by action of the NASW National Board; or through the NASW National Board's designated process. The Chapter Board and the Executive Director will be provided notice of any proposed amendment. In the event the proposed amendment is not initiated by the Chapter Board, the Chapter Board and Executive Director will be

provided a 30 day comment period. Amendments to this Charter shall become effective upon approval by the NASW National Board or through its designated approval process.