



BY-LAWS

Wisconsin Chapter of the Society for Social Work Leadership in Health Care

Article I – Name

The name of the organization shall be the Wisconsin Chapter of the Society for Social Work Leadership in Health Care, hereafter referred to as the Chapter. The Chapter is affiliated with the Society for Social Work Leadership in Health Care, hereafter referred to as the Society.

Article II – Vision and Mission Statement

Vision: To be the primary professional organization that leads, promotes, develops and supports social work practice in health care.

Mission: To promote the core values and knowledge base of social work practice in the changing health care environment by:

- ▶ Membership support and networking
- ▶ Promotion of the social work profession in health care
- ▶ Leadership development through collegial mentoring and educational programs
- ▶ Collaboration with social workers across various health care settings
- ▶ Promotion of social work standards and ethics

Article III – Eligibility – Chapter Level

Membership will be available to individuals who meet the following requirements:

Section I: Membership in the Chapter:

A: Full Members:

Chapter members must have a M.S.W. or B.S.W degree from a college or university accredited by the Council on Social Work Education or meet the social work standards for certification or licensure in the State of Wisconsin. Members should function within or demonstrate a commitment to medical social work. All members in good standing have the right to vote and hold office. See Article IX, Section 1 for annual dues.

B: Members Emeritus:

Individuals who have been members in good standing in the WI Chapter and have retired. Members Emeritus will retain all of rights and privileges of Full

Members but do not have to pay membership dues.

C. Transitional Members:

Individuals who meet the Full Member eligibility status and who are, for a few months, in the process of a job change. Dues will be set at 50% of the full membership dues for this membership category. Transitional Members retain full rights and privileges equal to Full Members.

D. Student Members:

Individuals who are enrolled in a B.S.W. or M.S.W. program. See Article IX, Section 1 for annual dues.

Section 2: Subgroup Membership:

A. Regional subgroups are valued and encouraged by the Chapter and will have an identified leader.

B. Responsibilities of the subgroup leader are:

1. To obtain approval from the Chapter president for any action or position which would result in utilization of the Chapter name
2. To communicate information to the Chapter president about subgroup activities

Section 3. Transfer of Membership:

All memberships in the Chapter are individual and not institutional. Therefore, memberships are not transferable.

Section 4. Cessation of Membership:

A. Membership terminates if dues are not paid by December 31st annually.

B. Any member may resign by submitting a letter of resignation to the Chapter president. Dues are not refundable.

C. Membership in the Chapter will be terminated with revocation of social work certification or licensure.

ARTICLE IV – OFFICERS

Section 1. Officers: The officers of the Chapter will consist of the president, past-president, president-elect, secretary and treasurer. Officers who have been

elected by the ballot process will commence their term of office at the first board meeting of the calendar year, to be set in January. The officers of the Chapter plus two elected board-members-at-large will compose the Executive Board of the Chapter.

Section 2. Eligibility: Each elected officer of the Chapter shall be a member in good standing in the Chapter.

Section 3. Duties of Officers:

A. President: It will be the duty of the president to lead all meetings of the Chapter and of the Executive Board. This will include preparation and distribution of the agenda, and the creation, signing, & distribution of CEU certificates for each chapter meeting. The president will have general supervision over the affairs of the Chapter, subject to the consensus of the Executive Board. The president will approve, in writing, all funds dispersed by the Treasurer. The president will maintain contact with the Society and make an effort to attend the national president's meeting.

B. President-elect: It will be the duty of the president-elect to perform all the duties of the president in his/her absence, inability to act or upon his/her resignation from the position of Chapter president. The president-elect will assume the role of Chapter president at the board meeting in January, the year following election to the position of president-elect. In the event of the president's resignation, the president-elect shall assume the office of president immediately. Should this event occur, the vacant office of president-elect will be filled in accordance with Section 4 (B). Exigencies arising from this situation will be dealt with by a majority decision of the voting membership. The president-elect will make an effort to attend the national president's meeting.

C. Past President: The past-president will serve as the chair of the Program Committee.

D. Secretary: It will be the duty of the secretary to take minutes of the meetings of the Chapter and the Executive Board and disseminate to the membership.

E. Treasurer: It will be duty of the treasurer to be responsible for the receipt, deposit, disbursement and withdrawal of all funds of the Chapter. The treasurer will render quarterly financial statements to the Chapter: The treasurer will gather registrations to meetings & facilitate the sign-in process. The treasurer will be responsible for the creation and distribution of the annual membership directory which will posted on the web-site and made available via paper to members who so request.

Section 4. Chapter Elections:

A. The election of officers will be accomplished by a vote prior to the 4th chapter meeting of each calendar year. Ballots may be given in person, via mail, or electronically (see Article VIII, Section 3).

1. President:

The president-elect will assume the role of the Chapter president.

2. President-elect:

The new president-elect will be elected for a one (1) year term with the current president-elect automatically ascending to the position of Chapter president. This office will consist of one term as president-elect, followed by one term as Chapter president, and concluded with one term as past president, thus serving a total of three consecutive years on the Executive Board. The position of president-elect will be elected annually.

3. Past president:

The current Chapter president will assume the role of past-president after serving one year in the office of president.

4. Secretary and Treasurer:

The secretary and treasurer will each hold office for a term of two years with the election of the secretary position being held on even numbered years and the election of the treasurer position being held on odd numbered years.

5. Board Members-At-Large:

One board-member-at-large will be elected each year. A board-member-at-large serves a two-year term.

B. Board Vacancies:

A vacancy occurring in the office of secretary or treasurer will be filled by a majority vote of the Executive Board. In the event that a vacancy occurs in the office of president, the president-elect will assume responsibility for filling the position of president. If a vacancy occurs in the office of president-elect, within sixty (60) days of being advised of said vacancy, the Nominating Committee will make an effort to submit to the membership a slate of candidates for the position of president-elect. A ballot will be disseminated to the membership for the election by a simple majority vote of the Chapter membership voting for a new president-elect. If vacancies occur in both the offices of the president and president-elect simultaneously, the Nominating Committee will provide to the membership a slate of candidates for both positions following the same process

indicated in Section 3 (B).

ARTICLE V – Code of Ethics

Section 1. Conduct of the Chapter officers and members will be guided by the professional standards set forth in the National Association of Social Work Code of Ethics.

Section 2. Chapter officers will conduct themselves in a manner that serves the best interest of the Chapter and Society. The officers will administer Chapter duties honestly and economically, exercising skill, sound judgment and good faith in all transactions of the Chapter.

Section 3. Chapter officers will not use their positions or any knowledge gained by their positions in situations where the potential for conflict of interest may arise.

ARTICLE VI – Meetings

Section 1. Meetings: The Chapter will hold a minimum of four (4) meetings per year.

Section 2. Special Meetings: A special meeting may be called by the president with consensus of the Executive Board. A petition to the president by 25% of the membership will be cause for scheduling a special meeting.

ARTICLE VII – Executive Board

Section 1. The Executive Board will consist of the officers and two board-members-at-large.

Section 2. The Executive Board is responsible for the oversight of all Chapter affairs and may execute all matters consistent with Chapter Bylaws.

Section 3. The Executive Board will meet or conference call at least quarterly between Chapter meetings.

ARTICLE VIII – Committees and Work Groups

Section 1. The Chapter will have the following standing committees and work groups: Program, Nominating, Membership, and Health Policy. Executive Board members shall serve as chairs of work groups and standing committees as outlined elsewhere in this Article. The chairs are responsible for recruiting members to serve on the committee. If they are unable to recruit members to serve, they are responsible for carrying out the responsibilities of the committee.

Section 2. Program Committee:

The Program Committee will be a standing committee and will be responsible for arranging programs for the spring, summer, fall, and winter Chapter meetings each year. This committee will also be responsible for the coordination of any additional conferences or workshops hosted by the Chapter. The past-president will chair the Program Committee.

Responsibilities Include:

1. Working with the Executive Board on developing program ideas
2. Acting as a liaison with speakers
3. Acting as a liaison with conference space personnel
4. Arranging for food as appropriate
5. Arranging for audio/video equipment as appropriate
6. Creating and disseminating the conference brochures

Section 3. Nominating Committee:

The Nominating Committee will be a standing committee appointed annually by the Executive Board. The Nominating Committee shall prepare and present a ballot to the membership of the Chapter at the 3rd chapter meeting of each calendar year with a closing date for the return of the ballot 30 days thereafter. New board members will be announced at the 4th chapter meeting of each calendar year. An attempt will be made to recruit a minimum of 2 candidates for each office on the ballot and the selection of the candidates will reflect the broad program interests of the Chapter members. The Chapter president will chair the Nominating Committee.

The Nominating Committee will also be responsible for the nomination of an appropriate Chapter member to be the recipient of the WI Chapter Social Work Leadership in Health Care Award. Nominations will be solicited from chapter members at the 3rd meeting of each calendar year with a return date for nominations 14 days thereafter. The list of nominees will be presented to the executive board and put to a vote at the 4th board meeting of each calendar year. This selection must be completed by and presented at the 4th chapter meeting of each calendar year. The Chapter president will complete and submit the recipient's name to the Society for Social Work Leadership In Health Care for consideration as a national recipient of the same award if the recipient meets their criteria.

Section 4. Membership Work Group:

The Membership Work Group will be appointed annually. This work group will be responsible for the recruitment of new members and retention of existing members. It is also the responsibility of all Chapter members to participate in the

ongoing recruitment of potential new members to the Chapter. The Membership Work Group will be chaired by the board-member-at-large that is elected beginning on even numbered years.

Section 5. Health Policy Work Group:

The board-member-at-large elected to begin on odd numbered years will chair the Health Policy Work Group. This work group will be responsible for the coordination of activities in the following areas:

A. Legislative and Professional Organization Linkages:

1. Identification of key legislative issues at the state and national levels
2. Development of relationships with legislators and other social work organizations
3. Liaison with WHA/CHA offices in Madison
4. Liaison with NASW

B. Analysis of Key Health Care Issues for the Chapter:

Review new regulatory and legislative agenda items, which will impact on social work departments and programs and provide updates to the membership at quarterly Chapter meetings.

Section 6. Other Committees/Work Groups:

The Executive Board may appoint other committees or work groups as needed.

ARTICLE IX – Annual Dues

Section 1. The amount of the annual dues will be set by the Executive Board and any change from previous year's dues will be approved by the Chapter membership.

Section 2. The membership period is January 1st through December 31st annually.

Section 3. Dues cannot pro-rated.

Section 4. Members will receive notices of membership renewal and payment of dues from the treasurer in the fall with dues payable by December 31st of each calendar year.

ARTICLE X– BY-LAWS REVISION

The Executive Committee will review and propose changes to Chapter Bylaws at least once every four (4) years. They will then disseminate changes to members at least 14 days prior to the next chapter meeting. At that meeting, the revisions will be discussed and further revised as appropriate before put to vote. Those unable to attend the chapter meeting at which bylaws are discussed may send their comments with the President to be shared at the meeting. The purpose for the review will be to determine that the Bylaws remain current and reflective of the role and purpose of the Chapter as set forth in the Mission Statement (Article II).

ARTICLE XI – Amendments

These Bylaws may be amended by a two-thirds (2/3) vote of the responding membership. Members will be given 3 weeks to return their vote.

ARTICLE XII – Revenues

The Chapter exists for the purpose of professional networking, education and access to health care programs and functions as a not-for-profit organization. It shall be conducted so that no part of the income or earnings will be used for the benefit of any member, director, officer or other individual with the exclusion of approved operational expenses. Upon dissolution, the assets will be distributed to an organization selected by the Executive Board which would continue to carry out the objectives of the Chapter.

ARTICLE XIII – Contributions

Contributions to organizations, individuals or causes are limited to the availability of funds. Contributions will need to be authorized by a simple majority of the membership present at a Chapter meeting. Any single contribution exceeding \$500.00 will require final approval via a majority vote of the Executive Board before the funds may be disbursed.

Partial revision 3/2005. Due for complete revision 5/2008.