

BY-LAWS  
OF THE  
NEW HAMPSHIRE SCHOOL SOCIAL WORKERS' ASSOCIATION

Article I.           ORGANIZATION

SECTION I   NAME

The name of this Association as set forth in the Articles of Incorporation shall be, New Hampshire School Social Workers' Association, referred to hereafter as NHSSWA.

Article II.           MISSION

The NH School Social Workers' Association is dedicated to promoting the profession of School Social Work and the professional development of School Social Workers in the State of New Hampshire in order to enhance the educational experience of students and their families.

This mission is achieved through:

- Representing, enhancing and protecting our profession.
- Advocating for high quality services for student learners.
- Promoting professional development.
- Encouraging school social work research and facilitating resource sharing.
- Interpreting and promoting the role of school social work with school systems and their communities.
- Disseminating school social work information in the state.

Article III.           MEMBERSHIP

SECTION I   ELIGIBILITY

Membership as determined by the Board of Directors shall be open to all who are interested in the mission of NHSSWA and who meet one of the membership type criteria.

SECTION II   MEMBERSHIP TYPES

1. Professional: Any state certified school social worker, degreed social worker, or related professional with an interest in school social work.
2. Student: A person who is actively enrolled in an accredited program of social work education.
3. Retired/Unemployed: Any person meeting the criteria for Professional membership who is currently retired from the profession or unemployed.

SECTION III   RECOGNITION OF MEMBERSHIP

1. The Board of Directors may provide a certificate evidencing membership in NHSSWA.

SECTION IV   VOTING RIGHTS

Voting privileges shall be extended to current NHSSWA members.

## SECTION V ANNUAL DUES

Annual dues shall be in such amount and should be payable as such times and under such conditions as may be specified by the Board of Directors.

1. Dues shall be paid upon application for membership and are due on January 1 annually. Persons applying for membership after July 1 will pay ½ (one half) the annual rate for that calendar year, with full-year renewal due on January 1.
2. Annual dues will have a Professional, a Student and a Retired/Unemployed rate.

## Article IV MEETINGS

### SECTION I ANNUAL MEETING

The Annual Meeting shall be held at a time and place in the State of New Hampshire as may be determined by the Board of Directors. All members are to be notified at least thirty (30) days in advance by email.

### SECTION II REGULAR MEETINGS

Regular meetings of the NHSSWA shall be scheduled quarterly at a minimum by the Board of Directors. All members will be notified of meetings at least one-week in advance via email.

### SECTION III SPECIAL MEETINGS

Special meetings may be called by either the President or a member of the Board of Directors, or may be requested by any member through either the President or a member of the Board of Directors.

1. A written or printed notice of the special meeting shall be sent to the NHSSWA membership by email at least ten (10) days prior to the meeting.
2. The purpose for which the special meeting is called shall be stated in the notice and no other business shall be transacted prior to the date of the meeting.

### SECTION IV VOTING

All NHSSWA members shall have both voice and vote in all meetings. Voting privileges will not be extended to members who have not paid yearly dues. No proxy votes will be allowed.

### SECTION V QUORUM

Ten percent (10%) of the NHSSWA membership shall constitute a quorum at the annual or any special meetings of NHSSWA.

## Article V BOARD OF DIRECTORS

### SECTION I POWERS

The business of NHSSWA shall be managed by the Board of Directors, except as limited by vote of the membership. Each Director shall hold office until the next Annual Meeting or until their successor has been elected.

### SECTION II NUMBER

The number of members on the Board of Directors shall not be fewer than five (5) nor more than ten (10). The Board of Directors shall consist of a President, Secretary, Treasurer and one (1) to seven (7) Members-At-Large.

One member of the Board of Directors shall also serve as a liaison to the NH Chapter of NASW when agreeable to both Boards. This person or his/her designee shall attend all NH NASW Board meeting and shall represent NHSWWA in all relevant matters.

SECTION III ELECTION AND TERMS OF OFFICE

1. The Board of Directors is elected by the membership at the Annual Meeting.
2. Board of Directors may serve unlimited terms of office.

SECTION IV VACANCIES

1. Any Board member who misses two (2) consecutive scheduled meetings, without notification, shall be considered to have resigned from the Board.
2. Vacancies will be filled by the Board of Directors until the next Annual Meeting.

SECTION V QUORUM

A majority of the Board present shall constitute a quorum for the transaction of business at any meeting of the Board.

Article VI OFFICERS

SECTION I EXECUTIVE COMMITTEE

The Officers of NHSSWA shall be a President, Secretary and a Treasurer. These officers shall constitute the Executive Committee.

SECTION II ELECTION AND TERM OF OFFICE

The Officers shall be elected by the membership of NHSSWA. An Officer shall not serve more than two consecutive terms in the position of President, Secretary or Treasurer. When possible, two names shall be put into nomination for each office.

SECTION III VACANCIES

Vacancies for any Officer's position shall be filled by appointment by of the Board of Directors, to serve until the next Annual Meeting.

SECTION IV QUALIFICATIONS

Officers must have been a member of the NHSWWA for at least six (6) months prior to their election.

SECTION V PRESIDENT

The President shall preside at each meeting of the NHSWWA and shall be an ex-officio member of all Committees. The President shall represent the NHSWWA between its meetings. In conjunction with the Board of Directors the President shall be responsible for all other duties determined by the Board of Directors.

SECTION VI SECRETARY

The Secretary shall be responsible for the minutes and records of the meetings of the membership, Board of Directors and the Executive Committee, as well as for all non-fiscal records. The Secretary shall perform other duties as may be assigned by the Co-Chairs and/or Board of Directors.

SECTION VII TREASURER

The Treasurer shall be responsible for the receipts, deposits, disbursement and withdrawal of all funds of NHSSWA. The Treasurer shall also be responsible for preparing financial reports prior to the regular Association/Board and Annual meetings and perform other duties as may be assigned by the President and/or the Board of Directors.

Article VII COMMITTEES

SECTION I

The Board of Directors shall appoint committees to meet the mission of the Association and delegate to them enumerated powers and responsibilities.

SECTION II

Standing committees of the organization shall at least include:

Executive Committee as defined in Article VI Section I  
Public Relations Committee  
Nominations Committee

SECTION III

Other Committees and Task Forces may be appointed by the President with the advice and consent of the Board of Directors. These Committees and Task Forces shall report to the Board of Directors.

SECTION IV CHAIRPERSON

One member of each Committee shall be selected Chair by the Committee.

Article VIII FINANCES

The Board of Directors shall be responsible for all financial revenue and disbursements of NHSWWA. The duties of the Treasurer as outlined in Article VI Section VII will include the recording and reporting of all financial transactions. A Treasurer's report will be available at each NHSWWA meeting.

Remuneration: Directors shall not receive any compensation for their services as members of the Board of Directors. The Board may authorize payment by the Association of the expenses of the Directors for attendance at regular or special meetings of the Board or for other approved Association related expenses incurred.

Article IX AMENDMENTS TO BY-LAWS

The power to make, alter, amend and repeal By-Laws of this Association shall be with the membership of the Association. Any proposed changes to the By-Laws are to be proposed at a regular meeting of the Association/Board of Directors and must pass at that level by an affirmative vote of two-thirds (2/3) of the Directors present. These changes will then be voted upon by the membership at the first Annual Meeting following and shall be passed at that meeting by majority vote.

Article X      DISSOLUTION

Upon any dissolution or winding up of the Association, any assets remaining after payment of or provision for its debts and liabilities, shall, consistent with the purpose of the Association, be paid to charitable corporations serving youth and qualifying as exempt organizations under the provisions of Section 501 (C) (3) of the US Internal Revenue Code or corresponding provisions of subsequently enacted Federal Law. No part of the net assets or net earnings of the corporation shall inure to the benefit of or be paid or distributed to an officer, director, member employee or donor of the Association.

*Approved October 1, 2009*