

**SOCIAL WORK LEADERS IN HEALTH CARE OF METRO ST. LOUIS, INC.
BY-LAWS**

ARTICLE 1: NAME

- 1.1 The name of the organization shall be SOCIAL WORK LEADERS IN HEALTH CARE OF METRO ST. LOUIS, INC., herein referred to as SOCIAL WORK LEADERS.

ARTICLE 2: PURPOSE

- 2.1 The purpose of this organization shall be to advance the development of effective social work leaders in any health care setting by:
- A. Promoting education programs and activities to strengthen and develop social work leadership;
 - B. Strengthening relationships with health care associations and professional social work organizations in relation to social work in health care;
 - C. Providing a medium for the interchange of ideas and dissemination of material relative to social work leadership;
 - D. Promoting standards and ethics for the delivery of social work in health care settings;
 - E. Providing opportunities for continuing education credits for those members who are duly licensed at one of the current Missouri or Illinois social work licensure tiers;
 - F. Promoting leadership among future social work leaders through networking and educational opportunities as well as recognition of excellence among social work students;
 - G. Promoting and supporting the continuing education of the membership through regular in-service education, education awards, or other relevant activities.

ARTICLE 3: MEMBERSHIP

3.1 **Eligibility**

3.1.1. Full Membership shall be available to:

- A. Individuals who have responsibility for the delivery, education or development of social work services in a health care organization, and who have an MSW or BSW from a college or university accredited by the Council on Social Work Education.

- B. Individuals who hold a Master's degree or Doctoral degree in social work who have primary responsibility for the education of social workers at an educational institution accredited by the Council on Social Work Education.
- C. MSW students with a minimum degree of BSW who have an interest in developing social work skills in health care.
- D. Associate Members that have continued their membership with SOCIAL WORK LEADERS for 5 years.

3.1.2 Associate Membership will be available to:

- A. Individuals who have the primary responsibility for the delivery, education or development of social work services in a health care organization, but hold neither a BSW nor MSW degree.
- B. Individuals who do not hold a Bachelor of Social Work, Master of Social Work, or Doctoral degree in Social Work who have the primary responsibility of education of social workers at an educational institution.
- C. MSW students without a BSW who have an interest in developing social work skills in health care.
- D. BSW students who have an interest in developing social work skills in health care.

3.1.2.1 Those candidates who meet the qualifications above and are accepted for Associate Membership upon approval by the Board of Directors.

3.1.3 Emeritus Memberships will be available to:

- A. Individuals who have been Full Members in good standing SOCIAL WORK LEADERS for a minimum of 3 years of continuous membership or 5 years of total membership and have left health care social work practice due to retirement or disability.

3.2 **Transfer of Membership**

Membership in SOCIAL WORK LEADERS is not transferable to another individual.

Memberships are individual and not institutional, although payment for dues may be made by the member's employer.

3.3 **Termination of Membership**

- A. Membership in SOCIAL WORK LEADERS shall be automatically terminated for the failure to pay dues within 30 days of the date on which they become due and payable. Individuals whose membership has lapsed but continue to

meet the criteria for membership may regain membership in the Society by paying his/her dues.

- B. A member who loses his/her eligibility shall retain his/her membership for the duration of the period for which dues have been paid.
- C. No portion of the dues paid by members who resign, or whose membership is terminated, is refundable.
- D. Membership in SOCIAL WORK LEADERS may be revoked upon vote of a majority of the Board of Directors for serious infractions of social work ethics, revocation of license or discipline by the State Committee on Social Work, or for other just cause.

3.4 Rights of members:

- A. Full members have the right to vote, hold office, and participate in or head committees.
- B. Associate members do not have the right to vote or hold office. They may serve as members of committees, except the Committee on Nominations.
- C. Emeritus members retain the rights of Full Members and may vote, hold office, and participate in or head committees.

ARTICLE 4: MEETINGS OF MEMBERS

4.1 Program Year

The program year of SOCIAL WORK LEADERS shall begin January 1 and shall end December 31 of each year. At the last meeting of the program year, reports of the officers and committee chairpersons shall be presented and the election of officers for the coming year shall be held.

4.2 Frequency of Meetings

Regular meetings of SOCIAL WORK LEADERS shall be called not less than four times per year.

4.3 Special Meetings

Special meetings of the membership may be called by the President, by order of the Board of Directors, or by written request by five members of the Society. Said request shall set forth the purpose of such meeting and no business except that for which the call was issued shall be transacted at the meeting.

4.4 Notice of Meetings

Written notice of all meetings of SOCIAL WORK LEADERS shall be mailed or emailed to the members, addressed to their last known physical or email address, not less than one week

prior to the date thereof; said notice shall set forth the time, place and purpose of such meeting.

ARTICLE 5: DUES

5.1 Amount and Payment Schedule

Annual dues for membership shall be determined annually by the Board of Directors. Dues shall be considered delinquent if not paid within 30 days of the program year.

Dues are to be paid at the beginning of the program year (January 1) or whenever the member applies. Dues from a prior year will be carried over to the new program year if paid within 30 days of the new program year.

All dues must be accompanied by an annual application for membership, which will specify the membership category.

Individuals who pay dues after August 1 are entitled to membership for the remainder of the year for $\frac{1}{2}$ the regular dues rate.

Full and Associate members shall pay the same dues. BSW & MSW student memberships will be charged at one-half ($\frac{1}{2}$) the rate of Full and Associate members, unless the student already holds a BSW from an accredited school of social work and is currently employed in a health care setting. In this case, the student is considered a Full Member.

Board Members will receive a free membership for the year they are a part of the board.

Emeritus Members are exempt from membership dues for the duration of their membership, unless they return to the workforce, in which case they will become Full Members. Emeritus Members must apply yearly for membership.

5.2 Notice

Notice of dues shall accompany the notice of the last meeting of the program year.

ARTICLE 6: OFFICERS

6.1 The officers of SOCIAL WORK LEADERS shall be: President, Vice-President/President-Elect, Secretary, and Treasurer.

6.2 The terms of office of these officers shall be for a period of one year, or they shall serve until their successors are elected, except the Treasurer will serve two years. Officers may be elected to multiple terms.

6.3 Duties of the officers are as follows:

6.3.1 President

The President shall supervise the activities of SOCIAL WORK LEADERS and its officers, and shall preside at all meetings of SOCIAL WORK LEADERS and the Board of Directors. The President shall perform other duties as authorized by the Board of Directors.

6.3.2 Vice President/President-Elect

The Vice President/President-Elect shall perform such duties as may be assigned to him/her by the President of the Board of Directors. The Vice President/President-Elect shall perform duties in the absence of the President or in case of death, resignation, or inability to act. The President-Elect will be responsible for recruitment and renewal of membership. The president-elect shall provide the Secretary with a list of the members for the purpose of selection of the Membership Award and will maintain the Membership Directory. The President-Elect will succeed to the Presidency and Immediate Past-Presidency in subsequent years. The President-Elect shall perform other duties as authorized by the Board of Directors.

6.3.3 Secretary

The Secretary shall perform the duties customarily understood to be performed by such officers. The secretary will take minutes at all general and Board of Directors meetings and will submit those for approval at the following meeting. The minutes will also be submitted for publication in the SOCIAL WORK LEADERS newsletter. The Secretary shall perform other duties as authorized by the Board of Directors.

6.3.4 Treasurer

The Treasurer will keep an accounting of all financial transactions and submit this accounting for approval at all Board meetings. The accounting will be presented to the membership at general meetings and will be published in SOCIAL WORK LEADERS newsletter. The Treasurer shall perform other duties as authorized by the Board of Directors.

ARTICLE 7: BOARD OF DIRECTORS

7.1 Membership Composition

The management of SOCIAL WORK LEADERS shall be vested in a Board of Directors composed of the officers of SOCIAL WORK LEADERS, two Directors-at-Large (one to

be elected alternated years for terms of two years), the immediate Past-President, and the Chairpersons of the standing committees and other committees as appointed by the President. Chairpersons of committees must be Full Members. The Board of Directors shall perform other duties as authorized by the Board of Directors.

7.2 Frequency of Meetings

The Board of Directors shall meet as often as shall be necessary to transact the business of the Society but not less than four times a year. Directors are expected to attend 2/3 of announced Board meetings. Additional absences are allowed at the discretion of the President.

7.3 Special Meetings

Special meetings of the Board of Directors may be called by the President, upon request of not less than two members of the Board of Directors, or upon written request of five members of SOCIAL WORK LEADERS. Such request shall specify the purpose of the meetings, and such purpose shall be incorporated in the notice thereof. No business shall be transacted at any special meeting except that for which the call is issued.

7.4 Notice of Meetings

Written notice of all meetings of the Board of Directors shall be given to each member of the board not less than 10 days before the date thereof; provided, however, that when all members of the Board are present and consent to the holding of any meeting of the Board, such meeting shall be valid, legal, and binding as is duly called and notice thereof given herein above required.

7.5 Quorum for Meetings

A quorum for meeting of the Board of Directors shall consist of four members thereof.

7.6 Board Vacancies

7.6.1 Vacancy in the office of President

A vacancy in the office of President will be filled by the President-Elect. If the vacancy occurs on or before July 1 of the current calendar year, the Nominating Committee will submit to the membership within sixty (60) days of the vacancy a slate of candidates for the position of President-Elect. A ballot will be disseminated to the membership by email or regular mail for election by simple majority vote of President-Elect by the SOCIAL WORK LEADERS membership.

A vacancy that occurs after July 1 will be filled by the President-Elect, who will continue to serve as President into the next program year.

7.6.2 Vacancies in other offices of the Board of Directors

A vacancy occurring in other Board of Director positions will be filled by a majority vote of the remaining Board of Directors for the remainder of the unexpired term.

ARTICLE 8: COMMITTEES

8.1 Appointment

The Board of Directors shall establish, and the President shall appoint, chairpersons to such committees as may be deemed necessary for the advancement of the SOCIAL WORK LEADERS with the exception of the nominating committee (See 8.8). Members of each committee shall be appointed by the chairperson of the committee with approval of the President. Committee chairperson shall submit annual reports and such interim reports as may be requested by the President.

8.2 Committee on Nominations

There shall be a Committee on Nominations composed of a chairperson and two additional members, all of whom shall be Full or Emeritus Members in good standing in SOCIAL WORK LEADERS. The Chairperson shall be elected by membership. The committee members shall be appointed by the Chairperson. The Committee on Nominations shall annually prepare a slate of nominees for the position of: Vice President/President-Elect, Secretary, Treasurer, board member(s)-at-Large, and Chairperson of the Nominations Committee. The Chair of the current Nomination Committee shall not be nominated for an officer position for the following year. The Chairperson shall report to the current President-Elect the actions of the committee.

8.3 Standing Committees

- A. Committee on Programs: The purpose of this committee shall be to develop programs to promote continuing education of the SOCIAL WORK LEADERS Membership and social work leaders in health care institutions and agencies. This committee is charged with the necessary coordination of the program with the State Committee for Social Workers for the purposes of CEU hours as well as obtaining sponsorship and locations for the meetings. This committee is chaired by one or more individuals. The chairperson will attend Board of Director meetings.

- B. Committee on Scholarship: The purpose of this committee shall be to promote the future of the social work profession by selecting a Distinguished Student Scholarship Award recipient from one of the following Master of Social Work programs: Washington University, St. Louis University, and the University of Missouri- St. Louis. The committee shall solicit candidates for this scholarship through collaboration with the Universities. The committee shall review applications to see that they meet criteria set forth for this scholarship, select candidates to interview and select the award winner. The winner of the scholarship will be awarded an amount set forth by the Board of Directors as well as one year of membership in SOCIAL WORK

LEADERS. The winner shall be presented to the membership at the Annual Meeting. This committee is chaired by a Full Member who has been appointed by the President.

8.4 Other Committees

Special committees may be appointed for specific projects. The term of office for members of such committees shall be one year, unless otherwise specified by the Board. Committees shall submit reports to the Board. Other committees may include:

- A. Committee on Finance and Fund-Raising: The purpose of this committee shall be to monitor the financial status of SOCIAL WORK LEADERS and to make recommendations to the Board of Directors regarding investments, budget for the program year, and financial expenditures as needed. The committee shall also conduct an audit of the treasurer's books and report its findings to the Board of Directors. This committee is to recommend to the Board of Directors activities to raise funds for SOCIAL WORK LEADERS and to plan and implement those activities. These activities may include: increasing the funds available for projects such as speakers for the general meeting, the Distinguished Student Scholarship, Membership Award, and special events and awards. This committee is chaired by a Full member appointed by the President.
- B. Strategic Planning Committee: The purpose of this committee is to assess organizational needs and provide direction to the board of directors and the membership on the future of SOCIAL WORK LEADERS. The chairperson must be a Full Member and is appointed by the President.
- C. Legislative Committee: The purpose of this committee is to inform the membership of relevant legislative issues and coordinate the organizational response to these issues. Chairperson must be a Full Member and is appointed by the President.

ARTICLE 9: ELECTIONS

- 9.1 The Nomination Committee shall prepare a slate which, with a brief biographical sketch of each nominee, shall be mailed or emailed to the entire membership not less than thirty days prior to the date of the election, having first secured the consent of the nominees to serve. The date of the election shall be that of the last meeting of the program year, which is the annual meeting.
- 9.2 Additional nominees for any or all officers may be added to the Nominating Committee's slate upon admission of a nominating petition signed by not less than five members of SOCIAL WORK LEADERS, the consent of the nominees to serve having been first obtained; and nominating petition shall be submitted to the Nominating Committee Chairperson of SOCIAL WORK LEADERS within fifteen days after the date on which

the slate of the Nominating Committee is mailed to the members of SOCIAL WORK LEADERS.

- 9.3 In the event no nominating petitions are submitted to the Nominating Committee Chairperson of SOCIAL WORK LEADERS within the time specified in Section 2 of the Article IX, the slate of the Nominating Committee for the election of officers, members-at-large, and elected committee chairs of the Board of Directors shall be the elective ballot, and the Nominations Committee Chair shall, at the last meeting of the program year, present this ballot to the membership present at the annual meeting.
- 9.4 In the event a nominating petition or petitions are submitted to the Nominating Committee Chairperson of SOCIAL WORK LEADERS within the time specified in Section 2 of the Article IX, then the ballot for the election of Officers and members-at-large of the Board of Directors shall contain the slate of the Nominating Committee and such additional nominees as shall be added by nominating petitions; and such ballot, together with a brief biographical sketch of each nominee, shall be mailed by the Nominating Committee Chairperson of SOCIAL WORK LEADERS to each member of SOCIAL WORK LEADERS at his/her last known physical or email address not less than fifteen (15) days prior to the date of the election. Said ballot shall be accompanied by instructions that said ballot shall be voted on at the annual meeting or by absentee ballot.
- 9.5 At the last meeting of the program year, slate of nominees, including any petitions, shall be voted on by present Full and Emeritus Members and the absentee ballots shall be opened and counted by two officials appointed by the Board of Directors. The candidate for each office receiving the highest number of votes for such office (simple majority) shall be declared elected.
- 9.6 Absentee ballots may be accepted by mail or email and must be received on or prior to the date of the annual meeting in order to be valid and counted. Absentee ballots must be mailed or emailed to the Nominations Chair at his/her last known address and are to be opened and counted in the presence of at least two Full Members, one of whom can be the Nominations Chair. Emailed ballots must be sent by the Member from the email address of record for that member.

ARTICLE 10: MANAGEMENT OF FUNDS

- 10.1 The funds of SOCIAL WORK LEADERS shall be deposited in a bank or banks the deposits of which are insured by the Federal Deposit Insurance Corporation.
- 10.2 Disbursement shall be by check or debit card, signed or authorized by the Treasurer or President. In the absence or disability of either the Treasurer or President, any officer of SOCIAL WORK LEADERS duly authorized by the Board of Directors may sign in place of either.

- 10.3 Contributions to organizations, individuals, or causes are limited by the availability of funds. Contributions will be authorized by a simple majority of the membership present at the current meeting. Any single contribution exceeding \$500 will require final approval via a majority vote of the Board of Directors before the funds may be disbursed.

ARTICLE 11: AMENDMENTS

- 11.1 These by-laws may be amended by a majority vote of members present at the most recent meeting of the program year provided that notice of such amendments has been mailed or emailed to the members of SOCIAL WORK LEADERS not less than fifteen (15) days prior to the meeting. If approval of the amendment is to be voted on by mail or email, these bylaws may be voted on by a majority vote of members returning mail or email ballots, provided the amendment to be voted upon is mailed or emailed to the members not less than thirty (30) days before the date specified for the return of the ballot.
- 11.2 Comments on pending amendments to the bylaws may be submitted to the President and/or chair of the Bylaws Committee, as appropriate.

ARTICLE 12: ROBERTS' RULES OF ORDER

- 12.1 "Roberts' Rules of Order Revised" shall govern this organization except where inconsistent with these by-laws.

ARTICLE 13: CODE OF ETHICS

- 13.1 Conduct of SOCIAL WORK LEADERS officers and members will be guided by the professional standards set forth in the National Association of Social Workers' Code of Ethics.
- 13.2 SOCIAL WORK LEADERS officers will conduct themselves in a manner that serves the best interest of SOCIAL WORK LEADERS and members. The officers will administer affairs honestly and economically, and will exercise skill, sound judgment and good faith in all transactions related to SOCIAL WORK LEADERS.
- 13.3 Society 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 14: DISBURSEMENT OF FUNDS

- 14.1 Disbursement of Funds in the Event of the Dissolution of the Organization

Should dissolution of this organization occur, payments of debts owed by SOCIAL WORK LEADERS are to be made after which any remaining funds are to be divided equally between the graduate social work health care concentrations at St. Louis University School of Social Work, the University of Missouri St. Louis School of Social Work and the Washington University George Warren Brown School of Social Work to be used for scholarships for students in the graduate social work health care concentrations.

Revised June 27th, 2016