

NASW California Chapter Charter

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, California Chapter.

Article II – Purpose

The Chapter advances the mission of the Association. 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 assist in enhancing professional standards, ethical practice, and the advancement of 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 address 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

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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 shall have input on the executive director searches and evaluations. The Chapter Board shall make final recommendations to the National Office on candidates for the Chapter executive director position.

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 and oversees the Chapter Diversity Plan, including the annual progress reporting.

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, and 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 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 three years. Officers, other than the President, may be candidates for re-election

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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, if applicable.
- Two student members, one MSW and one BSW, elected by the Chapter membership.
- 9 additional board members elected to represent the chapter's geographical units as defined in Article IX and 3 additional board members serving as at-large members.

B. Terms

The term of office shall commence July 1 for a term of three 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 Board. The term as President-Elect does not count in the consecutive years' limitation.

One-third of the officers and one-third of the unit representatives and/or at large directors shall be elected every year.

C. 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.
- Developing and implementing membership recruitment and retention programs.
- Overseeing the Chapter Diversity Plan, including annual progress reporting.
- Participating in Chapter Board meetings.
- Overseeing all other business necessary to fulfill the Chapter's purposes.

D. 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 one week's 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 members of the Chapter Board. At least one week's notice of the time, place, and purpose of a special meeting is required. Meeting notice is required unless waived by all directors then in office.

E. Quorum

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

F. Proxy Voting

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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, if applicable. The President may appoint one geographic unit Board member from the current members of the Chapter Board as recommended by the geographic unit members. 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.

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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.

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

The Chapter may be structured into the following nine units:

- Region A
- Region B
- Region C
- Region D
- Region E
- Region F
- Region G
- Region H
- Region I

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

A. Chapter Funding Sources

- 1) Funds shall be obtained to promote the programs of the Association through the Chapter in the following manner:

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- 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.

B. 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.

Article XI – Political Action Committee

The Chapter's political action committee is called CalPACE. 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. 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.

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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 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. Amendments to this Charter shall be approved by the NASW National Board or through its designated approval process.