

# **NORTH CAROLINA PUBLIC HEALTH ASSOCIATION**



## **SOCIAL WORK SECTION BY-LAWS and MANUAL OF PROCEDURES**

June 11, 2018

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*NOTE: It is suggested that each officer and committee chairperson read this handbook thoroughly each year in order to understand how his or her functions are defined and interrelated.*

## **ARTICLE I**

### **NAME**

The name of the section of the North Carolina Public Health Association shall be the **Social Work Section**.

## **ARTICLE II**

### **MISSION/PURPOSE**

The mission/purpose of the Social Work Section shall be to promote the optimal physical, social and emotional well-being of North Carolina's citizens through the application of professional social work practice in public health settings.

The objectives are to:

1. "Promote public health social workers as an integral member of all multidisciplinary health care teams."
2. "Advocate for access to high quality health care services for all NC citizens."
3. Improve joint planning among all agencies and organizations concerned with social work activities.
4. Promote professional social work standards among members of the section.

## **ARTICLE III**

### **MEMBERSHIP**

- Section 1. All classes of membership in the North Carolina Public Health Association shall be eligible for membership in the Social Work Section under the provisions of the North Carolina Public Health Association By-Laws.
- Section 2. A member, in good standing, shall have one vote upon all matters coming before the Social Work Section, participate in the proceedings of the Social Work Section and be eligible to hold any office in the Social Work Section.
- Section 3. All members of the Social Work Section must be current paid members and in good standing with NCPHA.
- Section 4. According to the NCPHA By-Laws, minimum membership of 25 members must be maintained.

Section 5. Denial, Rejection of Renewal or Termination of Membership: The Executive committee, by 2/3 vote of those present at any meeting called at its own discretion, in the best interest of the Section, may deny, reject renewal or terminate membership of any individual.

## **ARTICLE IV**

### **OFFICERS**

Section 1. The officers of the Social Work Section shall be a Chairperson, A Chairperson-Elect, Immediate Past Chair, Secretary, Treasurer, Treasurer-Elect and Member-at-Large. The Chairperson, Chairperson-Elect, and Secretary shall be elected by the members of the Social Work Section for a one year term. The Member-at-Large shall be elected by the members of the Social Work Section for a three year term. The Treasurer-Elect shall be elected by the members of the Social Work Section for a three year term; one year as Treasurer-Elect followed by two years as Treasurer. The Treasurer-Elect position will be on the Slate of Officers' ballot every other year. Officers will begin their terms immediately following the close of the annual meeting at which they are elected and qualified.

Section 2. These officers shall be members of NCPHA in good standing and must be by education, employment or function a social worker in a health or health-related setting.

## **ARTICLE V**

### **DUTIES OF OFFICERS**

Section 1. **The Chairperson** shall preside over the meetings of the Social Work Section, act as Chairperson of the Executive Committee and, upon request, act in an advisory capacity to other regular standing and special committees. This person shall perform all other duties commonly understood to be connected with the position. The Chairperson will serve as chair for one year.

#### GENERAL DUTIES

1. Serves on the Governing Council of the North Carolina Public Health Association as the Social Work Section's representative;
2. Presides over the meetings of the Social Work Section;
3. Serves as Chair of the Executive Committee of the Social Work Section;
4. Appoints standing committee chairpersons and other such committees/special task forces deemed necessary for the work of the Social Work Section;

5. Appoints members to committees of NCPHA upon request of the Association President;
6. Takes responsibility for appropriate correspondence on behalf of the Section as requested and/or needed.

#### DUTIES IN CONNECTION WITH ANNUAL MEETING

1. Arranges for and presides over a business meeting;
2. Gives the names of the new officers to the Association President;
3. Assist in providing orientation for the new officers.

Section 2. **The Chairperson-Elect** shall preside over meetings in the absence of the Chairperson and shall serve as Chairperson of the program committee. After one year the Chairperson-Elect progresses to the position of Chairperson of the Social Work Section. The Chairperson-Elect assumes the role of the Social Work Section Chairperson immediately following the annual meeting.

#### GENERAL DUTIES

1. Serves as a member of the Social Work Section Executive Committee;
2. Appoints the Social Work Section Program Committee members;
3. Reports program committee activity to the Executive Committee;
4. Attends meetings of the NCPHA Program Committee;
5. Plans with committee members the program and/or workshop sponsored by the Social Work section at the annual meeting.

Section 3. **Immediate Past Chair Person** shall chair the Nominating Committee. The Immediate Past Chair will serve for one year.

1. Serves as a member of the Social Work Section Executive Committee;
2. Serves as the chair of the Nominating Committee;
3. Presents Slate of Officers for nomination at the annual NCPHA Conference.

Section 4. **The Secretary** shall also act as Secretary of the Executive Committee meetings. The Secretary will keep minutes of the Section and Executive Committee

meetings and should submit minutes within two weeks after the meeting. The Secretary will serve for one year.

#### GENERAL DUTIES

1. Serves as a member of the Social Work Section Executive Committee;
2. Keeps minutes of the Section and Executive Committee meetings and makes them available to appropriate persons, as needed;
3. With Membership Chairperson, keeps current NCPHA Social Work Section membership e-roster and updates the roster as needed as new membership lists are made available from NCPHA;
4. Shares current Social Work Section membership list from NCPHA with others on the Social Work Section Executive Committee as needed;
5. Prepares and presents the minutes from the past Business Meeting to the Annual Social Work Section business meeting for approval. Takes minutes at the annual business meeting.

Section 5. The **Treasurer** will maintain the financial records of the section and a full and accurate account of all receipts and disbursements. The Treasurer will provide the necessary documents for use by the audit committee for conducting an annual audit of the financial records of the Social Work Section. The Treasurer will serve for two years after serving as Treasurer-Elect for one year. All funds will be held in a money market account held by NCPHA. Requests for any funding needs will be made according to NCPHA policies and procedures.

#### GENERAL DUTIES

1. Keeps the financial records of the Section and has the authority to request payment from Social Work Section funds on the order of the Chairperson, Executive Committee and/or of the majority vote of the membership. Requests for payments, deposits or transfers of funds is made to the NCPHA accountant/bookkeeper using the appropriate NCPHA forms;
2. Keeps full and accurate account of all receipts and disbursements according to NCPHA policies and procedures;
3. Makes an annual financial report to the Section and Association;
4. Makes prompt arrangements with the new Treasurer regarding Section funds;
5. At the annual meeting, provides a report of current funds on account;
6. Ensures that all funds are deposited into the NCPHA general bank account and the NCPHA deposit form is completed and faxed along with a copy of the bank deposit slip to the NCPHA accountant/bookkeeper. This form should indicate

which NCPHA SW Section account the funds need to be transferred into by the accountant from the NCPHA general bank account.

Section 6. The **Treasurer-Elect** assists the Treasurer in keeping the financial records of the section and in keeping full and accurate account of all receipts and disbursements. The Treasurer-Elect shall assist the Treasurer for a period of one year after which he/she would progress to the post as Treasurer for a term of two years.

#### GENERAL DUTIES

1. Assists the Treasurer in keeping the financial records of the section;
2. Assists the Treasurer in keeping full and accurate account of all receipts and disbursements.

Section 7. The **Member-at- Large** shall represent the members of the Social Work Section and will be responsible for sharing their concerns and interests with the Social Work Section Executive Committee. The Member-At-Large will serve for a term of three years and will be elected with other officers at the annual meeting.

#### GENERAL DUTIES

1. Attends Executive Committee meetings;
2. The Member-at-Large will coordinate the auditing of the section's financial records;
3. Accepts responsibilities assigned by the Section Chairperson, including being committee or special task force chairperson.

Section 8. The duties of these officers shall be those usually implied by the office, and shall be outlined in this document.

### ARTICLE VI

#### COMMITTEES

Section 1. The Executive Committee shall consist of the:

- Chairperson
- Immediate Past Chairperson
- Chairperson-Elect,
- Secretary

- Treasurer
- Treasurer-Elect
- Member-At-Large
- Chairpersons of the Standing Committees

All members of the Executive Committee shall have voting privileges.

- Section 2. The Executive Committee consisting of the Chairperson, Immediate Past Chairperson, Chairperson-Elect, Secretary, Treasurer, Treasurer-Elect, Member-at-Large and Chairpersons of the Standing Committees, shall have the administrative authority of the Social Work Section between meetings.
- Section 3. Meetings of the Executive Committee shall be called by the Chair as needed. A majority of the members shall constitute a quorum of the Executive Committee.
- Section 4. All matters of finances shall be acted upon by the Executive Committee. The Committee shall present a report of its proceedings at the annual meeting.

## ARTICLE VII

### STANDING COMMITTEES

Charges to these committees are outlined in the Social Work Procedure’s section of this document. A majority of the members of any committee shall constitute a quorum. The term of all committee members shall be for one year. Each committee shall consist of a minimum of three members. Committees will file reports with the Secretary 15 days prior to the annual meeting of the NCPHA.

- Section 1. **Membership Committee** – The Chairperson of this committee is appointed by the Chairperson and serves on the North Carolina Public Health Association Membership committee. This committee includes, but is not limited to, the Chairpersons of affiliate public health organizations including EDNCPHA Social Work Section and/or individuals designated by the Section Chairperson.

#### GENERAL DUTIES

The Membership Committee has the responsibility of insuring that the NCPHA-Social Work Section continues to grow in number and quality of members.

- 1) Works with NCPHA Social Work Secretary to maintain and keep current a Social Work Section membership e-roster and updates the roster as needed as new membership lists are made available from NCPHA;



- 2) Obtains and retains Social Work Section membership rosters from NCPHA and provides copies to Executive Committee members, as needed;
- 3) Annually or more often, actively recruits new section members through identified membership recruitment strategies (i.e. recruitment e-mails via the PHSW list serve, section display at meetings, etc.);
- 4) At annual Social Work Section meeting, gives report regarding total membership in Social Work Section.

Section 2. **Program Committee** – The Chairperson of this committee is the Chairperson-Elect of the Social Work Section. The Chairperson-Elect shall attend all NCPHA Program Committee meetings and assume the lead in planning for the Social Work Section educational session(s) and luncheon speakers. The Social Work Section Chairperson, or their designee, shall facilitate the program section of the Annual Business Luncheon.

#### GENERAL DUTIES

1. Coordinates planning with NCPHA Staff and/or their designee;
2. Confirms, with Social Work Section Chairperson and Executive Committee, room arrangements at the annual meeting site;
3. Secures speaker(s) for the annual meeting;
4. Coordinates arrangements for the Social Work Section's educational sessions and business/luncheon meeting with NCPHA Staff/designee. Informs them of the following well in advance of the annual meeting:
  - a) Program format.
  - b) Number to be seated at speaker's table at each meeting.
  - c) Desired room arrangements and AV equipment needs.
  - d) Number of guests for luncheon or other mealtime functions.
  - e) Anticipated attendance for each educational session and the Section Business meeting;
5. Assists in developing program topics which complement the program theme chosen for the NCPHA annual meeting;
6. Communicates with speaker(s) regarding expenses incurred per preplanned agreement between the individual and the Executive Committee;
7. Meets and greets speaker(s) at the Annual Meeting;
8. Facilitates Reimbursing speaker(s) for expenses incurred per preplanned agreement between the individual and the Executive Committee;

9. Submits an itemized account of expenses to the Treasurer following the close of the annual business meeting.

Section 3. **By-Laws Committee** – The Chairperson of this committee is appointed by the Chairperson of the Social Work Section. The Chair of this committee is responsible for monitoring all activities in view of the present bylaws. The term shall be for one year.

#### GENERAL DUTIES

- 1) Studies/monitors by-laws;
- 2) Makes recommendations for proposed changes to the Executive Committee;
- 3) Proposed Changes must be:
  - a) Announced to NCPHA Social Work Section members 15 days before the annual meeting.
  - b) Presented to members at annual session for discussion and consideration.
  - c) Submitted to NCPHA Governing Council for approval as needed.

Section 4. **Nominating Committee** – The Chairperson of this committee is the previous year's Chair of the Social Work Section. The primary role of the Nominating Committee shall be to present a slate of nominees for the Section's offices. The term of office for each officer is listed under the description for each position.

#### GENERAL DUTIES

1. Select Section members to serve on this committee who reflect a statewide geographical distribution. The committee chairperson and members shall all be active, paid members of NCPHA and the Social Work Section.
2. The committee chairperson shall present the nominees for officers at the annual meeting. All persons nominated shall be current, paid members of NCPHA and the Social Work Section at the time of election.
3. The committee shall revise the nomination procedure whenever necessary. Revisions are subject to the approval of Section members at the annual meeting.
4. The committee shall accept recommendations from Section members concerning possible candidates for nomination. All recommendations are to be submitted from Section members by May 1<sup>st</sup> unless the committee establishes a new date.
5. The committee will study all recommendations of candidates submitted and select possible candidates of their own, if necessary. The committee will then select three (3) prioritized candidates for nomination to each office; however, only one name will be submitted

for each office on the nomination slate. The Chairperson shall contact the first candidate for each office to determine his or her willingness to be placed on the slate. If the first candidate declines, the Chairperson shall repeat the process with the second and, if necessary, the third candidate. When a candidate agrees for his or her name to be placed on the slate for a particular office, the slate is considered complete for that office. This process shall continue until the full slate of office nominees is complete for the annual election.

6. The Nominating Committee Chairperson shall present the slate of nominees to the Section's Executive Committee. The Nominating Committee Chairperson shall, at the annual meeting, present this slate to Section members for consideration during the election of officers. The floor shall also be opened for nominations for each vacant office from Section members in attendance. All nominees must be active, paid members of NCPHA and the Social Work Section at the time of election.

Section 5. **Awards Committee** – The Chairperson of the Social Work Section appoints the Chairperson of this committee. The Awards Committee shall be responsible for publicizing the request for nominations, reviewing the nominations, selecting the recipients and presenting the awards at the annual meeting. The selection shall be made according to specific criteria. Three Awards will be presented to include Outstanding Achievements in Public Health Social Work for a person who is a Section Member; Outstanding Contributions in Public Health Social Work for a person who is not a Section member; and a Chairperson Award for the current Chair.

#### GENERAL DUTIES

1. The Chairperson shall be appointed as soon as possible after the annual meeting;
2. The Committee shall publicize the request for nominations and the applicable criteria to the general membership;
3. Nominations must be returned to the Committee by a designated time;
4. The Committee shall make a selection prior to the annual business meeting;
5. The awards shall be presented at the annual business meeting;
6. The Committee shall be responsible for arranging the purchase of plaque(s) for three awards to be presented at the annual meeting.

Section 7. **Marketing and Development Committee** - This Committee will be appointed by the Social Work Section Chairperson and will be comprised of a chair and 2-3 members. Duties may include: 1) Marketing Social Work Section via NCPHA Newsletter articles, Social Work Section Brochure and collaborating with other partners (CETAC, etc. as needed) and 2) Developing and implementing fundraising activities in support of the activities engaged by the Social Work Section. Term of office for the chair will be 1 year and the time period will coincide with the span of other Executive officers. (Beginning at the Annual Education Conference and terminating at the next Annual Conference.).

### **Marketing**

The Social Work Section has a flyer informing of the mission of the Social Work Section and is readily accessible. Along with this flyer is a membership application which can be sent in by individuals interested in joining. Additionally, deadlines for the NCPHA Newsletter are usually announced at NCPHA Governing Council Meetings and information is shared with the Executive Committee by the Chair.

#### **Task: NCPHA Newsletter Article**

Prior to identified deadlines, compose a brief article detailing on-going activities of the Section. Minutes of Executive Committee Meetings are a good resource.

#### **Task: SW Month**

Each year in mid-January, a request for Section materials – Summary, application, etc., is made by the Continuing Education Training and Advisory Committee (CETAC) for a packet distributed in celebration of Social Work Month.

#### **Task: SW Conference**

The Social Work Section co-sponsors the Social Work Conference when it is conducted and at times may engage in activities such as a booth or a fundraising activity.

### **Development**

The committee will work to develop fundraising activities that may include a silent auction to be held in conjunction with the Social Work Section meeting/sessions at the NCPHA fall educational conference. The section may also sell t-shirts, raffle tickets or other donated items to raise funds for the section or engage in other types of fundraising activities not previously identified. The purpose of these activities is to support training events as well as the Michael Clemments Student Social Work Scholarship.

#### **Task: Silent Auction**

Section 8. The Chairperson may appoint such other committees as deemed desirable to carry on the work of the Social Work Section and, upon the request of the North Carolina Public Health Association President, may appoint members to committees of the NCPHA. The terms of all committees shall expire at the close

of the next year's annual meeting unless otherwise provided for in the appointment. The desirability of the year-to-year continuity in committee membership is recognized.

## **ARTICLE VIII**

### **ELECTIONS**

Section 1. The report of the Nominating Committee shall be presented at the annual meeting and officers elected at that time.

Section 2. Vacancies in the office of Chairperson shall automatically be filled through succession in the following order:

- Chairperson-Elect
- Secretary
- Treasurer

Vacancies other than for Chairperson shall be filled through appointment by the Executive Committee.

Section 3. Orientation of new officers shall be the responsibility of the Executive Committee.

## **ARTICLE IX**

### **MEETINGS**

The Social Work Section shall hold an annual business meeting in conjunction with the North Carolina Public Health Association's annual educational meeting. Additional meetings may be held as deemed necessary or desirable by the Social Work Section's Executive Committee.

## **ARTICLE X**

### **DUES**

Dues shall be determined by the Executive Committee of the Social Work Section and will be collected by NCPHA in conjunction with individual membership renewal.

## **ARTICLE XI**

### **QUORUMS**

- Section 1. A quorum of the Social Work Section shall consist of not less than five (5) of the paid members of the Social Work Section, one of whom shall be an officer of the Social Work Section.
- Section 2. A quorum of the Executive Committee shall consist of three (3) members.

## **ARTICLE XII**

### **RULES OF ORDER**

Business sessions of the Section shall be conducted in accordance with Robert's Rules of Order, Newly Revised Edition.

## **ARTICLE XIII**

### **AMENDMENT TO THE BY-LAWS**

These by-laws may be amended by a two-thirds (2/3) vote of the members present and voting at any annual meeting, provided that notice of the proposed amendment and the time of voting have been given in writing to the Secretary and transmitted to the members at least (15) days before the annual meeting. By-laws changes can also be made through a ballot vote e-mailed to the membership. The amendments are subject to the approval of the North Carolina Public Health Association Governing Council if needed according to NCPHA By-Laws.