

Colorado School Social Work Association

Constitution & Bylaws

Updated 07/07/2022

Article I - Name of Organization

The name of the organization shall be the Colorado School Social Work Association, hereafter referred to as CSSWA.

Article II - Purpose

The Colorado School Social Work Association exists to promote the visibility and viability of the School Social Work profession and promote professional excellence among school social workers. CSSWA promotes the profession of school social work in Colorado to enhance the social emotional growth and academic outcomes of all students. The mission of the organization is to enhance the well being of students, families, and the community within the educational system.

Article III - Membership

Section I. Eligibility:

1. Regular Membership: Individuals must be licensed and in good standing by the Colorado Department of Education (CDE) as a specialized service provider with a school social work endorsement, or be in the process of obtaining this licensure. Individuals must work in a school district setting or be working as a faculty member in a school social work graduate program. Faculty members must have an active Colorado DORA, LSW or LCSW license, but are not required to hold an active CDE license. An individual's extenuating circumstances, particularly in regards to licensure, will be considered on a case-by-case basis by the Executive Board.
 - a. Regular Members have the following rights and receive the following benefits:
 - i. Voting rights in formal elections for officers, including for Executive Board position
 - ii. Hold elected office
 - iii. Hold board positions, including Executive Board positions
 - iv. Have the opportunity to apply for & receive grants or scholarships
 - v. Receive communication from the association
 - vi. Reduced conference rates

- vii. Receive exclusive resources
- 2. Student Membership: Undergraduate and graduate students interested in the field of school social work shall be eligible for membership.
 - a. All rights, privileges, and obligations pertaining to Regular Membership shall apply with the following exceptions:
 - i. Dues shall be at a reduced rate.
 - ii. Students are only eligible for the one student-based board representative position.
- 3. Retired Membership: Any person who would have met the “regular membership” requirements, but have since retired.
 - a. All rights, privileges, and obligations pertaining to membership shall apply with the following exception:
 - i. Dues shall be at a reduced rate.
- 4. Affiliate Membership: Individual does not meet eligibility requirements in the other membership categories. The individual could be someone functioning as a school social worker without a school social work credential or license, a consultant or supervisor of social work services without a school social work credential or license, or allied professionals.
 - a. All rights, privileges, and obligations pertaining to membership shall apply with the following exceptions:
 - i. Dues shall be at a reduced rate.
 - ii. May not hold elected office or board positions.
 - iii. Does not have voting privileges.

Section II. Dues:

- 1. Dues for membership shall be fixed by the Executive Board. Dues cover membership for one year from the time the membership payment was made.

Article IV - Officers and Positions

Section I. Officer Roles:

- 1. The officers of the Colorado School Social Work Association shall be:
 - a. Executive Board:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer

- v. Past President
- vi. Lead Committee Chair
- b. Board Members:
 - i. Northern Regional Representative
 - ii. Metro Regional Representative
 - iii. Pikes Peak Regional Representative
 - iv. Western Central Regional Representative
 - v. Southern Regional Representative
 - vi. MSW Student Representative
 - vii. Board Member(s) At-Large, per Amendment I passed 10/07/2020
 - viii. New to Practice Representative, per Amendment III passed 11/03/2021
- 2. The President, Vice President, Secretary, Treasurer, Past President and Lead Committee Chair make up the Executive Board and are elected by majority vote of members who have voting privileges. All other board member positions are nominated by members and are confirmed by the Executive Board.

Section II. Nominations, Elections, & Terms of Office:

1. Nominations & Elections: Nominations will be accepted from Regular Members prior to elections. Elections will take place between the months of August - September. Elections will be held by in-person or virtually (ballot) and voted on by a quorum.
2. Quorum: "whose real membership can be accurately determined at any time - that is, in a body having an enrolled membership composed only of persons who maintain their status as members in a prescribed manner - the quorum is a majority of the entire membership, by the common parliamentary law (Roberts Rules)."
3. Terms of Office:
 - a. Executive Board: the terms of office shall be for two years beginning at the September meeting with no officer serving more than two consecutive terms in the same position.
 - b. Other Board Positions (excluding MSW Student Representative): the terms of office shall be for two years beginning at the time the board member is voted in (quarterly votes).
 - c. MSW Student Representative: the term of office shall be one year beginning at the time the board member is voted in (which may occur at any board meeting), per Amendment III passed 11/03/2021
4. Requirements:
 - a. Executive Board positions require the nominee has been in good standing as an active member of CSSWA, SSWAA, or another affiliate state's chapter for at least

one year at the time of applying. The nominee must be in good standing as an active Regular Member or Retired Member of CSSWA at the time of the vote.

Section III. Removal of Officers:

Removal of Officers: For due cause, officers shall be removed from office at any meeting of CSSWA when a quorum is present. Such intent must have been submitted by a CSSWA board member in writing at least ten days prior to the meeting. All board members will be notified of such intent. Due cause shall include, but not be limited to, nonattendance at CSSWA meetings and CSSWA functions, failure to fulfill responsibilities of office, or unethical professional conduct.

Section IV. Duties of Officers:

1. President:
 - a. Prepare agendas for and chair all CSSWA board meetings.
 - b. Accept resignations and seek officers to fill open positions.
 - c. Serve as official representative of CSSWA to SSWAA and NASW-CO unless otherwise being filled by another board member. (This language was changed via Amendment V, which was passed on 07/07/2022.)
 - d. Delegate duties to Board Members and Committee Chairs.
 - e. The President will assume the duties of Treasurer if that position is vacant or not in attendance.
2. Vice President:
 - a. Consult with the President.
 - b. Assume duties of the President position if the President is unable to fill them. c. The Vice President will assume duties of Secretary if that position is vacant or not in attendance.
 - c. Chair a sub committee (Conference, membership, etc)
3. Past President:
 - a. Provide orientation to new board members. New members shall be provided, at a minimum, the following:
 - i. Copies (Provide access to electronic folder) of the Constitution and Bylaws.
 - ii. Copies (Provide access to electronic folder) of immediate past meeting agendas and minutes.
 - iii. Board member contact list
 - b. Be available for consultation to the board as needed.
 - c. Assume other duties as assigned.
4. Secretary:
 - a. Maintain a record of all CSSWA proceedings.
 - b. Publish and disseminate minutes of CSSWA meetings to President for review within seven days after CSSWA meeting.
 - c. Oversee general email account and communication (with the exception of

- membership).
- d. Chair of the Communications Committee, which is responsible for the following but not limited to:
 - i. Regularly updating the organization website
 - ii. Submitting an annual report or update to the organization
- 5. Treasurer:
 - a. Establish appropriate accounts in the names of CSSWA.
 - b. Maintain accurate records of all financial accounts of CSSWA.
 - c. Disburse funds as directed by the Board.
 - d. Compile an up-to-date list of members.
- 6. Lead Committee Chair:
 - a. Organize committee chairs and work based on need and approval by the Board. b. Prepare updates and communication for each board meeting in regards to committee work.
 - b. Provide support and guidance to other committees (formal or informal) during their work.
- 7. Northern Regional Representative:
 - a. Prepare agendas and chair all regional meetings.
 - b. Serve as a liaison for specified region and Board.
 - c. Provide board with updates on regional work.
- 8. Metro Regional Representative:
 - a. Prepare agendas and chair all regional meetings.
 - b. Serve as a liaison for specified region and Board.
 - c. Provide board with updates on regional work.
- 9. Pikes Peak Regional Representative:
 - a. Prepare agendas and chair all regional meetings.
 - b. Serve as a liaison for specified region and Board.
 - c. Provide board with updates on regional work.
- 10. Western Central Regional Representative:
 - a. Prepare agendas and chair all regional meetings.
 - b. Serve as a liaison for specified region and Board.
 - c. Provide board with updates on regional work.
- 11. Southern Regional Representative:
 - a. Prepare agendas and chair all regional meetings.
 - b. Serve as a liaison for specified region and Board.
 - c. Provide board with updates on regional work.
- 12. Board Member(s) At-Large
 - a. Duties will vary by need and current priorities of the organization and Executive Board
 - b. Committee participation is encouraged
 - c. The Lead Committee Chair will be directly responsible in overseeing the the delegation of tasks and duties to the Board Member(s) At-large
 - d. The number of available Board Member At-large positions will be equivalent to 1% of total CSSWA members, including Regular, Student, Retired, and Affiliate Members, at time of the nomination

13. MSW Student Representative
 - a. Serve as a liaison between MSW students in CO and CSSWA.
14. New to Practice Representative
 - a. Providing Board with updates on any relevant licensing or policy challenges faced by new practitioners in the field.
 - b. Act as a liaison between other new practitioners in the field and CSSWA.
 - c. Hold an annual New to Practice Townhall to gather topics of interest and/or discuss upcoming policy changes with New Practitioners across the state.

Board Position Role Guidance Documents should be updated at least annually by each board member to reflect current duties, responsibilities, timelines, and a recommended transition checklist. These documents will be stored in CSSWA's Google Folder, or other similar platform, that is accessible to current and future board members.

When a board member enters or exits a board position, they should jointly review and complete the transition checklist with the incoming or outgoing position holder whenever possible. If not possible, the checklist should be completed with the President or a designee. If a board position remains vacant for a year without update to the role's Guidance Document, the President will task designee(s) with completion of the annual review.

The intent of this process is to ensure longevity and sustainability of:

- a) CSSWA as a whole,
- b) the structure and functioning of the board,
- c) the board members' mental, emotional, and physical well-being and work-life balance, and
- d) consistent, smooth transitions between individuals holding elected office.

Section V. Process for Applying for a Vacant Board Position:

1. Vacant board positions will be advertised/posted on the CSSWA website.
2. Open board positions can be voted on quarterly (September, November, February, & May).
3. A person interested in an open board position will need to submit their resume and email of interest to the main CSSWA email account. This information will be shared with all board members to review and provide concerns or questions.
4. If the board approves the recommendation, the President, or board member designated by the President, will reach out to the applicant for an initial conversation.
5. If the President or designee deems the applicant to be satisfactory and appropriately qualified, the President or designee will bring the name forward for a majority vote,

by the Executive Board for open Regular Board positions or by all voting members for open Executive Board positions, at the next quarterly election (September, November, February, May).

(Note: This process was updated via Amendment V, which was passed on 07/07/2022.)

Section VI. Non-Voting Positions & Duties

This section was removed via Amendment V, which passed on 07/07/2022.

Article V - Meetings:

Robert's Rules of Order, Revised shall be the authority governing all matters of procedure not otherwise covered in this Constitution and Bylaws. Proceedings of the CSSWA Board shall be governed by the Consensus Model and/or by Kersay Rules.

Section I. Meetings:

1. The CSSWA Board shall meet regularly August through May and as needed during the summer months.
2. Each year, the CSSWA Board will hold at least one meeting open to all current members and interested individuals. Any voting that occurs during this open meeting will be restricted to current members with voting privileges.

Section II. Time and Notice: The CSSWA board shall determine dates and locations of meetings. Notification of the upcoming meeting will be included in the Secretary's minutes and/or the Board will be notified within seven days prior to the next meeting.

Article VI - Amendment to Constitution & Bylaws:

The Constitution may be amended at any time agreed upon by the Board.

Article VII - Ratification of Constitution & Bylaws:

This Constitution & Bylaws shall be accepted and shall become effective upon a majority vote (quorum) of the board membership and a consensus vote of the Executive Board members at a meeting called for this purpose.

Article VIII - Dissolution of CSSWA:

In the event that the Colorado School Social Work Association is dissolved, all available funds will be dispersed for the promotion and development of school social work to a non-profit fund, foundation, or corporation which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code (9/88).

Amendments

Amendment I - Board Member(s) At-Large

Amendment I will add the role of **Board Member At-Large** to Article IV of the current CSSWA Constitution & Bylaws (Revised August 2020).

A Board Member At-Large will serve as a regular (non Executive) Board Member, and thus:

- a) Must meet the CSSWA Membership requirement of a Regular Member or Retired Member.
- b) Will serve a term of two years beginning at the time the board member is voted in (quarterly votes).
- c) Be nominated by any CSSWA member and will be confirmed by the Executive Board.

The duties of a Board Member At-Large will vary by need and current priorities of the organization and Executive Board. The Lead Committee Chair will be directly responsible in overseeing the delegation of tasks and duties to Board Member(s) At-Large. The Lead Committee Chair will consult regularly with the President, Executive Director, and Executive Board in determining these tasks and duties.

The number of available Board Member At-Large positions will be equivalent to 1% of total CSSWA members, including Regular, Student, Retired, and Affiliate Members, at the time of the nomination.

At any given time, there will be no more than five and no less than one Board Member At-Large position(s), as determined and limited by the percentage determination in the above statement.

Date Proposed: 09/16/2020

Date of Amendment Draft: 10/04/2020

Date of Amendment Vote: 10/07/2020

Result of Vote: Passed

Amendment II - Confirmation of Application for Vacant Board Positions

Amendment II will clarify Article IV, Section V (Process for Applying for Vacant Board Position) of the current CSSWA Constitution & Bylaws (Revised August 2020).

This amendment will add a final step to the process for applying for vacant board positions.

Note: current steps are as follows:

1. Vacant board positions will be advertised/posted on the CSSWA website.
2. Open board positions can be voted on quarterly (September, November, February, & May).
3. A person interested in an open board position will need to submit their resume and email of interest to the main CSSWA email account. This information will be shared with all board members to review and provide concerns or questions. The Executive Board will approve the recommendation and send it forward to the Executive Director to reach out and have an initial conversation.

Amended/additional steps are proposed to read as follows:

5. If the Executive Director deems the applicant to be satisfactory and appropriately qualified, the Executive Director will bring the name forward for a majority vote, by the Executive Board for open Regular Board positions or by all voting members for open Executive Board positions, at the next quarterly election (September, November, February, May).

Date Proposed: 10/04/2020

Date of Amendment Draft: 10/04/2020

Date of Amendment Vote: 10/07/2020

Result of Vote: Passed

Amendment III - Revised Board Member Positions: MSW Student Representative & New to Practice Representative

Amendment III will revise the MSW Student Representative Board Position and add an additional Board Position for a New to Practice Representative under Article IV - Officers and Positions, Section I (Officers Roles), Section II (Nomination, Elections, & Terms of Office) and Section IV (Duties of Officers) as written in the current CSSWA Constitution & Bylaws

(Revised October 2020).

This amendment will change the MSW Student Representative to a one year position. This amendment will also add a new position to the board known as the New to Practice Representative.

Note: currently all board members are held to the following terms of office:

1. Terms of Office:
 - a. Executive Board: the terms of office shall be for two years beginning at the September meeting with no officer serving more than two consecutive terms in the same position.
 - b. Other Board Positions: the terms of office shall be for two years beginning at the time the board member is voted in (quarterly votes).

Amended Terms of Office are proposed to read as follows:

2. Terms of Office:
 - a. Executive Board: the terms of office shall be for two years beginning at the September meeting with no officer serving more than two consecutive terms in the same position.
 - b. Other Board Positions with the **exception of the MSW Student Representative:** the terms of office shall be for two years beginning at the time the board member is voted in (quarterly votes).
 - c. MSW Student Representative: the terms of office shall be for **one year** beginning at the time the board member is voted in (which may occur at any board meeting).

Additional board position is proposed to read as follows:

1. A New to Practice Representative will serve as a regular (non Executive) Board Member, and thus:
 - a. Must meet the following requirements:
 - i. CSSWA Membership requirement of a Regular Member.
 - ii. Must be within the first two years of their practice as a school social worker. The two years do not need to be consecutive.
 - iii. Have attained their CDE SSP license with school social work endorsement, or are pursuing licensure.
2. The New to Practice Board Member will serve a term of two years beginning at the time the board member is voted in (quarterly votes).
3. The New to Practice Board Member can be nominated by any CSSWA member and will be confirmed by the Executive Board.
4. The duties of a New to Practice Representative will include:

- a. Providing Board with updates on any relevant licensing or policy challenges faced by new practitioners in the field.
- b. Act as a liaison between other new practitioners in the field and CSSWA.
- c. Hold an annual New to Practice Townhall to gather topics of interest and/or discuss upcoming policy changes with New Practitioners across the state.

Date Proposed: 11/03/2021

Date of Amendment Draft: 10/08/2021

Date of Amendment Vote: 11/03/2021

Result of Vote: Passed

Amendment IV - Broadening Membership Requirements of Executive Board Members

Amendment IV will amend Article IV, Section II, Subsection 4(a) “Requirements for Executive Board position holders” of the current CSSWA Constitution & Bylaws (Revised November 2021).

The intent of proposed Amendment IV is to broaden the requirements for individuals to apply for and hold Executive Board positions, which include the following positions: President, Vice President, Secretary, Treasurer, Past President, and Lead Committee Chair.

The current language reads as follows:

“Executive Board positions require the nominee have been an active board member for a year before applying for a position.”

The proposed replacement language, if passed, will read as follows:

“Executive Board positions require the nominee has been in good standing as an active member of CSSWA, SSWAA, or another affiliate state’s chapter for at least one year at the time of applying. The nominee must be in good standing as an active Regular Member or Retired Member of CSSWA at the time of the vote.”

Date Proposed: 02/02/2022

Date of Amendment Draft: 02/01/2022

Date of Amendment Vote: 02/02/2022

Result of Vote: Pass

Amendment V - Updates Given Termination of Executive Director Position

The CSSWA board determined and voted on March 2, 2022 that it was necessary to terminate the role of Executive Director given the association's insufficient funds to continue to provide payment to an individual in order to fill this role's tasks and requirements.

Amendment V will provide language, as proposed below, to update the bylaws to reflect this change in the association's leadership structure.

1. Amendment V will first amend **Article IV, Section V** "Process for Applying for a Vacant Board Position" of the current CSSWA Constitution & Bylaws (Revised November 2021).

The *current* language of this section reads as follows:

1. Vacant board positions will be advertised/posted on the CSSWA website.
2. Open board positions can be voted on quarterly (September, November, February, & May).
3. A person interested in an open board position will need to submit their resume and email of interest to the main CSSWA email account. This information will be shared with all board members to review and provide concerns or questions.
4. The Executive Board will approve the recommendation and send it forward to the Executive Director to reach out and have an initial conversation.
5. If the Executive Director deems the applicant to be satisfactory and appropriately qualified, the Executive Director will bring the name forward for a majority vote, by the Executive Board for open Regular Board positions or by all voting members for open Executive Board positions, at the next quarterly election (September, November, February, May). (This final step was added per Amendment II passed 10/07/2020)

The *proposed replacement* language of this section, if passed, will read as follows:

1. Vacant board positions will be advertised/posted on the CSSWA website.
2. Open board positions can be voted on quarterly (September,

November, February, & May).

3. A person interested in an open board position will need to submit their resume and email of interest to the main CSSWA email account. This information will be shared with all board members to review and provide concerns or questions.
 4. If the board approves the recommendation, the President, or board member designated by the President, will reach out to the applicant for an initial conversation.
 5. If the President or designee deems the applicant to be satisfactory and appropriately qualified, the President or designee will bring the name forward for a majority vote, by the Executive Board for open Regular Board positions or by all voting members for open Executive Board positions, at the next quarterly election (September, November, February, May).
2. Amendment V will remove **completely Article IV, Section VI** “Non-Voting Positions & Duties”, which currently reads as follows:
1. Executive Director Position
 - a. In 2017 CSSWA developed an Executive Director position to assist the board with specific duties. The Executive Director does not have voting privileges. This is a paid position with limited monthly hours. It will be an annual board decision to maintain this position.
 - b. Duties of the Executive Director: The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors. The Executive Director is a non-voting position. The Executive Director is present at all board meetings unless otherwise planned and communicated.
 2. Ad Hoc Positions, which do not maintain voting privileges, will include but are not limited to:
 - a. The current Mental Health representative from the CDE
 - b. Other individuals as determined by the Executive Board
3. Amendment V will amend the President’s duties as outlined **Article IV, Section IV** “Duties of Officers” in the following manner (see red text):

The President’s duties currently read as:

1. Prepare agendas for and chair all CSSWA board meetings.

2. Accept resignations and seek officers to fill open positions.
3. Serve as official representative of CSSWA to SSWAA and NASW-CO unless otherwise being filled by **Executive Director position**.
4. Delegate duties to Board Members and Committee Chairs.
5. The President will assume the duties of Treasurer if that position is vacant or not in attendance.

If Amendment V is passed, the President's duties will read as:

- ii. Prepare agendas for and chair all CSSWA board meetings.
- iii. Accept resignations and seek officers to fill open positions.
- iv. Serve as official representative of CSSWA to SSWAA and NASW-CO unless otherwise being filled by **another board member**
- v. Delegate duties to Board Members and Committee Chairs.
- vi. The President will assume the duties of Treasurer if that position is vacant or not in attendance.

Date Proposed: 07/07/2022

Date of Amendment Draft: 07/05/2022

Date of Amendment Vote: 07/07/2022

Result of Vote: Pass

Amendment VI - Board Position Role Guidance Documents & Transition Support

In Winter 2021-2022, the CSSWA Board created Board Position Role Guidance Documents as part of its initiative to enhance the organization, longevity, and sustainability of the association.

These were drafted in order to meet the need for incoming, outgoing, and potential board members to have clear and succinct guidance about their position's

- a) requirements,
- b) duties (both formal and informal),
- c) term length and timeline,
- d) suggested timeline of task completion, and
- e) transition checklist to aid in the process of entering or exiting the position.

Amendment VI would add the following language to the CSSWA Constitution & Bylaws (Revised November 2021) at the **end of Article IV, Section IV** "Duties of Officers":

Board Position Role Guidance Documents should be updated at least annually by each board

member to reflect current duties, responsibilities, timelines, and a recommended transition checklist. These documents will be stored in CSSWA's Google Folder, or other similar platform, that is accessible to current and future board members.

When a board member enters or exits a board position, they should jointly review and complete the transition checklist with the incoming or outgoing position holder whenever possible. If not possible, the checklist should be completed with the President or a designee. If a board position remains vacant for a year without update to the role's Guidance Document, the President will task designee(s) with completion of the annual review.

The intent of this process is to ensure longevity and sustainability of:

- e) CSSWA as a whole,
- f) the structure and functioning of the board,
- g) the board members' mental, emotional, and physical well-being and work-life balance,
and
- h) consistent, smooth transitions between individuals holding elected office.

Date Proposed: 07/07/2022

Date of Amendment Draft: 07/05/2022

Date of Amendment Vote: 07/07/2022

Result of Vote: Pass