



**By-Laws of the  
School Social Work Association of Alabama  
established 2016**

# Table of Contents

ARTICLE I:	NAME
ARTICLE II:	OBJECTIVES
ARTICLE III:	MEMBERSHIP
ARTICLE IV:	DUES
ARTICLE V:	THE EXECUTIVE COMMITTEE Composition Duties
ARTICLE VI:	THE EXECUTIVE BOARD Composition Duties
ARTICLE VII:	OFFICERS Election and Tenure of Officers
ARTICLE VIII:	REGIONAL REPRESENTATIVES
ARTICLE IX:	DUTIES AND RESPONSIBILITIES Duties of the President Duties of the Vice President Duties of the Secretary Duties of the Treasurer Duties of the Parliamentarian Duties of the Membership Chair Duties of the Legislative Liaison
ARTICLE X:	ORGANIZATION
ARTICLE XI:	RULES OF ORDER
ARTICLE XII:	PUBLICATIONS
ARTICLE XIII:	AMENDMENTS
ARTICLE XIV:	DISSOLUTION

**Amended: 6/4/2025**

# **By-Laws of the School Social Work Association of Alabama**

## **ARTICLE I: NAME**

The name of this organization shall be the School Social Work Association of Alabama.

## **ARTICLE II: OBJECTIVES**

- Section 1. To strengthen the profession of school social work by maintaining and increasing the number of school social workers employed by local education agencies in the state of Alabama.
- Section 2. To demonstrate professional standards and the NASW Code of Ethics in the expansion and promotion of school social work in the state of Alabama.
- Section 3. To network and collaborate among stakeholders.
- Section 4. To support school social workers' effectiveness through research.
- Section 5. To support school social workers as liaisons among home, school, and community.
- Section 6. To encourage professional growth through educational and in-service opportunities.

## **ARTICLE III: MEMBERSHIP**

- Section 1. An actively employed school social worker (BSW or MSW) in a public, private, charter school or education agency.
- Section 2. A professional person working in an agency or organization which provides service to children, employed exclusively by a school district to provide social work services to children and families, but do not meet the state's requirement for the position of social worker.
- Section 3. Any person actively involved in supporting and promoting the school social work profession.
- Section 4. A student enrolled in a college level social work program with an interest in school social work.
- Section 5. A retired school social worker.

## **ARTICLE IV: DUES**

- Section 1. The annual membership dues shall be set by the Executive Committee with reduced rates for students and retirees.

The annual membership calendar will follow the Alabama Department of Education fiscal calendar, October 1- September 30.

- Section 2. Annual dues shall be collected by the Treasurer.

## **ARTICLE V: THE EXECUTIVE COMMITTEE**

### Section 1. Composition

All elected officers and retiring president.

### Section 2. Duties

The Executive Committee shall:

- (a) Carry out the policies and programs of the association as determined by the members of the Association.
- (b) Conduct the business of the Association.
- (c) Set annual dues and approve all disbursements of the Association.

## **ARTICLE VI: THE EXECUTIVE BOARD**

### Section 1. Composition

All officers, standing committee and Regional Representatives associated with each corresponding educational region as set forth by the Alabama State Department of Education.

### Section 2. Duties

The Executive Board shall:

Assist the Executive Committee in implementing the policies and programs of the Association as determined by the members of the association.

## **ARTICLE VII: OFFICERS**

Section 1. The elected officers of this Association shall be a President, Retiring Past-President, Vice President, Secretary, Treasurer, Parliamentarian, Membership Chair and Legislative Liaison. These officers shall comprise the Executive Committee.

### Section 2. Election and Tenure of Officers

- (a) A Nominating Committee appointed by the Executive Committee shall present a slate of nominees for each office at the annual conference of the association. The floor will be open for additional nominations. ~~All nominees shall be members in good standing of the association.~~
- ~~(b) All candidates considered for nomination must have been a member in good standing for no less than 24 months.~~ All candidates considered for Executive Committee nominations must meet all of the following requirements:
  - 1. Must be in good standing of the association.
  - 2. Must be employed by a public, private, charter school or education agency.
  - 3. Must have a current and valid Alabama social work license.
  - 4. Must be in good standing with the Alabama Board of Social Work Examiners.
- (c) The election shall be by electronic or written ballot at the annual conference or by absentee ballot if such a request is made 2 weeks before the conference and returned 1 week before the beginning of conference. Absentee voters may vote on those nominees presented by the nominating committee and forego any consideration of nominations made from the floor. Only members of the Association and in good standing may vote.

**Amended: 6/4/2025**

- (d) All officers shall ~~be elected in odd numbered years and~~ serve for a two **three** year term. ~~with the exception of the treasurer with a three year term.~~
- (e) In case of a tie, a run-off election shall be held immediately with ballots being counted by a committee appointed by the presiding officer with results reported immediately following the votes.
- (f) In the event of the death, incapacitation, resignation, or termination of the President, the Vice President will assume the office of the President for the remainder of the unexpired term completing the term of office the President being replaced would normally have served.
- (g) If any other Board member shall be unable, for any reason, to complete his/her term, the President, with the approval of the Executive Committee, shall appoint a person to complete the unexpired term.

~~Section 3. The Executive Board shall be comprised of the elected officers, 11 Regional Representatives (volunteer or appointed by the President), Editor, and Standing Committee Chairs. Regional Representatives may serve for two years with an opportunity to extend if approved by the Executive Committee. The Editor shall be appointed by the Vice President upon assuming his/her term of office as President. At least six active school social workers shall be Regional Representatives.~~

~~Section 4. Chairpersons of Standing Committee shall be ex officio members of the Board of Directors.~~

## **ARTICLE VIII: REGIONAL REPRESENTATIVES**

Section 1. The Regional Representatives are composed of 11 representatives who serve as a key liaison between local school social workers and the state-level association. This role is responsible for representing the interests, concerns, and needs of professionals within a specific geographic region. The Regional Representatives fosters communication and collaboration by sharing updates from the state association, gathering regional feedback, and promoting professional development opportunities.

Core responsibilities include organizing regional meetings or networking events, supporting local advocacy efforts, recruiting new members, and encouraging involvement in association initiatives. Additionally, the Regional Representatives contribute to state association decision-making by participating in board meetings and providing regional insights. This leadership position plays a vital role in strengthening the voice of school social workers across the state and ensuring that regional perspectives are included in shaping policies and practices.

Section 2. Regional Representatives may volunteer or be nominated by a current member of the association.

Section 3. Any Regional Representative must all of the following requirements:

- (a) Must be in good standing with the association
- (b) Must be employed by a public, private, charter school or education agency.
- (c) At least 6 of the 11 Regional Representative shall be active school social workers

Section 4. Regional Representatives will serve a two year term.

## ARTICLE IX: DUTIES AND RESPONSIBILITIES

No elected officer or appointed person will serve in two positions simultaneously.

### Section 1. Duties of the President

The President shall:

- (a) Preside at all annual meetings.
- (b) Preside over Executive Committee and Executive Board meetings.
- (c) Shall appoint chairperson for all standing or Ad Hoc committees.
- (d) Upon completion of term, the President shall serve 1 year on the Executive Committee in an Ex-Officio capacity as ~~Retiring~~ Past- President.
- (e) Serve as organization Ambassador (or assign a designee) for public functions or other related events.
- (f) Maintain the vision and service to Alabama students based on research.

### Section 2. Duties of the Vice-President

The Vice President shall:

- (a) Preside at meetings in the absence of the President and shall succeed him/her if the President is unable to complete his/her term of office.
- (b) Serve as Conference Chair or delegate to a designee for the planning and execution of the conference and annual meeting.

### Section 3. Duties of the Secretary

The Secretary shall:

- (a) Maintain the records of the Executive Committee, Executive Board, and of the Association.
- (b) Conduct the official correspondence of the Association .
- ~~(c) Maintain an official database of membership.~~ Maintain all official association social media sites and websites.

### Section 4. Duties of the Treasurer

The Treasurer shall:

- (a) Receive and collect dues and other funds of this association and shall deposit the same in the name of this Association, in such depository as the Executive Committee may designate.
- (b) Make disbursements authorized by the Executive Committee of this Association.
- (c) Submit an annual written financial statement which shall include all receipts and disbursements and submit interim reports as requested by the Executive Committee. Present this report at the annual conference.
- (d) Maintain a list of current members who have paid dues and provide this list to the Membership Chairperson and Secretary.
- (e) Ensure that an external audit will be done every 2 years with the changing of officers and an internal audit completed during alternative years by a person selected by the Executive

Amended: 6/4/2025

Committee.

- (f) Ensure that proper documentation and processes are in place for tax purposes, insurance, (liability, bonding) and identified operational expenses (bulk permit, post office box rent).

#### **Section 5. Duties of the Financial Secretary**

~~The Financial Secretary shall assist the treasurer in the following duties:~~

- ~~(g) Receive and collect dues and other funds of this association and shall deposit the same in the name of this Association, in such depository as the Executive Committee may designate.~~
- ~~(h) Make disbursements authorized by the Executive Committee of this Association.~~
- ~~(i) Submit an annual written financial statement which shall include all receipts and disbursements and submit interim reports as requested by the Executive Committee. Present this report at the annual conference.~~
- ~~(j) Maintain list of current members who have paid dues and provide this list to the Membership Chairperson and Secretary.~~
- ~~(k) Ensure that an external audit will be done every 2 years with the changing of officers and an internal audit completed during alternative years by person selected by the Executive Committee.~~
- ~~(l) Ensure that proper documentation and processes are in place for tax purposes, insurance, (liability, bonding) and identified operational expenses (bulk permit, post office box rent).~~

#### **Section 6. Duties of the Parliamentarian**

**The Parliamentarian shall:**

- (a) Facilitate the business of the Association according to the rules contained in the current edition of Robert's Rules of Order.
- (b) Serve as an advisor to the president on matters of procedure.
- (c) Maintain the official document of the constitution and by-laws of the Association.
- (d) Assist the Vice-President as the conference chair.

#### **Section 7. Duties of the Membership Chair**

**The Membership Chair shall:**

- (a) Be responsible for developing and implementing strategies to recruit, retain, and engage members, while promoting the value and benefits of association involvement.
- (b) Maintain accurate membership records, coordinate outreach efforts to prospective members, and manage membership renewal processes.
- (c) Collaborate with the board to create member engagement initiatives.

## Section 8. Duties of the Legislative Liaison

### The Legislative Liaison shall:

- (a) Serve as the primary connection between the Association and policymakers, advocating for legislation and policies that support school social work and the well-being of students and families.
- (b) Monitor state and federal legislative developments, analyze their potential impact on school social work practice, and keep the association informed of relevant policy changes.
- (c) Build relationships with legislators, participating in advocacy coalitions, coordinating grassroots efforts among members, and organizing legislative action days or policy forums.
- (d) Collaborate with the association's board to develop and promote the association's legislative agenda, prepare policy statements, and respond to proposed legislation that affects education, mental health, and child welfare.

## ARTICLE X: ORGANIZATION

Section 1. Provision shall be made for a minimum of one annual meeting of the association and one conference per school year.

Section 2. The duties of the standing committee are those which are customary for such committees and specified by the current President. The Chair of each standing committee shall be an ex-officio member of the Executive Board. Each committee shall submit a written report of the work done by the committee for the annual business meeting of the Board of Directors.

Section 3. The standing committees ~~shall be~~ can include, but not limited to, Professional Standards and Development, Communications, Public Relations, Awards, Membership, Grants, Finance, Agency/Corporate Liaison, Educational Liaison.

Section 4. Special or ad hoc committees may be established by the President or ~~the Board of Directors~~ Executive Committee. Duties of the special committees shall be defined at the time of appointment and such committees shall exist only for the length of time prescribed. The President or his/her appointee shall serve as an ex-officio member of special committees. The President may call for a written report of the work done by a special committee.

Section 5. ~~A journal or newsletter~~ A digital newsletter shall be published and distributed at a minimum annually.

~~Section 6. The year shall begin on the first day of the annual conference and end the day prior to the start of the following annual conference.~~

## ARTICLE XI: RULES OF ORDER

Section 1. Robert's Rules of Order, Revised, shall govern the conduct of all meetings held by the Executive Committee and the Executive Board.

Section 2. Nine members of the Executive Board shall be present for any session of the Executive Board where official business is transacted and shall constitute a quorum.

Section 3. Three members of the Executive Committee shall be present for any session of a meeting where official business is transacted shall constitute a quorum.

Section 4. If a quorum is not present, members of the Executive Board and/or Executive Committee

**Amended: 6/4/2025**

shall be polled via alternative communication.

Section 5. In the event of a tie vote, the final decision remains with the President.

## **ARTICLE XII: PUBLICATION**

The Executive Committee is authorized to negotiate, conclude, continue, or terminate agreements for publications or projects.

## **ARTICLE XIII: AMENDMENTS**

The Bylaws may be amended by two-thirds vote of current voting members present at any regularly scheduled general meeting by providing notice in writing of the proposed amendment. It shall be filed with the Secretary of the Association for a minimum of thirty days prior to such a meeting. The Secretary shall distribute the proposed amendment to the members at said meeting.

## **ARTICLE XIV: DISSOLUTION**

If dissolution of the Association is considered, the Executive Board, with the approval of the membership, shall develop a plan to distribute the assets and resolve all financial liabilities of the Association, exclusively to educational and charitable organizations, which are tax exempt under the provisions of 501 (c) (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

Request for Financial Disbursement

Name: \_\_\_\_\_

SS#: \_\_\_\_\_ Phone number: Work (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

This is a request for a: \_\_\_\_\_ personal reimbursement \_\_\_\_\_ payment of invoice

Payment request for expenses related to signature of Board approval: (check only ONE)

\_\_\_\_\_ Annual Conference (Conference Chair signature) \_\_\_\_\_

\_\_\_\_\_ Executive Board (President's signature) \_\_\_\_\_

\_\_\_\_\_ Regional Director Area \_\_\_\_\_ (Retiring President signature) \_\_\_\_\_

\_\_\_\_\_ Administration (President/Treasure's signature) \_\_\_\_\_

\_\_\_\_\_ Outreach Projects (President's signature) \_\_\_\_\_

Description of Expenses-Related Activity: \_\_\_\_\_

Itemized Listing of Expenses

Amount

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total \_\_\_\_\_

**SCHOOL SOCIAL WORK ASSOCIATION OF ALABAMA  
MEMBERSHIP APPLICATION FORM**

**PLEASE TYPE OR PRINT LEGIBLY**

Check one:  New Application  Renewal  Update

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ County: \_\_\_\_\_

Office Phone:(\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Professional credentials and affiliations (*please check all that apply*):

-LBSW -LMSW -LICSW

-BSW -MSW

-SSWAA -NASW

- Other Credentials/Memberships \_\_\_\_\_

**Annual Membership Dues: Please check one:**

\$50.00 Full: An actively employed school social worker (MSW or BSW) in a public, private, charter school or education agency; may vote and hold any office.

\$25.00 Retired/Student: Holds active membership and voting privileges.

**\*\* PUBLIC REVIEW COMMENT- THIS FORM HAS BEEN MOVED TO A GOOGLE DOCUMENT FOR EASE OF APPLICATION**