

Illinois Society for Clinical Social Work By-Laws (Revised – Proposed)

Article I

Name

The name of this corporation shall be the Illinois Society for Clinical Social Work.

Article II

Purpose of Organization

The Illinois Social for Clinical Social Work is a professional organization which acts as an authority and resource by providing expertise and establishing standards for the practice of clinical work.

We promote the professional development of our members through research, political action, advocacy, education, and affiliation.

Article III

Membership

The society does not discriminate against persons by virtue of race, culture, religion, gender, or sexual orientation. In keeping with the values and needs of the profession and the needs of clients, the Society encourages and promotes a diverse membership with varied interests and open deliberations.

Section 1. Membership Categories and Requirements

A. Fellow

1. Applicable credentials for social work practice in the State of Illinois
2. Master's degree in social work with a clinical sequence from an accredited School of Social Work
3. Minimum of five years employment beyond the Master's degree

B. General Member

1. Applicable credentials for social work practice in the State of Illinois
2. Master's degree in social work with a clinical sequence from an accredited School of Social Work
3. Minimum of two years employment beyond the Master's degree

C. Associate Member

1. Applicable credentials for social work practice in the State of Illinois
2. Master's degree in social work with a clinical sequence from an accredited School of Social Work
3. Less than two years employment beyond the Master's degree (As associate membership shall convert to general membership as soon as the qualifications as set forth in Section 1, B are met.)

D. Family Member

1. Applicable credentials for social work practice in the State of Illinois
2. Master's degree in social work with a clinical sequence from an accredited School of Social Work
3. Spouse or partner of a member living in the same household with Fellow or General Member; dues shall be one-half of the General membership; household shall receive only a single mailing of all communication from the Society

E. Emeritus Member

Any retired person who meets requirements for General membership

F. Student Member

Any graduate student in an accredited School of Social Work enrolled in a clinical sequence

G. Affiliate Member

Any person practicing in an allied field and who shares the objectives of the Society and who is sponsored by at least two voting members in good standing, subject to Membership Committee and Board approval

Section 2. Privileges and Obligations

- A. Fellows, General members, Associate members and student members have full voting privileges and may serve on all committees of the Society
- B. Fellows, General members, and Associate members may be elected to office and may chair committees
- C. Student, Emeritus and Affiliate members may attend all meetings and serve on committees of the Society
- D. Members in every category shall receive a copy of the By-Laws.

Section 3. Admission to Membership

- A. Applicant shall submit an application to the Society which shall be processed expeditiously.
- B. Membership Committee will have ultimate responsibility for acting on each application and may determine that an applicant's training and/or experience merits waiver of one or more of the membership requirements.
- C. Race, religion, color, creed, national origin or sex shall not be a criterion for membership in the Society.
- D. Membership requires agreement to abide by the Society's Code of Ethics.

Section 4. Termination of Membership

- A. Any member in good standing may resign.
- B. Any member may be terminated for non-payment of annual dues.

- C. Any member may be expelled from the Society for any unethical behavior deemed injurious to clients, to the profession or to the Society.
- D. Any person expelled from the Society shall forfeit dues already paid prorated to return only the unaccrued balance remaining for the period of dues payment.

Section 5. Dues

- A. Each member in good standing must pay, within the time and on the conditions set by the Board of Directors, such fees, assessments, or dues in the amount to be fixed by the Board of Directors.
- B. Any member in good standing who has resigned or who has been terminated for non-payment of dues may be reinstated at any time upon payment or arrearage.
- C. Dues are payable January 1 for the following year.

Article IV

Professional Ethics

Section 1. Code of Ethics

- A. All members are required to abide by the Society's published Code of Ethics.
- B. Upon joining the Society, each member shall be advised to read the Code of Ethics which is posted on the Society's website.

Article V

Meetings

Section 1. General Meetings

General meetings may be held at the discretion of the Board

Section 2. Special Meetings

- A. Special meetings may be called by the President or by the Board of Directors and must be called when a written petition to the President, signed by no less than 4% of the membership according to Section 13 of the Illinois Non-For-Profit Corporation Act, is presented.
- B. Special meetings called by members other than the President or Board of Directors shall be requested in writing, specifying the general nature of the business proposed to be transacted and the request shall be delivered personally or sent by registered mail to any officer of the Society, who shall cause notice to be given promptly to the members entitled to vote.

1. A date shall be set not less than 30 nor more than 90 days following receipt of such request.
2. If notice is not given within 20 days after receipt of the request, the personas requesting the meeting may give notice.

Section 3. Quorum

A quorum shall be 20 % of the total membership and is required to conduct business of the Society.

Section 5. Voting

- A. All members who are voting members at the close of the business day preceding the day on which notice is given are entitled to vote at the meeting of members.
- B. A simple majority of the members at a general meeting shall be necessary to carry a motion.

Article VI

Districts

Section 1. Petition for District Chapter Designation

A group of not fewer than ten Society members who wish to establish a separate district beyond the limits of the metropolitan Chicago area and have reasonable expectation of meeting the definition and requirements of the Society for the establishment of a district may petition the Board of Directors for provisional status as a designated chapter of the Society. The petition shall include the following:

- A. Letter requesting district designation
- B. Statement of justification
- C. List of Society members to be included in the proposed district
- D. Proposed district regulations

Section 2. Provisional Status

There will be a period of one year during which the petitioning district will be designated a district on provisional status. During this period the district will be evaluated as to its ability to uphold the objectives and purposes of the Society, to meet all the requirements that are specified in the By-Laws of the Society, and to function independently as a group. Official designation of the district on provisional status is subject to the approval of a two-thirds majority vote of the Board of Directors.

Section 3. District Charter

At the end of a year as a district on provisional status, the district will be evaluated by the Board of Directors and a recommendation based on this evaluation will be made. Official designation as a district in good standing is subject to a majority vote of the Board.

Section 4. District Regulations

All districts shall be self-regulated by a set of district regulations as well as the Society's By-Laws and shall be directed by a set of officers as determined by the district regulations. The By-Laws of the Society shall supervise and control any district regulations. The Society's By-Laws shall be the regulations for the district. Representations of a district on the Board of Directors will be allowed as requested by a district in good standing.

Section 5. Termination of the District Charter

In the event that a district does not uphold the objectives and purposes of the Society, does not meet the requirements that are specified in the By-Laws, or fails to function independently as a group, the district designation may be terminated by a finding to that effect by a majority vote of the Board of Directors. If a district's membership falls below five district members, that district will be provided six months in which to recruit enough members to meet the minimum of ten district members, after which district designation will automatically be terminated.

Article VII

Board of Directors

Section 1. Powers

- A. The Board is directly and solely responsible to the membership of the Society.
- B. The Board shall have general charge of all affairs, funds and functions of the Society and shall have full powers to carry out the purposes of the Society according to these By-Laws.
- C. The Board of Directors shall meet a minimum of six times per year to conduct the business of the Society. Additional meetings of the Board may be requested by the President or any other two members of the Board.
- D. A simple majority of the Board constitutes a quorum.
- E. Between meetings, the President and Vice President shall have the power to make administrative decisions. Those activities shall be reported to the Board at the next subsequent meeting of the full Board.

Section 2. Directors and Duties of Directors

- A. The President shall be the Chief Executive Officer of the Society and shall chair all Board meetings and Executive Committee Meetings.

The President shall be an ex-officio member of all committees.

The President shall appoint all Chairpersons to standing committees with the advice of the Board; Chairpersons so selected may run for office at the next election.

The President shall appoint and assign responsibilities for all ad-hoc committees with the approval of the Board.

- B. The Vice-President shall assist the President in the discharge of his/her duties and shall assume the duties of the President in the absence of the President. He/She, or their representative, shall be responsible for reviewing and revising the By-Laws.
- C. The Secretary shall take minutes of all Board meetings and Executive Committee meetings and shall maintain the official record of the activities of the Society.
- D. The Treasurer shall have responsibility for handling all funds of the Society and shall hold them in the name of the Society in such a manner as the Board of Directors shall direct.
- E. Immediate Past-President shall be a voting member of the Board for six months after a new President takes office and offer advice and guidance to the members of the Board and Executive Committee.

Section 3. Directors of the Board

Directors shall be elected to serve on the Board and chair the standing committees, and shall have full voting privileges; in addition, Chairpersons of local chapters are Directors of the Board.

Titles of standing committees are found in Article X.

Section 4. Eligibility for Office

All Fellows, General Members, and Associate members in good standing for at least one year are eligible to serve on the Board. Requirements for length of membership may be waived by a majority vote of the Board. For the offices of President and Vice-President the additional requirement of one year of service on the Board shall prevail.

Section 5. Vacancies

- A. Any Director of the Board may resign by submission of a letter to the President of the Board.
- B. Any Director may be removed from office for
 - 1. Failure to carry out the duties of the office
 - 2. Failure to adhere to the By-Laws
 - 3. Unprofessional or unethical behavior
- C. Removal of a Director must be endorsed by three-fourths of the voting Board members present at the meeting.

Article VIII

Executive Committee

Section 1. Duties

The Executive Committee may exercise the authority of the Board of Directors in the management of the society between meetings and shall perform any specific functions assigned to it by the Board of Directors.

Section 2. Composition

The Executive Committee shall consist of the President and Vice-President. At the discretion of the Board, additional members may be added to the Executive Committee.

Article IX

Board Selection

Section 1. Selection Procedures

- A. The Board shall recruit candidates who, to the extent possible, reflect the diversity of the membership in consultation with the President and Vice-President.
- B. Any member in good standing may present themselves to the President or Vice-President as a potential board candidate.
- C. The credentials of prospective candidates will be discussed by the Board in a meeting of the Board. Membership will be granted based upon a quorum of the Board members who are present in a meeting of the Board.

Section 2. Length of Terms

- A. All Directors and members-at-large shall be elected in the even numbered year, and office is assumed from July 1 to June 30 for two years.
- B. All officers and Directors may succeed themselves once for the same position.
- C. The President, with the approval of the majority of the Board, may slate a Director for additional terms.

Article X

Committees

Section 1. Standing Committees

The Society may maintain the following standing committees:

Membership

Legislation

Education

Standards and Inquiry

Public Relations

Special Events

New Professionals

Newsletter

Cultural Competence

The duties and responsibilities of each committee are broadly defined in addendum A of these By-Laws.

Section 2. Special Committees

Special committees of the Society may be constituted as needed upon appointment by the President; the Board may recommend to the President the creation of ad-hoc committees.

Article XI

Amendments

Section 1. Origin

Amendments to the By-Laws may be proposed by any member of the Society under the following conditions:

- A. If the proposed amendment is introduced at a general membership meeting of the Society with a quorum present, or by mail, and a majority of the members voting cast their votes in favor of submitting the amendment, or
- B. If the proposed amendment is submitted to or originates with the Board and a majority of the Board of Directors vote in favor of submitting it to the entire membership.

Section 2. Amendment procedure

- A. These By-Laws may only be amended by a majority vote of the Board and ratified by email and/or mail by the majority of responding members.
- B. The amendment shall become effective on the date established as the end of the period in which the ballots will be counted.

Article XII

Rules of Order

All questions of order not provided for in these By-Laws shall be determined by parliamentary usage as found in *Roberts Rules of Order, Revised*.

ADDENDUM A

STANDING COMMITTEE RESPONSIBILITIES

General Statement

In consideration of the goals of the Society, it is evident that committee chairpersons may have overlapping roles. The need for linkage between committees is apparent. Following joint discussion, committee chairpersons would work in an interdisciplinary fashion to execute duties of mutual interest. Chairpersons will need committee members in order to function effectively. This will prevent chairpersons from becoming overburdened by demands, and will also increase the vitality of the Society by providing an opportunity for greater involvement of the membership. Committee members would be chosen to represent the greatest breadth of clinical social work practice.

Since communication and feedback are imperative for effective operation, it is expected that the Board be informed of committee activity through reports submitted by the chairpersons on a regular basis. Members-at-large, who represent the Society, shall report to the Board as frequently as necessary to manage current issues. Within the present structure the basic duties of each committee are as follows:

Membership

- Maintain current membership roster.
- Recruit members on a local and state level.
- Evaluate questions of eligibility.
- Recommend dues structure and changes.
- Propose members to committee chairpersons.

Legislation

- Draft and introduce legislation furthering the goals of the Society.
- Monitor legislation and department rules affecting the practice of clinical social work.
- Recommend action to the Board and/or appropriate committee chairpersons regarding key legislation and departmental rules.
- Engage the services of a lobbyist or other professionals as necessary to develop and support legislation, and maintain relations with legislators and governmental agencies.
- Develop and maintain relationships with other professional groups around legislative issues of common concern.

Education

- Plan annual educational meetings.
- When appropriate, maintain linkage with the Special Events committee to inform membership of clinical education programs, seminars, workshops, and courses.
- Promote and support continuing education programs.

Standards and Inquiry

Recommend changes in ethical and professional standards.
Respond to issues of professional ethics regarding mental health professionals and make recommendations to the Board for action.

Public Relations

Develop a marketing program that educates professionals and the community regarding the activities and concerns of the Society.

Market the Society's programs to graduate social work students and new graduates.

Work jointly with other committees in relation to public information.

Special Events

Maintain internal communication within the Society.

Plan and arrange non-scientific meetings (social, informational, and fundraising) and events aimed at new members.

Develop and maintain insurance package for members.

New Professionals

Provide or delegate services which promote the growth of new professionals, including:

- Refer for low-cost psychotherapy

- Provide mentorship

- Refer for low-cost supervision and consultation.

Newsletter

Prepare newsletter on a regular basis.

Oversee all technical aspects of the newsletter, including editing of submitted reports.

Present for Board discussion all questions of content which reflect ISCSW policy.

Recommend changes in format or content to the Board.

Cultural Competence

Develop a plan of educational activities, conferences and/or seminars to increase the awareness and sensitivity of the general ISCSW membership to all issues of cultural diversity.