

GEORGIA SOCIETY OF CLINICAL SOCIAL WORK
CONSTITUTION

ARTICLE I
Organization

This organization is incorporated and registered with the State of Georgia, Register of Deeds as of August 29, 1980.

ARTICLE II
Definition

The definition of Clinical Social Work shall be as follows:

The Clinical Social Worker is a mental health professional:

- 1) Skilled in the diagnosis, evaluation and treatment of emotional disorders and mental illness as related to the total health of the individual, and
- 2) Skilled in helping with problems of living and activities designed to stimulate growth and development.

The Clinical Social Worker is trained to serve persons with conscious and unconscious conflicts in relation to the total social environment in which they must function. Professional activities include, but are not limited to, individual, marital, family, and group psychotherapy and counseling. The Clinical Social Worker:

- 1) Holds a masters or doctorate degree in social work that includes a sequence of clinically oriented coursework and supervised clinical field placement.
- 2) Has had two or more years of supervised post graduate clinical practice.
- 3) Is licensed or certified as such under applicable State or Federal Statutes, where such legislation is in effect.

ARTICLE III
Objectives

The purpose of this organization shall be to advance and promote the practice of Clinical Social Work by:

- 1) Participation in the legislative process, both state and national;
- 2) Establishing and maintaining the qualification for Clinical Social Work practice and monitoring standards of practice through professional education, experience, ethics, conduct, and achievement;
- 3) Promoting the public image of Clinical Social Work and the development of prerogatives for Clinical Social Workers and clients in keeping with other professions in the mental health field;
- 4) Increasing and disseminating knowledge through research, meetings, educational programs, professional contacts, reports, papers, discussions, and publications;
- 5) Creating programs of action as defined by the Board of Directors.

ARTICLE IV
Membership

Section I. The categories of membership shall be:

- 1) General Membership: General membership is defined as those holding a LCSW.
- 2) Associate Member: Those who have an LMSW or are working toward an LCSW.
- 3) Student Membership: Student membership shall be limited to those matriculated in a graduate program of an accredited school of social work.
- 4) Affiliate Membership: Affiliate membership shall be limited to those who meet the requirements for General or Associate, whose residence and employment/practice are out of the Metro Atlanta area.
- 5) Emeritus: Retired member.

Section II. Admission of Members:

- 1) General, Associate, and Affiliate: Applications for membership shall be submitted to the membership Chairperson. The Chairperson shall act upon the application within fourteen (14) days after receipt of the completed application. The Chairperson will recommend membership to the Board of Directors who will act on the application. Applications for membership shall be accompanied by \$10.00. The application fee is non-refundable.

Section III. Rights and Duties of Members:

All categories of membership shall be privileged to attend general business meetings and educational programs. In addition:

- 1) General members shall vote on amendments to the by-laws and any issue or election presented to the membership; hold an elected office, and be named as a chairperson of a standing committee.
- 2) Associate members shall vote on any issue or election.
- 3) Student members shall vote and can maintain a board position but may not hold an executive committee position on the board.
- 4) Affiliate members hold the rights to the category of their membership.

Section IV. Termination of Membership:

Membership in the Society shall be terminated as follows:

- 1) For non-payment of dues after ninety (90) days of delinquency.
- 2) By a vote of expulsion from the Society by a two-third (2/3) majority of the Board of Directors upon recommendation by the Committee on Professional Ethics and Inquiry.

ARTICLE V

Officers

Section I. Officers:

The officers of this society shall be:

- 1) President
- 2) President-Elect
- 3) Secretary
- 4) Treasurer

These officers compose the Executive Committee

Section II. Nominations, Elections and Terms of Office:

A President-elect will be elected for a one (1) year term, to be followed by a two (2) year term as president. A secretary shall be elected to a two (2) year term of office. A treasurer shall be elected to a two (2) year term of office. Elections must occur between March 15th and June 15th, with new terms of office beginning July 1st. There shall be a nominating committee which shall develop a slate of officers. At least 30 days prior to the publication of the ballot, this slate shall be submitted to the voting membership. Members may then submit the additional names as long as they are general members in good standing endorsed by the signatures of at least five percent (5%) of the membership. This must be received by the nominating committee no later than 30 days following the publication of the proposed slate of officers. All submitted names shall appear on the ballot. Officers will be elected by simple majority vote. All ballots must be postmarked not later than 30 days after the date of mailing the ballots to members in order to be counted. There shall be an annual election. No elected official shall serve more than two consecutive terms in the same office.

Section III. Duties of Officers:

The President shall be Chairperson of the Board of Directors and shall perform such other duties as ordinarily pertain to this office. The President shall call regular and special meetings. The President shall also appoint the Chairpersons of standing committees as well as task force committees.

The President-Elect shall discharge the duties of the President when the President is not able to act. The President-elect will work collaboratively with the President, particularly assisting committee chairpersons when the need arises.

The Secretary shall record the minutes of all Board, business, and program meetings. The Secretary may conduct correspondence relating to the Society, as deemed necessary by the Executive committee. The Secretary will act as or appoint a temporary Chairperson in the absence of both President and President-Elect. The Secretary may name a committee to assist with the duties of the office. A committee member may be named as corresponding Secretary

The Treasurer shall serve as Chairperson of the Finance committee. The Treasurer shall receive all monies payable to the Society and expend these monies in accordance with the governing board decisions. A quarterly Treasurer's report will be given to the board, and made available to the general membership. The President may request an additional financial report as deemed necessary.

Section IV. Recall of Officers:

A recall petition to remove any officer of the Society from the office held may be initiated by written petition signed by two-thirds of the membership body

The President-Elect shall succeed to the office of the President in the event the President is unable to fulfill the term of office to which elected. In the event any other officer or member-at-large is unable to fulfill the term of office to which elected, the Board of Directors by majority vote shall appoint a member of the Society to that office. The member appointed shall be entitled to hold office for the unexpired term of the originally elected officer or member-at-large.

ARTICLE VI **Board of Directors**

Section I. Composition of the Board of Directors:

The Board of Directors shall be composed of the four (4) elected officers of the Society, Chairpersons of standing committees, the appointed MSW student representative, and the appointed LMSW member. The past president shall serve as an ex-officio member.

Section II. Open Meetings:

All meetings of the Board of Directors of the Society shall be open to attendance by the membership.

Section III. Duties of the Board of Directors:

Duties of the Board of Directors shall be:

- 1) To meet as many times as deemed necessary by the President to transact the business affairs of the Society, but not less than a year. A quorum shall be a majority of the Board members. Meetings of the Board of Directors may be called by quorum.
- 2) To designate the bank in which all funds of the Society are to be kept. The disposition of any and all funds is subject to the approval of the Board of Directors. All checks written on the central account of the State Society shall be signed by the Treasurer and by one of two other individuals designated by the Board of Directors.
- 3) To conduct a review of the financial records of the Society to be completed one week prior to the end of the term of the Treasurer.
- 4) To make an annual report to the membership.
- 5) Two unexcused absences shall terminate Board membership.
- 6)

ARTICLE VII **Committees**

Section I. Standing Committees:

The President shall appoint the Chairpersons of the standing committees, except as otherwise herein provided, with the approval of the elected officers, for terms of one (1) or two (2) years. The Chairperson of each committee shall appoint committee members from among the membership.

- 1) Membership Committee: The Chairperson of the membership committee shall receive applications for membership. The committee shall process applications and the Chairperson will either accept or reject the application based on the potential

- member meeting the criteria for membership. The Committee shall develop methods to promote membership.
- 2) Committee on Professional Ethics and Inquiry: The Committee on Professional Ethics shall be composed of one or two Chairperson's, additional members added if deemed necessary by the board or Chairperson. As a member state, GSCSW adopts and abides by The Code of Ethics established by the Clinical Social Work Association. As stated in the Preamble of the CSWA Code of Ethics: "When the practice of a member is alleged to deviate from the Code of Ethics, the Code is to be used as a standard for the evaluation and of the nature and seriousness of the deviation". The committee will serve in an advisory capacity to the Board regarding ethical issues pertaining to prospective or current members. It will answer member's questions to the best of its ability and will recommend ascertaining legal counsel whenever it is deemed necessary. The Committee shall periodically review the policies/procedures of the organization to ensure the maintenance of high ethical standards.
 - 3) Legislation Committee: A current board member shall be Chairperson of the Legislation Committee. The Committee shall review State and National legislation and recommend to the Board of Directors and membership programs of action in relation to legislation relevant to clinical social work.
 - 4) Mentorship Committee: The Mentorship Committee shall be composed of at least three members. The objectives of the mentorship committee include the creation and maintenance of the mentorship program. The mentorship program will:
 - a) Provide support in transitioning from graduate school to beginning clinical practice.
 - b) Provide access to a mentor/resource person.
 - c) Assist in the integration into the Georgia Clinical Society and the larger clinical social work community.
 - 5) Professional Education Committee: This committee is chaired by a current board member who may add members as deemed necessary. It is responsible for all aspects of planning as well as implementation of monthly professional education programs, including the annual Diane Davis Memorial Conference.
 - 6) Public Relations and Marketing Committee: -This committee will have a current board member as chairperson and will add additional committee members as needed. The primary mandate of this committee is to promote and increase the professional and public awareness of our organization. This will be accomplished through establishing and maintaining affiliation with the local MSW graduate programs, promoting use of marketing materials, working collaboratively with all board members, particularity membership. An additional responsibility will be the ongoing review of the organizations website to ensure its effectiveness for the membership as well as the general public.
 - 7) CEU Committee: The Chairperson will evaluate and appropriately accept or reject a member's request for Continuing Education Units. This evaluation will be based on the requirements out lined by the State of Georgia's Composite Board as it pertains to Clinical Social Workers. The Chairperson will also evaluate requests for credits offered by other professional mental health organizations in the same manner. The Chairperson may add additional committee members as deemed necessary.

Section II. Special Committees:

The President shall appoint Chairpersons of Special Committees with the approval of the Board of Directors for terms of one (1) year. The Chairperson of each committee may appoint committee members from among the membership.

- 1) **Nominating Committee:** The function of this committee is to create a slate of candidates for the offices of the Board of Directors. The Nominating Committee shall consist of one board member and one/two general members as deemed necessary by the Board.
- 2) **Spring Conference Committee:** The Spring Conference Committee is a special committee that is led by a committee chair and consists of at least two (2) other members. The Committee is responsible for planning and implementing a quality professional education program with the dual purpose of raising funds for Georgia Sociality for Clinical Social Work.

ARTICLE VIII

Meetings

Section I. Quorum:

A quorum shall be twenty-five percent (25%) of the total membership, including proxies, at any membership meetings.

Section II. Proxies:

The members of the society may vote by proxy in the manner required by Georgia Statutes applicable to non-profit corporations. A member's proxy shall be invalidated by the presence of said member at the meeting for which the proxy was made.

Section IV. Notification of Meetings:

Written notification of business and programs meetings shall be mailed to all members at least fifteen (15) days in advance.

ARTICLE IX

Dues

Section I. Dues:

The Society shall charge annual dues. Dues shall be set annually by the Board of Directors for each category of membership.

Section II. Payment of Dues:

Dues shall be paid annually, payable July 15th, to begin with acceptance of application. Beginning with acceptance of the application, dues will be pro-rated in the following manner: new members joining between January through March will be billed for half of the dues, for the initial calendar year. New members joining between April and June will not be billed until the following dues billing.

Section III. Fiscal Year:

The fiscal year shall be July 1 through June 30.

Section IV. Assessments:

The entire membership may be assessed in the following manner.

- 1) The proposed assessment shall be presented in writing to the membership and voting shall be by mail ballot. All ballots must be postmarked not later than thirty (30) days after the date of mailing in order to be counted.

A two-thirds (2/3) majority vote of those voting shall be required for the passage of the assessment.

ARTICLE X **Amendments**

Section I. Amendment Procedure:

Amendments to the constitution may be proposed to the membership by:

- 1) A two-thirds (2/3) vote of the Board of Directors; or
- 2) The signatures of not less than twenty-five percent (25%) of the members holding General Membership.

Section II:

The proposed amendment shall be presented in writing to the general membership. It may be by mail ballot, posting on the website, or use of email for review. All ballots must be postmarked not later than thirty (30) days after the date of mailing (including an email ballot) to the membership in order to be counted.

Section III:

A two-thirds (2/3) majority vote of those voting shall be required for the passage of an amendment.

Section IV:

The proposed amendment shall become effective immediately upon passage unless otherwise provided. Membership shall be advised of such passage.

ARTICLE XI **Rules of Order**

All questions of order not provided for in this constitution shall be determined by parliamentary usage as found in "Roberts Rules of Order, revised, Current Edition."

Revised and approved May 2007