

WISCONSIN NURSING HOME SOCIAL WORKERS ASSOCIATION BYLAWS

ARTICLE 1. NAME

The name of this organization shall be the Wisconsin Nursing Home Social Workers Association, hereafter referred to as WNHSWA.

ARTICLE 2. PURPOSE

- To promote the profession of Social Work.
- To promote quality delivery of social services to long term care residents, family and staff.
- To preserve high standards for the practice of social work in long term care.
- To provide education and resource information to professionals providing social services in long term care settings.
- To develop a liaison with legislators and other agencies involved with long term care issues.
- To work with Universities and Colleges in promoting social work education in long term care facilities.
- To ensure that all residents/clients/customers regardless of color, creed, sex, financial status, age or ability, are treated with dignity, have the opportunity to meet challenges and enjoy the gift of life for the full measure of their days.

ARTICLE 3. MEMBERSHIP

Section 1. Definition.

Membership in the WNHSWA shall be open to anyone employed or interested in employment in the provision of social services in long-term care in Wisconsin.

Section 2. Classification.

- A. Active. An active member shall have full voting privileges and the right to hold office and serve on committees. Only the following shall qualify:
1. Individuals currently employed in providing social services in long term care located in Wisconsin and have paid the annual dues.
 2. Good standing. A member in good standing shall be one whose dues have been paid in accordance with the provisions of the bylaws, and the individual agrees to uphold the standards and ethics of the NASW.
 3. Individuals who maintained their membership in the WNHSWA for the 5 years prior to their retirement from the profession of Social Work in a long term care and have paid the annual dues.
- B. Associate. Individuals who do not meet the criteria for active membership but have an interest in or being supportive of the WNHSWA and have paid the

annual dues. An associate member may serve on committees.

Section 3.

During periods of suspension/revocation, a member shall be terminated upon the conclusion of the Board Meeting that the member engaged in conduct materially and seriously prejudicial to the interest or purposes of the WNHSWA. Appeals can be made to the appointed members of the Board. A majority vote of the Board shall settle the decision and/or appeal and its decision will be considered final.

ARTICLE 4. DUES

Section 1. Dues.

- A. Annual dues shall be determined by the WNHSWA Board.
- B. Payment of annual dues shall constitute membership. Dues shall be payable on a yearly basis.
- C. If facility pays membership due and there is a switch in social worker within the year, both social workers will receive the reduced conference registration fee.

ARTICLE 5. LOCAL CHAPTERS

Section 1. Local Chapters.

- A. Any group of three (3) or more members meeting the membership criteria as stated in Article 3 is eligible for acceptance as a Local Chapter of the WNHSWA.
- B. The Board of the WNHSWA shall accept an application of such a chapter and confirm the recognition of the Local Chapter status upon the majority vote of the Board.
- C. Local Chapters shall operate autonomously and are encouraged to develop their own set of bylaws. Local Chapters do not have the authority to act on the behalf of the WNHSWA without the written consent of the Executive Committee of the WNHSWA.

ARTICLE 6. OFFICERS

Section 1. Elected Officers.

Elected Officers of the WNHSWA shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section 2. Qualifications.

To be eligible for the elected offices of President, Vice-President, Secretary or Treasurer, a person must be an active member and on the current board for a minimum of one year.

Section 3. Terms of Office.

Newly elected officers shall assume their duties on the first day of January.

Section 4. Vacancy in Office.

A vacancy in any elective office other than that of President shall be filled by the Executive Committee with the approval of the WNHSWA Board.

Section 5. Duties of Officers.

Officers shall perform the duties provided in this section and such duties as prescribed for the office in these bylaws. Officers shall prepare an annual report and shall fulfill such other duties as may be assigned by the WNHSWA Board, the Executive Committee or the President. Officers shall also be guided by the bylaws and policies of the WNHSWA. See appendix A for additional duties.

A. A President shall:

- Be an elected two year term with the election to occur in even numbered years.
- Be the official spokesperson of the WNHSWA.
- Preside at all WNHSWA Board meetings and the annual WNHSWA meeting.
- Be ex-officio member of all committees except the nominating committee.
- Appoint, subject to approval as required by the bylaws, all committee coordinators.
- Co-sign all contracts as required.
- Be an authorized signer of checks and financial contracts.
- Appoint liaison to related organizations.
- Be responsible for assuring that an audit of the previous year's transactions is performed.
- Be a Conference Coordinator.
- Abide at all times to the bylaws and policies set forth by the WNHSWA.
- Submit an article for the website.

B. The Vice-President shall:

- Be an elected two-year term with the election to occur in odd numbered years.
- Perform the duties of the President in the President's absence and shall complete the term of President if a vacancy occurs in that office.
- Co-sign any contract as required.
- Be an authorized signer of checks and financial contracts.
- Perform other duties as may be delegated by the President or Executive Committee.
- Be a Conference Coordinator.

- Abide at all times to the bylaws and policies set forth by the WNHSWA.

C. The Secretary shall:

- Be an elected two-year term with the election to occur in odd numbered years.
- Be responsible for keeping a permanent record of the minutes of all the WNHSWA Board and Executive Committee meetings.
- Furnish a copy of the minutes of the WNHSWA meetings to each Board member at next meeting.
- Abide at all times by the bylaws and policies set forth by the WNHSWA.
- Provide approved Minutes to the Website Coordinator to be posted on the Website.

D. The Treasurer shall:

- Be an elected two-year term with the election to occur in even numbered years.
- Be an authorized signer of checks and financial contracts.
- Be responsible for keeping an accurate record of income and disbursements of the WNHSWA.
- Acknowledge receipts of funds and make payments upon receipts of debts.
- Provide a financial report at all the WNHSWA Board meetings.
- Submit a current financial report to all members at the annual WNHSWA meeting.
- Keep a list of all eligible voting members of the WNHSWA.
- Complete and audit of the past year's transactions by an outside agency and report the findings to the President.
- Abide at all times to the bylaws and policies set forth by the WNHSWA.

ARTICLE 7. THE WNHSWA BOARD

Section 1. Board Composition.

The Board of WNHSWA shall include members which consist of President, Vice President, Secretary, Treasurer, and 6 elected board members of which 3 are elected in even numbered years and 3 in odd numbered years and a liaison Ombudsman representative, when available.

Section 2. Duties of the WNHSWA Board.

- Have full power and authority over the affairs of the WNHSWA.
- Approve WNHSWA policies.
- Make all necessary decisions on behalf of the organization between annual business meetings.

- D. Delegate to the Executive Committee the authority over the affairs of the WNHSWA between meetings of the WNHSWA Board.
- E. Approve and adopt budgets as necessary.
- F. Have the authority to adopt special rules of order or standing rules to govern its proceedings.
- H. Promote cooperation and affiliation with other organizations concerned with the delivery of Social Services to residents of long term care.
- I. Shall notify all members of the annual WNHSWA meeting.
- J. Submit materials for posting on WNHSWA website.

Section 3. Active Duties of Board Members.

Board members shall perform the duties provided in this section and all other duties as prescribed for their office in these bylaws and shall be guided at all times by the bylaws and policies of WNHSWA.

- A. Each Board member is responsible for participating as an active member or as a Committee Coordinator.
- B. Failure to participate could lead to the removal from the WNHSWA Board at the discretion of the Executive Committee.
- C. Identified committees:
 1. CEU Coordination.

The purpose of the CEU coordinator is to help Social Workers maintain their continuing education requirements which are verified by the NASW. The Coordinator will have evaluation forms for participants to complete at conferences and then analyze the comments, provide CEU information/materials for conference participants, have "punch sheets to record attendance at conferences and then maintain them for 7 years.

2. Conference Coordination.

The purpose of the conference coordinator is to arrange an educational conference to meet the needs of the members. The coordinator identifies topics of interest for the conference along with committee members, outlines the program, schedules and secure speakers, discusses meal options, and prepares conference brochure. The coordinator works with the printing company for completion and of the brochure and prepares and sends brochures to all Wisconsin Nursing Homes as well as Association members. The coordinator works closely with the Treasurer for payment for all services rendered. The coordinator prepares conference folders as well as ballots for voting for officers and obtains any other information to include in folders from other board members. The coordinator works with the area commerce, if needed, to assist with the conference. It is the responsibility of the coordinator to finalize speakers, manage contracts, ensure equipment/handouts are received, and work with the hotel for any issues. The coordinator will also work closely with the President

throughout the conference as well as other Board Members to maintain a well-organized conference.

3. Historian.

The purpose of the historian position is to chronicle the history of the Association and to prepare display materials to be exhibited at our conferences and other events for promotional purposes. The historian will maintain the historical materials that chronicle the growth and mission of the Association, take and display pictures of events sponsored by the Association (conferences, Alzheimer's walk, etc.), Post articles regarding the history of the Association on our website (i.e. Did you know on this date....) and assist the marketing committee with historical material and pictures taken at events for creating displays and other promotional items.

4. Marketing/Membership.

The purpose of the Marketing/Membership Coordinator is to maintain and increase the size of membership along with increasing the visibility of our Association within the Long-Term Care industry of Wisconsin. This committee will recommend membership fees to the Board, create and revise promotional materials (brochures, business cards, displays, etc.), review, solicit and recommend sponsoring of events outside of our Association and will post promotional materials on our Association website.

5. Nominations

The purpose of the Nomination Coordinator is to work with all open positions and consider the qualifications of all candidates to ensure that each candidate meets the qualifications to fulfill the position. The nominations coordinator must keep current with all planned open positions and any unplanned vacancies that may occur. The nominations coordinator must contact all interested candidates expressing interest in the position and ask for a biography written by each candidate. The nominations coordinator will also create a biography page of candidates along with ballots for voting at the Fall Conference. The coordinator will also notify all candidates elected who may have been unable to attend the Fall Conference.

6. Scholarship.

The purpose of the Scholarship Coordinator is to offer scholarship(s) for individual(s) in pursuit of a career in social work focusing on working with the elderly and disabled in long term care. The Scholarship Coordinator is designated board member. The coordinator sends out materials in February with a return date before the April Board meeting and solicits individuals from the general membership to offer opinion on the winner(s) with the Board having final determination which is made at the July Board meeting.

7. Social Worker of the Year.

The Social Worker of the Year Coordinator is responsible for sending out criteria and nomination forms to all nursing home Administrators. Criteria in the following areas are considered: innovation, leadership, integrity, service, compassion, spirit and pride. A nomination may be made by co-workers, residents or family members. The Coordinator will present nominations to the Board at the July meeting and a winner will be chosen. If this is not able to be accomplished, the Coordinator may ask for assistance in deciding the winner from co-workers or a local social work group. The nominator and the winner receive a congratulatory letter and notice that a plaque will be presented at the fall conference. All others nominated are sent an acknowledgment of their nomination.

8. Website

The Website coordinator will work to keep the WNHSWA website current with new information. The coordinator will continue to post board meeting minutes, by laws, names and addresses of board members as well as email addresses of the board members. It is the responsibility of the Website Coordinator keep the website up to date with new information. The goal for the Association is to have a website that is user friendly and a useful resource for its members. The Website Coordinator will also pursue finding out how to get our Website to do what the members desire of a Website. See appendix B for descriptions.

- D. All Board members are expected to help at conferences and workshops with tasks such as table registration, introduction of speakers and punching of CEU attendance sheets.
- E. All Board members are expected to contribute information or articles to the Association website by submitting materials to the webmaster.

Section 4. Meetings. The WNHSWA Board shall:

- A. Meet a minimum of four (4) times per year.
- B. Special meetings of the Board may be called by the Executive Committee. Board members will be notified by phone, email or mail at least ten (10) days prior to the Special Meeting.
- C. WNHSWA members may attend any WNHSWA Board meeting but they do not have voting privileges.
- D. WNHSWA members shall be advised in writing of the Annual Board Meeting at least thirty (30) days prior to the meeting held the night preceding the Fall Conference.

Section 5. Attendance.

Board members and officers are expected to attend and participate in all Board meetings or to notify a member of the Executive Committee of absences.

Any Board member missing three (3) consecutive meetings may be removed from the board at the discretion of the Executive Committee.

Section 6. Vacancy.

A vacancy on the Board shall be filled by appointment of the Executive Committee with the approval of the WNHSWA Board.

Section 7. Voting.

All Board members have voting privileges. A QUORUM shall consist of not less than 6 Board Members.

ARTICLE 8. EXECUTIVE COMMITTEE

Section 1. Composition.

The members of the Executive Committee shall be four (4) elected officers - President, Vice President, Secretary and Treasurer.

Section 2. Duties.

The Executive Committee shall:

- A. Have general supervision and authority over the affairs of the WNHSWA between meetings of the WNHSWA Board with expenditures limited to no more than five thousand dollars (\$5,000.00).
- B. Have general authority for an individual Executive Committee member to make WNHSWA expenditures limited to no more than five hundred dollars (\$500.00) between meetings of the WNHSWA Board.
- C. Conduct business that may be referred to it by the WNHSWA Board.

Section 3. Meetings.

Meetings of the Executive Committee shall be at the call of any Executive Committee member or at the request of three (3) members of the Board.

At least five (5) prior days notice shall be given each member of the Committee, except for a meeting the President may call during a session of the Board meeting or conference.

Section 4. Business.

- A. Business may be conducted electronically, by mail or telephone when necessary.
- B. Action taken electronically, by mail or telephone conference shall be verified and made a part of the minutes of the next meeting of the Executive Committee or the Association Board.
- C. All Executive Committee Members have voting privileges and three (3) members shall constitute a QUORUM.
- D. The Executive Board will review Bylaws in November or as requested by a

member or Board Member. Any recommended changes will be reviewed by the Executive Committee and brought to the next full Board Meeting for approval.

ARTICLE 9. Active Duties

Section 1. Active Duties

- A. Coordinator may be appointed by the WNHSWA Board as required.

Section 2. Duties.

- A. Coordinators shall develop goals and plan of work, and together with a roster of committee members, shall submit them to the WNHSWA Board for approval.
- B. Reports shall be made to the WNHSWA Board.

ARTICLE 10. NOMINATIONS, ELECTIONS AND SELECTIONS

Section 1. Nominations.

- A. The Nominations Coordinator shall consider the qualifications of all candidates and ensuring that each candidate meets the qualifications for the position that candidate is nominated for.

Section 2. Elections.

- A. Elected Board members and Officers shall be chosen by ballot at the annual Fall Conference. The candidate who receives the most votes shall prevail and fill the position of the office.
- B. The election results will be announced at the Fall Conference and will be posted on the Association website.

ARTICLE 11. PUBLICATIONS

Section 27. Official Publication.

The official publication shall be the Association website. The purpose of the Association website shall be to:

- A. Promote the goals, philosophy and mission statement of WNHSWA.
- B. Inform the membership of progress on the works of officers and committees.
- C. Provide information and education materials to further the professional development of the WNHSWA membership.
- D. Provide periodic updates on the financial affairs of WNHSWA.

ARTICLE 12. NON-DISCRIMINATION

It is the policy of the WNHSWA to comply with all appropriate State and Federal requirements pertaining to not discriminating on the basis of race, color, religion, creed,

national origin, age, handicap or sex. The WNHSWA organization encourages the full input of all relevant groups to its deliberations and in its policy making.

ARTICLE 13. DISSOLUTION

In the event that the WNHSWA should be dissolved, but prior to the completion thereof and after satisfying all outstanding debts and obligations, the WHNSWA Board shall select an organization, or organizations, which qualify under sections 501(c) (3) of the Internal Revenue Code to receive any remaining monies to be used for purposes mutually agreed upon by the WNHSWA and selected organization(s).

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