

INDIANA SOCIETY for SOCIAL WORK LEADERSHIP in HEALTH CARE  
BY-LAWS

ARTICLE I: NAME

The name of the organization shall be the Indiana Society for Social Work Leadership in Health Care.

ARTICLE II: PURPOSE

The Society is organized exclusively for professional, charitable, scientific, and educational purposes as a not-for profit association. It shall be conducted so that no part of its income or earnings shall inure to the benefit of any member, director, other individual or organization.

The purpose of the Society shall be to advance and improve patient care through development of effective Social Work programs in Health Care Institutions by:

- A. Promoting educational programs, projects, and activities, which strengthen and develop social work services.
- B. Strengthening working relationships within Hospitals and/or Health Care Institutions.
- C. Cooperating with allied hospital associations, other health facilities, social service organizations, and other associations as appropriate.
- D. Providing a medium for the interchange of ideas and dissemination for material pertinent to effective social services.
- E. Fostering the improvement and extension of health services to all.
- F. Promoting appropriate legislation and action at local, state, and federal levels.
- G. Promoting compliance with the Patient's Bill of Rights as adopted by the American Hospital Association.
- H. Promoting compliance with the Discharge Planning Guidelines as adopted by the American Hospital Association.

ARTICLE III: MEMBERSHIP

Section I: Types of Membership

- A. **Full membership** shall be available to individuals who hold a social work degree from a school of social work accredited by the Council on Social Work Education.
- B. **Associate membership** shall be available to individuals who do not hold a social work degree from a school of social work accredited by the Council on Social Work Education and who joined the Society after December 31, 1980.
- C. **Emeritus membership** shall be available to social workers who have retired and met the eligibility requirements for membership prior to their retirement.
- D. **Institutional membership** shall be available to all Council on Social Work Education (CSWE) accredited Schools of Social Work.

Section 2: Eligibility

A. **Full Membership:**

- 1. Social Workers employed in a health care setting, or
- 2. Social Workers who have primary responsibility as consultants in the administration of social work programs in hospitals or related health care institutions, or

3. Faculty who are social workers and who have primary responsibility for graduate education of social workers in a school accredited by the Council on Social Work Education; or
4. Members in good standing who continue to pay dues, but by nature of a change or advancement of position and no longer meet the eligibility requirements in categories above.

**B. Associate Membership:**

1. An individual who has substantial responsibility for administration of the social work function in a health care setting.
2. A student with an interest in healthcare who is enrolled in a social work degree program accredited by CSWE.

Section 3: Establishment of Membership

- A. The membership year shall be January 1- December 31. The amount of annual dues shall be determined by the Board.
- B. Dues are due January 1.
- C. Membership applications are received by the Membership Chairman and membership shall become effective upon receipt of specified dues.
- D. Any recommendation for denial of membership shall be reviewed by the board.

Section 4: Voting Privileges of Membership

- A. Each member shall have one vote.

Section 5: Transfer of membership.

Membership is not transferable to another individual.

Section 6: Termination of Membership

- A. Membership shall be automatically terminated for failure to pay dues by March 1. Members terminated will require re-application.
- B. A member may resign by submitting a letter of resignation to the President. No portion of dues paid by a member who resigns is refundable.
- C. The Board of Directors may suspend or expel any member for cause after giving such member an opportunity for a hearing. Any member suspended or expelled may be reinstated by the affirmative vote of two-thirds (2/3) of the membership of the Board of Directors.

**ARTICLE IV: OFFICERS AND DIRECTORS**

Section 1: Officers

The officers shall consist of the President, the President-Elect, the Immediate Past President, the Secretary and the Treasurer. The officers shall be elected by the membership of the organization. Only full members are eligible to hold office.

## Section 2: Terms of Office

Terms of Office shall be on an annual basis, beginning January 1. All officers shall be elected for one year with the exception of the office of Treasurer. The Treasurer will hold a two year term. The President - Elect upon completion of his/her term, shall ascend to the Presidency. No officer shall serve more than two consecutive full terms in the same office.

## Section 3: Election

- A. A Nominating Committee shall annually prepare a slate of nominees which will reflect the broad program interest of the Society, as well as ensure geographic representation.
- B. The Nominating Committee shall present the slate to the Board of Directors for approval.
- C. Members shall be notified of the slate of officers via e-mail or by post no later than November 1 of each year.
- D. An incomplete slate shall be filled at the discretion of the Board.
- E. The election shall be determined by a simple majority. Only ballots reflecting a dissenting vote need returned. No response to the vote will be considered a "yes" vote. Membership will be notified of the election results after the 30 day response period.

## Section 4: Duties of Officers

- A. President - The President shall be the Chief Executive Officer of the Society and shall preside
  - at all meetings and shall serve as Chairperson of the Board of Directors. It shall be the President's duty to:
    - 1. Supervise the activities of the Society
    - 2. Present a report at the annual meeting
    - 3. Appoint the chairperson and members of special committees and all standing committees
    - 4. Act as a liaison to all committees
    - 5. Perform such other duties as may be authorized by the Board of Directors
- B. President-Elect - The President-Elect shall:
  - 1. In the absence of the President, perform all duties and assume all the responsibility of the President
  - 2. Act as a liaison to the Education Committee
  - 3. Succeed to the Presidency and Immediate Past-President
  - 4. Perform such other duties as may be authorized by the Board of Directors
- C. Secretary - The Secretary shall:
  - 1. Prepare the minutes of all meetings
  - 2. Maintain files
  - 3. Serve as the liaison to the Membership Committee
  - 4. Oversees the official membership files of the Society
  - 5. Perform such other duties as may be necessary to coordinate and advance the Society's objectives.

D. Treasurer - The Treasurer shall:

1. Receive and disperse monies as approved by the Board of Directors.
2. Be responsible for maintaining a permanent file pertaining to the financial status of the Society
3. Make a financial report at each business meeting of the Society
4. Make an annual written financial report to the membership at the annual meetings,
5. Act as liaison to the Finance Committee.

E. Immediate Past-President

1. Act as chairman of the Nominations Committee

Section 5: Membership of the Board of Directors

There shall be a Board of Directors consisting of the elected officers, four Members-at-Large, and the chairpersons of the standing committees of the Society.

Members-at-Large shall serve for a term of two years, with their terms of election beginning on alternating years so as to stagger their beginning and ending. All terms of office shall conform to the Society year. No Member-at-Large shall serve more than one full term. Associate and emeritus members may hold at-Large Board positions.

Section 6: Duties of the Board of Directors

The Board of Directors shall:

- A. Have the responsibility and authority to carry on the business of the Society,
- B. Make policy decisions,
- C. Establish rules and procedures,
- D. Approve reports, resolutions, or actions of officers and committees,
- E. Fill vacancies between elections,
- F. Approve an annual budget

Section 7: Executive Committee

The Executive Committee shall consist of the Officers. The duties of the Executive Committee shall be to act for the Board of Directors when it is not feasible for a regular meeting of the Board of Directors to be convened.

Section 8: Vacancies

If the Office of the President shall become vacant, the President-Elect shall succeed to the Office of the President and shall continue to serve as President for the remainder of the unexpired term of office. If the President-Elect is unable to fulfill the responsibility of the office, that position may be filled at the discretion of the Board. If both offices shall become vacant, the Board of Directors shall appoint pro-tempore to serve for the remainder of that unexpired term. If the Office of Secretary or Treasurer should become vacated, the President, with the advice and

consent of the Board of Directors, shall appoint a replacement who shall serve the remainder of the unexpired term. At the next regular election, officers whose terms have been vacated will be elected in accordance with the provisions of these By-Laws.

Section 9: Resignation or Removal of Board Members

An officer/director of the organization may resign at any time by tendering her/his resignation in writing to the President or the Secretary. The resignation shall become effective immediately upon receipt by the President or the Secretary. An officer of the organization may be removed at any time by the Board of Directors at any meeting of the Board whenever the Board, in its judgment, believes such removal is in the best interest of the organization. Resignation or removal of a director automatically constitutes resignation or removal from any office held by that director.

Section 10: Quorum for Board Meeting

Business may be transacted at any Board meeting with a simple majority of the voting Board Members.

Section 11: Voting Privileges

All elected officers shall have one vote. All committee chairpersons shall be ex-officio members of the Board and have no vote. The President has no vote unless necessary to break a tie vote.

Section 12: Conflict of Interest

The directors and officers shall exercise the utmost good faith in all transactions relating to their duties in the Society. They shall not use their position, or knowledge gained therefrom, so that a conflict might arise between the Society's interest and that of the individual. All acts of directors and officers shall be for the benefit of the Society in any dealing that may affect the Society adversely. Upon accepting a nomination, directors and officers shall promptly make full disclosure on a conflict of interest from any existing or new employment, activity, investment, or other interest that might involve obligations that may adversely compete with, or be in conflict with, the interest of the Society. Any disclosure of a conflict of interest shall be delivered to the full board for review and decision.

**ARTICLE V: MEETINGS**

Section 1: Annual Meetings

There shall be an annual meeting of the membership for the transaction of business of the Society. The time and place of the annual meeting shall be designated by the Board of Directors and be made known to the membership by April 10 through the list serve. Minutes of the previous year's annual meeting will be *distributed* to all members.

Section 2: Meetings of the Board of Directors

A meeting of the Board of Directors will occur at the time of the annual meeting and additional meetings may be called at the discretion of the President of the Society. There shall be a minimum of three (3) Board Meetings per year.

Members are welcome to observe board meetings.

All elected Board Members are expected to attend two-thirds of scheduled Board Meetings. The Board President will send a letter to a director who is not meeting this standard or who has missed two (2) consecutive meetings.

Section 3: Meetings of the Society Membership

Additional meetings of the membership shall be called at the discretion of the President with the approval of the Board of Directors.

**ARTICLE VI: COMMITTEES**

Section 1: Appointment and Duties

The Board of Directors shall appoint the Chairpersons of such committees as will be needed for the advancement of the Society with the exception of the Nominating Committee. Committees shall submit annual reports and such interim reports as may be requested by the President. The Chairpersons of the standing committees shall serve on the Board of Directors as ex-officio members.

Section 2: Standing Committees

The standing committee of the Indiana Society for Social Work Leadership in Health Care shall consist of Nominations, Membership, Education, Communication, Advocacy, Finance, and By-Laws. Chairperson for the respective committees shall be appointed by the Board of Directors.

- A. The Nominating Committee shall consist of three members. The Chairperson will be the Immediate Past President of the Society. The two additional members of the Committee shall be selected by the chairperson for a one (1) year term. Their selection shall be subject to the approval of the Executive Committee of ISSWLHC. This committee shall be charged with the responsibility and duties related to filling all positions for elective offices as well as other nominating functions.

- B. The Membership Committee is charged with the duty of promoting and adding to the

membership of the Society, advising the officers and the Executive Committee on problems concerning membership eligibility. This committee chair works in close association with the Secretary of the Board to maintain accurate files. This committee shall also seek to increase and enlarge the membership aims and purposes of said Society and National Society for Social Work Leadership in Health Care.

- C. The Education Committee shall have the responsibility to plan for the annual meeting. This committee shall also coordinate any other educational function(s), which the Board of Directors and/or general membership deem necessary. The committee shall provide input to the Society's strategic plan. The committee shall consist of an adequate representation of the Society to complete the necessary assigned tasks.
- D. The Communication Committee shall be charged with providing a medium of communication to enable the exchange of ideas and items of professional interest to the field of healthcare social work.
- E. The Finance Committee shall consist of the Treasurer as the chair and 2 other individuals. The Finance Committee is responsible for the development of an operating budget in conjunction with the planning by all standing committees and other Society functions concerning resources.
- F. The Advocacy Committee shall consist of the chairperson and at least two (2) members who shall identify specific issues and concerns, which are relevant for ISSWLHC. They shall provide specific information to the Board of Directors and/or the general membership as indicated.
- G. The By-Laws Committee shall review the By-Laws on at least an annual basis and draft any proposed amendments to be presented to the Board of Directors for review and approval prior to submission to the general membership for approval.
- H. Special Committee: The officers, with approval of the Board of Directors, may appoint special committees to serve Ad Hoc committees as necessary.

These By-Laws may be amended by a majority vote of the membership present at a regularly scheduled meeting of the Society, provided that the proposed amendment is submitted in writing to the Secretary and that the Secretary then mails a copy of the proposed amendment(s) to each active member at least thirty (30) days prior to the meeting at which it is acted upon. The Board of Directors may authorize, in lieu of an Annual Meeting, or Special Meetings, a (mail) vote to ratify or amend these By-laws. These By-Laws may be amended by a majority vote of the voting members by e- mail or posted ballot, allowing a minimum response time of thirty (30) days. No response will be counted as a yea vote.

#### **ARTICLE IX: RULES OF PROCEDURE**

These By-Laws shall be enacted by majority vote of the membership present at the Society's meeting called to ratify these By-Laws. They shall be effective immediately upon their enactment. The Secretary of the Society shall certify the fact and date of such enactment and shall attach a true copy of these By-Laws to the minutes of that meeting as the official original of such By-Laws.

Revised and Approved:

04/30/87	05/07/93
05/11/89	05/20/94
05/23/90	08/30/96
05/16/91	09/05/96
07/08/97	1/15/99
03/18/99	<b>5/11/07</b>

Mcg\isswlhc\iswlawrevs.doc