

CONSTITUTION OF THE CALIFORNIA ASSOCIATION OF SUPERVISORS OF CHILD WELFARE AND ATTENDANCE

ARTICLE I (NAME OF THE ORGANIZATION)

SECTION 1

This organization shall be known as the California Association of Supervisors of Child Welfare and Attendance, hereinafter referred to as the Association.

ARTICLE II (MISSION STATEMENT)

SECTION 1

The Association is an organization comprised of school and community professionals who are dedicated to improving school climate, safety, and increasing school attendance. We create a network of professional support, mentors, and educators, and we influence relevant legislation and advocate for the needs of students, families, and schools.

ARTICLE III (PURPOSE OF THE ASSOCIATION)

SECTION 1

The purpose of this Association shall be to promote the work of Child Welfare and Attendance/ Student Services, and to raise the professional level of workers in this field throughout the State of California, by:

- A. Providing a means for the dissemination of innovative, creative, and constructive ideas concerning the development of youth in relation to their school, home and community; including the periodic publication and distribution of a Statewide Newsletter, known as the Intercom.
- B. Maintaining high standards for the training and certification of Supervisors of Child Welfare and Attendance.
- C. Encouraging programs for guidance and counseling of the in-school and out-of-school youth until they have reached a period of adjustment.
- D. Advocating and assisting in the development and maintenance of adequate records of the school, community, and home life of youth.
- E. Influencing relevant legislation for the needs of youth, families, and schools.

ARTICLE III (ORGANIZATION AND MEMBERSHIP)

SECTION 1

The Association is composed of recognized Sections organized on a contiguous geographical basis throughout the state. Membership in any recognized Section automatically bestows membership in the Association. The recognized Sections are Bay, Delta Sierra, San Joaquin, and Southern.

SECTION 2

Active membership in the Association shall include, but not be limited to, individuals who:

1. Participate with the public schools of California in the field of Child Welfare and Attendance/Student Services.
 2. Participate in school districts and county offices of education.
 3. Are employed in city, county, and state agencies and have responsibility for Child Welfare and Attendance/ Student Services.
 4. Have an active interest in issues relating to Child Welfare and Attendance/Student Services.
- A. There are three (3) classifications of membership:
1. Active members: Members who have paid their annual dues and who are actively participating in Child Welfare and Attendance or related work.
 2. Retired members: Available to retired persons who do not qualify for Honorary Life Membership, but wish to participate in Association activities.
 3. Honorary Life members: Nominations for Honorary Life Membership are made by the governing bodies of the various sections of the Association or by the Nominations and Elections Committee for ratification by the Executive Board of the Association.
- B. The dues for all classifications of membership shall be reviewed annually by the State Executive Board at the mid-year meeting. The State Executive Board will determine the membership dues for the following year at that time.
- C. Upon payment of the full annual dues, each Active Member of the Association shall immediately become eligible to vote and hold office in the Section in which the dues are paid to the Association.
- D. Upon payment of the full annual dues, each Retired Member shall have all the rights and privileges of Active Members. They may hold an office if appointed by the President of their Section or by the State President.
- E. Honorary Life Members pay no dues and have all the rights and privileges of Active Members, except the right to vote and hold office.
- F. All members of the Association shall receive, without additional cost, each publication of the Association Newsletter.

SECTION 3

The membership year shall be for one calendar year from the date that dues were paid.

SECTION 4

The fiscal year for the Association shall from June 1st to May 31st.

ARTICLE IV (GOVERNING BODY)

SECTION 1

The governing body of the Association shall be the State Executive Board consisting of the elected officers, the immediate Past President, the Presidents of the Sections of the Association, the appointed officers as approved by the State Executive Board, one or more representatives of the California Department of Education, and other state agencies or associations as deemed appropriate by the State Executive Board.

As to affairs local to each recognized Section, the governing body shall be the Section's governing board. The conduct of the Section's board shall be governed by the Section's respective Bylaws. The State Executive Board shall not be liable for debts and obligations related to the local function of the Sections.

SECTION 2

The duties of the State Executive Board shall be:

- A. Take active charge of the affairs of the Association.
- B. Coordinate **state conferences**.
- C. **Sanction activities that are intended to reach beyond the State of California.**
- D. Survey from time to time the numerical and geographical distribution of members in the various Sections and recommend formation of new Sections or the merging of established Sections if warranted.
- E. Act upon applications of and extend recognition to new Sections when such groups are deemed necessary.
- F. **Approve the Bylaws of each Section and any changes to such Bylaws.**
- G. Create and maintain a budget derived from annual dues of Section members, registration fees at conferences, etc.
- H. **Approve all contracts over \$2,000 to be entered into on behalf of the Association.**
- I. Authorize the payment of bills for expenses incurred by the Association.
- J. **Approve the activities of the CASCWA store.**
- K. Call a vote of the Association or its membership when deemed necessary.
- L. Create appointive offices as needed.
- M. Make decisions regarding applications for honorary life members.
- N. By a three-fourths majority vote, withdraw official recognition from any Section of the Association which does not comply with the provisions of this Constitution or the Association's Bylaws, or which, due to inadequate membership or attendance, is unable to function effectively as an independent section.
- O. By a three-fourths majority vote, expel from membership any member convicted of unprofessional conduct or moral turpitude.

SECTION 3

The State Executive Board shall meet at least four (4) times during the year. One State Executive Board meeting shall be held prior to the start of the school year, during October or November, January or February, and in conjunction with the spring conference. Additional

meetings may be called by the President or a majority of the members of the State Executive Board. Written notice of all meetings shall be sent to each member of the State Executive Board in a timely manner prior to the scheduled meeting date.

SECTION 4

Vacancies in the State Executive Board, with the exception of the office of the President, shall be filled by appointment of the President, with the approval of the remaining members of the State Executive Board. Such appointees shall hold office for the remainder of the unexpired term. The President-Elect shall succeed to the office of President in case of a vacancy in that office.

SECTION 5

A quorum necessary for the action of the State Executive Board shall be a majority of the constituted membership of the governing board of the Association as defined in Article IV, Section 1.

ARTICLE V (OFFICERS AND ELECTIONS)

SECTION 1

The elected officers of the Association shall be President, President-Elect, Vice President, Secretary, and Treasurer.

SECTION 2

The officers shall be elected by Active members. Elections shall be held by mail, email, or in person ballot in accordance with the provisions detailed by the By-Laws of the Association.

SECTION 3

Elected officers shall take office at the close of the Annual State Conference.

SECTION 4

Elected officers shall hold office for one year until successors qualify, and may be eligible for re-election to serve a second term in the same office except for the office of President and President-Elect, whose term of office shall be one year.

SECTION 5

The appointed officers shall be selected by the State President, with input from the Executive Board, and approved by all elected officers. Appointed officers shall take office immediately upon ratification of their appointment by the State Executive Board. In the event of a vacancy, the State President shall appoint the replacement.

ARTICLE VI (DUTIES OF OFFICERS)

SECTION 1

The President shall preside at meetings of the Association and State Executive Board and shall perform all duties usually assigned to a President that include:

- A. Appoint an independent auditor at the final State Executive-Board meeting to audit the books of the Treasurer.
- B. Appoint, subject to the approval of the State Executive Board, chairpersons of all standing and special projects committees, including a newsletter editor.
- C. Sign checks in payment of bills, as authorized by the State Executive Board, in lieu of the Treasurer if for any reason it is not possible or expeditious for the Treasurer to do so. In such cases, the President's single signature shall be sufficient.
- D. Attend at least one meeting in each Section at their invitation.
- E. Prepare the agenda for each State Executive Board meeting.
- F. Represent the Association at all meetings, hearing, etc., as requested.

SECTION 2

The President-Elect shall:

- A. Preside at meetings of the Association and State Executive Board in the absence of the President.
- B. Serve as Chairperson of the Outstanding Service Award Committee.
- C. Perform those duties assigned by the Association President.
- D. Perform those activities necessary to insure an orderly continuance of Association business from year to year.
- E. Represent the President at such committee meetings as the President shall designate.

SECTION 3

The Vice President shall:

- A. Assist the President in carrying out the duties of the office.
- B. **Coordinate the CASCWA store.**

SECTION 4

The Secretary shall:

- A. Act as Secretary to the Association and State Executive Board and record the minutes of each meeting. These minutes shall be retained as a permanent record of the Association.
- B. Furnish all members of the State Executive Board with a copy of the minutes of each meeting.
- C. Serve as an ex-officio member of the Membership Committee and perform all duties stipulated in the By-Laws of the Association.
- D. Coordinate all Association elections.
- E. Assist the President in following decisions, suggestions and directives of business recorded in minutes of previous meetings.

SECTION 5

The Treasurer shall:

- A. Have charge of all funds of the Association and present a written report of the financial status of the Association at each meeting of the State Executive Board.
- B. Deposit all funds of the Association in a bank authorized by the State Executive Board in a timely manner.
- C. Pay all bills as authorized by the State Executive Board in a timely manner.
- D. Serve as a member of the Membership Committee
- E. Chair the Budget committee and perform such duties in connection with this, and other committees assigned, as are stipulated in the By-Laws of the Association.

SECTION 6

The Immediate Past President shall:

- A. Assist the incoming President in all ways possible.
- B. Chair the Nominations and Elections Committee.
- C. Present all nominations for Honorary Life Membership to the State Executive Board

SECTION 7

Appointed Chairs:

The Editor of the Newsletter shall:

- A. Be responsible for editing, publishing and distributing the Newsletter, as funds are available, in accordance with policies and adopted by the State Executive Board

The Webmaster shall:

- A. Administer the CASCWA.ORG web site
- B. Represent CASCWA.ORG with the Internet Service Provider (ISP)
- C. Monitor the content of CASCWA.ORG and make changes to the content when necessary

The Membership Chair shall:

- A. Accept membership forms, document membership information, and maintain a statewide membership roster.
- B. Send names of new members to the respective Section President and to the State President.
- C. Maintain a post office box for statewide memberships mailings and notify current members when their membership is about to expire.

ARTICLE VII (COMMITTEES)

SECTION 1

There shall be at least five (5) Standing Committees of the Association, namely: Legislation, Nominations and Elections, Membership, Outstanding Service Award, and Budget. The Chairpersons of these Standing Committees, and such other special committees as shall be authorized, are directly responsible to the President and the State Executive Board of the Association.

1. The Legislative Committee is responsible for informing the membership about new and proposed legislation affecting child welfare and attendance. The Committee shall serve the Association by initiating legislation, providing legislative liaison with other professional organizations, and representing the Association in communications with the Legislature and its committees. This Committee is chaired by the Legislative Representatives appointed by the Executive Board.
2. The Nominations and Elections Committee shall receive nominations and present the information to the State Board. The State Board shall discuss and elect officers and submit those elected to the general membership at the Annual State Conference. This Committee is chaired by the Immediate Past President.
3. The Membership Committee, made up of one representative from each Section, shall provide leadership in stimulating assist the treasurer with the collection of dues. This Committee is chaired by the Membership Committee Chair.
4. The Outstanding Service Award Committee shall meet at the March State Board Meeting to review the nominations and vote on the award recipient. This Committee shall be chaired by the President Elect and shall have representation from each Section.
5. A Budget Committee, chaired by the Treasurer and including a representative from each Section (someone with Board experience; preferably a past State President) shall prepare and submit a preliminary budget to the State Executive Board.
6. In appointing a member of the Association as Chairperson of a Committee, the State President shall, according to the directive provided by the State Executive Board, inform the person in writing of the purpose, conditions of appointment, and general requirements of such committee.

ARTICLE VIII (PARLIAMENTARY AUTHORITY)

SECTION I

The rules contained in the latest version of Robert's Rules of Order, shall govern the Association in all cases to which they are applicable, and consistent with the Constitution and Bylaws of the Association.

SECTION 2

The President may appoint one member of the State Executive Board to be Parliamentarian who will advise the President on proper procedures to follow in the meetings.

ARTICLE IX (AMENDMENTS)

SECTION 1

This Constitution may be amended by a majority of the votes cast by the Association's membership, using one of the following methods: 1) Ballot vote at Annual State Conference or 2) Ballot vote via email, or 3) Ballot vote via US mail service. Ballots shall have a deadline for submission to include a two week window. Ballots shall be kept as records of the Association for 6 months.

SECTION 2

Suggestions for amendments to the Constitution may be made by the governing board of any recognized Section of the Association or by any member of the State Executive Board. Suggestions for such amendments shall be made in writing to the State Executive Board and shall be referred to a special committee appointed by the President for review, wording and recommendation before submission to the membership.

SECTION 3

Within one week of any amendment to or revision of the Constitution, the revised copy of the Constitution shall identify the date of the revision, the name of the State President on that date, and the location of the State Executive Board meeting where the revisions were declared official. This document shall be posted on the CASCWA.ORG web site.