

**BYLAWS OF THE
CALIFORNIA ASSOCIATION OF SUPERVISORS OF
CHILD WELFARE AND ATTENDANCE
SOUTHERN SECTION**

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The California Association of Supervisors of Child Welfare and Attendance (CASCWA) is an organization comprised of school and community professionals who are dedicated to improving school climate, safety, and increasing school attendance.

CHAPTER I. MEMBERSHIP

Section 1: Classification of Membership

There are three (3) classifications of membership in the Association: Active, Honorary Life, and Retired.

- A. Active Members are those who have paid their annual dues. They may vote and hold elected or appointed positions.
- B. Honorary Life Members are those who have been bestowed life membership by the Association. To qualify, the member must have served at least ten (10) continuous years as an Active Member, and has demonstrated, by his/her actions, a long-term commitment to the advancement of the purpose of the Association. Honorary Life Members may not hold elected positions but may be appointed to a position by the President, at which time, they shall have the right to vote.
- C. Retired Members are those who have active membership in the Association prior to retirement. They may vote and hold elected or appointed positions.

Section 2: Dues

The annual membership dues shall be set and levied by the State Association. Sixty percent (60%) of the membership dues shall be retained by the State Association Treasury; forty percent (40%) shall be retained by the Association.

Honorary Life Members shall not pay annual dues to the Association.

Section 3: Privileges

Members may be considered for awards, recognition, scholarships, and other programs of the Association if, and only if, annual dues are received by the Treasurer by March 1. This deadline may be waived by the Board of Directors.

CHAPTER II. BOARD OF DIRECTORS

Members on the Board of Directors shall take active charge of the affairs of the Association, strive to attend seventy percent (70%) of all meetings and events, participate in at least one committee, and actively recruit new members to the Association and to the Board of Directors.

Section 1: Executive Board

The Executive Board shall consist of the duly elected officers and the Immediate Past-President. Each shall hold office for a two-year term or until a successor is elected and installed.

The President shall:

- A. Preside at all meetings of the Executive Board, Board of Directors, and General Membership.
- B. Appoint two (2) auditors at the final Board of Directors meeting to audit the book of the Treasurer.
- C. Appoint, subject to the approval of the Board of Directors, Chairpersons of all standing and special committees.
- D. Serve as an ex-officio member of all Standing Committees with the exception of the Nominations Committee.
- E. Serve on the Executive Board of the State Association.

The President-Elect shall:

- A. Serve as Advisor to the Program Committee, which develops all workshops and conferences to be presented yearly.
- B. Serve as Chairperson of the Constitution Revision Committee, which shall consist of members appointed by the President.
- C. Preside at meetings when the President is absent.

The Vice-President shall:

- A. Serve as an advisor to the Membership Committee.
- B. Serve as an advisor to the Communications Committee, which consists of the Webmaster and the Newsletter Editor.
- C. Preside at meetings when the President and President-Elect are absent.

The Immediate Past-President shall:

- A. Assist the incoming President in all ways possible.
- B. Serve as Chairperson of the Nominations Committee.
- C. Present all nominations for Honorary Life Membership to the Board of Directors.

The Secretary shall:

- A. Act as Secretary to Executive Board and the Board of Directors and shall record the minutes of each meeting. These minutes shall be retained as permanent records of the Association.
- B. Furnish all members of the Executive Board with a copy of the minutes of each meeting.
- C. Maintain the calendar and roster of the Board of Directors.
- D. Be responsible for coordinating all Association elections.

The Treasurer shall:

- A. Maintain and disburse all funds, pay all bills and be prepared to give a report on the financial condition of the funds of the association at each meeting of the Executive Board.
- B. Deposit all funds of the Association in a bank authorized by the Executive Board.
- C. Serve as a member of the Membership Committee and perform such duties connected with this Committee.
- D. The Treasurer shall prepare and submit a proposed budget to the Executive Board, at its first meeting of the school year.

Section 2: Members-at-Large

Members-at-Large shall be appointed by the President due to their knowledge, expertise, or experience in Child Welfare and Attendance/Student Services or other areas of education to serve in an advisory capacity and provide support to the Board of Directors.

Section 3: Area Representatives

Area Representatives shall be appointed by the President to represent members of their geographic areas/counties by providing regular reports on the events and needs of their respective areas/counties to the Board of Directors. They shall serve as members of the Membership Committee and strive to host one Association meeting or event annually. To assure continuity, each Representative shall serve a two-year term.

Section 4: Committee Chairpersons

The Chairperson of each Standing Committee, and other special committees as authorized, are directly responsible to the President and the Board of Directors. The Chairperson shall preside over their respective committees and call regular meetings outside of the Board of Directors meetings to accomplish their goals and objectives. Chairpersons are to report at each meeting of the Board of Directors on the committee's activities, recommendations, and accomplishments.

CHAPTER III. STANDING COMMITTEES

The Board of Directors may establish Standing Committees to provide functions of a continuous or recurring nature. There shall be seven (7) Standing Committees of the Association, namely: Membership, Nominations, Legislative, School Attendance Review Board, Program, Scholarship, and Communications. Standing Committees may have subcommittees when the topic makes such delegation appropriate.

- A. The Membership Committee shall consist of the Vice-President, Treasurer, Area Representatives, and any other appointed committee members. The Committee shall recruit and support current and new members; maintain and update membership information; encourage participation and attendance at Association meetings and events; and identify diverse membership needs, including membership engagement, benefits and services, in coordination with the State Association.
- B. The Nominations Committee shall prepare a slate of officers to be submitted to the Executive Board, who shall then present the slate to the membership. This Committee shall also be responsible for annually selecting a member of the Association to receive the Section Award for Outstanding Service, and for nominating a member of the Association for consideration by the State Association to receive the Lee Lundberg Award, both of which are to be awarded during the State Conference. The Committee shall be chaired by the Immediate Past-President and shall consist of two other representatives from the Board of Directors.
- C. The Legislative Committee is responsible for reviewing legislation affecting the field of child welfare and attendance/student services, recommending positions to the Board of Directors, and informing members of applicable new and proposed legislation. The Committee Chairperson shall serve on the State Association's Board of Directors
- D. The School Attendance Review Board Committee shall respond to membership concerns and informational needs regarding due process, student/school/parent rights and responsibilities, and other such data and guidelines needed to clarify and provide leadership in the area of school attendance. The Committee will further provide information and publication of documents and reports to assist members to develop programs in taking the leadership in this area.

- E. The Program Committee shall plan and implement the Association's trainings and workshops, including the Topical Forum and State Conference. The President-Elect shall serve as an Advisor to this Committee.
- F. The Scholarship Committee shall implement the student scholarship application process, and work with Area Representatives to solicit nominations of eligible students. The Committee shall plan and facilitate the annual Scholarship Luncheon where recipients of the scholarships shall be honored.
- G. The Communications Committee shall consist of the Vice-President, a Webmaster, and Newsletter Editor. The Committee, in coordination with the Board of Directors and other Standing Committees, shall identify and disseminate timely and relevant information to all members that will be helpful to them in the performance of their duties. They shall also promote the Association's events, workshops and conferences.

Committee members may be appointed by the Board of Directors to serve on their respective committees. They do not serve on and are not expected to attend meetings of the Board of Directors. Committee members support the committee chairpersons in their duties.

CHAPTER IV. MEETINGS

Section 1. Meetings of the Board of Directors

The Board of Directors shall meet at least four (4) times during the school year, at the call of the President. Notice shall include an agenda of the meeting.

Conducting meetings via e-mail, conference call or other telecommunications is acceptable when feasible and applicable.

Section 2. Quorum

A simple majority shall constitute quorum at any meeting of the Executive Board or Board of Directors.

Section 3. Voting

Voting at the Board of Directors meetings shall be limited to the members on the Executive Board, Members-at-Large, Area Representatives, and Chairpersons of Standing Committees.

Any question or issue other than an amendment to the Constitution or Bylaws shall be determined by a simple majority vote of the quorum present.

Voting on a question or issue may be conducted via email when feasible and applicable.

Section 4. Governance

Unless otherwise directed by resolution, the conduct of meetings shall be governed by the latest edition of *Robert's Rules of Order*.

CHAPTER V. FINANCIAL AFFAIRS

Section 1: Fiscal Year

The fiscal year of the Association shall begin on July 1, and end on June 30.

Section 2: Depositories

The Treasurer shall deposit all funds of the Association in a bank or banks approved by the Board of Directors as the depositories for the funds of the Association.

Section 3: Withdrawal of Funds, Payments, or Deposits

Any withdrawal of funds, payments, or deposits made from the Association's account must be approved by two-thirds majority vote of the eligible voting members present at any Board of Directors meeting.

Section 4: Expenses of the Board of Directors

Expenses of the members on the Board of Directors to attend meetings will be paid by the Association only if Association funds are available and the Board member's district/organization will not reimburse the Board member. No hotel expenses will be paid when meetings are held on a one-day basis. Exceptions must be approved by the Executive Board.

Section 5: State Conference

Whenever the Association hosts the State Conference, the Program Committee shall lead the planning of the Conference with the expectation that all Executive Board members will provide support to the Committee in whatever capacity is needed.

CHAPTER VI. ELECTIONS

Section 1: General Rules

The ballot shall include, at minimum, candidates for the positions of Vice-President, Secretary, and Treasurer. Once elected, the Vice-President shall serve an eight-year term – two years as the Vice-President, two years as the President-Elect, two years as the President, and two years as the Immediate Past-President.

The election of officers shall take place by electronic ballots of members paid up as of March 1, before the last Association meeting of the current school year. Ballots shall have a deadline for submission to include a two-week window.

Section 2: Re-election

A member serving in the office of Secretary or Treasurer may be re-elected to succeed himself/herself twice, for a maximum of six (6) consecutive years; however, he/she may be elected to an unlimited number of non-successive terms in the same office. A member may

serve a maximum of two non-successive terms in the offices of President, President-Elect, and Vice-President.

Section 3: Inauguration

Elected officers shall be sworn in by the outgoing Immediate Past-President at the annual Scholarship Luncheon. The term of office shall begin upon conclusion of the Luncheon.

Section 4: Vacancies

Vacancies on the Executive Board, with the exception of the President, shall be filled by appointment of the President with the approval of the remaining members of the 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.

CHAPTER VII. AWARDS, RECOGNITION, AND SCHOLARSHIPS

Section 1. Member Awards and Recognition

The Association awards and recognizes members for their outstanding service at the State and Section level during the annual State Conference.

An Association member shall be selected by his/her peers to be recognized for “Section Award for Outstanding Service”. Members nominated for this award must have demonstrated a commitment to carrying out the purpose of the Association.

An Association member shall be nominated for consideration by the State Association for the “Lee Lundberg Award,” the most prestigious award at the State level. Members nominated for this award must have made significant contributions at the State and Section level, and have worked for the betterment of the professionals in the field of Child Welfare and Attendance/Student Services.

Section 2. Student Scholarships

The Association shall determine on a yearly basis the number of scholarships and the financial award amount of each scholarship to be granted to students at the annual Scholarship Luncheon. Eligible students must be high school seniors who have overcome adversity within their home, school, or community and are on track to graduate successfully from their respective high school or alternative program. Each recipient shall be awarded a scholarship to be used towards his/her post-secondary education. The financial award will be forwarded to the recipient upon evidence of enrollment in a post-secondary program.

CHAPTER VIII. AMENDING THE BYLAWS

Section 1: Amending the Bylaws

Amendments to these Bylaws shall be made by two-thirds majority vote of the eligible voting members present at any Board of Directors meeting.

Section 2: Revised Bylaws

Immediately following any amendment or revision of the Bylaws, the Secretary shall be responsible for the posting of the revised Bylaws on the State Association's website and preservation thereof.

The revised copy of the Bylaws shall bear: the date of the revision; the name of the Association President on that date; and the location of the Board meeting where the revisions were declared official.