CONSTITUTION

of the

School Social Workers Association of Arkansas

Approved

February 2026

ARTICLE I

Name

The name of the organization shall be School Social Workers Association of Arkansas (SSWAAR), hereinafter referred to as the "Association".

ARTICLE II

Purpose

The purpose of the School Social Workers Association of Arkansas (SSWAAR) is to promote professional excellence among school social workers in order to enhance social and human services in educational systems. This purpose is intended to positively impact the quality of educational services and programs for children, families and communities.

These goals will be pursued by the following activities:

1. Develop and maintain communication among school social work practitioners within the state.
2. Disseminate information, methods, and materials relating to school social work practice and service delivery to improve the quality of school social work services.
3. Provide consultation to school districts to develop school social work services or to improve existing services.
4. Inform the public, legislators, and educational personnel about school social work services and

the role of school social workers in supporting children, families, and communities.

5. Maintain liaison with national organizations whose purpose is the advancement of social work services in schools.

The School Social Worker Association of Arkansas is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. The School Social Worker Association of Arkansas does not discriminate against any person on the basis of race, color, or religion.

ARTICLE III

Membership

Annual membership in SSWAAR shall consist of three classes:

Section 1. Regular Membership. Regular membership will be designated for those licensed by the State of Arkansas with a MSW or BSW degree and are employed to work in a school district. Members in this class shall have full voting rights, may serve as chairperson or members of committees, and may be elected to serve as officers of the Association. Membership fee will be $50 dollars per year.

Section 2. Student Membership. Student membership will be designated for undergraduate students in BSW programs and graduate students in schools of social welfare. Members in this class shall have full voting rights and may serve as members of committees. Membership fee will be $15 dollars per year.

Section 3. Retired Membership. Retired membership will be designated for those individuals previously meeting the standards specified for Regular Membership, who have retired from the school social work profession. Members in this class shall have full voting rights and may serve as chairpersons or members of committees, and may be elected to serve as officers of the Association. Membership fee will be $20 dollars per year.

ARTICLE IV.

Association Officers

Section 1. The Officers of the School Social Worker Association of Arkansas shall be a President, Vice-President, Secretary, Treasurer, and Past President (when applicable). All Association officers shall hold a current and valid Arkansas social work license.

Section 2. Nominations, Elections, and Terms of Office.

A. **Nominations**. Any active member in the Association may nominate themselves for an office position during election season.

B. **Elections**. Election of officers shall be by ballot, unless all positions run uncontested. The format of the ballot will be determined each election period and may include electronic submissions. The elections of officers shall be distributed to the membership in the spring. The election will be confirmed at the general membership meeting. All members who are current in Association dues shall be entitled to vote. Election of candidates to the office shall be by a plurality of the total votes cast.

C. **Terms of Office**. The term of office shall be for two years beginning at the beginning of the fall term, commencing August 1 of the election year. No officer may serve more than two consecutive terms in the same position.

D. **Times of Elections**. The officers of the Association will be elected in odd numbered years.

E. **Vacancies**. Vacancies occurring before the expiration of terms of office shall be filled by appointment from the President with approval of the Executive Board and shall serve until the term of office expires.

F. **Removal of Board Member**. Any Board Member may be removed by vote of the board for cause, which may include but not limited to: (a) engaging in activities or conduct contrary to the mission and by-laws of SSWAAR; (b) violation of any applicable laws; (c) non-performance of duties and responsibilities as a board member; (d) having been found to have engaged in professional conduct not in keeping with the NASW Code of Ethics and the School Social Work Supplemental Standards and/or (e) failure to remain in good financial standing as a member of SSWAAR. Any board member will have 30 days in which to reinstate good financial standing upon notification.

G. **Resignation**. A Board Member may resign at any time giving 30 days written notice to the Board and/or the President of the Association. Acceptance of the resignation shall not be necessary to make it effective.

Section 3 . Duties of Officers

A. **President**. The duties of the President shall include:

1. Appoint with the Association approval, such committees as necessary.

2. Appoint members to standing committees.

3. Prepare agendas for and chair all Association meetings.

4. Appoint all other organization personnel whose selection is not otherwise specified in this constitution.

5. Serve as ex-officio member of all committees.

6. Appoint officers to fulfill unexpired terms with approval of the Executive Board.

7. Provide orientation of new board members. New board members shall be provided, at minimum, the following:

    a. copy of the by-laws

    b. copy of immediate past meeting minutes

    c. executive members list

    d. meeting agenda

    e. Association history

B. **Vice-President**. The duties of the Vice-President shall include: (President Elect)

1. To consult with the President.

2. To assume the duties of the President should the President be unable to fulfill them.

3. Serve as Chairpersons of committees when applicable.

4. Serve as Chairpersons of the Finance Committee, as described in the bylaws.

5. Other duties as assigned by the President.

C. **Secretary**. The duties of the Secretary shall include:

1. Maintain a record of all Association proceedings.

2. Publish and disseminate minutes of the Association meetings to all Executive Board members within fourteen (14) days after an official meeting.

3. Keep non-fiscal records of the Association. Manage Google-Drive.

4. Other duties as assigned by the President.

5. If unable to attend meetings the secretary shall find a replacement to attend the meeting and take minutes.

D. **Treasurer.** The duties of the Treasurer shall include:

1. Maintain appropriate accounts in the name of the School Social Worker Association of Arkansas.
2. Maintain accurate records of all accounts of the Association.
3. Provide written financial statements at each Association meeting.
4. Disburse and receive funds as directed by the Association.
5. Prepare annual budget to be presented to the Executive Board, and to the Association membership at the annual membership meeting.
6. Prepare annual year end summary of financial transactions. Place in the Google-Drive.
7. File timely and appropriate annual tax documents. Keep the association active with the IRS by maintaining appropriate tax documents.
8. At the end of each election cycle, make all records available to the Finance committee for purposes of financial audit, as defined in the by-laws.
9. At the conclusion of the election cycle, turn over Association financial books and assist in the transition of the office, including assisting the newly elected Treasurer in preparation of the annual budget.

ARTICLE V

Executive Board

Section 1. Composition. The Executive Board shall consist of Officers and Committee Chairpersons as applicable. All Executive Board members shall hold a valid and current Arkansas social work license.

Section 2. Powers and Duties. The Executive Board shall carry on the business of the Association in conformity with the policies and programs of the Association. The Executive Board shall have the authority to administer the affairs of the Association between general membership meetings. The Executive Board shall:

1. Submit an annual budget for approval at the general membership meeting, and provide an audit of Association funds at the end of each election cycle.

2. Approve the disposition of funds in excess of two hundred dollars ($200) if not specifically budgeted.

3. Be charged with approving committees for nomination, by-laws, ethics, and other committees as needed for Association activities.

Section 3. Nominations, Elections and Terms of Office. The nomination, election and term of office of the Executive Board members shall be the same as Association officers. Vacancies occurring before the expiration of terms shall be filled by appointment from the President with approval from the Executive Board and shall be served until the term of office expires.

Section 4. Meetings and Quorum. The President shall call the meetings of the Executive Board. A minimum of two board meetings will be held each year. A quorum shall consist of a simple majority of the membership of the Executive Board. No action will be conducted without a quorum.

ARTICLE VI

General Membership Meeting

Section 1: Meetings. Meetings of a general membership shall be held at least four (4) times per year. At least a two week notice of the time and location of each meeting shall be sent to each member. Meetings may be conducted in person or virtually. Special general membership meetings may be called by:

1. the President
2. or, two members (2) of the Executive Board through written request to the President,
3. or, a simple majority of the general membership through a written request to the President.

ARTICLE VII

Amendment of Constitution

The Constitution may be amended at any meeting of the Association by a two-thirds vote of the quorum providing that the amendment has been submitted to each Association member in writing at least ten (10) days prior to a regularly scheduled meeting. Constitutional amendments

approved by the Association membership will be inclusive of necessary amendments of Association by-laws.

ARTICLE VIII

Federal Identification Number

The School Social Worker Association of Arkansas holds federal identification EIN 93-4154883. The School Social Worker Association of Arkansas is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax Section 501(c)(3) of the Internal Revenue Code.

In the event that the School Social Worker Association of Arkansas is dissolved, all available funds will be dispersed for the promotion and development of School Social Work to a non-profit fund, foundation, or corporation which has established its tax exempt status under Section 501 (c)(3) of the Internal Revenue Code.

This Constitution is in effect as of February 3rd, 2016

_____ President

_____ Vice – President

_____ Secretary

_____ Treasurer

BY-LAWS

of the

SCHOOL SOCIAL WORKER ASSOCIATION OF ARKANSAS

Updated & Approved

February 2026

ARTICLE I

Amendment of the Bylaws

Amendments to or revisions of the Bylaws shall require two-thirds vote of the Executive Board members present at the Executive Board meeting. The general membership shall be informed of amendments to or revisions of the Bylaws in writing on an annual basis.

ARTICLE II

Finance

Section 1: Fiscal Calendar. The fiscal year of the Association shall be designated to begin on August 1 and end July 31.

Section 2: Dues. Annual membership dues shall consist of fifty dollars ($50) per year for regular members, twenty dollars ($20) per year for retired members, and fifteen dollars ($15) for student members. The $50 membership fee for regular members shall include a membership to the School Social Workers Association of America (SSWAA) once the Association is affiliated with SSWAAR. If you are already a SSWAA member, your SSWAAR dues will be twenty dollars ($20).

Section 3:The Officers and Executive Board shall be given full authority to take any and all actions necessary to bring the Association into compliance as required by any statutes of applicable Internal Revenue Service Codes. Notification of any action under this section shall be reported annually to the membership.

ARTICLE III

Standing Committees

There shall be standing committees to address ongoing work of the Association. Committees are subject to change and may be added or removed at any time with the approval of the Executive Board.

Section 1. Finance Committee. This committee shall be composed of the Vice President (President Elect) who shall serve as the chairperson. Also serving on the committee will be the current treasurer, and past treasurer (if applicable). The committee shall audit the Association books every election cycle, and sign the auditing sheet for validation. The committee may also recommend changes to the Association's financial procedures.

These Bylaws are in effect as of February 2nd, 2026.

_____ President

_____ Vice - President

_____ Secretary

_____ Treasurer