

GEORGIA HEALTH CARE ASSOCIATION

Georgia Society of Nursing Home Social Workers (GSNHSW)

Constitution & Bylaws



**Georgia Society of Nursing Home Social Workers (GSNHSW)
Constitution and Bylaws
August 2000 (Revised)**

Article I - Name

The name of the organization shall be the Georgia Society of Nursing Home Social Workers (GSNHSW).

Article II - Purpose

- Section 1: To promote the practice of Social Services in long term care by providing education and training.
- Section II: To provide an organized structure for members in the State of Georgia so that they may work together on problems of interest, and conduct educational and other activities
- Section III: To provide channels of communication and cooperation between this organization and related agencies, associations, and other educational resources.

Article III - Membership

- Section I: **General Membership**: Membership is available to individuals who are employed in a social services capacity in a GHCA member facility and responsible for the primary delivery of social services.
- Section II: **Associate Membership**:
- (A) Associate Memberships shall be available upon payment of dues, and on approval by the Board of Directors of GSNHSW.
- (B) Associate members shall enjoy all privileges of GSNHSW membership, but shall not have voting privileges and shall not be eligible to hold elected office.
- Section III: (A) Any member of GSNHSW who ceases employment in a GHCA member facility shall relinquish all rights of membership as outlined in Sections I & II above.
- (B) Individuals affiliated with a non-GHCA facility are not eligible for membership or associate membership.

Article IV - Affiliation

This organization shall be affiliated with Georgia Health Care Association upon acceptance of the Constitution and Bylaws by the GHCA Board of Directors.

Article V - Dues

- Section I: Dues shall be charged for full membership and associate membership and are payable concurrent to the annual GSNHSW statewide meeting.
- Section II: The amount of dues shall be established by recommendation of the GSNHSW Board of Directors with the approval of the GHCA Board of Directors and a majority of the GSNHSW members present at the annual meeting.

Section III: Membership shall automatically be terminated for failure to pay dues within 90 days of the date on which they are due and payable

Article VI - Organization

Section I: **Board of Directors:**

(A) There will be a Board of Directors which serves as the governing body of GSNHSW. The board shall consist of the following: President, Vice President, Secretary, Treasurer, each Council President, and the immediate Past-President of the state society.

(B) Each state officer and board member or representation of board member, must attend all state board meetings. In the event of two absences of the officer or board member without representation will subject that individual to review by the GSNHSW Ethics Committee.

(C) The Board of Directors shall meet quarterly and is empowered to meet more often if deemed necessary.

(D) At board meetings, a quorum shall consist of seven (7) members.

(E) The board shall have general management of GSNHSW.

(F) The immediate past president shall serve on the board for the term of the newly elected president. Should the president resign during his/her term the current vice president's term shall run through the remainder of the unexpired term of the resigned officer.

Section II: **Election of Officers**

(A) The state officers of this organization are: President, Vice President, Secretary, and Treasurer. The Board of Directors shall be the governing body of this organization.

(B) Election of state officers shall be annually during the statewide meeting. Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

(C) Council officers shall be elected prior to the statewide meeting and installed at the statewide meeting.

(D) Qualifications for State Officers:

1. Must be actively employed with a GHCA member facility for at least two (2) years.
2. Must have actively held office at the council level for at least one (1) year.
3. Must be current with dues.
4. State Officers (President, Vice President, Secretary, Treasurer, Immediate Past President) cannot hold a council office.

Section III: Councils

- (A) This organization shall be divided into geographic districts known as councils according to the geographic lines established by GHCA.
- (B) Councils shall elect from their general membership the following officers **60 days** prior to the annual statewide meeting: President, Vice President, Secretary and Treasurer. These officers shall be installed at the annual statewide meeting.
- (C) No one shall be elected to hold the same office longer than two (2) consecutive years.
- (D) Councils shall meet quarterly with a written report submitted to the Board of Directors. Each council president shall submit an annual report 30 days prior to the annual meeting. The report shall encompass finances, membership, education and programs relative to the council.
- (E) Each council shall have the power to establish standing committees and/or AD HOC committees that it deems necessary.

Article VII - Committees

Section I: Nominating, Qualifying, Elections

Before a person can qualify to be listed on the ballot for a state officer position or council president position, the Nominating Committee must seek the approval and support from the Administrator of the Nursing Home where the proposed candidate is employed.

- (A) This committee shall certify current membership of all people announcing as candidates.
- (B) Election of officers shall be held individually by office and by secret ballot if more than two (2) people nominated are involved. In the case of any office where a single name has been put in nomination, the President may dispense with formal election procedure and ask that the person be elected by acclamation.
- (C) A person must be elected by a majority vote of the regular membership of GSNHSW present during a formal session of their body at the annual statewide meeting. In the event that no nominee receives a majority vote on the first ballot, there shall be a run-off of the two candidates.
- (D) This committee shall consist of one member elected from each council, a GHCA liaison, and members of that committee shall elect a chairperson.
- (E) All qualified nominees will be contacted by the nominating committee. The nominee at the point of contact has the opportunity to accept or decline the nomination.
- (F) The nomination process is closed 48 hours prior to the election at the annual statewide meeting.

Section II: The GSNHSW State Board shall have the power to appoint chairperson(s) and members to any standing or AD HOC Committees as it deems necessary or appropriate. This will transpire at the state board at the end of the annual meeting.

Section III: Standing Committees

(A) **Education**: The Education Committee shall be empowered to work with the GHCA Membership Services Committee to develop educational programs designed to advance and enhance the role of the social worker providing services in GHCA facilities. The Chairperson shall be appointed by the state board and members shall consist of one representative from each council.

(B) **Membership**: The Membership Committee shall be responsible for securing new members and maintaining current membership roles. The Chairperson shall be the Secretary of the State Society unless another is appointed by the state board, and the secretaries of each council shall be members of this committee.

(C) **Budget and Finance**: The Chairperson shall be the State Society Treasurer unless another is appointed by the state board, and the Treasurer of each council shall be members of this committee.

(D) **Constitution and Bylaws**: The Constitution and Bylaws Committee shall be responsible for reviewing the existing Constitution and recommending changes to membership.

All Constitution and Bylaws changes must be approved by the GHCA Board of Directors and by the general membership of GSNHSW upon 30 days advance written notice. The Chairperson shall be appointed by the state board and the Committee members shall consist of one representative from each Council.

(E) **Nominating**: The Nominating Committee will fulfill all duties as outlined in GSNHSW Constitution and Bylaws

Section I: **Nominating, Qualifying, Election**. In addition to those duties, the Nominating Committee will review the recommended Committee Chairpersons' qualifications at the scheduled nominating committee meeting before the annual meeting. The nominating committee will present all qualified persons to the state board for vote at the end of the annual meeting.

(F) **Ethics**: The Ethics Committee members shall verify that all officers and committee chairpersons adhere to the GSNHSW and GHCA Constitution and Bylaws. The Ethics Committee will review alleged unethical behavior of members as related to their representation of GSNHSW. The Ethics committee will review absenteeism of officers. The Ethics committee has the authority to recommend to the state board impeachment or resignation of person(s) in violation of Constitution and Bylaws.

They may further recommend that the said party not hold any official office or chair any committee for a maximum of two (2) years. The Ethics Committee is responsible for contacting the alleged and notifying him/her of the allegations and the meeting date, time, and location. The alleged may appeal the allegations as follows: Submit to the Ethics Committee a written explanation regarding the allegations and be present to verbally explain his/her version of what has transpired. All information will be submitted to the state board for a vote of action. The Ethics Committee Chairperson is appointed by the state board and members of one person from each of the eight councils.

(G) **Annual Meeting Committee**. The Annual Meeting Committee is chaired by the GSNHSW State Vice-President. The committee is responsible for planning the annual

statewide meeting. The Committee is to work closely with the Host Council and the Education Committee. The committee is comprised of the vice-president of each council.

(H) **GHCA Mid Year Committee**. The GHCA Mid Year Committee will be responsible for making arrangements for the booth at the GHCA Mid Year Convention and Trade Show. The committee will work closely with the GHCA staff on specific needs. The committee will decide on and present the necessary costs involved to the state board meeting prior to the event. The Chairperson of this committee will be appointed by the state board.

Article VIII - Amendments

Section I: Amendment recommendations will be submitted to the GSNHSW State Board prior to mailing them to the general membership. Amendments to the Constitution and Bylaws shall require a 2/3 affirmative vote of the general members of GSNHSW in attendance at an annual statewide meeting.

Such amendments shall become effective by acceptance of the GHCA Board of Directors.

Section II: Ways Proposed Amendments May Be Introduced

(A) Upon the recommendation of the Constitution and Bylaws Committee on 30 days notice to the membership, or

(B) Upon written petition of 10 or more regular members to the chairman of the Constitution and Bylaws committee. Said petition shall be submitted no later than 90 days prior to any scheduled statewide meeting. The chairman of the Constitution and Bylaws Committee must send notice of such proposed amendments to each member of the organization at least 30 days before the scheduled date of the meeting.

Article IX - Quorum

Section I: At any meeting of the general membership of the Society a quorum shall be a majority of the qualified voting members registered for and in attendance at the meeting.

Section II: In the District Council Meetings, a quorum shall be a majority of the qualified voting members in attendance.

Article X - Parliamentary Procedure

Section I: Robert's Rules of Order shall govern all deliberations and procedures of this organization where not inconsistent with the Constitution and Bylaws.

Section II: Where procedural or parliamentary questions and problems arise during sessions of the Board of Directors or at the convention of the Society, the President shall refer the questions to the GHCA staff representative who shall act as parliamentarian.