

**SOUTH CAROLINA SOCIETY FOR CLINICAL SOCIAL WORK  
CONSTITUTION AND BYLAWS (LAST REVISION 08/2022)**

**ARTICLE I – Name**

The name of this non-profit organization shall be the *South Carolina Society for Clinical Social Work, Inc.*

**ARTICLE II – Definition**

A. Clinical social work means the application of specialized knowledge and skills in the areas of assessment, diagnosis, treatment planning, and psychotherapeutic treatment for the mental, emotional, behavioral disorders, conditions, and addictions including the provision of individual, marital, couple, family and group counseling and/or psychotherapy: case management: referrals:; and clinical supervision, consultation, research, advocacy, psycho-education, evaluation and expert testimony.

B. Society: The term “Society” as used and referred to in these Bylaws, shall mean the South Carolina Society for Clinical Social Work.

C. Graduate Degree in Social Work: The graduate degree in social work shall be understood to mean masters degree or doctorate degree from an accredited school of social work.

D. Membership: The term “Membership” used in these Bylaws shall refer to Full Members, Associate Members, Student Members, Professional friends and Retired Members.

**ARTICLE III – Purpose**

The purpose of this Society shall be to advance and promote the practice of clinical social work by:

A. The improvement of the qualifications and the effectiveness of the Clinical Social Workers through high standards of education, experience, ethics, conduct, and achievement.

B. The increase and dissemination of knowledge through meetings, electronic media,

professional contacts, reports, papers, discussions, research and publications.

C. Advocacy, licensing, educational programs, and social action.

D. Nurturing respectful and collegial relationships; honoring member's needs and desires to learn from each other; advancing the profession and affirming our identity as clinical social workers.

## **ARTICLE IV – Membership**

### **SECTION 1.**

#### **Membership:**

The membership of this Society shall consist of the following categories: Full Member, Associate Member, Student Member, Retired Member and Professional Friends.

### **SECTION 2.**

#### **Qualifications:**

A. **Full Member:** Any licensed social worker in good standing and actively in clinical practice holding a master's degree or doctoral degree from an accredited graduate school of social work or obtained the highest level of Social Work licensure in their state with the commensurate education, work experience and clinical supervision may apply for membership. At least two (2) years of experience will have been under the supervision of a Clinical Social Worker.

B. **Associate Member:** Any licensed social worker in good standing and holding a

social work professional graduate degree from a an accredited graduate school of social work who is currently practicing in a clinical setting or who has an interest in clinical social work may apply as an Associate of the Society.

C. **Student Member:** Any student currently enrolled in a master or doctoral degree

program in an accredited school of social work in the clinical sequence or its equivalent, and who has an interest in clinical social work may

apply for student membership status.

**D. Retired Member:** Any social worker holding a social work professional

graduate degree from an accredited graduate school of social work and who is no longer practicing in a clinical setting may apply as a retired member.

**E. Professional Friends:** Other licensed mental health clinicians in good standing

who hold a graduate degree in a clinical discipline from an accredited institution. Professional friends are held to CSWA code of ethics.

### **SECTION 3. Application for Membership**

A. Prospective members may make application for membership by completing and returning an application for membership to the Membership Committee. Upon receipt of all information, the committee will review this information and decide whether the applicant meets the minimum standards as specified in the Bylaws.

Notification of acceptance or rejection of the application will be made by mail within sixty (60) days of receipt of the application, and criteria for

rejection will be specified. Any applicant may be requested to supply clarifying information or have a personal interview with the Membership Committee, if deemed necessary.

B. The criteria for membership rejection or postponement of acceptance are:

1. Applicant has not met the specified criteria.
2. Signification questions regarding ethical practice or conduct.

C. Any applicant questioning an application decision is encouraged to appeal to

the Board of Directors for review. The Board of Directors may override the decision of the Membership Committee by a two-thirds (2/3) vote of the total board.

#### **SECTION 4. Rights and Duties of Membership:**

All social work members, excluding student members, in the Society may vote in all elections. Only full members may hold the office of President and President Elect. However, other offices in the Society or chairs of standing committees may be held by Full or Associate Members, or Retired members. All members are encouraged to serve on committees.

#### **SECTION 5. Termination of Membership:**

A. Members will be notified about renewals sixty (60) days in advance. Any member who fails to renew their membership after the second notice and 30 days past due date will lose their rights as a member. Membership can be renewed at any time.

B. By a vote of expulsion from the Society by a two-thirds (2/3) majority vote of the Board of Directors upon recommendation by the Professional Ethics Committee.

#### **SECTION 6. Change of Membership Status:**

Members desiring any change of status of memberships must notify the Membership committee, submit qualifications, and provide required documentation.

#### **SECTION 7. Criteria of Membership:**

The only criteria to be applied for membership shall be those specified under Article IV of these Bylaws.

### **ARTICLE V – Officers: Terms and Duties**

**SECTION 1. Officers: The officers in this society shall be:**

a) President b) President-Elect c) Secretary d) Treasurer e) One Member-At-Large In addition, chairpersons of the standing committees will be appointed to serve on the Board of Directors.

**SECTION 2. Nominations, Elections, and Terms of Office:**

A. There shall be an annual election. All elections must occur between April 1 and May 31, with the new terms beginning August 1. The term for the office of the president will be one or two years at his/her discretion. Once elected the president-elect will serve until succeeding to the presidency. All other officers will serve a one year term, and may be elected to a maximum of four years.

B. Nominations for all officers will be solicited by e-mail from the membership. These nominations shall be members in good standing.

C. All submitted names shall appear on the ballot. The Nominating Committee will have the option to submit additional names to the slate.

**SECTION 3. Duties of the Officers:**

The **president** shall be the chairperson of the board of directors, preside at all meetings, and shall perform other duties as ordinarily pertain to the office. The president shall call regular and special meetings. The president shall make interim appointments or fill vacancies in any elected office, subject to the approval of the board of directors.

The **president-elect** shall discharge the duties of the president when the president is not able to act, serve as co-chairperson of the program committee, and succeed to the office of president after serving one term as president-elect. The president-elect shall also monitor and ascertain that the functioning of the society is in compliance with the by-laws.

The **secretary** shall record the minutes of each meeting and disperse them to the Board of Directors. The Board will notify members 10 days in advance of board meetings. The secretary will act as or appoint a temporary chairperson in the absence of both the president and the president-elect.

The **treasurer** shall serve as chairperson of the finance committee. The treasurer shall receive all monies payable to the Society and expend these monies in accordance with the rules governing this function. At each board meeting there shall be a current report of the state of the treasury available to those present at all board meetings and the annual meeting. The treasurer will act as or appoint a temporary chairperson in the absence of the president, president-elect, and secretary.

**Member-at-large** is elected to represent the membership and assist with other tasks as they arise.

#### **SECTION 4. Recall of Officers:**

A recall petition to remove any officer of the Society from office may be initiated by written petition signed by no less than twenty-five (25%) of the membership. The petition must be presented to the board of directors which, subsequently, must call for a vote of the voting membership of the Society within fifteen (15) days of receipt of petition. The vote of the membership shall be by mailed ballot. All ballots must be submitted within fifteen (15) days of mailing. The vote of the membership by a two-thirds (2/3) majority of those voting shall be final and binding. The officer removed from office under the provisions contained herein must relinquish all papers, documents, and other paraphernalia pertaining to the office at the time of notification by the chairperson of the nominating committee of the result of the vote of the membership. Removal from office shall not constitute further disqualification from the full privileges and responsibilities of membership in the Society.

#### **SECTION 5. Succession of Officers:**

The president-elect shall succeed to the office of president at the end of

the president's term or in the event the president is unable to fulfill the term of office to which elected. In the event any other officer, committee chairperson, or member-at-large is unable to fulfill the term of office to which elected, the president, subject to the approval by a majority of the board of directors, shall appoint a member of the Society to the office. The member appointed shall meet the qualifications of elected office set forth in these Bylaws. The member appointed shall be entitled to hold office for the unexpired term of the originally elected officer or member-at-large.

## **ARTICLE VI– Board of Directors**

### **SECTION 1.**

#### **Definition:**

The board of directors shall be composed of five (5) elected officials, and the chairpersons of the standing committees. The outgoing president shall serve an additional year or two as a member of the board to bring continuity to it.

### **SECTION 2. Open Meetings:**

All meetings of the board of directors of the Society shall be open to attendance by the general membership of the Society.

### **SECTION 3. Duties of the Board of Directors:**

A. To meet as many times as deemed necessary by the president to transact the business affairs of the Society, but not less than two (2) times per year. Meetings of the board of directors may also be called by a two-thirds (2/3) majority of the board of directors. A quorum of the board of directors shall be constituted by one more than fifty percent (50%) of the board's members, including written informed proxies.

B. To establish a date for and develop the agenda for the annual business meeting.

C. To designate the bank in which all funds of the Society are to be kept. The disposition of any or all funds of the Society is subject to the approval of the

board of directors. All checks written on the central account of the Society shall be signed by the treasurer or by one other individual designated by the board of directors.

D. To authorize any officer or agent of the Society to enter into any contract and deliver any instrument in the name of and on behalf of the Society, and such contract or delivery is authorized by the bylaws.

E. To retain a CPA for an independent review of the financial records of the Society to be completed 60 days after the end of the fiscal year.

F. To bring before the Society all business and matters which should be properly placed before the Society as a whole.

G. To approve interim appointments or fill vacancies in offices of the president, president-elect, secretary, treasurer, committee chairpersons, and members-at large.

H. Attending less than half of board meetings will lead to termination of board membership.

## **ARTICLE VII – Committees**

### **SECTION 1. Standing Committees:**

The president shall appoint, with the approval of the board, the chairpersons of the standing committees for terms of one (1) year.

A. **Education Committee:** The president-elect shall co-chair the program committee. The other co-chair, if applicable, will be appointed by the president. The objectives of the committee shall be:

1. To submit program plans to the board for approval for all major business, educational, or special general meetings.
2. To carry out the program planning of business meetings, educational



or special general meetings, as directed by the board.

3. To maintain a digital file of data and history of workshops.

4. To communicate with the USC College of Social Work regarding educational issues.

**B. Membership Committee:** The membership committee shall receive applications for membership and make recommendations to the Society in accordance with criteria set forth in Article IV of the Bylaws. Notify membership of renewal of membership. Maintain the membership roster and create an annual directory.

**C. Nominating Committee:** The nominating committee shall conduct elections in accordance with Article V of the Bylaws and shall handle the distribution and counting of ballots.

**D. Finance Committee:** The treasurer shall serve as chairperson of the finance committee. The finance committee shall aid in the preparation and presentation of an annual budget proposal, annual financial statement and in supervision of banking and investment plans approved by the board of directors. The finance committee and treasurer are also responsible, in cooperation with the Membership Committee, for billing members for annual dues.

**E. Governmental Affairs Committee:** The governmental affairs committee shall track proposed legislation relevant to clinical social work and shall coordinate and direct social work licensing efforts.

**F. Professional Ethics Committee:** The professional ethics committee shall uphold the Clinical Social Work Association (CSWA) Code of Ethics for the Society. The professional ethics committee shall be responsible for keeping the membership aware of current issues for Clinical Social Workers. The professional ethics committee shall evaluate any grievances filed against a member and when deemed appropriate refer to the South Carolina Department of Labor, Licensing, and Regulation. When a Society member is the object of disciplinary action by the LLRB, the professional ethics committee will review and make recommendations to the Clinical Society Board in regard to the member standing in keeping with established guidelines.

**G. Public Relations Committee:** The public relations committee shall be responsible for communication and marketing activities and disseminating current information to the membership.

## **SECTION 2. Special Committees:**

The President may create Special Committees with the approval of the Board of Directors. The President shall appoint chairpersons of Special Committees with the approval of the Board of Directors for terms to coincide with terms of officers in the Society. The Chairpersons of each committee may appoint members from the membership.

**A. Bylaws Revision Committee:** The Committee shall review these Bylaws every two (2) years or as necessary and present to the Board of Directors any recommendations for revision.

## **Article VIII - Meetings**

**SECTION 1. Quorum:** A quorum of membership shall be twenty-five (25%) of the total membership including proxies.

**SECTION 2. Proxies:** The members of the Society may vote by proxy in the manner required by South Carolina statutes applicable to nonprofit corporations. A member's proxy shall be invalidated by the presence of said member at the meeting for which the proxy was made.

**SECTION 3. Meetings:** There shall be an annual meeting of the membership.

**SECTION 4. Notification of Meetings:** Written notification of business or special issues meetings shall be e-mailed to all members at least 15 days in advance.

## **ARTICLE IX - Dues**

**SECTION 1. Annual Dues:** Dues shall be set by the Board of Directors. Membership renewals will be sent to members sixty (60) days prior to due date. Dues are delinquent thirty (30) days after the due date. Membership will be

terminated at the end of the 30 days and additional late fees may will be required after thirty (30) days.

**SECTION 2. Dues of New Members:** Dues will be paid at the time of application for membership. In the event of rejection of the application, dues will be refunded in full.

**SECTION 3. Fiscal Calendar:** The Society shall operate on a fiscal year commencing July 1 and ending June 30.

## **ARTICLE X - Amendments**

**SECTION 1.** Amendments to these bylaws may be proposed by:

- A. Two-thirds (2/3) vote of the Board of Directors or,
- B. The Bylaws Revision Committee upon acceptance by a two-thirds vote of the board of directors or,
- C. By signed petition of not less than twenty-five percent (25%) of the total membership.

**SECTION 2.** The proposed amendment, in written form, shall be presented to voting membership The board will provide an opportunity to the voting membership to review revised amendments. All ballots must be received no later than fourteen (14) days after the date of the notification in order to be counted.

**SECTION 3.** A two-thirds (2/3) majority of those voting shall be required for passage of an amendment.

**SECTION 4.** The proposed amendment shall become effective immediately upon passage unless otherwise provided. Membership shall be advised of such passage in writing.

## **ARTICLE XI - Rules of Order**

All questions of order not provided for in these Bylaws shall be determined by parliamentary usage as found in Robert's Rules of Order, Revised Current Edition.

## **ARTICLE XII**

No part of the net earnings of the corporation shall insure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statement) any political campaign on behalf of any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c) (6) of the Internal Revenue Law) of (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

## **ARTICLE XIII**

Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (6) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

