April 18, 2017

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State President

Tahoe, CA

**BY-LAWS**

**OF THE CALIFORNIA ASSOCIATION**

**OF SUPERVISORS OF CHILD WELFARE AND**

**ATTENDANCE**

**I. State Executive Board**

 **A. Responsibilities**

The State Executive Board shall have administrative responsibility of the programs stated in these By-Laws and those policies and goals established by the representative sections.

 **B. Composition**

The governing body of the association shall be the State Executive Board consisting of the elected officers, the immediate Past President, The State President and the Presidents of the Sections of the Association, the appointed officers 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.

 **C. Nomination and Election**

1. The President-Elect shall automatically become President following the term of the President. The Vice President shall automatically take office as President-Elect when the President-Elect becomes the State President following his/her term as the President-Elect. The office of Vice-President is a 4 year term. The Vice-President, elected by the next section in rotation, shall advance to President Elect, President and Past President.

2. The Nominations and Elections Committee shall prepare a slate of officers to consist of Vice President, Secretary, and Treasurer. The nominations for each of these positions shall be made in such a way that the position of Vice-President represents each of the four sections on a rotational basis over a 4-year period. The following order will be maintained: Delta Sierra, San Joaquin, Bay, and Southern. This procedure ensures each section at least two votes on the State Executive Board.

3. On or before January 1 nominations shall be made by a Nominations and Elections Committee. The Election Committee shall be composed of 4 members, including the Immediate Past President as Chairperson and the three Immediate Past Section Presidents. Membership of the Committee will represent at least three of the four sections of the Association.

4. In the selection of nominees, the committee should consider that successful service as an elected officer in one’s own Section is a valuable criterion of ability and willingness to work and that the candidates for President-elect and Vice-President shall have at least one year prior experience on the State Executive Board.

5. If a nominated candidate desires to withdraw his/her name prior to January 1, he/she shall so notify the chairperson of the Nominations Committee in writing. The Nominations Committee shall then submit a new nominee and alternatives to the Secretary before January 10.

6. By February, the chairperson of the Nominations and Elections Committee shall present the slate of office candidates, to the State Executive Board, for review and approval. The following information shall be provided: office for which nomination is made, name of proposed candidate, and most recent Section Executive Board experience.

7. The Chairperson of the Nomination and Election Committee shall officially notify each elected candidate in writing the fact of their election to the appropriate offices.

 **D. Section Officers**

1. Section Presidents shall ensure that a slate of Sections officers is completed by March 1st as per section By-Laws.

2. Election of officers shall be held prior to the State Conference in April.

3. Section Presidents shall make election reports to the State Executive Board before, or by, the first meeting following the Annual State Conference.

 **E. Terms of Office**

1. Each officer, at the State level, shall serve a one year term or until his/her successor shall have been qualified.

2. Officers shall be sworn in at the Annual State Conference. The term of office for regularly elected offices shall begin upon conclusion of the Annual State Conference.

 **F. Vacancies**

1. In case a vacancy occurs in the office of President, the President Elect shall succeed to the office of President and serve the remainder of the term as outlined in Article VI, Section 2, Sub-section H of the Constitution.

2. In case a vacancy occurs in the office of the President-Elect, the position shall be filled by the Vice-President as outlined in Article VI, Section 3, Sub-section C of the Constitution.

3. All other elected vacancies shall be filled temporarily by the President with the approval of the Board until new elections can be held.

**II. Membership Dues**

A. Official membership forms shall be provided to the Section membership chair by the State Executive Board Membership Chair.

B. The Executive Board Membership Chair, shall distribute the registration forms to each Sections Membership Chair, together with a copy of the By-Laws referring to membership procedures.

C. Membership chair shall maintain the organization membership database by entering current or updated member information, including, address, phone number, email address, section affiliation and membership category of which a copy may be made available to The State President, each elected State Officer, Editor of newsletter and each section president upon request.

D. The Membership Committee shall be comprised of The Executive Membership Chair and each Section’s Membership Chair and shall determine plans for the section membership drives.

E. Membership dues are set as follows by the State Executive Board and levied by the individual sections.

 1. Active $75.00 per membership year

 2. Retired $20.00 per membership year

 3. Honorary Life- N/C permanent designation

F. Sixty percent (60 percent) of each membership dues shall be maintained by the state Association Treasury and forty percent (40 percent) shall be forwarded to the Treasury of the section of the member’s residence.

G. Membership dues are sent directly to PO Box on the membership forms. The Membership Chair immediately forwards the money to the State Treasurer.

H. Membership chair is responsible to insure each new and renewing member receives digital access to the latest addition of “The Redbook” soon after their membership dues are paid.

I. State Membership Chair is responsible to request the appropriate number of access codes from publisher of “The Redbook” on a monthly basis.

J. State Membership Chair may request assistance of each section Membership Chair to assist in the timely distribution of access codes within their own sections.

K. The State Membership Chair is responsible for ensuring that each new and renewing member receives any and all membership benefits approved by the State Executive Board."

L. Inactive members are those members who have not paid membership dues one year after their renewal date. All those members whose membership has lapsed shall be archived in the membership database.

**III. State Selection Boundaries**

The State Shall be comprised of four sections with the following counties included in each section:

**San Joaquin**

Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, San Benito, San Joaquin, San Luis Obispo, Stanislaus, Tulare and Tuolumne.

**Bay**

Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Mateo, Santa Clara, Santa Cruz, Sonoma, and Trinity

**Southern**

Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, Ventura

**Delta Sierra**

Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, Sierra, Siskiyou, Solano, Sutter, Tehama, Yolo and Yuba.

**IV. Honorary Life Membership**

A. Presentation of Honorary Life Membership shall be presented at the Annual State Conference.

B. Life membership privileges shall be in accordance with Article III of the State Constitution.

C. Qualification for Honorary Life Membership shall be:

 1. Ten continuous years as an active member of CASCWA, or

2. The State Executive Board may award Honorary Life Membership to those individuals who have demonstrated, by their actions, a long-term commitment to the advancement of the purpose and goals of the California Association of Supervisors of Child Welfare and Attendance.

 D. A member so honored will receive:

1. A framed certification of appreciation signed by the State President and presented at the Annual State Conference.

**V. Miscellaneous**

 A. Expenses of Executive Board

1. Expenses of Board members to Executive Board meetings will be paid by the Association, if Association funds are available, and if the Board member’s employer will not reimburse the Board member. No hotel expenses will be paid when Executive Board meetings are held on a one-day basis. Exceptions must be approved by the Executive Board.

2. Expenses shall be paid for appointed committee members as needed and approved by the Executive Board.

 B. State Conference Profit or Loss Disbursement

For purposes of this article, profit or loss, whatever the case may be, is defined as the difference between total receipts and actual expenses, reduced by any monies advanced to the host section by the State Association Treasury.

1. Any sum in excess of $999.99 declared as “profit” resulting from any state conference sponsored by CASCWA shall be disbursed in the ration of sixty percent (60%) to the State Association Treasury, and forty percent (40%) to the host Section of the association.

1.1 Any sum in excess of $999.99 declared as a “loss” resulting from any state conference sponsored by CASCWA shall be assumed by the State Association Treasury and the host section of the association in the same ratio as Section 1 of the is article.

2. Any sum from $700.00 to $999.99 declared as “profit” resulting from any state conference sponsored by CASCWA shall lie disbursed in the ratio of sixty-five percent (65%) to the State Association Treasury, and thirty-five percent (35%) to the host section of the association.

2.1 Any sum from $700.00 to $999.99 declared as a “loss” resulting from any state conference sponsored by CASCWA shall be assumed by the State Association Treasury and the host section of the association in the same ratio as Section 2 of the is article.

3. Any sum from $400.00 to $699.99 declared as “profit” resulting from any state conference sponsored by CASCWA shall lie disbursed in the ratio of seventy percent (70%) to the State Association Treasury, and thirty percent (30%) to the host section of the association.

3.1 Any sum from $400.00 to $699.99 declared as a “loss” resulting from any state conference sponsored by CASCWA shall be assumed by the State Association Treasury and the host section of the association in the same ratio as Section 3 of the is article.

4. Any sum of $300.00 or less declared as “profit” resulting from any state conference sponsored by CASCWA shall lie disbursed in the ratio of seventy-five percent (75%) to the State Association Treasury, and twenty-five percent (25%) to the host section of the association.

4.1 Any sum $300.00 or less declared as a “loss” resulting from any state conference sponsored by CASCWA shall be assumed by the State Association Treasury and the host section of the association in the same ratio as Section 4 of the is article.

 C. Changes in By-Laws

Changes or additions to these By-Laws shall be made by two-thirds majority vote of Executive Board members present and voting at any Executive Board Meeting.

Within one week of any amendment to or revision of the By-Laws, the revised copy of the By-Laws 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 web site.

D. All other previous existing versions of this document shall be considered null and void.