

**ASSOCIATION FOR COMMUNITY ORGANIZATION AND SOCIAL ADMINISTRATION**

**ARTICLES OF ASSOCIATION**

February 28, 2000

**ARTICLE I - GENERAL PROVISIONS**

- 1.1 The Association for Community Organization and Social Administration (ACOSA) is a professional Association which functions as a special interest group in the context of social work education and the profession of social work. ACOSA maintains its principal office in the County of Cook in the State of Illinois.
- 1.2 No part of the net earnings of the Association shall insure to the benefit of, or be distributable to its members, board, officers, or other private persons, except that the Association 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 the Association's purposes. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on by any other organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.
- 1.3 Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

**ARTICLE II - PURPOSE**

**Section 1 - Purpose**

- 2.1 The purpose for which ACOSA is organized is to promote teaching, research, and social work practice in the areas of community organization and social administration.

**Section 2 - Goals**

- 2.2.1 To facilitate and support an annual national symposium on community organization and social administration.
- 2.2.2 To provide a forum for sharing information on teaching materials, literature, models and theory, research and practice issues related to community organization and social administration.
- 2.2.3 To facilitate networking activities among educators and practitioners in the areas of administrative and community practice.
- 2.2.4 To promote the development of teaching materials on community organization and social administration.
- 2.2.5 To stimulate the development of research in the areas of community organization and social administration.
- 2.2.6 To stimulate the publication of literature about community organization and social administration.
- 2.2.7 To influence the direction of the other professional associations in promoting the development of community organization and social administration.

## **ARTICLE III - MEMBERSHIP**

### **Section 1 - Eligibility**

- 3.1 Membership in the Association for Community Organization and Social Administration, Inc., shall consist of all persons who submit a membership application and pay the required dues.

### **Section 2 - Setting of Dues**

- 3.2 Dues shall be established by the ACOSA, Inc. Board of Directors and guided by the principle of accessibility. The dues structure shall be approved by the membership present at the annual meeting.

### **Section 3 - Requirements and Dates**

- 3.3 Persons wishing to become members of ACOSA must submit a membership application and payment of the annual membership dues, as determined by the Board of Directors. Membership is renewable annually and extends from January 1 to December 31 each year.

## **ARTICLE IV - DIRECTORS**

### **Section 1 - General Powers**

- 4.1 All the business of the Association shall be governed by the Board of Directors, although the Board is accountable to report to and consult with the Membership in its Annual Meeting.

### **Section 2 - Number, Election, and Tenure**

- 4.2 The Board of Directors shall consist of eighteen (18) voting members. Each regional board member is elected for a three (3) year term. International board members are elected at-large from countries outside of the United States and its Territories. Terms are staggered so that about thirty-three percent (33%) of the board is elected each year.

4.2.1 Voting members of the board are as follows: Chairperson (two year term), Chairperson Elect (one year term), Secretary (three year term), Treasurer (three year term), and fourteen (14) representatives (three year terms)—two (2) from each of the seven (7) regions.

4.2.2 The seven regions are:

(1) **Northeast:** Connecticut, Maine, Massachusetts, New Hampshire, New York; Rhode Island, Vermont;

(2) **Mid-Atlantic:** Delaware, Maryland, New Jersey, Pennsylvania, West Virginia, Virginia, District of Columbia, US Territories of Guam, Puerto Rico, and the Virgin Islands;

(3) **Midwest:** Iowa, Indiana, Illinois, Michigan, Minnesota, Missouri, Nebraska, Ohio, South Dakota, North Dakota, Wisconsin;

(4) **South:** Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina,

South Carolina, Tennessee;

(5) **Southwest:** Arizona, Colorado, Kansas, New Mexico, Oklahoma, Texas;

(6) **West:** Alaska, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming;

(7) **International:** Two (2) representatives elected at-large from outside the United States and its territories.

- 4.2.3 The terms of Board members shall begin (and end) at the end of the Annual Meeting of the Board, which will be held at the annual ACOSA Symposium. There shall be no limit to the number of terms that a person can serve on the Board.
- 4.2.4 Nominations to all board positions shall be made by a Nominations Committee of the Board. : The Nominations Committee shall consist of three members and their terms shall be two (2) years. The Nominations Committee will be appointed by the Chairperson in cooperation with the Chairperson Elect. The Nominations Committee will serve during last year (year 2) of the Chairperson's term and the first year (year 1) of the Chairperson Elect's term as Chairperson. They shall meet during the annual meeting to assess their responsibilities, together with the Chairperson of the Board. Ballots shall be mailed by the Board Secretary in early December of each year to insure that the results are returned no later than January 15<sup>th</sup>. Additional nominations may be made by petition of at least five (5) ACOSA members.
- 4.2.5 Ex-officio members of the Board, without formal voting powers, shall include the immediate past chairperson of the Board, the immediate past, present, and future chairpersons of the ACOSA Annual Symposium, the editors (s) of the Journal of Community Practice, the Membership Secretary, and the ACOSA newsletter editor.

### **Section 3 - Meetings of the Board**

- 4.3 The Board of Directors shall meet at least once annually in conjunction with the ACOSA Symposium. Additional meetings may be called by the Chairperson as deemed appropriate. At least two - weeks notice shall be given for special Board meetings. Telephone or mail conferences are acceptable alternatives to face - to - face meetings.

### **Section 4 - Quorum**

- 4.4 A majority (over 50%) of the elected members of the Board (8) shall constitute a quorum for the transaction of any official business. All members of the board must be contacted, however, for telephone or mail conferences.

### **Section 5 - Vacancies**

- 4.5 A Director may resign by giving written notice to all Board members. This resignation is effective immediately and does not require action by the Board. The Board Chairperson may appoint an appropriate person to complete the term of office of the resigned director, in consultation with the other officers.

### **Section 6 - Affirmative Action**

- 4.6 It is suggested that the Board of Directors be composed, for example, of no less than 50% women and 20% persons of color (African-American, Hispanic, Asian, Pacific Islander, and Native American). Every effort shall be made to achieve this goal. The Secretary shall annually report affirmative action progress.

## **Section 7 - Financial Responsibilities of the Board**

- 4.7 The financial management of the Association is the Board's responsibility. The Board should exercise oversight over all financial activities of the Association. At a minimum the Board will:
- a. Arrange for an annual audit of the financial records of the Association. The Board shall determine whether an internal or external audit will be performed.
  - b. The Board shall approve an annual budget for the Association. It may, at its discretion, delegate the preparation of the budget to the Chair or other Board members that it may designate.

## **ARTICLE V - OFFICERS**

### **Section 1 - General**

- 5.1 The officers of the Board are the Chairperson, Chairperson Elect, Immediate Past Chairperson, Secretary and Treasurer. These officers are elected directly by the ACOSA membership.

### **Section 2 - Chairperson**

- 5.2 The Chairperson shall preside at all the meetings of the Board. He/she shall be authorized to take official action in contracts and agreements on behalf of the Board. The Chairperson shall insure that the goals of ACOSA are addressed, and can appoint individuals and committees to carry out the work of ACOSA. The Chairperson provides supervision, guidance, and support to the ACOSA members who are selected by the Board to lead the ACOSA Symposium. The Secretary of the Board works with the Nominating Committee. The Secretary's responsibility is to communicate to members about nominations to the Board, prepare and mail ballots, and tabulate the results of each election ballot.

### **Section 3 - Chairperson Elect**

- 5.3 A Chairperson Elect will be elected one year before the end of the two-year term of the Chairperson. The Chairperson-Elect will become the Chairperson after the end of the one-year term. The current Chairperson can also be Chairperson-Elect, but will only have one vote on the Board.

The Chairperson-Elect shall chair Board meetings in the absence of the Chairperson and immediate past Chairperson, and shall accept additional duties as assigned by the Chairperson.

### **Section 4 - Immediate Past Chairperson**

- 5.4 The immediate past Chairperson shall chair the Board meetings in the absence of the Chairperson. As an ex - officio member, the Past Chairperson shall not have an official vote.

### **Section 5 - Secretary of the Board**

- 5.1 Deleted March 7, 1997
- 5.2 The Secretary is a member of the Nominating Committee with the responsibility for communicating to members about nominations to the Board and for preparing, mailing and tabulating the results of each election ballots.

- 5.3 The Secretary shall also insure that members are kept informed about ACOSA activities and decisions. The Board may authorize the production of the ACOSA newsletter, in which case, the Secretary will provide the supervision, guidance, and support to an appointed editor.
- 5.4 The Secretary shall work closely with the Chair of the Association to prepare and distribute letters, memos, e-mail and other communication to the membership, Board or other entities that the Chair may direct.

#### **Section 6 - Treasurer**

- 5.6.1 The Treasurer shall be responsible for the care and custody of all the funds in the name of ACOSA in a bank or other financial institution as selected by the Board of Directors. The Treasurer shall co-sign, with the Chairperson, all bank drafts and contracts of the Association in accordance with Board financial management policies.
- 5.6.2 The Treasurer shall receive all dues and other revenues of the Association.
- 5.6.3 The Treasurer will maintain the membership records of the Association.
- 5.6.4 The Treasurer will provide the publisher of the Association's journal the necessary membership information the publisher needs to enter a journal subscription for the member. Simultaneously, the Treasurer shall disburse funds to pay for the subscription.
- 5.6.5 The Treasurer will serve as a liaison between ACOSA and the publisher of the Journal of Community Practice.
- 5.6.6 The Treasurer will maintain the Association's financial records in accordance with generally accepted accounting principles. The financial records will be maintained on an accrual basis. The Treasurer shall prepare and submit to the Board annually a statement of financial condition within 60 days after the completion the Association's fiscal year. The statement will contain a balance sheet and a statement of income and expenses.
- 5.6.7 The Treasurer shall submit to the Board Secretary copies of the following records within 60 days of completion of the Association's fiscal year: 1) a printed general ledger, 2) a balance sheet, 3) a statement of income and expenses, 4) a chart of accounts. The Secretary will include these documents in the documents to be permanently saved for the Association.

#### **ARTICLE VI - ACOSA ANNUAL SYMPOSIUM**

- 6.1 The Board of Directors is responsible for the planning and execution of an Annual ACOSA Symposium. The Board of Directors may establish the position of Annual Symposium Coordinator. The Symposium Coordinator shall act as an ongoing liaison between ACOSA Board and the Council on Social Work Education (CSWE) to plan and coordinate the Annual Symposium. The Symposium Coordinator is a non-voting, ex-officio member of the Board of Directors.
- 6.2 The Chairperson, in consultation with the Symposium Coordinator, will select Symposium Co-Chairs two years in advance of the Annual Symposium. One (1) of the Symposium Co-Chairs will be selected from the geographic region of the country where the Annual Symposium will be held. The Symposium Co-Chairs are non-voting, ex-officio members of the Board of Directors from the date of their appointment to the completion of their Symposium.

#### **ARTICLE VII - MEMBERSHIP SECRETARY**

- 7.1 The Board of Directors may establish the position of Membership Secretary. The Membership Secretary shall be responsible recruiting new members and for publishing annual Membership Directory using information supplied by the Treasurer. The Membership Secretary will submit an annual written report on the above activities to the Board. The Membership Secretary shall be selected by the Board and will be a non-voting ex-officio member of the Board.
- 7.2 The Secretary shall work closely with the Chair of the Association to prepare and distribute letters, memos, E-mail, and other communication to the membership, Board or other entities that the Chair may direct.

#### **ARTICLE VIII - NEWSLETTER**

- 8.1 The Board of Directors may authorize a member newsletter, and the Chairperson may appoint a Newsletter Editor. The Newsletter Editor will be supervised by the Board Secretary. He or she will be a non-voting ex-officio member of the Board of Directors.

#### **ARTICLE IX - JOURNAL**

- 9.1 The Board of Directors may authorize the preparation and production of a professional journal to further the purposed and goals of the Association. The Board shall elect the Journal Editor or Editors. The Journal Editors are non-voting ex-officio members of the Board of Directors.

#### **ARTICLE X - AMENDMENTS**

- 10.1 These Articles of Association may be amended by a two-thirds vote of all members present at the annual meeting of the Board of Directors and a majority of the members present at the annual meeting of the membership. The proposed amendment shall first receive the endorsement in writing of a minimum of four elected members of the Board of Directors. It shall then be communicated to all ACOSA members and Board members at least one month prior to their respective annual meetings.

---

These articles represent an amendment "of the whole" of the original by-laws which were approved by a vote of the membership, on 3/8/87.

The by-laws, as revised on 2/28/2000, incorporates all amendments approved by the membership on:

3/5/1989  
3/4/1990  
3/1/1993  
3/7/1997  
3/7/1998  
2/28/00