

Society for Social Work Leadership in Health Care

Chapter Affiliation Agreement

This Agreement is between the Society for Social Work Leadership in Healthcare (“SSWLHC”) and the _____ (“Chapter”) and outlines the responsibilities of SSWLHC and the Chapter in fulfilling their affiliation.

I. SSWLHC Chapter Policies

- A. The Society for Social Work Leadership in Healthcare (SSWLHC) encourages and fosters the organization of Chapters of health care social work leaders. SSWLHC supports the incorporation of Chapters in their respective geographic areas.**

- B. SSWLHC provides member benefits that may include, but are not limited to, a professional journal purchased by SSWLHC, *Social Work in Health Care*, and newsletter, *The Social Work Leader*, sent on a quarterly basis to all SSWLHC members. Other benefits include the SSWLHC website www.sswlhc.org that hosts a “Members Only” Discussion Forum, Member Directory, and Leadership Toolkit, and defined space on the website for Chapter news. Discounted member rates are available for all SSWLHC sponsored education forums and events including webinars, leadership training, and national/regional conferences. SSWLHC reserves the right to adjust benefits based on member need and/or finances.**

- C. SSWLHC further concentrates its efforts on meeting the needs of the general public and its professional membership by encouraging the development of educational and leadership programs for social workers and social work leaders.**

- D. SSWLHC promotes appropriate technical forums for the presentation of scholarly papers, shared experience professional outcomes and the review of legislative and other social policy matters.**

- E. Communication.**
 - a. Regular communication between SSWLHC and its chapters is imperative to successful functioning of both organizations.**

II. Responsibilities

A. The Chapter is responsible for:

- 1. Representation (by Chapter President or other appointed Chapter Officer) on Chapter Presidents' conference calls, Chapter Presidents' meetings, or invitational SSWLHC Board Meetings at least once each per calendar year.**
- 2. Submitting an annual report of Chapter activities and membership to SSWLHC that demonstrates compliance with IRS regulations and national standards, to be incorporated in the yearly Board Book.**
- 3. Sending timely notifications of programs, calendar events and newsletters.**
- 4. Publishing an annual report of Chapter activities including membership statistics and a financial statement, making it available to chapter members and sending it to SSWLHC.**
- 5. Maintaining Chapter articles of association or incorporation, by-laws, board minutes, annual reports, officer list, financial reports and other official chapter documents in a safe location.**
 - i. The Chapter shall provide copies of these documents to SSWLHC and to chapter members upon request.**
 - ii. Notifying SSWLHC with any changes to Chapter contact information, location, activity status and officer information as changes occur.**
- 6. Receiving approval by the SSWLHC National Board of any Chapter bylaw or charter changes, other than typographical, prior to implementation.**

B. SSWLHC is responsible for:

- 1. Providing a forum for a chapter leadership meeting at the SSWLHC Annual Conference for discussion among chapter leaders and between chapters and SSWLHC.**
- 2. Providing regular updates to the "Membership Directory" posted on the website for chapters to access current chapter members.**

3. **Providing chapter leaders with regular correspondence regarding SSWLHC activities.**

III. Membership.

- A. **Requirements of membership are set by the SSWLHC Board of Directors and appear in the SSWLHC by-laws.**
- B. **In order to form an official Chapter of SSWLHC, all prospective chapter members must be qualified SSWLHC members in good standing. SSWLHC will work with Chapters to recruit new members.**
- C. **All membership outreach by SSWLHC will include Chapter information and promotion.**
- D. **A SSWLHC member may join a Chapter based on the State/ region in which the member lives or works. If no Chapter exists in the member's state, the member may designate a Chapter. Any dues rebates and member information will be sent to the Chapter to which the member belongs.**

IV. Dues Collection.

- A. **SSWLHC collects dues from members who belong to SSWLHC and remits Chapter dues to the respective Chapter(s) quarterly. SSWLHC members who have not selected a Chapter will be encouraged to designate one on their renewal notice.**
- B. **Dues payments for national membership received by a Chapter shall be forwarded to SSWLHC for processing. Payments for new members must be accompanied by an application for membership. Renewal payments can be forwarded without an application.**

V. Organization.

- A. **The Chapters may organize board and committee structures that serve their local needs within the framework of the Chapter bylaws.**

- B. The SSWLHC Board of Directors shall review any Chapter bylaw changes for approval.**

VI. Finances.

- A. Chapters shall keep accurate financial records in compliance with the law and submit annual financial reports to SSWLHC. Fundamental assistance and/or training with reporting will be provided by SSWLHC.**
- B. Earnings collected by Chapters through fundraising events including educational programs or promotional sales shall be retained solely in the Chapter account. Chapters shall be responsible for all expenses and fees related to fundraising activities.**
 - i. Surplus funds shall be maintained by chapters to cover all expenses related to chapter activities.**
 - ii. Chapters shall maintain financial records of all fundraising activities to submit as a part of the yearly national SSWLHC reporting requirements.**

VII. Tax Status.

- A. Each U.S. chapter must maintain an, IRS 501.C.3 tax status or the equivalent. Chapters may opt under the “group filing” maintained by SSWLHC or hold an independent IRS 501.C.3 tax status or the equivalent. SSWLHC can provide Chapters with limited assistance if filing the exemption application, Form 1023.**

VIII. Administrative Assistance.

- A. SSWLHC contracts with an association management company on a fee-for-service basis. When a Chapter requires extensive administrative assistance, the Chapter will be referred to SSWLHC consultants for a time and cost estimate.**
- B. The Chapter will bear the cost of the agreed upon assistance.**

IX. Meetings.

A. Chapters must hold at least one full meeting of the membership annually.

X. Education.

A. Chapters shall facilitate continuing education and professional development by encouraging discussion and networking among its members and other professionals. Consultation with nearby chapters and SSWLHC is encouraged to promote fellowship and learning and to avoid conflicts.

XI. Elections.

A. SSWLHC and Chapters conduct elections autonomously for their respective Board of Directors; however, Chapter election procedures shall be consistent with the election procedures and timetable of the SSWLHC.

B. Each Chapter elects/appoints one or more representative/s to serve as a liaison (Chapter President/ Chapter official) with the SSWLHC Board of Directors according to SSWLHC bylaws.

XII. Legal Responsibilities.

A. Chapters cannot offer themselves as spokespersons for SSWLHC or bind SSWLHC to any contract without express written consent from the SSWLHC Board of Directors.

B. The SSWLHC will recommend general counsel to Chapters who will provide basic legal assistance on a fee-for-service basis borne by the Chapter.

XII. Logo.

A. Chapter affiliates may use the SSWLHC logo for marketing and general correspondence under the following conditions:

- 1. The general layout of the logo must remain intact.**
- 2. The chapter may add their individual name under the logo, as long as SSWLHC remains as part of the logo.**

3. While chapters may use an alternate title for their chapter, the name Society for Social Work Leadership in Health Care cannot be removed or changed in the logo.

4. The Logo must be in blue and white or black and white.

B. Chapter's use of this logo may be monitored in an ongoing manner, and SSWLHC reserves the right to revoke use of the logo at any time to require that incorrect use be rectified immediately at the Chapter's expense.

XIII. Chapter Boundaries.

A. Chapters will form along State/regional boundaries and may form sub-chapters within the chapter service area as defined in the Chapter Bylaws.

B. Several States may form a Chapter until such time as one or more states petition SSWLHC to separate to form its own Chapter.

XVI. Number of Members.

A. Chapters shall maintain a membership of a least 10 SSWLHC full members.

XV. Incorporation.

A. Chapters may decide whether or not to incorporate.

B. Incorporated Chapters must have Articles of Incorporation.

XVI. Mailing Address.

A. Each Chapter shall maintain a post office box or permanent address for legal/tax purposes and for official correspondence from SSWLHC.

B. The Chapter shall notify SSWLHC of any changes of address within one month of the change.

XVII. Term of Agreement.

A. Initial Chapter affiliation with SSWLHC shall be renewed upon completion of the first eighteen months of affiliation on June 30, 2011.

B. Following this initial period, the affiliation Agreement shall be renewable every three years. It is the Chapter's responsibility to renew this Agreement. SSWLHC will send a renewal package to the Chapter at least sixty (60) days prior to the expiration of this Agreement in order to expedite the process.

XVII. Termination

A. Each year Chapters will be required to submit annual reporting documents. Failure to participate in this annual review process may result in affiliation termination.

B. Either party may terminate this Agreement, at any time upon ninety (90) days notice to the other. In addition, either party may terminate the Agreement immediately in the event that the conditions of this Agreement are not being met, providing that written notice, specifying the conditions to be met has not been remedied within thirty (30) days after receipt of the notice.

**Signed by _____, President, SSWLHC,
(Print)**

**Signature _____
(date) _____**

**Witnessed _____ (date) _____
—**

**and _____, President of
the _____ Chapter
(Print)**

**Signature _____
(date) _____**

**Witnessed _____ (date) _____
—**

SGK/SH/RP
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