

**CONSTITUTION  
of the  
MIDWEST SCHOOL SOCIAL WORK COUNCIL  
March 2014**

**ARTICLE I – Name**

The name of the organization shall be the Midwest School Social Work Council, hereinafter referred to as the "Council."

**ARTICLE II – Purpose**

The purpose of the Council is to promote professional excellence among school social workers in order to enhance social and human services in educational systems.

Specifically, the purpose of the Council is to:

1. Actively support member state organizations;
2. Create and sustain a system of communication between member states and national school social work organizations; and
3. Support the professional development of school social workers.

This organization is organized exclusively for educational purposes within the meaning of Section 501(c)(6) of the Internal Revenue Code.

**ARTICLE III – Membership**

1. The Council shall be composed of members of the states of Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, Ohio, and Wisconsin subject to the provisions set forth in Article III, Section 2.
2. The Council may, at its discretion, admit states as non-voting affiliate members. Affiliate members will abide by the By-Laws (Guidelines) of the Council. The Council will not assume financial responsibility for affiliate attendance at Council meetings, unless there is a vote of 2/3 of the Council. An affiliate member state may apply for Council membership after a minimum of one (1) year as an affiliate member.
3. Council membership from each of the member states shall be one state school social work consultant, the school social work state association president, and one other person from the area of school social work practice. The latter shall be chosen by a method of selection determined by the state association. The term of Council membership shall be as follows: the State Consultant's term is dependent on the structure of each state's department of education; the state association president's term shall coincide with his/her respective state organization's term of office; the appointed practitioner's term shall be for a minimum of three years.
4. In member states that do not have a state consultant, the Council shall invite one member of the staff of the State Department of Education to serve on the Council. If a staff member of the Department of Education cannot participate, a second school social work practitioner may be appointed by the State Association.
5. All members of the Council shall have voting privileges.
6. Reimbursement for expenses directly related to attendance at Council meetings may be provided for Council members. Council expenses are to be paid by the Council treasurer from the Council account. Criteria and amounts for reimbursement shall be established by the Council and may be modified by the Council at the Council's discretion.
7. Each Council member shall serve as liaison between the Council and her/his state school social work organization and/or state education agency. Where no state organization exists, the Council members shall serve as liaison to collective school social workers within that state.
8. The Council President, with confirmation by the Council, may appoint up to three (3) members-at-large from member states as defined in Article III (1). Terms of office and duties of members-at-large shall be determined by the President. At any given time there shall be no more than three (3) members-at-large serving on the Council. In the case where two or three members-at-large are serving on the Council at a given time, they shall be appointed from different states. Members-at-large shall be full voting members as defined in Article III (5) and shall be eligible for expense reimbursement as defined in Article III (6).

## ARTICLE IV – Council Officers

1. The Officers of the Council shall be a President, Vice-President, Secretary, and Treasurer.
2. Nominations, Elections, and Terms of Office.
  - A. Nominations. A Nominating Committee shall be appointed by the President at the Spring meeting. The Committee will prepare a slate of at least one candidate for each office to be presented for election at the Fall Council meeting. The slate will be emailed to all members at least 10 days prior to the election. Nominations will also be accepted from the floor with the prior approval of the nominee.
  - B. Elections. The officers shall be elected from among the members of the Council with at least one year (1) service. The election shall be by secret ballot and by majority vote of those present.
  - C. Terms of Office. The term of office shall be for two (2) years beginning at the close of the Fall Council meeting with no officer serving more than two (2) consecutive terms.
  - D. Times of Elections. The President and Treasurer shall be elected in odd-numbered years and the Secretary and Vice-President in even-numbered years.
  - E. Removal of Officers and Council Members. For due cause, officers and council members shall be removed from office at any meeting of the Council by a 3/4 vote of members present, providing that notice of such intent has been emailed to all Council members at least ten (10) days prior to the meeting.
3. Duties of Officers.
  - A. President. The duties of the President shall include:
    - i. Appoint, with Council approval, such committees as are necessary.
    - ii. Appoint members to standing committees.
    - iii. Prepare agendas for and chair all meetings of Council.
    - iv. Be the official representative of the Council.
    - v. Serve as ex-officio member of all committees.
    - vi. Appoint officers to fulfill unexpired terms.
  - B. Vice-President. The duties of the Vice-President shall include:
    - i. To consult with the President.
    - ii. To assume the duties of the President should the President be unable to fulfill them.
    - iii. Serve on a committee, as assigned by the President.
    - iv. Ensure that all state newsletters are sent routinely to all Council members and State Presidents.
    - v. Ensure that each Council member provides the latest Council member listings and State Presidents listings to each State Association President.
    - vii. Provide orientation of new Council members, which shall include the opportunity for interaction and questions and a review of Robert's Rules of Order. New members shall be provided, at a minimum, the following:
      - a. copy of the Constitution and Bylaws,
      - b. copy of immediate past meeting minutes,
      - c. Council members list,
      - d. meeting agenda, and
      - e. Council history.
    - vi. Other duties as assigned.
  - C. Secretary. The duties of the Secretary shall include:
    - i. Maintain a record of all Council proceedings.
    - ii. Publish and disseminate minutes of Council meetings to all Council members within forty-five (45) days after an official meeting.
    - iii. Other duties as assigned.
  - D. Treasurer. (See Appendix A) The duties of the Treasurer shall include:
    - i. Establish appropriate accounts in the name of the Council.
    - ii. Maintain accurate records of all accounts of the Council.
    - iii. Present annual documents for review to the Finance Committee.
    - iv. Provide a written financial statement of the Council at each Council meeting.
    - v. Disburse funds as directed by the Council.
    - vi. Serve on the Finance Committee.

- vii. The past treasurer shall attend the Spring meeting immediately following her/his term for the purpose of turning over Council financial books and to assist in the transition of the office.

### **ARTICLE V - Meetings**

1. The Council shall meet twice annually (once in the Fall and once in the Spring). Dates are established by the Council. Sites and locations are determined by the Council President.
2. Quorum. A quorum shall consist of a majority of Council members representing a majority of the member states. No action shall be conducted without a quorum.
3. It shall be the policy of the Council to respect the ethnic, social, gender, cultural, religious, and political diversity of our professional colleagues and our national population. The planning, implementation, and scheduling of Council activities shall reflect the diversity of that population and enhance our joint appreciation of that uniqueness.

### **ARTICLE VI - Amendment of Constitution**

This Constitution may be amended at any meeting of the Council by a two-thirds vote of the quorum providing that the amendment has been emailed to each Council member at least ten (10) days prior to a regularly scheduled meeting.

### **ARTICLE VII - Parliamentary Authority**

The Rules contained in the current edition of Robert's Rules of Order, Newly Revised shall guide the management of Council meetings. The President shall appoint a Council member to serve as Parliamentarian at the commencement of each Council meeting.

### **ARTICLE VIII - Federal Identification Number**

The Council Federal Identification Number is 23-7303149.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax Section 501(c)(6) of the Internal Revenue Code since the Council is Federal Tax Exempt under this designation.

In the event that the Council is dissolved, all available funds will be dispersed for the promotion and development of School Social Work to a non-profit fund, foundation, or corporation which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.

### **ARTICLE IX - Financial Planning Process**

1. Committee Guidelines.
  - A. Each committee chair is responsible for the finances of her/his committee.
  - B. Each committee will submit its budget plan to the Treasurer prior to the approval of the Fall Budget.
  - C. All reimbursement requests must be submitted to and signed by the committee chair.
  - D. No committee is allowed to exceed their proposed budget without Finance Committee discussion and Council approval.
2. Council Guidelines.
  - A. Requests for money from the floor shall be submitted to the Council president, or at her/his discretion, to the Finance Chair for Finance Committee review and recommendation. The Council may not vote on any expenditure of funds until the Finance Committee has reviewed the expenditure and the Council has received the committee recommendation.
  - B. Discretionary Fund. The Council may establish a discretionary fund that has a monetary limit of \$500. These funds may be disbursed by the Council without regard to the process in Article IX, Section 1D. The President has the authority to approve any expenditure up to the discretionary fund limit.
  - C. The Council shall recommend a balanced budget.

## **ARTICLE X – Midwest School Social Work Conference**

Member states may host the annual Midwest School Social Work Conference, subject to Council approval.

### **BY-LAWS of the MIDWEST SCHOOL SOCIAL WORK COUNCIL**

#### **ARTICLE I (B) - Standing Committees**

1. All committees function under the direction of the Council and serve the purposes, goals, and objectives of the Council.
2. Standing committees must consist of at least four (4) Council members.
3. Committee members, other than elected officers, shall be appointed by the President at the Spring meeting.
4. Audit & Finance Committee. This committee shall include Council Treasurer as a member. Responsibilities of the Audit & Finance Committee include:
  - A. Develop an annual budget for the Council's consideration,
  - B. Review requests for funds and recommend action to the Council,
  - C. Recommend any changes in the Council's financial procedures, and
  - D. Conduct an annual audit of the Council's financial statements at the Spring Council meeting. The Chair must sign the auditing sheet for validation.
5. Networking & Promotion Committee. Responsibilities of the Networking & Promotion Committee include:
  - A. Make recommendations to the Council concerning the promotion of school social work by the Council through public relations and other activities,
  - B. Coordinate use of the MSSWC logo for sales purposes when approached by other states (except Wisconsin, which designed the logo).
  - C. Unify and strengthen the field of School Social Work by developing communication linkages between school social work personnel, organizations, and allied groups.
  - D. Develop and review positions papers regarding topics of concern relative to the practice and profession of School Social Work. The Committee will re-review position papers once they are five (5) years old for the purpose of determining current relevance, need for updating, or retirement.
  - E. Disseminate information relevant to the practice and profession of School Social Work.
    - i. Identify at least two (2) contact people in each member state where there are practicing school social workers. In member states where no school social workers are available, releases will be sent to the chief state school officer.
    - ii. Identify the media available, what preferences exist and a back-up system for each state. Different priorities may lead to using a different combination of media for different purposes.
  - F. Develop and maintain a website in conjunction with the appropriate, needed professionals to serve the work of the Council.
  - G. Expenses
    - i. The Council will budget money on an annual basis for operation of the Networking Committee.
    - ii. States are responsible for bearing the cost of disseminating information within their respective state, once it is received by the contact people.
6. Policy & Archives Committee. One of the members shall be designated as the Council Archivist. Responsibilities of the Policy & Archives Committee include:
  - A. Make recommendations to the Council concerning its function and organization.
  - B. Submit recommended amendments to the Council concerning changes in the Constitution and By-Laws.
  - C. Develop and process information relevant to the practice and profession of school social work.
  - D. Electronically maintain copies of minutes, correspondence, other authorized documents, and conference programs and proceedings. This information will be made available upon request. All records shall be transferred annually to a CD or some other similar format beginning in 2007.

7. Recognition Committee. The duties of this committee shall include administering and presenting the following awards:
  - A. School Social Workers of the Year.
  - B. Friend of School Social Work.
  - C. Outgoing council member(s).
  - D. Career Achievement.
  - E. Other recognition duties as determined by Council vote.

#### **ARTICLE II (B) – Meetings**

1. One Council meeting will be held in conjunction with the Midwest School Social Work Conference.
  - A. Meeting agenda will be 8-10 hours long.
  - B. Meeting agenda will be scheduled to allow maximum participation of Council members in the Conference.
  - C. The agenda will conclude no later than Saturday in time to allow for Council members travel home.
2. The second Council meeting will be held in a location that is convenient for travel of Council members and minimizes cost. Time frame will be approximately Friday noon to Sunday noon.
3. In the event a Council member is unable to attend a regularly scheduled Council meeting in its entirety, the following procedures shall apply:
  - A. At least two (2) of the three (3) Council members from a given state shall agree on the substitute.
  - B. A letter or email from the state association president shall be sent to the Council President before or presented at the beginning of the Council meeting.
  - C. This credential qualifies the substitute representative for reimbursement and voting privileges.
4. Council members and guests will conduct themselves consistent with the NASW Code of Ethics – 2.01 Respect.

#### **ARTICLE III (B) – Amendment of By-Laws**

These By-Laws can be amended at any meeting of the Council by two-thirds of the voting members present.

#### **ARTICLE IV (B) – Council Reimbursement**

For Council meetings the following shall apply:

1. If expenses are wholly or partially reimbursed by any other source, such as a state association or employer, that portion which is paid by that source cannot be claimed for Council reimbursement.
2. All Council members are encouraged to seek reimbursement wholly or partially from their employer and/or state association. In the event there is no such funding available, Council members should then file for reimbursement from the Council. Up to two (2) Council members from each member state may be reimbursed for half the overnight lodging rate for each night of lodging required by attendance at the Council meeting.
3. If there are not sufficient funds to reimburse Council members consistent with Article IV(B)2., the Council may reduce reimbursements.

#### **ARTICLE V (B) – Recognition**

1. School Social Worker of the Year. The State Association President (or designee) will be the contact person for all communications from the awards committee.
  - A. The following are procedural guidelines for selecting School Social Workers of the Year:
    - i. State honoree shall have two (2) or more years experience as a school social worker.
    - ii. Each State Association will determine its own procedures for selecting their School Social Worker of the Year.
    - iii. State winners shall be submitted within the required deadline.
    - iv. Information about the state winners will be submitted according to the format outlined.
    - v. Each state will submit only one (1) state winner per award year.
    - vi. State winners are encouraged to attend the Midwest Conference the year they are awarded, in order to be properly recognized.

- B. Format for Presenting Documentation of School Social Worker of the Year for Recognition at the Fall Conference. Each state will submit a booklet of their own design that must include the following items:
  - i. A cover page with the name of the School Social Worker of the Year, the state they come from, and present school year (e.g., 1990-91).
  - ii. A biographical account of no more than two (2) typed pages outlining their accomplishments and qualifications including emphasis on practice of a creative nature, community and professional involvements, and demonstrated leadership.
  - iii. Pictures, articles, and letters of support may also be included.
  - iv. A photo of the recipient to be posted on the Council website.
- C. Honors to be given to the School Social Workers of the Year at the Annual Fall Conference will include:
  - i. A specially assigned table at the awards event with corsages or boutonnieres for each recipient.
  - ii. The display of their booklets throughout the conference.
  - iii. Individual plaques – Lowest acceptable bid (minimum three), subject to Council President's (or designee's) approval.
  - iv. A special recognition and reading of a 75-word summary of her/his career.
  - v. A letter of recognition from the Council President to each winner's Superintendent and Director of Special Education.
  - vi. A one-year free subscription to the School Social Work Journal.
  - vii. All other expenses of the recipients will be provided at the discretion and financial responsibility of the home state.
2. Friend of School Social Work. The Conference Host State may choose the recipient. The recipient may be from the Council but may not be a practicing school social worker. They may be a local, state, or national figure. The Council will provide:
  - A. Individual plaque – Lowest acceptable bid (minimum three), subject to Council President's (or designee's) approval. The plaque should include "Friend of School Social Work/Presented by the Midwest School Social Work Council."
  - B. Corsage or Boutonniere.
  - C. All other expenses of the honoree such as transportation, registration, meals, savings bonds, and lodging will be provided at the discretion and financial responsibility of the host state.
3. Outgoing Council Member. Outgoing Council members will be honored with an unframed certificate at the official Spring Council meeting. The Council Vice-President will inform the Recognition Chair of the outgoing members to be honored.
4. Career Achievement Award.
  - A. Criteria for Selection:
    - i. Minimum of fifteen (15) years experience relating to School Social Work as a practitioner, administrator, consultant, and/or educator.
    - ii. Has been active with the Council and at one (1) or more levels of School Social Work including local, state, regional, national and/or international.
    - iii. Has contributed significantly to the work of the Council and to the profession of School Social Work.
    - iv. Has the support and endorsement of professional colleagues as a leader in the field of School Social Work, including letters of support from at least two (2) Midwest Council member states.
    - v. In order to maintain the prestige and intent of this recognition, the Council acknowledges that this award may not necessarily be presented each year.
  - B. Nomination and Selection Procedures
    - i. Disseminate nomination forms to State Associations for potential candidates during the fall Council meeting.
    - ii. Collect nomination forms up to, but no later than, the Spring Council meeting of the following year.
    - iii. The Recognition Committee will review all information provided on each candidate who is nominated.
    - iv. The Recognition Committee will then make a selection from the candidates nominated and present that recommendation to the Council for their approval during that Spring Council meeting.
    - v. The Recognition Committee will provide the Council with their rationale for choosing that particular nominee, based on the designated criteria being met and the quality of the supportive information being provided for that individual.
    - vi. The Career Achievement Award will be presented to the recipient at the Fall Midwest Conference.

- C. The Career Achievement Award recipient will receive the following benefits:
- i. Designated seating at the Conference Banquet.
  - ii. Recognition during the Conference.
  - iii. Corsage or Boutonniere.
  - iv. Individual plaque – Lowest acceptable bid (minimum three), subject to Council President's (or designee's) approval.
  - v. A photo of the recipient will be posted on the Council website.
  - vi. Bob Goodwin Career Achievement Stipend
    - a. A \$500 stipend will be given to the Career Achievement recipient at the Midwest School Social Work Conference awards event.
    - b. The stipend may be used to cover travel expenditures to attend the awards event or other purposes at the discretion of the recipient.
    - c. The Career Achievement recipient will meet the criteria for selection in Appendix G of the Bylaws.
    - d. The balance of the fund will be maintained by the Midwest Council Treasurer and will be part of the financial reporting at annual Council meetings.
    - e. All other expenses of the honoree such as transportation, registration, meals, savings bonds, and lodging will be provided at the discretion and financial responsibility of the recipient's state.

#### **ARTICLE VI (B) – Ability to Expend Funds**

The Treasurer is authorized to expend funds consistent with the annual budget approved by the Council. Any expenditure outside the approved budget must be authorized by both the President and Vice-President and documented by the Treasurer.

The Treasurer and immediate past-Treasurer shall have access to the Council's electronic account(s). If the immediate past-Treasurer is no longer a member of the Council, then the President or Vice-President shall have access to the Council's electronic account(s).

#### **ARTICLE VII (B) – State Dues**

No later than the Spring meeting of every year, each member State shall pay \$2.00 per state association member on February 1<sup>st</sup>. Remittance shall be made each calendar year at the Spring Council meeting. No later than the Fall meeting of every year, each member State shall pay a \$225 membership fee. Affiliate (non-voting) member states are not required to remit any fees.

#### **ARTICLE VIII (B) – Fiscal Year**

The fiscal year commences on December 1<sup>st</sup> of any given year and ends on November 30<sup>th</sup>.

#### **ARTICLE IX (B) – Council Meeting Guests**

Guests will be included at the Council meetings at the discretion of the President and with the approval of the Vice-President.

#### **ARTICLE X (B) – Midwest School Social Work Conference**

1. The Midwest Council will establish and maintain a tentative schedule of states to host the Midwest Conference. States must confirm their conference year at least three (3) years in advance. No state may be required to host the Midwest Conference.
  - Michigan – 2009
  - Minnesota – 2010
  - Indiana – 2011
  - Wisconsin – 2012

- Iowa – 2013
  - Kentucky – 2014
  - Nebraska – 2015
  - Illinois – 2016
  - Ohio – 2017
  - Missouri – 2018
  - Kansas – 2019
2. Any state wishing to host a Midwest Conference out-of-sequence must request an alternative year at least three (3) years in advance of any change. Approval requires a majority vote of the Council, including approval from all other states that are directly affected by the change.
  3. The conference must include a plenary event suitable to the presentations of awards (e.g., a banquet).
  4. The State hosting the Midwest Conference the following year must be given the opportunity to host a hospitality event and/or provide promotional information.
  5. The hosting state will pay a pro-rated amount of conference registration profits to the Council, based upon the percentage of conference registration revenues from the other states on the Midwest Council. Example: if the total conference registration revenue is \$50,000 and \$5,000 comes from registrations from the other Midwest states and the conference registration profit is \$10,000, the hosting state would pay \$1,000 to the Midwest Council (i.e., 10% x \$10,000 = \$1,000). Revenue from other sources (e.g., preconference, exhibitors) is not considered in the profit-sharing arrangement.
  6. The first \$500 of the Midwest Council Conference profits will be placed into the Bob Goodwin Career Achievement account.
  7. The conference will be promoted and advertised as the “Midwest School Social Work Conference hosted by the .... (name of host state school social work association).”
  8. The host state may coordinate with the Council and/or School Social Work Association of America (SSWAA) to include a Council and/or SSWAA event (e.g., luncheon).
  9. The host state will develop and share with Council members a summary of conference highlights following completion of the conference.

## **Appendix A – COUNCIL TREASURER GUIDELINES**

As defined in the Council Constitution and By-Laws, the Treasurer's duties include the following:

1. Establish appropriate accounts in the name of the Council.
2. Maintain accurate records.
3. Provide written financial statements at Council meetings.
4. Disburse funds as directed by the Council.
5. Serve on the Finance Committee.
6. Prepare a budget for the Council.

### **Checking Account**

The Treasurer shall establish a checking account in a bank convenient to her/him in the name of the Midwest School Social Work Council. When appropriate, all funds should be kept in interest-bearing accounts. Decisions relative to various accounts should be made in consultation with the President or Finance Committee.

### **Federal Identification Number**

The FIN is 23-7303149. The Council status is 501(c)6, which exempts the Council from paying income tax. The Council is not a tax-exempt organization for donations. A federal Form #990 should be filed with the IRS annually.

### **Council Expenses**

Council members or their representatives may be reimbursed for the following expenses:

1. Attendance at the Council meetings according to the By-Laws.
2. Stationary, postage, copying, and phone calls.
3. Conference expenses as included in the By-Laws and Conference Treasurer's Guidelines.
4. Flowers or other items of recognition for honorees of the Council, including members who have served at least three years on the Council.
5. Other items as recommended by the Finance Committee and approved by the Council.

### **Council Meeting Expenses**

If needed, reimbursement for expenses directly related to Council Meeting attendance may be provided for any two (2) of the three (3) voting members from each state (i.e., half the overnight lodging rate x two nights lodging).

Reimbursement shall be according to the provisions of Article IV(B).

### **Reimbursement Claim Forms**

Reimbursement claim forms will be provided to Council members at the meeting. They should be returned within 30 days of the close of the meeting with all appropriate receipts. No claim will be paid without receipts.

**Appendix B**  
**MIDWEST SCHOOL SOCIAL WORKERS of the YEAR AWARDS**  
**BIOGRAPHICAL INFORMATION**

Name

Home Address

Work Address

Home Phone

Work Phone

Home Email

Work Email

Personal Data

Education and Training

Professional Experience

Presentations, Publications, Achievements, Recognitions

Professional Memberships

Name and Address of School District Superintendent of Supervisor

Submit a summary (75 words or less), that will be read aloud at the awards event to honor your recipient. This should include the primary characteristics and contributions of your School Social Worker of the Year that led to their selection.

## **Appendix C**

### **TIMELINE for GATHERING MATERIAL for SCHOOL SOCIAL WORKERS of the YEAR**

1. November 1 - Contact all State Association Presidents (or designee) outlining the recognition procedures for the coming year and encouraging states to begin their process for selecting their state School Social Worker of the Year.
2. March 1 - A reminder letter (or email) and the entire recognition packet will be given to each State Association President at the Midwest Council meeting in March. This will outline the recognition procedures for the coming year and encourage states to begin the process of selecting their School Social Worker of the Year.
3. June 1 - A phone call or email made to each State Association President (or designee) to remind them to submit their information to the Recognition Chair.
4. August 15 - Each state will submit the name of their School Social Worker of the Year as it is to appear on the certificate. They will also submit the one-page biographical data sheet making sure it includes the 75-word summary, which will be read at the conference. Names postmarked after the August 15 deadline may not be eligible for recognition that year.
5. September 1 - On or before the opening day of the Midwest Conference, State Association Presidents or their designees will bring the folder honoring their School Social Worker of the Year to the Recognition Chair.
  - a) The Recognition Chair will provide an electronic copy of the 75-word summaries to the Midwest Council Archivist.
  - b) After the names have been received, a letter will be sent to the winners congratulating them and explaining to them how they will be recognized at the Conference. This will include an explanation that their spouse and/or partner may purchase a "meal-only" ticket and attend the awards ceremony with them. (State Associations may consider paying for this. It will encourage their attendance at the Conference.) RSVPs should be sent to the Recognition Chair.
  - c) If the state chooses to provide other services for their state School Social Worker of the Year, it will be the fiscal responsibility of the State Association.
  - d) Each State Association will be responsible for the publicity on the School Social Worker of the Year within its own state.

**Appendix D**  
**ANNUAL STATE ASSOCIATION REPORT**

Date  
State  
Representative's Name  
State Association Office  
Address

Home Phone

Work Phone

Home Email

Work Email

Term of Office

Expires

Number of SSWs in your state

Dues Structure

Major networks represented within the state association

Professional Growth Activities: when, where, cost, activities, theme, etc.

SSW Promotion Activities

State Association General Budget (include income sources)

Major Issues with which SSWs in your state are currently dealing

Requests Consultation from other states in the following areas

Other Comments (use reverse side if needed)

Appendix E  
**MIDWEST SCHOOL SOCIAL WORK COUNCIL  
 COUNCIL MEETING REIMBURSEMENT CLAIM**

Individual Requesting Reimbursement:

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*This claim form is used to reimburse states for a portion of expenses [pursuant to MSSWC Constitution, Article IV(B)] directly related to attendance at MSSWC Meetings for any two (2) of the three (3) voting members from each state. **RECEIPTS MUST BE ATTACHED FOR ALL ITEMS.***

\_\_\_\_\_ Fall Meeting                      \_\_\_\_\_ Spring Meeting                      Year: \_\_\_\_\_

Funds Requested:

Name(s):	Description:	Cost:
Hotel: _____	# nights _____ @ _____ per night x .5 =	_____
_____	# nights _____ @ _____ per night x .5 =	_____
_____	# nights _____ @ _____ per night x .5 =	_____
	# nights _____ @ _____ per night x .5 =	_____

(Other items must have prior approval)

Item(s):	Description:	Cost:
Other (List): _____		
_____		
_____		

Total Reimbursement: \_\_\_\_\_

*Mail completed claim and receipts (within 30 days) to:*

**Philip Barker**  
 MSSWC Treasurer  
 1806 W. Dexter Trail  
 Mason, Michigan 48854-9606  
[pbarkerssw@gmail.com](mailto:pbarkerssw@gmail.com) (517) 488-2077c

**Treasurer's Use:**

**Check #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Amount:** \_\_\_\_\_

**Appendix F**  
**MIDWEST SCHOOL SOCIAL WORK COUNCIL HISTORY**  
**February 2009**

When the National Association of State Consultants in School Social Work held its annual meeting in 1966, concern was expressed about the lack of leadership for school social work, within both the U.S. Office of Education and the National Association of Social Workers. As one means of increasing the impact of school social work, it was suggested that regional groups of state consultants meet regularly to exchange ideas and information and to plan ways to better serve the practitioners in their regions. During the following six months, the state consultants from Iowa, Illinois, and Wisconsin met several times and decided to invite members of the Departments of Education in nearby states to attend the 1967 Illinois School Social Work Conference. The response was positive and the idea for an annual Midwest Conference was proposed.

An invitational meeting sponsored by the Illinois State Department of Public Instruction was held in December 1967. Twenty-eight staff members who were responsible for the development of Pupil Services in eight states (Iowa, Indiana, Illinois, Kentucky, Michigan, Missouri, Minnesota and Wisconsin) met in Grafton, IL. Part of this group felt a national School Social Work Conference was needed as a means of clarifying the role and function of school social workers. A number of the other participants recognized the need but felt priority should be given to a meeting that would focus on the full gamut of services to children. As a result of the Grafton meeting, a Social Work Conference Planning Committee agreed to meet in December 1967 to formulate the first concrete plans for a conference.

In January 1968 the seven State Departments of Education that had participated in the Grafton meeting were invited to join Illinois in cosponsoring the first Midwest School Social Work Conference by making a financial commitment to support the meeting. Approximately 600 persons attended the first Midwest Conference held in Rockton, Illinois in September 1968. At least 200 additional persons were refused registration because of lack of space. The success of the conference gave impetus to a proposal to hold another conference in 1969. A volume of conference proceedings was published and the members of the planning task force began to draft guidelines for a permanent organization. The first Council meeting was held on September 29, 1968.

The Second Midwest Conference of School Social Workers was held in September 1969 in Indianapolis, Indiana. There were approximately 500 participants; one of the keynote speakers was psychotherapist and educator William Glasser. Conferences were held annually with member states taking turns hosting this event. Publication of the conference proceedings ceased after 1976 because of financial limitations.

In 1978 Kansas joined the Council as the ninth member state, in 1993 Ohio was added as the tenth, and Nebraska joined the Council as the 11<sup>th</sup> state in 2005.

In 1991 the Midwest Council began to take a nationwide focus. Following the 1991 Midwest Conference in St. Paul, the SSW 2000 Planning Committee was formed in an attempt to

prioritize primary issues and concerns facing school social workers. This committee proposed its recommendations to the Midwest Council at its 1992 conference in Schaumburg, Illinois. Other national meetings took place in Seattle in January 1993 and in Edwardsville, Illinois during March 1994, culminating in the formation of the School Social Work Association of America.

The Council actively supported the development of the Southern School Social Work Council, the Western Alliance of School Social Work, the School Social Work Association of America, and the NASW School Social Work Section. Midwest Council members have served on the SSWAA Board and the NASW School Social Work Section Committee.

Between 1995 and 1997 the Midwest Council reexamined its own goals deciding as an organization to adopt new goals which were more responsive to the needs of its member state associations. These goals can be delineated as follows:

- 1) The Midwest Council will actively support member state organizations;
- 2) The Midwest Council will create a system of communication between member states and national school social work organizations; and
- 3) The Midwest Council will support the professional development of school social workers.

Meetings of the Midwest School Social Work Council are held at each annual conference and in Spring. Each state is entitled to send three representatives: the state consultant for school social work, the state association president, and a practitioner representative. Standing committees include: Audit and Finance, Publicity and Promotion, Policy and Archives, Networking, and Recognition.

With the example of and support provided by the Midwest School Social Work Council over the past decades, most member states have come to consistently establish and provide their own high-quality, state annual school social work conferences. Consequently, the Midwest Council chose in 2009 to discontinue any direct involvement in the Midwest School Social Work Conference, and instead allow a different Midwest state each year to invite the Council to attend its state conference. This change has allowed the Midwest Council to refocus its resources on promotion and development of school social work associations and the profession, including technical assistance and sharing effective interventions, strategies, and resources. The Council also provides an opportunity for state organizations to collectively address new trends and developments in the field, to develop and share successful methods of promoting school social work services, to explore new sources of funding, and to develop responses to critical issues affecting the school social work profession.

**Appendix G**  
**CAREER ACHIEVEMENT AWARD NOMINATION FORM**

Nominee Name

Current Position

Business Address

Business Phone

Home Address

Home Phone

Nominator Name  
(Individual or Organization)

**Deadline: Spring Midwest School Social Work Council Meeting**

**Information Needed for Nomination**

1. Completed nominations form.
2. Brief narrative describing the nominee and his/her professional career.
3. Letters of support from at least two (2) Midwest member states.
4. Other available documentation including resume, newspaper clippings, photographs, etc.
5. Return all information to Recognition Chairperson.

**Criteria for Selection**

1. Minimum of 15 years experience relating to School Social Work as a practitioner, administrator, consultant, and/or educator.
2. Has been active with the Council and at one (1) or more levels of School Social Work including local, state, regional, national, and/or international.
3. Has contributed significantly to the work of the Midwest Council and to the profession of School Social Work.
4. Has the support and endorsement of professional colleagues as a leader in the field of School Social Work.

Appendix H  
**MIDWEST SCHOOL SOCIAL WORK COUNCIL  
FULL STATE PARTICIPATION INCENTIVE**

Individual Requesting Reimbursement:

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Send Payment To (if different from above):

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*This claim form is utilized to receive a \$100.00 incentive payment to any state which has three (3) members in full attendance at regularly scheduled MSSWC meetings. This incentive can be applied to EACH meeting (Fall and/or Spring) for a potential total of \$200.00/year per state. The check will be mailed and payable to the State Association's treasurer.*

Date:	Names of attendees	Amount:

Total to be disbursed:     \$100.00

Appendix I  
**MIDWEST SCHOOL SOCIAL WORK COUNCIL  
COUNCIL MEETING REIMBURSEMENT CLAIM  
SUPPORT TO SMALL STATES**

Individual Requesting Reimbursement:

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Send Payment To (if different from above):

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

***This reimbursement claim form is used to financially assist states, having less than 75 members, recover expenses associated with attendance at Midwest Council Meetings, up to \$300.00. RECEIPTS MUST BE ATTACHED FOR ALL ITEMS. Payments will be sent to the State Treasurer.***

\_\_\_\_\_ Fall Meeting                      \_\_\_\_\_ Spring Meeting                      Year: \_\_\_\_\_

Funds Requested:    Description:    Cost:

Travel: \_\_\_\_\_

Hotel: \_\_\_\_\_

Total: \_\_\_\_\_

*Mail completed claim and receipts (within 30 days) to:*

**Philip Barker**  
MSSWC Treasurer  
1806 W. Dexter Trail  
Mason, Michigan 48854-9606  
[pbarkerssw@gmail.com](mailto:pbarkerssw@gmail.com) (517) 488-2077c

**Treasurer's Use:**

**Check #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Amount:** \_\_\_\_\_





Appendix K  
**MIDWEST SCHOOL SOCIAL WORK COUNCIL  
NON-MEETING REIMBURSEMENT CLAIM**

Individual Requesting Reimbursement:

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Send Payment To (if different from above):

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

***This reimbursement claim form is used to reimburse individuals for non-meeting related business of the MSSWC. RECEIPTS or INVOICES MUST BE ATTACHED FOR ALL ITEMS.***

Date:	Description of Expense:	Amount:

Total Expenses to be Reimbursed: \_\_\_\_\_

*Mail completed claim and receipts (within 30 days) to:*

**Philip Barker**  
MSSWC Treasurer  
1806 W. Dexter Trail  
Mason, Michigan 48854-9606  
[pbarkerssw@gmail.com](mailto:pbarkerssw@gmail.com) (517) 488-2077c

**Treasurer's Use:**

**Check #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Amount:** \_\_\_\_\_