

Please review and comment to me rcoz1@sysmotech.net by
10/31/07.

Thank you
Peace,
Oz

DRAFT
OPERATING POLICIES AND PROCEDURES
NATIONAL RURAL SOCIAL WORK CAUCUS
8/ 31/07

NAME

National Rural Social Work Caucus

PURPOSE OF THE NATIONAL RURAL SOCIAL WORK CAUCUS

1. To promote, educate, and advocate for Rural Social Workers.
2. To promote and support conceptual development and social research concerning rural issues and rural social work practice
3. To promote informational and social networking between Rural Social Workers and those who care about rural life.
4. To promote collaborative efforts with other organizations, professional associations and governmental entities on behalf of rural life.

MEMBERSHIP

Membership is open to all who chose to join the National Rural Social Work Caucus and who are supportive of the Purposes of the National Rural Social Work Caucus. Membership is achieved by clicking one's heels together three times and repeating each time, "I want to be a member of the National Rural Social Work Caucus" and then filling out the membership form at ruralsocialwork.org.

OFFICERS

Officers are elected at the annual business meeting for a term of two years. They may be re-elected without term limitations. President and Secretary will be elected on even numbered years and the Vice President(s) and Exchequer will be elected on odd numbered years.

President: President shall preside at the annual meeting and meetings of the Steering Committee. President shall appoint chairs of the standing committees and any Ad Hoc committees approved by the membership at the annual meeting. President shall also appoint a Parliamentarian for the National Rural Social Work Caucus.

Vice President(s): The National Rural Social Work Caucus shall have the power to elect up to two Vice Presidents whose duties shall be determined by either the membership at the annual meeting or the Steering Committee. Vice President shall act in the President's stead in the absence of the President and shall assume the duties of the President until the next Annual meeting if the President is unable to complete their term of office. When there are two vice presidents, assumption of presidential responsibilities and / or succession will be decided by the Steering Committee.

Secretary: Secretary shall take minutes of the annual meeting and the Steering Committee meetings and shall make approved minutes available to the membership. Secretary shall also collect the minutes from the standing committees and any Ad Hoc committees.

Exchequer: Exchequer shall handle the finances of the Caucus including funds development.

REMOVAL FROM OFFICE OR COMMITTEE

A Steering, Standing or Ad Hoc committee member may be removed by a majority vote of the Steering Committee. This policy is intended to insure that adequate volunteer leadership resources exist to complete the essential business of the organization. Nonattendance at meetings or unresponsiveness to essential activities may be considered grounds for removal from office when such nonattendance or unresponsiveness leads to significant delays in the completion of Caucus business or tasks.

MEETINGS

The Annual Meeting of the National Rural Social Work Caucus shall be conducted at the annual conference. Main motions, with exception of By-Laws changes and other special motions listed in Robert's Rules of Order, shall be by simple majority of those in attendance.

EXECUTIVE BOARD

Steering Committee shall function as the executive board for the Caucus and will conduct Caucus business between the Annual meetings. Membership of the Steering committee shall be the President, Vice President, Secretary, Exchequer, Standing committee chairs, and two members-at-large appointed by the President with advise and consent of the Steering Committee. Parliamentarian shall assist as a non-voting member.

COMMITTEES

Standing Committees

1. Conference and Mailing List Committee: This committee has as its functions the following:

1. Review and make recommendations to the Caucus concerning approval of request to host the annual institute
2. To seek out potential host for the annual institute.
3. To be the liaison between the Caucus and the Host for the conference and to assist the Host when appropriate needed such as providing proposal review readers and ensure that the host of conference understands and maintains the traditions of the Caucus which includes;

- A. Time set aside for the Annual Business Meeting.
- B. At least one meal that reflect the local culture.
- C. Opportunity to experience a local / regional cultural activity.
- D. At least one main speaker or educational opportunity that speaks to the local culture or issues, or history of the area.
- E. Time for informal conversations, singing, etc. for those at conference.
- F. The call for programs, news releases, materials, logo merchandise, etc should denote the National Rural Social Work Caucus.
- G. Conference Tee Shirt
- H. Proceedings
- I. Active effort to enlist Practitioners to present workshops

5. To maintain the mailing list of membership to the Caucus and those who have attended the annual institutes.

2. Publications Committee: This committee has as it functions the following:

1. The publishing of the electronic journal: Contemporary Rural Social Work.
2. To work with host of the annual institute in the development of a proceedings publication
3. To develop other forms of publications sought by the Caucus.
4. To maintain the News section of the Website

3. Social Research Committee: The Social Research and Policy Committee has three main functions.

1. The development and maintenance of a rural world and rural social work bibliography.
2. To work as the social research resource and research development arm of the National Rural Social Work Caucus.

3. To work closely with the Rural Social Work Policy Committee in watching for trends and policies that will impact upon rural communities and services.

4. Rural Social Work Policy Committee: This committee has the following functions:

1. Updating the Rural Social Work Policy that is part of NASW Speaks which contains all of the policy statement for the profession of social work.
2. Presenting the draft update to either at the annual meeting and / or the steering committee when faced with time constraints.
3. Making the updated Rural Social Work Policy available to the Caucus members who are involved in NASW's Delegate Assembly when the Rural Social Work Policy is up for review and vote.
4. To monitor trends in national policies that would impact upon rural communities and rural services.
5. To bring forward rural relevant social policies that the caucus may wish to consider for action efforts and policy advocacy.

Ad Hoc Committees

The President, with advice and consent of either the Steering Committee or the membership at the annual business meeting, shall appoint Ad Hoc committees that will respond to a specific short term need or task of the organization. An Ad Hoc committee shall have a term limit of two years.

PARLIAMENTARY AUTHORITY

The parliamentary authority for the National Rural Social Work Caucus is the current edition of Robert's Rules of Order.