



New Brunswick Association of Social Workers

"Ensuring quality professional social work services
to the population of New Brunswick"



L'Association des travailleurs sociaux du Nouveau-Brunswick

"Assurer à la population du Nouveau-Brunswick
des services de travail social de qualité professionnelle."

BY-LAWS / RÈGLEMENTS ADMINISTRATIFS



BY-LAWS OF

**THE NEW BRUNSWICK ASSOCIATION
OF SOCIAL WORKERS**

Approved by the General Membership
at the Annual Meeting, May 13, 1989

**Bruce MacPherson
President, NBASW**

Revised 2017

**BY-LAWS OF
THE NEW BRUNSWICK ASSOCIATION
OF SOCIAL WORKERS**

NOTE 1:

These By-Laws are made pursuant to section 7(1) of the **Act to Incorporate the New Brunswick Association of Social Workers, 1988.**

NOTE 2:

All references to the Act in these By-Laws refer to the **Act to Incorporate the New Brunswick Association of Social Workers, 1988.**

NOTE 3:

On the lower right hand side of each page of the By-Laws, there is a code which signifies the date upon which that page of the By-Laws was approved. (eg. 'M-89' signifies that the page of By-Laws was approved in May, 1989.)

BY-LAWS OF

**THE NEW BRUNSWICK ASSOCIATION
OF SOCIAL WORKERS**

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1. SEAL

The Association shall have a seal as approved by the Board of Directors.

2. HEAD OFFICE

The head office of the Association shall be located in the city of Fredericton in the County of York, and in the Province of New Brunswick.

3. GENERAL MEMBERSHIP

3.01 Composition

The general membership shall be made up of all members of the Association.

3.02 Duties

- a) To determine the policies of the Association;
- b) To study questions concerning the activities of the Association and more particularly those which are submitted by members;
- c) To consider reports and motions submitted by the members and to decide on their adoption or rejection;
- d) To set up and to discharge committees;
- e) To appoint an auditor to prepare an annual financial statement to be presented first to the Board and then to the annual meeting;
- f) To elect the members of the Board, as required by the Act and the By-Laws.

4. CATEGORIES OF MEMBERSHIP

4.01 There shall be seven (7) categories of membership in the Association:

- a) Regular member
- b) Not Employed member
- c) Temporary member
- d) Student member
- e) Out-of-Province member
- f) Honorary member
- g) Retired

4.02 A person who is duly registered under the Act and has paid the regular membership fee for the current year shall be deemed to be a regular member.

4.03 A person who has been a regular member of NBASW but is not employed when membership fees are due, or a newly approved regular member who is not employed at the time of approval, and has paid the not employed membership fee for the current year shall be deemed to be a not employed member.

4.04 A person who has completed all necessary requirements for a social work degree, is awaiting convocation, has paid the required regular membership fee, has completed and submitted all necessary documentation and will be working under the direct supervision of a registered social worker, may be granted temporary membership for a period not exceeding one month following the next convocation of the university attended.

- 4.05** A person who is enrolled in a social work degree program, and has paid the student membership fee for the current year shall be deemed to be a student member. A student member cannot use the title “social worker” or practise social work, and is a non-voting member.
- 4.06** A person who has been a regular member and is no longer a resident of and/or employed in New Brunswick, and has paid the out-of-province fee for the current year shall be deemed to be an out-of-province member.
- 4.07** A person who has made an outstanding contribution directly or indirectly to the social work profession, and has been nominated by a member in writing and in such form as the Committee of Examiners may prescribe, and has been approved by the Board, shall be deemed to be an honorary member.
- 4.08** A person who has been a regular member of NBASW but is retired when membership fees are due, and has paid the retired membership fee for the current year shall be deemed to be a retired member.
- 4.09 Resignation or Termination of Membership**
- a) A member may resign his or her membership and terminate his or her registration upon giving notice in writing 30 days in advance to the Registrar.
- b) A member who resigns shall not receive a refund in whole or part of any fees that have been paid to the Association.

5. FEES

- 5.01** There shall be the following categories of fees:
- a) Application fee for registration and reinstatement (as a regular member, a temporary member, a not employed member a retired member, or a special permit holder).
- b) Equivalency examination fee.
- c) Annual membership fee, for:
- i) regular member / temporary member
 - ii) not employed member
 - iii) retired member
 - iv) out-of-province member
 - v) student member
- d) Fee for special permit holder
- e) Late fees apply for all incomplete regular member re-registration as defined in subsection 5.02 (a).
- 5.02** (a) Duly completed re-registration is: Regular member re-registration is considered duly completed with date, signature and continuing education hours as required by the policy and full payment of dues.
- (b) due before April 1st of given year.

- 5.03** Honorary members shall not be levied a membership fee.
- 5.04** The membership for a student shall be valid until his or her graduation and upon payment of the prescribed fee, and submission of proof of his or her program of study, a student can become a non-voting member.
- 5.05** The membership year of the Association shall be from April 1 to March 31.

6. BOARD OF DIRECTORS

6.01 Composition

Pursuant to Subsection 9(1) of the Act, additional members shall include the CASW Director, one (1) Director drawn from each Local Chapter as stipulated in By-Laws (Subsection 16.03) and a social worker with aboriginal ancestry who is a member in good standing of the NBASW. All members of the Board shall have full voting rights.

6.02 Duties

- a) To administer the affairs of the Association;
- b) To put into effect the decisions and directions of the general membership;
- c) To serve as the governing body of the general membership;
- d) To exercise any other functions entrusted to it by the general membership;
- e) To appoint delegates and experts to act on behalf of the Association when necessary;
- f) To set up committees or commissions as may be deemed necessary to conduct the business of the Association;
- g) To engage and dismiss employees and to determine their salaries, duties, and working conditions;
- h) To oversee that the Registrar carries out the duties set out in the by-laws;
- i) To establish and maintain sound personnel practices for employees of the Association;
- j) To approve the budget;
- k) To make such other decisions as may be necessary to further the activities of the Association.

6.03 CASW Director

a) Appointment

The CASW Director shall be appointed by and be a voting member of the Board. The length of the mandate shall be in conformity with the regulations of CASW.

b) Duties

- i) To be a voting member of the NBASW Board of Directors;
- ii) To serve as a national director on the CASW Board;
- iii) To act as liaison between the CASW Board and the Provincial Association;

- iv) To provide regular reports of the CASW activities to provincial board meetings;
- v) To provide regular reports of NBASW activities to the CASW publication *Canadian Social Work*.

7. MEETINGS OF THE BOARD

7.01 Frequency and Notice of Meetings

- a) The Board shall meet to conduct the business of the Association, not less than four (4) times a year.
- b) The Secretary shall give notice of Board meetings to Board members at least six (6) days in advance of the meeting, stating place and time.

7.02 Quorum

The quorum shall be 50 percent plus one of the Board members and must include either the President or Vice-President.

7.03 Voting

All questions brought before the Board shall be decided by majority vote. Voting shall be in person by show of hands or by secret ballot if requested.

7.04 Rules of Order

The rules of order shall be the Parliamentary procedure.

7.05 Minutes

The minutes of all meetings of the Board shall be available in both French and English, and shall be sent to all members of the Board prior to the next meeting.

7.06 Non-attendance at Meetings

If a member of the Board does not attend three consecutive meetings, without sufficient cause, a vacancy shall be declared.

8. EXECUTIVE COMMITTEE

8.01 Composition

Pursuant to Subsection 9(2) of the Act, additional members shall include the immediate Past-President

8.02 Duties

- a) To put into effect the decisions and directions of the Board;
- b) To exercise any other function instructed to it by the Board.

9. MEETINGS OF THE EXECUTIVE COMMITTEE

9.01 Minutes shall be kept of all Executive Committee meetings.

9.02 Between the Board meetings, the Executive Committee shall meet for the purpose of:

- a) preparing the agenda for the Board meeting;

- b) reviewing correspondence;
- c) determining ways to implement directives from the Board;
- d) planning annual and special meetings of the Association.

10. DUTIES OF THE MEMBERS OF THE EXECUTIVE COMMITTEE

10.01 President

- a) To preside at meetings of the Executive Committee, Board and general membership;
- b) To ensure the observance of the By-Laws;
- c) To be responsible for the carrying out of decisions of the Board and the annual meetings;
- d) The President is to be a member of any committee or commission.

10.02 Vice-President

- a) To assist and represent the President when necessary;
- b) If the office of the President becomes vacant prior to the expiration of the term, the Vice-President will assume the position of President for the unexpired portion of the term; the Board may appoint an interim Vice-President from the general membership.

10.03 Secretary

- a) To record the minutes of the annual meetings, meetings of the Board, and Executive Committee and send them to members;
- b) To send out notices of meetings within the prescribed time;
- c) To deal with correspondence and other tasks assigned by the Board.

10.04 Treasurer

- a) To ensure that the books are kept in a manner approved by the Board;
- b) To ensure that the collection of fees and the payment of expenses are completed as approved by the Board;
- c) To ensure that the funds of the Association are deposited in a financial institution approved by the Board;
- d) To ensure that the budget is prepared and to present it to the Board and the general membership;
- e) To submit financial statements at each Board meeting.

10.05 Immediate Past President

- a) To serve as a member of the Executive Committee and of the Board of Directors for a period of one (1) year immediately following the completion of his/her term as president.

11. REGISTRAR

- 11.01** There shall be a member appointed as Registrar of the Association by the Board, according to the terms and conditions set out by the Board.
- 11.02** The Registrar shall, at the invitation of the Board, attend Board meetings, special meetings, and annual meetings but shall not be a voting, elected, or appointed member of the Board or committees.
- 11.03** Pursuant to Subsection 16(1-4) of the Act, the Registrar shall maintain the following:
- a) a Register of registered social workers, which includes the category of membership of each person;
 - b) Committee of Examiners file.
- 11.04** Pursuant to Subsection 17(2) of the Act, a member who fails to pay the required annual dues will be sent a written notice by the Registrar; after the expiration of 30 calendar days, the Registrar shall not place the member's name on the Register.

12. SPECIAL PERMIT

- 12.01** A person who does not intend to apply for registration as a registered social worker in New Brunswick, but who
- a) wishes to engage in the practice of social work in New Brunswick for special purposes and for limited periods of time; and
 - b) is entitled to engage in the practice of social work outside of New Brunswick, may apply to the Registrar for a special permit in accordance with the By-Laws.
- 12.02** In considering an application for a special permit, the Registrar may refer the application to the Committee of Examiners for direction or guidance.
- 12.03** The Registrar, in accordance with the By-Laws, may approve, with or without limitations, conditions, or restrictions, or refuse an application for a special permit; and shall notify the applicant accordingly;
- 12.04** If the Registrar approves an application for a special permit, the Registrar, in accordance with the regulations, and upon payment of the prescribed fee shall enter the name of the applicant on the Register and issue a special permit.
- 12.05** A special permit shall be designated as follows:
- a) shall be issued for a specified period of time, not exceeding six (6) months, but may be renewed in accordance with the By-Laws for additional six (6) month periods;
 - b) shall set out any limitations on the practice of social work in which the person may engage and any conditions and restrictions on the practice of the person to whom the special permit is issued; and
 - c) may impose such other conditions or restrictions as the Registrar considers appropriate.

13. ANNUAL MEETING OF THE ASSOCIATION

13.01 The annual meeting of the Association shall be held no later than ninety days following the end of the fiscal year of the Association on March 31, in a location chosen by the Board of Directors, taking into consideration the geographic location of the previous meeting.

13.02 All members shall receive a notice of the annual meeting and the agenda, at least one month in advance.

13.03 The order of the agenda of the annual meeting shall be as follows:

- a) Call the meeting to order
- b) Roll call of officers
- c) Adoption of the agenda
- d) Minutes from the previous meeting
- e) Business arising from the minutes
- f) President's Report
- g) Treasurer's Report
- h) Committee Reports
- i) Chapter Reports
- j) Correspondence
- k) Nominations and Elections
- l) Unfinished Business
- m) New Business
- n) Adjournment

13.04 Minutes of annual meetings shall be available in both French and English, and shall be sent to all members.

13.05 Twenty-five of the voting members shall constitute quorum.

13.06 The rules of order shall be the Parliamentary procedure.

14. SPECIAL MEETINGS OF THE ASSOCIATION

14.01 Special meetings of the Association may be called by the President or at the written request of ten members to the Secretary of the Board.

14.02 Special meetings shall be held in a locality chosen by the Board of Directors.

14.03 All members shall receive a notice of any special meeting and the agenda, at least one (1) week in advance.

14.04 Minutes of special meetings shall be available in both French and English, and shall be sent to all members.

15. VOTING

15.01 All members shall have the right to vote at annual and special meetings of the Association, except student, honorary and out-of-province members.

- 15.02 Decisions are generally reached by a simple majority. Notwithstanding, no by-law, amendment or repeal thereof shall be effective until passed by resolution of two-thirds of members voting.
- 15.03 Voting shall be by show of hands or by secret ballot, if requested.
- 15.04 A voting member shall be permitted a proxy vote.
- 15.05 The member appointing a proxy shall notify the Association office in writing on the prescribed form. (Schedule B). Proxy forms shall be mailed to the members at least one (1) month prior to the date of the annual meeting. Completed forms shall be received at the Association office by the Friday immediately preceding the annual meeting.
- 15.06 The appointed proxy must be a voting member.
- 15.07 No person shall hold more than one (1) proxy.

16. ELECTIONS

16.01 General Rules

- a) All members shall be eligible to hold office, except student, honorary and out-of-province members.
- b) Pursuant to section 6.03 (a) the CASW Director will be appointed by the Board of Directors.
- c) Elections for the Board shall be held at each annual meeting.
- d) Board members shall be elected individually and no one may be elected to more than one (1) office.
- e) Except in the case of the past-president, terms of office shall be two (2) years and no one may hold the same office for more that two (2) consecutive terms. The term of office of the past-president shall be one (1) year to be served immediately following his/her last term as president.
- f) The Board shall fill any vacancies between elections by appointment.
- g) During the implementation of Sub-section 16.01 of these By-Laws in 1997, the Directors drawn from the five (5) Chapters with the largest membership shall be elected for one-half term for that year only.

16.02 Nominating Committee

The Chairperson of the Nominating Committee shall be elected at the annual meeting. The Chairperson shall select not less than three (3) and not more than five (5) people from the membership to sit on the committee.

16.03 Nomination Procedures

- a) The Nominating Committee will call for nominations for each position to be filled.
- b) The names of the nominees for each position will be included in the notice of the annual meeting.
- c) All nominees must have consented to serve if elected.

- d) Each Chapter shall nominate a minimum of one (1) and a maximum of three (3) persons to run for the position of Director from that Chapter at a duly called meeting of the Chapter.
 - i) Pursuant to Subsection 16.01a), each nominee must be a member in good standing of the Association and of the Chapter for which the member is being nominated;
 - ii) The nomination of each nominee must be endorsed by three (3) members in good standing of the Chapter for which the member is being nominated;
 - iii) Each nominee must have a nomination form, provided by the Association, signed by the President or Vice-President of the Chapter who shall also verify the date of the meeting at which the candidate was nominated;
 - iv) Each Chapter must provide the Chair of the Nominating Committee with a short biography regarding each nominated candidate;
 - v) Each Chapter must return the completed nomination form, provided by the Association, to the Association's provincial office no later than January 15 of the election year.
- e) At the annual meeting, nominations may be received from the floor of the meeting for those executive positions for which vacancies exist.
- f) Nominations from the floor for the positions of Director shall not be permitted.
- g) In those instances where a chapter nominates one (1) candidate for the position of Director, that candidate shall be elected Director by acclamation
- h) In those instances where a Chapter nominates two (2) or three (3) candidates, the Annual General Meeting shall elect one (1) of the Candidates nominated by that Chapter.

17. CHAPTERS

17.01 Purpose and Organization

- a) The Board may encourage chapters to be established in the province. The establishment of a new Chapter is subject to approval by the Association at the annual meeting. The method for establishing the rebate amount for the Chapters shall be approved by the Association at the annual meeting.
- b) The purpose of the chapter is as follows:
 - i) to promote awareness of the objectives and activities of the provincial, national, and international associations;
 - ii) to encourage active participation in professional activities;
 - iii) to provide professional development and education;
 - iv) to provide liaison with the Board on issues of local and provincial concern.
- c) The rules and procedures of a Chapter shall be in conformity with the by-laws of the Association.

- d) Social workers shall be members of the Association directly; consequently, the latter shall not be a federation.

17.02 Composition

- a) A Chapter shall be composed of at least five (5) members and shall include all members residing or working within the territorial boundaries of that Chapter.
- b) The Board shall give notice of membership to the appropriate Chapter.
- c) All members are eligible to hold positions on the Chapter's executive, except, student, honorary, and out-of-province members. All members are eligible to participate on chapter committees.
- d) The offices of the chapter shall consist of the president, vice-president, secretary, and treasurer, and chairpersons of committees, as deemed necessary by the chapter, all of whom shall be elected at the chapter's annual meeting for a two (2) year term. Following an election, the chapter shall notify the Secretary of the Association of the names of the Chapter Executive.

18. COMMITTEES

18.01 Categories of Committees

- a) Pursuant to Section 6(s) of the Act, the Association may at any time establish committees, including their terms of reference, as may be necessary for the carrying out of the provisions of the Act.
- b) The categories of committees shall include legislative, standing and ad hoc committees.
- c) The Chairpersons of committees shall be appointed by the Board.

18.02 Appointments and Terms

- a) No less than three (3) and no more than six (6) members shall be appointed as committee members by the Board, from the membership, in consultation with the chairperson of the committee.
- b) The terms of office for committee members shall be two (2) years, and no one may hold a position for more than two (2) consecutive terms.
- c) Notwithstanding section 18.02 (b), the terms of office for the members of the Discipline Committee may be extended beyond the four (4) year limit for additional two (2) terms without limit. Terms to be renewed in June.
- d) If a committee member does not attend three (3) consecutive meetings without sufficient reason, the chairperson shall request the Board to appoint a replacement.

18.03 Duties of Chairpersons of Committees

- a) To chair committee meetings;
- b) To ensure minutes are taken of meetings;
- c) To provide regular reports to the Board meetings;
- d) To provide committee reports at the annual meeting.

18.04 Legislative Committees

- a) Legislative committees shall be established for a specified term and may only be abolished by an amendment to the Act.
- b) Legislative committees shall include:
 - i) Committee of Examiners, as per Sections 10-14 of the Act and Section 19 of the By-Laws;
 - ii) Complaints Committee, as per Sections 20 & 21 of the Act;
 - iii) Discipline Committee, as per Sections 20-25 of the Act.

18.05 Standing Committees

- a) Standing committees shall be established for an unspecified term and may be abolished by a decision of the membership at an annual meeting or special meeting of the Association.
- b) Standing committees shall include:
 - i) Education Committee;
 - ii) Social Action Committee;
 - iii) By-Laws Committee;
 - iv) Practice Issues, Ethics and Professional Standards Committee;
 - v) any other committees established by the membership.

18.06 Duties of the Education Committee

- a) To promote education based on the needs of the Association;
- b) To recommend to the Board the names of Education Committee members prepared to represent the Association on the Advisory Committee of the Schools of Social Work in the Maritimes;
- c) Any other activities or duties approved by the Board.

18.07 Duties of the Social Action Committee

- a) To concern itself with social issues and to assist the Association in its efforts to bring about social and economic changes in society;
- b) To act as a co-ordinator of and resource to social action committees of local chapters;
- c) To act as a resource and liaison to persons or community groups engaged in social action and social change in keeping with the CASW Code of Ethics.

18.08 Duties of the By-Laws Committee

- a) To review the By-Laws as concerns are raised by the membership and take appropriate action;
 - i) Provide clarification to the members;
 - ii) Do appropriate research on proposed amendments;
 - iii) Propose amendments to the annual meeting;

- b) To ensure amendments from the annual meeting are incorporated into the By-Laws and send copies to the Board for distribution to the membership.

18.09 Duties of the Practice issues, Ethics and Professional Standards Committee

- a) Respond to questions from the members relating to ethics and practice
- b) To work on standards and guidelines as needed
- c) To promote respect for standards in order to encourage excellence and professionalism in social work practice

18.10 Ad Hoc Committees

- a) Ad Hoc Committees shall be established for a specific term, which may be extended or renewed by the Board.
- b) The chairperson of Ad Hoc Committees shall be appointed by the Board and shall serve for the specified term of the committee.

19. COMMITTEE OF EXAMINERS

19.01 Continuity

The immediate past Chairperson of the Committee of Examiners shall remain as an ex officio member of the newly appointed committee for a period of one (1) year.

19.02 Application Form

All applicants for registration shall apply on the prescribed form.

19.03 Proof of Education

Applicants for registration must provide proof of education on a document bearing the official seal of the educational institution.

19.04 Additional Requirements for Application

In addition to the above, the applicant shall provide:

- a) **Two satisfactory references**, to be provided on the prescribed form and provided directly to the Association by the referees.
- b) **Declaration that there are no outstanding complaints** regarding the professional conduct of the person (subject to verification by the Registrar).
- c) **Criminal Record Check**: in order to prove that there exists no criminal record relevant to the person=s suitability to practice or which could reasonably be expected to bring the profession of social work into disrepute. If the check indicates the existence of a criminal record, a copy of the actual criminal record will be requested. If the applicant refuses to meet this request, his/her registration will be denied. Moreover, the applicant will be required to provide a letter describing the circumstances surrounding the criminal act (date, nature of the incident and the harm inflicted). The Committee of Examiners will consider if a pardon will be necessary. In the event that a pardon is required, the applicant will be given 18 months to provide it to the NBASW.

- d) **Proof of identity:** documents or copies of documents showing present and former legal names, date of birth and date of change of name.
- e) Pursuant to Section 12(1)(b) of the Act, as of April 1, 2008, all new applicants for registration or for reinstatement with the NBASW who have not been registered with a regulatory body of social work for five years or more will be required to undergo an evaluation process as outlined in the *NBASW Evaluation Process Pursuant to By-Law 19.04(f)* to determine whether or not the candidate meets the current BSW level of knowledge and skill. A candidate who fails to meet the standard may apply to be reassessed at any time.
- f) Candidates who apply for registration within 5 years of graduation from an accredited social work program are excluded from the above requirement.

Where there is other evidence which indicates the person is unsuitable for registration, the person's application will be subject to further review by the Board in conjunction with the Committee of Examiners.

19.05 Standard for Equivalency Examinations

Examinations prescribed by the Committee of Examiners for registration under Paragraph 11(2)(b) of the Act shall use the Bachelor of Social Work degree in the Province of New Brunswick as the standard.

19.06 Work Experience

Applicants for registration under Paragraph 11(2)(b) of the Act shall provide proof of experience of at least three (3) years in a social work position. Proof shall be provided by way of the applicant's written statement of the years of experience and the locations of work in addition to reference letters from all employers during the period of experience claimed, using the prescribed form. The Committee reserves the right to contact employers directly.

19.07 Examination Subjects

The subjects for examination of applicants under Paragraph 11(2)(b) of the Act shall be similar to those of a typical Bachelor of Social Work degree in the Province of New Brunswick. The specific subjects to be covered are:

- a) social work values;
- b) knowledge of social work theory and practice with individuals, small groups, families, organizations and communities;
- c) knowledge of social policy and research;
- d) demonstration of social work skills through examples of actual work.

19.08 Equivalency Examination Procedure

- a) Where the Committee determines that an examination is necessary to assess an applicant, the examination procedure may be delegated to an Equivalency Board consisting of at least three (3) association members who will apply an examination approved by the committee. At least one (1) member of the Equivalency Board will be a member of the Committee. The Committee will choose one of the Equivalency Board members to act as Chairperson.

- b) Applicants will be notified of the requirements for the examination and shall be given general information about the subjects to be covered in the examination, at least one (1) month prior to the time set for the examination.
- c) The examination will consist of both a written and oral examination. The results of the examination and the recommendations of the Equivalency Board will be forwarded to the committee who will make the final decision on approval for registration.

19.09 Committee Decisions

Decisions of the committee will be made by consensus where possible but where this is not possible, by a simple majority vote. The chairperson only has vote in the event of a tie.

19.10 Quorum

A quorum for the committee is three (3) persons.

20. OFFICIAL LANGUAGES

20.01 French and English are the official languages to be used in the work of the Association.

20.02 Statements may be made in either of the official languages and translation shall be provided when requested by any member.

21. FISCAL YEAR

The fiscal year of the Association shall be from April 1 to March 31.

22. SIGNING OFFICERS

The signing officers for the Association are the President, Vice-President, Treasurer and Executive Director. The signatures of any two of the signing officers are required on all cheques and other similar instruments.

23. EXPENSES

Committees of the Association, the employees and the Board of Directors shall be paid necessary travelling and other expenses incurred in connection with the business of the Association, as approved by the Board.

24. CODE OF ETHICS

24.01 Pursuant to paragraphs 5d), 6a) and subsections 7(1), (2) and (3) of the Act, the Association adopts as a by-law effective January 1, 2008, the new Code of Ethics of the Association dated June 2, 2007 to replace the Social Work code of Ethics of the Canadian Association of Social Workers dated January 1, 1994.

24.02 Notwithstanding 24.01, the Social Work Code of Ethics of the Canadian Association of Social Workers dated January 1, 1994 and adopted by the former section 24 of these by-laws shall remain in full force and effect for the purpose of

- a) concluding all complaints and disciplinary proceedings which, as of January 1, 2008 have not been concluded in accordance with the disciplinary procedures in the Act, and

b) processing all complaints concerning matters of discipline or incompetence under the disciplinary procedures in the Act received on or after January 1, 2008 and while related to activities or conduct which occurred before January 1, 2008 during which the Code dated January 1, 1994 would have applied.

25. Standards of Practice: All regular members of the NBASW shall comply with the Standards of Practice duly adopted by the Association at the Annual General Meeting.

26. In order to maintain the status of member in good standing all regular and unemployed members shall be in compliance with the *NBASW Continuing Education Policy*.

SCHEDULE A

FEES

1. Non-Refundable application fee for registration and reinstatement: \$60.00 (as a regular member, temporary member, not employed member or special permit holder).

2. Equivalency examination fee: \$300.00.

3. Annual membership fee for regular members/temporary members:

1998-99 fiscal year	\$250.00
1999-2000	\$262.50

In succeeding years, any annual increase shall not exceed 5% of the baseline fee and over any three (3) year period, the aggregate increases shall not exceed 10% of the baseline fee.

This percentage increase will be determined by the Board.

Any fee increase exceeding this formula must have the approval of the membership.

- a) If a new membership is approved after September 30th, the fee for that membership would be 2 of the regular annual membership rate.

- b) If a new membership is approved after the end of February the fee for the following fiscal year will apply and will cover membership for that fiscal year.

- c) The annual membership fee for new applicants who apply within the year following graduation in social work is pro-rated over the 12 month membership year from the first day of the month employed until the last day of the membership year.

- d)
 - a) Regular members who advise the Association in writing of their decision not to renew membership while they are on maternity leave or parental leave will pay one half of the regular membership rate;

 - b) Members who are on maternity or parental leave are eligible for the reduced rate for one year only for each pregnancy or adoption, and may pay the reduced rate either in the year the child is born or adopted or in the year following the birth or adoption of the child;

- e) Members of the NBASW who advise the Association in writing when they are returning from a sick leave of 6 months or more will be eligible for half of the regular membership rate for the year they are returning to work.
 - a) To benefit from the reduction in fees, members must submit a medical note from a qualified physician or ask their employer to send the Association a letter confirming their date of departure and return to work.

4. Annual membership fee for a retired and/or not employed member:

1998-1999 fiscal year:	\$75.00
1999-2000 fiscal year:	\$78.75

In succeeding years, it will increase at the same rate as any annual increase.

5. Annual membership fee for out-of-province members:

1998-99 fiscal year	\$115.00
1999-2000	\$120.75

In succeeding years, it will increase at the same rate as any annual increase.

6. a) If re-registration is received no later than April 15 of given year; a late fee charge of \$50.00 is levied.
b) If re-registration is received after April 15 of given year; a late charge of \$100.00 is levied.
7. Fee for special permit holders: Prorated using the regular annual membership fee.

SCHEDULE B
FORM OF PROXY

I, _____ a member in good standing of the New Brunswick Association of Social Workers, hereby appoint _____ as my proxy, to act and vote for me, and on my behalf, at the annual meeting of the Association to be held on _____, and at any adjournment thereof.

Signed this _____ day of _____ 20_____

Signature _____

SCHEDULE C

IN THE MATTER OF THE NEW BRUNSWICK ASSOCIATION OF SOCIAL WORKERS ACT, 1988, AND
THE MATTER OF THE HEARING OF A COMPLAINT AGAINST:

SUMMONS TO WITNESS

Pursuant to Subsection 24(5)

TO: (Name and address): _____

You are required to attend the hearing to be held at _____
(specific location) on _____ (day), the _____ day of _____, 20____
at _____ a.m. (or p.m.), and from day to day thereafter until the matter is heard, to give evidence concerning a
complaint against (name of member complaint against) _____ and (when
applicable) to bring with you and produce at the hearing the following: (list records, reports or other documents).

If you fail to attend or remain in attendance as required by this Summons to Witness, the Discipline Committee
may by application to a Judge of the Court of Queen's Bench of New Brunswick, cause you to be cited for
contempt under the provisions of the Rules of Court in the same manner and to the same extent as if the alleged
contempt took place in proceedings before the Court of Queen's Bench.

DATED at _____ this _____ day of _____, 20 _____

(status of person signing) : _____

(address of N.B.A.S.W.) : _____

Note: If you have any inquiries, they may be directed to:

(name) : _____

(telephone number) : _____

(address): _____

