

Association for Specialists in Group Work

A Division of the

American Counseling Association

Branch Start Up Kit

Guidelines for Chartering a State or International ASGW Branch

2012

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**Note: For the time being, please use the ASGW Bylaws in the ASGW Handbook which is posted on the ASGW web page. asgw.org*

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CHECKLIST FOR CHARTERING A STATE OR INTERNATIONAL BRANCH

<u>Date Accomplished</u>	<u>Task</u>
_____ 1.	Send a letter of intent to start a branch to the ASGW Branches Chair, who will provide information and support in coordinating the efforts of the state ASGW leaders.
_____ 2.	Contact the ACA state branch president and obtain a letter of support to be sent to the ASGW Branches Chair. Every ASGW branch must also be a division of a state or international ACA branch. If no state ACA or international ACA branch exists, the ASGW branch may complete the remainder of the tasks on this checklist.
_____ 3.	Request a list of names and addresses of national ASGW members residing in your state and contact them about helping to start a state branch or join the new state branch.
_____ 4.	If financial assistance is needed, request a branch start up grant from the ASGW Branches Chair. Depending upon available funds, branch start up grants up to \$200 may be provided. The letter of intent to start an ASGW branch, letter of support from the state ACA branch President and a plan of action for starting the ASGW branch showing how the funds will be used should be submitted when requesting the grant.
_____ 5.	Record the names, addresses, phones, and e-mails on the Membership Roster of a minimum of 20 persons who will become branch ASGW members. Members are not required to be ACA members. State or international ACA branches may require membership in order to be a member of any state division of a branch, so check their policies.

- _____6. Complete the Branch Officer Roster with all contact information and ACA membership numbers. ASGW branch officers must also be members of national ASGW. The specific officers required to be ASGW members may vary with individual branch bylaws. Generally, each branch has a President, President-Elect, Past-President (except for the first year), Secretary and Treasurer. Many branches also have Members- At-Large who may not be required to be national ASGW members. Most branches only require executive board officers to be ASGW members.
- _____7. Write and submit to the ASGW Branches Chair ASGW branch bylaws that are consistent with ASGW and ACA bylaws and the bylaws of the state ACA branch. The ASGW bylaws can be obtained from the ASGW handbook, which is on the ASGW web page. In addition, model state ASGW branch bylaws are contained in this packet. A branch leader may simply fill in the name of the state, or make changes where needed.
- _____8. Submit all the above materials to the ASGW Branches Chair, who will ascertain that all necessary information is provided and will submit the request and materials to the ASGW Executive Board for approval at the next Executive Board meeting.
- _____9. Complete all requirements of the state or international ACA branch to become a division of the state or international ACA branch.

ASGW Branches Policies in ASGW Bylaws

Article III-BRANCHES

Section 1. Issuing Branch Charters

- (a) A proposed branch shall: (1) consist of at least 20 people; (2) apply to ASGW for a charter; (3) submit bylaws which must be in harmony with the bylaws of ASGW and ACA; and (4) provide a list of officers and members.
- (b) Charter applications shall be considered by the Executive Board at the next regularly scheduled meeting.

Section 2. Autonomy of Branches. A branch shall be autonomous in the conduct of its affairs within the confines of its bylaws.

- (a) A branch shall have the power to elect its own officers who must be members in good standing of ASGW.
- (b) A branch may levy and collect dues or other fees and shall have full control of the management and disbursement of such funds in providing its programs.
- (c) A branch may under its bylaws admit persons to memberships who are not members of ASGW.
- (d) Changes in the bylaws of a branch are not effective until approved by the ASGW Executive Board.

ASSOCIATION FOR SPECIALISTS IN GROUP WORK State or International
ASGW Roster of Officers
STATE _____

Year _____ to _____

President

Name _____
Address _____
Phone: W _____ H _____
Fax _____
E-mail _____
National ACA # _____

President-Elect

Name _____
Address _____
Phone: W _____ H _____
Fax _____
E-mail _____
National ACA # _____

Treasurer

Name _____
Address _____
Phone: W _____ H _____
Fax _____
E-mail _____
National ACA # _____

Secretary

Name _____
Address _____
Phone: W _____ H _____
Fax _____
E-mail _____
National ACA # _____

Member at Large

Name _____
Address _____
Phone: W _____ H _____
Fax _____
E-mail _____
National ACA # _____

Member at Large

Name _____
Address _____
Phone: W _____ H _____
Fax _____
E-mail _____
National ACA # _____

Person submitting Request for Branch Charter:

Name _____
Address _____
Phone: W _____ H _____
Fax _____ E-Mail _____
National ACA # _____

Association for Specialists in Group Work
State or International Branch Membership Roster

Year to _____

Name	Preferred Address	Phone	E-mail
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

11.

12.

13.

14.

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16.

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19.

20.

Reminder: You must have 20 members in your state ASGW branch. Only executive council officers must be members of national ASGW.