

Council on Social Work Education  
1701 Duke Street, Suite 200, Alexandria, Virginia 22314

## BYLAWS<sup>1</sup>

### ARTICLE I: Name, Purpose, and Governance Structure

**Section 1. Name.** The name of this Corporation shall be the Council on Social Work Education, Inc., (hereinafter, “CSWE”).

**Section 2. Purpose.** The purpose of CSWE is to provide national leadership and collective action designed to ensure the preparation and continued growth of competent and committed social work professionals. This includes promoting and maintaining the quality of social work educational programs and stimulating the development of knowledge, practice, and service effectiveness designed to promote social justice and further community and individual well-being.

**Section 3. Governance Structure.** The functions of CSWE shall be carried out through the Full Members, Board of Directors, and such other Committees, Commissions, Councils and/or Task Forces as may be established and authorized by the Board in accordance with the procedures set forth in these bylaws and the Board Policy Manual.

**Section 4. Commitment to Diversity.** CSWE adheres to the principle that diversity of persons, perspectives, and programs is a strength in governance of the organization. All aspects of the organization shall reflect the diversity of the profession and the diversity of those whom we educate and serve, including the diversity of levels and types of social work education programs.

### ARTICLE II: Membership

**Section 1. Members and Voting Rights.** CSWE shall be composed of Full Members and Associate Members. Only Full Members shall have the right to vote in elections, on proposed bylaws revisions, and on such other matters as the Board may determine. Any Full Member who ceases to meet the qualifications for Full Membership shall thereupon become an Associate Member without further action by the Board. Associate Members shall not have voting rights except on any CSWE Commission, Council, Committee or Task Force to which he or she may be elected or appointed.

**Section 2. Membership Categories.** Provisions for membership applications and dues shall be established by the CSWE Board of Directors. CSWE shall have the following membership categories.

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<sup>1</sup> Original bylaws approved at Constitutional Convention on January 28, 1952. Amended by action of the House of Delegates on January 29, 1964; January 23, 1968; January 23, 1970; April 18, 1972; March 3, 1977; March 3, 1978; March 13, 1980; March 12, 1981; March 17, 1983; February 17, 1985; March 12, 1986; and March 7, 1989. Amended by membership referendum on April 30, 1993; January 4, 2005; and June 23, 2010.

A. Full Members.

- 1) *Educational Program Members.* Educational Programs Members consist of undergraduate and graduate programs accredited by CSWE. Educational Program Members will be represented within CSWE by their respective social work dean, director or other designee, who shall exercise all voting rights on behalf of the member.
- 2) *Faculty and Administrators.* Faculty and Administrator Members consist of persons holding paid faculty, administrative or managerial appointments in programs accredited by CSWE.
- 3) *Individual Members.* Individual Members consist of individuals affiliated with national, state, local, voluntary, public social welfare agencies, and other professional social work organizations, field instructors with educational responsibilities for students in social work undergraduate and graduate programs, as well as others who wish to support social work education through membership in CSWE.

B. Associate Members.

- 1) *Candidates.* Candidate Members consist of those programs in candidacy status for CSWE accreditation.
- 2) *Emeritus.* Emeritus Members consist of emeritus faculty or administrators from CSWE accredited programs and those programs in candidacy status.
- 3) *Students.* Student Members consist of full-time and part-time students.
- 4) *Associate Organizations.* Associate Organization Members consist of agencies, institutions, professional libraries and library associations, and other organizations interested in social work education.

**Section 3. Termination or Suspension of Membership.** Membership in CSWE shall be suspended or terminated if a member does not pay all required membership dues, in full, by the due date established by the Board of Directors ("Board"). In addition, the Board may, by the affirmative vote of a majority of the Board at which a quorum is present, terminate a member's membership for one or more material violations of any provision of the CSWE bylaws, rules, policies, or any application provisions of the Virginia Nonstock Corporation Act (the "Act"). Full Members who fail to meet the qualifications for Full Membership shall become Associate Members without further action of the Board. Termination of membership shall not extinguish such members' financial obligations, if any.

**Section 4. Member Action.**

- A. Weighted Voting. In all matters except as otherwise provided herein or by law, votes

of the Full Members shall be weighted proportionally as follows:

Category of Membership	Percent of Total Votes
Educational Program Members	
Undergraduate	31%
Graduate	31%
Faculty and Administrators	
Undergraduate	16%
Graduate	16%
Individual Members	6%

- B. Annual Meeting. There shall be an annual membership meeting, during which the Full and Associate Members shall review the general goals and activities of CSWE and suggest program ideas and innovations.
- C. Notice. Notice of any meeting of the Full Members shall be given personally or sent to each Full Member by mail, overnight courier, or electronic mail not less than ten (10) days and not more than sixty (60) days before the date set for such meeting, except as otherwise required under the Act, and must include the time, date, and place of such meeting. Notice of a special meeting shall also state the purpose for such meeting. Regular Member meetings shall be called by the Board.
- D. Waiver. Full Members may waive notice of any meeting through attendance at such meeting or by signing a written waiver, delivered to the Secretary of CSWE, either before or after such meeting.
- E. Quorum. Five percent (5%) of the total CSWE Full Members, present in person or by proxy, shall constitute a quorum for the transaction of business on which a Full Member vote is to be taken at any meeting of the CSWE members. Weighted voting shall not be a factor when determining the presence of a quorum. As such, each Full Member shall count equally for quorum purposes.
- F. Manner of Acting. The vote of a majority of the weighted votes of the Full Members, provided that a quorum of the Full Members participates in vote, shall carry any Full Member action, except as otherwise provided by law. Full Members are authorized to vote in person at a meeting, by proxy exercised by the Full Member's designee at a meeting, or by ballot voting without a meeting in the election of individual Board members. Ballot voting outside of a meeting, except in the election of individual Board members, shall not be authorized. As such, when voting on any matter except the election of individual Board members, each Full Member must either cast his or

her vote in person at a meeting or designate another Full Member, via a proxy, to vote on the member's behalf at a meeting.

- G. Proxy Voting. Any Full Member may authorize another Full Member to cast his or her vote at a member meeting. Such authorization shall be signed by the respective Full Member and submitted by mail, fax, or as an attachment to an electronic mail. In addition, the authorization may be returned without a written signature and submitted by other means of electronic transmission, such as by electronic mail or via an electronic voting site, if it can be reasonably determined that the vote was authorized. Such authorization may be evidenced for example, by validating the Full Member's birth date, member number, or other unique identifier.
- H. Special Meetings. Special meetings of the Full Members may be called upon sixty (60) days written notice by request of the majority of the Board or upon written petition of ten (10) percent of the Full Members. Such written petition may be submitted by mail, fax, or electronic transmission, including e-mail, to CSWE. Weighted voting shall not be a factor when determining the necessary participation threshold for Full Member petitions. As such, each Full Member shall count equally for petition purposes.

### ARTICLE III: Governance Structure

#### Section 1 Board of Directors

##### A. Responsibilities

The Board of Directors shall manage the affairs of CSWE and exercise all the powers, rights, and privileges of CSWE, subject to the provisions of law and these bylaws. The Board shall:

1. annually review and approve the programs, plans, and budgets of CSWE, and hold all governance and program units accountable for their activities;
2. bear responsibility for planning, developing, monitoring, and reporting annually to the membership on an affirmative action plan;
3. establish a schedule for membership dues;
4. decide whether to adopt in whole or in part standards and policies formulated by the Commission on Accreditation for evaluation of graduate and undergraduate social work education programs and policies developed by the Commission on Educational Policy;
5. have authority to formulate specific policies necessary for management of the affairs of CSWE;

6. order priorities, and adopt and implement programs;
7. receive and review resolutions passed at annual membership meetings and report to the membership on actions taken on resolutions;
8. conduct an annual performance review of the President; and
9. meet at least two times a year.

B. Composition

The Board of Directors shall be composed of the officers of CSWE, the CSWE President, and 18 additional members consisting of:

four program representatives, divided equally between the deans and directors of accredited graduate social work education programs and accredited undergraduate social work education programs;

four faculty members, divided equally between faculty members in accredited graduate social work education programs and faculty members in accredited undergraduate social work education programs;

one practice representative; and

two non social work educators appointed by the Chair and approved by the Board of Directors to represent interests of value to CSWE.

The Board of Directors shall also include the Chairpersons of the Commissions, whether such Commission is provided for in these bylaws or is created by resolution of the Board, as *ex officio* nonvoting members. One designee of the Leadership Forum shall also be an *ex officio* non-voting member. This designee shall be selected by the Leadership Forum and may not be the representative from CSWE.

A minimum of 50% of the Board must be representative of the under-represented groups as listed in the Affirmative Action Policy and Plan, dated June 24, 2000. "For purposes of the Affirmative Action Policy, underrepresented groups include but are not limited to women; African Americans/other Blacks; Asian Americans, Pacific Islanders; Chicano/Mexican Americans, Puerto Ricans, other Latinos(as)/Hispanics; Native Americans/American Indians; persons with disabilities; and gay, lesbian, bisexual, and transgender persons."

- C. Officers and members of the Board of Directors, other than the President, shall be elected for a 3-year term and shall serve until their successors are elected. One-third of the Board members shall be elected each year. A Board member who has served a full 3-year term may not be re-elected, except as an officer, until one year after the expiration of his or her term.

- D. The Board shall appoint new Board members to fill any vacancy on the Board of Directors from the same constituency group that the vacating member represented. The said individual(s) shall hold office until the next scheduled election, at which time the vacant position shall be filled for the unexpired term by a vote of the full members.
- E. The positions of the officers and members of the Board of Directors, other than the President, who miss two successive meetings of the Board shall be declared vacant and filled as provided for in these bylaws.

## Section 2 Officers

The officers shall be Chair, Chair-elect, Vice Chair/secretary, and Treasurer.

### A. Duties of Officers

1. The Chair shall preside at meetings of the membership, the Board of Directors and the Executive Committee; act as official head of CSWE in the direction of its business and in the enforcement of the bylaws; sign and execute in the name of CSWE necessary contract and other instruments; and in consultation with the Board make appointments to Commissions and non elected committees. The Chair serves *ex officio* on all Commissions and Committees, except the Nominating Committee and those Commissions and Committees charged with responsibility for accreditation or other approval or certification of educational programs.
2. The Vice Chair shall perform the duties of the Chair in the absence or inability of the Chair to act. The Vice Chair will also serve as Secretary of CSWE.
3. The Secretary shall have such duties relating to the procedures, minutes, and records of CSWE and the bodies composing it, as may be prescribed by the Board of Directors.
4. The Treasurer shall have such duties relating to the funds of CSWE as may be specified by the Board of Directors, including ensuring that an annual independent audit is conducted and that an annual budget is prepared. The Treasurer shall render an annual report to the Board that shall be transmitted to the members of CSWE. The Treasurer shall also chair the Budget and Finance Committee.
5. The Chair-elect shall serve as a member of the Board of Directors and the Executive Committee during the year preceding the assumption of the office of Chair.
6. The Board of Directors may prescribe additional duties for these officers as it deems advisable.

## B. Election of Officers

1. The officers shall be elected by full members through a ballot for a 3-year term and shall serve until their successors are elected. An officer shall be ineligible to serve for more than two consecutive terms in the same office.
2. Election of the Chair-elect of CSWE shall take place in the year preceding assumption of office as Chair. The Chair-elect shall serve for one year and in the following year begin a 3-year term as Chair.
3. A vacancy occurring between regular elections shall be filled by the Board of Directors from among its own members. Said individual(s) shall hold office until the next scheduled election, at which time the vacant position shall be filled for the unexpired term by a vote of the full members.

## Section 3 Executive Committee

### A. Functions

1. The Executive Committee shall make recommendations to the Board and may exercise such powers of the Board of Directors as may be necessary between meetings of the Board, reporting such actions at the next regularly scheduled meeting of the Board of Directors. Meetings of the Executive Committee shall be called by the Chair or by two-thirds of the Board membership.
2. The Executive Committee will review and certify the ballot for elections for final review and approval by the Board of Directors.
3. The Executive Committee shall operate consistent with the provisions for quorum and voting set forth for the Board of Directors.

### B. Composition

The Executive Committee shall consist of the officers, the President, the Chairperson of the Commission on Accreditation serving ex officio and without vote and three additional Board members who shall be elected by the Board and who shall serve on the Executive Committee for the remainder of their terms as Board members.

## Section 4 Nominating Committee

### A. Functions

1. The Nominating Committee, in accordance with policies prescribed by CSWE, shall prepare double slates of nominees for officers, members of the Board of Directors, and members of the Nominating Committee.

2. The Nominating Committee will develop a slate of candidates for officers and Board members that will result in 50% composition from under-represented groups as identified in CSWE's Affirmative Action Policy and Plan.
3. Not less than 90 days prior to the election, the Nominating Committee shall report its nominations to the Secretary, who in turn will convey them to the Executive Committee of the Board of Directors.

B. Composition

1. A Nominating Committee consisting of thirteen members shall be elected for 3-year terms with four members elected each year except in one year when five members will be elected.
2. The Chairperson shall be elected for a non renewable term of one year by the committee from among those of its members who have served at least one year on the committee.
3. The Nominating Committee shall fill any vacancy in its membership from the same constituent group as the vacating member represented. Said individual(s) shall serve until the next scheduled election at which time the vacant position shall be filled for the unexpired term by a vote of the full members.
4. Nominees for the Nominating Committee shall be selected from full members in a manner to ensure compliance with the affirmative action plan and geographic representation.
5. The Committee shall be composed of the following representatives: four graduate programs, four undergraduate programs, two graduate faculty members, two undergraduate faculty members, and one practitioner/agency affiliate.
6. A minimum of 50% of the Nominating Committee must be representative of the under-represented groups as listed in the Affirmative Action Policy and Plan, dated June 24, 2000. "For purposes of the Affirmative Action Policy, under-represented groups include, but are not limited to women; African Americans/other Blacks; Asian Americans, Pacific Islanders; Chicano/Mexican Americans, Puerto Ricans, other Latinos(as)/Hispanics; Native Americans/American Indians; persons with disabilities; and gay, lesbian, bisexual and transgender persons."

Section 5 Commissions, Committees, Councils, and Task Forces

- A. There shall be a Commission on Accreditation; a Commission on Educational Policy; a Commission on Professional Development; a Commission for Diversity and Social and Economic Justice; a Commission on Global Social Work Education, a Commission on Research, and such other commissions, committees, and bodies as provided by the Board

of Directors. Commission members shall be appointed by the Chair of the Board, as provided below.

## 1. Commission on Accreditation

- a. **Functions.** The Commission on Accreditation shall have responsibility for formulating accreditation standards and policies for master's and baccalaureate degree programs in social work for adoption by the Board of Directors. The Commission shall also formulate criteria and methods for the evaluation and accreditation of master's and baccalaureate degree programs in social work on the basis of standards and policies adopted by the Board of Directors. It shall develop and maintain an accreditation database. It shall have authority to accredit, to impose conditional accredited status, to deny accreditation to or to withdraw accreditation of master's and baccalaureate degree programs in social work. Accreditation actions shall be accompanied by a reasoned opinion. The Commission on Accreditation shall formulate and propose standards and procedures that are necessary to ensure continuity of CSWE as the accrediting body for social work education.

A master's or a baccalaureate social work program that is aggrieved by the decision of the Commission to deny or withdraw its accreditation, or to declare it in conditional accredited status, shall have the right to review by a body appointed by the Board Chair. The review body shall have the power to (a) affirm the decision of the Commission, or to (b) remand the case to the Commission for further consideration.

- b. **Composition.** A minimum of 25 members of the Commission on Accreditation shall be appointed by the Board Chair for terms of 3 years, as close as possible to one-third to be appointed each year. It shall be composed of twenty-three full members of CSWE and two public representatives who shall not be current or past members of the social work profession. At least twenty members of the Commission shall have full-time college or university appointments in an accredited social work program. Appointments shall be made with due consideration for the balance of factors necessary for the efficient and effective work of the Commission. Members of the Commission on Accreditation may serve a maximum of two consecutive terms. No member of the Board of Directors or the Commission on Educational Policy may serve concurrently on the Commission on Accreditation. Composition of the Commission on Accreditation shall be consistent with the CSWE affirmative action policy and plan and will be monitored annually by the affirmative action officer.

## 2. Commission on Educational Policy

- a. **Functions.** The Commission on Educational Policy shall prepare, at periodic intervals not to exceed 7 years, a statement of social work educational policy to encourage excellence and innovation in the preparation of social work

practitioners in educational programs. The educational policy shall be used by the Commission on Accreditation in formulating and revising accreditation standards. In performing this function, the Commission shall identify and analyze developments in social work curricula; research about field education and practice methods and specializations; and information about educational innovations within social work education.

- b. **Composition.** A minimum of 12 Commission members shall be appointed by the Board Chair for terms of 3 years. One-third of the Commission shall be newly appointed each year. Appointments by the Chair of the Board shall include the Chair of each Council of the Commission; CSWE members-at-large, practitioners and representatives of the CSWE's affiliated practice and field education groups and organizations. Members of the Commission may serve a maximum of two consecutive terms. No member of the Board of Directors or the Commission on Accreditation may serve concurrently on the Commission on Educational Policy. Composition of the Commission shall be consistent with CSWE's affirmative action plan and will be monitored annually by the affirmative action officer.

### 3. Commission for Diversity and Social and Economic Justice

- a. **Functions.** The Commission for Diversity and Social and Economic justice shall promote in social work education inclusion, equity, social and economic justice, and the integration of knowledge of how the multiple aspects of human diversity intersect. The Commission shall perform this function through establishing and advancing collaborative partnerships with all CSWE diversity and social justice related Commissions and affiliated groups, including external intra-professional and multi disciplinary partnerships. The Commission shall work directly with all organizational units of CSWE on endeavors related to diversity and social and economic justice, and serve in an advisory capacity to the Center for Diversity and Social and Economic Justice. Concerning itself with the impacts of oppression, power, and privilege, the Commission shall also initiate and support efforts to expand the presence of historically oppressed and under-represented populations among students, faculty, and staff in social work education programs.
- b. **Composition.** The Commission for Diversity and Social and Economic justice shall have a minimum of twelve members appointed by the Board Chair with consultation from the Board. Commission membership shall be composed of current members from each of the four diversity councils and other CSWE affiliated diversity and social and economic justice constituency groups and organizations, with one-third from the CSWE membership at large. Members of the Commission may serve no more than two 3-year consecutive terms. Appointments shall be made in a manner that creates an on-going cycle of staggered terms. Composition of the Commission shall be consistent with CSWE's affirmative action plan and will be monitored annually by the affirmative action officer.

4. Commission on Global Social Work Education

- a. Functions. The Commission on Global Social Work Education shall further the international/global agenda of CSWE; assist in the growth and development of the Katherine A. Kendall International Institute; provide leadership to the organization in global social work education and research; collaborate with complimentary international organizations; and encourage the development and inclusion of an international dimension in social work curricula.
- b. Composition. The Board Chair shall appoint a minimum of 12 Commission members for terms of 3 years. One-third of the Commission shall be newly appointed each year with consultation from the Board. Appointments by the Chair of the Board shall include the Chair of each Council of the Commission; two additional members of each Council; with one-third from the membership at large. Members of the Commission may serve a maximum of two consecutive, 3-year terms. Composition of the Commission shall be consistent with CSWE's affirmative action plan and will be monitored by the affirmative action officer.

5. Commission on Professional Development

- a. Functions. The Commission on Professional Development (COPD) will support the Council on Conferences and Faculty Development, Council on Leadership Development, and Council on Publications; as well as facilitate and integrate the development of innovative programs, methods, and materials that enhance and strengthen the delivery of social work education. COPD serves as a resource to guide and recommend annual program meeting structure and content, development of leadership skills within social work education, and publication policies of CSWE. The overarching goal of these activities is to maximize educational outcomes as evidenced in the form of highly competent social work graduates. The guiding principle for the Commission is to approach professional development with a spirit of creative inquiry that promotes inclusion and unity among social work educators.
- b. Composition. The Commission will be comprised of a minimum of 10 members who shall be appointed by the Board Chair with consultation from the Board. Membership will include two representatives from each of the Commission's Councils. One-third of the Commission members shall be newly appointed each year. Members may serve a maximum of two terms and there should normally be a 1-year hiatus between these terms. Composition shall be consistent with CSWE's affirmative action policy plan and will be monitored annually by the affirmative action officer.

6. Commission on Research

- a. Functions. The Commission on Research shall be the focal point for educational research in the CSWE. The Commission shall provide leadership for developing

policy positions and promote social work education based research that is carried out by CSWE and its constituent programs. The Commission, in concert with other Commissions and Councils, shall identify and advocate for new and expanded public and private resources that advance the profession's research agenda, which can be used within social work and higher education, as well as with government agencies and the public. The Commission's purpose will be carried out by working with CSWE stakeholders, including the CSWE Commissions, Councils, work groups and task forces, and the Leadership Forum. The Commission will identify emerging areas of research and research methodologies in social work education; encourage and promote the development of curriculum tools and professional development opportunities with the goal of improving the teaching of research and evidence-based practice at all levels of social work education; speak to research ethics, study design, and research administration in terms of CSWE quality assurance and educational policy briefs. The full scope of work will be reviewed and determined on an annual basis and reflect the context of higher education as well as social work education and research more specifically.

- b. Composition. The Commission will be composed of a minimum of five members who shall be appointed by the Board Chair. These individuals will represent the broad constituency of CSWE and be respected as researchers in their areas of expertise.

7. All Other Commissions, Councils, Committees, and Task Forces

- a. The Board of Directors may establish and terminate all Commissions, Councils, committees, task forces, and bodies as deemed necessary, except as otherwise provided in these bylaws.
- b. The Board shall determine the functions of all Commissions, Councils, committees, task forces, and bodies as deemed necessary, except as otherwise provided in these bylaws.
- c. Composition of all Commissions, Councils, committees, task forces, and bodies shall be consistent with CSWE's Affirmative Action Policy and Plan and will be monitored annually by the affirmative action officer.
- d. The Board may terminate Commissions (except the Commission on Accreditation) based upon appropriate evaluation of function, purpose, and effectiveness. All newly established Commissions shall be evaluated at the end of 2 years from the time they are established and not to exceed every 5 years thereafter.
- e. CSWE shall have the following Committee, and such others as deemed necessary by the Board:

i. Leadership Forum.

Functions. The Leadership Forum serves to strengthen all of social work education through collective action and common purpose to address the identified threats and build on potential opportunities within the educational context. The Forum brings all parties into the dialogue and discussion and seeks ways to build partnerships and alliances within the academy and to the benefit of social work education.

Composition. The Leadership Forum is comprised of the leadership, or other designee, from each of the following five social work education organizations: the Association of Baccalaureate Program Directors (BPD), Council on Social Work Education (CSWE), Group for the Advancement of Doctoral Education (GADE), National Association of Deans and Directors (NADD), and the Saint Louis Group (SLG). Other organizations may be invited to join the Leadership Forum with the approval of the Forum and the Board of Directors.

#### ARTICLE IV: Staff

A. President

The President of CSWE shall be appointed by the Board of Directors in accordance with qualifications and terms of employment previously adopted by the Board and initiated through a written contract. The President is responsible for the operation of CSWE within the policies established by the Board of Directors. The President must comply with appropriate rules and regulations of all regulating agencies, governmental and quasi-governmental. There shall be an annual performance review of the President conducted through procedures and criteria established by the Board of Directors.

B. Other Staff

The appointment of other professional personnel and clerical staff shall be by the President in accordance with job specifications and qualifications, and affirmative action and personnel policies as established by the Board.

#### ARTICLE V: Finances

##### Section 1 Fiscal Year

The CSWE fiscal year shall be fixed by the Board of Directors.

##### Section 2 Income

- A. The costs of operating CSWE shall be met by annual dues and such other means as the Board may approve.

- B. The annual audit shall be made available upon written request to any individual or institutional member at cost.
- C. A financial statement of CSWE shall be provided to the membership annually.

### Section 3 Budget and Finance Committee

- A. The Budget and Finance Committee will advise the Board on budget matters and prepare the annual budget for consideration by the Board of Directors.
- B. The Budget and Finance Committee will be composed of five members of the Board of Directors, including the Treasurer who will serve as Chairperson.

## ARTICLE VI: Procedures for Meetings and Elections

### Section 1 Meetings

- A. Additional meetings of the Board of Directors may be called by written request of 40 percent of the members of the Board.
- B. The Executive Committee shall meet at the call of the Chair.
- C. For the Board of Directors, Executive Committee, and Nominating Committee, a majority of their members shall constitute a quorum for the transaction of business. Commissions and committees, excluding the Nominating Committee, may by regulation establish a lesser number. Annual membership meetings do not require a quorum.
- D. The rules contained in the latest edition of Robert's Rules of Order shall govern all meetings of bodies of CSWE, except where additional rules are promulgated by the body through the processes defined in the bylaws.

### Section 2 Voting Procedures

- A. Elections of officers, Board of Directors, and Nominating Committee
  - 1. Not less than 60 days prior to the election, the Secretary shall send each full member a copy of the double slate of nominees.
  - 2. Additional eligible nominees for officers, members of the Board of Directors, and Nominating Committee may be placed on the ballot by written petition of 25 full members.

3. All elections shall be held by mail ballot. Ballots shall be sent to full members no later than May 1. From the date of mailing, at least 21 days shall be provided for the return of ballots.
4. Election tellers named by the Chair shall have charge of the election. Tallies of election results must be completed within ten days of the close of balloting.
5. Reporting of Results. Election results will be posted within 30 days of the tally.
6. Recall. A vote on recall of officers, members of the Board, or the Nominating Committee may be initiated by petition of 25 percent of full members. Within 30 days of receipt of a valid petition, a mail ballot will be sent in accordance with regular election procedures. No member being considered for recall may serve as a teller. A simple majority of the weighted votes cast in the recall election determines the outcome.

#### B. Dues

1. Any changes in dues must be approved by a two-thirds majority of the votes cast by the Board of Directors. The secretary will distribute to all members an announcement of any Board-approved dues changes with 30 days of the vote.
2. A referendum on proposed dues changes will be undertaken if 25 percent of full members, by individual written request, submit requests directly to CSWE within 60 days of the Board of Directors' mailing of the announcement of any approved dues changes.
3. The Board-approved changes will fail if a minimum of two-thirds of full members voting on the referendum reject the proposed changes.
4. Dues changes take effect at the beginning of the fiscal year.

#### ARTICLE VII: Amendments

- A. Proposals to amend or repeal these bylaws may be initiated by the Board of Directors, may be made to the Board by any full member, or may be initiated by petition of 25 percent of full members. Such petitions must be received at the CSWE office 90 days prior to the annual membership meeting.
- B. The Board shall review all proposals, except those initiated by petition of 25 percent of full members and determine whether to submit them to the membership for action and shall be responsible for wording the proposed amendment. The Board shall notify the proposer of its determination. If its determination is not acceptable to the proposer, the amendment shall be brought for a vote to the membership upon written petition of 25 percent of full members.

- C. The Secretary shall give written notice to the members of any validated proposal for a change in bylaws initiated by members or by the Board of Directors at least 60 days in advance of the date upon which the proposal is to be voted. Proposed changes shall be voted upon by full members.
- D. An affirmative vote by two-thirds of the weighted votes cast by full members shall be required to amend or repeal these bylaws.
- E. The Board may make clerical changes, rename Groups, and make other revisions that do not impact the rights of the members without Full Member approval.

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