

Council on Social Work Education
1725 Duke Street, Suite 500, Alexandria, Virginia 22314

BYLAWS¹

ARTICLE I: Name

The name of this corporation shall be the Council on Social Work Education, Inc., hereinafter referred to as the Council.

ARTICLE II: Purpose

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

ARTICLE III: Membership

Section 1 Membership Category

- A. The Council shall be composed of full members and associate members.²
1. There are four categories of full membership:
 - a. Educational program--graduate and undergraduate programs accredited by CSWE to be represented by the social work dean, director or designee.³
 - b. Faculty--persons holding paid faculty, administrative and managerial appointments in accredited programs or programs in candidacy status.

¹Original bylaws approved at Constitutional Conventional on January 28, 1952. Amended by action of 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. Amended by membership referendum on January 4, 2005

²Under each membership category, provision is made for emeritus status. Members who are retired from full-time employment or are age 65 or over, may continue membership within their membership category. Dues for emeritus members are levied at a reduced rate.

³Combined programs will have two representatives, one representative with voting rights in the graduate category and one representative with voting rights in the undergraduate category.

- c. Practitioner--administrators and other social work staff members of agencies and organizations who carry educational responsibilities for students in social work graduate and undergraduate programs.
 - d. Agency affiliate--national, state, local, voluntary, public social welfare agencies, and professional social work organizations.
 2. Associate members are students, practitioners, administrators, and other individuals, agencies, institutions, and organizations interested in social work education, including unaccredited social work educational programs and professional libraries and library associations.
- B. Membership is maintained by payment of annual dues.

Section 2 Membership Responsibilities

A. Rights and Responsibilities

1. Full and associate members participate and vote in annual membership meetings and other membership meetings called by the board or the membership.
2. Full and associate members participate in sessions and hearings on CSWE policy issues.
3. Full members vote for board of directors, officers, nominating committee members and bylaws changes through mail ballots.
4. Full members may initiate a vote on changes in dues and bylaws by petition of 25 percent of full members.
5. Full members may initiate a vote on the recall of officers, members of the board, and members of the nominating committee by petition of 25 percent of full members.

B. Eligibility for Voting

1. Full and associate members are eligible to vote at the annual membership meeting.
2. Full members are eligible to vote for members of the board of directors, officers, nominating committee members, and bylaw changes.

- C. Eligibility to serve as an officer and on committees, commissions, and the board of directors is contingent upon membership in good standing.

ARTICLE IV: Governance Structure

Section 1 Governance Bodies

The functions of the Council shall be carried on through the following bodies: annual membership meeting, board of directors, executive committee, nominating committee, commission on curriculum and educational innovation, commission on accreditation, commission on professional development, commission for diversity and social and economic justice, commission on global social work education, committees and/or councils and task forces as established by the board of directors and such other bodies as may be authorized by the board of directors.

Section 2 Annual Membership Meeting

- A. The annual membership meeting shall have the following functions:
 - 1. Review the general goals and activities of the Council.
 - 2. Recommend program priorities through resolutions.
- B. The annual membership meeting is open to all members of the Council.

Section 3 Board of Directors

A. Responsibilities

The board of directors shall manage the affairs of the Council and exercise all the powers, rights, and privileges of the Council, subject to the provisions of law and these Bylaws. The board shall:

- 1. annually review and approve the programs, plans and budgets of the Council, 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 curriculum and educational innovation;
- 5. have authority to formulate specific policies necessary for management of the affairs of the Council;
- 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 executive director; and
9. meet at least two times a year.

B. Composition

The board of directors shall be composed of the officers of the Council, 20 additional members consisting of:

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

six 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 president and approved by the board of directors to represent interests of value to the Council

The board of directors shall also include the chairpersons of the commission on curriculum and educational innovation, the commission on professional development, the commission for diversity and social and economic justice, the commission on global social work education, and the commission on accreditation as *ex officio* nonvoting members.

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 shall be elected for a three-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 three-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 who miss two successive meetings of the board shall be declared vacant and filled as provided for in these bylaws.

Section 4 Officers

The officers shall be president, president-elect, vice president/secretary, and treasurer.

A. Duties of Officers

1. The president shall preside at meetings of the membership, the board of directors and the executive committee, act as official head of the Council in the direction of its business and in the enforcement of the bylaws; sign and execute in the name of the Council necessary contract and other instruments; and in consultation with the board make appointments to commissions and non-elected committees. The president 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 president shall perform the duties of the president in the absence or inability of the president to act. The vice president will also serve as secretary of the Council.
3. The secretary shall have such duties relating to the procedures, minutes and records of the Council 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 the Council 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 the Council. The treasurer shall also chair the budget and finance committee.
5. The president-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 president.
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 three-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 president-elect of the Council shall take place in the year preceding assumption of office as president. The president-elect shall serve for one year and in the following year begin a three-year term as president.
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 5 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 president or by the executive director or by 2/3 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.

B. Composition

The executive committee shall consist of the officers, 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 6 Nominating Committee

A. Functions

1. The nominating committee, in accordance with policies prescribed by the Council, 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 the 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 three-year terms with four members elected each year except in one year, 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 underrepresented 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 7: Commissions, Committees, Councils, and Task Forces

- A. There shall be a commission on accreditation, a commission on curriculum and educational innovation, a commission on professional development, a commission for diversity and social and economic justice, and a commission on global social work education and such other commissions, committees, and bodies as provided by the board of directors.

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 the Council 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 president. 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 twenty-five members of the commission on accreditation shall be appointed by the president with consultation from the Board for terms of three years, as close as possible to one-third to be appointed each year. It shall be composed of twenty-three full members of the Council 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 Curriculum and Educational Innovation

- a. **Functions.** The commission on curriculum and educational innovation shall prepare, at periodic intervals not to exceed seven 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 twelve commission members shall be appointed by the president for terms of three years. One-third of the commission shall be newly appointed each year. Presidential appointments shall include the chair of each council of the commission;

CSWE's members-at-large; practitioners and representatives of the Council'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 curriculum and educational innovation. Composition of the commission shall be consistent with the 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 Council on Social Work Education 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 the Council 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 president 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, three-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 the 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 the 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 president shall appoint a minimum of 12 commission members for terms of three years. One-third of the commission shall be newly appointed each year with consultation from the board. Presidential appointments 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 (2) consecutive, three (3) year terms. Composition of the Commission shall be consistent with the CSWE's affirmative action plan and will be monitored by the Affirmative Action Officer.

5. Commission on Professional Development

- a. **Functions.** This Commission will support the goals and mission of CSWE, particularly the following: an annual conference, the Annual Program Meeting, designing continuing education activities, and developing a leadership institute to strengthen the delivery of social work education by classroom and field, to provide administrative leadership preparation, and to conduct curriculum design and development activities. It will establish priorities and policies for the publication and media activities of the CSWE, reviewing and selecting materials to be published and distributed by the CSWE and guide the editorial policy of the Journal of Social Work Education.
- b. **Composition.** The Commission will be comprised of a minimum of ten members who shall be appointed by the President 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 one-year hiatus between these terms. Composition shall be consistent with the CSWE's affirmative action policy plan and will be monitored annually by the Affirmative Action Officer.

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

1. The board of directors may establish and terminate all councils, committees, task forces, and bodies as deemed necessary.
2. The board shall determine the functions of all councils, committees, task forces, and bodies as deemed necessary.
3. Composition of all councils, committees, task forces, and bodies shall be consistent with the CSWE's Affirmative Action Policy and Plan and will be monitored annually by the Affirmative Action Officer.
4. A commission shall be established by a vote of the membership as an amendment to the bylaws as prescribed in Article VIII: Amendments.
5. 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 two years from the time they are established and not to exceed every five years thereafter.

ARTICLE V: Staff

A. Executive Director

The executive director of the council 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 executive director is responsible for the operation of the Council within the policies established by the board of directors. The executive director must comply with appropriate rules and regulations of all regulating agencies, governmental and quasi-governmental. There shall be an annual performance review of the executive director 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 executive director in accordance with job specifications and qualifications, and affirmative action and personnel policies as established by the board.

ARTICLE VI: Finances

Section 1 Fiscal Year

The fiscal year of the Council shall be fixed by the board of directors.

Section 2 Income

- A. The costs of operating the Council 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 the Council 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 VII: Procedures for Meetings and Elections

Section 1 Meetings

- A. The annual membership meeting of the Council shall be held in conjunction with the annual program meeting, or in the absence of an annual program meeting, at a time and place to be determined by the board and communicated to the members not less than 60 days in advance.
- B. Additional meetings of the membership may be summoned by the board upon not less than 30 days advance notice. Additional meetings must be called within 60 days upon the written request of the majority of the members of the board or upon petition of 25 percent of the membership.
- C. Additional meetings of the board of directors may be called by written request of 40 percent of the members of the board.
- D. The executive committee shall meet at the call of the president.
- E. 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 executive and nominating committees, may by regulation establish a lesser number. Annual membership meetings do not require a quorum.
- F. The rules contained in the latest edition of *Robert's Rules of Order* shall govern all meetings of bodies of the Council, 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 president shall have charge of the election. Tallies of election results must be completed within ten days of the close of balloting.

5. Allocation of weight of vote. Votes shall be weighted proportionally as follows:

<u>Category of Full Membership</u>	<u>Percent of Total Votes</u>
Program	
Graduate	31%
Undergraduate	31%
Faculty	
Graduate	16%
Undergraduate	16%
Practitioner/Agency Affiliate	6%

6. Reporting of Results. Election results will be posted within 30 days of the tally.
7. 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, submits requests directly to the Council within 60 days of the Board of Director's 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 VIII: 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 Council 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 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 in a weighted mail ballot.
- D. An affirmative vote by two-thirds of the weighted ballots cast by full members shall be required to amend or repeal these bylaws.