

BY-LAWS OF THE HARRY SPECHT CALIFORNIA SOCIAL WORK EDUCATION CENTER

ARTICLE I - NAME AND LOCATION

SECTION 1. The name of this organization shall be the Harry Specht California Social Work Education Center (hereafter referred to as the “Center”).

ARTICLE II – OBJECTIVES OF THE CENTER

SECTION 1. To advance the excellence and interests of social work education in the state of California; to establish and maintain a statewide organization to achieve these purposes.

SECTION 2. To educate the population of the state of California as to the contribution of social work education to the general welfare of its people.

SECTION 3. To conduct research and develop programs for the advancement of social work education and social work practice in the publicly-supported social services.

SECTION 4. To develop systems of financial support for students in social work education programs in the state and to administer the distribution of that support.

SECTION 5. To provide a forum for its members to discuss issues related to the advancement of social work education, social work practice and social work research, including a response of social work education to the changing demographics of the state of California and the changing needs of the public and not-for-profit social service sectors.

SECTION 6. To solicit and accept financial support from the general public and/or public or private institutions or local, state or federal government agencies, provided to it for the furtherance of a program or programs sponsored by the organization.

SECTION 7. To engage in activities to advance social work education, including curriculum development and the recruitment of individuals to graduate social work programs.

SECTION 8. To promote continuing social work education and practice improvement through support of regional training academies.

SECTION 9. To perform every lawful act and thing necessary, desirable and expedient in carrying out the purpose of the organization, and to accomplish the ends for which the Center is formed.

ARTICLE III – Constituents OF THE CENTER

SECTION 1. Constituents of Center shall include the following:

- a) The chief executive officers of Social Work programs in the state of California.
- b) Representatives of the County Welfare Director Association, the Mental Health Directors' Association and representatives of Aging and Adult Services Directors.
- c) Volunteers affiliated with the Center projects who attend committee meetings.
- d) Consumers affiliated with the Center projects.
- e) Constituents representing additional areas of the public and/or not-for-profit sectors may be added as the focus of Center projects warrants, with the approval of the Board.

ARTICLE IV – Members of the BOARD OF DIRECTORS OF THE CENTER

SECTION 1. The Board of Directors of the Center (hereinafter referred to as the “Board”) shall consist of a minimum of twenty (20) members and a maximum of forty-nine (49) members.

SECTION 2. The composition of the Board shall consist of:

- a) The chief executive officers of accredited undergraduate or graduate or combined undergraduate and graduate degree programs in social work, in the state of California. Representatives from this category shall not exceed 50% of the Board's membership.

- b) The Executive Director or their designee and five (5) representatives from the County Welfare Directors Association of California, appointed by the Association. The Association shall also select two (2) alternates to serve in the event of the illness or absence of one of its regular representatives
- c) The Executive Director or their designees and five (5) representatives from the Mental Health Directors' Association of California, appointed by the Association. The Association shall also select two (2) alternates to serve in the event of the illness or absence of one of its regular representatives.
- d) Two representatives from statewide organizations concerned with adult and aging services in California.
- e) The Executive Director of the California Chapter of the National Association of Social Workers or their designee.
- f) The Director of the State Department of Social Services or their designee(s).
- g) The Chief Executive of UCD Extension Continuing and Professional Education.
- h) Four representatives from the not-for-profit sector, selected by the Board.
- i) A descendant or enrolled member of a California Tribal Nation (or Nations), who is knowledgeable about California urban and rural Tribal communities.

SECTION 3. Board members shall serve for three (3) year terms and may succeed themselves.

SECTION 4. The right or interest of a member of the Board shall not terminate except in the event of one of the following: resignation, expulsion, dissolution, or liquidation of the Center.

ARTICLE V - MEETINGS OF THE BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall meet a minimum of once (1) per year.

SECTION 2. Additional Board meetings or special meetings of the Center may be held on such date or dates as necessitated by the business of the Center.

SECTION 3. Regular or special meetings may be held at such place within or without the state of California as the Board may from time to time fix. Efforts will be made to rotate the location of Board meetings around the state for the convenience of the Board members.

SECTION 4. Written notice stating the place, day and hour of scheduled meetings shall be given for all regular meetings. Such notice shall state the person or persons calling the meeting and the purpose of such meetings. Notices of special meetings shall state the purpose or purposes for which the meeting is called. At any special meeting, only the business stated in the notice of the meeting may be transacted. Notice of meeting shall be given either personally or by first class mail not less than ten (10) days nor more than sixty (60) days before the date of the meeting, to each member and alternate at the address recorded on the records of the Center.

SECTION 5. Board members may send non-voting observers to regular and special meetings of the Board. Such observers, however, may not vote on matters before the Board. Proxy votes on such matters will also not be permitted.

SECTION 6. Meetings of the Board shall be presided over by the following officers, in order of seniority: President, Vice-President, or, if none of the foregoing is in office or present at the meeting, by a Chair to be chosen by a majority of the members in attendance. The Secretary of the Board shall act as Secretary of every meeting. When the Secretary is unavailable, the Chair shall appoint a Secretary of the meeting.

SECTION 7. Quorum. A simple majority of the current voting members of the Board shall constitute a quorum at a meeting for the transaction of any business. Each member shall have one (1) vote. In the election of officers, a plurality of the votes cast shall elect. Except to the extent provided by law, all other action shall be by a majority of the votes cast. Whenever the vote of members is required or permitted, such action may be taken without a meeting by setting forth the action to be taken and obtaining the signed consent of a plurality (in the election of officers) or a majority (in all other actions) of the Board members entitled to vote. In extraordinary circumstances, if action must be taken too quickly to permit a poll of the full membership, a decision may be made by a majority of the Center Executive Committee (see Article VII, Section 1e).

SECTION 8. Rules of Order. The meetings of the Center shall be regulated and controlled according to Roberts Rules of Order (revised) for parliamentary procedure, except as may be otherwise provided by the Bylaws or by the consent of those members present.

SECTION 9. All meetings of the Center Board shall be open to the public. By a vote of a majority of those Board members present, the Board can also convene in Executive Session, at which time only voting members of the Board may be in attendance.

ARTICLE VI - OFFICERS

SECTION 1. Elected Officers. The elected officers of the Center shall be a President, a Vice-President, a Secretary and a Treasurer to be elected by the members bi-annually and who will serve until their successors have been duly elected and assume office. The goal is equity and balance between university representatives and agency representatives. To help achieve this, the president and vice president positions should rotate between a university representative and an agency representative.

SECTION 2. Qualifications for Office. Only members in good standing shall be eligible for nominations and election to any elective office of the Center. The Ad-hoc Bylaws and Nominating Committee shall solicit nominations for offices to be vacated and for the terms of expiring elected offices and prepare a slate for voting at the next regular board meeting of the year (for offices vacated) or the last regular board meeting of the year (for expiring offices).

SECTION 3. Nominations and Election of Officers. Any voting member of the Board may nominate him/herself or any other voting member in good standing for an elective office of the Center at the appropriate time. Nominations shall be submitted to the membership no later than thirty (30) days prior to the scheduled date for the election of officers. Any person so nominated shall have given his or her prior consent to nomination and election as an officer.

SECTION 4. Term of Office. Each elected officer shall take office immediately upon installation and shall serve for a term of two (2) years or until his or her successor is duly elected and installed. The normal term of office shall commence on July 1 of the year in which officers are elected and end on June 30 of the year in which their terms expire. Officers may be reelected to the same or other office for an unlimited number of terms.

SECTION 5. Vacancies - Removal. Vacancies in any elected office may be filled for the balance of the term by the membership at any regular or special meeting or by a mailed ballot. The membership, at its discretion, by a two-thirds (2/3) vote, may remove any officer from office for cause.

ARTICLE VII - DUTIES OF OFFICERS

SECTION 1. President. The President shall serve as Chair at all meetings of the Center. He or she shall make all required appointments to permanent and special committees with the approval of the Board. The President shall perform such other duties as are necessary incident to the office of President or as may be prescribed by the Board.

SECTION 2. Vice-President. The duties of the Vice-President shall be delegated to him or her by the Board or the President. The Vice-President shall perform the duties of the President, including chairing regular or special meetings of the Board, in the event of the President's inability to serve.

SECTION 3. Secretary. The Secretary shall be responsible for the proper and legal mailing of notice to members. The Secretary shall see to the proper recording of proceedings of meetings of the Center Board and all committees; and carry into execution all orders, votes and resolutions not otherwise committed. The Secretary shall see that accurate records are kept of all Board members. The Secretary shall also be in charge of the ad hoc Bylaws and Nominations Committee which will be activated by the Executive Committee as needed.

SECTION 4. Treasurer. The Treasurer shall be responsible to present an accounting of the Center's funds and records. The Treasurer shall ensure that proper accounting procedures are established and maintained for all of the Center's financial resources. She or he shall report on the financial condition of the Center at all meetings of the Board and at other times when called upon by the President.

SECTION 5. Principal Investigator(s). Unless already a member or officer, the Principal Investigator of any grant or award supporting the Center shall be a member of the Board. Principal Investigator(s) shall be responsible for and insure compliance with all financial and administrative requirements of the award including amendment of grants, cost sharing, accountability and financial management, record retention, personnel administration, audits, direct costing policy, property, and reporting and public policy requirements. Additionally, Principal Investigators shall be responsible for insuring compliance with the Center's financial and programmatic reporting requirements.

ARTICLE VIII - COMMITTEES

SECTION 1. Committees. There shall be the following committees of the Board:

PERMANENT COMMITTEES

- a) Executive Committee. The Executive Committee shall be empowered to act on behalf of the Center Board when circumstances require timely action and a regular meeting or special meeting of the Board cannot be expeditiously arranged. The Executive Committee shall also serve as a coordinating body between the Board and its permanent and ad hoc committees, and shall develop the agenda for any regular or special meetings of the Center. It shall include the elected officers and chairs of all other committees as well as the immediate past president.
- b) By-Laws/Nominations/Board Membership Committee. This committee is a sub committee of the Executive Committee and shall develop and revise the Center's By-Laws as needed, make nominations to the board for Board officers when vacancies occur. This committee will also make recommendations to Board when member vacancies occur.
- c) Curriculum and In-Service Training Committee. This committee shall be responsible for evaluating and ensuring the quality of CalSWEC curricula in social work education and training. It shall develop new curricula materials and resources for utilization by social work programs and training entities throughout the state as needed. This committee will create sub committees focusing on the initiatives as needed.

- d) Workforce Development/Funding Committee: This committee shall be responsible for overseeing implementation of the “Master Plan for Social Work Education in California” and addressing other appropriate social work workforce issues as needed. This committee will review statewide workforce data annually to inform workforce development activities. This committee shall also be responsible for researching and seeking funding opportunities for social work education in California. This committee will create sub committees focusing the on the initiatives as needed.
- e) Research and Development. This committee shall engage in, sponsor and direct evaluative and other research projects pertaining to social work education and social work practice in the public and not-for-profit social services. This committee will create sub committees focusing on the initiatives as needed.

INITIATIVE COMMITTEES

- f) Child Welfare Committee. The child welfare committee shall be responsible for overseeing and leading curriculum, stipend and any other social work education and training issues related to the child welfare field.
- g) Mental Health Committee. The mental health committee shall be responsible for overseeing and leading curricula, stipend and any other social work education issues in the mental health field
- h) The Aging Committee. The Aging committee shall be responsible for overseeing and leading curricula, stipend and any other social work education issues in the aging field

SECTION 2. Special Projects. All projects which shall be undertaken by the Center, its staff or its representatives, or under the auspices of the Center, shall be approved, after prior consultation with the appropriate permanent committee or initiative committee of the Center, by a majority of the voting members of the Center’s Board, or, in the interim between regular meetings, by a majority of the Executive Committee of the Board.

SECTION 3. Establishment of Committees. The Board, at regular or special meetings, may establish other permanent or special committees at its discretion in order to undertake the work of the Center. A majority of voting members present is required to establish a permanent or special committee.

SECTION 4. Membership on Committees. The President, with the approval of the Board, shall appoint the members and chairs of any permanent or special committees established by the Center, with the exception of the Executive Committee which shall be constituted as described below. Terms of chairs and members of committees shall be as provided in Article VI – Section 4.

Permanent Committees shall be comprised of no more than 15 board members and must include a proportional representation of all board member groups.

Initiative Committees shall be comprised of a proportional representation of all groups who are board members and constituents of the Center.

All board members are expected to serve on one Permanent Committee and one Initiative Committee.

SECTION 5. Membership of Executive Committee. The Executive Committee shall be composed of the following persons:

- a) The elected officers of the Board.
- b) The chairs of the Board's Permanent Committees.
- c) The chairs of the Board's Initiative Committees.
- d) The CalSWEC PI's, if not already a member of the Executive Committee as an elected officer.
- e) The Immediate Past President.

ARTICLE IX—DECISION MAKING

SECTION 1. Committee decisions. Each committee will establish a procedure for moving items from one committee to another committee.

SECTION 2. Moving items for board approval/action. Once an Initiative Committee has voted in favor to move an item forward, it will be referred to the appropriate Permanent Committee to further develop the item if appropriate. Once the Permanent Committee has developed the item it will then move to place the item on the agenda of the Executive Committee. The Executive Committee will review and decide what action to take. If there is a vote in favor of moving the item to the full Board for action, the item will be placed on the Board meeting agenda for a vote.

SECTION 3. Once items are approved by the full Board, the President will determine what actions will be made to ensure proper implementation.

ARTICLE X - CENTER EXECUTIVE AND STAFF

SECTION 1. Executive Director. The Center may employ a salaried staff head who shall have the title of Executive Director and shall serve at the pleasure of the Principal Investigator(s). Terms, conditions of employment, processes of review and continued employment of the Executive Director shall be stipulated by the Principal Investigator(s), consistent with the policies of the agency or agencies receiving and administering the funds that support this position.

SECTION 2. Authority and Responsibility. The Executive Director shall undertake all responsibilities as prescribed by the Principal Investigator(s) and the President with the advice and consent of the Board. He or she shall report to the Executive Committee of the Board. The Executive Director shall also employ and supervise other staff as needed to undertake the functions and responsibilities of the Center as determined by Principal Investigator(s) with the advice and consent of the Executive Committee.

ARTICLE XI - FINANCE

SECTION 1. Fiscal Period. The Fiscal Period of the Center shall begin on July 1 and terminate on June 30 of the following year.

SECTION 2. Budget. The Board shall adopt in advance of the next fiscal period an annual operating budget covering all activities of the Center. The Treasurer shall furnish the Board with an annual report for the year just completed within sixty (60) days following the end of each fiscal year.

SECTION 3. All grants supporting the Center shall be administered in accordance with the rules, regulations, and by-laws of the agency or agencies receiving and administering these funds on behalf of the Center.

SECTION 4. Fiscal appropriations and discretionary fund requests. Recommendations or requests for fiscal appropriation from individuals and subcommittees shall be brought to the Executive Committee for action. These actions shall be reported in summary fashion to the Board for review. Any board member who has a direct fiscal interest in such actions shall recuse him/herself from any vote about the issue either at the Executive Committee meeting or the Board meeting, or both. The Executive Committee reserves the right to create any ad hoc or advisory groups as needed to review such proposals.

ARTICLE XII - DISSOLUTION

SECTION 1. Upon the dissolution or discontinuance of the Center, the Center shall, after paying or making provisions for payment of all the liabilities of the Center, dispose of all assets of the Center in such manner consistent with the rules, regulations, and by-laws of the agency or agencies administering the funds which support the Center.

ARTICLE XIII - AMENDMENTS

SECTION 1. These Operating Procedures may be amended or repealed by a two-thirds (2/3) vote of the voting members present at any of the Center's meetings duly called, notice of such proposed changes having been sent in writing to the members thirty (30) days before such meeting.