

****PROPOSED CalSWEC BYLAWS FOR BOARD REVIEW****

**BYLAWS OF THE CALIFORNIA SOCIAL WORK
EDUCATION CENTER (CalSWEC) ADVISORY BOARD**

PREAMBLE

The following Bylaws shall function as the prevailing protocol for constituent discussions and advisement on issues that affect the mission, goals, operations, funding and sustainability of the California Social Work Education Center (CalSWEC), situated in the University of California Berkeley, School of Social Welfare.

The CalSWEC Advisory Board is composed of a diverse body of university, county government, advocacy, and community representatives who share mutual interests, goals and concerns related to social work education, workforce development, in-service training, and research and evaluation in publicly-funded health care and social services.

The CalSWEC Advisory Board represents a statewide partnership that supports CalSWEC's mission to facilitate and support statewide partnerships for the education and training of social workers to ensure culturally responsive, effective, and high-quality behavioral health and human services delivery to the people of California.

ARTICLE 1. CALSWEC GOALS AND OBJECTIVES

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 about 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 behavioral health and human services systems.

SECTION 4. To sustain systems of financial support for California students of social work and social welfare, and to oversee the administration and distribution of that support.

SECTION 5. To provide in-person and online forums for CalSWEC stakeholders and constituents to discuss issues related to the advancement of social work education, social work practice, and social work research, including the response of social work education to California's changing demographics 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, public and private institutions, and local, state and federal government agencies, provided for the enhancement of CalSWEC sponsored programs and goals.

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

SECTION 8. To promote a continuum of social work education and practice improvement in collaboration with the State's regional training academies.

SECTION 9. To manifest the activities and opportunities described in the preceding sections through the collaborative efforts of the CalSWEC Advisory Board and the CalSWEC Leadership Team.

ARTICLE 2. CALSWEC STAKEHOLDER AND CONSTITUENTS

SECTION 1. CalSWEC stakeholders/constituents shall include:

- a. Accredited California programs of social work and social welfare.
- b. Representatives from the County Welfare Directors Association of California, the County Behavioral Health Directors Association of California, and representatives of Statewide aging and adult services organizations.
- c. Volunteers affiliated with CalSWEC projects who attend Committee meetings.
- d. Consumers affiliated with CalSWEC projects and initiatives.
- e. Representatives of the public and of not-for-profit service agencies, foundations, and advocacy organizations, with Advisory Board approval.
- f. Representatives of urban and rural California Tribal communities.

SECTION 2. CalSWEC stakeholders/constituents are part of an open membership group. In order to be kept apprised of the activities of the CalSWEC Advisory Board and Committees, and changes in membership status, constituents and stakeholders will be asked to submit their names, titles, sponsoring organizations, and contact information for entry into CalSWEC's master contact list.

ARTICLE 3. THE CALSWEC ADVISORY BOARD

SECTION 1. The purpose of the CalSWEC Advisory Board is to provide advice and guidance to the CalSWEC Executive Director and Leadership Team as they execute the organization's mission. As such, the primary roles and responsibilities of the Advisory Board are:

- a. To provide counsel to the CalSWEC Executive Director and Leadership Team on effectively and systematically addressing the behavioral health care and human services needs of vulnerable and at-risk children, families, and adults by developing a well-trained and committed social work workforce.
- b. To represent the interests of CalSWEC stakeholders and constituents and support CalSWEC's mission and goals.

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- c. To advocate for “best practices” in the identification, recruitment, selection, and preparation of the social work workforce for public behavioral health and human services settings.
- d. To analyze the mission and goals of the organization to ensure that they align with current and emerging trends that impact the development of California’s social work workforce.
- e. To monitor and recommend ways to strengthen CalSWEC’s programs and services, by soliciting and providing feedback about CalSWEC’s activities.
- f. To ensure effective planning that positions CalSWEC to take advantage of significant and innovative developments in healthcare and social service delivery.
- g. To review state and federal policies, regulations, and legislation that may affect CalSWEC operations and programs.
- h. To identify issues important to workforce development in child welfare, behavioral health and aging settings and advocate for policies and practices that foster a sustainable and competent social work workforce.
- i. To collaborate with the Executive Director to develop sustainable and effective plans to identify, respond to, and secure funding and development opportunities from the general public, public and private institutions, and local, state and federal government agencies.
- j. To build and sustain a competent advisory board.
- k. To enhance CalSWEC’s public standing as an organization.

SECTION 2. The CalSWEC Advisory Board shall be composed of 25 members, including:

- a. Six (6) representatives of the California Association of Deans and Directors (CADD)
- b. Four (4) representatives of the County Welfare Directors Association of California (CWDA)
- c. Four (4) representatives of the County Behavioral Health Directors Association of California (CBHDA)
- d. Two (2) representatives from statewide adult and aging services organizations
- e. One (1) director or designee from the California Department of Social Services (CDSS)
- f. One (1) executive director or designee from the National Association of Social Workers - California (NASW-CA)
- g. One (1) Dean or designee from the UC Berkeley School of Social Welfare (SSW)
- h. One (1) descendant or enrolled member of a California Tribal Nation(s) knowledgeable about California urban and rural Tribal communities
- i. Two (2) Directors of Regional Training Academies
- j. Three (3) other representatives of stakeholders/constituents (ex: NASW, representatives of State agencies, associations, commissions, funders, and/or relevant foundations).

SECTION 3. The CalSWEC Advisory Board shall be constituted as follows:

- a. Advisory Board members should represent a defined CalSWEC stakeholder/constituent group and be willing to carry the roles and responsibilities of the office.
- b. New Board members and renewing Board members shall be identified and recommended to serve by the Advisory Board’s Bylaws/Nominations/Board Membership Committee. (See Article 6 Section 1(b).)

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- c. New Board members will be elected by a majority of Board members present during regular or special meetings.
- d. All Advisory Board members shall be appointed for three-year terms. No person shall serve more than two consecutive terms unless, during the course of an Advisory Board meeting at which a quorum is present, a majority of the Board votes to appoint a Board member to an additional one-year term. No Advisory Board member shall serve more than seven consecutive years total.
- e. Members of the Advisory Board shall receive no compensation other than reasonable expenses, to be determined by the CalSWEC Executive Director.
- f. The rights and interests of Advisory Board members shall terminate in the event of their resignation or removal from the Board, the dissolution of the Board, or the liquidation of CalSWEC.

SECTION 4. From time to time, vacancies on the Advisory Board may occur, as a result of the death, resignation, or removal of Board members, an increase in the authorized number of Board members; or the failure of the Board, at any annual or other Advisory Board meeting at which member(s) are to be elected, to elect the full authorized number of Advisory Board members.

- a. An Advisory Board member shall have the right to resign at any time upon written notice thereof to the Board President, Secretary, or the CalSWEC Executive Director. Unless otherwise specified in the notice, the resignation shall take effect upon written or verbal notice, and the acceptance of such resignation shall take effect upon receipt. If the resignation is effective at a future time, a successor may be designated to take office when the resignation becomes effective.
- b. An Advisory Board member who is absent from three consecutive regular meetings of the Board during a fiscal year shall reevaluate with the Board President their commitment to CalSWEC. The Advisory Board may deem a Board member who has missed three consecutive meetings without such a reevaluation to have resigned from the Board.
- c. An Advisory Board member may be removed, with or without cause, at any duly constituted meeting of the Board, by the affirmative vote of a majority of then-serving Board members.
- d. Vacancies on the CalSWEC Advisory Board shall be filled by vote of a majority of Advisory Board members then in office. A Board member elected to fill a vacancy shall be elected for the unexpired term of the predecessor in office. That person will be eligible for reappointment as described in Article 3 Section 3(d).

ARTICLE 4. MEETINGS OF THE CALSWEC ADVISORY BOARD

SECTION 1. Meetings of the Advisory Board will be conducted as follows:

- a. The Advisory Board's regular meetings will occur four times per year; two of these meetings will be in-person and two will be held virtually. Regular meetings will be held at designated times and locations determined by the Board President in consultation with the CalSWEC Executive Director.
- b. The President or any four regular Board members may call special meetings of the Board with ten days' written notice provided to each Board member, via hand delivery, mail,

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email or fax. The person(s) authorized to call such special meetings of the Board may also establish the meeting locations and manners of conduct (in-person, conference call, or video conference), as long as they are reasonable.

- c. The designated Secretary shall prepare meeting minutes, and deliver them to the CalSWEC Executive Director for final review. A copy of the meeting minutes will be posted to the CalSWEC website and delivered to each Board member via mail, hand delivery, email, or fax no later than 10 business days prior to the next Board meeting.

SECTION 2. At each meeting of the CalSWEC Advisory Board, the presence of the lesser of (a) eight (8) members or (b) one-third (1/3) of the members currently serving on the Board, but in no case less than five (5), shall constitute a quorum for the transaction of business.

- a. If at any time the Board consists of an even number of members and a vote results in a tie, the vote will be retaken and the vote of the Board President shall be the deciding vote.
- b. The act of the majority of the Board members serving on the Board and present at a meeting in which there is a quorum shall be the act of the Board. If a quorum is not present at a meeting, Board members present may adjourn the meeting without further notice.
- c. A Board member shall be considered present at any meeting of the Board if during the meeting s/he is in communication with the other Board members participating in the meeting by telephone or video conference.
- d. An Advisory Board member who is unable to attend a meeting of the Board or a Board Committee may vote by written proxy given to any other voting member of the Board or Committee, a designated alternate, or designated CalSWEC staff member who is in attendance at the meeting in question.

ARTICLE 5. CALSWEC ADVISORY BOARD OFFICERS

SECTION 1. The officers of the CalSWEC Advisory Board shall include:

- a. President
- b. Immediate Past President
- c. Vice-President
- d. Secretary
- e. Treasurer

All officers are elected except the Immediate Past President who serves upon completion of one's term(s) as president)

SECTION 2. The officers of the CalSWEC Advisory Board shall lead the Board in its provision of advice and guidance to the CalSWEC Executive Director and Leadership Team, and are empowered to provide advice and guidance to the Executive Director. They are also responsible for developing Advisory Board agendas for regularly-scheduled meetings and keeping Board members apprised of significant issues that may affect the mission, goals, operations, funding and sustainability of CalSWEC. The primary roles and responsibilities of each officer are as follows:

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- a. The President shall serve as Chair at all meetings of the Board. He or she shall make all required appointments to permanent and ad hoc committees upon the recommendation of the CalSWEC Executive Director, Leadership Team, and fellow Board members. The President shall perform other duties conjointly decided with the CalSWEC Executive Director or as recommended by the Board.
- b. The Immediate Past President shall provide advice and leadership to the Advisory Board regarding past practices, as well as other matters to assist the Board in governing the Association.
- c. 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 is unable to serve. The duties of the Vice-President shall be delegated to the Board or the President.
- d. The Secretary shall be responsible for the proper recording of proceedings of meetings of the Board 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 review the minutes of active Board Committees.
- e. The Treasurer shall be responsible for presenting an accounting of the Board's funds and records, in coordination with CalSWEC staff. She or he shall report on the Board's financial condition at all meetings of the Board and at as called upon by the President.

SECTION 3. The officers of the CalSWEC Advisory Board shall be constituted as follows:

- a. In order to be eligible for nomination and election as an officer, a potential nominee must represent a defined CalSWEC stakeholder/constituent group and be willing to carry the roles and responsibilities of the office.
- b. The Bylaws/Nominations/Board Membership Committee shall solicit nominations for offices to be vacated and for the terms of expiring elected officers and prepare a slate for voting at the next board meeting of the year (for office vacancies) or the last regular board meeting of the year (for expiring offices).
- c. Any person so nominated shall give consent prior to nomination and election as an officer.
- d. Board officers are elected by the members of the Advisory Board bi-annually and shall serve until their successors have been duly elected and assume office.
- e. In order to achieve equity and balance between university representatives and public agency representatives, the president and vice president positions shall rotate between a university representative and a public agency representative.
- f. Each elected officer shall take office immediately upon installation and shall serve for a term of two (2) years or until a successor is duly elected and installed. Officers may be reelected to the same or other office for an unlimited number of terms, but comply with Article 3, Section 3 (d).

SECTION 4. From time to time vacancies among the Advisory Board's officers may occur as a result of the death, resignation, or removal of Board officers, an increase in the authorized number of Board officers; or the failure of the Board, at any annual or other Advisory Board meeting at which member(s) are to be elected, to elect the full authorized number of Advisory Board officers. These circumstances will be addressed as outlined above in Article 3 Section 3.

ARTICLE 6. CALSWEC ADVISORY BOARD COMMITTEES

SECTION 1. The CalSWEC Advisory Board shall oversee two standing committees and three permanent committees, each with a unique purpose and focus and charter approved by the Board:

- a. The Executive Committee is composed of the officers of the Board and shall be empowered to act on behalf of the CalSWEC Advisory 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, its permanent committees, ad hoc work groups, and shall develop the agenda for all regular or special Board and committee meetings.
- b. The Bylaws/Nominations/Board Membership Committee is composed of Advisory Board members and functions as a subcommittee of the Executive Committee. This committee shall develop and revise the Advisory Board bylaws as needed and make nominations for the Board and Board officers when vacancies occur or terms expire. This committee shall also make recommendations regarding Board composition, solicit nominations for offices to be vacated and for the terms of expiring elected officers and prepare voting slates for the Board. Nominations shall be submitted to the membership no later than thirty (30) days prior to the scheduled date for the election of officers. Any voting member of the Advisory Board may nominate one's self or any other voting member that represents a CalSWEC constituency group for an elective office at the appropriate time. Any person so nominated shall give consent prior to nomination and election as an officer.
- c. The Capacity Building and Planning Committee is a permanent committee and shall be responsible for formulating recommendations to the Advisory Board related to: creating, sustaining, and expanding partnerships that serves as global models for effective and innovative social work practice and professional development; identifying, building and promoting mutual agendas relevant to social work constituencies; serving as a leading clearinghouse, resource and repository for social work professional development; developing resources to support high quality education, training and professional development; infusing cultural relevance, social justice, and equity throughout all CalSWEC curriculum and ongoing practice; assisting local systems, including those in urban, rural and remote areas to be responsive and to deliver high quality, affordable education and professional and development of social workers; and/or partnering with employers, promote the development and retention of social workers throughout their careers.
- d. The Research and Evaluation Committee is a permanent committee and shall be responsible for formulating recommendations to the Advisory Board related to: facilitating collaborative research on emerging and innovative methodologies to study workforce development in CalSWEC areas of interest; disseminating and translating relevant research through the most effective modalities and/or serve as a resource to find relevant research and promotes the importance of the social work profession through data collection, analysis, documentation, and dissemination, and foster evaluation and field research that examines connections between social work employment practices and quality of service; and/or engaging in, sponsoring, funding, and directing evaluative and other research projects pertaining to social work education and social work practice in public and not-for-profit behavioral health and human services sectors.

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- e. The Policy and Advocacy Committee is a permanent committee and shall be responsible for formulating recommendations to the Advisory Board related to: advocating for the growth and increased capacity of academic and service delivery programs to address the unmet needs of the people of California; promoting creative and informative evidence-informed and culturally relevant practices; undertaking partnership and research activities that leverage our collective influence to promote and advocate for social justice and equity; educating policymakers about the social and fiscal value of investing in social work professional development; advocate for high quality services; supporting educating and training students and practitioners and supervisors for transformational practice; encouraging supervisory, management practices, and organizational cultures that promote, value and ensure high quality practice; and/or overseeing implementation of the “Master Plan for Social Work Education in California” and addresses other appropriate social work workforce issues, policies, and legislation as needed.

SECTION 3. Committees of the CalSWEC Advisory Board shall be constituted as follows:

- a. The Advisory Board President, in consultation with the Executive Director and with the approval of the Board, shall appoint the chairs and members of all permanent committees and establish ad hoc committees that focus on a time-limited topic. Permanent Committees will be composed of 5-15 members who will serve until the Committee is suspended or terminated. Ad hoc committees will be composed of 3-10 members who will serve for no more than one year. Only Advisory Board members will serve as chairs or co-chairs of these committees. No more than three permanent and three ad hoc committees should be established at any given time in order to efficiently manage support resources.
- b. The CalSWEC Advisory Board, at its discretion, may establish at regular or special meetings other permanent committees and ad hoc work groups needed to undertake the work of CalSWEC. A majority of the voting Advisory Board members present shall be required in order to establish any permanent committee or ad hoc work group designed to focus efforts on critical and urgent matters.
- c. The CalSWEC Leadership Team, with input from Advisory Board members, shall establish affinity groups in order to focus committee and CalSWEC community attention on salient issues and emergent needs and challenges related to social work education, training, practice, research, policy and advocacy issues. Affinity groups shall be open to all CalSWEC stakeholders/constituents and shall be goal-oriented, task focused, time-limited and managed by the CalSWEC staff. Affinity work groups will be composed of 5 - 12 members who will serve no more than 24 months and serve on no more than two groups at a time. The CalSWEC Leadership Team will be responsible for reporting out the activities and achievements of affinity groups.
- d. The Advisory Board President, upon review and concurrence by the Executive Committee, may propose to the Advisory Board at a regular or special meeting with a 30-day notice, the suspension or termination of a permanent committee, ad hoc work group, or affinity group; providing the reason and other compelling evidence; by a vote of the Advisory Board members present with an established quorum; and is deemed effective by majority vote. Suspensions take effect immediately following a vote and terminations take effect no less than 30 days of the vote.

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SECTION 4. Meetings of Advisory Board Committees shall be conducted as follows:

- a. Committees' regular meetings will occur at least three times per year. Meetings will be held at designated times and locations determined by the Committee chair in consultation with the CalSWEC Leadership Team, who will function as consultants to said committees.
- b. Committee chairs may call committee meetings with ten days' written notice provided to each Committee member. Permanent Committee members will be notified of meetings in writing via hand delivery, mail, email, phone, or fax. The chair authorized to call such meetings may also establish the meeting location and manner of conduct (in-person, conference call, or video conference), as long as they are reasonable.
- c. Permanent Committee chairs shall be responsible for assigning one fellow Committee member to record minutes at each Committee meeting.
- d. That Committee member shall prepare and review the meeting minutes before sending them to the designated CalSWEC Leadership Team consultant for final review and submission to the Advisory Board Secretary.
- d. A copy of Committee meeting minutes will be posted to the CalSWEC website and delivered to each committee member via regular mail or email no later than 10 business days before the subsequent committee meeting.

ARTICLE 7. AMENDMENTS AND REVISIONS TO THESE BYLAWS

These Bylaws may be adopted, amended or repealed by the vote of an established quorum of the CalSWEC Advisory Board members then in office. Such action is authorized only at a duly called and held meeting of the Advisory Board for which a 30-day written notice of such meeting, setting forth the proposed bylaw revisions with explanations therefore, is given in accordance with these Bylaws.

CERTIFICATION OF CALSWEC ADVISORY BOARD SECRETARY

I, [TO BE NAMED] certify that I am the current elected and acting Secretary of the CalSWEC Advisory Board, and the above Bylaws, consisting of [NUMBER_OF_PAGES] pages, are the bylaws of this body as adopted by the CalSWEC Advisory Board on this [DAY_ADOPTED] day of [MONTH_ADOPTED] [YEAR_ADOPTED], and that they have not been amended or modified since the above.

EXECUTED on this [DAY_EXECUTED] day of [MONTH_EXECUTED] [YEAR_EXECUTED].

[SECRETARY SIGNATURE]
(Duly Elected Secretary)