

**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; 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 for the enhancement of CalSWEC-sponsored programs and goals.

SECTION 7. To engage in activities to advance social work education, including curriculum development, 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 STAKEHOLDERS AND CONSTITUENTS**

SECTION 1. CalSWEC stakeholders/constituents shall include:

- a. Representatives of 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 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 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 of 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.

- 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 to 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 26 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 (e.g., NASW, representatives of state agencies, associations, commissions, funders, and/or relevant foundations).
- k. One (1) representative of the Title IV-E Project Coordinators

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 assume 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).)

- 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 a total of seven (7) consecutive years.
- 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 to elect the full authorized number of Advisory Board members at any annual or other Advisory Board meeting at which member(s) are to be elected.

- 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 (3) 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 (3) 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 (4) times per year; two (2) of these meetings will be in-person and two (2) of which 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 (4) regular Board members may call special meetings of the Board with 10 days' written notice provided to each Board member, via hand delivery,

mail, email, or fax. The person(s) authorized to call such special meetings of the Board may also establish the meeting locations and manner 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 by telephone or video conference with the other Board members participating in the meeting.
- 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 her/his 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 for 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:

- 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.
- c. The Vice-President shall perform the duties of the President, including chairing regular or special meetings of the Board, in the event the President is unable to serve. The duties of the Vice-President shall be delegated to other Board members, if need be.
- d. The Secretary shall be responsible for the proper recording of proceedings of meetings of the Board and shall carry into execution all orders, votes, and resolutions not otherwise committed. The Secretary shall see that accurate attendance 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 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 assume 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 shall 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 to elect the full authorized number of Advisory Board officers at any annual or other Advisory Board meeting at which member(s) are to be elected. 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 (2) standing committees and three (3) permanent committees, each with a unique purpose and focus and a charter approved by the Board:

- a. The Executive Committee is a standing committee 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, and 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 a standing committee 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 who 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 and reports to the Advisory Board on the creation, expansion and sustainability of partnerships that serve as global models for innovative and effective social work practice and professional development. This committee shall:
  - i. Identify, promote, and build mutual agendas relevant to workforce development for social workers in public and non-for-profit behavioral health and human services sectors.
  - ii. Work collaboratively with CalSWEC staff to identify and take actions to secure potential funding resources to support high-quality education, training, and professional development in the field of social work.
  - iii. Foster the infusion of cultural responsiveness, social justice, and equity throughout social work curricula and practice.
  - iv. Assist local systems, including urban and rural areas and tribal jurisdictions, to develop career pathways to social work and deliver high-quality, affordable education and professional development for social workers.
  - v. Partner with employers to promote the development and retention of social workers throughout their careers.

The Capacity Building and Planning Committee may receive or make requests of other CalSWEC Advisory Board committees.

- d. The Evaluation and Research Committee is a permanent committee and shall be responsible for formulating recommendations and reports to the Advisory Board related to CalSWEC's evaluation and research functions. This committee shall:

- i. Support the evaluation and research needs and efforts of CalSWEC Evaluation and Research staff, including but not limited to the Title IV-E training and stipend program and social services workforce development, as related to the fulfillment of CalSWEC contract deliverables and related projects.
- ii. Work collaboratively with CalSWEC staff to identify new and innovative research and evaluation needs and ideas consistent with CalSWEC's mission, and to proactively pursue external funding for projects of regional and statewide scope, including identifying funding opportunities and assisting with the pursuit of such opportunities by harnessing stakeholder resources to support CalSWEC's efforts.
- iii. Facilitate the communication and sharing of evaluation and research related needs and resources among CalSWEC stakeholders, with the goal of providing opportunities for those stakeholders to develop collaborative and mutually supportive evaluation and research agendas and projects outside of CalSWEC's primary projects.
- iv. Support CalSWEC and stakeholder efforts to share and disseminate their evaluation and research findings related to social work education and practice.

The Evaluation and Research Committee may receive or make requests of other CalSWEC Advisory Board committees.

- e. The Policy and Advocacy Committee is a permanent committee and shall be responsible for formulating recommendations and reports to the Advisory Board on how current or proposed local, state and federal social welfare policies and practices may support or threaten the well-being of the people of California, especially as they pertain to workforce development, education, and retention. This committee shall:
  - i. Recommend or undertake advocacy actions if approved by the Advisory Board.
  - ii. Identify and develop relationships with state policy makers and develop regular communication with them in concert with the Executive Committee, the Advisory Board and CalSWEC staff.
  - iii. Review the Master Plan for Social Work Education annually as a basis for recommendations and advocacy.

The Policy and Advocacy Committee may receive or make requests of other CalSWEC Advisory Board committees.

**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 to 15 members who will serve until the Committee is suspended or terminated. Ad hoc committees will be composed of 3 to 10 members who will serve for no more than one (1) year. Only Advisory Board members will serve as chairs or co-chairs of these committees. No more than three (3) permanent and three (3) 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 to 12 members who will serve no more than 24 months and serve on no more than two (2) 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; such suspension or termination is deemed effective by majority vote. Suspensions take effect immediately following a vote and terminations take effect no fewer than within 30 days of the vote.

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

- a. Committees' regular meetings will occur at least three (3) 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 those committees.
- b. Committee chairs may call committee meetings with 10 days' written notice provided to each Committee member. Permanent Committee members will be notified of meetings 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, setting forth the proposed bylaw revisions with explanations therefore, is given in accordance with these Bylaws.

**CERTIFICATION OF CALSWEC BOARD SECRETARY**

I, Mary Rawlings, certify that I am the current Secretary of the CalSWEC Advisory Board, and the above Bylaws, consisting of nine (9) pages, are the bylaws of this body as adopted by the CalSWEC Board on the 23rd day of January 2020, and that they have not been amended or modified since the above.

***EXECUTED*** on the 23rd day of January 2020.

A handwritten signature in black ink, appearing to read 'Mary Rawlings', written in a cursive style.

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CalSWEC Board Secretary