

BY-LAWS: THE ASSOCIATION OF BACCALAUREATE SOCIAL WORK
PROGRAM DIRECTORS, INC. (BPD)
As Amended, October 2020

**ARTICLE I
NAME**

This organization shall be known as the Association of Baccalaureate Social Work Program Directors, Inc. (BPD).

**ARTICLE II
MISSION**

BPD is dedicated to the promotion of excellence in baccalaureate social work education.

**ARTICLE III
MEMBERSHIP**

Membership shall consist of:

1. Regular Membership: current or past directors of CSWE accredited baccalaureate social work programs or programs in candidacy, faculty members from CSWE accredited baccalaureate social work programs or programs in candidacy, field administrators in CSWE accredited baccalaureate social work programs or programs in candidacy, and others interested in baccalaureate social work education.
2. Emeritus membership: Retired baccalaureate social work educators.
3. Student Membership: Current BSW or MSW students of CSWE accredited programs or programs in candidacy.
4. Doctoral Candidate Membership: Current PhD or DSW students interested in social work education.

**ARTICLE IV
BOARD OF DIRECTORS**

Section 1: Board Members

- a. The Board of Directors shall consist of an Executive Committee consisting of a President, President-Elect, Vice President, Treasurer, Treasurer-Elect, Secretary, and ten members at large. All members of the Board are elected by membership.
- b. The Executive Committee consists of President, Vice President, Treasurer, and Secretary. The following officers are persons who have served as baccalaureate program directors at the time of election or have served as a baccalaureate program director within 3 years of election and be BPD members in good standing. The term of office shall be three years for the Vice President, Treasurer,

- and Secretary and one year as President-elect and Treasurer-elect followed by a two-year term.
- c. The Executive Committee members and four elected members at large shall be current baccalaureate program directors at the time of election or have served as a baccalaureate program director within 3 years of election and be regular members in good standing. Four elected non-program director board members at large will be regular or emeritus members in good standing who have not served as baccalaureate program directors within 3 years of election. Two elected members at large shall be current baccalaureate field directors at the time of election or have served as a baccalaureate field director within 3 years of election and be regular members in good standing.
 1. Baccalaureate program director board member refers to any person who administers the baccalaureate program in accordance with CSWE guidelines, which includes but is not limited to *program director*, *program chair*, and/or *program coordinator*.
 2. Non-program director board member at large refers to any person who has not served as baccalaureate program directors within 3 years of election or as emeritus members.
 3. Baccalaureate field director board member refers to any person who administers the baccalaureate field program in accordance with CSWE guidelines within 3 years of election.
 - d. Board members shall not serve more than two consecutive elected terms in one position on the Board.
 - e. The President shall appoint a Parliamentarian from the Board membership for a 1-year term of office. Parliamentarians may succeed themselves.
 - f. The Board shall have the authority to formulate specific policies necessary for the management of the affairs of BPD, order priorities, approve the budget, monitor expenditures, and hold all governance and program units accountable for their activities. The Board may employ or authorize the employment of paid personnel and fix the term and conditions of such employment.
 - g. A simple majority of 51% will constitute a quorum for voting.

Section 2: Officers

- a. Officers of BPD shall be President, Vice President, Secretary, Treasurer, and when applicable, President-elect and Treasurer-elect.
- b. Officers shall be current BSW Program directors at the time of election or have served as a director within 3 years of election. Throughout the term of office, officers shall remain in good standing and maintaining an active BPD membership.
- c. Officers shall take office on the 1st day of January following their election.

- d. The term of office shall be as follows: President-elect: one year (to be followed by a two-year term as President) or until the successor is elected. All other terms of office shall be for three years.
- e. Officers shall not serve more than two consecutive elected terms in one position on the Board.

Section 3: The duties of the Officers shall be as follows:

- a. The **President** shall be the chief executive officer of BPD and shall preside over all meetings of the Association and Board of Directors. They shall be an ex-officio member of all standing and ad hoc committees. They shall perform such other duties as usually pertain to the office of President.
- b. The **Vice-President**, in the absence of the President, will preside at all meetings of the Association and the Board of Directors. The Vice-President shall perform such other duties as may be assigned to them by the President or the Board.
- c. The **Secretary** is charged with maintaining accurate records of the business and policy decisions of the Association. This includes the preparation and circulation of all minutes.
- d. The **Treasurer** shall be the supervising officer to insure that standardized accounting standards and practices are maintained. They shall be responsible to insure that all taxes are filed yearly, an audit is performed every 3 years and an annual non-profit report is filed in the state of incorporation.
- e. The **President-Elect** is a full member of the Board. They perform duties as assigned by the President or the Board.
- f. **Treasurer-Elect** is a full member of the Board. They perform duties as assigned by the President, Treasurer or the Board, and is a member of the Finance Committee.

ARTICLE V NOMINATIONS AND ELECTIONS

Section 1: Elections

- a. Annually, the Nominations Committee shall present a slate of nominees who are members in good standing and are eligible to serve on the Board. While dual slated positions are preferred, single slotted positions are allowed. Slots with no one slated will be held over to the next election. The Nominations Committee shall be in charge of establishing written election procedures and conducting the elections according to the bylaws and Board policy.

- b. The election of Board members (including officers) and Nominations Committee members shall be conducted with ballots provided to each member in good standing.
- c. Nominations of candidates by petition must contain 25 signatures of members in good standing, and be received by the Chair of the Nominations Committee within 15 days after the slate has been presented to the membership.
- d. The nominee for each position receiving a majority of all votes cast shall be declared elected. In the case of more than two candidates, the person with a plurality of votes would be declared elected.
- e. The elections are held in the fall. Those elected will move into their elected positions January 1st.

Section 2: Vacancies

- a. In case of a vacancy in the office of President, a sitting President-elect shall succeed to the office.
- b. If there is no President-elect when a vacancy in the office of President occurs, the Vice President shall succeed to the office for the remainder of the term.
- c. In all other cases of vacancy, the President, in consultation with the Executive Committee, shall appoint a person, who would be otherwise qualified to run for the position until the next election.

Section 3: Removal from Office

- a. Any Board or Nominations Committee member may be removed from office for failure to fulfill assigned duties as outlined in the By-laws and Policies and Procedures Manual or for serious misconduct by a vote of 2/3 of a full Board.

ARTICLE VI COMMITTEES OF THE ASSOCIATION

Section 1: The Board has the authority to create standing and ad hoc committees as needed to carry out the mission of the organization. With the exception of the Nominations Committee and the Finance Committee, the President shall appoint all Committee Chairs for the length of their term.

Section 2: Standing Committees

- a. Executive Committee:
 - 1. The Executive Committee shall consist of the officers of the Board.
 - 2. The Executive Committee shall act for the Board during intervals between meetings.

3. The Executive Committee shall have the authority to act within the policies, programs, and budget established by the Board.
 4. The Executive Committee shall meet at the call of the President, or as determined by the Board.
- b. Finance Committee
1. The Finance Committee shall consist of the Executive Committee and the Chair of the Conference Committee, and other members as appointed by the President.
 2. The Chair of the Finance Committee shall be the Treasurer.
 3. The Committee shall develop and revise fiscal policies of the organization for board approval.
- c. Nominations Committee
1. The Nominations Committee shall consist of up to six (6) people who are members in good standing. Committee members are elected on a rotating basis for three-year terms.
 2. One member from each of the six regions shall be elected.
 3. The Chair of the Nominations Committee shall be elected by the membership of the committee.
 4. The Chair of the Membership Committee shall serve as an ex-officio member of the Nominations Committee.
- d. Membership Committee
1. The purpose of the Membership Committee is to develop and maintain membership services, including recruitment, retention, and membership needs assessment, to support the Association's mission to promote excellence in baccalaureate social work education.
- e. Program Administration and Curriculum Development Committee
1. The Program Administration and Curriculum Development Committee shall assist the board in developing program and curriculum and responding to issues regarding accreditation and baccalaureate curriculum.
- f. Publications and Communications Committee
1. The Publications and Communication Committee serves to monitor all publications/media sponsored by the organization and present policies and procedures for effective functioning of such publications/media to the board.
- g. Conference Committee
1. The purpose of the Conference Committee is to effectively plan, organize, and implement a fiscally sound annual conference for the Association.
- h. Field Committee
1. The purpose of Field Committee is to support field educators in the development, administration, and practical aspects of running a field education program.

Section 3: Removal of Committee Chair

- a. Any Committee Chair may be removed from that position for failure to fulfill assigned duties as outlined in the By-laws and Policies and Procedures Manual or for serious misconduct by a vote of 2/3 of a full Board.

**ARTICLE VII
PUBLICATIONS OF THE ASSOCIATION**

The Board retains the rights to all journals, newsletters, handbooks, texts, web pages and other products as officially sponsored by the Association.

**ARTICLE VIII
MEETINGS OF THE ASSOCIATION & BOARD**

Section 1: There shall be at least two (2) meetings each year of the Association. The times and places of the meetings will be set to coincide with the Annual BPD Conference and the CSWE Annual Program Meeting (APM).

Section 2: The Board shall hold at least 4 quarterly meetings each year. Additional meetings may be called by the President. A simple majority (51%) of currently serving Board membership shall constitute a quorum. Upon petition of 2/3 of the full Board, the President must call a special meeting of the Board within 30 days. Board members should receive two (2) weeks' notice of such meeting.

Section 3: All meetings of the Association and the Board will be held under the by-laws of the Association and procedures shall be governed by the rule set forth in Robert's Rules of Parliamentary Procedures, newly revised.

**ARTICLE IX
FINANCE**

Section 1: Annual dues are required for membership in the Association. Dues are payable, according to membership category, on or before the first day of January. Any dues paid within the fiscal year (any time after January), unless specifically designated for the following fiscal year are counted within the fiscal year in which they are paid.

Section 2: The fiscal year of the Association shall begin on the first day of the first month of the fiscal year determined by the Board.

Section 3: A budget of revenue and expenditures for each fiscal year shall be adopted by the Board of Directors.

**ARTICLE X
LEGAL NOTICE**

Whenever any notice is required to be given under the provision of the General Not for Profit Corporation Law of Missouri, or under the provisions of the by-laws of the

corporation (Association), a waiver thereof whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XI AMENDMENTS TO THE BY-LAWS

Section 1: The President shall appoint an ad hoc committee to review the bylaws and make recommended revisions as needed to the Board.

Section 2: The Board or any standing committee can propose a bylaw change. These bylaws may be altered, amended or repealed and new by-laws may be adopted in the following manners:

- a. A 2/3 votes cast of members in good standing present at an Association meeting, if the members have received at least twenty days written notice of the intention to present the alteration, amendment, or repeal or the adoption of new by-laws at such meeting

OR

- b. The proposed change will be provided to the members in good standing with electronic survey. The membership shall have twenty days from the date of the distribution of the survey which to return the completed survey. A 2/3 votes cast of the completed surveys will be required to adopt any change.

Section 3: New by-laws as altered, amended, or repealed shall go into effect immediately upon adoption unless the motion to adopt contains a specific date for implementation.

Revised:

3/2/90, 5/7/93, 3/13/95, 2/6/99, 10/20/00, 10/05, 11/07, 12/17, 6/30/20