

The Consortium of Career Development in Social Work Education Articles of Association/Bylaws

Article I

Name

The name of the Association shall be The Consortium of Career Development in Social Work Education. The official acronym of this consortium shall be the CCDSWE.

Article II

Purpose

Section 1.

It is recognized as a consortium of career services professionals representing/serving social work students and/or alumni globally.

Section 2.

The purpose of the Consortium of Career Development in Social Work Education is to promote employer relations and professional development of social workers through social work education.

Section 3.

The Consortium also serves as an instrument to further the training and educational development of career service professionals and educators serving social work students and/or alumni.

Section 4.

The activities of the Consortium shall include an annual conference (including an annual business meeting) to provide education and training of its members and (if decided by the Consortium) special projects/workshops to promote social work career development at the annual Council on Social Work Education Meeting, National Association of Social Workers, Association of Social Work Boards, and/or other venues as needed.

Article III

Membership: Types of Membership

Section 1.

Membership in the organization shall be open to individual career services professionals of colleges and universities serving social work students and/or alumni in agreement with its purpose. Each individual member shall have one vote, hold office, attend meetings/conferences and are eligible to receive all benefits provided by the CCDSWE.

Section 2.

Membership in the organization shall be open to institutions serving social work students and/or alumni in agreement with its purpose. Those representing institutions shall be known as institutional members. Each institutional member shall have one vote, hold office, attend meetings/conferences and are eligible to receive all benefits provided by the CCDSWE. Institutional membership shall cover one representative from that institution.

Dues:

Individual membership or Institutional membership shall be \$75 annually. Dues will provide a reduced conference rate for Individual and Institutional members.

The establishment of dues shall be the responsibility of the Executive Board and rates/changes shall require approval of the majority vote at the annual business meeting.

Annual dues are collected by the Treasurer by December of each year. If an active individual member or institutional member resigns, their dues may be transferred to a new/different person from the same office or institution.

Article IV

Officers and Elections

Section 1.

The officers of the Consortium shall be the Chair, Vice-Chair, a Conference Coordinator, Secretary, Membership Coordinator, Communication Coordinator, and Treasurer. The officers of the Group shall constitute the Executive Board.

Section 2.

Chair – Provides the agenda and facilitates meetings including the annual business meeting, plans projects and events, and delegates responsibilities. Chair is elected for a two-year term. Serves as liaison to other organizations. Eligible members of the Consortium may seek election or reelection to the position.

Section 3.

Vice-Chair – In absence of the Chair, performs the Chair's responsibilities. Vice-Chair is elected for a two-year term. Expectation that at the end of the Vice-Chair term, member will move into Chair position. Responsible for coordinating CCDSWE's meeting at CSWE. Eligible members of the Consortium may seek election or re-election to the position.

Section 4.

Treasurer – Creates and maintains accounts for the Consortium; collects dues; makes deposits and writes checks for reimbursements and payments through the bank; maintains accurate bank records of all events sponsored by the Consortium. Responsible for creating a budget report to be

shared during the annual business meeting. Treasurer is elected for a two-year term. Eligible members of the Consortium may seek election or re-election to the position.

Section 5.

Secretary – Records and distributes minutes of each meeting and executes correspondence as needed. Maintains and updates the by-laws. Along with Membership Coordinator administers elections. Secretary is elected for a two-year term. Eligible members of the Consortium may seek election or re-election to the position.

Section 6.

Membership Coordinator – Oversees recruitment of members and marketing of the Consortium. Keeps updated roster of officers, members and potential members. Membership Coordinator is elected for a two-year term. Eligible members of the Consortium may seek election or re-election to the position.

Section 7.

Conference Coordinator – Hosts annual conference and is appointed to the Executive Board once a year. Organizes the conference committee and serves on committee the year following the Conference Coordinator position is held. Establishes the conference budget to be shared with the conference committee. Collects and reports on performance and evaluation from conference. Eligible members of the Consortium may seek election or re-election to the position.

Section 8.

Communications Coordinator – Creates and manages CCDSWE website, including domain name registration, web hosting, and email accounts; maintains technical documentation for website. Provides guidance on use of website tools to manage contacts/memberships, events, finances, email campaigns, and records. Maintains social media accounts. Coordinates efforts to develop, curate, and publish content and establish best practices and guidelines for communications and brand identity management. Responds to communications inquiries in a timely and professional manner. Measures and reports on effectiveness of communication activities. Assists with other external and internal communication duties as needed (annual conference, CSWE meeting). Elected for a two-year term. Eligible members of the Consortium may seek election or re-election to the position.

Section 9.

The Executive Board shall meet at the call of a chairperson. A majority of the Board shall constitute a quorum. The Executive Board will meet at a minimum once a quarter.

Section 10.

The direction of affairs of this Consortium shall rest with the Executive Board and input from the Group's Annual Business Meeting.

Section 11.

Members of standing committees/ad-hoc committees are appointed by Chair and Vice-Chair of the Consortium on an as needed basis.

Section 12.

The Membership Coordinator and Treasurer shall solicit nominations from the CCDSWE. CCDSWE members may only run for one office at a time. Nominations for officers shall be presented before the annual business meeting.

Section 13.

Election of officers shall occur electronically before the annual business meeting and determined by a simple majority vote cast for each office. Each individual member shall have one vote. Each institutional member shall have one vote. For the first two years, officers will serve a two year term. In 2017, the board will establish a staggered election calendar for officers hence forth. Election results will be shared during the annual business meeting.

Section 14.

If a current officer changes positions while serving on the Executive Board and the new function of their role does not involve career services for social work students, they will resign their leadership position. Vacancies arising on the Board shall be filled by appointment by the remaining Board Members.

Article V

Meetings

Section 1.

The CCDSWE shall hold its annual meeting and conference in the summer for the purpose of officers, to receive reports and to enact business and/or training of its members. The Executive Board will meet at a minimum of once a quarter. Public notice to membership shall be made prior to the meeting.

Article VI

Institutional Agreement

Members of the Consortium will provide reciprocal services to students and/or alumni based on referrals from Consortium members as resources are available.

Article VII

Amendments

Section 1.

These Articles of Association/Bylaws may be amended on prior notice at the annual business meeting by a majority vote of the members present, provided change was provided prior to the

meeting to its members.

Article VIII

Dissolution

Section 1.

CCDSWE may be dissolved as an organization by a single majority vote of the active membership at an annual meeting.

Section 2.

Distribution of funds will be given to a non-profit organization identified by the Executive Board that does not have institutional ties to any Consortium member.

Approved 6/16/22