

**Proposed Revisions (August 2016)**

**CONSTITUTION**

**WISCONSIN COUNCIL ON SOCIAL WORK EDUCATION**

(Approved October 7, 2016)

- I. **Organization Name:** Wisconsin Council on Social Work Education (WCSWE).
- II. **Organization Purpose:** WCSWE is a statewide association of social work faculty and others committed to the purposes of social work education for the preparation of baccalaureate and masters level practitioners, educators and scholars. Interests of the organization focus on leadership and advocacy that promotes social work education to prepare ethical, competent professionals and further social justice globally, nationally and in particular in the State of Wisconsin. Organizational emphases range from: networking between social work programs; exploring educational policy issues, trends in curriculum development and fostering curriculum exchange; promoting pedagogical improvement and the scholarship of teaching and learning; promoting linkages with social work organizations and entities that affect social work education (e.g., NASW, licensing boards and other credentialing organizations); and monitoring employment opportunities and availability for graduating students.
- III. **Voting Members:** Membership is open to any individual associated with a Council on Social Work Education (CSWE) accredited program or a program in pre-accreditation candidacy in one of the following capacities: full or part time faculty, field instructor, instructional staff, retired faculty member or retired instructional staff. Social work doctoral candidates, students and practitioners are encouraged to attend the semi-annual conference, but are not considered voting members unless they fit into one of the above roles.
- IV. **Dues:** Membership dues are included with conference registration and are established by the Executive Committee.
- V. **Meetings and Structure:** There shall be at least one meeting of the membership per year. Meetings are held as part of the semi-annual conference. The WCSWE President shall conduct Membership meetings.

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<sup>1</sup>WCSWE has no official affiliation with CSWE.

- VI. **Conferences:** The executive committee shall plan at least one conference a year and maintain a record of conferences and business meetings.
- VII. **Constitutional Revision:** Revision of the Constitution requires approval by a majority of the voting membership present at one of the semiannual business meetings of WCSWE. Revisions should be submitted to the voting membership at least 30 days in advance of voting and revisions must have received a majority vote in the executive committee prior to submission to the voting membership.
- VIII. **Standing Committees:** WCSWE shall maintain the following Standing Committees: Executive, Field Consortium, Student Inclusion, Student Scholarships, Conference Presentations, and Advocacy. Majority vote shall govern each standing committee decision. The Executive Committee must approve standing committee decisions requiring WCSWE resources
1. **Executive Committee:** Between membership meetings, a nine-member, Executive committee shall conduct organizational business. Meetings shall occur at least twice per year. Eight committee members shall serve a three-year staggered term in office. The chair of the field consortium serves on the Executive Committee and is selected by the WCSWE Field Consortium. Vacancies on the executive committee will be filled via election as needed, but generally at the spring conference and meeting. The names of all persons nominated by petition shall be placed on the written ballot. Space on the ballot will also be provided to allow for write-in candidates. A simple majority of votes from the members present determines the winner. No absentee ballots are accepted. In the case of a tie vote, additional balloting as necessary will be conducted until a simple majority is reached, or a candidate concedes the election.
    - a. The executive committee is selected by ballot with the top vote-earning candidates joining other members of the committee to ensure a stable 9-person membership.
    - b. The executive committee shall select the president of the organization. The presidential selection shall occur at the spring Executive Committee meeting. The President convenes all WCSWE member and Executive Committee meetings.
    - c. The Executive Committee shall select persons from the committee to fill the roles of: President, Vice-President, and Secretary. The Executive Committee shall designate chairs of standing committees.
    - d. Each Standing Committee chair shall develop a committee with an adequate number of members to carry out the work of the committee.
    - e. The term of each executive committee member shall begin upon election.

- f. The Executive Committee shall recruit committee nominees as needed.
- g. Action by the president requires approval of the executive committee.
- h. A quorum is achieved when at least 5 members of the Executive Committee are present for meetings. The president shall vote only in the event of a tie.
- i. Position Descriptions are provided in Appendix A.
- 2. **Field Consortium:** Each CSWE-accredited, Wisconsin Social Work program is encouraged to send a representative of the program's Field curriculum to participate in the semiannual WCSWE Field Consortium. Members discuss issues related to Field practicum curriculum, competency and program policies. The purpose of this committee is for networking and program support. The Chair of this committee is selected by the committee and serves on the WCSWE Executive Committee.
- 3. **Student Inclusion Committee:** This committee is responsible to notify social work programs of the student poster presentation opportunity. This committee sets the criteria and the deadline for final submission. The committee works with the Executive Committee to develop the schedule and procedures for the poster presentations. The committee plans and facilitates the student conference events.
- 4. **Student Scholarship Committee:** This committee is responsible for promoting and managing the student scholarship opportunity to CSWE accredited social work programs. This committee establishes the award criteria, the award amount and the deadline for submission. The committee makes award recommendations based on the established criteria. The committee informs the Executive Committee of their recommendations. The Executive Committee holds a final vote on the committee recommendations. The committee chair informs the winner(s) of the decision. The chair coordinates with the WCSWE Officer to ensure that scholarship recipients receive payments in a timely manner and that winners have the opportunity to attend the WCSWE conference free of charge.
- 5. **Conference Presentation Committee:** The chair works with committee members to solicit, review and recommend presenters for each conference based on the criteria established by the Executive Committee. The committee will inform the Executive Committee of their recommendations. The Executive Committee holds a vote to finalize conference presenters. After the vote is taken, the committee chair informs those chosen to present at the conference of the committee's decision and confirms their acceptance.
- 6. **Advocacy Committee:** The Advocacy committee communicates and coordinates with other social work advocacy efforts in order to improve social services and social justice on the local, state and national level. The Advocacy Committee chair along with other committee members may be involved in drafting position papers on relevant legislation or policy proposals, testifying

at public policy hearings, or contacting local, state or national policy makers in an effort to improve social services and social justice policies that impact social work education and public safety. The Advocacy Committee posts relevant policy issues and decisions on the WCSWE web-page and sends email alerts to the membership when warranted. The committee chair informs the Executive Committee of any impending issues and the committee's planned response before proceeding with any action. In the event of a disagreement on how to proceed, the Executive Committee will vote on a course of action. The WCSWE president serves as ex-officio member of the Advocacy Committee. If needed, the committee chair is empowered to designate a WCSWE member to represent the organization at public Hearings.

7. **Membership Development Committee:** The Membership Development Committee is responsible for the recruitment of new members and the retention of all current members. The committee prepares and distributes information to potential members and new members concerning the goals, objectives, programs and projects of WCSWE. The committee promotes and develops incentives to ensure the growth of the membership and makes appropriate recommendations to the Executive Committee and the organization membership.
8. **Ad-hoc Committees:** When appropriate, the Executive Committee will convene ad hoc committees for specific, time-limited purposes. Ad hoc committees will report directly to the Executive Committee and all ad hoc committee recommendations will be considered and voted on by the Executive committee when necessary and appropriate.

## APPENDIX: Position Descriptions

### **WCSWE President Position Description**

#### General Responsibilities:

1. The Executive Committee elects the President, as specified in the bylaws. The President may delegate specific duties to Executive Committee and general members, as appropriate. If unable to chair any meetings, the President is empowered to designate another Executive Committee member to carry out such duties.
2. The President is responsible for ensuring and advancing the purpose of WCSWE as described in the constitution. The president is responsible to ensure that the organization is in compliance with all applicable laws and regulations. The president convenes and facilitates WCSWE Executive and member meetings, and keeps the Executive Committee informed of relevant social work education issues. The President serves as ex-officio member of designated committees and is the primary spokesperson for WCSWE.
3. The President conducts all meetings according to Executive Committee established and accepted rules of order. The president votes only in the event of a tie vote (as prescribed in the Constitution). The President may poll members of the Executive Committee outside of set meetings in instances that require immediate action. Such a poll shall constitute a meeting for the specific purpose(s) at hand. The President shall, upon its completion, notify the Executive Committee of the final results. The president will then inform the membership of the results via email.
4. The President serves as an ex-officio member of Advocacy Committee and is invited to attend all other committee meetings and functions.
5. The president may form an Ad hoc committee to formulate a response for a specific issue (see constitution). Upon its completion the Ad hoc committee will send their response to the Executive Committee for final approval. After approval by the Executive Committee the membership will be notified of the results.
6. The President may engage in activities to foster and maintain positive and productive relationships with other relevant professional organizations, such as NASW, the Social Work Section of The Department of Safety and Professional Services, the Baccalaureate Program Directors and other like organized statewide groups. In this capacity, the President serves as primary spokesperson for WCSWE.
7. The President may respond to inquiries from members and non-members regarding WCSWE interests and activities. However, other members of the Executive Committee may also engage in this kind of organizational promotion.

### **WCSWE Secretary**

1. The Secretary maintains the records of the organization in order to ensure accurate recollection of decisions; determination of eligibility to vote; continuity of policies and practices; and accountability of directors and officers. These records may include founding documents, (e.g., articles of incorporation), lists of directors, Executive Committee and membership meeting minutes, financial reports, and other official records. The Secretary ensures that official records are maintained of members of the organization and Executive Committee. He/She ensures that these records are available

- when required for reports, elections, referenda, other votes, etc.
2. The Secretary takes accurate meeting minute notes and distributes these to the web-page and membership listserve upon approval in order to ensure that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the organization's business was conducted. The meeting minutes should include the following information:
    - a. date, time, location of meeting;
    - b. list of those present;
    - c. list of items discussed;
    - d. list of reports presented;
    - e. text of motions presented and description of their disposition including a tally of those voting for and against or abstaining from each motion.
    - f. The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records.
  3. The Secretary ensures that an up-to-date copy of the Constitution is available at all meetings.
  4. The Secretary manages the general correspondence of the Executive Committee except for such correspondence assigned to others.
  5. The Secretary participates in Member and Executive Committee meetings as a voting member. The Secretary provides items for the agenda as appropriate.

### **WCSWE Web-Page Management**

1. The Web-master manages and maintains the WCSWE web-page and updates it regularly to keep the membership up to date.
2. Manages the electronic WCSWE directory.
3. Updates and distributes the directory at membership meetings and requests edits from all schools.
4. Updates the WCSWE email reflector with new faculty, and deletes others as warranted.

### **WCSWE Fiscal Management & Conference Organization**

The WCSWE Officer manages and monitors the WCSWE checkbook. The Officer provides a written accounting of WCSWE funds at each meeting of the membership. The Officer pays all relevant expenses and distributes scholarship funds as designated.

1. Arranges the spring and fall conference dates two years in advance with the hotel and the Executive Committee.
2. Arranges the number and size of rooms needed with the hotel.
3. Selects the food and beverages for the conference and confirms before the event.
4. Reviews and signs the agreements with the conference hotel when received.
5. Pays the hotel bills for designated attendees and provides receipts as needed.
6. Ensures that all needed equipment and electronics are available for conference.
7. Manages any problems that arise with conference logistics (e.g. rooms and equipment).

### **Chair Field Consortium**

The Chair of the Field Consortium convenes and conducts the semiannual Field Consortium meetings. The position keeps current on Field faculty/Coordinators and regularly provides information with this group on Field education. The position serves on the WCSWE Executive Committee.