

By Laws

By-Laws of The California Association of Deans & Directors of Schools of Social Work

ARTICLE I – NAME AND LOCATION

SECTION 1. The name of this organization shall be the California Association of Deans and Directors of Schools of Social Work.

SECTION 2. The principal office of the organization shall be located in the city of its current President. The organization may also have such offices at other places as its members may from time to time determine.

ARTICLE II – OBJECTIVES

The objectives of this organization shall be:

SECTION 1. To advance the excellence and interests of social work education in the state of California, including, for such purposes, the making of such distributions to organizations as agreed upon by the CADD membership; to establish and maintain a statewide organization to achieve these purposes.

SECTION 2. To educate the people of the state of California as to the contributions of social work education.

SECTION 3. To encourage financial support for students in social work education programs.

SECTION 4. To encourage research for the advancement of social work education.

SECTION 5. To represent the interests of the members to the Council on Social Work Education, the National Association of Deans and Directors of Schools of Social Work, and the National Association of School Workers, particularly to its California chapter.

SECTION 6. To provide a forum for its members to discuss problems and opportunities for the advancement of social work education and research, including a response of social work education to the changing demographics of the state of California.

SECTION 7. To solicit and accept contributions from the general public and/or public or private institutions or local, state or federal government agencies, donated to it for the furtherance of a program or programs sponsored by the organization.

SECTION 8. To engage in collaborative activities and information exchanges that contributes to the furtherance of social work education.

SECTION 9. To perform every lawful act and thing necessary, desirable and expedient in carrying on the purposes of the organization and to accomplish the ends for which the Association is formed.

ARTICLE III – MEMBERSHIP

SECTION 1. The chief executive officer of accredited graduate or combined graduate and undergraduate degree programs, and programs in candidacy, shall be eligible for membership.

SECTION 2. The right or interest of a member shall not terminate except upon the happening of one of the following events: Resignation, expulsion, dissolution or liquidation of the Association.

ARTICLE IV – DUES

SECTION 1. Establishment of dues. Dues and admission fees, if any, for members shall be determined and revised from time to time by a majority of the membership when it deems necessary or advisable.

SECTION 2. Delinquency and cancellation. Any member of the Association who shall be delinquent in dues for a period of time of one (1) year from the time dues become payable shall be notified of such delinquency and may be suspended from further services by a majority vote of the members at their next regularly scheduled meeting after the one year period.

SECTION 3. Refunds. No dues shall be refunded to any member whose membership terminates for any reason.

ARTICLE V – MEETINGS OF MEMBERS

SECTION 1. The Association will meet a minimum of two (2) times per year—once in the Fall semester and once in the Spring semester. The first meeting shall be held within twelve (12) months after the formation of the Association.

SECTION 2. Special meetings of the Association may be held on such date or dates as necessitated by the business of the Association.

SECTION 3. Regular or special meetings may be held at such place within or without the state of California as the member may from time to time fix. In the event that a regular

meeting is not fixed by the Association, such meeting shall be held at the location of the principal office of the Association for that calendar year.

SECTION 4. Written notice stating the place, day and hour of scheduled meetings shall be given for all regular meetings. Such notice shall state the person or persons calling the meeting and the purposes of such meetings. Notices of special meetings shall state the purpose or purposes for which the meeting is called. At any special meeting, only the business stated in the notice of meeting may be transacted. Notice of meeting shall be given either personally or by first class mail not less than ten (10) days nor more than thirty (30) days before the date of the meeting, to each member at the address recorded on the records of the Association.

SECTION 5. Meetings of the members shall be presided over by the following officers, in descending order: President, Treasurer, Secretary. When the Association's Secretary is unavailable to record minutes at a scheduled meeting, the President shall request that a CADD member volunteer to assume this function.

SECTION 6. Quorum. The members present shall constitute a quorum at a meeting of members for the transaction of any business. Each member shall have one (1) vote. In the election of officers, a plurality of the votes cast shall elect. Except to the extent provided by law, all other action shall be by a majority of the votes cast. Whenever the vote of members is required or permitted, such action may be taken without a meeting by setting forth the action to be taken and obtaining the signed consent of a plurality (in the election of officers) or a majority (in all other actions) of the members entitled to vote.

SECTION 7. Rules of Order. The meetings of this Association shall be regulated and controlled according to ROBERTS RULES OF ORDER (Revised) for parliamentary procedure, except as may be otherwise provided by these By-Laws or by the consent of those members present.

ARTICLE VI – OFFICERS

SECTION 1. Elected officers. The elected officers of this association shall be a President, Treasurer, and Secretary to be elected by the members bi-annually and who will serve until their successors have been duly elected to assume office.

SECTION 2. Qualification for Office. Only members in a good standing shall be eligible for nomination and election to any elective office of the Association.

SECTION 3. Nomination and election of officers. The President shall bi-annually appoint a three person nominating committee to prepare a slate of nominees. The committee shall include appointees from Northern, Central, and Southern California. The committee shall issue a formal request for nominations. Any member of the Association may

nominate him/herself or any other member in good standing for an elective office. The President shall forward the slate of nominees for elective office to the membership no later than thirty (30) days prior to the date of selection of officers for the upcoming year. Any person so nominated shall have given his or her prior consent to nomination and selection as an officer.

SECTION 4. Term of Officer. Each elected officer shall take office immediately upon installation and shall serve for a term of two (2) years or until his or her successor is duly elected and installed. Officers may be reelected to the same or other officer for an unlimited number of terms.

SECTION 5. Vacancies – Removal. Vacancies in any elective office may be filled for the balance of the term thereof by the membership at any regular or special meeting or by a mailed ballot. The membership, at its discretion, by two-thirds (2/3) vote, may remove any officer from office for cause.

ARTICLE VII – DUTIES OF OFFICERS

SECTION 1. President. The President shall serve as Chair at all meetings of the Association. He or she shall make all required appointments to standing and special committees with the approval of the membership. The Association's archival records reside with the President. The President shall assume responsibility for forwarding all organizational records to the incoming President upon completion of his/her term of office. The President shall perform such other duties as are necessary incident to the office of President or as may be prescribed by the membership.

SECTION 2. Secretary shall be responsible for the proper recording of proceedings of meetings of the Association and all committees; and carry into execution all orders, votes and resolutions not otherwise committed.

SECTION 3. The Treasurer shall be in charge of the Association's funds and records. As Treasurer, he or she shall collect all member dues and/or assessments; shall have established proper accounting procedures for the handling of the Association's funds and shall be responsible for the keeping of the funds in such banks, trust companies and/or investments as are approved by the membership. The Treasurer shall see that accurate records are kept of all members. He or she shall report on the financial condition of the Association at all meetings of the membership and at other times when called upon by the President.

ARTICLE VIII – COMMITTEES

SECTION 1. Establishment of Committees. The membership, at regular or special meetings, may establish standing or special meetings at its discretion in order to undertake

the work of the Association. A majority of members present is required to establish a standing or special committee.

SECTION 2. Membership on Committees. The President, with the approval of the membership, shall appoint the members of any standing or special committee established by the Association. The members of that committee shall elect their own chair.

ARTICLE IX – EXECUTIVE AND STAFF

SECTION 1. Administrative Support. The Association shall provide an annual stipend payable to the President for secretarial and operational support.

ARTICLE X – FINANCE

SECTION 1. Fiscal Period. The fiscal period of the Association shall begin on July 1 and terminate on June 30 of the following year.

SECTION 2. Budget. The membership shall annually review Article II Objectives and set priorities for activities to be carried out during the next fiscal period. The budget for these activities will be the Association's operating budget for the next fiscal period. The treasurer shall furnish the membership within sixty (60) days following the end of each fiscal period a financial report for the year just completed.

ARTICLE XI – DISSOLUTION

SECTION 1. Upon the dissolution of the Association, the Association shall, after paying or making provision for payment of all the liabilities of the Association, dispose of all assets of the Association in such manner, or to such organization or organizations purposes as the membership shall determine. Any such assets not so disposed of shall be disposed of by the Superior Court of the state of California or by any other appropriate court of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XII – AMENDMENTS

SECTION 1. These By-Laws may be amended or repealed by a two-thirds (2/3) vote of the members present at any of the Association's meetings duly called, notice of such proposed changes having been sent in writing to the members thirty (30) days before such meeting.