

University of Maryland School of Social Work  
Baccalaureate Social Work Program  
University of Maryland Baltimore County

BYLAWS

Article I

Name

The name of this organization shall be the Community Advisory Board of the Baccalaureate Social Work Program, the School of Social Work, University of Maryland Baltimore County.

Article II

Purpose

The Community Advisory Board is a group of program alumni and professional and community leaders, along with at least one student representative, who support the Baccalaureate Social Work Program. The purpose of the Board is to provide a means for disseminating information about the Program, obtaining feedback from key community leaders about how the Program's significance is perceived, securing suggestions for program improvement, and assisting the Program in obtaining local and state support.

Article III

Responsibilities

Members of the Community Advisory Board will:

- serve as advocates of the Baccalaureate Social Work Program to the community, enhancing its reputation and image;
- provide support and counsel on the Program's mission and goals;
- assist the students, faculty, staff and administration in events to support the Program;
- attend *at least* 50% of the Community Advisory Board meetings during any given year, and or have their attendance record taken into consideration for continued Board membership.

Section 1. The Community Advisory Board shall be composed of not more than 12 members excluding *ex officio* members. They shall be selected because of their demonstrated interest in social work and their ability to assist in fulfilling the mission of the program.

Section 2. Members shall be nominated by the Board and approved by the Associate Dean and the Assistant Dean for Field Education.

Section 3. Community-based members  
Members shall hold office for a term of three years. They shall be eligible for reappointment for two additional terms of three years, and then shall not be eligible for reappointment until the lapse of one year after expiration of their previous consecutive terms (after which lapse they again shall be eligible).

Section 4. School-based members (all appointed ex-officio)

**Student.** The president of the Student Social Work Association or another student nominated by the program's faculty shall be appointed to a term that equals his/her presidency or the completion of his/her undergraduate social work degree.

**Associate Dean.** The Associate Dean of the Baccalaureate Social Work Program shall be an ex-officio member of the Board.

**Assistant Dean for Field Education.** The Assistant Dean for Field Education of the Baccalaureate Social Work Program shall be an ex-officio member of the Board.

**Program Director for the Social Work Program, The Universities at Shady Grove.** The Field Coordinator for Field Education of the Baccalaureate Social Work Program, Universities at Shady Grove shall be an ex-officio member of the Board.

**Field Coordinator for the Social Work Program, The Universities at Shady Grove.** The Field Coordinator for Field Education of the Baccalaureate Social Work Program, Universities at Shady Grove shall be an ex-officio member of the Board.

## Officers and Their Election

Section 1. Officers of the Board shall be Chairperson, Vice-Chairperson, and Secretary.

Section 2. Officers shall be elected at the annual meeting in September and shall assume office at the close of the meeting. They shall serve for two years and/or until their successors are elected.

## Article VI

### Meetings

Section 1. The Board shall meet a minimum of three times during each academic year.

Section 2. Special meetings may be called at the discretion of the Chairperson or Associate Dean.

Section 3. Annual meetings shall be held in May.

Section 4. One-half of the membership of the Board shall constitute a quorum.

## Article VII

### Committees

Section 1. The two standing committees shall be the Executive and Field Education. Board members may serve on one committee.

Section 2. The Executive Committee, consisting of the Chairperson, Vice-Chairperson, Secretary, Associate and Assistant Dean, shall be responsible for the administration of Board activities between meetings. Ad hoc committees will be formed on an as needed basis.

Section 3. The Field Education Committee consists of the Assistant Dean for Field Education as an ex Officio member and invited consultants for specific project and timelines. The Committee shall work to support the baccalaureate social work curriculum in the context of a network of agencies and generalist social work practice.

## Article VIII

## Amendments

These bylaws may be amended by a two-thirds vote at any regular meeting provided the proposed amendment has been submitted to the members at least 30 days prior to the meeting at which action is to be taken. The committee shall review by-laws at least every **four** years.

## Article IX

### Parliamentary Authority

Robert's Rules of Order shall govern this Board in all matters not covered in these bylaws.

Adopted: July 2002

Revised: May 2010

Revised: May 2016