



SOCIAL WORK DEPARTMENT ADVISORY BOARD BYLAWS

ARTICLE I MISSION

The mission of the Siena College Social Work Department Advisory Board is to serve as an avenue of renewal by providing and receiving feedback to/from the Social Work Program in the areas of program development, program enhancement, curriculum development, alumni engagement, community awareness and fund-raising.

ARTICLE II POLICIES

- Section 1. The Advisory Board shall be non-sectarian, non-partisan and non-profit.
- Section 2. The Advisory Board shall operate with an awareness of the Social Work Program's commitment to Franciscan values, the National Association of Social Workers (NASW) Code of Ethics and Council on Social Work Education (CSWE). The Advisory Board shall foster a climate of academic excellence in the pursuit of social, economic, and environmental justice.
- Section 3. The mission, policies and practices of the Advisory Board shall be consistent with Siena College Social Work Department's Non-Discrimination Statement and Human Rights Policies. The Advisory Board shall not discriminate on the basis of race, religion, color, sex or gender, age, national or ethnic origin, disability, marital status, veteran's status or sexual orientation in its membership or practices.

ARTICLE III ADVISORY BOARD COMPOSITION

- Section 1. The Advisory Board shall be comprised of a variety of persons whose input and assistance is important to the Social Work Program, and shall include both voting and non-voting members.
- Section 2. The Advisory Board shall be comprised of both voting and non-voting members. Voting members are defined as those elected advisory board members who are in good standing, as defined in Article IV, and possess social work credentials, which may include social work students, alumni, field instructors, past and present social work practitioners, and representatives from other associate, baccalaureate and graduate social work programs. A non-social work credentialed individual may be voted onto the board as a voting member if there is a unanimous decision by the board. Non-voting members shall be referred to as "Supportive Members" as defined in Article IV to include Full-Time Siena College Social Work Department Faculty and Staff.

Section 3: A quorum shall be five (5) voting members.

ARTICLE IV TERMS OF MEMBERSHIP

Section 1. Voting members of the Advisory Board are elected to two-year terms, renewable by a vote of a quorum.

Section 1A: Prospective voting members may apply to the advisory board by providing a resume or other credentials. After review by the Advisory Board and/or review and approval by the Steering Committee as well as the Social Work Department, the nominee will be invited to attend an advisory board meeting for an interview. After discussion and majority vote by the members in attendance, the nominee may be accepted to the board.

Section 2. A voting member of the Advisory board may continue to serve, unless the member misses two consecutive full board meetings without communication or acceptable reason for absence. In that case, the board member will seek approval from the steering committee to remain on the board or request a voluntary leave of absence from the board.

Section 3. The Advisory Board has the power to accept resignations or determine involuntary removal, due to a violation of the mission and/or policies as set forth by these bylaws. The committee as a whole can discuss and vote to bring this involuntary removal to the steering committee. The steering committee must reach a two-thirds (affirmative) vote to remove any member from the board.

ARTICLE V VOTING

Section 1. The Board shall have the power to vote on matters related to its mission. It shall elect its membership and officers.

Section 2. A vote may be taken if a quorum (5 people) of voting members are present. Members must be present to vote. No members shall vote by proxy. Voting shall be restricted to one vote per eligible member.

Section 3. Changes in the Advisory Board's By-laws requires an affirmative vote by two-thirds of the quorum at a meeting announced for that purpose.

ARTICLE VI MEETINGS

Section 1. The Advisory Board shall be scheduled for a minimum of four meetings per year as called by the Advisory Board Chair or a majority of the steering committee. The Advisory Board shall make every attempt to meet in person, but may meet

virtually, via zoom or other means accessible by the members, in an emergency which may be called by the steering committee. Likewise, members should make every attempt to attend meetings in person, but if necessary, may ask permission of the Advisory Board Chair to attend virtually, if the board has arrangements to do so, either audibly or by video.

- Section 2. The Chair or appointed designee shall govern Advisory Board Meetings following parliamentary procedures outlined in *Robert's Rules of Order*.

ARTICLE VII COMMITTEES

- Section 1. The Steering Committee shall be a standing committee consisting of each elected officer, an elected senior student Board member, and the Social Work Department Chair. The Steering Committee shall act as the Board between meetings as may be necessary.
- Section 2. Other committees and charges shall be appointed by the Steering Committee as needed. All committees shall have an elected Chair for the purposes of convening and reporting committee activities and recommendations to the Advisory Board.
- Section 3. Committee meetings shall convene in a format that assures equal access and equal input to decision making by its committee members.

ARTICLE VIII OFFICERS

- Section 1. The Chair shall serve as the principal officer and shall preside at Board and Steering Committee meetings.
- Section 2. The Vice-Chair shall assist in the duties of the Chair, as designated by the Chair. The Vice-Chair shall preside at Board meetings in the absence of the Chair. Should the Chair be unable to complete his/her elected term of office, the Vice-Chair shall assume the position and responsibilities of Chair through the completion of that term.
- Section 3. The Recording Secretary or other designated individual shall take, record, transcribe and distribute accurate minutes of proceedings of all Board meetings.
- Section 4. Only active voting members shall be eligible for nomination and election as officers.
- Section 5. The term of office for Chair and Vice-Chair shall be two years. The terms of other elected officers are two years and may be reelected. The Vice-Chair shall be offered the Chair position at the end of the Chair's two-year term. If the Vice-Chair declines the position it will open up to the board for a vote.

ARTICLE IX FISCAL YEAR

- Section 1. The Board's fiscal year will commence on June 1st and terminate on May 31st of each year. All fiscal and term matters shall correspond with this calendar.

ARTICLE X DISSOLUTION

- Section 1. Should the Board find it necessary to dissolve, a Board meeting shall be called specifically to discuss the circumstances in consultation with the Steering Committee. In the case of agreement to dissolve, the Steering Committee shall draft a document giving the reasons for dissolution and present it to the Advisory Board as a whole for approval. After such approval the Social Work Department who, in consultation with the College Administration, will make the final decision.

- Section 2. Upon dissolution, all assets or monies shall be presented to Siena College.

Amended 10/4/01; 02/21/08; 4/1/21

Prior versions of the Bylaws can be found in the Social Work Department H drive.