# BYLAWS: THE ASSOCIATION OF BACCALAUREATE SOCIAL WORK PROGRAM DIRECTORS, INC. (BPD)

As Amended, October 2026

## ARTICLE I
## NAME

This organization shall be known as the Association of Baccalaureate Social Work Program Directors, Inc. (BPD).

## ARTICLE II
## MISSION

BPD is dedicated to the promotion of excellence in baccalaureate social work education.

## ARTICLE III
## MEMBERSHIP

Section 1: Membership

a. Membership shall consist of:
    1. Regular Membership: current or past directors of CSWE accredited baccalaureate social work programs or programs in candidacy, faculty members from CSWE accredited baccalaureate social work programs or programs in candidacy, field administrators in CSWE accredited baccalaureate social work programs or programs in candidacy, and others interested in baccalaureate social work education.

    2. Emeritus membership: Retired baccalaureate social work educators.

    3. Student Membership: Current BSW or MSW students of CSWE accredited programs or programs in candidacy.

    4. Doctoral Candidate Membership: Current PhD or DSW students interested in social work education.

b. In order to maintain membership, individuals must remain in good standing by adhering to the Association's bylaws. This includes being in good financial standing (including paying membership dues).

c. If a member has been sanctioned by BPD for misconduct or violation of ethical and professional standards, they are not eligible to serve on the Board, chair a committee, attend, present, or sponsor students at the annual conference and BPD can permanently revoke their membership.

## ARTICLE IV
## BOARD OF DIRECTORS

Section 1: Board Members

a. The Board of Directors shall consist of an Executive Committee consisting of a President, President-Elect (when applicable), Vice President, Vice-President-Elect (when applicable), Treasurer, Treasurer-Elect (when applicable), Secretary, Secretary-Elect (when applicable) and ten board members at large (four Program Director-at-large positions; four Non-Program Director-at-large positions; and two Field Director-at-large positions). All members of the Board are elected by membership.

b. The Executive Committee, specifically the role of President and Vice President shall be current baccalaureate program directors at the time of election or have served as a baccalaureate program director within 3 years of election and be regular members in good standing. The Secretary and Treasurer Executive Committee positions shall be current baccalaureate program directors or baccalaureate field directors or have served as baccalaureate program directors or baccalaureate field directors within 3 years of election and be regular members in good standing. Candidates for the Executive Committee (President, President-Elect, Vice-President, Vice-President-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect) must have successfully served on the BPD board prior to running for an executive committee position.
    1. Baccalaureate program director board member refers to any person who administers the baccalaureate program in accordance with CSWE guidelines, which includes but is not limited to program director, program chair, and/or program coordinator.

    2. Baccalaureate field director board member refers to any person who administers the baccalaureate field program in accordance with CSWE guidelines within 3 years of election.

c. There shall be ten board member at large positions.
    1. There are two Field Director at Large positions, which are held exclusively for individuals who serve as a baccalaureate Field Director at the time of election or have served as a baccalaureate Field Director in the past three years. Baccalaureate field director board member refers to any person who administers the baccalaureate field or practicum program as their primary responsibility.

    2. There are four Program Director at Large positions, which are held exclusively for individuals who serve as a Baccalaureate Program Director at the time of election or have served as a Baccalaureate Program Director in the past three years. Baccalaureate program director refers to any person who administers the baccalaureate program in accordance with CSWE guidelines, which includes but is not limited to program director, program chair, and/or program coordinator.

3. There are four Non-Program Director at Large positions, which are held exclusively for individuals who do not serve as a Baccalaureate Program Director or Baccalaureate Field Director at the time of election and have not served as a Baccalaureate Program Director or Field Director in the past three years. These individuals are faculty with a primary assignment to a baccalaureate program.

d. The terms of office shall be as follows:
    a. All elect positions (President-Elect, Vice-President-Elect, Secretary-Elect, Treasurer-Elect) shall be a one-year position to be followed by a two-year term in the corresponding executive committee position (i.e. President, Vice-President, Secretary, Treasurer).

    b. The ten at-large board positions shall serve three-year terms, which will be staggered to ensure continuity.

e. Transition of Officers: Newly elected officers must attend the next annual BPD Conference in order to participate in Board orientation activities. Outgoing officers must attend the conference and fulfill the duties of their position through the conclusion of the conference. The terms of outgoing officers shall end at the close of the conference, at which time newly elected officers shall assume their respective offices.

f. Board members shall not serve more than two consecutive elected terms in one position on the Board plus the remainder of any appointed term (if applicable).

g. The President shall appoint a Parliamentarian from the Board membership for a 1-year term of office. Parliamentarians may succeed themselves.

h. The Board shall have the authority to formulate specific policies necessary for the management of the affairs of BPD, order priorities, approve the budget, monitor expenditures, and hold all governance and program units accountable for their activities. The Board may employ or authorize the employment of paid personnel and fix the term and conditions of such employment.

i. A simple majority of 51% will constitute a quorum for voting.

Section 2: Officers

a. Officers of BPD shall be President, Vice President, Secretary, Treasurer, and when applicable, President-elect and Treasurer-elect.

b. Officers shall be current BSW Program directors or baccalaureate field directors at the time of election or who have served as as baccalaureate program directors or baccalaureate field directors within 3 years of election and be regular members in good standing.

c. Officers shall take office on the 1st day of January following their election.

d. The term of office shall be as follows: President-elect: one year (to be followed by a two-year term as President) or until the successor is elected. All other terms of office shall be for three years.

e. Officers shall not serve more than two consecutive elected terms in one position on the Board.

Section 3: The duties of the Board Members shall be as follows:

a. The **President** shall be the chief executive officer of BPD and shall preside over all meetings of the Association and Board of Directors. They shall be an ex-officio member of all standing and ad hoc committees. They shall perform such other duties as usually pertain to the office of President. See Policies and Procedures Manual for specific duties of the President.

b. The **Vice-President**, in the absence of the President, will preside at all meetings of the Association and the Board of Directors. The Vice-President shall perform such other duties as may be assigned to them by the President or the Board. See Policies and Procedures Manual for specific duties of the Vice-President.

c. The **Secretary** is charged with maintaining accurate records of the business and policy decisions of the Association. This includes the preparation and circulation of all minutes. See Policies and Procedures Manual for specific duties of the Secretary.

d. The **Treasurer** shall ensure that accounting policies and procedures of the Association are followed. They shall be responsible to file all taxes and to file the annual non-profit report in the state of incorporation. An audit is performed when financially feasible. See Policies and Procedures Manual for specific duties of the Treasurer.

e. The **President-Elect** is a full member of the Board. They perform duties as assigned by the President or the Board. See Policies and Procedures Manual for specific duties of the President-Elect.

f. The **Vice-President-Elect** is a full member of the Board. They perform duties as assigned by the President, Vice-President and/or the Board. See Policies and Procedures Manual for specific duties of the Vice-President-Elect.

g. **Treasurer-Elect** is a full member of the Board. They perform duties as assigned by the President, Treasurer, and/or the Board. See Policies and Procedures Manual for specific duties of the Treasurer-Elect.

h. The **Secretary-Elect** is a full member of the Board. They perform duties as assigned by the President, Secretary, and/or the Board. See Policies and Procedures Manual for specific duties of the Secretary-Elect.

## ARTICLE V
## NOMINATIONS AND ELECTIONS

Section 1: Elections

a. Annually, the Nominations Committee shall present a slate of nominees who are members in good standing and are eligible to serve on the Board. While dual slated positions are preferred, single slotted positions are allowed. Slots with no one slated will be held over to the next election. Members may self-nominate for board positions. The Nominations Committee shall be in charge of establishing written election procedures and conducting the elections according to the bylaws and Board policy.

b. The election of Board members (including officers) and Nominations Committee members shall be conducted with ballots provided to each member in good standing.

c. The nominee for each position receiving a majority of all votes cast shall be declared elected. In the case of more than two candidates, the person with a plurality of votes would be declared elected.

d. The elections are held in the fall. The official term for those elected will begin at the conclusion of the next BPD Conference, however, newly elected officers must attend the BPD Conference to participate in orientation and training activities (see Transition of Officers, Article IV, e).

Section 2: Vacancies

a. In case of a vacancy in the office of President, a sitting President-elect shall succeed to the office.

b. If there is no President-elect when a vacancy in the office of President occurs, the Vice President shall succeed to the office for the remainder of the term.

c. In all other cases of vacancy, the President, in consultation with the Executive Committee, shall appoint a person, who would be otherwise qualified to run for the position until the next election.

Section 3: Removal from Office

a. Any Board or Nominations Committee member may be removed from office for failure to fulfill assigned duties, including payment of dues as outlined in these By-laws and the Policy and Procedures Manual. Board and Nominations Committee members may also be

removed for serious misconduct. Serious misconduct is determined using the BPD Ethical & Professional Standards and the Policies and Procedure Manual. Any removal of a Board or Nominations Committee member must be approved by the full Board with a vote of 2/3.

b. If any Board or Nominations Committee member is removed from office, they may not run for office or serve as a chair of any BPD Committee.

## ARTICLE VI
## COMMITTEES OF THE ASSOCIATION

Section 1: The Board has the authority to create standing and ad hoc committees as needed to carry out the mission of the organization. With the exception of the Nominations Committee, the President shall appoint all Committee Chairs for the length of their term. All Committee chairs and/or co-chairs must teach/serve primarily in the baccalaureate program.

Section 2: Standing Committees

a. Executive Committee:
    1. The Executive Committee shall consist of the officers of the Board.
    2. The Executive Committee shall act for the Board during intervals between meetings.
    3. The Executive Committee shall have the authority to act within the policies, programs, and budget established by the Board.
    4. The Executive Committee shall meet at the call of the President, or as determined by the Board.

b. Nominations Committee
    1. The Nominations Committee shall consist of up to six (6) people who are members in good standing. Committee members are elected on a rotating basis for three-year terms.
    2. One member from each of the six regions shall be elected.
    3. The Chair of the Nominations Committee shall be elected by the membership of the committee.

c. Marketing Committee
    1. The purpose of the Marketing Committee is to develop and maintain recruitment materials, and increase the visibility of the Association and the work of the Association committees, in keeping with our mission to promote excellence in baccalaureate social work education.

d. Program Administration and Curriculum Development Committee
    1. The Program Administration and Curriculum Development Committee shall assist the board in developing program and curriculum and responding to issues regarding accreditation and baccalaureate curriculum.

e. Publications and Communications Committee
    1. The Publications and Communication Committee serves to monitor all publications/media sponsored by the organization and present policies and procedures for effective functioning of such publications/media to the board.

f. Field Committee
    1. The purpose of Field Committee is to support field educators in the development, administration, and practical aspects of running a field education program.

g. Program Director Committee
    1. The purpose of Program Director Committee is to support program directors in the development, administration, and practical aspects of running a BSW program.

Section 3: Removal of Committee Chair

a. Any Committee Chair may be removed from office for failure to fulfill assigned duties, including payment of dues, as outlined in these Bylaws and the Policies and Procedures Manual. Committee Chairs may also be removed for serious misconduct. Serious misconduct is determined using the BPD Ethical & Professional Standards and the Policies and Procedures Manual. Any removal of a Committee Chari must be approved by the full Board with a vote of 2/3.

b. If any Committee Chair is removed from their position for failure to fulfill assigned duties or serious misconduct, they many not run for office or serve as a chair of another BPD committee.

## ARTICLE VII
## PUBLICATIONS OF THE ASSOCIATION

The Board retains the rights to all journals, newsletters, handbooks, texts, web pages and other products as officially sponsored by the Association.

## ARTICLE VIII
## MEETINGS OF THE ASSOCIATION & BOARD

Section 1: There shall be at least two (2) meetings each year of the Association. The times and places of the meetings will be set to coincide with the Annual BPD Conference and the CSWE Annual Program Meeting (APM).

Section 2: The Board shall hold at least 4 quarterly meetings each year. Additional meetings may be called by the President. A simple majority (51%) of currently serving Board membership shall constitute a quorum. Upon petition of 2/3 of the full Board, the President must call a special meeting of the Board within 30 days. Board members should receive two (2) weeks' notice of such meeting.

Section 3: All meetings of the Association and the Board will be held under the by-laws of the Association and procedures shall be governed by the rule set forth in Robert's Rules of Parliamentary Procedures, newly revised.

## ARTICLE IX
## FINANCE

Section 1: Annual dues are required for membership in the Association. Dues are payable, according to membership category, on or before the first day of January. Any dues paid within the fiscal year (any time after January), unless specifically designated for the following fiscal year are counted within the fiscal year in which they are paid.

Section 2: The fiscal year of the Association shall begin on the first day of the first month of the fiscal year determined by the Board.

Section 3: A budget of revenue and expenditures for each fiscal year shall be adopted by the Board of Directors.

## ARTICLE X
## LEGAL NOTICE

Whenever any notice is required to be given under the provision of the General Not for Profit Corporation Law of the state in which BPD in incorporated, or under the provisions of the by-laws of the corporation (Association), a waiver thereof whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## ARTICLE XI
## AMENDMENTS TO THE BY-LAWS

Section 1: The President shall appoint an ad hoc committee to review the bylaws and make recommended revisions as needed to the Board.

Section 2: The Board or any standing committee can propose a bylaw change. These bylaws may be altered, amended or repealed and new by-laws may be adopted by providing changes to the members in good standing with an electronic survey. The membership shall have twenty days from the date of the distribution of the survey which to return the completed survey. A 2/3 votes cast of the completed surveys will be required to adopt any change. The results of any votes will be maintained in the Association office. Members will be notified electronically of the results of the vote within two weeks of the vote by the Association Secretary. Additional processes are specified in the Policy and Procedure Manual.

Section 3:  New by-laws as altered, amended, or repealed shall go into effect immediately upon adoption unless the motion to adopt contains a specific date for implementation.

**Revised:**
3/2/90, 5/7/93, 3/13/95, 2/6/99, 10/20/00, 10/05, 11/07, 12/17, 6/30/20, 7/20/2021, 9/24/2024, 10/26/2026