

European Association of Schools Of Social Work

BYLAWS

(Approved by the EASSW EC, at the autumn meeting 2017)

Bylaw 1: Convening of and attendance at the Executive Committee Meetings

The Executive Committee shall meet at least annually (EASSW Constitution 8.1.). Notice of the EC meeting, including its date, place and preliminary agenda, signed by the Secretary shall be mailed to members of the executive committee not less than 40 days before the date of the executive committee meeting (EASSW Constitution 8.2.).

Special meetings may be called at any time at the request of the President of EASSW. Notice of the special meeting is to be given in the same manner as for the regular bi/annual meeting. No business other than that specified in the notice of the meeting shall be transacted at any special meeting.

Members of the executive committee have right to submit proposal to the executive committee meeting. Proposals from the executive committee members about items for agenda must be sent to the President or Secretary of the EASSW 21 days in advance of the executive committee meeting, in conjunction with the consecutive report. Written material relating to the meeting shall be sent out 14 days in advance of the meeting.

A quorum of the EC shall consist of half of the members of the EC, including the President of the EASSW.

Bylaw 2: Agenda for the Executive Committee Meeting

The Executive Committee Meeting shall have a formal structure, including as a minimum following:

1. Minutes from the previous meeting: matter arising
2. Agenda for the meeting: priorities and time schedule
3. Update on activities since last EC meeting: reports from President, Vice-President, Treasurer, Secretary and all EC members (written reports shall be emailed not less than 14 days before the date of the EC meeting).
4. Financial overview
5. Membership overview
6. Project applications and project budget
7. Consideration of any other proposal

Bylaw 3: Procedures in EC meetings

Votes of the EC meeting shall be by simple majority (EASSW Constitution, Article 8.6.). In the event of tied vote the President of the EASSW shall exercise a decisive vote.

A quorum for the transaction of business by the Executive Committee shall be four of its members, including at least the President or the Vice President or the Secretary EASSW (Constitution, Article 8.4.).

Minutes of the EC meeting shall be taken voluntary by the EC members submitted in written to the Secretary not later than two weeks after the meeting.

Minutes of the EC meeting shall be distributed by the Secretary of EASSW within 2 weeks of the date of the meeting. The minutes must be approved by the next EC meeting.

The approved budget and financial plan/sheet shall be circulated to member schools not later than 14 days before General Assembly.

Officers and members of the IASSW, ENSACT, UN offices in Europe, other interest groups, national and/or sub regional associations of schools of social work are entitled to participate at the EC meetings in accordance with Article 5.2. of the EASSW Constitution.

Bylaw 4: Working/Task Groups

A working/task group shall be set up to perform task assigned by the EC. A working/task group may consist of at least 3 members. Decisions within working/task group are to be taken by majority vote. The working/task group shall elect their own chair person who shall report on their work to the EC, and prepare proposal on specific topic/task within given deadline to final adoption during the next meeting of EC.

Bylaw 5: Official Representation of EASSW

The President is the official representative of the Association, and according to the constitution of IASSW, a Vice President of the Board of Directors of IASSW in accordance with the EASSW Constitution, Article 6.2. In the absence or incapacity of the President, Vice-President shall perform the presidential functions.

EC members shall be empowered to perform the functions of the President when delegated. They shall represent EASSW in different European networks and/or national/regional conferences, seminar and workshops. The EC shall have a power to appoint specific EC member(s) to represent EASSW on different occasion where EASSW presence is either asked or needed. Official representation of EASSW by appointed EC members at particular events shall be financially supported by EASSW as reflected in the EASSW budget for particular year.

The associated financial burden/costs are to be taken into account when passing such decision, and shall not exceed 400, 00 EUR. If the cost associated with official representation of EASSW at specific event exceed given amount, EC officers shall have the power to decide in a responsible and transparent way whether or not the need EASSW be officially represented at respective event justifies the need for increased financial burden to the organization.

EC members should be responsible for arranging practically and financially the most reasonable travel arrangements (travel cost, accommodation).

The EC member seeking reimbursement of his/her travel and/or accommodation costs shall send by email information related to his/her bank account and scanned version of invoice(s) to the treasurer of EASSW. The original invoice(s) shall be submitted to the treasurer at the following EC meeting.

Bylaw 6: Support from Solidarity Fund

EASSW adopted a policy to institute a special fund to support EC members who cannot afford to finance the costs related to the attendance of the EC meetings (travel and accommodation costs). Additionally, the means from Solidarity Fund can be used to support (whole or part) the EC members' inscription for the EASSW conference(s). The application must be submitted prior to incurring expenditure in order to make sure that the requested amount can be covered by the EASSW Solidarity Fund budget. The support from Solidarity Fund can be granted to particular applicant once per year in the amount of up to 400, 00 EUR.

The applicant seeking reimbursement of his/her travel and/or accommodation costs shall send by email information related to his/her bank account and scanned version of invoice(s) to the treasurer of EASSW. The original invoice(s) shall be submitted to the treasurer at the following EC meeting.

In line with the commitments of member school to cover the expenses of their representatives during his/her EC mandate when submitting nominations, support from Solidarity Fund must be limited.

Bylaw 7: Publishing official statements

An official statement can be initiated by any member of the EC as well as from a member school. The member schools do so by contacting anyone in the EC. The member of the EC writes to one of the officers of the EC. The officers decides internally in the officer group if there are reasons make an official statement.

The reason for making an official statements should relate to the mission statement that is formulated in the constitution of the EASSW: "The European Association of Schools of Social Work (EASSW) is a European association of institutions of social work education, organizations supporting social work education and social work educators. Its mission is to promote social justice and develop high quality education, training and knowledge for social work practice, social services, and social welfare policies in Europe".

If the officers decide to make a statement they make a draft and send this to all of the members of the EC to react on this. The officers decide how long time the members of the EC have to react. If the content of the statement are in line with a theme of any interest groups in the EASSW (see 5.4 in the constitution regarding interest groups) the draft should be sent to a representative of the interest group as well. In the next step, after the officers

have discussed the comments received, the president decides what will be the final formulation of the statement.

The statement is then published as news on our web as well as a frontline banner (for two weeks as a standard and can be prolonged in there are needs for it). Moreover, it is posted on the social media where EASSW is active. The headline for the statement should begin with the words: "EASSW's statement on..."

Bylaw 8: Project applications/ project funding

"In pursuing its aim of promoting social work education in Europe, EASSW funds a scheme designed to support innovative projects from countries that are in the early stages of establishing social work education, or developing specific areas of the curriculum to strengthen and inform social work education in Europe". Educational and research projects are supported accordingly to rules defined by 'project guidelines. The *amount of the grants for projects funding* is proposed in the annual budget of the association by the treasurer and approved by the EC.

In order to promote a unified effort in the promotion of innovative projects, every two years the EC propose specific streams of research which will be preferred (although not exclusively), to be discussed and approved in the General Assembly. The project committee/task group consists of EC members and is responsible for: collecting ideas and make proposals for new streams for innovative projects to the EC, make proposal on the grant' amount, writing and announcing the call for projects, make proposals on project application received, communication with applicant schools with regard to specific issues in the course of project implementation, prepare a general comment on the projects funded and their results for the EC and for the General Assembly, close cooperation with the committee/task group on website in respect to announcement of call for projects, application guidelines, project reports, etc, as well as make suggestions for topics for the EASSW biannual conferences. The project committee can propose to the EC to launch special campaign of specific topics related to the EASSW mission.

Bylaw 9: EASSW Elections

The members of the EC as well as President, Vice-President, Secretary and Treasurer are to be elected either at the General Assembly or by postal ballot. Voting procedure will be through one vote per eligible member school and one tenth vote (1/10) per individual member. Eligible to vote are member schools and individual members who paid membership fee for the year in which the election take place.

The election committee should be established by the EC at its autumn meeting prior to election year to timely prepare, organize and conduct the elections. Members of the Election Committee should not be standing for (re)election. There should be at least three members of the Election Committee.

The election committee shall firstly gather information from EC members who are eligible for re-election if they want to stand for re-election as well as if eligible EC members wish to stand for officers positions (latest by November in the year prior to election), and prepare call for candidates (latest by February in the election year) to be sent to all member schools by email and posted on the EASSW website. Within the given deadline Election Committee shall establish communication with candidates (collection of presentation material) and prepare the voting procedure at General Assembly.

Prior to General Assembly, Election Committee should in cooperation with EASSW secretariat provide a list of member schools and individual members eligible to vote, a list of nominees entitled to stand for election in accordance with EASSW Constitution agreed, ballots and voting cards prepared as well as electronic presentation of absent nominees (up to 2 minutes). Absent nominees may send an electronic presentation (max 2 minutes) to the Election Committee well in advance of the General Assembly.

During General Assembly, Election Committee is responsible for presentation of election procedure, presentation of candidates and collection and counting of votes. Candidates who are present at the General Assembly are expected to give short 2 minute presentation each.

After General Assembly, Election Committee shall inform absent not-elected candidates about election results, and secure that counts and ballots are kept by EASSW Secretariat as part of EASSW official documentation.

The voting procedure shall be as follows:

In the first round of voting members of the Executive Committee shall be elected. The votes are collected, counted and announced by the Election Committee.

In the second round of voting EC Officers (President, Vice-President, Secretary and Treasurer) shall be elected. If, in response to the call for candidates, only one person has presented candidacy for each vacant post, there are no competing candidates. If such candidates for office elected during the first voting round, the General Assembly may confirm their election by a raising hands/ballots.

If not all candidates for office are elected in the first voting round, it must be clarified if any of the elected EC members will candidate for the office(s) in question. In that case, election procedure continues and eligible members vote again in writing on ballots. Votes are collected, counted and announced by the Election Committee.

If it is not possible to find candidates for vacant officers' post during the General Assembly, the election of the officer(s) must be done by postal elections after General Assembly, when the new EC has had enough time to nominate new candidate(s).

The bylaws shall be read complementary to the EASSW Constitution.

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