

European Association of Schools of Social Work

BYLAWS

(Approved by the EASSW EC, during spring EC meeting, 2018, Madrid.)

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

The Executive Committee shall meet at least annually (EASSW Statute, art. 11.11). 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.

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.

Bylaw 2: Agenda for the Executive Committee Meetings

The Executive Committee Meetings 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, activities of Task Force Groups. (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 Statute art. 11.6) 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 voluntarily by the EC members submitted in written to the Secretary not later than two weeks after the meeting.

The Secretary of EASSW shall distribute minutes of the EC meeting within 2 weeks of the date of the meeting. The minutes must be formally 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 11 of the EASSW Statute.

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 coordinator 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.

The coordinator of the task force group should not be officer of the executive committee

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 Statute, Article 11.10. In the absence or incapacity of the President, Vice-President shall perform the presidential functions.

The IASSW board meetings can be attended by appropriate number of EC members, accordingly to IASSW regulation. To ensure continuity in representation, the members are appointed by the EC of the EASSW for a maximum period of 4 years

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. Accordingly, to EASSW Statute (art. 8.2), 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.

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 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 adopt a policy to institute a special fund to support EC member 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 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 will be limited to an amount agreed by the Executive Committee.

In special occasions, the solidarity fund can be used *to support member schools or individuals* who are in difficulties to carry out activities initiated by EASSW. The application is submitted to the EC Treasurer through the regional coordinator. It follows the same rules as provided for EC member, also regarding the maximum of money.

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 decide internally in the officer group if there are reasons make an official statement.

The reason for making an official statement 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 is in line with a theme of any interest groups in the EASSW (art. 11.9 Statute) 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.

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 to establish whether they want to stand for re-election. Secondly, the Election Committee will establish whether eligible EC members wish to stand for vacant officer positions (at the latest by November in the year prior to election), and prepare a call for candidates (at the latest by February in the election year) to be sent to all member schools by email and to be posted on the EASSW website. Within the given deadline, the Election Committee shall establish communication with candidates to ensure eligibility and to collect

presentation material. The Election Committee will then prepare the voting procedure for the 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. Absent nominees may send an electronic presentation (maximum 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 ensure that count details and ballots are kept secure by the 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).

BYLAWS N 10 - Rules for the use of the EASSW Communication channel - ACCORDINGLY TO STATUTE ART. 7.4

7.4. Members have the right to use the EASSW communication channels to inform about their activities in accordance with EASSW aims

BYLAWS N 11 - Membership fee -

Accordingly to EASSW Statute art. 7.8 members (with exception of the honorary members) are obliged to pay their annual membership fee for the current year by thirty-one March at latest.

The fee for individual members is determined by the EC on 30€.

The fee for member schools depends on a distinction in A and B countries. The fee for A countries is determined on 200 € and for B countries on 100 €. This classification is based on the countries' gross national product and can be found on the EASSW website.

A reduction for group membership of A countries is 150€ per member. Group membership will terminate by January, 1st, 2020.

Membership fees are revised every four years and approved by the General Assembly, accordingly to EC suggestion

BYLAWS N 12 Form of application to membership

Accordingly to Eassw Statute (art. 5.9) membership is granted by decision of the Executive Committee in response to written application. Applications should use a form prepared by the Executive committee and available on the website

BYLAWS N 13 - Bylaw on EASSW interest groups - TO BE PREPARED, ACCORDINGLY TO STATUTE art. 11.9

11.9. An interest group may be recognized by the Executive Committee according to the specific bylaw and when it represents different schools and develops meaningful topics

BYLAWS N.14 - Advisory council of EASSW

According to the EASSW Statute articles 11.11 and 5.1, National associations of schools of social work and sub-regional Associations of Schools of Social Work are honorary members and can act as advisory council to the Executive Committee and to the General Assembly.

Executive Committee of the EASSW should invite representatives of the national and sub-regional associations to become honorary members of the EASSW Advisory council, accordingly to their degree of representativeness and their meaningful role in their region. Those of them who accept the invitation become entitled to form the advisory council.

The role of the advisory council is to advise the members of the Executive Committee as well as to give the proposals to the General assembly of the EASSW about the functioning of the Association.

The Executive Committee will invite the representatives of the Advisory Council to participate the meetings of the Executive Committee on specific topics of agenda that are of general interest of the membership

The members of the Advisory council are not entitled to participate at voting procedure neither during the Executive Committee meetings nor during the General Assembly but only to give certain advices or proposals

The Executive Committee members and General Assembly should take in consideration all advices and proposals raised by the Advisory Council with full respect and attention

The members of the Advisory Council have right to be informed about the results of their advices and proposals.

BYLAWS N.15 Support and sponsorships of regional events

The EASSW can support respective events (seminar, conference, symposium, exhibition or similar) organized at regional level in Europe which relate to social work education and it is according to the EASSW mission. Minimum of two countries should be involved in the application and implementation.

The support can be performed as financial one or/and on some other way for example: by participation of Executive Committee members, by sending the letter of support, by putting the information about the event at the EASSW web site or on some other effective way.

The financial support to the regional event can amounts up to 3.000 EUR accordingly to the budget presented and the level of local support. It can be used only once during five years by the same applicant. Supported organizations are required to send a report about the initiative and the contribution to EASSW goals to the EC

At least one of the organizer/s of the event should be member of the EASSW and is entitled to apply for the support from the EASSW.

In addition, EASSW will give preference to financially support those local initiatives that involve many organizations, that give a strong impulse to social work education and the connection between discipline and profession, that will strengthen the EASSW and might include scientific publications and provide adequate international communication.

The application should be sent to the Executive Committee of the EASSW in the period between January 1st and March 31 each year for the events that are planned to be organized in the second half of the year (July 1st – December 31st) and in the period between October 1st and December 31st for the events that are planned to be organized in the first part of the next year (January 1st – June 30th)

The organizers should send their application by using of the form available at the EASSW web site and should provide all details that are requested in the form. Only complete documentation will be considered by the Executive Committee.

The Executive Committee of the EASSW will consider all applications and will inform the applicant about the results not later than 45 days after the submission deadline.

Bylaw N 16 Electronic Elections

EASSW GA 2021 Electronic Elections

Due to the current context of pandemic and the decision of the Executive Committee to organise the next EASSW - Conference on Social Work Education 2021 by virtual mode has the consequence to also organize the EASSW GA 2021 by virtual mode and electronic vote for elections and decisions.

The GA is planned online on Thursday June 17th.2021 from 5 pm to 7 pm

All members were invited by email to register until Wednesday June 9th 2021 to the General Assembly and to indicate the name and surname of the person who will be named to vote.

All members can participate after registration by logging in on the link for video meeting that will be sent to members.

The decisions of the GA will be held in the video meeting system.

Election of the Executive Committee

The elections of the Executive Committee members and the officers of the Bureau will be organised by a specific online voting application whose connection links will be sent to members before the voting date.

A registration form for the vote will be sent to each member and will be available on the website until Wednesday June 9th 2021.

The application guarantees the confidentiality of the votes, it only allows to register the voters and to produce the results.

The voting system will be accessible from Wednesday June 16th, 2021, at 09.00 am (CET time) until Thursday June 17th at 03.00 pm (CET time).

The results will be communicated to the members during the GA on Thursday June 17th. The list of voters and the results will be recorded in the minutes of the vote.

Bylaw N 16

Approved by the GA June 17th 2021

Video meeting for EASSW General Assembly and electronic elections of EC members

Considering the transformation of the virtual practices and tool created by the COVID 19 pandemic situation, the EASSW activities, events and institutional meetings could be organised by virtual ways.

The GA could be held online

1- Reports, budget, accounts and membership fees

All members can participate by logging with a link that is sent by the EC at least 15 days before the date of the GA.

The decisions of the GA are making with the video conference system.

2- Election of the Executive Committee

The elections of the Executive Committee members and the officers of the Bureau will be organised the way of a specific online voting application. The connection links must be sent to voter at least 7 days before the voting date.

A registration form for the vote is sent to each member and available on the website during the 30 days between the 75th and 45th days before the elections day.

The voting application must guarantee the confidentiality of the votes and voters, and only allows to register the voters, and to produce the results.

The voting system is accessible during a time which may not be less than Hours and is already communicate by the EC with the agenda of the GA .

The results of the vote will be communicated immediately to the GA. The list of voters and the results will be recorded in the minutes of the vote.