



Constitution

Article I: Name

The name of the organization shall be the Group for the Advancement of Doctoral Education in Social Work (GADE).

Article II: Purpose

GADE is a public charity as defined under section 501(c)(3) of the Internal Revenue Service Code. Federal Tax ID: 43-1222852.

The purposes of the organization are to:

- promote excellence in doctoral education in social work;
- advance the quality of research conducted by doctoral students;
- represent and promote the interests and concerns of social work/social welfare doctoral programs within academic departments, schools, universities, and in the larger profession;
- provide opportunities and structures for networking and information exchange among members regarding curriculum development and all aspects of educational administration and program implementation;
- stimulate the development of effective and innovative educational strategies;
- support the success and professional development of diverse doctoral students and promote recognition of their achievements and contributions;
- identify and publicize existing or potential funding sources and infrastructure support for doctoral education;
- provide guidance and support to new or developing doctoral programs including international programs; and
- collaborate with other social work organizations to support the continuum of social work education and advance the profession with all constituent groups and funding sources.

Article III: Vision

To advance inclusive, equitable, and just social work doctoral education.

Article IV: Mission

Promote excellence and equity in social work doctoral education through networking, capacity building, and stewardship of the profession.

Article V: Membership

Section 1 – Eligibility

All institutions with established social work/welfare doctoral programs located at a regionally or nationally accredited institution that offers a Master of Social Work (MSW) or Social Welfare degree that has been fully accredited by the Council on Social Work Education (CSWE) in the United States, Canadian Association of Social Work Educators (CASWE) in Canada, or a comparable national professional accrediting body in other countries, shall be eligible for membership.

Accredited institutions that are developing a social work/welfare doctoral program are eligible for affiliate membership. Each member institution will designate a membership delegate, usually a director or chair of the doctoral program, who votes on behalf of the member institution and who will be the conduit of communications between GADE and the member institution.

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Section 2 – Types of Membership

Full Membership: Institutions with doctoral programs in social work/social welfare that meet eligibility qualifications and that are current in the payment of their dues are full members. Each full member institution will have one vote.

Affiliate Membership: Universities or colleges developing doctoral programs in social work/social welfare that meet membership qualifications and which are current in dues may become affiliate, non-voting members.

Section 3 – Membership Dues

The Board of Directors determines the cost of annual membership dues owed for membership. The dues will be the same for both full and affiliate institutions. Eligible institutions that have paid annual dues are active full or affiliate members. Institutions pay dues once each year regardless of the number of doctoral programs they offer. Annual dues shall cover the period from September 1 through August 31. The Treasurer shall endeavor to disseminate the dues invoice as close to September 1 as practical. The invoice shall state that payment is due upon receipt of the invoice.

Beginning November 1, the Treasurer shall send at least one reminder invoice to all institutions whose dues have not been received, with a copy to the President; this reminder invoice shall include the following statement: "Failure to pay dues within 60 days of the reminder invoice will result in removal of the institution from the GADE website and removal from the members listserv. In addition, institutions that have not paid dues after 2 years will not be allowed to attend the GADE Annual Conference until arrears and current dues are paid in full. The Treasurer shall send to the President the names of institutions in arrears, and the President shall take the necessary steps to enforce the penalties stipulated above.

Article VI: Administration – Board of Directors

Section 1 – Structure

The Board of Directors ("Board") shall serve as the administrative body of the organization. The Board shall consist of ten persons elected by the voting membership. All members must be directors or chairs of doctoral programs in member schools/colleges at the time of their election to the Board.

Section 2 – Elections

The officers of the Board shall consist of the President, President-Elect, Immediate Past President, Treasurer, Treasurer-Elect, and Secretary. The election of Officers and Members At-Large to the Board shall be conducted electronically and held close to the Annual Business Meeting ("ABM") at the GADE Annual Conference. The election results shall be announced at the ABM. The Board (or a delegate Nominations Committee) will solicit nominees for election to the Board at least 4 weeks before the ABM. The solicitation will emphasize the importance of achieving diversity in areas of race, ethnicity, gender, sexual orientation, disability, perspectives, experiences, program foci, and geography among the nominees. The Board shall generate a slate of candidates from the nominees to be presented to the membership for voting consideration at least 2 weeks before the ABM. Electronic voting shall be open from the date the notice of the Board election is sent and will close prior to the ABM. The voting period shall be at least 7 days long. The ballot shall be submitted in a manner set out in the Board election notice.

Section 3 – Term of Office

The terms of office begin with election at the annual meeting and will be staggered to assure continuity. All Board Members shall serve a 3-year term, and they may be re-elected for one consecutive term. All terms shall be staggered.

If members of the Board (including officers) leave the directorships of their doctoral programs prior to completing their terms, they shall remain on the Board until the next regularly scheduled election. If

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they choose not to remain on the Board, the President, in consultation with the Board, shall appoint a person from the general membership as an interim Board member until the next general election.

The Board members elected as officers to the Board shall serve a 3 year-term and may be re-elected for one additional term. The first year of the 3-year term for President and Treasurer will be in the role of elect that for that respective office. At the end of the term of President, the President remains on the Board as Immediate Past President for a term of one year.

If an Officer to the Board leaves office for any reason, the Board will appoint another person from the general membership or Board to serve as an interim for the vacant office until an election for this office is held.

Section 4 – Board Functions

The Board of Directors shall have the following functions:

- serve as the administrative body of the organization;
- collect membership dues and prepare annual budget and financial reports;
- adopt and adhere to appropriate financial policy for the smooth operation of the fiscal affairs of the organization and the maintenance of the organization's bank account;
- maintain an updated membership roll;
- at the request of the membership, including members of the Board, prepare and draft bylaws for membership approval;
- record and distribute all constitutional changes to doctoral program directors;
- *sponsor the GADE Annual Conference:*
 - solicit the GADE membership for school/program's interest in hosting the annual GADE conference via written solicitation
 - select the host site based on evaluation of the following selection criteria: a) interest letter submitted by the school/program; b) institutional membership in GADE for at least two years; and c) viability consideration regarding geographic location, accessibility and transportation;
 - plan jointly with the host school/program the annual conference, with the President serving as Program Chair and the host school/program serving as Co-Chair, assuming responsibility for registration, identification of lodging accommodations, and other on-site conference arrangements; and
 - notify doctoral program directors of conference and invite the dean/director of the host school/program.
- distribute GADE-related information to doctoral program directors and other individuals and entities, as appropriate;
- promote research on doctoral education; and
- represent the goals and advocate the concerns of GADE with other organizations in the professional, public, and private sectors (e.g., the National Association of Deans and Directors, the National Association of Social Workers, the Council on Social Work Education, the Association of Baccalaureate Social Work Program Directors, government agencies) including those that fund doctoral education and engage in legislative activities that are necessary for the funding of research and doctoral education.

Section 5 – Duties of Officers

The **President** shall officiate at the business meetings of the membership and of the Board and shall normally represent the organization within the professional and other external organizations. The President is responsible for all contracts entered into by GADE with approval from the Board. The President convenes regular meetings of the Board during the year to attend to the needs and business of the organization. The President may nominate chairpersons for standing and ad hoc committees as needed.

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The **President-Elect** works closely with the outgoing President to learn the roles and responsibilities of the position. The President-Elect may substitute for the President when needed.

The **Immediate Past President** may substitute for the President when needed.

The **Treasurer** shall prepare an annual budget for the organization, execute financial transactions for the organization, and monitor and report on the organization's finances annually. The Treasurer will oversee the bidding process for a certified public accountant and prepare all materials for an annual "agreed upon procedures" audit. The Board shall select a certified public accountant after reviewing at least three (3) bids submitted to the Board for consideration. The Treasurer will confer with the chosen certified public accountant on an annual basis to ensure compliance with fiduciary requirements.

The **Treasurer-Elect** works closely with the outgoing Treasurer to learn the roles and responsibilities of the position. The treasurer shall maintain the official list of the organization's membership and of the Board membership.

The **Secretary** prepares and keeps the minutes of the business meetings of the membership and of the Board, tracks terms of Board members and officers, and organizes the annual Board elections and the election of the Board officers. The secretary makes the approved minutes of meetings available to the membership.

Section 6 – Committees

Committees include Awards, Conference Program, Constitution, Finance, and Marketing & Communications. Each committee is chaired by a member of the Board and includes additional volunteers from member institutions. Each committee may elect a co-chair. The President shall appoint chairs to all committees subject to the Board advice and consent and serves as an ex-officio member of all committees. Committee Chairs are responsible for soliciting members. Membership of each committee is posted on the website. The Committee Chair will keep an accurate record of committee meetings and decisions and be prepared to present to the Board as required. The Committee Chair shall provide regular updates of the committee's work to the Board either in writing or at the Board meetings.

Article VII: Meetings

Section 1 – General Membership

Section 1.1 – Annual Business Meeting

GADE shall hold an Annual Business Meeting ("ABM") of its membership each year to occur during the GADE Annual Conference. The date of the meeting and its agenda shall be determined by the President in conjunction with the Board.

Section 1.2 – Special Meetings

Special meetings of the membership may be called by the Board upon the request of one-third of the Board.

Section 1.3 – Quorum

One-third of the voting membership shall constitute a quorum, but a smaller number may convene a meeting for discussion of organization business.

Section 1.4 – Voting

Each full voting member institution that is current in membership dues shall have one vote. Members with more than one program or more than one director of the doctoral program will formally designate their representative on each vote. Affiliate members have no vote.

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Section 2 - Board of Directors

Section 2.1 – Regular Meetings

The Board shall meet monthly with at least one being in person at the GADE Annual Conference. Other meetings may be in person at another conference or via electronic means.

Section 2.2 – Quorum

One half of the Board's membership shall constitute a quorum, but a smaller number may convene a meeting for discussion of organization business.

Section 2.3 – Voting

Each Board member shall have one vote. Board Members are not allowed to appoint a delegate to vote on their behalf. Except as otherwise provided by law, the vote of a majority of the directors present at a meeting at the time of the vote, if a quorum is present at such time, shall be the act of the Board. Directors who are present at a meeting but not present at the time of a vote due to a related party transaction or other conflict of interest shall be considered present at the time of the vote.

Article VIII: Inurement of Income

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable expenses for costs incurred in conducting organization business.

Article IX: Legislative or Political Activities

The organization shall not participate in or intervene in any political campaign on behalf of any candidate for public office, including the publishing or distribution of statements.

Article X – Operational Limitations

Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt for Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Article XI: Indemnification

To the fullest extent permitted by applicable law, GADE shall indemnify any person made, or threatened to be made, a party to an action or proceeding other than one by or in the right of GADE to procure a judgment in its favor, whether civil or criminal, by reason of the fact that such person or such person's testator or intestate is or was a Director or officer of GADE or serves or served in any other corporation, partnership, joint venture, trust, employee benefit plan or other enterprise in any capacity at the request of GADE, and GADE may advance such person's related expenses. GADE shall have the power to purchase and maintain insurance to indemnify GADE and its Directors and officers to the full extent such indemnification is permitted by law.

Article XII: Dissolution Clause

Upon the dissolution of the organization, the Board shall, after paying or making provisions for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Board shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the

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organization is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

Article XIII: Governance

Robert's Rules of Order Newly Revised shall govern all meetings. These rules may be suspended and consensus governance applied upon a majority vote of the members present at the beginning of any meeting.

Article XIV: Amendments

This Constitution may be amended by an approval of two-thirds of the voting members present at the ABM or two-thirds of voting members polled via email, providing that said amendments have been sent out to all members at least three weeks prior to the meeting.

Revision History

Amended March 22, 2016

Approved March 31, 2016

Amended and Approved May 25, 2022 – Revision of Board elections to be conducted electronically

Amended and Approved March 31, 2023 – Grammatical and clerical edits; Addition of Mission, Vision, and Indemnification Clause