

Adapted with permission from the Texas Tech University Social Work Program on September 14th, 2010.

ARTICLE I: NAME AND PURPOSE

Section 1: The name of the organization shall be Community Advisory Committee (CAC) of the Angelo State University (ASU) Social Work Program.

Section 2: The purpose of the committee is to

1. Enlist the input, feedback and support of knowledgeable professional social workers to enhance the direction and quality of the ASU Social Work program.
2. Review components of the Social Work Program.
3. Provide feedback and suggestions based on understanding of the program, needs of the community, and experience with graduates and current students of the program.

ARTICLE II: MEMBERSHIP

Section 1: Membership

1. Committee membership shall consist of representatives of the San Angelo community and surrounding area, and shall reflect the diversity of social workers within the community, agency sponsorship, and other stakeholders in the well being of the community.
2. The chair of the Concho Valley Branch and Region 9 Director, unit of NASW Texas will be invited to be non-voting members.
3. Full time Social Work faculty will serve as non-voting members and will act as resource persons to the committee.
4. The Social Work Program Director will appoint all other members in consultation with the full time faculty.
5. Members will serve without compensation.
6. Non-voting members may be appointed on an ad-hoc basis to provide consultation in specific areas of expertise requested by the committee and/or faculty. The Student Representative will be asked to attend CAC meetings as designated non-voting members.
7. Terms will be for three years except in the year the committee is established. One, two and three year terms will be assigned by lottery. Those drawing one and two year terms will be eligible for reappointment for an additional term. Those who draw three year terms will be eligible for reappointment after a one year break.
8. The committee will select a chair and alternate chair. CAC chair will serve a term of one year; co-chair will serve as chair the following year. In the fall of each year, a co-chair will be elected who will serve as chair for the following year, or at any time the current chair must step down.

ARTICLE III MEETINGS

Section 1: Meetings

1. Meetings shall be held at least semiannually, once during each long semester at a time and place determined by the Program Director in consultation with committee members.
2. Special meetings may be called by the Program Director, the committee Chair or by a majority of committee members.
3. Announcements of meetings will be sent electronically and/or by mail at least two weeks prior to a scheduled meeting.
4. The committee will be an open meeting allowing interested persons to visit and give input.
5. Any students present at a meeting will be asked to excuse themselves, as appropriate, from any portion of a CAC meeting in which personal and confidential information about clients, students, agency, or ASU staff is to be discussed.

Section 2: Quorum

1. A quorum shall be at least three (3) voting members.

Section 3: Voting

1. All issues to be voted upon will be decided by a simple majority of those present.
2. Voting by e-mail may take place when the members of the CAC determine that the need to make a decision is pressing; this excludes amendments to bylaws (see Article VI, Section 1). Such issues will be provided to the membership in either hard copy or electronically at least 14 calendar days prior to the electronic vote. The CAC chairperson or designee will receive and tabulate the electronic votes.

ARTICLE IV: COMMITTEES

Section 1: Committees

1. The Program Director and/or Chair may create subcommittees as needed and appoint committee chairs.

ARTICLE V: STAFFING

Section 1: Staff Support

1. Social Work Program and ASU will maintain records of the committee, send announcements, and provide such supplies deemed necessary to carry out the activities of the committee.

ARTICLE VI: AMENDMENTS TO BY-LAWS

Section 1

1. Amendments to these by-laws may be proposed orally or in writing in a regular meeting of the CAC by any voting member of the committee. Voting members will receive

advance notification of the wording of the proposed amendment at least 30 days in advance of a vote. Non-voting members may suggest amendments to the by-laws; however, only a voting member may make a motion to amend.