

The University of Texas at El Paso
Department of Social Work
Social Work Advisory Council

Bylaws

Section 1: PURPOSE

The Social Work Advisory Council is a voluntary and advisory body of individuals committed to the success of the social work students, faculty, and program at The University of Texas at El Paso. The council will provide guidance to the department about the needs of the community and how the Department might enhance the educational experience to prepare students to address community needs and be successful in their professional social work lives.

Section 2: MEMBERSHIP

The Social Work Advisory Council will be comprised of a 13 to 16-member body comprised of local community members and representatives from area social service agencies such as: mental health, substance abuse, medical, and aging.

The council will have ex-officio representation from the UTEP Social Work Department by the Department Chair, a member of the BSW faculty/clinical instructors, and a member of the MSW faculty/clinical instructors (not counted as part of the member body).

Section 4: MEETINGS

The Social Work Advisory Council will meet quarterly. Meetings will be held in January, May, September, and November of any given calendar year. Members will have the opportunity to attend the meeting in person or virtually through a designated meeting or call-in medium to be determined prior to the meeting.

Council members are expected to attend 50% percent of the yearly scheduled meetings. Members should notify the council chair or secretary if they will not be able to attend the scheduled meeting.

If members are no longer able to attend meetings, they should seek to have another member of their agency serve as representative to the council rather than removing themselves from the council completely.

Section 3: LEADERSHIP

The Social Work Advisory Council will elect a chair, vice chair, secretary, and other officers as the committee deems fit for the pursual and completion of the purpose of the council. The officers will serve as the executive committee.

The Executive Committee of the council will be responsible for the setting of the meeting agenda in conjunction with the Department Chair.

The Council Chair will oversee council meetings, represent the council at Department functions, recruit council members, and outreach.

The Vice Chair of the council will take on the responsibilities of the Chair when the Chair is not able to attend/participate in council meetings and assist setting of the meeting agenda, representing the council, recruitment, and outreach.

The Secretary of the council will be responsible for surveying members for and setting council meeting dates, taking minutes during council meetings, distribution of meeting agenda and meeting minutes.

Elections will be held at the second scheduled meeting of the calendar year. Nominations can come from the floor or through self-nomination from an interested individual. Selection of leadership will come from a simple majority – 50% +1. Elected leadership will serve a three-year term.

Adopted – August 12th, 2020

Revised – March 24th, 2021