

GADE MANUAL

Board and Committee Procedures



GROUP FOR THE ADVANCEMENT OF
DOCTORAL EDUCATION IN SOCIAL WORK

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Awards Committee

Committee Charge

The GADE Awards committee is responsible for soliciting nominations, reviewing each nomination, and selecting and awarding the winning nomination for each of the five awards given by GADE each year. The five awards are as follows:

Awards for Students

- GADE Student Award for Teaching
 - Given at CSWE - Doctoral Student Connection
- GADE Student Award for Leadership and Service
 - Given at CSWE - Doctoral Student Connection
- GADE Student Award for Research
 - Given at SSWR - GADE Reception

Awards for Faculty

- Educational Leadership Award in Doctoral Education
 - Given at CSWE – Doctoral Student Connection Breakfast
- Donna Harrington Award for Excellence in Mentoring of Doctoral Students
 - Given at SSWR – GADE Reception

Details of the awards can be located at <http://www.gadephd.org/Awards> and need to be updated annually.

Awards and nomination periods

Awards presented at CSWE Doctoral Student Connection Breakfast

1. GADE Award for Educational Leadership in Doctoral Education
 - Nomination open on March 1, Submission due date: May 31
2. GADE Student Award for Teaching in Social Work
 - Nomination open on March 1, Submission due date: May 31
3. GADE Student Award for Leadership & Service
 - Nomination open on March 1, Submission due date: May 31

Awards presented at the SSWR GADE Reception

1. GADE Student Award for Social Work Research
 - Nomination open on June 1, Submission due date: September 15
2. GADE Donna Harrington Award for Excellence in Mentoring of Doctoral Students
 - Nomination open on June 1, Submission due date: September 15

GADE AWARDS COMMITTEE

Calendar and Tasks (February to January)

February

- Finalize and prepare call for nominations for the Student Teaching, Student Leadership/Service, and Faculty Educational Leadership Awards
- Connect with GADE president and the assistants to post calls for nominations on GADE website a week prior to March 1
- Put out the call for nominations to GADE, NADD, SWRnet, SSWR Doctoral Student Task Force, etc. on March 1.

March

- Prepare report to be presented at GADE Conference

April

- Present committee report at GADE conference
- Meet with current committee members and recruit new members at GADE Conference

May

CSWE Awards (Nomination open on March 1 and Submission due date on May 31)

- Coordinate with GADE assistants on the nomination packages a week prior to the due date
- GADE assistants will send the nomination packages to the chair immediately after the closing of the nomination period (June 1)
- Coordinate with the point person of the Student Teaching, Student Leadership/Service, and Faculty Educational Leadership Awards review group regarding the review process
 - Around three weeks for review
 - One week to discuss and decide on the winner
 - For GADE Faculty Educational Leadership award, either the chair or a GADE board member should be the point person of this award. In addition, the review group will recommend the top three nominees to the GADE Board. GADE Board will independently review and vote on the winner of this award
 - For all the other awards, the point person will work with his or her team to select the winner of the award

SSWR Awards (Nomination open on June 1 and Submission due date on September 15)

- Finalize and prepare call for nominations for the Student Research and Donna Harrington Mentoring awards
- Connect with GADE president and the assistants to post calls for nominations on GADE website a week prior to June 1

June

- Send out the call for nominations to GADE, NADD, SWRnet, SSWR Doctoral Student Task Force, etc. on June 1
- Continue the review process for the CSWE awards
- Coordinate and hold meetings as needed with each review group to agree on final winner

July

- Inform GADE president and assistants of the winners of CSWE awards immediately upon the selection of the winner and the latest by July 15 (or the deadline as determined by CSWE calendar)
- Prepare and send letters to CSWE award winners
- Contact nominees, deans, directors, nominators for congratulation purposes
- Prepare and send letters to other CSWE nominees (non-winners)
 - Request permission from the runner up of Educational Leadership Award to keep their nomination materials for next year's competition

August

- Nomination opens for the SSWR awards

September

- Coordinate with GADE assistants on the nomination packages of SSWR awards a week prior to the submission deadline (9/15)
- GADE assistants will send the nomination packages to the chair immediately after the closing of the nomination period (9/15)
- Coordinate with the point person of the Student Research and Donna Harrington Mentoring awards review group regarding the review process
 - Three weeks for review
 - One week to discuss and decide on the winner

October

SSWR awards:

- The review group of each award continues the review process
- Coordinate and hold meetings as needed with each review group to agree on the winner
- Inform GADE president and assistants of the winners of those awards no later than October 31

CSWE Awards:

- Send reminders to the winners and coordinate the award speech and ceremony two weeks prior to CSWE
- Prepare brief bio of each winner and a speech to introduce awards and winners
- Coordinate with the GADE president for the award ceremony procedures

November

- Prepare and send letters to SSWR award winners in early November
- Contact nominees, deans, directors, nominators for congratulation purposes
- Prepare and send letters to other SSWR awards nominees (non-winners)
 - Request permission from the runner up of Donna Harrington Mentoring award to keep their nomination materials for next year's competition

January

SSWR awards

- Send reminders to the winners and coordinate the award speech and ceremony two weeks prior to SSWR
- Prepare brief bio of each winner and a speech to introduce awards and winners
- Coordinate with the GADE president for the award ceremony procedures

Conference Planning Committee

Committee Charge

The GADE Conference Planning committee works with the GADE Board to plan and execute the annual conference. A major role of the Conference Planning committee is to work with the host university to plan and provide facilities, a conference program, and to promote the conference among the GADE members. In cooperation with the host university, the Conference Planning committee also facilitates sponsorships, registration, and in consultation with the GADE Board, financial oversight for the annual GADE conference.

Committee Structure

The committee is co-chaired with a member of the GADE Board and the doctoral program director from the host university. The president, president elect and past president will serve on the committee along with the conference planner from the host university, and the past co-chairs from the previous conference. In addition, the GADE conference host for the following year's conference and other volunteer members from the GADE membership will also serve on the Conference Planning committee. The committee will meet by tele-conference or digitally on a monthly basis from June through December or until the conference is completely planned and registration is launched.

Committee Responsibilities

- Recruit/confirm conference hosts for the next three conferences
- Work with the President and Website/Marketing committee Chair to include conference information on GADE website
- Work with hosts to secure hotel, space and a conference venue
- Select a conference theme
- Plan the conference program including keynotes, workshops, dean's reception and new directors' workshop and other activities
- Promote conference with GADE membership
- Work with hosts to prepare a conference budget
- Work with the GADE Board to set conference registration fees
- Work with GADE president and conference host to recruit sponsorships from universities
- Work with conference host to plan, launch and monitor the registration
- Work with conference host to develop procedures for monitoring finances, sponsorships, attendance, and budget for the annual conference
- Work with conference host to develop, distribute and summarize the evaluation of the conference for the committee and the GADE board.

GADE CONFERENCE COMMITTEE

Calendar and Tasks

April/May (after GADE conference)

- Co-Chairs use the listserv to solicit GADE members to serve on the committee
- Initial planning commences with Co-Chairs, GADE President, and host university planning staff
- Previous conference host and planning staff send final evaluation and financial statements from the previous conference
- GADE Board members review evaluation and financial statements and forward feedback to the Conference Planning Committee

June

- Conference Planning Committee Chair calls committee together for a first meeting
- Conference Planning committee reviews evaluation along with the Board's feedback of past conference
- A conference theme is selected
- Hotel for the conference is confirmed
- Exploration of other venues for dean's reception and activities is confirmed
- July-December meeting schedules are discussed and set
- Meetings convene every month or as often as needed to plan conference theme, conference structure and programming
 - Details include: securing venue, hotel, Dean's reception, program, sponsorship opportunities.
- Goal is to have registration link live in December

July

- Examine and agree on the structure of conference
- Begin work on conference program
- Select Keynotes and decide whom to invite. A tradition is to have a keynote from the faculty of the host university
- Continue to confirm and finalize all spaces and venues
- Discuss projected conference budget

August-September

- Confirm Keynotes
- Continue to plan program such as breakouts, food, etc.
- Examine and finalize projected conference budget

October

- Continue to plan conference program and finalize details
- Plan registration details. The host university operates and collects registration and links registration website to GADE website

November

- Confirm Program
- Plan Sponsorships
- Finalize website details and conference registration
- Begin solicitation of sponsorships in late November or early December

December

- Launch registration
- Solicit and monitor sponsorships
- President announces over GADE website

January-April

- Monitor progress of attendance and sponsorships
- Conference Co-Chairs finalize details for hosting conference with planning staff
- Prepare conference evaluation and other materials

Constitution & By-Laws Committee

Committee Charge

The GADE Constitution & By-Laws committee is charged with ensuring that the GADE Constitution is in alignment with the operations of the GADE Board of Directors. The Constitution is considered a “living document” that is subject to amendment. The committee also serves as a resource for the GADE Board regarding issues of adherence and compliance with the GADE Constitution & By-Laws.

Meeting Procedures

The GADE Board will appoint a chair for the Constitution and By-Laws committee – a standing committee of the GADE Board. Co-Chairs may also be appointed, and are recommended when the chair is not a member of the GADE Board. The committee meets annually, and more often as needed to address issues that arise with respect to the Constitution & By-Laws. Meetings should last no longer than one hour. If a longer meeting is anticipated, advance notice is recommended. In many cases, revisions to the Constitution & By-Laws will be suggested via email with several meetings taking place via email. The Chair/Co-Chair will determine the division of labor within the committee and what is most convenient for its members.

The committee does not have set terms for membership. Members are requested to give a one-month notice should they choose to resign. The committee chair/co-chair and/or GADE president should periodically solicit new members through the GADE website and through recruitment at the annual GADE conference. It is not likely that amendments to the Constitution & By-Laws will occur annually, however the committee should review the document at least annually.

Approval of Constitution & By-Laws Changes

The Constitution committee will bring any recommended amendments to the GADE Board for discussion and final vote. Upon GADE Board approval, the changes and rationale for changes will be presented at the annual GADE Business Meeting for voting. The date for all amendments to the Constitution & By-Laws will be reflected on the final document and posted on the GADE website for easy access by the GADE members. In accordance with **Article XI – Amendments**: This Constitution may be amended by an approval of two-thirds of the voting members present at the annual business meeting or two thirds of voting members polled by mail or e-mail, providing that said amendments have been sent out to all members at least three weeks prior to the meeting.

Finance Committee

Committee Charge

The GADE Finance committee works with the GADE Board to help ensure the financial health of the organization by adopting and implementing strong fiscal policies.

Committee Structure

The Finance committee will be chaired by the Treasurer and includes the President, Treasurer-elect (when the position is filled), and additional volunteer members. A Co-Chair from the GADE Board is also solicited. The committee will meet by tele-conference or digitally approximately quarterly or on an as-needed basis

Committee Responsibilities

The committee will consult with the Treasurer regarding fulfillment of the Treasurer's responsibilities, which are as follows:

- Prepare an annual budget and financial report
- Adopt and adhere to appropriate procedures to ensure smooth operation of GADE fiscal affairs
- Collect membership dues
- Maintain an updated membership list
- Pay invoices
- Consult with the GADE bookkeeper
- Arrange a bi-annual review by a certified public accountant to ensure compliance with fiduciary requirements (audit should be completed by the annual meeting in odd-numbered years for approval in the business meeting)
- Update the Finance committee portion of the GADE policies and procedures manual
- Complete other finance-related activities as requested by the Board

GADE Conference

Treasurer, Treasurer-Elect, and, if necessary, President and Secretary go as a group to a local of Bank of America to complete necessary paperwork. Each incoming Treasurer and President should have signing privileges on the GADE account.

Timeline of GADE Treasurer Responsibilities

<u>Approximate Date(s)</u>	<u>Task or Event</u>
September	Send first dues invoice via GADE listserv
Late October	Send reminder notice to programs with unpaid dues
January – March	Make personal contacts regarding unpaid dues
As needed	Work with appropriate person (usually the assistant to the GADE president or GADE website officer) to update information related to each program (e.g., director names and contact information) in treasurer records
As needed	Help schools use online dues payment system
As needed	Record, endorse, and deposit checks received for dues payments
As needed	Pay and record invoices
Monthly	Make bank statements available to GADE bookkeeper who will update Quickbooks
As needed	Use Quickbooks to prepare reports
October	Work with the GADE president to pay for SSWR program advertisement
October	Write check for Student Leadership Award recipient(s)
October	When new Student Research Award recipient is selected, arrange to obtain the Social Security Number for tax reporting
January-February	Work with accountants to prepare Form 990
January-February	Work with accountants to prepare 1099-MISC Form(s)
December-January	Pay invoice for GADE co-sponsorship of CSWE-APM Doctoral Student Connection breakfast (invoice comes to GADE president)
January	Write check for Student Research Award recipient(s)
March	Work with GADE bookkeeper to prepare annual financial report for GADE conference
March	Work with GADE president to prepare proposed budget in advance of GADE conference
April	Present Treasurer’s Report at the GADE conference
June-August	Work with the GADE president to pay for CSWE-APM advertisement
	In odd years, submit financial records to a CPA for an agreed-upon procedures review.
Summer	When new Student Leadership Award recipient is selected, arrange to obtain the Social Security Number for tax reporting
As needed	Pay RL Computing for work on the website and listserv
As needed	Pay invoices received from GADE bookkeeper
As needed	Reimburse GADE president for travel expenses
As needed	Deposit proceeds, if any, from the GADE conference
Monthly	Monitor bank statements
As needed	Report to GADE board on the financial health of GADE
Approximately bi-monthly	Chair the Finance committee and convene its meetings
As needed	Change bank signature card for new GADE president and new treasurer-elect
Bi-Annually	Prepare documentation for the financial CPA review.

At end of term	Transfer checkbook, financial records, and essential security information (e.g., passwords) to new treasurer
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Summary of Treasurer Responsibilities

Dues. GADE membership terms coincide with the academic year. At the beginning of the academic year (in September), the treasurer will send an updated invoice and W-9 form to all programs via the GADE list-serv. Programs have the option of paying by credit card through the GADE website or by check via postal mail. The treasurer is responsible for depositing checks received by postal mail.

Banking. GADE has a checking account with a checkbook and debit card. Bank statements are available electronically. Bank statements reflect credit card payments from the website as well as check deposits and withdrawals. The treasurer and GADE president should have check signing privileges.

Bookkeeper. The treasurer should work closely with a bookkeeper hired to work as needed. The treasurer will make monthly bank statements available to the bookkeeper who will transfer data to the GADE online QuickBooks account. The bookkeeper will keep the QuickBooks records updated and can assist the treasurer in preparing the Treasurer's Report to present at the annual GADE conference.

GADE Conference. The budget, income, and expenses for the annual GADE conference are developed and tracked by the host university in collaboration with the conference planning committee. Conference registration fees and sponsorships go directly to the host university. At the conclusion of each conference, the host university determines the net income and sends to the GADE treasurer a check for half the net income. The host university keeps the remaining half.

CSWE and SSWR. The treasurer works with the GADE president to pay for program ads, display booths, and conference receptions/breakfasts at CSWE and SSWR. Expenses can be paid upon receipt of the appropriate invoices.

GADE Awards. The treasurer will write checks to the recipients of the GADE awards. The checks for the Student Teaching Award, the Student Leadership/Service Award and the Faculty Educational Leadership Award are presented at the CSWE conference; the checks for the Student Research Award and the Faculty Donna Harrington Mentoring Award are presented at the SSWR conference. In all cases, the treasurer should arrange to obtain the Social Security Numbers of the award winners, as the cash awards must be reported with tax information.

Tax reporting. Annually, the treasurer will provide information on GADE income and expenses to an accounting firm (currently Gelman, Rosenberg, and Freedman) which will submit the required Form 990-N to the IRS.

CPA Reviews.. A non-profit of GADE's size is required to have a bi-annual review by a Certified Public Accountant. The treasurer will facilitate the bi-annual reviews. In June of each odd year, the GADE treasurer will submit financial files and documents from the preceding two years to a CPA. The CPA reviews should be conducted every two years in the summer, so reviews will cover a time period overlapping with the term of the GADE treasurer in office at the time of the review. (The reviews will cover the year when the current treasurer serves as treasurer-elect and the first year of each treasurer's term.) If issues or missing documents are identified, or questions raised, the current treasurer will be in position to answer questions and help to resolve any issues.

Record keeping. All check transactions, including checks to GADE award recipients and travel reimbursement to GADE officers, should include a matching electronic document specifying the purpose of the payment. Documents listing the names of GADE award recipients and the dates of the awards should be kept with other invoices in the GADE treasurer's files. Reimbursement for travel should include receipts as well as documentation (such as e-mail messages) clearly specifying the reason for the travel and costs.

Marketing & Website Committee

Committee Charge

The GADE Marketing/Website committee is charged with the monitoring, securing, maintaining, and continual improvement of the GADE website. The committee has responsibility as well, under supervision of the GADE Board of Directors, for the marketing of GADE and its associated activities through the GADE website and other media. The committee may serve as a resource to the GADE Board for matters related to information regarding communication technology and social media.

Website Basics

The GADE website is located at www.GADEPhD.org. The GADE president will designate a staff person, typically a tech-savvy graduate-level student at the president's home institution, to serve as staff technical support assistant. The technical support assistant will be a "Super Admin," having all rights and privileges to make edits to the site. Renee Cerullo from RL Computing will provide the assistant with a username and password.

The assistant will be responsible for the following:

- Uploading content as directed by the Marketing/Website committee and by the GADE president
- Creating and adding pages and modules
- Uploading blog posts
- Editing membership content
- Making regular reports to the Marketing/Website committee on website changes
- Taking notes during the meetings and providing a draft copy of the meeting minutes to the committee chair

Website Content Management

The website currently (May 2018) has the following content pages under the main Navigation Bar:

- Home
- About Us
- Prospective Applicants
- Membership
- GADE Guide
- Awards
- Conference
- Resources
- Contact Us

Content on each web page should be consistent with website branding. The technical support assistant will make website changes as requested by the GADE Board and/or the Marketing/Website Committee. There are also regular changes that will need to be made following the GADE calendar for items such as the Board membership, committee membership and GADE awardees.

GADE Membership Listings and Procedures

In order to be added as a member of GADE, each member institution must be up to date with GADE dues per GADE bylaws. Once membership is approved, the institutional member can then be added to the website. Content needed for website addition includes School Name, Address, Contact Info of Program Director (Name, Email, Phone, Fax) whether PhD or DSW program. GADE members notify the GADE president about changes to doctoral leadership for their respective institutions. The technical support assistant will make changes accordingly to the directory of programs noted on the website.

Meeting Procedures

The GADE Board will appoint a chair for the Marketing/Website committee. Co-Chairs may also be appointed, and are recommended when the chair is not a member of the GADE Board. The committee meets at least twice per year, and more often as needed, to address issues that arise with respect to the website and marketing

The committee does not have set terms for membership. Members are requested to give a one-month notice should they choose to resign. The committee chair/co-chair and/or the GADE president should periodically solicit new members through the GADE website and through recruitment at the annual GADE conference.

Cloud Storage of Folders

GADE marketing/website materials that are not of a confidential nature will be kept on a shared cloud storage system. It is recommended that the technical support assistant maintain the cloud storage and update access to the site as needed to correspond to changes in committee membership. The current GADE President and President-Elect should have access to the folder.

Website Maintenance

Responsibilities for maintenance (whom to contact for troubleshooting):

Renee Cerullo, cerullo@rlcomputing.com

716.656.8958

HELP DESK - support.RLComputing.com

Skype: renee.cerullo

Hours of Operation: Monday thru Friday 8am - 5pm EST

Password Information

Website security is critically important. There are security safeguards in place on the GADE website established by RL Computing, and RL Computing should be consulted with any questions or concerns. The 'Super Admin' password is needed to make changes to the GADE website. The password should follow 'strong password' standards and be changed at least twice per year. The password should be recorded on a secure site (separate from the GADE website) and maintained by the GADE president and president-elect. Only the technical support assistant, the GADE president, and the GADE president-elect should know the GADE website password.

Meeting Planning and Notification (applies to all committees)

A doodle poll is recommended so that members may attend at a time convenient with their schedule. In advance of each meeting, the Chair or Co-Chairs will send a meeting agenda, minutes from the prior meeting, and any relevant attachments. Committee members are encouraged to make their web-based conferencing software (Zoom, Blue Jeans, etc.) available so that members may attend through live video. A dial-in option is also recommended for those who wish to participate by telephone. As members are participating in different time zones, the chair should make sure that the time zone is clear for all doodle polls, agendas, and other materials. Meetings should last no longer than one hour. If a longer meeting is anticipated, advance notice is recommended.

Faculty Advisory Group

Committee Charge

The GADE Advisory Committee consists of leaders in doctoral education in social work, including former doctoral program directors, scholars active in promoting social work doctoral education, leaders in national social work associations, student leaders, and others passionate about doctoral education in social work.

The purpose of the GADE Advisory Committee is to gain insight and ideas on pressing issues in doctoral education from thought leaders in the field and to get feedback and direction on GADE initiatives and activities. The Committee has no administrative or programmatic authority, and is advisory only.

The GADE Advisory Committee will meet twice per year for 90-minute meetings – once in spring and once in fall. The spring in-person meeting will be held immediately prior to the GADE Conference. All GADE Advisory Committee members are also invited to register for the GADE Conference. While this will be an in-person meeting, GADE Advisory Committee members are free to participate via telephone, as GADE is not able to fund the travel. The fall meeting will be held in November, and will be a telephone conference.

GADE Faculty Advisory Board members will serve staggered 2 year terms (starting spring), and will be appointed by the GADE Board of Directors. GADE Doctoral Student Advisory Board Members will serve one year, and will be invited by the Conference host's school.

Advisory Group Calendar and Tasks

November The GADE president convenes a meeting of the advisory group via tele-conference or digitally.

April The GADE President convenes a meeting via tele-conference or digitally at the GADE conference

GADE Network Structure

Purpose: To give a more formal structure for Networking among Doctoral Programs with similar programmatic interests. This is designed to be flexible to meet the changing nature of higher education, and Networks can be formed and dissolved annually.

Network Types: GADE members are the universities – so we envision that these are related to doctoral program administration, such as program types, delivery methods, size of university/program, location of university, etc.

- 1) Establishing a Network
 - (a) Send a letter to GADE President with a Name and a 100-150 word description of the Network's area of interest. The description must be detailed enough so that GADE members can ascertain whether it's of interest to join.
 - (b) Must have a minimum of 5 GADE members with established interest.
 - (c) Must have established a process for rotating Network leadership democratically
 - (d) Must have established a process for communication between Network Members (listserv, Facebook Group, WhatsApp group etc.)
 - (e) Must be open to all GADE members, and GADE membership is required for joining

- 2) To Remain a Network, Must meet 5 Criteria each year

At least 5 GADE members are part of the Network. Must maintain a list of Network members.

 - (a) Holds at least one additional Formal real-time meeting
 - (b) Open to any GADE member with interest
 - (c) Holds Network meeting at GADE Annual Conference
 - (d) Provide one new resource for inclusion on the GADE Website (as approved by marketing committee)
 - (e) Reports annually on network with written report to GADE Board discussing activities and current members, and update at GADE Annual Conference

- 3) Benefits to Starting a Network
 - (a) Formal structure for GADE members to meet with directors of similar programs during the year
 - (b) Space in the GADE Annual Conference program for meeting
 - (c) Place to put up resources on GADE Website relevant to Network members (as approved by marketing committee)
 - (d) Can provide GADE Board consultation as needed

GADE General Calendar (for President and Support Staff)

January 5	Prepare awards, bios and materials for the SSWR Reception Remind Treasurer to bring checkbook to conference so checks can be given to Award winners, make certificates
January 16-20	SSWR 2019 Conference, San Francisco Attend SSWR Doctoral Luncheon GADE SIG at SSWR GADE presentations at SSWR – RCDC joint session
January	Treasurer gives information to accountant
February 15	Send reminder to member schools re: Council of Graduate Schools April 15 resolution President sends Call for Nomination for openings on GADE Board of Directors (Coordinate with Secretary regarding nominations and elections)
Late February	CSWE Abstracts due. Prepare abstract for CSWE Partnership presentation (make relevant for doctoral students as lots attend CSWE) – job market workshop, etc.
March 1	Call for Proposals for the Student Teaching, Student Leadership/Service, and Faculty Educational Leadership Awards (Coordinate with Awards Chair) – Chair sends out to GADE, NADD, SWRnet, SSWR Doctoral Student Task Force, etc,
March	Send out GADE board nominations and any other things that require a membership meeting vote by e-mail
March 9	GADE Board nominations to be received
March	BPD Meeting (President or someone attends, send someone that is already going or revisit) Prepare materials needed for conference from Board President’s Report Treasurer’s Report Agenda, etc.
April	GADE Advisory Committee meets immediately prior to conference

- (after the Board meeting)
 Election takes place at GADE annual meeting
 First meeting with new Board (assign committee chairs, committees)
 Make sure conference is planned 2 years out.
 Awards Committee form
 Treasurer, President and Secretary go as a group to local Bank of America to complete necessary paperwork
- April SSWR proposals due – make sure to submit abstract for at least one roundtable/workshop. Contact SSWR’s RCDC for joint session
- May 1 Contact CSWE to be sure that we are listed for co-sponsoring (with CSWE) the Doctoral Student Connection Breakfast at CSWE. Contacts for CSW: Allison Moon (AMoon@cswe.org) and Julie Montross (jmontross@cswe.org) or Linda Finnerty (lfinnerty@cswe.org) or check CSWE web page under exhibits for who is in charge. You will need GADE LOGO in JPG form to send to CSWE
- Check Awards timeline regarding CSWE artwork for the conference ad in the APM book
- Purchase CSWE Ad in the CSWE program to post the pictures for all GADE awardees in artwork form by the deadline (the deadline for 2018 was August 17)
- May 1 Reserve GADE exhibit booth for CSWE conference
- May 31 Deadline for Student Teaching, Student Leadership/Service, Faculty Educational Leadership Award. Awards sent in on Website and all materials for candidates put into one file by Board President’s Assistant and send to Awards Chair.
- June 1 Begin gathering information for GADE Guide updates (every third year)
- June 1 Establish date for Conference Committee to begin meeting
- June 1 Put out Call for Proposals for the Student Research Award and the Faculty Mentoring Award (Coordinate with Awards Chair).
- June/July Awards Chair sends out nominations and review sheets to the award review subcommittees. Awards Chair will distribute the materials to Awards subcommittees for review and keep up with review scores on

spreadsheet to determine winners. Top three faculty leadership awards will be reviewed by the Board to make the final selection.

July/August/Sep	SSWR's Call for Special Interest Groups comes out; Fill out a Call for this with GADE President as convener. SSWR contact: Dee Jay Garringo (dj@sswr.org)
July 15	Award reviews completed (Student Teaching, Student Leadership/Service, and Faculty Educational Leadership Awards). Once selected Awards Chair will contact Board President's Assistant and Board President with winners. Board President will notify winners and ask them to send mailing address and photo to Board President's Assistant and social security number to the Treasurer. Board President's Assistant will share this information with the Treasurer and work on Ad, poster and postcards for awards. CSWE contact: Linda Finnerty (lfinnerty@cswe.org) or Mary Jo Olsawsky (molsavsky@cswe.org) 25-word description for booth at CSWE (booth previously reserved) Make sure booth is organized (staffing, GADE banner, candy (traditionally Smarties), handouts, GADE Guide for display)
Late July	Check with CSWE about exact date that advertising materials (awardees/speaker) are due
August 1	Finish GADE Guide updates (every three years) Submit artwork for ads. Contact nominees with results. Congratulate winners and notify deans, directors, and nominators of the winners Line up GADE Leadership Award Winner to be CSWE Breakfast Speaker
Mid-August	Hold first GADE Board meeting of academic year
Mid-August	Set up Board meetings for Fall Semester (Doodle poll)
Mid-August	All committees convene (Chair and organizers lead)
End of August	Updated GADE Guide goes online (every three years) Send invitation for doctoral breakfast and GADE sponsorship presentation to Doctoral Program Directors, SSWR doctoral student representative and taskforce members. Ask them to send to their students.

September	Invoices go out to all GADE members (Coordinate with Treasurer)
September	Monthly update to GADE members
September 15	Deadline for proposals for Student Research and Faculty Mentoring awards. Award submissions are via website. Board President's Assistant will put them together and send to Awards Chair.
September 16	Send out nominations and review sheets to award subcommittees. Make sure e-mail addresses are on spreadsheet.
October	Hear from SSWR if SIG is accepted
October	Annual Update to Deans and Directors (and put plug in for APM and Awardees)
October activities	Monthly update to GADE members (put plug in for APM activities – List all programs related to doctoral education)
October	Review Award applications for GADE awards presented at SSWR. Awards Chair sends winners to Board President's Assistant and Board President with contacts. Board President will notify and ask to send photo and address to Board President's Assistant and social security to Treasurer. Board President's Assistant will work with SSWR to do an AD in brochure. SSWR contact is: Patty Couch: patty.couch@travelink.com or Dee Jay: dj@sswr.org
October/ November	CSWE APM usually held during late October/early November Doctoral Student Breakfast co-sponsored with CSWE (give out Educational Leadership Award, Student Award for Teaching, Student Award for Leadership and Service) Make certificates Arrange with treasurer for checks to be brought to CSWE conference Send information on award winners to GADE President so he/she can announce winners prior to the conference Arrange with Educational Leadership Awardee to speak for 10 minutes at the Breakfast Procure speech from Awardee to post online on the GADE website after the conference Darla Coffey, President and CEO of CSWE, will also make a short speech Leadership Forum Meeting

GADE Partnership Presentation

Late Oct/ early Nov	SSWR Advertisements due (Check with SSWR for exact date) Arrange SSWR Reception (to be held right after the President's Reception on Saturday night) Board President sends update to NADD
November (early)	Check date with SSWR regarding when advertisement is due for the program Get advertisement into SSWR, develop artwork for participants, notify recipients (Mentor Award and Student Research Award) – congratulate them and contact their deans, etc. (award recipients are pictured in the ad, invitation to the reception) Work with the GADE President and GADE Board to arrange Awards Reception Check with Treasurer to make sure he/she is planning to attend the conference
November	Monthly update to GADE members Treasurer works with accountant to file 990 GADE Advisory Committee meets (telephone conference)
Early December	Leadership Roundtable meeting in Washington (one day)
December Activities	Monthly update to GADE members (put plug in for GADE at SSWR) Set up GADE Board Meetings for Spring Semester
Early Dec/ early Jan	Invitation to SSWR Reception created and distributed to GADE, NADD, Leadership Forum and alumni list (send out individual invitations to people like Darla, etc.) Make sure Treasurer is completing a Bi-Annual audit

*GADE Guide should be updated every 3 years (next update 2019-2020)

*GADE Director's Survey should be conducted every 2 years (next survey 2019 conference)

*Partner presentations and the Breakfast Leadership talk should be added to the Resource Page on the website annually.

Future SSWR Conferences (Check website for verification)

2020 January 15 – 19 Washington, D.C.

2021 January 13 – 17 San Francisco

Future CSWE Conferences (Check website for verification)

2019 Oct. 24 – 27 Denver

2020 November 12-15 Denver

2021 November 4-11 Orlando

2022 November 10 – 13 Anaheim, CA

2023 October 26 – 30 Atlanta, GA

Future GADE Conferences:

2021 University of Chicago

2022 University of Utah

2023 University of Maryland

2024 University of Texas, Arlington

At least three years of conference hosts are planned in advance.

Constitution

GROUP FOR THE ADVANCEMENT OF DOCTORAL EDUCATION

(As Amended, March 22, 2016; Approved March 31, 2016)

Article I - Name

The name of the organization shall be the Group for the Advancement of Doctoral Education (GADE). The GADE tag line and logo shall indicate that this is a social work organization.

Article II - Purpose

GADE is a private, non-profit voluntary professional organization the meaning of 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 - Membership

Section 1 - Eligibility

All institutions with established social work/social welfare doctoral programs located in an accredited university or college that offers a Master Degree in Social Work (MSW) or Social Welfare that has been fully accredited by 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 in GADE. Established programs are those in departments, schools, or colleges of social work/social welfare located in universities or colleges accredited by the appropriate regional accrediting body. Accredited colleges or universities that are developing a social work/social welfare doctoral program are eligible for affiliate membership status. Each member institution will designate a representative to GADE, usually a director or chair of the school's doctoral program, who votes on behalf of the member institution and who will be the conduit of communications between GADE and the member institutions.

Section 2 - Type of Membership

Full members: 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 members: 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 of GADE.

Section 3 - Membership Dues

The Board of Directors determines the amount of annual dues owed for all institutional members. 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 of GADE. 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 of GADE; 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 webpage (both the listing of member institutions and any banner displaying photographs of member institutions) and removal from the GADE members listserv. In addition, institutions that have not paid dues after 2 years will not be allowed to attend the annual GADE 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. Institutions may be reinstated to active full membership upon full payment of dues plus payment of a \$100.00 reinstatement fee.

Article IV 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 of the organization. All members must be directors 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 occur at the business meeting at the annual GADE conference. The Board (or a delegate Nominations Committee) will solicit nominees for election to the Board at least 4 weeks before the annual meeting. 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 annual meeting.

Section 2.1 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 they choose not to remain on the Board, the GADE President, in consultation with the Board, shall appoint a person from the general GADE 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 elect another person to serve as an interim for the vacant office until an election for this office is held at the next business meeting held at the annual GADE conference.

Section 2.3 - Voting

Each Member serving on the Board shall have one vote.

Section 3 - 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 GADE 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 4 - 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. The President is Co-Chair of the Annual Conference.

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 GADE 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** prepare and keep the minutes of the business meetings of the membership and of the Board, track terms of Board members and officers, and organize the annual Board elections and the election of the Board officers. The secretary makes the approved minutes of meetings available to the membership.

Section 5 - Standing Committees

Standing committees include **Awards, Program, Constitution, Finance, and Marketing/Website**. Each committee is chaired by a member of the Board and includes additional volunteer members. Each committee may elect a co-chair. The President shall appoint chairs to all standing committees subject to the Board advice and consent and serves as an ex-officio member of all standing committees. Committee chairpersons are responsible for soliciting members for the committee. Membership of each committee is posted on the GADE website on an annual basis. The committee Chairperson will keep an accurate record of committee meetings and decisions and be prepared to present the committee report to the Board as required. The committee Chairperson shall provide regular updates of the committee's work the Board either in writing or through the Board conference calls or meetings.

Article V - Meetings

Section 1 - General Membership

Section 1.1 - Regular Meeting

GADE shall hold an annual business meeting of its membership each year to occur during the annual GADE conference. The date of the meeting and its agenda shall be determined by the Program committee in conjunction with the Board.

Section 1.2 - Special Meetings

Special meetings of the membership may be called by the Steering Committee upon the request of one-third of the Committee members.

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 GADE 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.

Section 2 - Board of Directors

Section 2.1 - Regular Meetings

The Board shall meet quarterly with at least one being in person at the annual GADE 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.

Article VI - 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 VII - 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 VIII - 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 IX - Dissolution Clause

Upon the dissolution of the organization, the Steering Committee 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 Steering Committee 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 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 X - Governance

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

Article XI - Amendments

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

GADE Network Structure (Approved April 2018)

Purpose: To give a more formal structure for Networking among Doctoral Programs with similar programmatic interests. This is designed to be flexible to meet the changing nature of higher education, and Networks can be formed and dissolved annually.

Network Types: GADE members are the universities – so we envision that these are related to doctoral program administration, such as program types, delivery methods, size of university/program, location of university, etc.

- 1) Establishing a Network
 - a. Send a letter to GADE President with a Name and a 100-150 word description of the Network's area of interest. The description must be detailed enough so that GADE members can ascertain whether it's of interest to join.
 - b. Must have a minimum of 5 GADE members with established interest.
 - c. Must have established a process for rotating Network leadership democratically
 - d. Must have established a process for communication between Network Members (listserv, Facebook Group, WhatsApp group etc.)
 - e. Must be open to all GADE members, and GADE membership is required for joining

- 2) To Remain a Network, Must meet 5 Criteria each year
 - a. At least 5 GADE members are part of the Network. Must maintain a list of Network members.
 - b. Holds at least one additional Formal real-time meeting
 - c. Open to any GADE member with interest
 - d. Holds Network meeting at GADE Annual Conference
 - e. Provide one new resource for inclusion on the GADE Website (as approved by marketing committee)
 - f. Reports annually on network with written report to GADE Board discussing activities and current members, and update at GADE Annual Conference

- 3) Benefits to Starting a Network
 - a. Formal structure for GADE members to meet with directors of similar programs during the year
 - b. Space in the GADE Annual Conference program for meeting
 - c. Place to put up resources on GADE Website relevant to Network members (as approved by marketing committee)
 - d. Can provide GADE Board consultation as needed