



# ESWRA INTERNAL RULES

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## Contents

Article 1 Benefits and Services Provided by the Association	2
Article 2 Principles of Association Governance	2
Article 3 Membership of the Association	2
Article 4 Officers, Duties and Terms of Office	3
Article 5 Board of the Association, Duties and Terms of Office	3
Article 6 Committees of the Association	4
Article 7 Working Groups	7
Article 8 Liability	7
Article 9 Meetings of the Board of the Association	7
Article 10 The General Assembly of the Association	8
Article 11 The Association Conference	8
Article 12 Administrative Office of the Association	8
Article 13 Relationship to Existing Networks and Organizations	9
Article 14 Amendments	9
Article 15 Dissolution	9

## INTERNAL RULES OF THE EUROPEAN SOCIAL WORK RESEARCH ASSOCIATION

### Article 1 Benefits and Services Provided by the Association

The Association:

- 1.1. Holds an annual European Conference for Social Work Research
- 1.2. Enables the development of and support for social work research through a range of activities and initiatives.
- 1.3. Gives social work research a presence and identity in Europe, in seeking to promote a social work marked by knowledge, evidence, understanding and justice.
- 1.4. Provides a basis for mutual support of and collaboration with 'sister' organizations and networks in Europe and around the world.
- 1.5. Actively explores and pursues opportunities for benefits to members. While the forms of these will vary according to needs and opportunities, they may include access to journals, support and mentoring schemes, facilitating Special Interest Groups, or providing specialized workshops.

### Article 2 Principles of Association Governance

- 1.1. The Association is led by a culture of bringing together knowledge, learning, and good practice.
- 1.2. The Board seeks to promote the Association as a reference point for the development and quality of social work research in Europe.
- 1.3. The Association is governed in ways that actively promote participation from all parts of Europe.
- 1.4. The working language of the Association is English, but the Association seeks to develop in ways that promote language inclusivity.

### Article 3 Membership of the Association

- 3.1. Membership classes shall be: Full, Student and Emeritus. (a) Full members are persons who have a bachelors, masters, or doctoral degree in social work or social welfare; or are teaching in social work programs; or are career researchers employed in social work research units or teams. (b) Student members are students in a bachelors, masters, or doctoral degree program in social work or social welfare. (c) Emeritus members are persons who have been continuous members of the Association for at least three years and are retired from their primary place of employment, and who make a written request to the Association for Emeritus status.
- 3.2. Membership fee levels shall be established by the Board. In this establishment, the Board takes into account the various classes of membership, as well as a differentiation between members from higher and lower income countries. Any changes in the fees schedule shall take effect at the beginning of the next membership year.
- 3.3. The membership fee is included in the conference fee. For members not attending the conference, a membership-only fee is chargeable. Conference participants who do not wish to become an ESWRA member have the right to opt out. This is clear in all conference communications.

- 3.4. If, despite repeated written notifications, a member has not paid the annual fee within 6 months of payment being due, the membership shall be cancelled.

#### Article 4 Officers, Duties and Terms of Office

- 4.1. The officers of the Association shall consist of a Chair, a Chair-elect, a Vice- Chair, a Secretary, and a Treasurer.
- 4.2. The Chair normally shall serve one year as Chair-elect and two years as Chair and may not hold any other office within the Association while Chair. The Chair is responsible for all aspects of leadership of the Association, including but not limited to the following: representing and speaking for the Association; signing contracts and other documents on behalf of the Association (except where such duties are assigned to the Treasurer); holding direct responsibility for the Association's Annual Report, and performing other duties authorized by the Board of the Association. S/he is an ex-officio member of all standing committees that may be appointed by the Association.
- 4.3. The Chair-elect usually shall serve in this capacity for one year. S/he will assist the Chair in his/her duties. The Chair-elect shall fulfil the duties of the Chair in case of his/her absence, incapacity or resignation.
- 4.4. The Vice-Chair shall normally serve a two-year term. S/he will co-chair the Conference Committees for each year. During the year when no Chair-elect is in office, the Vice- Chair shall fulfil the duties of the Chair in case of his/her absence, incapacity or resignation.
- 4.5. The Secretary, Treasurer and Communications Manager usually will each serve for three-year terms and may not hold any other office in the Association during that period.
- 4.6. The Secretary shall: (a) record, maintain and distribute minutes of the annual membership meeting and meetings of the Board; (b) maintain important papers and records for the Association's archives; (c) maintain and deposit minutes, committee reports, and other reports in the Association's archives; (d) maintain records of all ballots of elections, and other matters voted upon by the membership; and (e) be responsible for correspondence regarding membership and activities of the association. Under the supervision of the Secretary, part of these functions may be delegated to the Executive Administrator in accordance with their contract or another agreement between the parties involved.
- 4.7. The Treasurer shall (a) receive, have custody of, and disburse the funds of the Association subject to authorization of the Board, (b) oversee maintenance of records of all receipts and disbursements, preparation of financial statements, annual membership notices, and records of membership payments and other payments, and carry on the routine business and financial affairs of the Association; (c) arrange for an independent audit of the accounts annually, by two members of the Association who are not members of the Board (d) with approval from the Board, sign contracts and other authorized documents on behalf of the Association together with either Chair or Secretary; (e) prepare an annual budget based on plans developed by the Board in consultation with other committee Chairs; f) will be responsible for the financial planning and management of the Association and will make recommendations to the Board regarding such matters as budgeting, fees structure, conference fees, as well as investment and protection of the Association's assets; and (g) will be responsible for developing and implementing fund development plans to advance the work of the Association.

#### Article 5 Board of the Association, Duties and Terms of Office

- 5.1. The Board of the Association shall consist of at least thirteen general and student members. There shall be two student members. Board members shall normally be elected for three-year terms. Student members graduating before the expiry of the term may complete their full term on the Board.

The Board shall be elected by ballot of the membership of the Association. Election of new Board members shall take place up to twice each year to replace those whose terms have expired. Existing or previous Board members may be re-appointed by ballot of the membership of the Association.

5.2 The Board is responsible for policy formulation for the Association and has responsibility for the general and financial affairs of the Association. The Board may create, and dissolve *ad hoc* committees as are deemed necessary to carry out the work and achieve the aims of the Association. The responsibilities of the Board include, but are not limited to:

- i. Establish and support such arrangements and mechanisms that are necessary to accomplish and maintain the aims of the Association.
- ii. Receive, consider and make decisions in response to the reports of the committees, and working groups accountable to the Board.
- iii. Make decisions on the nature, location and management of the Association's office
- iv. Oversee the planning and development of the Association conference and other activities of the Association.
- v. Oversee the development and monitoring of review systems for the annual conference and ensure that systems adopted for abstract submission and review, and conference logistics are conducted efficiently by the Conference Committee.
- vi. Ensure the development and management of the Association's website and archival functions.
- vii. Oversee and manage the finances of the Association.
- viii. Direct and monitor the membership system of the Association.
- ix. Consider and make decisions in response to allegations of malpractice brought against members of the Association.
- x. The Board is free to develop forms of recognition of significant research-related contributions made by members of the Association.

5.3 In the event of a death, resignation or inability of a Board member to perform her/his duties the Board shall appoint a successor to complete the remaining term.

5.4 Board members must be members of the Association in good standing and have been members of the Association for at least one year prior to their nomination to stand as members of the Board.

5.5 Members of the Board may serve not more than two consecutive terms in the same capacity but may run for the Board in a different capacity after their previous position is completed.<sup>1</sup>

## Article 6 Committees of the Association

6.1 The Board can establish and terminate committees with specific tasks. The currently established committees are: Nomination and Election Committee, Conference Committee, Research Resources and Member Services Committee', External Relations Committee, SIG Development Committee, Country Representation Committee and Prizes and Sponsorship Committee.

6.2 Nomination and Election Committee.

- a. The Nomination and Election Committee shall consist of at least three members, including at least one Board member and at least one other member of the Association. The term of office normally shall be three years; members may serve not more than two consecutive terms on the committee. The Chair shall be appointed by and from among the membership of the Board. The members of the

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<sup>1</sup> This clause is intended to address the situation where an ordinary Board member is nominated to stand for Officer towards the end of their normal term of membership of the Board.

committee shall be appointed from those who have been members of the Association for at least one year, at the invitation of the Chair, and with the approval of the Board.

- b. The Nomination and Election Committee shall secure nominations to membership of the Board from the members of the Association who are in good standing and shall ascertain whether the nominees are qualified and willing to serve if elected. In addition, those who have been general members of the Association for at least one year may nominate others to the Chair of the Nomination and Election Committee to stand for membership of the Board and shall ascertain whether the nominees are qualified and willing to serve if elected.
- c. The Nomination and Election Committee shall be responsible for the conduct of the ballot, for making a count of the votes and reporting the results to the Board and the membership at the annual meeting.

## 6.2 Conference Committee.

- a. The Conference Committee will consist of at least five members. The Committee will be co- chaired by the Vice-Chair of the Association and a member of the host Conference Committee (appointed by that committee). The Conference Committee will be appointed by each local host country, comprising persons qualified to manage the planning, programming and conduct of the conference. Except for the Association Vice-Chair, the members will be drawn from the host country. Members of the Conference Committee and of the conference abstract review panel normally will be members of the Association.
- b. The Committee will manage decisions around the theme, sub-themes, speakers, formats of conference, associated activities, etc. The Committee will manage abstract submission and review for the conference. It will ensure the efficient conduct of conference logistics – e.g. venue, contracts, programme organization, inviting speakers, technology, volunteer coordination, recruitment, assigning of session moderators, exhibitor arrangements, and production of the conference programme. The Committee will actively explore funding support for disadvantaged conference delegates who also are presenting at the conference. The Committee is responsible for ensuring the sound application of the financial principles and policies of the Association in the organization of the conference. This will include establishing conference budgets with the aim of ensuring that the conference income contributes to the net Association income.

## 6.3 Research Resources and Member Services Committee

The Research Resources and Member Services Committee will consist of at least three members of the Association. The term of office normally shall be three years; members may serve not more than two consecutive terms on the Committee. The Chair shall be appointed by and from among the membership of the Board. The members of the committee shall be appointed at the invitation of the Chair, and with the approval of the Board. The Research Resources and Member Services Committee' will produce and pursue a strategy of developing resources which will be of benefit to members in pursuit of the aims of the Association. Resources may include the development of networks and processes to facilitate collaborations between members; and materials (in written, audio, and visual formats) that deliver useful content to members. The Research Resources and Member Services Committee' will meet twice a year, reporting to the Board through the Chair of the committee.

## 6.4 External Relations Committee

- a. The External Relations Committee will include at least two members of the Association. The term of office normally shall be three years; members may serve not more than two

consecutive terms on the Committee. The Chair shall be appointed by and from among the membership of the Board. The members of the committee shall be appointed at the invitation of the Chair, and with the approval of the Board. The term of office normally shall be three years; members may serve not more than two consecutive terms on the Committee.

- c. The External Relations Committee will develop and pursue an effective communications strategy, subject to the approval of the Board, to promote the aims of the Association, to advance its profile and the profile of social work research internationally and nationally. This will include forging and consolidating relationships and collaborations with relevant external networks, associations, funders, European and international bodies including the EU and UN, and effective external communications via the ESWRA website, social media, and other platforms. The Chair of the Committee will liaise directly with the Chairs of other committees as appropriate, and with the Executive Administrator on all matters of communication.

#### 6.5 SIG Development Committee

- a. The SIG Development Committee shall consist of at least three members, including at least one Board member and at least one other member of the Association. The term of office normally shall be three years; members may serve not more than two consecutive terms on the Committee. The Chair shall be appointed by and from among the membership of the Board. The members of the committee shall be appointed from those who have been members of the Association for at least one year, at the invitation of the Chair, and with the approval of the Board.
- b. The SIG Development Committee will a) promote the development of SIGs as networks for exchange, capacity development and platforms for collaboration among social work researchers; b) develop and provide guidelines to SIG convenors regarding the establishment, management and termination of SIGs; c) develop and implement a communications strategy that supports SIG communication internally, between SIGs, and through the website, the SIG newsletter and at conferences; d) promote and help organise SIG conference events; e) consult and work with SIGs to enhance participation especially among under-represented countries; f) provide, where and when possible targeted funds to support and promote SIG activity; g) enable and support events held by SIGs and related networks associated with ESWRA; h) review the SIGs membership/activity annually to confirm the continued need for the SIG by its members; i) keep a SIG membership list.

#### 6.6. Country Representation Committee

- a. The Country Representation Committee shall consist of at least three members, including at least one Board member and at least one other member of the Association. The term of office normally shall be three years; members may serve not more than two consecutive terms on the committee. The Chair shall be appointed by and from among the membership of the Board. The members of the committee shall be appointed from those who have been members of the Association for at least one year, at the invitation of the Chair, and with the approval of the Board.
- b. The Country Representation Committee will develop and pursue an effective strategy to promote the membership and participation in ESWRA of researchers, practitioners and educators from all European countries. This will include continuous monitoring of country representation within the ESWRA membership and actively involving members from under-represented countries.

## 6.9 Prizes and Sponsorship Committee

- a. The Prizes and Sponsorship Committee shall consist of at least three members, including at least one Board member and at least one other member of the Association. The term of office normally shall be three years; members may serve not more than two consecutive terms on the committee. The Chair shall be appointed by and from among the membership of the Board. The members of the committee shall be appointed from those who have been members of the Association for at least one year, at the invitation of the Chair, and with the approval of the Board.
- b. The Prizes and Sponsorship Committee will develop and pursue an effective strategy to promote the profile of, and to ensure highest quality applications for, the annual ESWRA
- c. Awards Schemes for Outstanding Publication in European Social Work Research, and Outstanding Publication in European Social Work Research based on a Doctoral Thesis/Dissertation. The committee shall be responsible for the development, co-ordination and implementation of sponsorship initiatives approved by the Board, and the maintenance of relationships with existing sponsors.

## Article 7 Working Groups

The Board can establish and terminate Working Groups, with specific tasks. Working Groups may, if appropriate, become formalized as Committees on the decision of the Board. Working Groups will be led by a designated Board member normally for up to three years. Their membership should include other Board members and members of the Association.

## Article 8 Liability

Any liabilities incurred by the Association will be guaranteed by the assets of the Association. Any personal liability of the Officers and members of the Board acting in accordance with the statutes and these regulations, is excluded.

## Article 9 Meetings of the Board of the Association

- 9.1 The Board of the Association shall meet on a regular and/or periodic schedule to be determined by the Chair and the Board of the Association each year. Members of the Board may hold or participate in a meeting by means of electronic conferencing, and provided that all persons participating in the meeting can hear each other at the same time, this shall constitute presence in person at the meeting.
- 9.2 The Board shall meet at least once in conjunction with the annual conference, at a time and place to be announced in advance to the members of the Association and shall be available to receive verbal or written communications from the members at that time and place.
- 9.3 The Treasurer and the committee Chairs shall present annual reports of their activities to the Board. The working group leads shall also present reports as appropriate.
- 9.4 Any action required or permitted to be taken by the Board may be voted upon without a meeting if all members of the Board receive mail or electronic mail and the votes are returned through either of these means. Mail or electronic mail votes shall be filed with the minutes of the Board.
- 9.5 Eight members of the Board shall constitute a quorum. In the event of a meeting of the Board not being quorate, the members attending may proceed with the business of the meeting. The formal agreement to the decisions of the meeting shall be sought from non-attending members of the Board within three weeks of the meeting of the Board.



## Article 10 The General Assembly of the Association

- 10.1 General Assembly shall be held during the annual conference of the Association for the discussion of the business of the Association, including the presentation of reports and communication to inform the members on matters of interest to the Association, and to permit responses from the Association's officers to questions and suggestions from the membership. A summary of actions taken by officers, committee chairs, and the Board shall be presented to the membership and an opportunity will be provided for questions from the membership. The Treasurer's annual report will be presented, including audited accounts.
- 10.2 The presence of not less than 5% of the members of the Association shall constitute a quorum and shall be necessary to conduct official business.
- 10.3 In the event of a meeting of the General Assembly of the Association not being quorate, the members attending may proceed with the business of the meeting. The formal agreement to the decisions of the meeting shall be sought from non-attending members of the Association within three weeks of the General Assembly.
- 10.4 The Board may authorize additional meetings and may cancel or postpone the annual meeting.
- 10.5 The Secretary is responsible for making a report of the decisions taken by the general assembly. This task can also be delegated. The report will be put at the disposal of the members within three (3) months after the assembly. Members have the possibility to react to the report. The report will be presented and accorded at the next general assembly, and then signed by the Chair and Secretary and filed in the archives.

## Article 11 The Association Conference

- 11.1. The European Conference for Social Work Research – the conference of ESWRA – normally will take place annually and will be hosted on a country by country basis in Europe.
- 11.2. The Board will agree the host country venues for the conference in consultation with interested Association members in that country. The Board will act as a sounding Board in consultation with the Conference Committee for developing and agreeing the general conference theme and the invitation of keynote speakers.
- 11.3. Attendance at the conference is open to anyone internationally. Membership for one year will be included in the conference fee.
- 11.4. Submission of abstracts for presentation at the conference is open to anyone internationally who accepts the aims of the Association and is not restricted to members of the Association.
- 11.5. An international Review Panel for the selection of abstracts for conference presentation will be refreshed on an annual basis.

## Article 12 Administrative Office of the Association

- 12.1 The Board of the Association may establish an administrative office for the Association and allocate to it responsibility for day to day operations of the Association and provide funds for the office to complete the tasks involved in the operations of the Association.
- 12.2 The Board may appoint an executive administrator, define the executive administrator's duties, approve compensation or contract fees and terminate the executive administrator's employment. The executive administrator will be specifically accountable to the Chair of the Association.

### **Article 13 Relationship to Existing Networks and Organizations**

We will work in ways that respect and support the roles of existing European social work organizations and networks. We wish to develop significant relationships with present and emerging networks and organizations nationally and internationally. We will proceed in collaboration with other bodies in ways that allow for linked and complementary development of expertise, and social and scholarly capital. The Board will promote ways in which these principles can be reflected in the development and ongoing work of the Association.

### **Article 14 Amendments**

These regulations may be amended by a two-thirds vote of Board members.

### **Article 15 Dissolution**

In the event of the dissolution of the Association any net assets shall be distributed to one or more organizations or networks as recommended by the Board of the Association and agreed by a ballot of members.