



Council for Standards in Human Service Education

*Assuring best practices in Human Service Education through
evidence-based standards and a peer-review accreditation
process*

<http://www.cshse.org>

Board Manual

Revised July 2024
Council for Standards in Human Service Education
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What is CSHSE?

The Council for Standards in Human Service Education (CSHSE) is a national board assuring the quality, consistency, and relevance of human service education programs through evidence-based standards and a peer-reviewed accreditation process. Colleges and universities can promote the national standards by becoming members of CSHSE without seeking accreditation.

The CSHSE History

In 1976, the Southern Regional Education Board conducted a survey of over 300 human service training programs throughout the country to obtain information on program content and characteristics. The purpose of the survey was to obtain baseline data upon which to make decisions concerning program standards. Support for the project was provided by a grant from the National Institute for Mental Health.

Results of the survey indicated several areas of significant agreement among programs, including training purposes, field experience requirements, general skills for working in human services, interdisciplinary faculty characteristics, and common program policies. These findings were used by a task force of educators who met to recommend program standards and develop an assessment model. The task force produced the format and general content areas of the standards.

The proposed standards were field tested for language and clarity before general distribution. In 1978, the proposed standards were mailed to over 1100 faculty members of human service programs and a group of service providers and graduates for their feedback. Respondents were asked to rate the acceptability and appropriateness of each standard and provide additional comments as warranted.

The result of this process was the National Standards for Human Service Education and Training Programs. The Standards were designed to be intentionally general to strike a balance between clearly stated principles with enough flexibility to avoid constraining natural diversity among programs.

In 1979, the Council for Standards in Human Service Education was established to give focus and direction to education and training in mental health and human services throughout the country. The Council exists to help human service educators and college administrators interested in achieving maximum educational effectiveness and to formally recognize and approve programs whose competence warrants public and professional confidence.

The accreditation process is designed to assist programs in self-study evaluation and continual improvement to produce new, creative approaches to the preparation of human service practitioners at all levels. The Council accreditation attests to a program's compliance with the Standards.

In 1983, after using the Standards in the program accreditation process, the Council Board of Directors authorized the formation of a task force to review and recommend revisions to the Standards. The task force's charge was to clarify the differentiation between advanced and associate degree programs and to create a new technical-level (non-degree granting) program. The task force included faculty from colleges offering programs at each of the three levels and training personnel from human service delivery agencies. The result of the task force's effort was mailed to all members of the Council for review and comment. These comments were used as the basis for the following proposed revision of the Standards for Human Service Worker Education and Training Programs.

In 1996, a survey was conducted at the annual NOHSE conference to determine if practicum hour standards were still in line with community and academic needs. Survey analysis indicated that revisions were in order. A committee was established to review and make the recommendations that have been incorporated into the standards.

Since then, the Council has periodically clarified and revised Standards based on input and feedback from member and accredited programs.

CSHSE Organization

CSHSE is incorporated in the State of Illinois with the Office of the Secretary of State. It was incorporated in January 1990 (Appendix A), and its previous incorporation was in Atlanta, Georgia.

CSHSE has an Employer Identification Number (EIN) from the Department of the Treasury, Internal Revenue Office, Kansas City, MO. Number: 36-3706899. (Appendix A)

CSHSE Mission and Vision

The Council remains committed to improving the quality, consistency, and relevance of human service education programs. It assures best practices in Human Service Education through evidence-based standards and a peer-review accreditation process. Its vision is to promote excellence in human service education providing quality assurance, and to support standards of performance and practice through the accreditation process.

Board of Directors

Criteria for Board Membership

Individuals wishing to join need to:

- Be current or former faculty/staff at an existing CSHSE member program.
- Accept the CSHSE mission and by-laws, are committed to promoting the organization's purpose, and adhere to the CSHSE Board Code of Ethics.
- Have a letter of approval or support from their institution.

Overall Board Responsibilities

Board members are expected to:

- Serve as a self-study reader and/or site visitor.
- Provide consultation to Human Service programs seeking accreditation or reaccreditation.
- Participate, three times a year, in Board meetings when decisions concerning the accreditation or reaccreditation of Human Service programs are reviewed, and other board issues are discussed.
- Serve on Board committees.
- Manage the affairs of the Council between meetings.

Duties of the Executive Members

President

In addition to the overall board member responsibilities, the President:

- Prepares agenda and presides over all Board meetings.
- Composes a President's letter and the Certificate of Accreditation that is sent to the program following Board decisions on program accreditation or reaccreditation.
- Posts accreditation dates and website links to decision letters.
- Oversees the Council website.
- Communicates with the CSHSE Board members as needed and as appropriate to perform the organization's duties.
- Maintains communications with Update Management, Inc (Association Management Company contracted by CSHSE).
- Reviews financial reports and tax reporting documents.
- Serves as the CSHSE liaison with the Council for Higher Education Accreditation (CHEA), prepares and submits Interim Reports and all other requested documents.
- Acts on behalf of the Board and affixes the Board seal to documents requiring such stamp.
- Coordinates the nomination and election process of Board members.
- Communicates with the VP of Publications with regard to CSHSE

materials.

- Participates in revising the CSHSE By-Laws, Standards, handbooks, etc.
- Updates the membership letter that is included with the CSHSE invoices.
- Prepares a President's letter that is sent to all new CSHSE members.
- Writes a President's message for each issue of The Bulletin (The Annual Report to CSHSE membership).
- Participates in training sessions of Board members and Self-Study Readers at the National Organization for Human Services (NOHS) conference.
- Follows recommendations of the Board of Directors in the development of joint collaborative relationships with other human service professionals and organizations to promote CSHSE.
- Maintains the office documents.

Vice President of Program Accreditation

In addition to the overall board member responsibilities, the Vice President:

- Conducts the process of program accreditation and reaccreditation at Board meetings.
- Submits reports of activity involving lists of accredited and reaccredited programs, lists of approved readers, reports, trends, and recommendations to the Council in writing and orally at Board meetings.
- Performs the duties and possesses the authority of the Presidency when the President cannot carry out the office functions.
- Assists the President, exercises such other powers, and performs such other duties as the President.
- Communicates with the President of the Council in relation to the affairs of the Council.
- Communicates with the VP for Publications about program accreditation/reaccreditation.
- Communicates with the Treasurer and Update Management, LLC, concerning program membership activity and fee payment for program accreditation/reaccreditation.
- Develops and updates the process and procedure for program accreditation/re-accreditation to create an efficient and effective system.
- Informs programs that have been reviewed about Board recommendations for accreditation/reaccreditation.
- Provides consultation for self-study readers and site visitors.
- Maintains files and statistics on individual programs in process of accreditation/reaccreditation.
- Informs programs that are due for reaccreditation.
- Provides information about the accreditation process.
- Recommends updates to the Standards and Self-Study guidelines as required.

- Maintains documentation relative to program accreditations.
- Reviews all self-study reports.

Vice President of Publications

In addition to the overall board member responsibilities, the Vice President of Publications:

- Edits the Bulletin for publication and posting on the website.
- Assesses the need for other publications of the Council and informs the Board of appropriate needs in publications.
- Supports monograph authors and provides technical assistance relative to editing and publication.
- Solicits articles for the Bulletin related to the teaching of human services.
- Provides a verbal report to the Board about activities of the VP Publications.
- Makes recommendations for content for the Council's website.

Treasurer

In addition to the overall board member responsibilities, the treasurer:

- Provides a financial report at Board meetings.
- Maintains procedures for accurate recording of financial affairs of the Council.
- Submits all appropriate reports as designated to federal, state, or local authorities relative to the affairs of the Council.
- Oversees all reimbursements related to Council business.
- Communicates with the President regarding any questions about the financial affairs of the Council.
- Monitors all monies deposited by Update Management, Inc.
- Receives, accepts, and pays bills submitted to Council and Update Management, Inc.
- Pays liability insurance.

Secretary

In addition to the overall board member responsibilities, the secretary:

- Prepares and distributes minutes of Board meetings.
- Maintains records of board member attendance and voting decisions.
- Coordinates all virtual meetings of the Board.
- Maintains archives of the Council meeting minutes and other Council documents.

Past-President

- Provides continuity between boards by providing information and rationale about past practices.

- Serves as a consultant to any board member seeking assistance relative to their office responsibilities.

Association Management Duties

- General office:
 - Provides an office presence for the receipt of mail and phone calls. This office address will be considered CSHSE's headquarters.
 - Forwards CSHSE correspondence to appropriate board members (e.g., president, VP for accreditation, treasurer).
 - Maintains a phone number for CSHSE business. (This can be a message phone that needs to be checked daily).
 - Answers routine questions regarding CSHSE membership.
 - Maintains a communication log of phone calls and emails noting the board member to whom an item was referred.
 - Maintains a general CSHSE information email account (hosting).
 - Responds to all communication within two business days.
- Council membership
 - Maintains active member database.
 - Maintains database of accredited programs.
 - Processes membership and accreditation fees and applications/ deposit checks.
 - Assists with the distribution of CSHSE correspondence.
 - Invoices members for annual membership dues.
- Accreditation & reaccreditation
 - Screens all accreditation inquiries and forwards to the VP for Accreditation.
- Social media
 - Maintains the accuracy and currency of CSHSE's website.
 - Provides webinar logistics.
- Finance
 - Facilitates accounting/fund management.
 - Receives membership and accreditation fees from member programs.
 - Provides monthly financial reports to the board treasurer and quarterly financial reports to the board.

CSHSE Board Code of Ethics

CSHSE Board members dedicate themselves to providing competent, professional, and ethical service to the Council's membership and to the field of human service education. Board members commit to the following:

Each member of the Board of Directors will:

- Place the highest value on integrity and will conduct the affairs of the Council in line with the mission of the Council.
- Respect the office to which they have been entrusted and carry out their duties and responsibilities responsibly.
- Maintain confidentiality of Board Meeting proceedings.
- Ensure all statements regarding Board policies, procedures, and practices are professional and accurate.

CSHSE Member Benefits

The core benefits of CSHSE membership are as follows:

- Program accreditation by the only national organization accrediting human service educational programs.
- Consultation and assistance through curriculum development and program accreditation.
- The CSHSE logo may be used on program materials to identify accreditation for all Council members listed on the Council website.
- Members receive the Bulletin and complimentary copies of the latest CSHSE monographs.
- Website- <https://cshse.org> offers links to Council information and member programs.
- Opportunities to attend and conduct workshops at regional and national conferences and to influence human service standards and educational trends.
- Access to a professional network of human service educators.

Appendix A Articles of Incorporation

File Number 5581-042-7
7-3-90

00048E13



Whereas, ARTICLES OF INCORPORATION OF
COUNCIL FOR STANDARDS IN HUMAN SERVICE EDUCATION
INCORPORATED UNDER THE LAWS OF THE STATE OF ILLINOIS HAVE BEEN
FILED IN THE OFFICE OF THE SECRETARY OF STATE AS PROVIDED BY THE
GENERAL NOT FOR PROFIT CORPORATION ACT OF ILLINOIS, IN FORCE
JANUARY 1, A.D. 1987.

00048E13

Now Therefore, I, Jim Edgar, Secretary of State of the State of Illinois, by virtue of the powers vested in me by law, do hereby issue this certificate and attach hereto a copy of the Application of the aforesaid corporation.

In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, at the City of Springfield, this 19TH day of JANUARY AD. 1990 and of the Independence of the United States the two hundred and 14TH



Jim Edgar
SECRETARY OF STATE

Secretary of State
Business Services and Regulation

Suite 306, West Tower
2 Martin Luther King Jr. Dr.
Atlanta, Georgia 30334

FORM NUMBER : NR
CERTIFICATE DATE : 10/17/80
DOCKET NUMBER : 89289443
EXAMINER : STACY GILLEY
TELEPHONE : 404-656-2821

REQUESTED BY:

SUSAN E. KERSTIN
#2 1244 WEST ROSEDALE
CHICAGO IL 60660

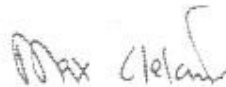
NAME RESERVATION CERTIFICATE

THE RECORDS OF THE SECRETARY OF STATE HAVE BEEN REVIEWED AND THE FOLLOWING NAME IS NOT IDENTICAL TO, AND APPEARS TO BE DISTINGUISHABLE FROM, THE NAME OF ANY OTHER EXISTING CORPORATION, PROFESSIONAL ASSOCIATION, OR LIMITED PARTNERSHIP ON FILE PURSUANT TO THE APPLICABLE PROVISIONS OF GEORGIA LAW. (TITLE 14 OF THE OFFICIAL CODE OF GEORGIA ANNOTATED).

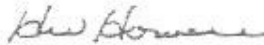
"THE COUNCIL FOR STANDARDS IN HUMAN SERVICE EDUCATION, INC."

THIS CERTIFICATE SHALL BE VALID FOR A PERIOD OF TWO CALENDAR MONTHS FOR PROFIT AND NONPROFIT CORPORATIONS AND PROFESSIONAL ASSOCIATIONS (DP, FP, DN, FN & PA), OR SIXTY (60) DAYS FOR LIMITED PARTNERSHIPS (7D OR 7F), FROM THE DATE OF THIS CERTIFICATE. PLEASE SUBMIT THE ORIGINAL CERTIFICATE (WHITE COPY) WITH THE ARTICLES OF INCORPORATION, CERTIFICATE OF LIMITED PARTNERSHIP, APPLICATION FOR PROFESSIONAL ASSOCIATION OR CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS.
not a limited partnership

NAME RESERVATIONS ARE NOT RENEWABLE AFTER EXPIRATION OF THE STATUTORY RESERVATION PERIOD SET OUT ABOVE.



MAX CLELAND
SECRETARY OF STATE



H. WAYNE HOWELL
DEPUTY SECRETARY OF STATE



SECURITIES
656-2894

CEMETERIES
656-3079

CORPORATIONS
656-2817

CORPORATIONS HOT-LINE
404-656-2322

9 0 0 - 1 0
ARTICLES OF INCORPORATION

(Do Not Write in This Space)

SUBMIT IN DUPLICATE
Payment must be made by Certified Check, Cashiers' Check, Illinois
Attorney's Check, Illinois C.P.A. Check or Money Order, payable
to "Secretary of State."
DO NOT SEND CASH!

Date Paid 1-19-90
Filing Fee \$50
Clk

TO JIM EDGAR, Secretary of State

Pursuant to the provisions of "The General Not For Profit Corporation Act of 1986", the undersigned incorporator(s) hereby adopt the following Articles of Incorporation.

Article 1. The name of the corporation is: COUNCIL FOR STANDARDS IN HUMAN SERVICE EDUCATION

Article 2. The name and address of the initial registered agent and registered office are:

Registered Agent: SUSAN E. KERSTEIN
First Name Middle Name Last Name
Registered Office: 1244 W. Rosedale #2
Number Street (Do Not Use P.O. Box)
Chicago IL 60660 COOK
City Zip Code County

Article 3. The first Board of Directors shall be 3 in number, their names and addresses being as follows: (Not less than three)

Directors' Names	Number	Street	Address City	State
CYNTHIA TOWER	P.O. BOX 91		PETERSHAM, MAES,	01366
JEAN MAOHT	132 EAST STATE STREET		DOYLESTOWN, PA	18901
SUSAN E. KERSTEIN	1244 W. Rosedale #2		CHICAGO, IL	60660

Article 4. The purposes for which the corporation is organized are:

To establish standards for Human Services Programs at Post Secondary Educational Institutions for the purpose of program approval as per the Program Approval Manual.

Is this corporation a Condominium Association as established under the Condominium Property Act? Yes No (Check one)

Is this corporation a Cooperative Housing Corporation as defined in Section 216 of the Internal Revenue Code of 1954? Yes No (Check one)

Is this a Homeowner's Association which administers a common-interest community as defined in subsection (c) of Section 9-102 of the Code of Civil Procedure? Yes No

Article 5. Other provisions (please use separate page):

00018913

NAMES & ADDRESSES OF INCORPORATORS

The undersigned incorporator(s) hereby declare(s), under penalties of perjury, that the statements made in the foregoing Articles of Incorporation are true.
 Dated 1/11 19 90

Signatures and Names	Post Office Address
1. <u>[Signature]</u> Signature <u>[Name]</u> Name (please print)	1. <u>P.O. Box 91</u> Street <u>Petersham, Va 01366</u> City/Town State Zip
2. <u>[Signature]</u> Signature <u>Dean Macht</u> Name (please print)	2. <u>132 East State Street</u> Street <u>Joylesstown, PA 18901</u> City/Town State Zip
3. <u>[Signature]</u> Signature <u>Susan L. WATSON</u> Name (please print)	3. <u>1244 W. Rosedale 42</u> Street <u>CHICAGO, IL 60660</u> City/Town State Zip
4. _____ Signature Name (please print)	4. _____ Street City/Town State Zip
5. _____ Signature Name (please print)	5. _____ Street City/Town State Zip

Signatures must be in ink on original document. Carbon copy, zero or rubber stamp signatures may not be used on this copy.
 NOTE: If a corporation acts as incorporator, the name of the corporation and the state of incorporation shall be shown and the execution shall be by its President or Vice-President and verified by him, and attested by its Secretary or an Assistant Secretary.

The registered agent cannot be the corporation itself.
 The registered agent may be an individual, resident in this State, or a domestic or foreign corporation authorized to act as a registered agent.
 The registered office may be, but need not be, the same as its principal office.
 A corporation which is to function as a club, as defined in Section 1-3.24 of the "Liquor Control Act" of 1934, must insert in its purpose clause a statement that it will comply with the State and local laws and ordinances relating to alcoholic liquors.
FOR INSERTS - USE WHITE PAPER - SIZE 8 1/2 x 11

00015513

File # _____
 Form NP-102.10
ARTICLES OF INCORPORATION
 under the
**GENERAL NOT FOR PROFIT
 CORPORATION ACT**
 of

MICEL FOR STANDARDS IN HUMAN SERVICE
 SOCIATION

FILED
 JAN 19 1990

Illinois Secretary of State

SECRETARY OF STATE
 DEPARTMENT OF BUSINESS SERVICES
 CORPORATION DIVISION
 SPRINGFIELD, ILLINOIS 62756
 TELEPHONE (217) 782-8961

(These Articles Must Be Executed and Filed in Duplicate)
 Filing Fee \$50

CS-276

Appendix B CSHSE By-Laws

ARTICLE I - NAME

Section 1.1 Name of Organization

The name of this organization, incorporated under the laws of Illinois, shall be “Council for Standards in Human Service Education,” hereinafter referred to as “The Council.”

Section 1.2 Registered Office & Agent

The Association's Registered Office and Registered Agent shall continue as fixed in the Articles of Incorporation until changed by the Executive Board.

Section 1.3 Fiscal Year

The Council's fiscal year shall end on the 30th day of June.

ARTICLE II - PURPOSE

Section 2.1 Purpose of Organization

The Council is a non-profit corporation organized to assure the quality, consistency, and relevance of human service education programs through research-based standards and a peer-review accreditation process.

ARTICLE III - MEMBERSHIP

Section 3.1 Membership Type

There shall be one class of membership in the Council: Voting Membership.

Section 3.2 Definition of Voting Member

A voting member is a human service education program that maintains current membership in the Council by paying annual dues. The Board of Directors shall review the requirements for membership and propose amendments if needed at least every five years.

Section 3.3 Voting

Each voting member may cast only one vote on matters brought for consideration to the membership by the Board of Directors. Each member will designate one person to vote on behalf of the program and will notify the Secretary of the Council at the onset of the meeting to identify the voting representative.

Section 3.4 Nominations and Election of Members-at-Large
Voting members shall participate in the nomination and election of the Council's Members-at-Large.

Section 3.5 Membership Dues & Fees
The Board of Directors shall review and set annual dues for membership in the Council and fees for the accreditation of human service education programs at least every three years. Non-payment of annual membership dues will result in suspension of membership and, if accredited, suspension of accreditation.

ARTICLE IV - COUNCIL MEETINGS

Section 4.1 Regular Meetings
The Board of Directors shall meet at least three times each calendar year. Meetings may be held in person or by Zoom.

Section 4.2 Special Meetings
A special meeting shall be convened upon:
a) receipt of a petition signed by not less than 25 percent of the voting members,
b) request of any two members of the Board of Directors or
c) request of the President, with the approval of the Board of

Directors. Members shall be notified of any special meeting and the items for consideration at least 15 days prior to the meeting.

Section 4.3 Notices
Whenever the Bylaws require notice to be given, such notice shall be in writing.

Section 4.4 Quorum
Twenty-five percent (25%) of current voting members shall constitute a quorum at any meeting of members. No less than three members of the Board of Directors must be present to conduct any business.

Section 4.5 Voting by Email
Voting by email is allowed for issues that need to be addressed between regular board meetings.

ARTICLE V - BOARD OF DIRECTORS

Section 5.1 Charge of Board
The Board of Directors shall manage the duties and business of the

Council and shall be vested with all the powers necessary to perform the business of the Council subject to applicable law, the Articles of Incorporation, and these Bylaws.

Section 5.2 Eligibility for Board Membership

Except for public members, board members must be currently or have been employed in the past in a human service program that is a voting member in the Council. New executive officers must be elected from currently serving members-at-large or other executive officers.

Section 5.3 Board Composition

The Board of Directors shall consist of the current executive officers, the members-at-large, the immediate past president (who serves on the Board for one year after leaving the office of President), and one to three public members. The board shall consist of no less than eight or more than twenty persons.

Cultural competence is a foundation of ethical human service practice. The Council strives to ensure that diversity is demonstrated in the composition of the Board, including but not limited to geographical perspectives, types of institutions, and program degree levels.

Section 5.4 Officers of Board

The Officers of the Board of Directors are the President, Vice President for Accreditation, Vice President for Publications, Secretary, and Treasurer.

Section 5.5 Members-at-Large

Members-at-Large are nominated and elected by the membership. If the membership fails to nominate a candidate for one of these positions, the Board of Directors can fill that position with a qualified person.

Section 5.6 Public Member(s)

Public Members represent the public in decision-making and policy setting and are elected by the Board of Directors to serve a four-year term. The Board shall have a minimum of one public member but no more than three. The public member shall attend all board meetings and shall vote on accreditation/reaccreditation issues and other board actions. The public member shall have no relationship or affiliation with a CSHSE member program. Public members shall be nominated by a current Board member and elected by two-thirds vote of the Board.

Section 5.7 Term Limits

An individual may serve in a Board position for a maximum of three terms, but the term limit does not preclude the individual from serving an additional three terms.

Section 5.8 Ex-Officio Board Members

The Board may appoint up to five ex-officio members to serve the Board in an advisory capacity.

Section 5.9 Board Vacancies

Vacancies on the Board of Directors shall be filled through appointment by the president, with a majority consent of the Board of Directors. Such appointees shall serve for the unexpired term of their predecessors.

Section 5.10 Board Meetings

The Board of Directors shall meet at least three times per year at a time at a place determined by the board, provided notice is given at least 30 days prior to such meetings. Should the president fail to call such a meeting, the meeting shall be held at the request of three or more members of the Board of Directors.

Section 5.11 Special Board Meetings

Special meetings of the Board of Directors may be requested by the President, any two Board members, or at least 25% of the current voting membership. The notice of such meeting shall specify the time, place, and business items to be considered. The President determines the time and place for the meeting and sends the notification. Members of the Board shall be notified of any special meeting at least 72 hours prior to the meeting.

Section 5.12 Board Quorum

A quorum of the Board of Directors consists of a simple majority provided at least two of the current Executive Officers are in attendance.

Section 5.13 Board Action Outside of Regular Meetings

Any action taken at a regular or special meeting of the Board of Directors may be initiated without a meeting, provided all Directors give written consent, including via electronic mail, to the action. Written consents are filed with the Secretary.

Section 5.14 Board Member Responsibilities

- Serve as a self-study reader and/or site visitor.
- Provide consultation to Human Service programs seeking accreditation/ reaccreditation.
- Participate in Board meetings three times a year, during which decisions regarding accreditation/ reaccreditation of Human Service programs are reviewed, in addition to other board business.
- Actively serve on committees of the Board.
- Manage the affairs of the Council between meetings.

Section 5.15 Presumption of Assent

Any Board Member present at a Board meeting shall be presumed to have agreed to an action taken at the meeting unless their dissent is entered in the meeting minutes or they file their written dissent to the action with the Secretary at the meeting or immediately after it adjourns. This right to dissent shall not be available to a Board member who voted in favor of the action.

Section 5.16 Seal of the Council

The Seal of the Council shall be in a form that the Board of Directors may determine. In the event that it is inconvenient to use such a seal, the signature with the words “Council for Standards in Human Service Education, A Non-Profit Corporation,” followed by the word “Seal,” enclosed in parentheses shall be deemed the Seal of the Association. The seal shall be in the custody of the President.

Section 5.17 Removal of Board Member

A majority of the Board of Directors shall have the power to remove any member of the Board from office, with or without cause.

Section 5.18 Board Compensation

Members of the Board of Directors, including Executive Officers of the Council and members of all standing and special committees, serve without compensation. However, they may be reimbursed for reasonable and documented expenses incurred in executing the Council's legitimate business. The President shall determine the compensation of any paid employee of the Council, subject to the approval of the Board.

ARTICLE VI COMMITTEES

Section 6.1 Executive Committee

The President, Vice-President of Program Accreditation, Vice-President of Publications, Secretary, and Treasurer constitute an Executive Committee and shall act for and manage the affairs of the Board of Directors between meetings of the Board, including all powers in these Bylaws or in the Articles of Incorporation specifically granted to the Board of Directors, and may authorize the Seal of the Corporation to be affixed to all papers as required. The Executive Committee shall meet intermittently at the call of the President or at least two of the committee members. All actions taken by the Executive Committee shall be recorded for review and approved by the Board at its next meeting.

Section 6.2 Executive Committee Alternates

The Board may designate one or more Directors as alternate members of the Executive Committee, to act in the place of any absent member or members at any meeting of the committee.

Section 6.3 Standing Committees

The Council's standing committees shall be appointed by the President, subject to the approval of the Board, and shall serve for one year. Each such committee shall have a minimum of three members.

Section 6.4 Ad Hoc Committees

The President, with the consent of the majority of the Board of Directors, may create other committees deemed necessary for the operations of the Council.

Section 6.5 Vacancies

Vacancies on any standing committee of the Board of Directors shall be filled through appointment by the President, with the consent of majority of the Board of Directors. Such appointees shall serve for the unexpired term of their predecessors.

ARTICLE VII OFFICERS

Section 7.1 Titles of Executive Officers

The Executive Officers of the Council are the:
President
Vice-President of Accreditation
Vice-President of Publications
Secretary
Treasurer
Immediate Past President.

Section 7.2 Elections of Officers

Election of Officers shall take place as described in Section 5.5.

Section 7.3 Holding Two Offices

Apart from the President, who may not hold a second office, other members of the Executive Committee may hold two offices simultaneously for a period to be determined by the Board.

Section 7.4 President

The President shall be the Chief Executive Officer of the Council. They shall:

- a) Preside at all the meetings of the Board of Directors.
- b) Supervise the business, property, and affairs of the Council.
- c) Ensure all orders and resolutions of the Board of Directors are carried out.
- d) Take executive action on behalf of the Council.
- e) Affix or cause the seal to be affixed to all instruments requiring such

execution.

Section 7.5 Vice President of Accreditation

The Vice President of Accreditation shall oversee the accreditation processes of the human service program. In the event of the President's unavailability and subject to the approval of the Board of Directors, the Vice President of Accreditation shall have the power to perform the duties of the President. They shall also assist the President, exercise such other powers, and perform such other duties as the President or the Board of Directors prescribe intermittently.

Section 7.6 Vice President of Publications

The Vice President of Publications shall manage all Council publications, including but not limited to the Bulletin, the Council brochure, monographs, letterhead, and advertisements.

Section 7.7 Treasurer

Subject to the direction of the President, the Treasurer shall:

- a) Monitor all corporate funds and securities,
- b) Keep, or cause to be kept, full and accurate accounts of receipts and disbursements of the Council.
- c) Prepare and certify proper statements concerning the financial condition of the Council when requested by the Board of Directors.
- d) Account for transactions as the fiscal officer for the Council.
- e) Oversee the deposit of all monies and other valuable effects of the Council in the name and to the credit of the Council in such depositories as shall be ordered by the President and Board of Directors. The Treasurer shall perform other duties normally associated with the Office.

Section 7.8 Secretary

Subject to the direction of the President, the Secretary shall:

- a) Attend and keep minutes of all Board of Directors and of the member meetings.
- b) Provide notices of all regular and special meetings of the Board of Directors and the membership.
- c) Maintain archival records of the Council.
- d) Create and distribute an e- newsletter with updates of recent board actions relative to the membership.

Section 7.9 Immediate Past President

The Immediate Past President shall serve as an Executive Officer for one year following their term in office, act as an advisor to the President and carry out such duties as shall be assigned by the President.

Section 7.10 Delegation of Powers and Duties

Whenever the Board of Directors may deem it desirable, it may delegate

the powers and duties of an officer to any other officer or officers or to any Director or Directors.

ARTICLE VIII - VENDORS

Update Management, Inc., with the board's approval, shall Select Vendors and perform duties as required by the Board.

ARTICLE IX INDEMNIFICATION

Section 9.1 Indemnification

The Council shall indemnify any person made a party to any action, suit or proceeding, whether civil or criminal, because of the fact that their testator, or intestate, is or was a member of the Board of Directors of the Council or of any other corporation which they served in such capacity at the request of this Council, against the reasonable expenses, including attorneys' fees, actually and reasonably incurred by them in connection with the defense of the action, suit, or proceeding or in connection with any appeal in it. The right to indemnification conferred by this section shall not restrict the power of the Council to make any indemnification permitted by law.

ARTICLE X PARLIAMENTARY AUTHORITY

Section 10.1 Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Council in all cases in which they are applicable.

ARTICLE XI AMENDMENT

Section 11.1 Amendment of Bylaws

The power to alter, amend or repeal these Bylaws, or to adopt new Bylaws, is reserved exclusively to the Board of Directors. The affirmative vote of a majority of all directors entitled to vote at a duly convened meeting of the Board is all that is necessary to exercise such power. Last amended and approved by the Board of Directors (July 2024)

Yvonne M. Chase, PhD, LCSW, President
Lauri Weiner, JD, Secretary

Appendix C Travel Reimbursement Policy
(Approved July 2022)

Travel Reimbursement Policy

The Travel reimbursement policy provides reimbursement for two-way travel to attend spring and fall meetings of the Board of Directors, and two-way travel for Board Members to attend regional conferences (one per year) and other meetings that the board may approve (e.g., CHEA, NOHS, etc.). Expenses reimbursed through other means (e.g., program, grants, employer) may not be submitted to the Council for reimbursement.

Airfare	Roundtrip to board meetings and other meetings as approved by the Board (e.g., CHEA, NOHS).
Mileage	<ul style="list-style-type: none"> • Mileage associated with board approved travel will be reimbursed at the IRS current year standard mileage rate. • Travel by auto is not to exceed 120% of airfare.
Hotel	The Council will pay for accommodations not to exceed the standard rate for the Board or other meetings.
Meals	The council will reimburse meals upon presentation of receipts.
Conference	If the member attends, conference fees for the National Organization for Human Services annual conference and regional conferences will be paid.
Car Rental	The council may rent cars for board use to transport members to/from meetings.
Incidentals	Ground transportation, parking, tolls, tips, travel insurance, etc.
Not Allowed	Valet services (unless there are extenuating circumstances) and alcoholic beverages.

To receive reimbursement, the travel reimbursement form and original receipts must be submitted to the Treasurer.

Completed electronic reimbursement form with scanned receipts must be emailed to the Treasurer:

njackson@brookdalecc.edu, and to:

Update Management:

lnaylor@updatemanagement.com.

Appendix D Conflict of Interest Policy & Disclosure Form

Council for Standards in Human Service Education Conflict of Interest Policy

In their capacity as directors, the members of the Council for Standards in Human Service Education's Board of Directors must always act in the best interests of the organization. This policy's purpose is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below.

1. Board members have a fiduciary duty to conduct themselves without conflict to the interests of the Council. In their capacity as Board members, they must subordinate personal or individual business, third-party, and other interests to the welfare and best interests of the Council.
2. A conflict of interest is a transaction or relationship that presents or may present a conflict between a Board member's obligations to the Council and the Board member's personal business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to the Council. However, full disclosure of all actual and potential conflicts and a determination by the disinterested Board (or the Council's Executive Committee) members—with the interested Board member(s) recused from participating in debates and voting on the matter – are required.
4. Board members shall disclose all actual and potential conflicts of interests through the annual disclosure form and/or whenever a conflict arises.
5. On an annual basis, all Board members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Board, and all other conflict information shall be provided by Board members.

***Council for Standards in Human Service Education
Conflict of Interest Disclosure Form***

I have read the Council for Standards in Human Service Education Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times, during my service as a CSHSE Board member, Self-Study Reader, and/or Site Visitor. If, at any time following the submission of this form, I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Council for Standards in Human Service Education President in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Board Member Printed Name:

Board Member Signature:

Date:

Appendix E CSHSE Confidentiality Statement

Confidentiality Statement

I understand that as a volunteer of the Council for Standards in Human Service Education Board of Directors, I will receive information regarding the Council, and the disclosure of which could be harmful to the interests of the Council for Standards in Human Service Education. This may include, for example, internal financial data, business strategies, and terms of contractual arrangements. I acknowledge that my fiduciary duty of loyalty to the Council for Standards in Human Service Education requires that I maintain this information in confidence.

I hereby certify that I shall not disclose any Council for Standards in Human Service Education confidential information during the term of my service or at any time after my service has ended.

Confidential information shall not include any information that:

- (i) is or subsequently becomes publicly available without my breach of any obligation.
- (ii) became known to me prior to the Council's disclosure of such information to me.
- (iii) became known to me from a source other than the Council.
- (iv) is independently developed by me. The Board of Directors may also authorize the disclosure of confidential information.

If I have any questions regarding the confidentiality of certain information I wish to disclose, I will obtain a determination from the Board of Directors as to the appropriateness of disclosure.

Signature

Date

Printed Name

Position

Appendix F Document Retention and Destruction Policy

(Approved July 2019)

The Council for Standards in Human Services Education takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the organization may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the President, Vice President of Accreditation, Treasurer and/or Executive Director (Update Management Inc. LLC.)

From time to time, the President may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed until the legal hold is withdrawn in writing by the President.

File Category	Item	Retention Period
Corporate Records	Bylaws	Permanent
	Articles of Incorporation	Permanent
	Annual Report (State of Virginia, State of Illinois)	Permanent
	Board minutes	Permanent
	Finance Committee minutes	7 years
	Disclosure forms: conflict-of-interest, confidentiality statement, commitment to serve as Board of Director and/or Self-Study Reader	4 years
Finance and Administration	Financial statements (audited)	Permanent
	Auditor management letters	Permanent
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	General ledgers and journals (including bank reconciliations)	7 years
	Contracts and agreements	4 years after all obligations end
	Correspondence — general	3 years
Insurance Records	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Accident reports	7 years
	Claims (after settlement)	7 years
General	Correspondence and notes relating to patents, copyrights, licenses, agreements, bills of sale, permits, liabilities, etc.	Greater of “Life of principal document which supports” or 3 years
Self-Studies	Submitted Self-study templates,	Current and previous

	narratives, decision letters and other relevant documentation and communications	accreditation cycle-10-year period
Manuals, Templates, and Handbooks	Board Manuals, Self-Study Reader Handbooks and Member Handbooks	10 years
Tax	IRS exemption determination	Permanent
	IRS correspondence	7 years
	IRS Form 990s	Permanent
	Sales and use tax returns	7 years
	Charity organization registration statements	7 years
Technology	Software licenses and support agreements	7 years after all obligations

1. Electronic Documents and Records.

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

2. Emergency Planning.

The organization’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the organization operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

3. Document Destruction.

The President is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

4. Compliance.

Failure on the part of all organization employees (including part-time, temporary, and contract employees, directors, officers, and other organization volunteers) to follow this policy can result in possible civil and criminal sanctions against the organization and its employees (including part-time, temporary, and contract employees, directors, officers, and other organization volunteers) and possible disciplinary action against responsible individuals. The President and Executive Director will periodically review these procedures with legal counsel or the organization’s certified public accountant, to ensure that they are in compliance with new or revised regulations.