**CONSTITUTION OF**

**STUDENT SOCIAL WORK ASSOCIATION**

**CENTRAL MICHIGAN UNIVERSITY**

**PREAMBLE**

The primary goal of the organization is to enhance the learning experiences of those students with an interest in the social work profession through workshops, guest speakers and networking. The secondary aim is to provide information and support for one another and the community through membership and community projects.

**ARTICLE I**

**Name**

This organization will be known as the Student Social Work Association (SSWA).

**ARTICLE II**

**Membership**

Membership will consist of active persons who aim to bring awareness to and promote social justice, both campus and community wide, through hands-on action. Membership will not be contingent upon the basis of age, color, disability, gender, familial status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight.

 **Section A**

 **Membership Requirements**

1. Members must have a genuine interest in social work, or any aspect of the helping profession.
2. Members must display regular attendance at weekly meetings. No more than three unexcused absences will be permitted per semester.
3. Members must participate in a particular amount of volunteer activities, fundraising events with the organization, and socials per semester. The minimum number of participation for each will be determined each semester by Executive Board by the second meeting of the semester.
4. Dues are non-refundable and must be paid by the date specified.

\* If a member cannot perform regular attendance at meetings, the member may engage in a Hardship Clause that allows the member to make up attendance through more participation in volunteer activities, fundraiser events and socials. The Executive Board will determine the number of additional participation needed each semester.

**Section B**

**Selection of Members**

Approval of new members is reliant on the above membership requirements (section A).

**Section C**

**Voting Privileges**

Active, dues-paying members will be permitted to vote on issues within the Student Social Work Association.

**Section D**

**Termination of Membership**

1. Written resignation by the member that is directed toward the Executive Board of the organization.
2. Membership may be terminated for the following reasons:

Failure to meet membership requirements.

Member has violated a campus rule for which he/she is expelled or suspended from school, or for which he/she would be expelled or suspended expect that he/she has voluntarily left school.

The Executive Board and Advisor recommended termination of membership of a member.

1. If involuntary termination is to take place, the terminated member is to be notified within one week of the Executive Board’s decision, so he/she can defend him/herself.

**ARTICLE III**

**Officers**

**Section A**

 **Elected Officers**

1. **PRESIDENT**

**JOB DESCRIPTION**

The President serves as the Executive Officer of the organization and as a liaison between the campus, community and other organizations.

**DUTIES/RESPONSIBILITIES**

To be responsible for the proper functioning of the organization.

To confer regularly with the organizational Advisor.

To preside at all meetings of the organization and Executive Board.

To be responsible for holding elections for future officers.

To authorize payments of bills, with the Treasurer.

To be familiar with the basic procedure for conducting meetings, the Constitution and membership requirements of the Student Social Work Association.

To be familiar with the duties of each officer and chairperson.

To consult with the Program Director for all programs, workshops or guest speakers.

To train his/her successor.

To remove themselves as President on RSO server and add the new President before the semester ends.

To attend all executive board meetings unless excused by advisor.

1. **VICE PRESIDENT**

**JOB DESCRIPTION**

The Vice President works closely with the President and is in charge of icebreakers at the meetings and planning social activities for the group.

**DUTIES/RESPONSIBILITIES**

To preside at organizational meetings in the absence of the President.

To serve as President, in case of vacancy in that office, until a special election can be held to fill the position.

To attend all organizational and Executive Board meetings.

To implement icebreaker games at meetings.

To be familiar with the basic procedure for conducting meetings, the Constitution and membership requirements of the Student Social Work Association.

To be familiar with the duties of each officer and chairperson.

To head two socials each semester with in the group.

To perform such duties advised by the President of Executive Board.

To be responsible for publishing an organizational newsletter, if the organization desires.

To distribute documentation of future activities.

To attend all executive board meetings unless excused by president.

1. **SECRETARY**

**JOB DESCRIPTION**

The Secretary keeps a permanent record of organizational and Executive Board meetings, calls role and answers and files organizational correspondence, as directed by the President.

**DUTIES/RESPONSIBILITIES**

To keep minutes of organizational meetings in a permanent notebook affixed with the date and his/her signature.

To post minutes at both the Social Work Office and the Advisor’s bulletin board within one week of meeting date.

To record attendance at meetings, to record absences from meetings and to refer unexcused absences to the Executive Board. If a member accumulates three unexcused absences, he/she will lose their voting privileges.

To record any revisions and/or additions to the Constitution.

To keep an accurate list of all correspondence (thank you notes, invitations, etc.) sent during the semester, with record of date mailed.

To send the Advisor an annual thank you note for his/her services and guidance.

To be familiar with the Constitution and membership requirements of the Student Social Work Association.

To attend all organizational and executive board meetings.

To perform such duties advised by the President or Executive Board.

To attend all executive board meetings unless excused by president.

1. **TREASURER**

**JOB DESCRITION**

The Treasurer maintains all accurate and complete financial records for the organization, collect dues, heads all fundraising for the organization and prepares the yearly opening budget with the President.

**DUTIES/RESPONSIBILITIES**

To keep the treasury books from one audit date to the next.

To collect any dues, fees, etc. as required and to disburse them into the organizational bank account or where needed for programs.

To collaborate with the President and Advisor in preparing the budget and presenting it to the organization.

To be familiar with the Constitution and membership requirements of the Student Social Work Association.

To head all fundraising for the organization.

To attend all organizational and executive board meetings.

To perform such duties advised by the President of Executive Board.

To attend all executive board meetings unless excused by president.

1. **MEMBERSHIP DIRECTOR**

**JOB DESCRIPTION**

The Membership Director enables new members to gain an appreciation of the organization, to understand the responsibilities and privileges inherent in membership, to acquire a deepening desire to fulfill these activities and to provide written documents of future organizational events and activities. The Membership Director works to promote good relations with alumnae, faculty, administration, parents and other organizations, the community and campus through a planned program.

**DUTIES/RESPONSIBILITES**

To assist new members in becoming educated about the Student Social Work Association.

To contact individuals interested in the Student Social Work Association.

To upkeep and decorate the bulletin board on a monthly basis.

To be responsible for the monthly upkeep of the sandwich board on a regular basis.

To collect photographs and develop a scrapbook of all organizational activities each semester.

To prepare monthly calendars and distribute them to members.

To handle all publicity for the organization by learning about and using various forms of media (flyers, newspaper announcement, etc.)

To be responsible for the coverage of all organizational meetings and events throughout the semester.

To be responsible for preparing a Publicity budget with the Treasurer.

To be familiar with the Constitution and membership requirements of the Student Social Work Association.

To attend all organizational and Executive Board meetings.

To perform such duties advised by the President or Executive Board.

To attend all executive board meetings unless excused by president.

1. **PROGRAM DIRECTOR**

**JOB DESCRIPTION**

The Program Director will work to plan and coordinate guest speakers, workshops, and other educational programs throughout the semester.

**DUTIES/RESPONSIBILITIES**

To plan educational events for the organization each semester.

To plan at least one major program even each semester.

To plan guest speakers for the organization each semester.

To plan and direct an outside event which promotes the organization’s charitability in the community.

To be familiar with the Constitution and membership requirements of the Student Social Association.

To attend all organizational and Executive Board meetings.

To perform such duties advised by the President or Executive Board.

To attend all executive board meetings unless excused by president.

1. **SGA REPRESENTATIVES**

**JOB DESCRIPTION**

The SGA Representative will attend SGA meetings on a regular basis as the SSWA representative. It is their responsibility to keep SSWA informed of all SGA updates and changes.

**DUTIES/RESPONSIBILITIES**

To know both SGA and SSWA Constitutions.

To be present at all SGA meetings.

To keep SSWA members updated on SGA.

To attend all organizational and executive board meetings.

To perform such duties advised by the President or Executive Board.

To attend all executive board meetings unless excused by president.

\* Any duties that are not held will be dispersed throughout the group with the discretion of the Executive Board.

 **Section B**

 **Committees**

 Committees will be formed under the discretion of the Executive Board for any duties that may need to be completed. The members of these committees must be of active status. When needed, Executive Officers may form committees to assist in implementing various programs, workshops and/or social events.

**Section C**

**Qualifications for Officers**

All active members who are not on academic or special probation can hold any elected office.

**Section D**

**Selection of Officers**

1. Elections for officers will be held during the last month of each school year in which the association is active. The exact time will be determined by the Executive Board and Advisor.
2. A one-year term is preferred, but not limited to if the Executive Board decides otherwise.
3. The President will be responsible for conducting elections. All candidates must be nominated and seconded within the group. Officers shall be chosen by a majority vote.
4. Officers installation shall take place during the week following the

completion of elections.

1. Each officer shall hold his/her office beginning at installation and ending when a new officer is inducted in his/her place.
2. The President must have served one full term on the Executive Board the previous year, or have been an active member for a minimum of two consecutive semesters.

**Section E**

 **Filling Vacancies**

 Vacancies in any office shall be filled by majority vote of the organization or room nominees made by the Executive Board.

**Section F**

**Recall of Officers**

The Executive Board, with the consultation and advice of the Advisor, may recommend the removal of any officer failing to adequately perform the duties of his/her office. A majority vote of the Executive Board and/or the organization is required to remove an officer from office.

**ARTICLE IV**

**Advisor(s)**

The organization’s Advisor will be chosen by the Student Social Work Association yearly. The Advisor must show a genuine interest in the organization, as well as provide guidance when he/she sees fit or when asked by the organization. The Advisor will also provide assistance when revising or amending the Constitution and/or membership requirements. The Advisor must be a CMU faculty/staff member.

**ARTICLE V**

 **Section A**

 **Frequency of Regular Meetings**

 Regular meetings will be set at the beginning of each New Year. There must be a minimum of two monthly organizational meetings.

**Section B**

**Special Meetings**

The President or Advisor may call special meetings. Any other member requesting a special meeting can approach the President or Advisor. If just cause is shown to call a meeting, members will be contacted. The meeting will only cover those items for which the meeting was called.

**ARTICLE VI**

 **Section A**

 **Dues and Assessment**

 Dues will be set at twenty-five dollars per member per academic year or fifteen dollars per semester. Dues will be used for workshops, guest speakers and field trips, which will expand each member’s educational knowledge of the social work profession. The organization may choose to offer active members a lower rate for additional costs of workshops, speakers, etc., if so desired.

**Section B**

**Banking**

The financial institution in which the organization’s funds will be deposited will be determined by the President and Executive Board.

**Section C**

**Disposition of Funds in the Event of Inactivation**

In the event that the Student Social Work Association ceases to exist all proceeds/money from the Association will go to the United Way of Michigan.

**ARTICLE VII**

**Constitution: Amendments and Revisions**

Any member, at any regular meeting, may propose a written amendment; final action on which will be delayed until the next year regular meeting. An affirmative vote of three-quarters of the membership will be required for adoption of an amendment. All additions and revisions must be recorded on the official Constitution disk held by the organizational Advisor.