

PREAMBLE TO THE STUDENT SOCIAL WORK ASSOCIATION CONSTITUTION

We, being students of Indiana State University, having an interest in the field of social work and desiring to provide ourselves a learning experience that would not be possible in the classroom, have established this Social Work Association. The purpose of the organization shall be to provide opportunities for students to better understand the various aspects of Social Work and other related fields through the Association meetings, special projects, and informal social gatherings.

Social Work Association Constitution

ARTICLE I. NAME

The name of this organization shall be the Indiana State University Student Social Work Association.

ARTICLE II. MEMBERSHIP

The activities mentioned in the Preamble shall be open to students of Indiana State University who are interested in the profession of Social Work and other related professional fields. Association membership shall be composed of those students who have paid dues for the current school year.

ARTICLE III. OFFICERS

The officers of the Association shall be President, one Vice President, a secretary, a Treasurer, and two (2) Public Relations Officers. Officers shall compose the Executive Board. Officers shall be Social Work majors.

ARTICLE IV. STANDING COMMITTEES

There shall be five (5) standing committees with one (1) person appointed by the Executive Board, with the approval of the Association, as the Chairperson of each committee. The committees shall be Publicity, Job Opportunities/Community Service and Relations, Elections/Scholarship, Fundraising, & Program/Social.

**ARTICLE V.
BY-LAWS**

Anything not covered in the Student Social Work Association Constitution shall be covered in the SSWA By-Laws.

**ARTICLE VI.
AMENDMENTS**

This Constitution may be amended at an Association meeting by a majority of voters present, provided the proposed amendments shall have been submitted to the members four (4) weeks prior to the act of voting.

**ARTICLE VII.
NON-DISCRIMINATION LANGUAGE**

Except as protected by federal or legislative act, this organization shall not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, disability, or status as a Vietnam era or disabled veteran in the conduct of its activities or the selection of its members.

**ARTICLE VIII
UNIVERSITY COMPLIANCE**

This organization shall comply with all policies and regulations of Indiana State University, as well as with all local, state, and federal laws.

**ARTICLE IX
STATEMENT OF NOT-FOR-PROFIT STATUS**

This is a not-for-profit association.

**ARTICLE IIX
STATEMENT OF NON-HAZING ACTIVITIES**

Hazing is strictly prohibited in connection with the activities of this organization. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with the organization, regardless of the person's consent or lack of consent."

STUDENT SOCIAL WORK ASSOCIATION BY-LAWS

ARTICLE I. DUTIES OF THE OFFICERS

Section 1. All newly elected officers shall aid in the transition of their successors.

Section 2. The Executive Board shall be composed of the President, Vice President, Secretary, Treasurer, and Public Relation Officer, and a faculty liaison. This Board shall meet at the beginning of each semester in order to make tentative plans for the oncoming semester. Other meetings shall be called prior to Association activities when deemed necessary by the President. The duties of this Board shall be to plan and coordinate the activities and meetings of the Association. The Executive Board shall appoint representatives from all Social Work classes to act as a liaison between student in class and the Association.

Section 3. The President shall preside over all Executive Board and Association meetings. He/She shall be responsible for notifying the members of the Executive Board as to the time and place of Board meetings and shall secure facilities for all such meetings. He/She shall have help a position as an executive officer of chairperson of a committee for the Association. The President shall delegate responsibilities to other offices and committee chairpersons. He/She shall have an accumulative index of at least 2.25.

Section 4. The Vice-President shall be the coordinating chairperson for all committees and he/she shall be an ex-officer member thereof. He/She shall assume the duties of the President in his/her absence. The Vice-President shall have an accumulative index of at least 2.25.

Section 5. The Secretary shall take minutes of all Executive Board and Association meetings and shall be responsible for maintaining these minutes in the permanent records of the Association. He/She shall have an accumulative index of at least 2.00.

Section 6. The Treasurer shall collect, record, and disperse the funds of the Association and periodically make a finical report to the Executive Board and to the Association in accordance with University regulations. He/She shall comply with any finical regulations concerning the status of the Association. He/She shall have an accumulative index of at least 2.00.

Section 7. The Public Relations Officer shall promote all activities and aspects of the Association acting under the direction of the Executive Board. This officer shall be the Chairperson of the Publicity Committee. This officer shall be responsible for maintaining the Association scrapbook. He/She shall have an accumulative index of at least 2.00.

ARTICLE II. QUORUM

Fifty-one percent of the voting members shall constitute a quorum.

ARTICLE III. MEETINGS

There shall be a regularly scheduled meeting of the Association scheduled at the discretion of the Executive Board, with the requirement that there be at least one (1) business meeting scheduled per month. The scheduled time shall be posted and announced to Social Work student at the beginning of each semester. Any necessary changes and additional meetings shall also be posted and announced as needed. An agenda shall be established by the Executive Board and submitted to the members of the Association by the third (3rd) week of the beginning of each semester.

ARTICLE IV. COMMITTEES

Section 1. A standing Program Committee shall exist and be composed of the Program Chairperson and as many interested members as necessary to carry out the functions of this committee. This committee shall be responsible for planning the programs of the Association meetings including the Mentorship Program. A standing Social Committee shall exist and be composed of a Social Committee Chairperson and as many interested members as necessary to carry out the functions of this committee. This committee shall be responsible for Homecoming and Association parties.

Section 2. A standing Publicity Committee shall exist and be composed of the Publicity Chairperson and as many interested members as necessary to carry out the functions of this committee. This committee shall be responsible for notifying Social Work students and the community of the Association's activities and meetings, and of other campus activities of possible interest to the students, and to keep a scrapbook of all Association activities.

Section 3. A standing Scholarship Committee shall exist and be composed of the Scholarship Chairperson and as many interested members as necessary to carry out the functions of this committee. This committee shall be responsible for investigating scholarship opportunities, which are available, and shall acquire information on graduate schools of Social Work for the members of the Association to use. A standing Nominating Committee shall exist and be composed of a Nominating Committee Chairperson and as many interested members as necessary to carry out the functions of this committee. This committee shall be responsible for the compilation of a slate of officers for the Association consisting of the President, Vice-President, Secretary, Treasurer, and two (2) Public Relations Officers.

Section 4. A standing Job Opportunities Committee shall exist and be composed of the Job Opportunities Chairperson and as many interested members as necessary to carry out the functions of this committee. This committee shall be responsible for investigating job offers in the field of Social Work and for making their findings known to the members of the Association. A standing Community Service/Relations Committee shall exist and be composed of the Community Service Chairperson and as many interested members as necessary to carry out the functions for this committee. This committee shall be responsible for community projects.

Section 5. A standing Fundraising Committee shall exist and be composed of a Fundraising Chairperson and as many interested members as necessary to carry out the functions of this committee. This committee is responsible for planning and implementing methods to raise funds for the committee.

Section 6. All committee Chairpersons shall be required to have at least a 2.00. accumulative index.

Section 7. Other standing committees shall be established by amendments as deemed necessary.

Section 8. All Committee Chairpersons shall be responsible for submitting written reports to the Association Secretary on the respective committee activities at the end of each semester to be used for reference purposes in the Social Work Association files.

Section 9. A special committee may be formed by the Executive Board with members approval. This committee shall study any special area of concern to the Association. A chairperson shall be appointed from the committee. The committee shall exist no longer than one (1) school year, but may be reinstated by the Association the following year.

ARTICLE V. ELECTIONS

Section 1. The Executive Board shall prepare a slate of officers for the election at a meeting in March to be voted on by the Association members. Additional nominations for each office may be made from the floor.

Section 2. Members must be notified by mail two (2) weeks in advance of the election.

Section 3. A quorum must be present in order to hold elections.

Section 4. The officers shall be elected by a simple majority of those persons voting.

Section 5. The officers elected shall take office in the fall of the next school year.

Section 6. Vacancies in offices shall be filled by appointment of the Executive Board, subject to the approval by a plurality of those members present and voting at the next meeting that occurs after the vacancy is created.

Section 7. Annual elections are to be held in the last week in March.

Section 8. The Nominating Committee shall be responsible for presenting a slate of officers at the last meeting in February. The slate will be posted at the Social Work office and in the Social Work Student Association meeting room by the second (2nd) week in March.

**ARTICLE VI.
DUES**

Dues of \$5.00 per year shall be assessed.

**ARTICLE VII.
SOCIAL WORK ASSOCIATION FACULTY ADVISOR**

Section 1. Invitations shall be sent to all faculty members in the Social Work department and other departments applicable, to serve as patrons in this Association.

Section 2. The Social Work Department Chairperson shall assign a Social Work Advisor consultation with faculty and the Social Work Association Executive Board.

**ARTICLE VIII.
AMENDMENTS**

These By-Laws may be amended at any Association meeting by a majority of the members attending that meeting, provided that the proposed amendment shall have been submitted to the Association members two (2) weeks prior to the act of voting.

**ARTICLE IX.
IMPEACHMENT OF RESIGNATION**

Section 1. Should any officer fail to fulfill his/her responsibilities as described in Article I, he/she may be impeached.

Section 2. An unanimous vote of all remaining members of the Executive Board is necessary for all the removal of the officer in question.

Section 3. A three-fourths (3/4) vote by paid members shall be necessary to override the Executive Board decision.

Section 4. In the event that the Presidency is vacant, the Vice President shall take the position of the President. The Executive Board shall then appoint a new Vice-President.

Section 5. Should the position of Vice-President, Secretary, Treasurer, or Public Relations become vacant, the Executive Board shall appoint a new officer to the position.

Section 6. Appointments to fill vacant positions must be made by unanimous consensus of all remaining members of the Executive Board.

Amended 01-25-01; 10-01-09