**Student Social Work Organization (SSWO)**

**Constitution/Bylaws**

# ARTICLE 1 – NAME

1. The recognized name of this organization is Student Social Work Organization (SSWO).
2. Student Social Work Organization will be in partnership with the National Association of Social Workers – Tennessee’s (NASW-TN) West Branch on matters of mutual importance. At least one member of the Student Social Work Organization (must also be a member of NASW) will participate as the Student Social Work Organization representative to the West Branch Steering Committee. This member will be elected/appointed in accordance with the organization Bylaws.
3. Student Social Work Organization is in compliance with all Council on Social Work Education regulations.

# ARTICLE II – OBJECTIVES, PURPOSE, GOALS

The mission of the Student Social Work Organization at the University of Memphis is to advance communication between students, faculty, administrators, and community service providers in the social service fields.

1. The Student Social Work Organization is committed to social change by promoting empowerment and social justice through service and outreach.
	1. There are several objectives linked to the formation of the Student Social Work Organization. These include:
		1. The promotion of departmental cohesion within the University of Memphis, Department of Urban Affairs and Public Policy.
		2. To advance the academic mission of the University of Memphis.
		3. To increase student interaction with community leaders and potential employers of social work students.
		4. To improve marketable skills for students through community service activities, fundraisers, workshops, national meetings, trainings, lectures, etc. that do not violate TN Board of Regents, NASW or CSWE regulations.
		5. To increase national visibility and improve the reputation of the University of Memphis and the Department of Urban Affairs and Public Policy.
2. Ultimately, the purpose of the Student Social Work Organization is to enrich student experiences by creating exciting and relevant outlets for learning and networking in the social work community.

# ARTICLE III – MEMBERSHIP

**Section 1: Membership**

Membership into the Student Social Work Organization will be open to any University of Memphis Social Work student currently in good standing and registered at the University of Memphis for at least one or more credit courses. Voting members are defined as those whose dues for the current academic year are paid in full.

# Section 2: Dues

Association dues shall be twenty dollars ($20.00) per academic year. Dues paid shall entitle the members to all benefits of the association through the summer semester of the academic year in which they are paid.

1. No dues will be refunded once paid. NO EXCEPTIONS.
2. Increases in the amount of dues will be recommended by the Treasurer and approved by the President.
3. The Treasurer will inform all members who are delinquent in paying their dues to Student Social Work Organization that they have one month to remit the complete amount owed before being removed from the organization roster.

# Section 3: Active Members

A member shall be considered an “active member” for the purpose of determining eligibility to hold elected office when he/she has accumulated a minimum of four (4) points during the semester immediately prior to elections, on the following scale:

One point shall be accumulated for the following activities:

1. Attendance at any regular meeting (one point for each meeting).
2. Serve as a member of a committee (one point for each committee).
3. Participation in a fundraiser or a volunteer service activity under the organization (one point for each activity).
4. Payment of Student Social Work Organization dues.
5. Attendance at an event sponsored by the organization (one point for each event attended).

If no candidate for a particular office meets the above requirements, then a member that has paid full dues and attended one meeting may run for that elected office.

# ARTICLE IV – OFFICERS

**Section 1: Officers**

The elected officers of the Student Social Work Organization shall be the President, Vice President, Secretary, Treasurer, Liaison and Sergeant at Arms.

1. President:

The President’s duty is to coordinate and supervise all activities, to call and preside over all Executive Board meetings, and appoint committees as needed. The President shall maintain custody of all records from the committees and special committee chairpersons. Upon receipt of the meeting minutes from the Secretary and the treasurer’s report from the Treasurer, the President will distribute these to all active members via email within 72 hours.

1. Vice President:

The Vice President shall preside in the absence of the President and shall assist the President as requested in the performance of his/her duties. The Vice President shall oversee the Recruitment Committee.

1. Secretary:

The Secretary shall record the minutes of all Executive Board and general meetings, notify other officers and committees of actions taken or to be taken, and maintain all records of all committee

activities. The Secretary will be responsible for maintaining member points to determine “active” membership. The Secretary shall oversee communications with officers and committee chairs and maintain correspondence files. The Secretary will be responsible for checking campus mail and providing timely correspondence to members. The Secretary will email the meeting minutes to the President, within 72 hours of the meeting and maintain attendance records. The Secretary will also oversee and maintain the organization website.

1. Treasurer:

It is the duty of the Treasurer to maintain accurate financial records, including two ledgers for the account of the Student Social Work Organization. The Treasurer shall provide an electronic report of all income and expenditures to the President by the 15th of each month and otherwise requested by the President. The balance of the account shall be addressed at each meeting.

1. Liaison:

It is the duty of the Liaison to communicate with all members unable to attend meetings. The Liaison will be responsible for gathering officer nominations from those members in good standing who are unable to attend the election meeting. The Liaison will assist the Vice President with and will serve on the Recruitment Committee.

1. Sergeant at Arms:

The Sergeant at Arms is responsible for the maintaining observance of all Student Social Work Organization bylaws and Rules of Order implemented by Student Social Work Organization.

Additionally, the Sergeant at Arms will work in conjunction with the faculty advisor to uphold University of Memphis policies and procedures.

* 1. Awareness of liability issues.
	2. Willingness to advise organization to make prudent decisions.
	3. Knowledgeable about Robert’s Rules of Order

# Section 2: Election of Officers

1. Officers of the Student Social Work Organization shall be elected by secret ballot at the first annual meeting in January of each year and shall hold office until their successors are elected.
2. Before nominations can be accepted, an announcement must be made at a prior meeting that the nominations and elections will be taken at the next meeting.
3. Nominations for officers of the Student Social Work Organization may be made from the floor or through the Liaison.
4. In order to be nominated, a candidate for office shall be a member in good standing of the Student Social Work Organization.
5. Only members in good standing may nominate a candidate for office.
6. The election of officers shall be held under new business and votes must be tallied by the Sergeant at Arms before the meeting’s adjournment.
7. Majority vote of all votes must be secured by one nominee to assure election. A majority will consist of fifty-percent plus one of all votes cast.
8. In case of a tie or divided vote, the names of the nominees receiving the two highest numbers shall be voted on again or until a majority is secured for one nominee.
9. An officer cannot be reelected to serve more than one full term.
	1. A full term is defined as two long semesters.
	2. If a person is appointed to complete any part of a term of a previous officer, this period of holding will not count as full term.
10. Officers must be University of Memphis students taking at least six hours during the regular semesters of their tenure.
11. Officers must maintain a cumulative 3.5 GPA during their tenure.

# Section 3: Impeachment of Officers

1. Definition of Impeachment

Loss of elected or appointed office in Student Social Work Organization.

1. Removal of Officers

Reason for Removing Officers: Officers are expected to fulfill all responsibilities of their office and those of standard membership. If an officer cannot fulfill said duties and responsibilities the individual is subject to grounds of removal from their role in the Student Social Work Organization.

1. Impeachment Protocol
	1. If a Student Social Work Organization officer is considered for impeachment, a list of all grievances shall be presented at the Executive Board meeting. The above said list shall be presented to the association at the next general membership meeting.
	2. The Executive Board shall have the power to request a resignation of an officer whose participation does not meet the responsibilities of their office.
	3. The officer in question shall have the right to address the meeting.
	4. A two-thirds majority of voting members present shall be required for impeachment of an officer.
	5. Voting shall be conducted by secret ballot.
	6. Results from impeachment process become effective immediately upon certification by vote by the presiding officer of the meeting.
	7. President will appoint a replacement officer in the position in the circumstance an officer shall be unable to run or hold office for one full year.

# Section 4: The Faculty Advisor

1. Process of Selection
	1. One Faculty Advisor selected from the faculty of the Division of Social Work is required at all times.
	2. Student Social Work Organization can have up to two Faculty Advisors.
	3. The President shall solicit nominations from the membership for considerations for Faculty Advisors.
	4. Members of the faculty who are being considered for Faculty Advisor shall be approached by the President to ascertain interest in becoming a Faculty Advisor for the Student Social Work Organization.
	5. In the event a Faculty Advisor should resign from his/her duties, the procedure stated above shall be repeated to obtain a replacement.
	6. Faculty Advisors must be affirmed by a two-thirds vote of membership.
2. Duties of the Faculty Advisor
	1. The Faculty Advisors serve in a capacity of advisor with respect to University policy.
	2. Any actions to be taken by the Student Social Work Organization that may consider matters within or outside the University shall first be discussed with the Faculty Advisors.
	3. A Faculty Advisor must serve as a signatory role on all drafts drawn against the Student Social Work Organization treasury.

# ARTICLE V – MEETINGS

1. General membership meetings shall be held at least once each month during the regular academic year in which classes meet at least two weeks. The President may call special meetings deemed as necessary.
2. There shall be an annual meeting of the entire membership in January to hold yearly elections.
3. This would not preclude additional meetings deemed necessary by the Executive Board.
4. Sixty percent of Student Social Work Organization active participant members shall constitute a quorum for the transaction of business pertaining to the election of officers or amendments to the Constitution and Bylaws.
5. A simple majority of the quorum is necessary to elect officers and two-thirds vote is required to make amendments to the Constitution of Bylaws.
6. In the regular meetings of the Student Social Work Organization, Robert’s Rules of Order should be followed. The order listed below should be followed unless the presiding officer deems it necessary to change it during the meeting.
	1. Call to order
	2. Mention the minutes of the previous meeting (communicated by email)
	3. Mention the Treasurer’s report, including current balance (communicated by email)
	4. Committee reports
	5. Unfinished business
	6. New business
	7. Communications
	8. Addresses to the Student Social Work Organization
	9. Meeting adjournment

# ARTICLE VI – EXECUTIVE BOARD

1. Membership of the Executive Board
	1. The Executive Board shall consist of all elected officers of the organization and Chairpersons of the standing committees.
	2. All past Presidents of the association shall be ex officio members of the Executive Board.
	3. The Faculty Advisor(s) shall be non-voting member(s) of the Executive Board.

# ARTICLE VII – COMMITTEES

1. Recruitment Committee
	1. The Vice President shall be the chairman of the Recruitment Committee.
	2. This committee shall be responsible for the recruitment of all new students for membership in the Student Social Work Organization.
	3. The Recruitment Committee shall consist of the Vice President as chairman, the Liaison, and the two representatives appointed by the Executive Board.
2. President’s Advisory Board
	1. The advisory board may contain up to 3 members.
	2. All members will be appointed by the President.
	3. Advisory board members may attend Executive Board meetings at the request of the President.
3. Other Committees
	1. The elected officers may, upon need, appoint committees for specific actions such as project committees, activity committees, etc.
	2. Members of these committees will be based on volunteer participation.
	3. Committee chairpersons will be appointed by the President from the volunteer members of the committee.
	4. The chairpersons must present a committee meeting report that includes the date, time, roll of members present, and summary of items discussed during the meeting. The report should be turned in to the President before the next Executive Board meeting.

# ARTICLE VIII – FINANCE

The Student Social Work Organization is a non-profit organization.

1. Budget
	1. The budget shall be made for each semester by the Executive Board at the first meeting for each semester.
	2. The budget will be presented at the first general meeting following completion by Executive Board.
2. Administrative Spending
	1. Administrative spending will not require the vote of the general membership but will be subject to the approval of the Executive Board.
	2. Examples of administrative spending is as follows:
		1. Supplies
		2. Posters
		3. Certificates
	3. As much as possible, a projected list of expenditures and their totals will be approved by a simple majority of the Executive Committee.
3. Committee Spending
	1. A committee chairperson upon appointment will be allowed to spend as necessary for committee activities outlined by the committee, with the approval of the Treasurer.
	2. All committee expenditures must be pre-approved by the Executive Board.
4. Association Spending
	1. All spending not included in the above-mentioned definitions will be allowed for under this clause.
	2. Examples of association spending will be on special projects, special events, speakers, movies or programs to be funded by money granted by the University Student Association or by the Student Social Work Organization for such purposes.
	3. All spending in this category must be approved during a regular business meeting by a simple majority of fifty percent plus one member vote of the Student Social Work Organization.
5. Spending Controls
	1. On all drafts written on Student Social Work Organization funds there will be two required signatures. The first required signature shall be from one of the Faculty Advisors and the second from either the Treasurer or the President.
	2. The Treasurer will be required to keep two ledgers. One ledger will be a detailed record of the Student Social Work Organization checking account. The second ledger will be a record of fundraisers, dues, collections, etc.
	3. The Treasurer will be required to give detailed reports concerning the Student Social Work Organization treasury to the president by the 15th of each month. This report will be sent electronically to the Student Social Work Organization prior to each regular business meeting. This report will show the debits and credits to the Student Social Work Organization treasury.
	4. The Secretary and the Sergeant at Arms will be required to check the accuracy of the Treasurer’s report by comparing it to the Treasurer’ two ledgers, receipt book, and carbon copy checks.
	5. The Treasurer will be required to give a hard copy of the financial report to the Secretary and the Faculty Advisor(s) at the beginning of each semester.
6. Dissolving Accounts
	1. In the event that the Student Social Work Organization becomes inactive, any remaining funds of the Student Social Work Organization will be donated to the University of Memphis Social Work Emergency Student Fund.

# ARTICLE IX – AMENDMENTS

1. These bylaws may be altered, amended, or recanted at any time by the Student Social Work Organization.
2. Any proposed amendments must be submitted to the Executive Board for approval.
3. The Executive Board must pass an amendment by a two-thirds vote prior to submission to the general population for vote.
4. In the event that the proposal does not pass the Executive Board, the matter will be reported at the next general meeting, but no vote will be taken, and no changes will be made to the bylaws.
5. In the event the proposal does pass the Executive Board, the matter will be presented at the next general meeting for vote by members.
6. The members must pass the amendment by a two-thirds vote of the members present.
7. A quorum must be present to amend the bylaws of the Student Social Work Organization.
8. The remaining part of these bylaws will remain valid if a section is altered.