

# Social Work Club Constitution

## Eastern Connecticut State University

**Mission Statement:** To inform and educate students about the different aspects of social problems in society. As a student club of the Eastern community, the Social Work Club is to provide educational engagement, community service activities and events for all its members and the Eastern community.

### ***Goals:***

1. To do a number of community service activities throughout the semester, and to build up a list of agencies to continue to serve in upcoming years;
2. To have a lecture series in which we invite various professionals within the social work community to come and share their professional experiences and give guidance to our members;
3. To host various study groups throughout the semester where students can interact and assist each other with challenging course materials;
4. To host events that bring awareness not only to the social work club, but also to the social work program and curriculum;
5. To build lasting relationships with our fellow colleagues through the diverse activities in this club, and also to build personal life skills such as leadership and professionalism as individuals.

The name of this club shall be The Social Work Club of Eastern Connecticut State University.

## **ARTICLE II - PURPOSE**

It shall be the purpose of this organization to promote awareness of social inequalities within the Eastern community, as well as within the Willimantic community, state of Connecticut, throughout the United States of America, and on a worldwide level. We hope to accomplish and exceed the goals that we have set for this club.

## **ARTICLE III - MEMBERSHIP**

- Section 1      This organization will be open to all students currently registered at Eastern Connecticut State University, regardless of part-time or full-time status.
- Section 2      In order to vote on any matters, the member must have attended the prior meeting.
- Section 3      Any voting member unable to attend a meeting for an excusable reason may vote by an absentee ballot.
- Section 4      Membership shall not be denied to any student because of race, religion, gender, color, ancestry, national origin, age, sexual orientation, disability or veteran status except as sanctioned by federal or state law.

## **ARTICLE IV - EXECUTIVE BOARD & OFFICERS**

- Section 1      The membership of the Executive Board shall consist of the President, Vice-President, Secretary, Treasurer and Public Relations. The Faculty Advisor shall serve as a non-voting ex-officio member of the Executive Board.
- Section 2      The Executive Board shall have general supervision of the affairs of the organization between its regular business meetings and shall make policy recommendations to the organization. The Executive Board shall be subject to the rules of the organization and shall not act in conflict with actions taken by the organization.
- Section 3      The Executive Board shall have the power to establish all standing and ad hoc committees of the organization. The President, with the advice and consent of the Executive Board, shall have the power to appoint the chairpersons of all standing and ad hoc committees.

Section 4        The Executive Board shall meet biweekly during the academic year. Meetings of the Executive Board shall be called by the President of the organization.

Section 5        A majority of the membership of the Executive Board shall constitute a quorum. All decisions made by the Executive Board shall be by a majority vote of the members present and voting.

## **ARTICLE V - ENUMERATION OF POWERS AND DUTIES OF OFFICERS**

Officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the organization. Duties shall include but shall not be limited to the following.

Section 1        The President shall:

- a. prepare the meeting agendas;
- b. have the power to call executive board meetings and all regular and special meetings of the organization;
- c. sign all official papers related to the club (including financial paperwork in the absence of the treasurer);
- d. have the power, with the advice and consent of the Executive Board, to appoint the chairpersons of all standing and ad hoc committees;
- e. appoint a temporary secretary to take minutes when the secretary is absent;
- f. act as the spokesperson for the organization;
- g. Be an ex-officio member of all standing and ad hoc committees except the nominating committee.

Section 2        The Vice-President shall:

- a. assist the president with responsibilities as needed;
- b. carry out the duties of the president in the absence of the president;
- c. automatically assume the powers and duties of the President if the President resigns, if the office of President becomes vacant, or if the President is impeached;
- d. coordinate all social functions of the organization;
- e. serve as coordinator of all standing and ad hoc committees;
- f. Be an ex-officio member of all standing and ad hoc committees.

Section 3        Treasurer shall:

- a. expend funds as authorized by the membership of the organization as indicated in the organization's minutes;

- b. keep an accurate account of all receipts, membership dues, and expenditures of the organization;
- c. complete, sign, and submit all financial paperwork;
- d. submit a financial report;
- e. keep track of the club's accounts, income, and expenditures;
- f. give a Treasurer statement of balance at every meeting;
- g. request financial assistance from the Student Government Association and Budget and Management Committee if needed;
- h. Be responsible for the organization complying with the policies and procedures set forth by the Student Activities office.

Section 4     The Secretary shall:

- a. keep a proper record of all activities of the club, including the minutes of every meeting;
- b. take attendance at all business meetings of the organization;
- c. prepare a roll call of members and call it when necessary;
- d. authenticate by his/her signature all records and documents of the organization;
- e. carry on the official correspondence of the club; which will be signed by the president;
- f. give 72 hours of notice of all meetings;
- g. Distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office.

Section 5     The Public Relations shall:

- a. Inform the community of upcoming events, which include but are not limited to distributing flyers, brochures, and pamphlets containing information approved by the club;
- b. Must take all materials to be approved by university to display them around campus;
- c. Remove all materials from specified areas when the date has expired.

**ARTICLE VI - ADVISOR(S)**

- Section 1     The advisor(s) shall be chosen by the membership at a duly constituted meeting of the organization by majority vote.
- Section 2     The faculty advisor(s) shall serve as a non-voting ex-officio member of the Executive Board.
- Section 3     The advisor(s) shall give advice for the better performance of the organization.
- Section 4     The advisor(s) shall meet their responsibilities to the organization as stated in written directives issued by the Student Activities Office and in the

Club Advisor's Operating Manual located on the Student Activities Website.

Section 5 The advisor(s) shall serve at the discretion of the University.

## **ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS**

- Section 1 Elections shall be held for all offices, including those that are filled temporarily.
- Section 2 Officers shall be elected for a term of one (1) year or until their successors are elected. They shall hold office for one academic year, until their successors shall assume office.
- Section 3 Elections shall be held during the spring semester of the academic school year by April 15.
- Section 4 Only active members shall be allowed to vote. Voting shall be by secret ballot unless there is only one candidate for an office in which case election may be by voice vote.
- Section 5 Officers shall be elected by a majority of those members voting in the election. If no candidate receives a majority vote on the first ballot, a revote will occur with the President casting a vote.
- Section 6 Notification of elections and nominations must be given a week's notice prior to voting.

## **ARTICLE VIII - VACANCIES**

- Section 1 In the event of the vacancy of the office of President, the duties will be carried out by the Vice-President. The office of Vice-President will be offered to the Secretary and/or Treasurer. If neither officer wishes to fill the Vice Presidency and election for the position will be held. If an existing officer does accept the Vice Presidency an election will be held for the vacant position.
- Section 2 In the event of the vacancy of any other offices, the President will appoint a temporary officer and an election will be held as per the provision of Article VI Section 1.

## **ARTICLE IX - IMPEACHMENT AND/OR RECALL**

- Section 1 Any officer is subject to impeachment and /or recall and removal from the office for failing to fulfill their constitutional responsibilities.

- Section 2 An impeachment request must be given at least a week in advance of the actual impeachment voting. Both the request and the voting must take place during regular meetings.
- Section 3 Upon conclusion of the discussion and arguments for and against impeaching the officer, a vote shall be taken. No officer shall be impeached except by a two-thirds (2/3) vote. Voting shall be by secret ballot.
- Section 4 An officer who is impeached shall immediately relinquish his/her office but shall be allowed to maintain active membership in the organization unless his/her actions have brought discredit to the organization.
- Section 5 If an officer is impeached, the organization shall fill the position following the procedures outlined under Vacancies.

#### **Article X - Meetings**

- Section 1 Meetings of the organization shall be held biweekly during the academic year. There must be 48 hours of notice of all emergency meetings.
- Section 2 Quorum... a quorum shall be defined as 50% + 1 member of the club's total voting membership. A quorum must be present for any action to take place by membership.
- Section 3 A quorum shall be required to conduct any official business of the organization except to adjourn.
- Section 4 If voting results in a tie a re-vote will take place with the President casting a vote.

#### **Article XI - Amendments**

- Section 1 Amendments to this constitution must be approved by a 2/3 majority of the voting membership present.
- Section 2 Proposed amendments to the constitution shall be automatically tabled until the next scheduled meeting of the organization.
- Section 3 Prior written notice of the proposed change(s) and the date of the meeting at which the proposed change(s) shall be voted on shall be provided to all members of the organization.

Section 4      The constitution may be amended at a duly constituted meeting of the organization by two-thirds (2/3) vote provided that prior notice has been given.

**Article XII - Parliamentary Authority**

Robert's Rule of Order, Newly Revised shall act as the Parliamentary authority for all meetings of the club.

**Article XIII - Ratification**

This constitution must be ratified by a majority vote at a regular meeting and approved by the Student Government Association Budget and Management Committee.