

Concord Social Work Organization (CSWO)

Constitution

Preamble – As students interested in the field of Social Work at Concord University in Athens, West Virginia, we have come together to form the Concord Social Work Organization.

By-Laws

By-laws are available to each student. These provide information to the student related to his/her opportunity to participate in the Social Work Organization. Numerous opportunities are available to the student through this organization. The curriculum provides the student an opportunity to advise the social work faculty on curriculum issues critical to the students.

RULES

The rules and procedures of the CSWO shall be determined by the constitution, the by-laws (revised October 10, 2002), and the current edition of Robert's Rules of Order.

ARTICLE I **ORGANIZATION NAME**

The name of this organization will be the Concord Social Work Organization (CSWO).

ARTICLE II **PURPOSE**

The purpose of CSWO is to provide an organization through which members can coordinate their interests and act cooperatively on behalf of all social work students, practitioners, and those who serve the community at large.

- A. Encouragement of student participation in university and community activities.

- B. Encouragement of social action initiatives at the local, regional, and national levels.
- C. To provide an exchange of ideas between Concord Social Work Organization and other Social Work Organizations and agencies in West Virginia.

ARTICLE III
MEMBERSHIP

- A. There shall be four (4) classes of membership. They are: Associate membership, Full membership, Full Alumni membership, and Honorary membership.

Section A.1. Full membership will be extended to all full-time social work majors who have paid their dues by the second (2nd) regular CSWO meeting.

Section A.2. Associate membership will be extended to any full or part-time Concord University students who express in writing the desire to be an associate member and who has paid their dues by the third (3rd) meeting of the CSWO.

Section A.3. Full Alumni membership recognition will be extended to those who were Full members and who have graduated and still remain affiliated with the CSWO.

Section A.4. Honorary membership will be extended to those individuals on campus, in the community, and related areas to CSWO, after being presented by the President to the Advisor and voted on by members of the CSWO.

- B. The Advisor(s) of CSWO will be a full-time faculty member of the Social Work Department of Concord University and will serve on a rotation basis for a period of one full university year (Fall, Spring, and both Summer sessions). The new advisor(s) will take that title on the first day of the Fall semester.

ARTICLE IV
AMENDMENTS

An affirmative vote of two thirds (2/3) majority of the members present shall be required to adopt or alter this constitution at a regular meeting provided that the proposed amendment was submitted in writing to all members present at the previous regular meeting.

This constitution became effective September 13, 1976.

ARTICLE V
RULES

The constitution, the by-laws, and the current edition of Robert's Rules of Order shall determine the rules of procedures of the CSWO.

ARTICLE VI
MEETINGS

- A. Regular meetings of the CSWO will be held once every two weeks. The meeting time will be determined each semester and posted by the Secretary on the Social Work bulletin board located across from Room 107, Marsh Hall, and the Social Work bulletin box located across from the post office.
- B. Special meetings may be called by the President or Advisor by appropriately posting notification at least 7 (seven) days in advance.

ARTICLE VII
DUTIES OF THE OFFICERS

A. President

Section A.1. Will preside over all meetings.

Section A.2. Will act as a liaison between the CSWO and the CSWO Advisor.

Section A.3. Will act as a liaison between the CSWO and the campus at large.

Section A.4. Will assist the President-Elect or the Interim President-Elect in assuming his/her duties.

Section A.5. Will serve as an ex-officio member of all committees.

Section A.6. Will attend SGA meetings as needed.

Section A.7. Will serve on the Executive Committee.

B. Vice-President

Section B.1. Will preside over any meetings in which the President is not in attendance.

Section B.2. Will assist the President in carrying out his/her responsibilities.

Section B.3. Will chair the Program Committee.

Section B.4. Will attend SGA meetings as needed.

Section B.5. Will serve on the Executive Committee.

Section B.6. If for any reason the Vice-President cannot fulfill the duties of the President, upon his/her resignation or vacancy of the office of President, there will be a special election held to elect a President.

C. Secretary

Section C.1. Will maintain accurate records of all action of the CSWO and the Executive Committee.

Section C.2. Will post records of all CSWO and the Executive Committee's actions within five (5) week days after each regular meeting to the Social Work bulletin board located across from Room 107 and the Social Work bulletin box located across from the post office. The Secretary will be the caretaker of the Social Work bulletin box to ensure only current material is posted.

Section C.3. Will attend SGA meetings as needed.

Section C.4. Will serve on the Executive Committee.

D. Treasurer

Section D.1. Will maintain accurate financial records for the CSWO.

Section D.2. Will collect and disseminate the CSWO funds as appropriate by the membership or Executive Committee and give consideration to persons unable to pay dues.

Section D.3. Will make reports to the organization at each regular meeting.

Section D.4. Will be a member of the Fund Raising and Public Relations Committee.

Section D.5. Will attend the SGA meetings as needed.

Section D.6. Will serve on the Executive Committee.

E. Parliamentarian

Section E.1. Will rule on questions of procedure guided by the Constitution, By-Laws, and the current edition of Robert's Rules of Order, which will be on hand at every meeting.

Section E.2. Will attend SGA meetings as needed.

Section E.3. Will serve on the Executive Committee.

F. Historian

Section F.1. Will be responsible for taking pictures of Social Work organization outings or events.

Section F.2. Will be responsible for compiling a scrap book.

Section F.3. Will attend SGA meetings as needed.

Section F.4. Will serve on the Executive Committee.

G. Student Government Association (SGA) Representative

Section G.1. Will attend SGA meetings.

Section G.2. If unable to attend SGA meetings, will find an alternate to attend.

Section G.3. Will represent the CSWO interests in the SGA meetings.

Section G.4. Will report at CSWO meetings.

Section G.5. Will serve on the Executive Committee.

ARTICLE VIII ELECTION OF OFFICERS

A. President

Section A.1. Will be a social work major that has been admitted to the program.

Section A.2. Will be elected by a majority of Full members and Associate members present at the second meeting in April.

Section A.3. Will not serve more than two (2) consecutive terms, a term being one year.

Section A.4. Will take office at the conclusion of the Spring semester.

Section A.5. Will have attended a minimum of 50% of previous semester's meetings and 50% of the CSWO functions.

Section A.6. Will have a minimum of 45 hours of university credits at the time of election.

Section A.7. Will have been a member in the CSWO at least one year prior to holding any office.

B. Vice-President

----SAME AS PRESIDENT REQUIREMENTS----

C. Secretary

Section C.1. Will be a social work major.

Section C.2. Will be elected by a majority of Full members and Associate members present at the second meeting in April.

Section C.3. Will not serve more than two (2) consecutive terms, a term being one year.

Section C.4. Will take office at the conclusion of the Spring semester.

Section C.5. Will have been a member in the CSWO at least one year prior to holding any office.

D. Treasurer

----SAME AS SECRETARY REQUIREMENTS----

E. Parliamentarian

----SAME AS SECRETARY REQUIREMENTS----

F. Any officer may be removed by a two-thirds (2/3) majority vote of Full members and Associate members of the CSWO on the grounds of failure to meet the responsibilities outlined in Article V., with just cause and explanation to all Full members and Associate members before removal of said officer. The officer being removed will be informed in writing. Copies, informing the said officer, go to the CSWO advisor(s) and are available to all members upon request. Said officer will be given an opportunity to respond in writing to the advisor and the Executive Committee officers within one week of receiving intent to be removed from said office. The response will contain justification or other actions that will correct failure to meet the responsibilities outlined in Article V.

G. Interim Vacancies:

Section G.1. If for any reason an elected officer cannot fulfill his/her duties as described earlier, an interim officer will be elected by the membership except for the positions of SGA Representative, Historian, or Parliamentarian which shall be filled by volunteers who are acceptable to a simple majority of all members present at the meeting where such vacancy occurs.

Section G.2. A majority of the vote is needed in order to elect the interim officer.

Section G.3. The interim officer will take office immediately.

Section G.4. The interim officer will serve until the next regular election.

ARTICLE IX **FINANCES**

- A. Five dollars (\$5.00) dues per semester will be paid no later than the second (2nd) meeting of the Fall Semester and again during the Spring Semester to the Treasurer of the CSWO. Only dues paying members may hold office or vote in meetings.
- B. The SGA will be petitioned yearly to request funds.
- C. Fund raising activities will be held each semester (Fall, Spring) as needed.

ARTICLE X **COMMITTEES**

- A. The CSWO will have four (4) standing committees. They are: Executive, Program, Curriculum, and Fund Raising/ Public Relations.
- B. Ad hoc committees will be appointed by the President or elected by the CSWO from time to time as necessary to carry on the work of the CSWO. These ad hoc committees will conclude as soon as the work is completed.
- C. The President will appoint chairpersons for the Curriculum Committee and the Fund Raising and Public Relations Committee. Upon approval of the Executive Committee, chairpersons of the said committees will take their position.
- D. Committee members will be volunteers from the voting membership of the CSWO.

ARTICLE XI **SOCIAL WORK ORGANIZATION** **SELECTION CRITERIA** **FOR FUNDED TRIPS**

Before a student can be considered for funding of a trip sponsored by the Concord Social Work Organization (CSWO), he/she will meet the following criteria.

- A. Have a cumulative grade point average of at least 2.00.
- B. Be a social work major, currently enrolled in social work classes, and have completed a minimum of 9 hours of social work courses.
- C. Have CSWO dues (\$5.00) for each semester (Fall, Spring) paid by the second (2nd) regular meeting.

- D. Have attended a minimum of 75% of the total regular meetings and 50% of the total approved community project functions of the CSWO during the semester for which the trip is being planned. **NOTE:** Social functions will not count towards this requirement.
- E. A non-refundable deposit will be required from any participating students according to the time table and costs established by the Executive Committee.
- F. Any requests for exceptions to the above must be brought before the Executive Committee.

Should there be a number of eligible students wanting to attend an activity beyond what the CSWO could afford, priority will be given as follows:

- A. Seniors (at least 90 credit hours)
- B. Juniors (at least 60 credit hours)
- C. Grade average in social work classes taken at Concord.

Questions related to these criteria should be directed to the Social Work Executive Committee.

The President will automatically be eligible for all funded trips.

ARTICLE XII **QUORUM**

A simple majority (51%) of all Full members and Associate members present will constitute a quorum for business at all regular and any special meetings.

ARTICLE XIII **AMENDMENT**

An affirmative vote of 2/3 (two-thirds) majority vote of the members present will be required to adopt or alter this document at a regular meeting provided that the proposed amendment was submitted in writing to all members present at the meeting.

The By-Laws were amended on February 17, 1993, and again in November, 2000.

EXECUTIVE COMMITTEE

Purpose

To act on behalf of the CSWO members between regular and special meetings.

Function

Will serve as planning and coordinating body of the CSWO to the SGA.

Composition

To be made up of the CSWO officers.

Procedure

Meet once every two weeks, other than in the regular CSWO meetings, and as needed. Action taken by the committee will be presented to the membership through the minutes taken by the Secretary as posted by said office.

PROGRAM COMMITTEE

Purpose

To plan activities which enhance group cohesiveness and facilitate clear communication among CSWO members. The committee will plan functions which will attract new members and design service projects which provide either the surrounding community or the campus with a needed service.

Function

1. Design and implement an Annual Welcome Social for freshmen and transfer students.
2. Propose social activities throughout the year.
3. Organize the date, time, and place for the Annual Senior Recognition Banquet or Picnic.
4. To present to the body of the CSWO several possible service projects from which to choose.
5. To enlist the assistance of all organizational members once a service project has been chosen.

Composition

1. The Vice-President will be the chairperson.
2. Committee members will be volunteers from the membership of the CSWO.

Procedure

1. The committee will act on suggestions from the members of the CSWO.
2. The committee will meet as needed.

3. Committee members will be present at all social functions held by the CSWO.
4. The committee will implement chosen projects with the help of other members.

CURRICULUM COMMITTEE

The purpose of the Curriculum Committee is to provide opportunities for social work students to review and comment on any area related to the Social Work Program curriculum.

Function

1. Review curriculum on an ongoing basis and make recommendations for changes.
2. Recommend materials for purchase by the Library.
3. Recommend policy additions/modifications for the field placement component.

Composition

The committee will consist of 2 – 5 members and will be appointed by the President.

Procedure

1. Committee will meet at least twice each semester.
2. Recommendations will be submitted in writing to the Director of the Social Work Program. The Program Director will be asked to respond in writing.
3. The Committee will report activities to the Social Work Organization.

FUND RAISING/PUBLIC RELATIONS

Purpose

The committee will coordinate fund raising opportunities and promote a positive image for the Organization.

Function

1. Provide news releases, posters, and flyers.
2. Plan fund raising activities with the participation of the members of the organization.
3. Present to the body of the CSWO several fund raising activities from which to choose.

4. Enlist the aid of all members once a fund raising activity is chosen.
5. Post notices throughout the campus of all upcoming CSWO meetings.

Composition

1. The President will appoint the chairperson with the approval of the Executive Committee.
2. The Treasurer will be a member of this committee.

Procedure

1. Committee will meet as often at least once every two weeks.
2. At least one (1) fund raising activity will be held each semester (Fall, Spring).
3. Committee members should be present at all fund raising activities held by CSWO.
4. The committee should enlist the help of the members of the CSWO.