

University of Mary Hardin-Baylor Social Work Club

Constitution

Article I --- Name and Objectives

Section 1. The name of this organization is the University of Mary Hardin-Baylor Social Work Club (UMHB Social Work Club).

Section 2. The objective of the Social Work Club shall be:

- a. to provide its members with social, educational, and service opportunities,
- b. to educate the university community about the social work profession,
- c. to assist community social work professionals with providing social work services to the general public.

Article II --- Membership

Section 1. Any student attending the University of Mary Hardin-Baylor, who is a social work major or who is interested in the profession of social work may be a member of this organization. Members must be a full-time student at UMHB, enrolled in at least 12 semester hours.

Section 2. Members should act in accordance with the highest standard of integrity and impartiality.

Section 3. Members will agree to abide by the most current edition of the National Association of Social Workers Code of Ethics.

Section 4. Membership dues will be collected each semester by the treasurer of the organization. The amount of said dues will be set yearly by the organization officers and approved by the membership.

Article III --- Officers

Section 1. Officers of the organization will include the following, but not limited to:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Public Relations & Social Media Coordinator
- f. Historian

Section 2. Vacancies.

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Officer vacancies shall be filled by appointment by the President, with approval of the Advisors.

Article V --- Advisors

Section 1. Faculty advisors will be selected from the Social Work Program. A staff advisor will be selected from the staff supporting the Department of Social Work, Sociology, and Criminal Justice. A minimum of two advisors will be selected with their approval.

Section 2. Advisors will serve for terms of one academic year, renewable each year, with no term limits.

Article VI --- Meetings

Section 1. Meetings will be held at the intervals determined by the officers. The final meeting of each academic year will include election of the officers for the following year.

Section 2. Meeting times and locations will be approved by the Director of Campus Activities of his/her representative.

Section 3. Procedures for meetings shall be guided by Robert's Rules of Order (revised), unless it conflicts with this constitution.

Article VII --- Fund Raisers

Section 1. Activities to raise fund for the will be determined by the officers to build the organization's funds to meet the Social Work Club objectives.

Section 2. All fund raisers plans will be coordinated with the Director of Campus Activities per current policies and procedures.

Article VIII --- Amendments and Revisions of the Constitution

Section 1. Amendments and revisions of the constitution may be recommended by members and/or advisors of the organization.

Section 2. Amendments and revisions of the constitution must be made upon a majority vote of the membership.

Section 3. Amendments and revisions of the constitution must be in accordance with university the Office of Student Organization policy.

University of Mary Hardin-Baylor Social Work Club

BYLAWS

Article I – Duties of Officers

Section 1. The duties of the elected officers will include, but not limited to:

a. President

1. It will be the duty of the president to execute the orders and policies of the Social Work Club and insure this organization is meeting the policies and procedures of the UMHB Office of Student Organizations.

2. As required, the president will represent the local organization at university activities involving the organization.

3. Duties of the president also include officiating at all local meetings, conducting business as necessary, and appointing members of any ad hoc committee.

4. In conjunction with the other officers and/or faculty advisors, the president will be responsible for outlining yearly programs of activity for the organization.

b. Vice-President

1. It will be the duty of the vice-president to carry out all duties of the president in case of his/her absence and/or resignation.

2. Community Service Activities will be the responsibility of the vice-president.

c. Secretary

1. All record keeping will be the responsibility of the secretary, including minutes, membership rolls, and agendas.

d. Treasurer

1. Collection and record keeping of funds of the organization will be the responsibility of the treasurer.

2. Coordination of the semester fund-raiser will be the responsibility of the treasurer.

e. Public Relations and Social Media Coordinator

1. Campus-wide publicity concerning activities of the organization will be the responsibility of the P.R. coordinator.

2. Notification of the meetings will be handled by the publicity relations coordinator to all active members by means of poster, flyers and newspaper features.

3. Social media (Facebook, Twitter, Instagram, etc.) accounts for the organization will be maintained and regularly updated with club activities and student recognition.

f. Historian

1. It will be the duty of the historian to create a scrapbook for the organization.
2. Any plans for Social Work Month and Homecoming Activities will fall under the domain of the club historian.

Article II – Duties of Advisors

Section 1. The duties of the advisors will include, but not limited to:

- a. As representatives of the university the advisors will oversee maintenance of all university rules and policies by the organization.
- b. Verification of member qualifications will be the responsibility of the faculty advisors.
- c. It will be the responsibility of at least one advisor to be present during all organizational events.
- d. Assistance will be given as necessary by the advisors to the officers in planning and conducting the activities of the club.

Article III – Committees

Section 1. Standing Committees

There are no standing committees designated for the UMHB Social Work Club.

Section 2. Ad-hoc committees

- a. Shall be formed by the President, as deemed necessary, to address matters of immediate concern for the Social Work Club.
- b. The Chairperson and members of the Ad-hoc committee will be appointed by the President, to be approved by a majority of the voting members of the organization.

Article IV – Impeachment

Section 1. Officers and/or members may be impeached on the basis of not fulfilling the purposes and policies of the organization as outlined in the Constitution and Bylaws or for violation of University and/or financial procedures.

Section 2. A member may initiate impeachment proceedings by giving written notice to the President. If it is the President who is being impeached, notice should be given to the Vice-President.

Section 3. Upon formal notification, it is the responsibility of the President (or Vice-President) to convene an Ad-hoc Committee of Inquiry to consider the allegations.

Section 4. Any individual who is impeached shall be given full notice of the allegations against him/her and shall have an opportunity to respond to them.

Section 5. The Ad-hoc Committee of Inquiry will investigate the allegations, determine the validity of the charges, and make recommendations regarding sanctions to the members for their consideration.

Section 6. Recommendations for sanctions made by the Ad-hoc Committee of Inquiry must be approved by two-thirds (2/3) of the members present and voting, in order to be implemented.

Section 7. Possible sanctions include, but are not limited to, reprimand, censure, and/or removal.

Section 8. An individual may appeal his/her sanction by submitting an appeal request to the advisor of the organization within ten (10) calendar days of his/her notification of the sanction.

Section 9. An appeal may be requested only on the basis of one of the following two claims:
a. That there was procedural error in the conduct of the impeachment proceedings.
b. That there is significant new evidence which was previously not available.

Section 10. The advisor shall determine whether there are grounds for appeal and may choose to affirm the sanction or remand the case for a rehearing by a new Ad-hoc Committee of Inquiry.

Section 11. If an appeal hearing is granted based upon one of the conditions in Section 9, it will be conducted in accordance with the provisions of Sections 5-7, and with new evidence submitted or procedural error removed.

Article V – Elections

Section 1. Election of officers

a. Officers will be elected at a meeting of the organization in the spring semester of each year, on a date selected by the officers with all elections completed by the last meeting of the spring semester.

b. Officers will be nominated by members during a meeting with final nominations taken during the meeting in which elections are held.

c. Officers will be elected by a majority vote of those members present in the meeting during which elections are held.

d. Officers must be students planning to be enrolled for the academic year following elections.

Section 2. Term of office for all officers will be one academic year (June – May).

Article VI --- Amendments and Revisions of the Bylaws

Section 1. Amendments and revisions of the Bylaws may be recommended by members and/or advisors of the organization.

Section 2. Amendments and revisions of the Bylaws must be made upon a majority vote of the membership.

Section 3. Amendments and revisions of the Bylaws must be in accordance with university the Office of Student Organization policy.

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Section 4. Amendments and revisions to the Bylaws goes into effect immediately upon approval by the majority of the membership.