The College of Social Work Student Association
Constitution 2012-2013

Article I
Name and Non-Discrimination Policy of the Organization
Section 1: The name of the organization shall be the College of Social Work Student Association.
Section 2: This association and its members will not discriminate against any individual or group on the basis of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, veteran status, gender, gender identity or expression.

Article II
Purpose, Goals, and Objectives
Section 1: The purpose of this association shall be to connect and unify the entire social work student body through various volunteer activities, social events, and leadership opportunities.
Section 2: The goals of this association shall be to:
1. Help social work students, alumni, faculty and staff become a more connected community through volunteer opportunities, human rights activities, and social events throughout the year.
2. Increase awareness of the social work profession, specifically to underclassmen through social work survey classes and University exploratory survey classes.
3. Increase both MSW and social work underclassmen student membership.
4. Provide more opportunities for students to get to know each other and feel apart of a social work community.
5. Improve the efficiency of both officer and general meetings.
Section 3: The objectives of this association shall be to:
1. Increase the number of general members.
2. Organize three Human Rights Activities per semester.
3. Organize monthly teambuilding activities or social events for officers.
4. Organize two social events per semester for general members.
5. Update the CSWSA website weekly.
6. Advertise all CSWSA related events through the plasma TVs, the website, mass emails, class announcements, and/or flyers.
7. Post advertisements and announcements for all meetings and events at least two weeks before an event or meeting occurs.
8. Have 25% of the social work student body participate in at least one CSWSA sponsored activity by the end of the year.
9. Have at least 5 general members participate in each event CSWSA hosts.

Article III
Membership: Qualifications & Categories of Membership
Section 1: Size and Qualification
1. There is no size limitation.
2. General membership and officer positions will be exclusively limited to social work students, pre-social work students, and faculty and staff of The Ohio State University’s social work program.
3. All alumni and other social work professionals are encouraged to become members of the organization, but as non-voting associates or honorary members.

Section 2: Membership Categories
1. Non-Voting Members: All alumni and other social work professionals
2. General Members: To become a CSWSA General Member, one must be a student in the College of Social Work and complete an application form. General members can participate in whatever activities, events, and meetings they wish to attend.
3. Active Members: To become a CSWSA Active Member, one must be a general member, attend at least two CSWSA meetings per quarter, and attend or complete at least five volunteering hours per semester. Active members are eligible to attend end of the semester celebrations at the conclusion of each semester. Note: Human rights hours can be counted toward the five required hours of volunteering.
4. Officers: To become a CSWSA Officer, one must submit a CSWSA Officer application. Once appointed, officers have official position titles and leadership responsibilities in order to effectively run the student association. Officers must attend at least two of the CSWSA meetings and three CSWSA officer meetings per semester. They must also attend or complete at least five volunteering hours per semester and lead or co-lead at least one CSWSA event per semester. Officers are also eligible to attend end of the semester celebrations at the conclusion of each semester, as well as various team-building activities throughout the year.

Article IV
Organizational Leadership: Titles, Terms of Office, Type of Selection, and Duties of the Leaders
Section 1: Flexibility
1. The association has the ability to arrange its leadership positions in order to fulfill the concerns of the student body and other relevant parties.
2. There does not need to be a set number of rank representatives.
3. More than one member can fill the same role (e.g., two members share president responsibilities).
Section 2: Officer Positions and Elections
1. The association must have at least fifteen members at all times to be considered an established student organization at The Ohio State University.
2. Potential officer positions include president(s), vice president, secretary, treasurer, event coordinator(s), and social work rank representatives.
3. There should be a social work rank representative from each class (pre-social work, BSSW, and MSW).
4. Students can register to become officers of the organization during spring semester and the beginning of fall semester. All potential officers for the new school year shall be elected by a majority vote of the current Executive Board.
5. Officers shall serve for one year and are eligible for re-election.
6. Newly elected officers will take office at the beginning of the immediate semester following the spring semester elections.

Section 3: Executive Board
1. The president(s), vice president, treasurer, secretary, event coordinator(s), and advisor(s) shall constitute an Executive Board with the authority to transact the business of the association.
2. Vacancies among the officers shall be filled by election through the Executive Board.

Section 4: Officer Duties
1. President: The president shall call and preside over officer and general member meetings. He or she will be responsible for coordinating program planning and elections. The president is also expected to stay focused on the goals of the organization and send and respond to all emails regarding the association. The president, however, does not have absolute power over the association and can be vetoed by a majority vote of the officers.
2. Vice President: The vice president shall assume the duties of the president in his or her absence. He or she will assist the president in presidential functions and send and respond to all emails regarding the association. The vice president will also assume a leadership role in representing the association and communicating with the student body. If the president leaves the association, the vice president inherits all roles and responsibilities of the former president.
3. Treasurer: The treasurer shall coordinate and facilitate the collection of all organization funds. Funds received by the treasurer shall be deposited in an account held by the fiscal office in the College of Social Work. He or she will assume a leadership role in all the fundraising activities of the organization. He or she is also responsible for managing withdrawal and deposit requests in CSWSA’s account, balancing and updating members on the money in the account, making sure everyone is properly reimbursed when needed, and providing opinions on how funds for the association shall be used. Along with these responsibilities, the treasurer is also expected to make any necessary reservations for large events in which a payment is required, and send and respond to emails regarding the association.
4. Secretary: The secretary shall be responsible for the minutes of each meeting and their distribution to the students and advisor(s). During each meeting, the secretary
is responsible for taking notes and developing a brief summary of what was discussed during the meeting. With the assistance of other officers, the secretary shall help distribute notices of meetings and activities and events. Along with these responsibilities, the secretary is expected to print and distribute any paper advertising for various events, update the website, and send and respond to emails regarding the association.

5. Event Coordinator: The event coordinator helps to organize and implement various projects throughout the year. He or she will be the primary contact person for events sponsored or held by CSWSA. This includes but is not limited to reserving rooms for general and officer meetings and working with the treasurer to reserve rooms and facilities for other events held throughout the year. Along with these responsibilities, the event coordinator is also expected to send and respond to emails regarding the association.

6. Rank Representatives: Rank representatives shall represent their respective classes at officer and general member meetings. Each representative is expected to actively participate in the decision making process of meetings. He or she will serve as the communicator of student concerns to the governing body. Rank representatives will also assist in recruiting new members and publicizing student association events to their respective class.

Article V
Advisors

Section 1: Advisor Responsibilities

1. Preferably, there should be one social work faculty member and one social work staff member as advisors for the association. In the event that one faculty member and one staff member are not available to share the responsibilities of the advisor role, it is acceptable for the association to have either one faculty member or one staff member.

2. The responsibilities of the advisor(s) are to attend half of all meetings, attend the election of officers meeting at the end of spring semester, stay in continuous contact with either the president or vice president of the organization, review all financial statements with the treasurer, and fulfill officer requests in a timely manner.

Article VI
Meetings

The meetings shall follow these regulations:

1. General meetings shall be held monthly or at the discretion of the officers.
2. The president has the authority to call emergency or special officer meetings as needed or deemed necessary.
3. The Executive Board is required to meet at least once per month during autumn and spring semesters.
4. The Executive Board reserves the right to call emergency meetings and vote on emergency issues as needed.
Article VII

Amendments

1. Proposed amendments to this constitution may be presented in writing to the Executive Board.
2. This constitution may be amended by a three-fourths majority vote of the Executive Board.

Article VIII

Removal from the Association

Section 1: Officer Removal

1. If an officer wishes to voluntarily resign from his or her position, a two-week notice should be made in advance to the president or vice president. Providing a reason for the resignation is not required but preferred.
2. If an officer fails to perform the duties that are stated above, he or she will be held accountable. A three-fourths majority vote by the Executive Board is needed to remove an officer from his or her position.
3. If an officer participates in any discriminatory practices when representing the association, he or she will automatically be removed from the association.
4. If an officer takes money from the association’s account for personnel use, he or she will automatically be removed from the association.

Section 2: Member Removal

1. If a member participates in any discriminatory practice while representing the organization, his or her membership will be revoked immediately.
2. If a member participates in any controversial practice while representing the organization, his or her membership can be revoked by a three-fourths majority vote by the Executive Board.
3. If a member takes money from the organization’s account for personal use, his or her membership will be revoked immediately.

Section 3: Advisor Removal

1. If the advisor wishes to voluntarily resign from his or her position, a one-month notice should be made in advance to the president or vice president. Providing a reason for the resignation is not required but preferred.
2. If the advisor fails to perform the duties that are stated above, he or she will be held accountable. A three-fourths majority vote by the Executive Board is needed to remove an advisor from his or her position.