**Constitution of the International Social Work Support Network (ISWSN)**

**Preamble**

This document constitutes the foundational governance of the International Social Work Support Network (ISWSN) established within The Ohio State University. Recognizing the unique challenges for international students in the field of social work, ISWSN is dedicated to fostering a supportive, inclusive, and globally-minded community. Through mutual learning, professional development, and cultural exchange, ISWSN aims to empower its members and contribute to a more diverse and equitable social work practice.

**Article I - Name, Purpose, and Non-Discrimination Policy**

1. **Name**: The organization shall be known as the International Social Work Support Network (ISWSN), located at The Ohio State University College of Social Work.
2. **Purpose**: ISWSN is committed to:
	* Developing a global perspective in social work education and practice.
	* Providing comprehensive support to international social work students, including academic assistance, professional development opportunities, and well-being resources.
	* Promoting cultural exchange and understanding within the College of Social Work, fostering an environment of cultural humility.
	* Advocating for the needs and rights of international social work students within the university and the broader community.
3. **Non-Discrimination Policy**: ISWSN adopts the Ohio State University's Non-Discrimination Policy, ensuring an environment free from discrimination based on age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law. The organization also upholds the University’s Sexual Misconduct Policy, promoting a safe and respectful community.

**Article II - Membership**

1. **Eligibility**: Membership is open to all Ohio State University, College of Social Work undergraduate and graduate students. The membership of ISWSN is not restricted to only international students as our goal is to foster a diverse, inclusive, and collaborative community with cultural humility. We have a special focus on supporting international students in this field, but non-international students are welcome to events and opportunities made by ICWSN. Members must agree to uphold the organization's purpose, policies, and procedures.
2. **Categories**:
Membership categories are as follows: 1) Active International Members, composed primarily of international social work students currently enrolled at Ohio State University; 2) Active Domestic Members, composed of domestic students currently enrolled; 3) Alumni Members, consisting of graduates who were previously part of ICSWS; and 4) Associate Members, including faculty and professionals within the College of Social Work, regardless of international or domestic status.
3. **Rights and Responsibilities**: All members are entitled to participate in ISWSN's events, programs, and activities. Active international members have the right to vote in organization elections (if held) and on key decisions. Members are expected to contribute positively to the organization's mission and adhere to its policies.

**Article III - Executive Structure and Officers**

1. **Executive Committee**: The Executive Committee shall consist of the President, Vice-President, and Treasurer as deemed necessary for the operation of ISWSN. The Committee is responsible for the strategic direction, financial management, and operational oversight of the organization.
2. **Duties of Officers**:
	* **President**: Serves as the chief representative of ISWSN, oversees all organization activities, and presides over meetings.
	* **Vice-President**: Assists the President and assumes their duties in their absence. Oversees committee functions and supports event planning.
	* **(optional, not mandatory to annual ICWSN executive committee) Secretary**: Maintains accurate records, meeting minutes, and organization documents. Manages communication within the organization and with external parties.
		+ In instances where a Secretary is not elected to the executive committee, the President, Vice-President, and Treasurer will jointly assume these responsibilities.
	* **Treasurer**: Manages the organization's finances, including budgeting, financial reporting, and fundraising activities.
3. **Election and Term of Office**: Officer positions are designated for master-level and doctoral-level students, with nominations made annually by the general membership within the College of Social Work. All active members in good standing are eligible to run for office. The term of office is one academic year, with the possibility of re-election. In circumstances where no nominations are made, the current executive board has the authority to nominate candidates for the upcoming term.

**Article IV – Methods for Removing Members and Executive Officers**

1. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.
2. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.
3. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

**Article V - Meetings**

1. **Executive Committee Meetings:** The Executive Committee shall hold monthly meetings to oversee the ongoing operations of the organization. In the first month of their term, the Executive Committee is responsible for outlining the annual plan. Minutes from these meetings will be made available to the general membership. Additional special meetings may be convened as needed. All Executive Committee members are **required** to attend these monthly meetings.
2. **Quorum:** For the executive committee meetings, a quorum will be achieved when the majority of the committee members are present. This ensures that any decisions made have the consent of most of the committee.
3. **General Events:** The organization will host monthly general events, such as coffee hours and other activities, to foster engagement and provide value to our members.

**Article VI - Committees**

1. **Standing Committees**: ISWSN shall establish standing committees as necessary to support its functions, such as Academic Support, Professional Development, Cultural Exchange, and Advocacy and Well-being. Each committee will be chaired by a member appointed by the President and confirmed by the Executive Committee.
2. **Ad Hoc Committees**: Temporary committees may be established for specific projects or events, dissolved upon completion of their objectives.

**Article VII - Advisor**

1. **Selection**: ISWSN shall have at least one advisor, who must be a full-time faculty or staff member at The Ohio State University, College of Social Work. The advisor is selected by the Executive Committee.
2. **Role**: The advisor provides guidance, ensures the organization adheres to university policies, and supports the Executive Committee in decision-making. The advisor does not have voting rights but plays a crucial role in the mentoring and stability of the organization.

**Article VIII - Financial Management**

1. **Budget**: The Treasurer, in collaboration with the Executive Committee, shall prepare an annual budget outlining anticipated income and expenditures.
2. **Funding**: ISWSN may seek funding through university allocations, fundraising activities, grants, and donations. All funds raised or received by the organization will be used in support of its mission and activities.
3. **Financial Oversight**: The organization's finances will be managed transparently, with financial reports presented upon request. Any financial decisions exceeding a specified amount must be approved by the Executive Committee.

**Article IX - Elections**

1. **Nominations**: Nominations for officer positions shall be opened at least one month before the end of the academic year. All active members are eligible to nominate themselves or other members, provided they have the consent of the nominees.
2. **Election Process**: Elections will be conducted through a secure and anonymous voting process. The candidate receiving the majority of votes for each position will be declared the winner. In case of a tie, a runoff election will be held for the affected positions.
3. **Transition**: A transition period will be established, during which outgoing officers will train and hand over responsibilities to their successors, ensuring continuity of leadership and operations.

**Article X - Amendments**

1. **Proposal**: Amendments to this constitution may be proposed by any active member. Proposals must be submitted in writing to the Executive Committee, which will review and present them to the membership for discussion.
2. **Approval**: For an amendment to be adopted, it must be approved by a two-thirds majority of the active members present at a general meeting where a quorum is established. Notice of the proposed amendment must be given at least two weeks prior to the meeting.

**Article XI - Dissolution**

1. **Procedure**: The organization may be dissolved upon a two-thirds majority vote of the entire active membership. Upon dissolution, any remaining assets or funds will be allocated to a charity or initiative aligned with the organization's mission, subject to university policies.
2. **Notification**: Upon official dissolution, the Executive Committee must notify the Student Activities office and ensure all organizational records and financial obligations are appropriately settled.