

CONSTITUTION

Student Social Work Organization

Buffalo State College

PREAMBLE:

We, the students of the Social Work Program at the State University College at Buffalo, committed to the goals and ethics of the Social Work Profession, hereby establish this organization

ARTICLE 1: Name:

The name of the organization shall be the Student Social Work Organization (S.S.W.O.).

ARTICLE 2: Purpose:

The purpose of the Student Social Work Organization is to build unity among ourselves; to educate all Buffalo State College students on concerns of social work, to provide activities which enhance the education offered by the Social Work Program, to encourage the principles of professional social workers, self-awareness, unity, self-determination, collective work and responsibility. The Student Social Work Organization will organize events to increase knowledge and perspectives of concerns in contemporary society.

ARTICLE 3: Membership

Each activity fee paying student of the State University College at Buffalo may be a member of the Student Social Work Organization.

1. All students attending continuously in the fall and spring semesters shall be considered voting members.
2. To maintain voting membership, one must be an active member of the organization.
3. All members shall share equally in the rights of the organization and no rights shall be abridged. All members may participate in all events and activities sponsored by the organization.

4. All activities sponsored by the organization will be brought to the General Membership for approval.

ARTICLE 4: Officers:

The officers of the Student Social Work Organization shall be the President, Vice President, Treasurer, Secretary, and chairs of all standing committees. These officers shall perform duties prescribed by these by-laws.

1. At a regular general membership meeting held in the spring, nomination for officer positions for the proceeding year shall occur.
2. Any activity fee paying student at Buffalo State College is eligible to seek election as an officer of the Student Social Work Organization.
3. All candidates must have at least a 2.0 to be eligible for election.
4. Elections shall take place at a general membership meeting no earlier than two weeks proceeding the nominating meeting. Before balloting takes place, additional nominations from the floor shall be permitted.
5. The officers shall be elected by ballot by the voting membership of the organization.
6. A list of all voting members shall be posted on the office door no later than two weeks prior to the election.
7. Officers shall serve for only one year or until their successors are elected, unless they run for re-election and their term of office shall begin the start of the fall semester.
8. No member shall hold more than one office at a time.

The duties of the officers shall be as follows:

President:

1. Shall be the official representative of the organization.
2. Shall serve as speaker of the Executive Board.
3. Shall have the power to act on behalf of the organization in cases of emergency. Such action shall be presented for approval at the next meeting of the organization.
4. Shall have a vote in the Executive Committee only in case of a tie.
5. Have treasurer provide information regarding the status of the SSWO's account and the transactions.
6. Work with secretary in formulating meeting agendas.
7. Shall chair all general membership meetings.

8. Shall be executive chairperson of all existing committees.

Vice President:

1. Shall perform the duties of the President in the absence or inability of the President.
2. In case of resignation or dismissal of the President, the Vice-President shall assume the position.
3. Shall be a voting member of the executive committee and the general membership.
4. Shall work with the President in understanding and interpreting all phases of work.

Treasurer:

1. Shall receive, hold, and disburse an order of the organization an account for all funds. Make monthly and annual reports of receipts, disbursements, and fund balances of the organization.
2. Shall guide the executive committee in preparation of the budget.
3. Shall be a voting member of the executive committee and general membership.
4. Shall present the annual proposed budget to the organization for approval.

Secretary:

1. Shall take accurate minutes of all meetings of the Executive and the general membership meetings. Shall e-mail a copy of the minutes to all members, advisor, and any other third party requested by the organization to do so, by at the latest forty-eight hours after the meeting.
2. Shall serve as custodian of all records and official papers as may be placed in his/her care.
3. Shall be a voting member of the executive committee and general membership.
4. Shall keep an accurate up to date role of voting membership.
5. Work with chairs and other officers in receiving, evaluating, and preparing reports.
6. Shall care for correspondence as directed to the organization.

ARTICLE 5: Meetings and quorum:

1. General membership meetings shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.
2. General membership meeting shall be held at a time determined by the Executive Committee, but no less than once a month.
3. Special meetings may be called by the President or the Executive committee or by the request of twelve members of the organization. The purpose shall be stated in the call, except in the case of emergency, at least three days notice shall be given.
4. Committee meetings shall be called by the committee chair unless otherwise stated by the general membership, the Executive Committee or a majority of the members of the committee.
5. A simple majority will constitute quorum.

ARTICLE 6: Executive Committee:

The executive committee consists of the officers of the organization, being: President, Vice-President, Secretary, and Treasurer, and chairs of all standing committees.

- A. The executive power and administrative functions of the Student Social Work Organization shall be vested in the Executive Committee.
- B. The executive committee shall have the responsibility of calling general membership meetings.
- C. The executive committee shall prepare the budget of the Student Social Work Organization for the following year.
- D. Special meetings of the executive committee shall be called by the President or by a majority of the Executive Council.
- E. A quorum shall consist of a simple majority of members of the Executive Council.
- F. Any vacancy in any position of the Executive Council shall be filled by appointment of the Executive Council and confirmation by the general membership.

ARTICLE 7: Committees:

- A. The Executive Committee, with the approval of the General Membership shall create standing committees that will deal with matters of concerns to the members of the Student Social Work Organization. Any alteration of standing committees shall be handled in the same manner as an amendment to the constitution.
- B. A simple majority of committee members shall constitute quorum.

- C. Each standing committee chair shall make a written report on the progress of the committee at every general membership meeting of the organization.
- D. Committee chairs shall recommend to the committee membership for approval of a vice chairperson for among its committee membership.
- E. Committee chairs shall have the same voting power as other committee members.
- F. Committee chairpersons or a simple majority of the committee shall call meetings as he/she/they deems necessary.
- G. Informal procedures shall govern all committee meetings. A written record of committee actions shall be kept by a secretary appointed from among the committee members by the committee chair. One copy of such record will be provided to the secretary of the organization and one shall remain on file and/or be posted in the organization's file.
- H. If a committee member is absent from more than two consecutive meetings, without an acceptable excused absence, the committee chair shall declare his/her seat vacant. This should be included in committee minutes and reported to the Student Social Work Organization. (This action will result in suspension of voting privileges until he/she is re-appointed to the committee or another committee).
- I. At the first meeting of the organization, each member will register on a list his/her committee preferences. The President with the assistance of the Vice-President shall prepare a slate of nominees for each committee and shall present the slate to the organization for their approval at their next regular meeting.
- J. Recommendation from standing committee shall be subject to the approval of the general membership. However, nothing herein shall prevent a committee from proffering advice if it so wishes. Committee recommendations to be submitted to the general membership at least 48 hours before the meeting at which action is to be taken. If 48 hours notice has not been given this requirement may be waived by a two-thirds majority of those present and voting.
- K. By April 15, of each year, all committees shall provide the organization with summaries of their activities for the past academic year.
- L. All committees are open to all activity fee paying students.

ARTICLE 8: Advisor:

The organization's advisor shall be nominated by the Executive Committee and approved by the general membership of the organization. There shall be no more than two advisors. The advisor shall serve for a term of one year, unless re-elected the following year.

ARTICLE 9: Removal:

The removal of any member shall be defined by procedures under the organization's Parliamentary Authority. Each member's rights to due process shall be recognized and respected.

ARTICLE 10: Amendments:

Any member of the organization shall have the privilege of proposing in writing an amendment to this Constitution. The proposed amendment must be presented in writing and voted on no earlier than one week following its introduction. The amendments are subject to the approval of two-thirds of the members. A copy has to be presented to Student Life and/or USG that SSWO is under at the time.

ARTICLE 11: Parliamentary Authority:

The Student Social Work Organization shall follow Robert's Rules of Order.

ARTICLE 12: Ratification:

This constitution shall be ratified by an affirmative vote of a simple majority of the organization's members, and a two-thirds vote of approval by the U.S.G. Senate.