

# Student Social Work Association University of Wisconsin Oshkosh Constitution

## 1. Name

The name of this organization shall be called the Student Social Work Association (SSWA).

## 2. Membership

Any registered student at the University of Wisconsin Oshkosh is invited to join the Student Social Work Association.

## 3. Membership Duties

To remain an active member, students are asked to attend every large group meeting. It is the responsibility of the member to sign the attendance sheet at these meetings. If a member is unable to attend a meeting, they are asked to reply to the emailed minutes.

In addition, each student is asked to partake in at least one community event and fundraising event per semester to remain a member. Additional involvement beyond these requirements is highly encouraged. It is the responsibility of the member to be sure they have signed the attendance sheet at the events and fundraisers they attend. Please see the Community Chair to gather information about upcoming events.

## 4. Purpose and Goals

- a. To stimulate professional interest in the field of Social Work to the students at the University of Wisconsin Oshkosh.
- b. To establish and maintain interest in curriculum matters and encourage student participation and representation in the Student Social Work Association activities.
- c. To promote communication between students, faculty, and the community.
- d. To become aware of and involved in local and national social work issues and policies.

## 5. Voting Rights

With the exception of the executive board elections, all voting will be done by the executive board after consultation with members of the Student Social Work Association.

## 6. Meetings & Quorum

Meetings will be held biweekly. Dates and times are to be designated by the executive board. All meetings will be called to order and adjourned by the president. Meetings will be adjourned when all business has been addressed.

A quorum to conduct business shall be at least ten regular meeting members.

## 7. Officer Descriptions and Responsibilities

An officer is expected to attend every executive board and large group meeting. Officers may have two excused absences per semester to continue in office. Officers are encouraged to attend as many community events and fundraisers as possible. If an officer is unable to attend a meeting or event, they are expected to communicate this to the President or Vice-President.

### a. President

The President will preside over each meeting and serve to promote and facilitate communications between students and faculty. The President will create agendas for the meetings. He/she will support each executive board member and serve as the main contact for the organization.

### b. Vice-President

The Vice-President will temporarily preside over the meeting if the President is unable to attend. The Vice-President will be responsible for assisting the President and provide support to all executive board members.

### c. Community Chair

The Community Chair will research and provide information related to community projects and events and present them to the Student Social Work Association. He/she is responsible for promoting these events and recruiting members to partake in them.

d. Secretary

The Secretary will be held responsible for recording all meeting minutes. In addition, the Secretary will distribute these minutes to the members of the Student Social Work Association in a timely manner. The Secretary will assume responsibility for attendance of each member and will record the members that are active at events. He/she is responsible for placing the minutes on the Social Work bulletin board and is asked to assist in answering emails if necessary.

e. Treasurer

The Treasurer will keep an accurate record of funds and expenditures and report to the organization on a weekly basis. The Treasurer will be held responsible for keeping the bank account updated and will distribute checks as needed.

f. Historian

The Historian will keep an accurate account of all organization activities through scrapbooking. The Historian is responsible for photographing during events and fundraisers. The Historian will create bookcase displays and bulletin boards when necessary. He/she is expected to submit all website related materials to the Vice-President.

g. Oshkosh Student Association (OSA) Representative

The OSA representative is expected to attend all OSA meetings. He/she will serve as the voice of the Student Social Work Association when active in OSA. He/she will reflect the views of the Student Social Work Association when voting and discussion occurs.

h. Fundraiser Chair

This Fundraiser Chair is expected to recruit members for the Fundraising Committee. This committee's sole purpose is to fundraise for the Student Social Work Association and the community. The Fundraising Committee is asked to communicate with the Student Social Work Association on a weekly basis to update members on current/upcoming fundraisers.

## 8. Officer Elections

Elections will be held every year during the spring semester to elect the officers for the next fall. Elections will be held for the positions of President, Vice-President, Secretary, Treasurer, Historian, Community Chair, Oshkosh Student Association Representative, and Fundraiser Chair. A member may hold office provided he/she has been an active member for

at least one semester prior to the election. An active member is someone who participated in at least one community event and fundraiser per semester and attends meetings on a regular basis or replies to the emailed minutes. A member may hold the same office for no longer than two consecutive semesters. If a vacancy occurs in the position of President, the Vice-President shall assume the duties of the president. If a vacancy occurs in the position of Vice-President, Secretary, Treasurer, Historian, Community Chair, Oshkosh Student Association Representative, or the Fundraising Chair; a new officer will be elected as soon as possible.

Elections will begin in the second or third week in April. This election will continue until the Wednesday of the following week. Ballots are counted at the next executive board meeting. The new officers are announced at the following Student Social Work Association meeting. The following executive board meeting consists of the old and new executive board members. Lastly, the new executive board members will conduct the final Student Social Work Association meeting of the semester.

#### *Nomination Process*

Executive board nominees must be verbally nominated by members at the nomination meeting. Written nominations will be accepted on nomination day as well. Nominees must consent verbally or provide written consent by the end of the nomination meeting.

Each executive board positions is limited to five nominees.

Students may only be nominated for two positions, and may only hold one officer position at a time.

#### *Voting Procedure*

Voting will begin in the appropriate week in April. Ballots will be available throughout the following week near the Social Work Office. Members are to only vote once. All voting is done anonymously.

#### *Election Results*

New officers will be announced at the meeting following the elections. In addition, new officer positions will be posted on the Student Social Work Association bulletin board.

### 9. Parliamentary Procedure

A simple majority vote will be used to confirm resolutions. Any amendments shall be brought to the meeting by members and voted upon by the whole organization.