

## **Social Work Student Association By-Law**

- Article I      The name of the Organization shall be the Social Work Student Association.
- Article II     The purpose of the Social Work Student Association is to promote and develop awareness among the community about the profession of social work, while fostering unity among social work students through student support and advocacy.
- Article III    Membership
- Section 1     Membership shall be open to students of the University of Texas Rio Grande Valley regardless of race, color, national origin, political affiliation, citizenship, sex, religion, age, disability, sexual orientation, gender identity, gender expression or veteran's status.
- Section 2     Only Social Work Student Association members have voting privileges. Only Pre-Social Work and Social Work majors may hold office in the Social Work Student Association and cannot be changed.
- The majority of our active membership must be enrolled students of UTRGV.
- Only enrolled students at UTRGV can vote and/or hold office.
- Section 3     Active membership constitutes in fulfilling the requirements (hours and points) and at least four (4) activities. **Also, be considered an active member you MUST complete your hours of service.** Each member who participated in the Fall/Spring semester should complete at least five hours of community service even if all points are completed or if participating in the summer, each member should complete at least three hours of community service even if all points are completed.
- Section 4     S.W.S.A. Stole is only available to those who have participated and earned it. The stole cannot be bought by anyone who has not participated in the organization. You have to earn 80 points by the time of graduation. In order to receive your stole you have to (participate a minimum of two consecutive semesters including your final semester of your Field Practicum) pay the membership fee every semester including semester of graduation. Summer participation is mandatory if you are completing your internship in the summer and wish to earn a stole. **A student cannot join the association for the sole purpose of obtaining a stole. Students must have joined and participated in the association for at least 2**

consecutive semesters (Fall/Spring, Spring/Fall or Spring /Summer (if doing internship during the summer). You will not receive the stole if these requirements are not met. The membership fee is recurring each semester. Students who walk in May but do their internship in the summer do not qualify to get a stole in May. The same goes for the Fall semester, if a student walks in the fall and is doing their internship in the spring a stole cannot be given to them until completion of their internship. They must do their internship and hours before getting a stole no matter what.

Section 5 Participation for each semester (fall, spring and summer) is optional. Only hours for consecutive semesters which an active member participates in will be the only hours that will count towards earning a stole.

Section 6 If a member does not complete their volunteer hours for the semester, the student will not be awarded a stole. Volunteer hours MUST be completed.

#### Article IV Officers

Section 1 The officers of the Association shall consist of the President, Vice-President, Secretary, Treasurer, Historian, Public Relations Officer, and the Chairs of each of the Standing committees. The officers shall have to right to be re-elected for a maximum of two (2) terms.

Section 2 President: The Duties of the President shall be to preside at all meetings of the Social Work Student Association and of the Executive Committee; to call special meetings; to sign with Treasurer all checks on the account of the Social Work Student Association; to submit at [each regular meeting] a written report of official work done during his or her term of office; to require written reports of all officers and chairs of all committees at each regular meeting. Also to keep members information organized and work with the Vice-President in keeping track of donations. Deposits and withdrawals of funds at the organization's bank along with the Treasurer or Vice-President.

Section 3 Vice-President: The duties of the Vice-President shall be to perform all duties of the President in his/her absence. Also to work

together with the President to keep a record of donations. Duties also include keeping track of the points and volunteer hours system.

President and Vice-President are in charge of working together with Sargent of Arms when it has come to the attention to any officer that a member is being unethical and unprofessional. A meeting shall be held with your advisor where the issue will be discussed. Any member that has violated any rules and has abused the NASW Code of Ethics will be expelled from SWSA.

Section 4 Secretary: The duties of the secretary shall be to keep an accurate permanent record of the membership roll of the organization, the minutes and proceedings of the organization and of the Executive committee, and to be the custodian of all correspondence and records of the association which will be kept in a binder/folder. Secretary duties also include typing out the agendas for meetings and working on the monthly calendar of events

Section 5 Treasurer: The duties of the Treasurer shall be to keep an accurate account of all money received and paid out, which includes from whom received and to whom given; to collect all money due to the organization, including dues; to pay out money only on checks signed by himself/herself and countersigned by the President and or Vice-President. The treasurer must also render an account of the finances of the organization at every general meeting to keep members informed. He/she shall submit the financial records of the association to a newly elected treasurer each year, at the time of installation of new officers. The Treasurer shall be responsible for the association's deposit slips, deposit receipts, bookkeeping, and make purchases if needed. When making purchases treasurer should be accompanied by another officer if needed. Treasurer shall keep President and Vice-President informed of all transactions. Treasurer also needs to keep track of the financial report and have it in binder/folder. At any event or meeting where money is picked up, the President or Vice-President need to be notified and given the money to deposit. Treasurer is only allowed to keep \$50.00 in cash. If a greater amount is needed, Treasurer must inform the President and Vice-President and further ask permission from the advisor.

Section 6 Public Relations Officer: The duties of the Public Relations Officer shall be to plan recruitment strategies, accurate history of the

Social Work Student Association activities and to maintain a binder/folder with contact information of previous volunteer locations. Function as the reporter and publicist for the organization. In charge of looking for and setting up community Service Opportunities.

- Section 7 Sergeant at Arms: The duties of Sergeant at Arms shall be to manage and keep order at all meetings and events, and delivers formal charges for any judicial proceedings. Also, will ensure that all required forms are submitted to the University and all members meet University requirements (food handling permits, risk management completions, etc.) Also, this officer will be in charge of creating a group of members to be in the Design Committee, to help with decorations, arts, crafts and anything the organization may need. His/Her duties also include of taking roster of all officers at all officer meetings.
- Section 8 Historian: Duties of the Historian will be to take pictures at events and then update social websites (Facebook, Twitter) with the pictures that were taken. He/She shall inform all members that SWSA Facebook/Twitter page is not the place to be posting pictures of non-SWSA related activity. Historian will also be in charge of starting a Photo Album so it can be kept with the Organization throughout the years.
- Section 9 Officers will be elected for a Semester term to begin in the Fall/Spring Semester of that year. Nominations for new officers will take place 3 weeks prior to the last meeting of the Semester. Voting shall take place during the third to the last meeting of the Semester. Ballots will be counted and election results shall be announced before the meeting is adjourned the day of elections. Officers are not allowed to vote.
- Suggested that the third to last meeting hold nominations for officer positions. Second to last meeting hold elections for nominees. Last meeting both old and new officers host meeting.
- Section 10 Unexpected vacancies can be filled pursuant to a majority vote of an Executive Committee SWSA members.
- Section 11 The Officer Panel is in charge of points. The amount of points to receive for volunteering and donations are up to the officer panel

to decide. The amount of points will be fair: on the price of the item, points per hour, and participation at the event.

Article V Executive Committee

- Section 1 The Executive Committee Shall consist of the Officers and Standing committee chairs of the Social Work Student Association, all of whom shall be voting members.
- Section 2 The President of the Social Work Student Association is an ex-official (non-voting) member of each and every standing committee.
- Section 3 A group of officers (President, Vice-president, and Secretary) need to sit together prior to graduation and review that all upcoming graduates have met their 80pts in order to receive their SWSA graduation stole that includes the 5 hours in a fall/spring semester community service volunteer per semester or 3 hours in summer semester.
- Section 4 It is to be stated that if an Intern has yet to pay any membership dues or earned the amount of points/volunteer hours needed they will not be receiving the SWSA Graduation stole. Graduations Stoles cannot be purchased.
- This section will be enforced, and no exceptions will be made.

Article VI Committees

- Section 1 There shall be six (6) standing committees if needed: Fundraising committee, Student Support committee, Events Committee, Community Service Committee, Recruitment Committee and Publicity Committee. The President of the Social Work Student Association will ask for volunteers to chair the standing committees. If there are more than one volunteer for a standing committee, the members of that committee shall elect the committee chair.
- Section 2 Standing committee members and chairs shall serve for same period of time as the other elected officers.
- Section 3 The Fundraising Committee will be in charge of organizing fundraising events to raise money for the Social Work Student Association.

- This committee will also plan to reserve dates and locations to raise money. Day reserved will determine the day of the fundraiser.

- Section 4 The Events Committee will be in charge of organizing involvement of association members in school and community events and activities held off and on campus.
- Section 5 The Student Support Committee will be in charge of providing Social Work Students with information about student support services on campus, including tutoring, review session, mentoring, advocacy and counseling.
- Section 6 The Community Service Committee will be in charge of bringing information to the membership about volunteer and community services opportunities and coordinating such activities.
- Section 7 The Publicity Committee will be in charge of publicity for SWSA, including the development of information flyers, newspaper articles and radio announcements.
- Section 8 The Recruitment Committee will be in charge of activities to recruit new members to committees as needed.
- Section 9 Special Committees may be appointed by the Executive Committee from time to time to address special needs of the organization.

Article VII Advisor

- Section 1 The advisor for the association must be a full-time faculty member of the Social Work Program at UTRGV.
- Section 2 “Removal of advisor requires a  $\frac{3}{4}$  or majority vote of members or voluntary resignation is accepted.”

Article VIII Meetings

- Section 1 General meetings of the Association shall be held on the date and time decided by the incoming officers of each semester. The First meeting of each semester shall be set by the Executive Committee, no later than three [two (2)] weeks after each semester has started.

Section 2 Special meetings of the Executive Committee will be called by the President and/ or Vice-President, pursuant to a request for such meeting by any member of the Executive Committee.

Article IX Dues

Section 1 Membership dues are due within two (2) weeks of the first meeting attendance. After the deadline to pay membership there will be a fee added. Every 20 days after the deadline the fee will double until the semester ends.

Section 2 The current officers per semester will determine the membership fees.

Article X Shirt Logo

Section 1 Logo shall remain the same for at least four semesters (fall, spring, fall, spring). (Attach a copy of the logo on the By-Laws).

Article XI Volunteer Hours

Section 1 For each semester, (fall and spring) 5 Volunteer hours are required. As for summer, 3 volunteer hours are required. It can be changed with the agreement of each officer and with approval of the advisor. **Volunteer hours cannot be completed at internship locations or places of employment to avoid conflict of interest. (MR 7/20/17)**

Article XII Bank Account

There shall be a minimum of \$300 balance in the SWSA bank account at the end of each semester.

Article XIII Graduate Luncheon

The officers for Spring Semester and the incoming fall officers will be responsible for summer graduate luncheon.

Article IXV Transition

The last meeting must be held by both the new and old officers for a smooth transition. Meeting shall be held prior to the start of the new term.

Article XV Methods to amend the constitution

The By-Laws shall be enforced by the membership to promote the purpose of this association. These By-Laws can be amended or repealed and new by-laws can be enacted by a

majority vote of the members present at any regular meeting of the association. A two-week (2) notice is required to amend, change, repeal or enact the by-laws.

Article XVI Expulsion

“Violation of any provision in the University of Texas Rio Grande Valley student conduct code as expressed in the Handbook of Operating Procedures.”

“Every member who is up for expulsion must be given due process: an opportunity to present his/her case, rebut accusations, conduct an investigation, and appeal any decisions made against him/her. Appeals will be heard by officers and voted on by members for reinstatement of membership.”

Amendments must be approved by the committee on Student Organization.

“Any amendment proposed by the organization must be approved by the CSO.”