

**Social Work Student Association  
California State University, San Bernardino  
Constitution**

**Article I: Preamble**

The students of the Master of Social Work (MSW) Program at California State University, San Bernardino (CSUSB), formed in 1989, shall maintain the Social Work Student Association to identify, advocate, promote, and support the needs and interests of said students in their academic and professional pursuits.

**Section I. Name**

The official name of the organization shall be the Social Work Student Association and shall be known as SWSA throughout the remainder of this document.

**Section II. Purpose**

The MSW students are compelled to unite, identify, advocate, promote and support the needs and interests of said students in their academic and professional development.

SWSA shall identify student's needs and interests through open discussion by its members, students, faculty, and staff of CSUSB; and other processes recognized by the Executive Council to speak at general and executive meetings of SWSA.

SWSA shall advocate student's needs and interests by sharing said needs and interests with appropriate individuals and groups of CSUSB and the general public. Members and students shall pay due attention and shall identify whether they speak for themselves as individuals, SWSA members, or other persons of groups in any situation in which a misrepresentation of SWSA interests may be inferred.

SWSA shall promote student's needs and interests by collecting and distributing information relevant to said needs and interests both to and from MSW students. CSUSB academic and professional origins and other individual groups deemed appropriate by SWSA.

### **Section III. Duties**

#### **President**

Shall facilitate general and executive meetings of SWSA. Shall prepare agendas for all meetings. Shall represent SWSA to school and other groups.

#### **Vice Presidents**

Shall conduct all meetings of SWSA in place of the President if not available. Shall be responsible for scheduling speakers, meeting rooms for speakers, and equipment rental. Shall be responsible for posting all relevant material. As representatives from their respective classes, Vice Presidents shall communicate to and from their class and SWSA, and shall report on class issues of the SWSA meetings. Vice Presidents shall also be responsible for producing and distributing the SWSA newsletter.

#### **Secretary**

Shall assist the vice presidents in scheduling meeting rooms for all meetings of SWSA. Shall keep a file of SWSA agendas, minutes, and correspondence to and from SWSA. Shall take minutes at the open general and executive meetings and the SWSA letters and thank you notes for speakers.

#### **Treasurer**

Shall keep track of SWSA funds and maintain SWSA bank accounts. Shall report SWSA balance of funds at each meeting. Shall be responsible for ordering supplies for SWSA and work closely with the Fundraiser Chairperson.

#### **Co-Treasurer**

Shall assist the treasurer with keeping track of SWSA funds and reporting the balance at each meeting. Shall work closely with the treasurer.

#### **Fundraiser Chairperson**

Shall coordinate fundraising activities and chair Fundraiser Committee. This individual shall work closely with the Treasurer of SWSA.

#### **Fundraising Co-Chairperson**

Shall assist the Fundraiser Chairperson in coordinating fundraiser activities. Shall work closely with the Treasurer of SWSA.

**Class Liaisons**

Shall participate in Executive Council meetings. Shall communicate to and from their class and SWSA. Shall be responsible for posting all relevant material and shall report on class issues at general meetings of SWSA.

SWSA shall support student’s needs and interests through the raising and distribution of funds in such manner as to address the student’s needs and interests. Funds shall not be used to support anyone’s individual needs or interests.

**Article II. Membership**

**Categories of Membership**

A. Every student enrolled in the MSW program at CSUSB shall be eligible for active membership. There are currently no membership dues. It is free to join the organization.

B. Candidates for the MSW program may be considered for Associate membership. Candidates may not participate in the election of officers or hold office themselves.

**Article III. Executive Council Members**

**The Executive Council shall consist of:**

- |                |                           |
|----------------|---------------------------|
| President      | Treasurer                 |
| Vice President | Co-Treasurer              |
| Vice President | Fundraising Chairperson   |
| Vice President | Fundraiser Co-Chairperson |
| Secretary      |                           |

**Volunteer Appointed Positions**

- 1<sup>st</sup> Year Full Time Class Liaison(s)
- 1<sup>st</sup> Year Part Time Class Liaison(s)
- 2<sup>nd</sup> Year Full Time Class Liaison(s)
- 2<sup>nd</sup> Year Part Time Class Liaison(s)
- 3<sup>rd</sup> Year Part Time Class Liaison(s)

In addition, SWSA shall form and maintain Special Committees to plan and carry out the functions sponsored by SWSA. Special Committees must show representation of at least one Executive Council member. The Executive Council member shall ensure that the

committee works within the guidelines of the SWSA Constitution and shall act as a liaison between the Special Committee and the Executive Council.

#### **Article IV. Elections**

##### **Section I. Nominations**

SWSA members shall be given the opportunity to offer nominations in March. The Executive Council shall prepare and approve a slate of candidates at and Executive Council meeting in April. The slate of candidates shall be posted in the Social Work Student Lounge through the last week of April.

##### **Section II. Time and Procedures for Elections**

The election is to be held in the first week of May. Current SWSA officers are not allowed to vote in the elections. All SWSA members shall be notified of the election by mail (student mailboxes in Social Work Student Lounge) two weeks in advance. Class Liaisons and Vice Presidents shall distribute ballots to the professors of their respective classes. Professors shall distribute the ballots to students in their classes. The Vice President and Class Liaisons shall collect them in sealed envelopes by the end of the first week in May. Ballots shall be counted by the President and Faculty Advisor and results of the election shall be posted in the Social Work Student Lounge within one week of the submittal of ballots.

##### **Section III. Assumption of Office**

The newly elected officers will assume office after graduation of current members. Officers shall serve a term of one year.

##### **Section IV. Vacancies**

In the event the President resigns or is unable to maintain office, the Vice President (who shall be appointed at the discretion of the Executive Council from the serving Vice Presidents) will assume the responsibilities for the duration of the term. All other vacancies of offices shall be filled via appointment by the Executive Council.

##### **Section V. Class Liaisons**

Class Liaisons will be appointed positions. Potential liaisons shall indicate their interest to the Executive Council via a written request to participate by the beginning of the Fall quarter. The Executive Council shall review the request and appointment the liaison. If by the beginning of the

Winter quarter the appointment is not covered by another member of the represented class, then the appointment shall remain in place through the end of the school year.

## **Article V. Meetings**

### **Section I. Quorum**

A quorum for the purpose conducting business at a regular general meeting shall consist of at least three Executive Council members and three general SWSA members.

A quorum for the purpose of conducting business at a meeting of the Executive Council shall consist of at least two-thirds of the members of the Executive Council.

### **Section II. Schedule**

General meetings shall be scheduled approximately once a month, or as agreed upon by a majority of the active members in attendance. Meetings shall be announced a minimum of seven days in advance and a notice shall be posted in the Social Work Student Lounge.

Meetings of the Executive Council shall be scheduled at least once per month, or as agreed upon by a majority of the Executive Council members.

## **Article VI. Finances**

All finances shall be handled by the treasurer of SWSA. Any bank accounts opened for the purposes of managing SWSA funds must have the SWSA treasurer as their primary signer. Secondary on the account may be any individual from the SWSA Executive Council, which consists of the officers delineated in Article III of this document. All funds from any fundraising activity will be collected and deposited by the Treasurer. The Treasurer shall also be responsible for ensuring that payment is made to entities with whom SWSA will do business. The Treasurer shall have authorization to make to make payment to any said entity with prior SWSA Executive Council approval. All financial transactions conducted by the Treasurer shall then be reviewed the Executive Council at each Executive Council meeting which will occur at least one time per month throughout the academic year.

### **Article VII. Constitutional Amendments**

Members proposing amendments to this constitution shall submit the proposed changes, additions, and/or deletions in writing to the Executive Council. The Executive Council shall post the proposed amendments in the Social Work Student Lounge at least one week prior to the general meeting. The Executive Members shall place the proposal on the agenda for the next meeting for Discussion. Voting on the proposal shall be set for the following meeting provided it occurs at least thirty days after the proposal is posted and distributed.

The amendment shall be enacted with a simple majority of 2/3 of the active members present at the general meeting on which it is voted.

### **Article VIII. Advisor**

The SWSA faculty advisor shall serve the SWSA voluntarily and may be removed from service by a simple majority vote of the active members present at the scheduled general meeting. The removal of a faculty advisor must be placed on the agenda for the general meeting of SWSA and posted at least seven days before the scheduled general meeting.

### **Article IX. Participation Standards**

All members of the Executive Council (as listed in Article III) shall actively serve, meeting the duties as delineated in Article I, Section III. In the event that a member fails to meet these minimum duties or in the event that the member fails to attend general or Executive Council meetings on a consistent basis (defined below), then the Executive Council shall have the authority to remove said member from service employing the following procedures:

“Consistent Attendance” is defined as follows: The Executive Council member’s attendance shall not exceed one absence without contacts with Executive Council members who are to be present at said meetings (with a minimum of 9 general meetings and 9 Executive Meetings to be scheduled yearly or as agreed upon by the Executive Council). If, for extenuating circumstances, a member must miss more than one general or executive meeting without contact, the member shall be given the opportunity to address the Executive Council concerning the circumstances that have precluded their consistent attendance. At that time, the Executive Council may remove that member from service. The removal of a member must be placed on the agenda and posted at least

seven days before the following general meeting of SWSA. At that general meeting, the members present may remove the member from service by a vote of a simple majority.

#### **Article X. Policy on Nondiscrimination & Hazing**

A. SWSA shall not discriminate against anyone based on race, religion, natural origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, and disability. This charter serves as the annual statement by the president of SWSA attesting that SWSA has no rules or policies which discriminate on the basis of race, religion, natural origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.

B. Neither the SWSA organization nor its members shall conspire to engage in hazing, participate in hazing, or commit any act that injures, degrades, or disgraces or tends to injure, degrade or disgrace any fellow student or person attending the institution.

#### **Article XI. Off Campus Issues**

SWSA shall use the discretion when engaging in activities off campus. In the event that the nature of an activity warrant that the students go off campus, authorization for said activity shall be at the approval of the Faculty Advisor and President of SWSA. All financial transactions conducted by the Treasurer shall then be reviewed by the Executive Council at each Executive Council meeting which will occur at least one time per month throughout the academic year.

Amended September 2008  
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