

By-laws

ASSOCIATION OF STUDENT SOCIAL WORKERS

ARTICLES OF ASSOCIATION

Spring 2005

ARTICLE I

NAME AND RESPONSIBILITIES

The name of the organization described in these articles shall be the Association of Student Social Workers (ASSW).

Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies and officers shall not discriminate for or against any person by reason of age, sex, marital or parental status, race, creed or religion, color, sexual orientation, national origin or ancestry, or physical handicap.

This organization will be responsible for the observance of the rules and regulations established by the University of Wyoming.

ARTICLE II

PURPOSE AND OBJECTIVES

Section 1: Purpose

The purpose of ASSW shall be to provide an atmosphere and avenue for social work students to increase their familiarity with, and expertise in, the field of social work. The organization will adhere to the National Association of Social Workers Code of Ethics in all its activities.

Section 2: Objectives

The objectives of ASSW shall include meeting its purpose through group meetings, presentation of speakers, field trips, community projects, and committee work.

ARTICLE III

QUORUM

At all ASSW meetings a quorum must be present in order to conduct business. A quorum shall consist of 30% of the total membership. Total membership shall equal the number of students who have signed up as members.

ARTICLE IV

ADVISOR

Section 3: Power and Responsibilities

- a) He/she shall serve on the executive board of officers.
- b) He/she shall provide leadership and advising to the officers and membership.
- c) He/she shall serve as liaison between social work students and faculty.
- d) He/she shall have one vote on the executive board and one vote as a member of the organization.
- e) He/she shall have the power to call executive board meetings.
- f) He/she shall attend executive board meetings and group meetings whenever possible.

ARTICLE V

EXECUTIVE BOARD OFFICERS

Section 1: Eligibility

- a) All officers must be University of Wyoming students in good academic standing.
- b) All officers must be declared social work majors, but need not be formally admitted to the major.
- c) All officers must comply with Article VII.
- d) The advisor shall sit on the executive board.

Section 2: Titles

- a) The officers of ASSW shall be titled president, vice-president, secretary, and treasurer.
- b) No individual may hold more than one office at one time.

Section 3: Selection

- a) Nominations for officers may be made during the meeting prior to the election and at the time of the election.
- b) Nominees must meet requirements in Article V. Section 1.
- c) Nominees may run for more than one office.
- d) Each officer shall be chosen by majority vote, in separate votes for each office, from among the nominees for each office. Voting will take place at a regular meeting or by email.
- e) Election of officers shall be by secret ballot. Members may submit an absentee ballot to any officer prior to elections.

Section 4: Terms

The officers shall be chosen prior to the end of each spring semester of the following year. An individual may serve as an officer for a limit of two years. The officers shall begin their term the week of graduation.

Section 5: Responsibilities

Responsibilities listed below that are followed by (D) may be delegated to members of the organization.

Subsection i: President

- a) He/she shall serve as chairperson of the executive board.
- b) He/she shall see that the objectives of ASSW are met.
- c) He/she shall formulate an agenda for, and preside over all group meetings.
- d) He/she shall have one vote on the executive board.
- e) He/she shall have one vote as a member of the organization.
- f) He/she must attend executive board meetings and group meetings.
- g) He/she shall communicate the purpose and objectives of ASSW to the membership.
- h) He/she shall appoint a member to represent ASSW at social work department meetings.
- i) He/she shall appoint a member to represent the University of Wyoming to the NASW,
- j) He/she shall oversee the Banquet Committee

Subsection ii: Vice-President

- a) He/she shall fulfill the duties of the president in his/her absence.
- b) He/she shall assist the president in his/her duties.
- c) He/she shall have one vote on the executive board.
- d) He/she shall have one vote as a member of the organization.
- e) He/she shall oversee the Speakers Committee.
- f) He/she shall oversee revisions to the constitutions, ensure that procedures for revisions and amendments are adhered to, maintain past and present copies of ASSW constitutions, and provide copies of these to the members as necessary (D).

Subsection iii: Secretary

- a) He/she shall keep written minutes of all meetings, post them on the ASSW web site, email them to the BSW list serve, and submit them for approval by the membership.
- b) He/she shall be responsible for all written correspondence (i.e., notices, invitations, and letters) of ASSW as well as maintaining the ASSW website.
- c) He/she shall have one vote on the executive board.
- d) He/she shall have one vote as a member of the organization.
- e) He/she shall maintain a history of ASSW including how the organization met its objectives during his/her term. (D)

f) He/she shall oversee the Publicity/Newsletter Committee.

g) He/she shall maintain a list of ASSW's current members.

h) He/she shall maintain a list of ASSW's supporters. (D)

Subsection iv: Treasurer

a) He/she shall make all financial transactions for ASSW. Expenditures equal to or less than \$50, require the approval of the executive board and expenditures exceeding \$50 require the approval of the membership.

b) He/she shall keep all financial records for ASSW.

c) He/she shall report on the financial status of ASSW at group meetings.

d) He/she shall have one vote on the executive board.

e) He/she shall have one vote as a member of the organization.

f) He/she shall secure and/or file any financial reports required by the university, state, or federal law. (D)

g) He/she shall oversee the Fundraising Committee.

h) He/she shall oversee the Social Activities Committee.

i) He/she shall oversee the T-shirt Committee.

ARTICLE VI

COMMITTEES

Section 1: Purpose

The purpose of committees shall be to carry out, in part or whole, the objectives of ASSW.

Section 2: Standing committees

The standing committees are:

a) Banquet Committee

b) Fundraising Committee

c) Membership/ Nominating Committee

d) Publicity/Newsletter Committee

e) Social Activities Committee

f) Speakers Committee

Subsection i: Banquet Committee

- a) The committee shall put together the end of the year banquet for the Social Work Department and the graduating BSW seniors.
- b) The committee shall also include within the banquet a time for the induction of the incoming ASSW and Phi Alpha officers.
- c) The committee shall have the banquet no later than the Saturday before finals week.

Subsection ii: Publicity/Newsletter

- a) The committee shall publicize all ASSW activities.
- b) The committee shall produce at least two newsletters each semester.

Subsection iii: Fundraising

- a) The committee shall raise money to carry out the objectives of ASSW as needed.
- b) The committee shall have at least one fundraiser per semester. The executive committee may request more if there are insufficient funds.

Subsection iv: Membership/Nominating Committee

- a) The committee shall oversee the recruitment of new members at the beginning of each semester.
- b) The committee shall insure that the ASSW is represented at the University functions for organizations.
- c) Membership committee will visit all social work classes during the first two weeks of the fall and spring semesters.

Subsection v: Speakers

- a) The committee shall arrange for a speaker from the community to present to the ASSW, the student body, and to the Social Work Department at least once each semester.

Subsection vi: Social Activities

- a) The committee shall organize at least two social activities each semester.

Section 3: Other Committees

The executive board may request members to form temporary committees to address specific needs of ASSW whenever necessary.

Section 4: Committee Membership

Any member of ASSW may sit on one or more committees and all members are requested to sit on at least one committee.

Section 5: Committee Chairpersons

- a) Each committee shall have a chairperson selected by majority vote of the committee or appointed by the officer responsible for overseeing the committee.

b) Each chairperson is responsible for leading the committees in its effort to meet its duties as outlined in Article VI, Section 2.

ARTICLE VII

MEMBERSHIP

Section 1: Eligibility

- a) Members must be students, faculty, or staff of a Wyoming college.
- b) Members are encouraged, but not required, to be declared social work majors.
- c) See Article I for statement of nondiscrimination.

Section 2: Responsibilities

- a) Members shall adhere to the National Association of Social Workers Code of Ethics.
- b) Members shall be present at and participate in ASSW meetings and activities whenever possible.
- c) Members shall be responsible for their conduct at ASSW meetings, activities, and whenever they are acting as representatives of the organization.

Section 3: Primary control

The primary control of ASSW rests with the student members of the organization.

ARTICLE VIII

MEETINGS

Section 1: Group meetings

- a) Group meetings shall be held at least every two weeks. The location, day, and time of these meetings may be decided by majority vote by the membership, but is ultimately at the discretion of the executive board.
- b) Parliamentary procedure, as explained in Roberts' Rules of Order, shall be the official procedure that the order of group meetings will be based on at the discretion of the executive board.
- c) All endorsements by ASSW, financial expenditures in accordance with Article V Section 5 Subsection iv letter a, and group projects must be approved by the membership.

Section 2: Executive meetings

- a) The advisor and officers shall attend executive meetings. These meetings are closed to other members unless their presence is specifically requested by a member of the board.
- b) These meetings will be held every two weeks or whenever the board or the advisor deem them necessary.

Section 3: Committee meetings

- a) Committee meetings will generally be held directly after the group meeting.
- b) Committee members may choose to meet at their convenience.

ARTICLE IX

BYLAWS

- a) In accordance with the University Bylaws must be reviewed every two years by the executive committee.
- b) All bylaws shall be passed by a majority vote of the membership at a meeting at which a quorum is present.

ARTICLE X

AMENDMENTS AND REVISIONS

- a) Any member of ASSW may propose an amendment.
- b) An amendment must be submitted during a meeting of the organization in typewritten form.
- c) The president shall call for discussion of the amendment prior to calling a vote.
- d) A majority vote by the membership at a meeting where a quorum is present is required for the amendment to pass.
- e) All amendments to this constitution shall be submitted to the University of Wyoming Student Senate Organizations Commissions for approval before they can take effect. (see Article V, Section 5, Subsection ii, letter e).