

NORTH CAROLINA STATE UNIVERSITY  
GRADUATE STUDENT SOCIAL WORK ASSOCIATION  
CONSTITUTION

CHAPTER EFFECTIVE DATE: FEBRUARY 6, 2006

ARTICLE I. NAME AND PURPOSE

Section I.

The name of this organization shall be known as the Graduate Student Social Work Association, hereinafter referred to as GSSWA.

Section II.

The purpose of this organization is to enhance and promote academic, professional, and social development of graduate students in Social Work according to the NASW Code of Ethics.

Objectives of the organization are as follows:

1. To serve as a collective resource for student advocacy, graduate study information, educational and professional support.
2. To encourage positive relationships between students, faculty/staff of the social work department and the university community.
3. To promote student leadership through service projects and networking.
4. To provide professional, educational, cultural, and social enrichment activities.
5. To assist in the ongoing development and evaluation of the MSW program.

ARTICLE II. MEMBERSHIP

Section I.

Membership shall be open to all students taking graduate level courses in the social work program at North Carolina State University.

Section II.

Active members who have paid membership dues will be allowed voting privileges and are eligible for nomination to Executive office. Students who have not been admitted to the MSW program may not hold Executive Office.

Section III.

A. Requirements for Continued Active Membership

1. In order for a member to retain active status, he/she must meet the following minimum requirements each semester:
  - a. Pay semester dues by deadline set by executive committee or contact executive committee by said date to make payment arrangements.
  - b. Attend at least one meetings of the chapter per semester.
  - c. Participate in at least one service project per semester.
  - d. Meet these requirements prior to the end of the months of April of spring semester and December of fall semester.
2. Failure to meet these requirements will result in inactive status. Inactive status is characterized by:

- a. Inability to vote or have say in chapter elections/disputes.
  - b. Forfeit of privilege of senior gift and recognition at graduation.
3. If a member falls into inactive status at any time, in order to regain status as an active member, they must make a plea in writing to the executive board to be voted upon by the active membership. They may be reinstated only by a three-fourths vote of active membership present.

#### Section IV.

Any member may be expelled from membership for reasons of academic or personal conduct unbecoming a student of social work, by a three-fourths vote of the chapter membership present, after a thorough investigation has been made by the Executive Committee, and the member so charged has been granted an impartial hearing before the Executive Committee. Dismissal from the Social Work program or University is case for automatic recommendation for expulsion.

### ARTICLE III. DUES

Membership dues for the current academic year shall be set and voted on by the officers elected for that year before the first meeting of the fall semester. Other special assessments, if deemed necessary, shall be voted on by a majority of the members present and voting at the first meeting.

### ARTICLE IV. OFFICERS

#### Section I.

The elected officers and Executive Committee of this organization shall be the President, Vice-President, Communications Officer, Treasurer, University Graduate Student Association Representatives, Project Coordinators, and Technical Coordinators. A Teaching Assistant will serve as Faculty/Student Liaison and on the Executive Committee at the discretion of the GSSWA Advisor. The Faculty/Student Liaison will be an ex-officio member of GSSWA.

#### Section II.

The officers shall be elected by the club members to serve a term of one academic year beginning in the fall semester. Elections will be held one month before the end of each spring semester in March. Newly elected officers shall enter into mentorship, transitioning into office at the first meeting of the semester in August.

#### Section III.

The President, Vice-President, Communications Officer, and Treasurer shall have completed at least one full semester of graduate credit before taking office.

### ARTICLE V. DUTIES OF OFFICERS

#### Section I.

The President shall call and preside over all general body and Executive Board meetings held by GSSWA. The President shall appoint all chairpersons and members of committees at his/her discretion. The President will ensure all provisions of the constitution are carried out. The President shall represent GSSWA at university, UGSA, NASW-NC and National chapters. The President shall call GSSWA elections and special elections when necessary.

## Section II.

The Vice-President shall preside over all general body and Executive Board meetings held by GSSWA at the request or in the absence of the President; act as proxy at NCSU and UGSA functions at the request of the President. The Vice-President shall oversee the operations of the committees and special projects.

## Section III.

The Communications Officer shall record and maintain minutes of GSSWA meetings and circulate copies of the minutes to members by email and hard copy. The Communications Officer shall maintain a roll of GSSWA members and call the roll whenever a roll call vote is taken. The Communications Officer shall prepare and carry out GSSWA correspondence. The Communications Officer shall assist the treasurer with checks and balances for collection and distribution of dues and project funds.

## Section IV.

The Treasurer shall keep the financial records of the GSSWA including but not limited to initially setting up and monthly balancing of the GSSWA bank account; pre-approving and setting a budget for any planned events requiring a distribution of organizational funds; maintaining copies of all receipts to justify expenditures of organizational funds; and maintaining a simple check and balance system with two signatures on club disbursement checks of the president and treasurer. The Communications Officer may assist with any clerical duties as assigned by the Treasurer.

## Section V.

The Project Coordinators (or designees) shall submit all special project requests to the Executive Committee for approval and report outcomes to members. Projects will be discussed and approved by a majority vote of the general membership present. The Project Coordinators will manage each project, and assist with project accountability, publicity, and evaluation.

## Section VI.

The University Graduate School Association Representatives shall attend UGSA meetings and represent the GSSWA at these meetings. UGSA Representatives will serve as a liaison between UGSA and GSSWA. The UGSA Representatives will report issues and new business to the Executive Committee and report to the general membership at meetings.

## Section VII

The Faculty Liaison will serve as a Co-Advisor, encouraging ongoing communication between the students and faculty. In consultation with the President of GSSWA, the officer will report student concerns to the Advisor and Department Faculty. This Officer will also serve as parliamentarian, ensuring that proper order is maintained at all GSSWA meetings.

## Section VIII.

The Technical Officers shall maintain all technical aspects of GSSWA, including but not limited to initially creating, maintaining and updating the GSSWA website; keeping records online of GSSWA activities and opportunities; routinely updating university and GSSWA events; and maintaining accessible university and GSSWA guidelines and regulations. The Communications Officer may assist with information compilation as assigned to the Technical Officers.

## ARTICLE VI. AMENDING THE CONSTITUTION

### Section I.

Amendments to the constitution or by-laws shall be presented by members of the club in writing and read at a regular meeting but shall not be voted upon until the next regular meeting, and then only after informing each member of the proposed amendments. (The Communications Officer will be in charge of verifying that each member received the proposed changes by email and by hard copy). Before revision of the amendments is allowed, a quorum of members must be present that reflects 2/3 of the membership who approve of the proposed changes.

## ARTICLE VI. MEETINGS

### Section I.

GSSWA shall meet at a time and place arranged by the Executive Committee and communicated to members. The organization shall meet at least one time per semester. The President (or their designee) will be the presiding officer, and discussions at the meeting will be allowed only with the permission of the presiding officer. Procedure shall be in accordance with Robert's Rules of Order. The Faculty Liaison will interpret and enforce the Robert's Rules of Order as needed. The date of the next meeting shall be announced at each meeting. Minutes from the previous meeting will be read and approved at each meeting.

## ARTICLE VII. COMMITTEES

### Section I.

The President in consultation with the Executive Committee will be charged with making provision for any standing committee needed and organizing these committees as proposed. Committee leaders should be designated to report committee activities at club meetings and to the Executive Committee.

## ARTICLE VIII. BYLAWS

### Section I. Election of Officers

#### A. General Election Rules

1. The following rules apply to all GSSWA elections unless otherwise stated in the bylaws:
  - a. The annual opening of nominations for regular elections shall occur according to the schedule stated (regular monthly meeting in March of Spring Semester). The opening nominations for the Executive Committee will be requested by the President, seconded by a member, and voted on by a simple majority vote. All nominations must be closed by a two-thirds majority vote.
  - b. All nominations shall come from the active membership or Executive committee, and may be declined without repercussions. All nominations must be seconded.
  - c. A description of the open officer positions shall be read to the membership before voting takes place.
  - d. All elections shall be won by a simple majority of the votes present.
  - e. If there is only one nominee, voting shall be done by voice vote. In this case, the nominee shall decide if he or she wants to be present for the election. For elections with two or more nominees, elections will be done by ballot.

- f. If no person receives a majority of votes, the two candidates receiving the most votes shall have an immediate runoff. In the event of a tie, the presiding officer will vote to break the tie.

B. Removal of Officers

1. An officer may resign by written or email notification to the Executive Board. One month's notification of the intent to resign is strongly recommended.
2. An officer may be removed from office by a two-thirds majority of the votes present at the next meeting after the one at which the motion for removal is introduced.

- C. The Executive Committee will be composed of the officers of the organization, and may be called to additional meetings by the president. In the event that an issue arises that normally requires a vote of the membership and a meeting and vote is not possible before a decision is necessary, the executive committee shall have the power to issue an executive order regarding that decision.

D. Quorum

A quorum shall consist of one-half of all the members on the roll, and no vote may be taken unless a quorum is present. An active member is a member who is current on all semester dues owed. The Communications Officer shall take the roll at the beginning of each meeting, record the names of the members present, and announce whether or not a quorum is present.

E. Financial Allocations

1. All financial allocations must be approved by a simple majority of votes present.
2. Once a financial allocation has been approved, it may be exceeded by the maximum of \$50.00 or 3% of the allocated amount, whichever is larger, without further approval only if funds are available. Any other overcharge must be pre-approved by a simple majority of votes present.

F. Compliance with University Student Government

1. Any article of this constitution or part thereof that is in direct violation of the University Graduate Student Association constitution or by-laws shall be null and void and declared unconstitutional by the President of the University Graduate Student Association. Any differences of opinion between the GSSWA and the President of University Graduate Student Association shall be brought before the Legislature, whose decision shall be final.

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