CONSTITUTION AND BYLAWS OF THE GRADUATE SOCIAL WORK (MSW) STUDENT ASSOCIATION, A REGISTERED STUDENT ORGANIZATION AT THE UNIVERSITY OF OKLAHOMA-TULSA

PREAMBLE:
In accordance with the values and ethics of the social work profession, the graduate students of the School of Social Work at the University of Oklahoma-Tulsa hereby advocate for the formation of a graduate social work association.

ARTICLE I – Name and Purpose
SECTION 1 – Name
The name of this organization shall be the MSW Student Association-Tulsa, a Registered Student Organization at the University of Oklahoma-Tulsa, hereinafter referred to in this document as the Association.

SECTION 2 – Purpose
The purpose of the Association shall be:

1. To encourage Professional Development among students,
2. To increase the visibility of the School of Social Work at the University of Oklahoma-Tulsa,
3. To bring awareness of community issues and volunteer opportunities,
4. To increase communication among faculty and students, and
5. To serve as advocates for the social work profession and abide by the National Association of Social Workers (NASW) Code of Ethics.
6. To increase socialization, networking and collaboration among social work students outside of the classroom setting.

ARTICLE II – Membership Qualifications, Dues, Conduct, and Non-Discrimination Policy
SECTION 1 – Membership Qualifications

1. Student Members – Any student at the University of Oklahoma-Tulsa who has been admitted to the Graduate College and enrolled in the School of Social Work Graduate Program shall be eligible for membership.
2. Associate Members – Any faculty, staff, or significant others shall be eligible for associate membership.

SECTION 2 – Dues

1. Membership shall be established upon application with the Association Secretary and payment of dues to the Association Treasurer. Dues will be $1.00 for the academic year, with allowance for dues discounting during membership drive periods to be decided by the Executive Committee. Membership will remain open and dues may be paid at any time during the academic year, for that academic year.
2. Students with financial difficulties should consult with the Treasurer to set up a payment plan.
3. In case of severe hardship, consult Treasurer or Advisor.
4. Under no circumstances will refunds be administered.
5. All deposits will be made to the MSWSA Foundation account within 14 days of receipt by the Association Treasurer or Advisor.
6. If payment made by check, any nonsufficient fund charges or other related fees incurred by the Association are the responsibility of the member.
SECTION 3 – Conduct
All members must live in accordance with the NASW Code of Ethics.

SECTION 4 - Non-Discrimination Policy
Membership in, association with, and benefits emanating from the Graduate Social Work Association and its related activities shall be based upon such considerations as performance, educational achievement, and other criteria related to the goals of the organization and purposes of the activities. No judgments or exclusion will be based solely on an individual’s race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or political beliefs. Further, the purpose of this organization must be consistent with public policy as established by prevailing University Community standards.

ARTICLE III – Organizational Leadership: Titles, Terms of Office, Type of Selection, Election Process, Duties of Executive Committee, and Duties of Officers
SECTION 1 – Titles
The elected officers shall be:

1. President,
2. Vice-President,
3. Secretary,
4. Treasurer,
5. A Representative from each cohort and
6. Three OUTSA Representatives.

SECTION 2 – Terms of Office

1. If a student becomes ineligible for membership, he/she can no longer serve as an officer.
2. All officers must remain in good standing with the University of Oklahoma and the School of Social Work.
3. All officers are encouraged, but not required, to be members of NASW.

SECTION 3 – Type of Selection

1. All officer positions and OUTSA representatives will be elected by the end of April for the next academic year. Officers shall be elected for a term of one year beginning June 1 and ending May 31.
2. OUTSA Representatives as well as representatives for the advanced standing, full-time, and part-time cohorts will be elected or appointed by August 31 of a new academic year to allow for equal opportunity participation for new, incoming students.

SECTION 4 – Election Process

1. Members of the Association may nominate individuals, including themselves.
2. All nominations will be accepted two weeks prior to the election week and should be emailed to the President to ensure that the proposed candidates accept their nominations. Nominees will submit a bio of to be posted on the MSWSA website for member review.
3. The voting process will take place utilizing survey software such as Qualtrics to enable access to voting using an anonymous format. Only Association student members will be allowed to vote as they will be the only ones to have access to the active survey page. Polls will be open for a period of 5 daysOr for one full work week.
4. The officer elected will be the one with the most votes.
SECTION 5 – Duties of Officers

1. President
   1. Presides over primary meetings
   2. Creates and distributes meeting agenda to participants (Executive Committee and full association monthly meetings. Agendas should be distributed electronically via email, may be posted on the website, and also made available in hard copy at meetings.
   3. Acts as the Association spokesperson in matters involving faculty or University administration
   4. Recruits for and appoints all committees, with the approval of the Executive Committee
   5. Attends one Tulsa School of Social Work faculty meeting per semester
   6. Calls meetings of the Association
   7. Can sign for fund disbursements as needed
   8. Performs other duties as assigned

2. Vice-President
   1. Works in close connection with the person acting as President,
   2. Performs duties of President in the event of his/her absence, resignation, or inability to act,
   3. Oversees and facilitates communication with the committee chairs
   4. Performs other duties as assigned

3. Secretary
   1. Responsible for keeping minutes of both officer and member meetings of the Association and shall file such records in an assigned place
   2. Maintains all records of the Association such as membership applications and shall file such records, paper and electronic, in an assigned location,
   3. Performs other duties as assigned

4. Treasurer
   1. Responsible for collection of all funds
   2. Manages all funds of the Association and shall disburse it in such a manner as determined by the Executive Committee and approved by the members of the Association in accordance with the regulations of the University of Oklahoma
   3. Keeps proper financial records and make reports to the members during regular meetings of the Association and shall file such reports in an assigned location
   4. Forms special committee at beginning of each academic year for the development of the MSWSA annual budget
      ▪ Committee consists of Advisor and President
      ▪ Committee’s budget will be approved by the Executive Committee and the Association by the second fall meeting
      ▪ Any deviation from budget would be approved through this committee.
   5. Performs other duties as assigned

ARTICLE IV – Advisor: Qualifications, Responsibilities, and Role in Organization

SECTION 1 – Qualifications of Advisor

1. The advisor must be a full-time member of the University faculty or staff as in accordance with 10 SC 4.2d.
2. The advisor must live in accordance with the NASW Code of Ethics.
3. In selecting a faculty advisor, preference shall be given to NASW members.

SECTION 2 – Responsibilities
1. The faculty advisor shall serve in an advisory capacity.
2. The faculty advisor shall serve as liaison for OUTSA.

SECTION 3 – Role in Organization

1. The advisor oversees all functions of the Association.
2. The advisor oversees that the Executive Committee follows through with impeachment process.
3. The advisor may propose amendments.
4. The advisor is to bring any concerns regarding the Association to the Executive Committee.

ARTICLE V – Executive Committee or other Committee (If Needed): Name, Size, Duties/Responsibilities of Committees, and Additional Committee Formation

SECTION 1 – Name of Committee

1. Executive Committee shall consist of the Association President, Vice-President, Secretary, Treasurer and Advisor.
2. Students for Social Justice Committee
3. Fundraising Committee
4. Professional Development Committee
5. Graduation Committee

SECTION 2 – Size
All committees must have a minimum of three members, including student members and/or associate members.

SECTION 3 – Duties/Responsibilities of Committees

1. Executive Committee
   1. Pursue the goals of the Association and strive to do so in a manner in accordance with the Code of Ethics set forth by the National Association of Social Workers
   2. Enforce all provisions of this Constitution and the regulations of the University relating to the administration of the Association,
   3. Responsible for holding elections of officers
   4. Recruit and appoint Graduate Student Representatives for faculty committees at the School of Social Work in cooperation with Advisor and/or Director of the School of Social Work
   5. Responsible for any committee that is inactive
   6. Oversee any impeachment hearings
   7. Meet monthly
   8. Maintain bulletin board and MSWSA office space

2. Students for Social Justice Committee
   2. Shall arrange volunteer and networking opportunities for members
      1. Shall act as liaison within community
   3. Shall work in cooperation with student members to select and issue or issues of focus having to do with social and economic justice
   4. Shall work to provide educational and service opportunities within the campus and larger community

3. Fundraising Committee
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1. Shall arrange opportunities to raise money for the Association
2. All funds being received in regard to fundraising events shall be paid to the Fundraising Chairperson.
3. Receipts will be issued for all fund transactions.
4. All funds will be turned over to the Treasurer within 7 days.

4. Professional Development Screening Committee

5. Shall be comprised of the Association Advisor, the Association President and one of the OUTSA Representatives
6. Responsible for distributing money budgeted by Treasurer as discussed in III5D4
7. Any student receiving professional development funds must be in good standing with the University.

5. Graduation Committee

8. Shall arrange opportunities to raise money for the Graduation reception on Graduation Day
9. Shall have communication with Student Affairs regarding information needed in relation to the Graduation Ceremony
10. Shall work with the Association President and Treasurer to arrange for reception speakers, food/beverages, special awards, designing programs, etc.
11. Shall arrange for volunteers to participate in the set up of the reception and for assistance during the reception (i.e., handing out programs)
12. Shall elect Educator of the Year in conjunction with the Association

SECTION 4 – Additional Committee Formation
The Executive Committee is the only required committee. If membership allows, the committees mentioned above will be implemented before any additional committees can be formed. All members and associate members of the Association may suggest a committee formation to the Executive Committee. Other committees will be formed as deemed necessary by the Executive Committee.

ARTICLE VI – Meeting of the Organization: Required Meetings, Frequency, Notification of, and Attendance
SECTION 1 – Required Meetings

1. Primary meetings are the official monthly meeting.
2. Secondary meetings may be offered as an attempt to give everyone a chance to attend and hear what was discussed at the primary meetings.
3. Special meetings will be called upon necessity.

SECTION 2 – Frequency

1. All primary meetings will be offered once a month.
2. Special meetings may be held as needed.

SECTION 3 – Notification

1. Notice of meetings must be posted and e-mailed at least 2 days prior to the meeting.
2. If a special meeting is called, all members must be notified immediately after determining the date, time and location, via e-mail and notification posted on bulletin board.

SECTION 4 – Attendance
All members and associate members are encouraged to attend meetings. Although attendance is not mandatory for membership, record of student attendance will be maintained throughout the academic school year.

ARTICLE VII – Method of Amending Constitution: Proposals, Notice, and Voting Requirements

SECTION 1 – Proposals

1. Proposed amendments to the Constitution must be submitted in writing to the President of the Association one week prior to the primary meeting.

2. If proposed amendments are submitted less than a week before the primary meeting, they will not be heard until the next primary meeting.

3. The author must attend each meeting in which the proposed amendment is presented. If the author is not present, the proposed amendment will not be heard.

SECTION 2 – Notice
An e-mail will be sent to all members and a sign will be posted on the Association bulletin board and/or office informing members that a potential amendment to the Constitution will be heard during the primary meeting.

SECTION 3 – Voting Requirement

1. Before the meeting adjourns, a vote will take place on the amendment to the Constitution.

2. In order for the Constitution to be amended, two-thirds of the members’ agreement is necessary.

3. There will be an existing list of members, and as members turn in their ballots, their names will be marked off the list.

4. Each time the Constitution is amended, three copies of the amended Constitution must be submitted to the Student Affairs Office.


SECTION 1 – Webmaster
Each academic year, a webmaster will be appointed to maintain the Association’s website.

SECTION 2 – Dissolution
If there is a foresight of dissolution of the Association, the students who re-established the Association must be notified by the Executive Committee, a faculty member or a staff member of the School of Social Work.

SECTION 3 – Impeachment

1. Officers – Officers may be impeached if they do not fulfill their obligations to the Association. The Executive Committee will appoint a temporary replacement until an election can be held.

2. OUTSA Representatives – They are allowed three absences per semester at OUTSA meetings. To safeguard our Association from going into bad standing, if an OUTSA Representative is absent two times, then the OUTSA Representative will be impeached. The Executive Committee will appoint a temporary replacement until an election can be held.
3. Members and Associate Members – If a member goes into bad standing with the School of Social Work or the University of Oklahoma, then that member is considered inactive. Any member who does not abide by 10 SC 4.4 a-e will be inactive. These members cannot run for officer positions.

4. Impeachment Process – All members, associate members and officers will have an opportunity to defend their impeachment status by having a hearing led by the Executive Committee with members and associate members in attendance.

5. After the officer has had a chance to be heard, a vote will be held. There must be a two-thirds support for the officer to continue to be in office and continue to be a member.

ARTICLE IX – Preemption Statement and Local, State and Federal Law

SECTION 1 – Preemption Statement

Our organization is independent from any national or parent organization.

SECTION 2 – Local, State, and Federal Law

Our organization will operate under Local, State, and Federal Laws.

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