

**CONSTITUTION AND BYLAWS  
OF THE  
UNDERGRADUATE SOCIAL WORK ASSOCIATION  
OF THE UNIVERSITY OF OKLAHOMA**

**PREAMBLE:**

In keeping with the harmony and spirit of social work, and a consensus of individuals pursuing a social work profession, and we who believe “we must be the change we wish to see in the world”, the undergraduate students of the University of Oklahoma School of Social Work hereby express their desire to form an undergraduate social work association.

**Article I. Name and Purpose**

**Section 1.01 Name**

- (a) The name of this organization shall be the Undergraduate Social Work Association and is hereby complying with Title 10 § 3 of the Student Code.
- (b) The acronym for this association shall be USWA.

**Section 1.02 Purpose**

- (a) Promote the enhancement, fellowship, growth and development of its members and associates.
- (b) Promote the historic and defining features of social work.
- (c) Promote that which is fundamental to social work through, attention to the environmental forces that create, contribute to, and address problems in living.
- (d) Promote the responsiveness of organizations, community, and other social institutions to individuals’ needs and social problems.
- (e) Support the needs and empowerment of people who are vulnerable, oppressed and living in poverty through education and enhancement of their capacity to address their own needs.

**Article II. Membership, Qualifications, and Non-Discrimination Policy**

**Section 2.01 Membership**

- (a) USWA recognizes 2 (two) types of membership: members and associate members in accordance with 10 § 4.2 (c) of the Student Code.
- (b) Only University of Oklahoma students may be full members.
- (c) Members of the University community (faculty, staff, and spouses) may be associate members.

(d) Dues shall be \$5.00 (five dollars) per academic semester.

(e) Members shall be defined as any person accepted into the social work program and payment of dues or those who have declared a pre-social work major.

## **Section 2.02          Qualifications**

(a) Any student accepted into the Undergraduate School of Social Work program shall qualify for membership.

(b) Any student accepted into the Undergraduate School of Social Work program with an interest in enhancing human well-being.

(c) Any student accepted into the Undergraduate School of Social Work program shall strive to live in accordance with the code of ethics set forth by the National Association of Social Workers.

## **Section 2.03          Non-Discrimination Policy**

(a) Membership in, association with, and benefits emanating from USWA and its related activities shall be based upon considerations as performance, educational achievement, and other criteria related to the goals of the organization, and purposes of the activities and is hereby in accordance with 10 § 1 of the Student Code.

*(i) Judgments in this regard based solely on an individual's ethnicity, color, religion, national origin, age, sexual orientation, disability, veteran status, marital status, or political belief are not judgments based on considerations.*

*(ii) Further, the purpose of the organization must be consistent with public policy as established by prevailing University Community standards.*

*(iii) There are constitutional mandated instances where a member may be allowed to discriminate based on the above criteria if the very nature of this organization is dependent on one of these factors. For example: there may be times this organization has a constitutional right to require members and officers to adhere to the organization's statement of purpose.*

*(iv) This organization bears the burden of demonstrating that the purported discrimination is constitutionally or federally mandated.*

*(v) Nothing in this constitution should be construed to abridge the constitutional rights of members to freedom of speech, association, and free exercise of religion. These types of determinations are fact intensive and subject to prevailing federal and state laws.*

## **Article III. Organizational Leadership: Titles, Terms of Office, Types of Selection, and Duties of Leaders**

### **Section 3.01       Titles**

- (a) The titles of the executive offices shall be: President, Vice-President, Secretary, Treasurer, and Community Liaison(s)**

### **Section 3.02       Terms of Office**

- (a) Student officers must be students at the University of Oklahoma.**
- (b) If the student ceases to be an OU student, the student may no longer serve as an officer.**

### **Section 3.03       Type of Selection**

- (a) All officers shall be elected by a majority of members on a specified polling to be held at the end of November in the fall semester.**
- (b) All officers shall be from the junior class starting January 1<sup>st</sup> of the spring semester.**
- (c) Officers shall be elected for a term of one year beginning January 1 and ending December 31.**
- (d) Prospective candidates must turn in self-nomination to the faculty advisor's office one week before elections are held.**
- (e) Voting will be held by ballot.**
  - (i) Each member may only turn in one ballot to the ballot box or email.***
- (f) A transitional training for the new officers is to be held in January when the spring semester begins.**
- (g) One officer elected for Community Liaison must have minority status.**
- (h) In the event of a tie the Advisor or President shall cast the deciding vote with the Advisor having the final recommendation.**

## **Section 3.04      Duties of Leaders**

- (a) The Executive body shall pursue goals of the Association and striving to do so in a manner that is in accordance with the Code of Ethics set forth by the National Association of Social Workers.**
  - (i) The Executive body shall oversee the organization and planning events.*
  - (ii) The Executive body shall initiate and pursue fundraising efforts as needed.*
- (b) Duties of the President shall be to perform tasks as may be assigned or required in order for the Association to function in a way that benefits USWA.**
  - (i) The President shall preside at all Association member meetings.*
  - (ii) The President shall appoint all committees, with the approval of the Executive Body.*
  - (iii) The President shall organize elections at the end of the fall semester.*
  - (iv) The President shall call meeting of the Undergraduate Social Work Association.*
  - (v) The President shall act as Association spokesperson in matters involving faculty or university administration.*
- (c) Duties of the Office of Vice President shall be to work in close connection with the person(s) acting as President.**
  - (i) The Vice President shall be responsible for providing information on parliamentary procedure based on Robert's Rules of Order, Revised, at all regular meetings*
  - (ii) The Vice President shall perform the duties of President in the event of his/her absence, resignation, or inability to act.*
  - (iii) The Vice President shall perform other duties as may be assigned or required in order for the Association to function in a way that benefits USWA.*
- (d) Duties of the Office of Secretary**
  - (i) The Secretary shall be responsible for keeping minutes of both officer meetings and member meetings of the Association and shall submit via email those records one copy each to the President and Advisor in a timely manner.*
  - (ii) The Secretary shall maintain all records of the Association such as membership records in an assigned place.*
  - (iii) The Secretary shall be responsible for correspondence as needed in a timely manner.*

- (iv) The Secretary shall perform other duties as may be assigned or required in order for the Association to function in a way that benefits USWA.*
- (e) Duties of the Office of Treasurer shall be the responsibility for collection of all funds.**
  - (i) The Treasurer shall have charge of funds of the Undergraduate Social Work Association and shall disburse it in such a manner as determined by the Executive Body and approved by the members of the Association in accordance with the regulations of the University of Oklahoma.*
  - (ii) The Treasurer shall keep proper financial records and make reports to the members during regular meetings of the Association and shall file such reports in an assigned place.*
  - (iii) The Treasurer shall perform other duties as assigned or required in order for the Association to function in a way that benefits USWA.*
- (f) Duties of the Offices of Community Liaisons shall be responsible for notifications of all meetings and events by posting notices on the bulletin boards and in the Oklahoma Daily.**
  - (i) Community Liaisons shall contact organizations regarding any community service opportunities or events.*
  - (ii) Community Liaisons shall organize any community service or philanthropic event the organization decides to participate in.*
  - (iii) Community Liaisons shall perform other duties as assigned or required in order for the Association to function in a way that benefits USWA.*

## **Article IV. Advisor: Qualifications, Responsibilities, and Role in Organization**

### **Section 4.01      Qualifications**

- (a) USWA shall have a Faculty Advisor who is a full time member of the University faculty or staff in keeping with compliance with 10 § 4.2 (d) of the Student Code.**

### **Section 4.02      Responsibilities**

- (a) The Faculty Advisor shall serve as liaison between USWA and the administration.**

### **Section 4.03      Roles in the Organization**

- (a) The Faculty Advisor shall serve in an advisory capacity.**

- (b) The Faculty Advisor shall have the right to attend any or all meetings.
- (c) The Faculty Advisor shall act as liaison between students and faculty when such mediation is deemed necessary by the executive body.
- (d) The Faculty Advisor has the right to expect cooperation from all executive officers.
- (e) The Faculty Advisor shall have the capacity to take such action deemed necessary to prevent or remediate actions considered detrimental to the Association. Such action can only be taken if just cause can be shown that supports it.

## **Article V. Executive Committee**

### **Section 5.01 Name**

- (a) Executive Committee

### **Section 5.02 Members of the Executive Committee**

- (a) Advisor, President, Vice President, Secretary, Treasurer, and Community Liaisons

### **Section 5.03 Duties/Responsibilities of Committee**

- (a) Represent general membership
- (b) Conduct business for the organization between meetings of the membership and report their actions at general meetings.

## **Article VI. Meetings of the Organization: Required Meetings, Frequency, Notification of, and Attendance**

### **Section 6.01 Required Meetings**

- (a) Officers shall be required to attend 50% of the meetings.

### **Section 6.02 Frequency**

- (a) Meetings shall be held as needed.
- (b) Meetings shall be decided upon by the Executive Body.

### **Section 6.03 Notifications of Meetings**

- (a) An officer shall be responsible for email, printed or verbal communications of meetings as designated by the duties prescribed.

(b) The secretary will be responsible for emergency meeting notification.

(i) *Emergency meeting notification will be determined by the urgency of the emergency and may be sent via email or by phone.*

#### **Section 6.04      Attendance**

(a) Attendance is voluntary by members.

### **Article VII. Method of Amending Constitution: Proposals, Notice, Voting Requirements, and Agenda**

#### **Section 7.01      Proposals**

(a) Proposed amendments shall be in writing, read at the executive meeting and voted on in the general meeting.

#### **Section 7.02      Notice**

(a) The amendment(s) will be proposed during an executive meeting and notification will be sent to each officer which will include the Advisor, and then voted upon.

#### **Section 7.03      Voting Requirements**

(a) A constitution shall be amended or adopted by a 2/3 (two thirds) vote of the members.

(b) USWA will submit three copies of the any constitution to the Center for Student Life every time an amendment is made.

#### **Section 7.04      Agenda**

(a) Member meetings shall follow the order of the agenda to the best of their ability, which is finalized by the Executive Body.

(b) The Secretary or President in the case of the Secretary's absence may read the minutes of the previous meeting if the members so vote by a majority of 2/3.

(c) The agenda shall remain open to input from any active member or member of the faculty of university administration.

### **Article VIII.      Miscellaneous Procedures**

Anything not covered in the constitution will be governed by Robert's Rules of Order, Revised. Available at: [www.rulesonline.com](http://www.rulesonline.com)

## **Article IX. Preemption Statement**

### **Section 9.01 Preemption Statement**

- (a) This organization is not governed by a national or parent organizations and is independent from any national or parent organization.**