

The constitution of:
Campus Association of Social Workers Constitution

A Student Organization at the University of North Carolina at Pembroke (UNCP)
recognized by Campus Engagement and Leadership (CEL)

Article I: Name

SECTION 1 – Name

This organization shall be known as **Campus Association of Social Workers** and shall be abbreviated as **CASW** when space or context dictates.

Article II: Purpose/Mission Statement

SECTION 1 – Purpose

The mission of **CASW** is to "Promote social work values within the college and surrounding community." **CASW** seeks to accomplish this mission by facilitating activities to assist those in need. Past efforts have included collection and distribution of items for the ill and/or disadvantaged in our community – winter coat drives, children's events, and toy drives.

Article III: Membership

SECTION 1 – Members

All currently enrolled students at UNCP are eligible for membership. Only members on the official roster are eligible to vote on organization business. The official roster shall be maintained on **CASW** BraveConnect page.

SECTION 2 – Eligibility

Eligibility for this organization shall consist of undergraduate and graduate students currently enrolled at the University.

SECTION 3 – Awards

Certificates will be awarded to graduating seniors who have actively participated in the Association for at least one full semester. The certificates will be paid for out of the Association's funds.

Article IV: Non-Discrimination

In keeping with applicable law and University policy, membership and participation in this organization is open without regard to age, race, color, national origin, religion, disability, gender, gender identity, creed or veteran status unless exempt under Title IX.

Article V: Officers

SECTION 1 – Qualifications

Any member of **CASW** can become an officer if they meet and maintain the following minimum requirements:

- A full-time registered, currently enrolled student at UNCP
- Maintain at least a 2.0 GPA.
- Served as an active member of the organization for a minimum of one (1) academic year
- Must comply with all of the election rules and requirements of this constitution and its by-laws

The officers shall be the President, Vice-President, Secretary, Treasurer, [add additional officers if necessary]. Officer Duties shall include:

President:

It is the duty of the President to preside at meetings, represent the organization, and appoint committees as required, subject to the approval of the Executive Council. The President has the power to call Executive Council meetings.

Vice-President:

It is the duty of the Vice President to preside in the absence of the President and foster good public relations on the part of the CASW. The Vice President shall also assume any other duties assigned by the President.

Secretary:

It is the duty of the Secretary to keep accurate records of meetings, to keep a current roll of membership and to handle the inflow and outflow of correspondence. The Secretary shall call roll at all meetings. The Secretary shall also assume any other duties as assigned by the President. The Secretary shall assure that the faculty advisor has a copy of the minutes.

Treasurer:

It is the duty of the Treasurer to keep accurate records of finances and to be responsible and account for the collection of any monies of the organization. The Treasurer is responsible for furnishing the Secretary a list of all new members and also a list of those members who are not current in their dues so that they may be deleted from roll. The Treasurer shall also assume any other duties as assigned by the President.

SECTION 2 – Term of Office

The term of office for all officers will be one full academic year. The elections process is outlined in Article VII.

SECTION 4 – Vacancy in a position

If an office is to become vacant due to impeachment, resignation, graduation, etc. the organization has the power to temporarily appoint someone to fill the vacant position so as not to interfere with the workings of the student organization. The person appointed to fill the vacant position must be approved by at least 2/3 of the organization.

SECTION 5 – Removal of an Officer

Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/her status as a matriculating undergraduate/graduate student maintaining a 2.0 GPA, in good academic and disciplinary standing with their respective college, shall be removed from his/her office and a replacement shall be elected.

Impeachment proceedings may be brought against any member of the organization provided that grounds for impeachment exist and the procedure for impeachment as outlined by this Constitution are followed:

- Failure to carry out the duties of office as specified by this Constitution and/or its by-laws.
- Failure to meet the requirements of office as determined by this Constitution.

Impeachment procedure is as follows:

- Impeachment proceedings may be initiated by any member of the organization.
- The charges shall be in written form and signed by not less than three fourths (3/4) of the organization.
- Exactly two (2) weeks after the delivery of the charges, the charged person shall meet with the full membership, the organization's advisor, and the Assistant Director for Student Involvement and Leadership (if requested) in presiding in a closed session and shall have the opportunity to respond to the charges.
- If the organization, by at least a three fourths (3/4) vote, finds the person in question guilty at the impeachment hearing, that person shall be removed from his/her office immediately and the vacancy shall be filled according to this Constitution and/or its bylaws

Article VI: Meetings

SECTION 1 – Meetings

Regular meetings of **CASW** shall be held at least monthly during the fall and spring academic semesters and at the discretion of the president at other times.

SECTION 2 – Special Meetings

Special meetings may be called by the Advisor or President at the request of any member for the transaction of only such business as is stated in the call for the meeting.

SECTION 3 – Meeting Agenda

An agenda will be distributed by the President in advance of the meeting. Furthermore, the Secretary will have members submit agenda items in advance (one week) of the scheduled meeting. The Secretary will prepare agenda items electronically to allow for last minute changes of the agenda.

Article VII: Elections

SECTION 1– Elections

Elections must be openly publicized for at least two (2) weeks and open to the membership of the organization.

SECTION 2 – Timeframe

Officers shall be elected annually in the Fall semester by a majority vote of the membership and shall take office in the Spring semester.

SECTION 2 – Voting

Voting will be done by secret ballot. Ballots will only be given to those members who have not missed more than three meeting based on the Secretary's roll call records and who meet voting eligibility requirements as stated in Article III.

Article VIII: Advisor [Note: Additional Advisors are optional]

SECTION 1 – Eligibility

There shall be at least one full-time faculty or staff member of UNCP serving in the advisory role who shall be a member *ex-officio* of the Executive Council for **CASW**. Advisor(s) will be identified in the organizations official BraveConnect roster.

SECTION 2 – Responsibilities

The responsibilities of the advisor include:

- Advise and stimulate interest in the organization.
- Explain the meaning and ideals of the organization.
- Provide guidance in the development and implementation of programs and activities.
- Serve as a liaison between the student body and the administration.

SECTION 3 – Selection

The faculty advisor is appointed by and serves at the discretion of the Social Work Department Chair.

ARTICLE IX: Dues / Finances

SECTION 1 – Membership Dues

The dues for membership to **CASW** shall be \$10.00 per semester. Payment for membership should be paid in full within a month of the first day of classes. Dues can be turned into the Faculty Advisor, the organization Treasurer, or the Social Work Department Administrative Support Associate. The purpose of these dues will be to help finance the activities of the organization, and to purchase supplies and other items as needed for the organization.

- The CASW realizes that many college students within the scope of tuition, books, or economic income may not be able to afford club dues as well. Therefore, any person who cannot, for some valid reason, pay the CASW dues may join and be an active member. This person may

make a donation of any amount and it will be considered their dues for that semester. In the interest of confidentiality they should inform the President and the Advisor of their inability to pay.

SECTION 2 – Expenditure Approvals

An advisor to the group must approve all expenditures before payments can be made.

SECTION 3 – In the event this organization dissolves and/or is no longer an active organization with representation at the university, funds will be diverted to the department of Social Work.

Article X: Parliamentary Authority

The rules contained in the current edition Robert's Rules of Order shall govern this organization in all instances when they are applicable and not inconsistent with these by laws or any other special rules the organization shall adopt.

Article XI: Amendment

SECTION 1: In September of any year, amendments to this constitution can be proposed by any member and must obtain (2/3) majority by a vote of members present and voting at any meeting where it is an item of business.

SECTION 2. After initial adoption in September, proposed amendments shall be presented to the membership, with a vote on adopting them held at the next meeting. If the amendment secures a majority of those present and voting, the amendment shall have been adopted.

Article XII: By-Laws

SECTION 1 – Creation

By-laws shall be created to dictate the structure and procedures of the organization. By-laws may be proposed by any member and must obtain a majority vote of the membership. No by-laws shall infringe on the authority of the constitution. Required by-laws, which shall be ratified annually include:

- Organization Committees
- Parliamentary Modification (ratified at first meeting of a new executive board's term)
- Election of Officers

Article XIII: Committees

SECTION 1 – Committees of the organization shall be created from time-to-time by the executive board in order to organize and distribute the workload of the organization. Committees shall be governed by by-law and shall not have authority over the executive board or general body.