CONSTITUTION FOR INTERNATIONAL SOCIAL WORK ORGANIZATION [ISWO]

Article I. International Social Work Organization

The name of this organization shall be called The International Social Work Organization

(hereafter referred to as ISWO of the University of Maryland School of Social Work).

Article II. Purpose of the organization

The purpose of ISWO is to support local and international communities’ effort to practice social work and to increase awareness of cultural competency in working with immigrants and refugees for the benefit of individuals and communities within the local, national, and international settings. ISWO will embrace the ethical principles for social workers to be culturally competent and to respect diversity. To achieve this purpose, ISWO shall: develop programs to address and educate the student population on these issues; get involved with the direct action around these issues; create a supportive network of students, both Clinical and MACO, who are interested in international social work. ISWO will also seek volunteer opportunities locally and abroad.

Article III. Membership

**Section 1.** All students at the University of Maryland School of Social Work are eligible for membership in ISWO.

**Section 2.** Those who cannot attend scheduled meetings may maintain membership through participation in ISWO activities and by staying informed through regular contact with officers and other members.

Article IV. Officers

**Section 1.** Number and title: The officers of ISWO shall be two Co-chairs, a Secretary, and a Treasurer.

**Section 2.** Election of ISWO officers: ISWO shall be elected by the student members of the organization. Elections will be announced to members through two avenues as well as through scheduled meetings. Students wishing to run for office shall make their intentions known to one of the current officers in writing by the designated election deadline. Nominations must be received by the third Wednesday in April. Ballots shall be places in mailboxes of ISWO members. Completed ballots must be returned to the appropriate officer by the last Friday of April. Members will be notified of elections results no later than the first Friday in May.

**Section 3.** Vacancies: Any office that is vacant after the formal election process can be temporarily filled by the nomination of members of ISWO and will be approved be a majority vote.

**Section 4.** Elected office requirements: ISWO officers must attend scheduled ISWO meetings, maintain a membership status with a minimum of six (6) credit hours throughout the term, and maintain a GPA of 3.0. If an officer is unable to attend a meeting, the officer should give two (2) days’ notice to the other officers. At least one of the officers shall represent ISWO at the monthly SGA General-body Meetings.

**Section 5.** Duties of officers: The duties of the officers of ISWO shall be to work as a team in serving ISWO and the School of Social Work.

(a) Co-chairs of ISWO shall share the jobs of:

1. Presiding at all meetings of ISWO.

2. Being an official representative of ISWO at the University of Maryland

School of Social Work.

3. Collaborating in leadership for the organization.

4. Preparing the agenda for each meeting.

5. Supervise the work of the secretary and treasurer. (b) The Vice-President shall:

1. Preside at meetings in the absence of both Co-chairs.

2. Be an official representative of ISWO at the University of Maryland

School of Social Work in the absence of both Co-chairs.

3. Collaborate in leadership for the organization.

4. Be responsible for advertising each ISWO meeting via SSW Daily

Bulletin.

5. Make logistical arrangements for scheduled ISWO meetings. (c) The Secretary of ISWO shall:

1. Be responsible for taking and recording the minutes of all ISWO meetings

and distributing the minutes to members and all SGA organizations prior to the next meeting. All members are asked to contribute to the organization by taking on the responsibility of recording the minutes.

2. Maintain a file of all ISWO minutes, correspondence, fliers, advertisements, etc, from each academic year in the organization’s file drawer in the SGA office.

3. Take attendance at each meeting.

4. Maintain a membership list to include members’ names, email addresses,

mailbox numbers, phone numbers, and addresses. (d) The Treasurer of ISWO shall:

1. Give an oral financial report at each meeting of ISWO.

2. Be responsible for coordinating reimbursements for ISWO members.

3. Periodically inspect and confirm the financial reports via SGA Treasurer.

4. Develop a member-approved budget for ISWO prior to the first SGA

meeting held each semester.

**Section 6.** Removal from office: Any officer who fails to maintain the qualifications for an officer as stated in Section 4 or their respective duties as stated in Section 5, or who have performed contrary to the goals of ISWO and the University of Maryland School of Social Work, may be removed from office by the following procedure:

(a) A petition bearing the charges against the accused officer and signed by no less than one-third of the current ISWO members.

(b) A Review Board, composed of the SGA Executive Board and three (3) members of ISWO will review charges brought against the accused officer. That officer shall have an opportunity to view the charges against him/her and may appeal his/her case before the meeting of the Review Board. The

meeting of the Review Board shall make a recommendation to ISWO no later than the second meeting following the filing of the petition.

(c) The accused officer will have an opportunity to appeal to ISWO before an impeachment vote is taken. A two-thirds ballot vote is required for impeachment; any lesser vote shall reject the petition of impeachment.

**Section 7.** ISWO Officers’ involvement in other student organizations

(a) No officer of ISWO shall seek to be a member of the Executive Board of

SGA.

(b) No officer of ISWO shall seek to be an officer in any other student organization of the University of Maryland School of Social Work but a student can opt to be a member of an SGA Affiliate Organization.

Article V. Meetings

**Section 1**. Monthly meetings: The office shall have at least one general meeting each month; dates for scheduled meetings are to be decided by ISWO members.

**Section 2.** Procedure: Group decisions shall be made according to the following guidelines:

(a) A proposal for the group’s consideration may be presented by any member, group of members, or officer;

(b) There will be a time allowed for discussion among group members and officers.

(c) Decisions shall be made by a majority vote of hands of members and officers attending the meeting at which the vote is taken.

(d) Any member wishing to talk about an issue may contact a Co-chair to add the item to the agenda prior to a scheduled meeting.

Article VI. Finance

**Section 1.** ISWO shall receive $1,000 each semester from SGA. The SGA Treasurer monitors the expenses incurred by ISWO.

**Section 2.** Fund usage: the use of ISWO funds must be approved by ISWO membership.

**Section 3.** Leftover funds: Funds leftover from the Fall semester via ISWO shall carry over to the Spring semester and any unused funds from the spring semester will be returned to the SGA General Budget.

Article VII. Faculty Advisor

**Section 1.** Communications: The Faculty Advisor will be made aware of decisions made at ISWO meetings, as well as anything scheduled by the officers via meeting minutes, email, discussion, or other agreed upon form of communication.

**Section 2.** Monthly meetings: The Faculty Advisor shall be available once a month the meet with any or all officers. The Faculty Advisor should be informed of the scheduled meeting at least two weeks before the scheduled date or any other length of notice agreed upon by the Advisor and officers.

**Section 3.** Emergency meetings: The Faculty Advisor can request emergency officer meetings to discuss issues/concerns with at least two weeks of notice to the officers, or any other agreed upon length of time for notice.

**Section 4.** Student support: The Faculty Advisor shall be available to provide student guidance and support to address issues related to ISWO.

Article VIII. Amendments

**Section 1.** Proposed amendments: Amendments to this Constitution must be presented in writing to the officers. Such proposal shall be included in the next ISWO meeting agenda for consideration.

**Section 2.** Provision of Notice: The officers of ISWO are responsible for posting notice of the proposed amendments via any campus media that will provide sufficient notice of the proposed change to the members of ISWO.

**Section 3.** The members may add the proposed amendment to the Constitution upon acceptance of majority ballot vote.

**BY-LAWS**

Article I. Relationship with the Student Government Association

**Section 1.** ISWO, along with other student organizations of the University of Maryland School of Social Work, fall under the guidance of the Student Government Association (hereafter referred to as the SGA).

**Section 2.** ISWO shall provide the SGA with the organization’s constitution and by-laws by (updated as necessary), budgets, Faculty Advisor(s) name(s), and a current list of officers to be recognized as Student Government affiliated Student Organization. This information will be turned in at the first SGA Genera-body Meeting in the fall semester.

**Section 3.** ISWO shall review and update its Constitution and By-laws each academic year. Revisions will be presented at an SGA meeting, requiring a quorum to review and vote.

**Section 4.** ISWO shall further provide SGA and the Assistant Dean for Student Affairs

activity plans, and day, time, and place of organization’s scheduled meetings.

**Section 5.** At least one ISWO officer (ISWO member if officer is not available) must attend all monthly SGA General-body Meetings unless prior notification has been given to an SGA representative.

**Section 6.** All ISWO funds must be utilized for activities that are relevant to course of study and advancement of the University of Maryland School of Social Work. These activities must be advertised to and be open to all registered students of the University of Maryland School of Social Work.

**Section 7.** ISWO must publicize all meetings and events to the students of the University of Maryland School of Social Work.

**Section 8.** Neither students at the University of Maryland School of Social Work nor any interested participants from other schools within the University of Maryland or the community at large can be refused from attending an ISWO Event.

**Section 9.** Funds will not be allocated to ISWO unless it has complied with Article I, Sections (b) through (h).

**Section 10.** ISWO may not request additional funding from SGA unless it has complied with rules stated in Article I, Sections (b) through (h).

Article II. Fund usage

**Section 1.** Copies of ISWO budgets shall be forwarded to the Assistant Dean of Student Affairs, and the ISWO Faculty Advisor, and the SGA Treasurer via SGA Executive Board.

**Section 2.** ISWO events that incorporate food or refreshments can be attended by staff and administration who should be prepared to pay a fee for attending the event with the exception of Faculty Advisors who have been identified by the ISWO.

**Section 3.** If ISWO does not foresee utilizing more than 75% of its budget per semester, it should be noted that unused funds during the Fall semester will roll over to the Spring semester and any unused funds in the Spring semester will be returned to SGA General Budget.

**Section 4.** The ISWO is allocated $1000 per semester for program activities. Upon the conclusion of the academic year, funds are returned to SGA.

**Section 5.** If the organization does not submit its budget as described in Article I (1), then ISWO must submit written requests, at least two weeks prior to a planned event to receive SGA funds. Such requests will be reviewed and voted on at monthly SGA General-body meetings by a 2/3 vote of the SGA’s Executive Board and any students of the University of Maryland School of Social Work in attendance at that meeting.

**Section 6.** In attempting to secure a guest speaker for an event, SGA requests ISWO to negotiate a reasonable fee so as to reduce the excessive use of SGA funds for this purpose.

**Section 7.** ISWO, along with all other student organizations, can request any and all funds available to the SGA for events that incorporate the students of the University of Maryland School of Social Work or other student affiliated organizations on campus.

Article III. Public Relations

**Section 1.** All events and meetings should be publicized at least 2 weeks in advance

within the University of Maryland School of Social Work utilizing at least two or more of the following:

(a) The SSW Daily Bulletin and/or Social Connection

(b) ISWO and SGA’s bulletin board

(c) Fliers

(d) Email

(e) University of Maryland School of Social Work monitors

(f) The Student Connection

(g) The Voice (campus newspaper) (h) USGA News

**Section 2.** ISWO shall properly maintain its bulletin board through the school year. **Section 3.** Fliers for special events cannot be posted on the entry doors of the University of Maryland School of Social Work, in the elevator within the school or on painted surfaces.

**Section 4.** Fliers must be removed after the event has taken place.

**Section 5.** ISWO can be fined if it does not comply with Article III, sections 1- 4.

**Section 6.** Copies of all fliers should be filed with the SGA and Office of Student Affairs for future use and/or reference.

Article IV. Organization Access in the School

**Section 1.** ISWO shall be provided with its own bulletin board within the University of Maryland School of Social Work on which it may announce events, provide information, and communicate with its members and the general student and faculty body.

**Section 2.** At least one officer of ISWO shall be provided with a key to the SGA office.

**Section 3.** ISWO shall have its own storage space as well as file drawer within the SGA office. Copies of minutes, fliers, advertisements, correspondence, updated constitutions, member lists, or other documents from each academic year must be stored in the ISWO files. The Secretary of ISWO, as overseen by the Co-chairs shall maintain this file.

**Section 4.** ISWO shall have a page within the University of Maryland School of Social Work’s website. ISWO officers should update the page with changes in the Constitution when updated, for planned events, summaries of activities, and for scheduled meetings.

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