**CONSTITUTION FOR THE MACRO STUDENT UNION**

**UNIVERSITY OF MARYLAND SCHOOL OF SOCIAL WORK**

**Article I. Name of the organization**

The name of this organization shall be the Macro Student Union of the University of Maryland School of Social Work, also known as MSU.

**Article II. Purpose of organization**

The purpose of the MSU shall be to encourage greater knowledge and awareness of macro social work, increase macro social work opportunities for students, and support networking among fellow students and macro practitioners within the broader social work community. To achieve this purpose, the MSU shall provide a community and forum for students to explore and meet others interested in macro practice, host and promote macro social work events on campus, work with school faculty and administration to encourage continued development of macro opportunities and study within the school’s curriculum while furthering the visibility of said curriculum, and collaborate with other faculty and student groups to design activities for students that include macro social work practice components.

**Article III. Membership**

*Section 1: Membership Eligibility.* Membership is open to all students at the University of Maryland School of Social Work who share an interest in or are curious about macro social work practice. Students of all concentrations and specializations are welcome.

**Article IV. Leadership Council**

*Section 1: Positions and Duties.* A leadership council will be established at the beginning of each school year, however all members are encouraged to become a part of the administration and engage in leadership and decision-making with the leadership council. The council chairs of MSU and their duties shall be as enumerated in sub-sections a through e below.All officers of MSU shall work together and with the other members in furthering the mission of the MSU organization.

(a) Co-chairs shall:

1. Preside over all meetings of MSU.
2. Act an official representative of MSU of the University of Maryland School of Social Work.
3. Collaborate in leadership for the organization.
4. Prepare the agenda for each meeting.
5. Attend all SGA meetings on behalf of MSU, or find an appropriate representative should none of the chairs be able to attend
6. Attend all Macro Faculty Committee Meetings, or find an appropriate representative should none of the chairs be able to attend
7. Assist at MSU events and activities

(b) The Communications Chair shall:

1. Be responsible for taking and recording the minutes of all MSU meetings and distributing the minutes to members and all SGA organizations prior to the next meeting.
2. Help maintain a file of all MSU minutes, correspondence, fliers, advertisements, etc. from each academic year in the organization's file drawer within the SGA office.
3. Take attendance at each meeting.
4. Maintain a membership list to include members' names, email addresses, phone numbers and addresses.
5. Chair the meeting in the absence of both Co-chairs.
6. Assist at MSU events and activities

(c) The Social Media and Website Chair shall:

1. Be responsible for taking and recording the meeting minutes in the absence of the Communications Chair.
2. Develop and maintain an online presence for MSU on Facebook and other applicable social media to provide an online space for the sharing of information among members
3. Work with the Dean of Student Affairs to develop and maintain a webpage for MSU as part of the University of Maryland School of Social Work website.
4. Work with the Marketing and Event Chair to post all advertisements for MSU events and activities online and through social media
5. Help maintain a file of all MSU minutes, correspondence, fliers, advertisements, etc. from each academic year in the organization's file drawer within the SGA office in conjunction with the Communications Chair and Social Media and Website Chair.
6. Assist at MSU events and activities

(d) The Marketing and Event Chair shall:

1. Be responsible for taking and recording the meeting minutes in absence of the Communications Chair and Social Media and Website Chair.
2. Advertise each MSU meeting through at least two mediums on campus and develop electronic advertising for events in conjunction with the Social Media and Website Chair.
3. Reserve a room for each MSU meeting.
4. Lead in coordinating all MSU events and activities in conjunction with the other council chairs.
5. Help maintain a file of all MSU minutes, correspondence, fliers, advertisements, etc. from each academic year in the organization's file drawer within the SGA office in conjunction with the Communications Chair and Social Media and Website Chair.

(e) The Finance Chair shall:

1. Develop a member-approved budget for MSU prior to the first SGA meeting of each semester
2. Give an oral financial report at each meeting of MSU.
3. Coordinate reimbursements for all members with MSU related expenses.
4. Periodically inspect and confirm the SGA Treasurer’s reports.
5. Ensure accurate accounting of the finances of MSU
6. Assist at MSU events and activities

*Section 2: Determination of Council Chairs.* Student members may be elected or appointed to any of the council positions and may serve for a period of one year. They may be re-elected or re-appointed so long as they remain a student at the University of Maryland School of Social Work. No student shall fill more than one seat on the council unless in the event of a vacancy on the council, in which case, all reasonable efforts should be made to fill the vacancy as soon as possible by a student member not already serving on the council.

*Section 3: Council Chair Requirements:* MSU council chairs must attend scheduled MSU meetings, maintain membership status with a minimum of six (6) credit hours throughout the term, and be in good academic standing with a minimum GPA of 3.0. If a council chair is unable to attend a meeting, the council chair must give two days notice to other members of the council.

*Section 4: Removal from Office:* Any member of the council who fails to maintain the qualifications as stated in Section 3 or their respective duties as stated in Section 1 or who have performed contrary to the goals of MSU and the University of Maryland School of Social Work may be removed from office by two-thirds vote of the council chairs.

**Article V. Amendments to this Constitution**

Any member of the MSU may propose amendments to this Constitution. Proposed amendments shall be distributed to all members prior to discussion at a scheduled meeting. Approval shall be by majority vote of all the members.