

Masters of Social Work Student Organization at the Universities at Shady Grove (MSW_SO at USG)

PREAMBLE

We, the students of the University of Maryland School of Social Work, pledge to provide a unified organization that is capable of planning and executing college functions, voicing its opinion, and aiding in the implementation of programs planned in accordance with the wants and needs of the student body. We commit ourselves to providing a proper educational and social atmosphere for the University of Maryland School of Social Work, instituting or complementing extra-curricular activities, creating a comprehensive and varied slate of activities, ensuring and protecting the rights of students matriculated at the University of Maryland School of Social Work as guaranteed by the constitution and laws of the United States of America. Finally, we will work to make the University of Maryland School of Social Work an integral part of the Montgomery County community and the state of Maryland. It is with these principles and promises in mind that we ordain and establish this constitution of the MSW_SO at USG of the University of Maryland School of Social Work, hereby dedicating ourselves as members of the MSW_SO at USG

CONSTITUTION

ARTICLE I. Name of the organization.

The name of this organization shall be the Masters of Social Work Student Organization at the Universities at Shady Grove (MSW_SO at USG) of the University of Maryland School of Social Work.

ARTICLE II. Purpose of organization.

Purpose:

The University of Maryland School of Social Work, MSW_SO at USG dedicated to enhancing both the University of Maryland School of Social Work and the Universities at Shady Grove student experience. Members of this group engage in community outreach, social events, inter-professional development, learning enrichment, and networking opportunities. Members of this group meet regularly and plan events that are both meaningful and representative of the values for the University of Maryland School of Social Work and the Universities at Shady Grove.

Mission:

Our mission is to enrich the UMB and USG student experience, by partnering with student organizations at UMB and USG, advocating and participating in community outreach and engaging in inter-professional development. MSW_SO at USG will serve as a communication link between both schools continually striving to improve the MSW student experience at USG. The organization is partially funded from student activities fees, which are disbursed to SSW supported student organizations for promotion of the organization's goals. This organization operates jointly under USG and UMB's Office of Student Services (OSS) and the Assistant Dean for Student Services.

Meeting dates and times are announced weekly in the School of Social Work's [Daily Bulletin](#) and USG Weekly.

ARTICLE III. Membership

Section 1. All students (hereafter referred to as the General Assembly) enrolled at the University of Maryland School of Social Work for six (6) credits or more or pursuing dual degrees simultaneously in conjunction with another school within the University of Maryland system are eligible to vote or can be considered as a candidate for elected offices of all recognized student organizations and school committees.

ARTICLE IV. Executive Board

Section 1. The officers of the MSW_SO at USG shall be the President, Vice President of Community Engagement, Vice President of Student Enrichment, Secretary, and Treasurer. These five positions will comprise the Masters of Social Work Student Organization Executive Board. The Executive Board shall have the authority to make temporary and emergency decisions that are vital to MSW_SO at USG business. The Executive Board will meet once each month, or more in the case of emergency.

Section 2. The student body of the University of Maryland School of Social Work shall elect the officers of the MSW_SO at USG Executive Board. Officers shall be elected each spring with date and guidelines, non-discriminatory in any way, set by a committee within the current MSW_SO at USG. Election guidelines shall be available a minimum of one month prior to the beginning of the campaign period. The campaign period shall be limited to the 14 days preceding the posted election date. Candidates running for office cannot participate in or speak to the election committee about the guidelines of the election other than to obtain those guidelines from the election committee.

(a) All candidates must be current University of Maryland School of Social Work students enrolled in a credit course with the understanding that they must attend the fall and spring semesters with a minimum of six (6) credit hours or be pursuing dual degrees simultaneously in conjunction with another school within the University of Maryland system.

(b) All Executive Board candidates must have a cumulative grade point average of at least 3.0 in college credit courses and must maintain this status for the entire term in office.

(c) The election committee for each election will set dates, campaign guidelines, and balloting hours.

The election committee chairperson will administer the election, and supplies will be provided by MSW_SO at USG. Unless otherwise decided by the MSW_SO at USG, the Secretary shall assume the role of election committee chairperson.

(d) A simple majority of ballots cast will be required to elect each officer.

(e) The term of office shall be for one year beginning at the meeting immediately following the election.

Section 3. Any office that is vacant after the formal election process may be filled by the simple nomination of a voting member of the General Assembly and an approval by a vote of two-thirds of the voting members present at any MSW_SO at USG meeting.

Section 4. Executive Board officers must attend monthly meetings, maintain membership status with a minimum of (6) credit hours or enrollment in a dual degree program within the University of Maryland system throughout the term, and be in good academic standing (maintain a 3.0 and not be at academic risk)

Section 5. The duties of the Executive Board officers shall be to serve the General Assembly as parliamentarian, guided minimally by the MSW_SO at USG constitution, Student Government Association (SGA) bylaws, and all rules and policies of the University of Maryland School of Social Work.

(a) The President of the MSW_SO at USG shall:

- 1) Preside at all meeting of the MSW_SO at USG and Executive Board.
- 2) Be an official representative of the students of the University of Maryland School of Social Work at Shady Grove.
- 3) Be a non-voting member of the MSW_SO at USG and Executive Board. The President shall, however, have the right to vote to break a tie.
- 4) Appoint voting members to all committees, but can have appointments of committee members over-ruled by a majority of the MSW_SO at USG.
- 5) Periodically inspect and confirm the Financial Advisor's Reports.

(b) The Vice President of Community Engagement of the MSW_SO at USG shall:

- 1) Assume Presidential duties in absence of the President.
- 2) Serve as coordinator of all MSW_SO at USG committees pertaining to the Community at large including the Universities at Shady Grove.
- 3) Be given automatic voting member status and Executive Board membership upon being elected to office, except when fulfilling the duties of the MSW_SO at USG President.
- 4) Be an official representative of the MSW_SO at USG and the students of the University of Maryland School of Social Work.

(c) Vice President of Student Enrichment of the MSW_SO at USG shall:

- 1) Assume Presidential duties in absence of the President and the Vice President of Community Engagement.
- 2) Serve as coordinator of all MSW_SO at USG committees pertaining to MSW students including the Universities at Shady Grove.
- 3) Be given automatic voting member status and Executive Board membership upon being elected to office, except when fulfilling the duties of the MSW_SO at USG President.
- 4) Be an official representative of the MSW_SO at USG and the students of the University of Maryland School of Social Work.

(d) The Secretary of the MSW_SO at USG shall:

- 1) Record the minutes of all MSW_SO at USG and Executive Board meetings and distribute them one week prior to the next MSW_SO at USG meeting.
- 2) Take attendance at the MSW_SO at USG meeting.
- 3) Be given automatic voting member status and Executive Board membership upon being elected to office, except when fulfilling the duties of the MSW_SO at USG President.
- 4) Assume presidential duties in the absence of the President, Vice-President of Community Engagement, and Vice-President of Student Enrichment.

5) Insure and maintain a proper record system for internal MSW_SO at USG use, as well as for public inspection.

6) Be responsible for all correspondences with anyone outside of the MSW_SO at USG , as approved and ordered by the MSW_SO at USG.

7) Check all incoming messages to the MSW_SO at USG e-mail address and notify appropriate officers when their response to a message is required.

8) Maintain and initiate all communication between MSW_SO at USG and the student body, including event fliers, submissions to the daily bulletin and social media.

(e) The Treasurer of the MSW_SO at USG shall:

1) Be responsible and accountable for the recording and processing of all MSW_SO at USG reimbursement forms to the SSW Accounting Office (via the Office of Student Services).

2) Submit a copy of the MSW_SO at USG Budget Report to the Assistant Dean of Student Services

3) Be cognizant of the MSW_SO at USG limitations to student organization funds as determined during the initial MSW_SO at USG meeting in September of each year.

4) Give an oral financial report at each meeting of the MSW_SO at USG and Executive Board.

5) Be given automatic voting member status and Executive Board member upon being elected to office, except when fulfilling the duties of the MSW_SO at USG President.

6) Assume Presidential duties in the absence of the President, Vice-President of Community Engagement, Vice-President of Student Enrichment, and Secretary.

Section 6. 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 the MSW_SO at USG may be removed from office by the following procedure:

(a) A petition bearing charges against the accused officer must be signed by no less than one-third of the current voting membership of the Executive Board of the MSW_SO at USG.

(b) An SGA Student Review Committee will review charges brought against the accused officer. That officer shall have an opportunity to view the charges against him/her and will have an opportunity to appeal his/her case before the meeting of the committee. The SGA Student Review Committee shall then make a recommendation to the SGA no later than the second meeting following the filing of the petition.

(c) The accused officer will have an opportunity to appeal to the SGA before an impeachment vote is taken. A two-thirds vote is required for impeachment. Any lesser vote shall result in the rejection of the petition of impeachment.

Section 7. Officers' involvement in student organizations or positions:

(a) No officer shall seek to be a student representative for other organizations at the University of Maryland School of Social Work while serving as an officer of the MSW_SO at USG.

(b) The President of MSW_SO at USG may not take the position of any other offices in any student organization recognized by the SGA or Universities at Shady Grove.

ARTICLE V. MSW_SO at USG

The President shall serve as moderator of all MSW_SO at USG meetings.

(a) Each member shall automatically have one vote, with the exception of the President, who shall vote only to break a tie.

(b) Meetings will be held monthly, on the second Friday of the month. (September through December and January through May)

ARTICLE VI. Meeting

Section 1. The new officers shall publish a monthly meeting time for the following school year to the close of the summer term. This schedule shall be posted no later than the second week of the fall semester. This meeting time will remain in effect unless changed by a majority vote of the current MSW_SO at USG.

Section 2. The procedural rules governing the MSW_SO at USG meeting of the shall be Roberts Rules of Order or available Parliamentary Procedures.

Section 3. The President may call for special meetings at regularly scheduled meetings, subject to approval by a quorum, including Executive Board members, at any MSW_SO at USG meeting.

Section 4. Any executive officer may call a special mandatory meeting of the Executive Board members as long as all Executive members are notified at least two (2) weeks in advance. Decisions can be made at this meeting with a 2/3 vote of attending members. Information from a special board meeting must be presented to the General Assembly within seven (7) days of the Special Executive Board meeting.

Section 5. The General Assembly of the University of Maryland School of Social Work and at least 2/3 of the members of the Executive Board present at any scheduled meeting shall constitute a quorum for the transaction of business.

ARTICLE VII. Finance

Section 1. The MSW_SO at USG shall be operated exclusively for the purposes of education and student and community service, and shall be exempt from taxation under section 501 (a) and described in Section 501 (a) (3) in the Internal Revenue Code.

Section 2. Partial Funds for operation will be obtained from a portion of the student activity fees paid by each University of Maryland School of Social Work student. Student Organizations can request co-sponsorship of events by the SGA or other student organizations.

Section 3. The budget for each organization must be submitted to the SGA Treasurer by the first week of October for the Fall semester. For the Spring term, the budget should be submitted by the first week of February. Organizations are allocated \$500.00 (via the SGA budget) for each semester. All funds will be distributed by the SGA to fund activities that complement and enhance the missions and goals of SGA

affiliate organizations and the educational experience of all University of Maryland School of Social Work students.

ARTICLE VIII. Faculty Advisor

Section 1. The Faculty Advisor shall be available to provide student guidance and support to address MSW_SO at USG issues.

Section 2. The Faculty Advisor will be made aware of decisions made by the MSW_SO at USG at meetings or any Executive Board Meetings, Special Meetings, and affiliated Committee Meetings via minutes, email, discussion with SGA Executive Board members, or other agreed upon forms of communication.

Section 3. The Faculty Advisor shall be available at least once a month to meet with any/all Executive Board members. The date for this meeting shall be provided to the Faculty Advisor with at least two (2) weeks notice, or it will be pre-arranged upon commencement of the Fall semester.

Section 4. The Faculty Advisor can request emergency executive meetings to discuss issues/concerns with at least one week of notice to Executive Board members.

ARTICLE IX. Amendments

Section 1. Amendments to this constitution must be presented in writing to the Executive Committee. Such proposals shall be included in the business of the next regular SGA meeting for consideration. Action on such proposed amendments shall be taken at the following regular SGA meeting.

Section 2. Provision of Notice: The Executive Committee is responsible for posting notice of the proposed amendment(s) via any campus media that will provide sufficient notice of the proposed change to the students of the University of Maryland School of Social Work.

Section 3. The proposed amendment(s) may be added to the constitution upon acceptance of one over majority votes cast of a quorum.