

# Constitution of the Associated Students of Social Work

## **Graduate School of Social Work (GSSW), University of Utah**

(Accepted by ASSW Student Council March 30 2001 -- Ratified by full ASSW Membership April 24, 2001)

### **Article I - NAME**

This organization shall be named the Associated Students of Social Work of the University of Utah Graduate School of Social work, known herein as the **ASSW**.

### **Article II - PURPOSE**

It shall be the purpose of this organization to:

- a. Provide opportunities for educational enrichment.
- b. Promote effective communication among the student body, faculty, administration and the community.
- c. Provide a structure for students to actively take part in school policy-making.

### **Article III - MEMBERSHIP**

Membership shall be open to all students (Masters or Ph.D.) enrolled in the Graduate School of Social Work. All students shall be members of ASSW and be eligible for any office or position within the organization.

### **Article IV - OFFICERS**

*Section 1.* The Student Council will represent the ASSW by holding office and carrying out the duties in a manner for which they are elected or appointed (according to Section V). These positions are to be for a one-year period of time except for the SAC Representative. Unless otherwise indicated (such as Ph.D. and 1<sup>st</sup>-year MSW representatives), Student Council positions are held by second-year MSW students. Each individual official member of the Student Council shall have one vote on Council business and motions. The Student Council shall be composed of the following Officers:

- a. A shared Presidency consisting of two Co-Presidents
- b. Secretary
- c. Communications Officer
- d. Financial Officer
- e. Student Advisory Committee (SAC) Representative
- f. ASUU Representative
- g. Senate Representative (ASUU)
- h. National Association of Social Workers (NASW) Representative
- i. Academic Advisory Representative
- j. Native American Student Council Representative
- k. Historian

- l.* A shared Social Chair, consisting of two Co-Social Chairs.
- m.* A Ph.D. student representative
- n.* Two first-year MSW student representatives
- o.* Member at Large
- p.* Non-voting faculty representative

*Section 2.* The Co-Presidents, with the advice and 51% majority approval of the entire Student Council, shall have the power to create and fill by appointment any additional positions, fill by appointment any vacated positions, as well as delete any positions, for the term of their office, that they deem necessary to carry out the goals of the organization.

## **Article V - ELECTIONS**

*Section 1.* The Co-Presidents, Secretary, Communications Officer, Financial Officer, Historian, NASW Representative, Senate Representative and Co-Social Chairs shall be chosen in an annual election held during spring semester. Those elected will assume office at the end of the spring semester. A single election can suffice for all offices, with the highest vote receiver declared winner. In the positions of Co-Presidents and Co-Social Chairs, candidates run individually for elections (not as running mates), and the two candidates with the most votes will serve together. In the other non-shared positions, where there are more than two candidates, a runoff election may be held to break a tie.

*Section 2.* Election of the ASUU Representative shall be primarily subject to the ASUU Election Committee rules, and secondarily subject to Article V, section 1, of this Constitution. If ASUU Election Rules apply to any other positions, such as Senate or SAC Representative, the ASUU Rules and Policies shall be followed.

*Section 3.* The Ph.D. Student Representative shall be chosen by the constituency of all Ph.D. students no later than the second week in November of the current year of the active Council, or else that position shall be appointed by the Co-presidents with 51% approval of the Student Council (see Article IV, Section 2).

*Section 4.* The two first-year MSW Representatives shall be chosen by their cohort no later than the second week in November of the current year of the active Council, or else those positions shall be appointed by the Co-presidents with 51% approval of the Student Council (see Article IV, Section 2).

*Section 5.* Election of the Student Advisory Committee (SAC) Representative shall take place within forty-five (45) calendar days of the first day of classes of the fall semester. This representative shall be elected from the first year master's level class for a two-year term. The current SAC Representative shall conduct that election according to the University of Utah, ASUU Student Advisory Committee Handbook.

*Section 6.* The position of the Native American Representative is designated to ensure the vitality and representation of students recruited into the Native American Program, which is a special focus of GSSW. Consequently, the Native American Representative shall be chosen by the entire ASSW Native American constituency only, no later than the second week in

November of the current year of the active Council, or else that position shall be appointed by the Faculty Advisor to the GSSW Native American Program, with 51% approval of the Student Council.

*Section 7.* The non-voting faculty representative is to be selected by majority vote of the Student Council. For the sake of continuity, it is recommended that this position be filled with the same faculty or administrator from the previous Student Council term, if possible.

*Section 8.* The Academic Advisory Representative shall be appointed by the Co-presidents with 51% approval of Student Council (see Article IV, Section 2).

*Section 9.* Upon request of at least ten (10) students from the represented class, a confirmation election must be held for any of these representatives. Confirmation shall require 51% of the votes cast.

*Section 10.* Should an elected Student Council position be vacated prior to conclusion of the term of office, the Co-Presidents shall call for nominations and conduct an election by the full ASSW membership to fill the position in a timely manner. If the delay required for an election causes undue interference to the operations and duties of the Student Council, the Co-Presidents may fill the position by appointment, subject to 51% approval of the Student Council (see Article IV, Section 2).

## **Article VI - DUTIES OF THE OFFICERS**

The Student Council duties of each officer shall be as follows:

*Section 1.* The duties of the Co-Presidents shall include:

- a. Presiding at ASSW functions
- b. Through discussion with the Student Council, establishing or terminating relations as appropriate with professional and student organizations.
- c. Through discussion with and approval of the Student Council, appointing individuals to those positions that are non-elect, including Academic Advisory Representative.
- d. Conducting elections, or filling by appointment, elected positions which are vacated prior to expiration of term, according to Article V, Section 10.
- e. Maintaining channels of communication between students and faculty.
- f. Serve as an ASSW Representative on the College Council of the Graduate School of Social Work.
- g. May attend Policy Advisory Board meeting.
- h. Oversee election process of succeeding Student Council per Section V.
- i. Organize orientation for incoming students via Committee per Article VIII.
- j. Oversee graduation planning via Committee per Article VIII.
- k. Responsibility for establishing and operating a system to determine what each appointed representative is doing in his/her committee meetings, and reporting the necessary information to the Student Council.
- l. Responsible for all areas not specifically delegated herein to another person or body.

*Section 2.* The duties of the Secretary shall include:

- a. Recording minutes of Student Council meetings and any meeting requested by a Co-President and all meetings where ASSW business is conducted.
- b. Responsibility for communication between the Student Council and the members of ASSW, such as distributing Student Council meeting minutes via email to all members of ASSW.
- c. Maintaining a file of materials important to ASSW.

*Section 3.* The duties of the Financial Officer shall include:

- a. Preparing budgets as requested by a Co-President.
- b. Coordination of fundraising and other income from all sources, including collaboration with Senate and ASUU Representative positions when relevant.
- c. Familiarity with ASUU financial procedures.
- d. Submit monthly financial report to student council.
- e. Submit all monies to the GSSW financial manager.
- f. Any appropriate duties requested by a Co-President.

*Section 4.* The duties of the SAC Representative shall include:

- a. Represent ASSW student interests in the meetings, duties and activities of Student Advisory Committee.
- b. Obtain funding as appropriate from University SAC funding sources.
- c. Conduct faculty and course evaluations, and participate in RPT process according to ASUU guidelines.
- d. Conduct elections to choose successor.
- e. In all matters, the SAC Representative will adhere to and abide by the guidelines of the ASUU Student Advisory Committee Handbook.

*Section 5.* The duties of the ASUU Representative shall include:

- a. Act as liaison between ASUU and ASSW;
- b. Support and represent the ASSW at the ASUU level.
- c. Attendance of all meetings of ad hoc or standing committees to which assembly members are duly assigned: monthly ASUU Assembly meetings, and ASUU committee meetings;
- d. Generate and aid flow of legislation in the ASUU Assembly, specifically to aid flow of funds to student groups.

*Section 6.* The duties of the Senate Representative for the ASSW Senate shall include:

- a. Act as liaison between ASUU and ASSW;
- b. Support and represent the ASSW at the ASUU level.
- c. Attendance of all meetings of ad hoc or standing committees to which Senate members are duly assigned: monthly ASUU Assembly meetings, meetings of ASUU Senate, and ASUU committee meetings;
- d. Generate and aid flow of legislation in the ASUU Assembly, specifically to obtain funding for ASSW budget.

*Section 7.* The duties of the National Association of Social Workers (NASW) Representative shall include:

- a. Act as liaison between NASW and the Student Council;
- b. Work with the NASW director in building NASW membership among students.

*Section 8.* The duties of the two First-Year Representatives shall include:

- a. Act as liaison between the First-Year student cohort and the Student Council;
- b. Work with the Student Council to initiate or support any projects or issues that may be beneficial to First-Year Students.

*Section 9.* The duties of the Ph.D. Representative shall include:

- a. Act as liaison between the Ph.D. student constituency and the Student Council;
- b. Work with the Student Council to initiate or support any projects or issues that may be beneficial to Ph.D. students.

*Section 10.* The duties of the Native American Representative shall include:

- a. Act as liaison between the Native American student constituency and the Student Council;
- b. Work with the Student Council to initiate or support any projects or issues that may be beneficial to Native American students.

*Section 11.* The duties of the Academic Advisory Representative shall include:

- a. Familiarity with the administration and grievance structure of the school in order to pass this information on to students;
- b. Participate as official member of the Student Misconduct Committee, an ad hoc committee of the GSSW School Council;
- c. Act as support and counsel for students;
- d. Act as mediator in student/faculty disputes.

*Section 12.* The duties of the Historian shall include:

- a. Complete picture board of student pictures in GSSW building lobby;
- b. Documenting the accomplishments, projects, and events of current ASSW students;
- c. Planning and producing a Year Book, if desired by graduating MSW class.

*Section 13.* The duties of the Communications Chair shall include:

- a. Provide for the publication of the newsletter or other relevant forms of communication within and between all student cohorts, faculty and staff.
- b. Represent the Student Council at appropriate committee meetings per Article VIII.
- c. Act as liaison to any and all other committees or groups within GSSW in order to receive minutes or news and keep the Student Council duly informed.

*Section 14.* The duties of the Co-Social Chairs shall include:

- a. Plan and implement programs and events to build and maintain cohesion and moral among the members of ASSW;
- b. Plan and implement fundraising programs and events, in coordination with the Financial Officer, to raise funds for the activities ASSW.

*Section 15.* The duties of the Member at Large shall include:

- a. Represent student interests on the Student Council that are otherwise under-

- represented;
- b. Participate in the Student Council and ASSW committees and activities that may need extra assistance.

*Section 16.* The duties of the Non-voting Faculty Representative shall include:

- a. Serve as liaison between ASSW, the Student Council, and the faculty;
- b. Provide input to the Student Council that is intended as guidance to maintain continuity and efficiency of programming between years and Student Council terms.

## **Article VII - MEETINGS**

*Section 1.* The Student Council of the ASSW shall meet at the call of the Co-Presidents, as often as necessary to realize the purpose of the organization.

*Section 2.* The Co-Presidents shall call a meeting of the entire membership of the ASSW as often as necessary to promote the objectives of ASSW.

## **Article VIII - COMMITTEES**

*Section 1.* The Co-Presidents of the Student Council shall be responsible for organizing, in the most democratic, inclusive, and efficient way possible, Student Committees to carry out certain tasks and planning objectives not determined by or covered in the specific duties of Student Council positions. Such committees are to be determined by the Student Council, and may include a Matriculating Student Orientation Planning Committee, a Diversity Conference Planning Committee, and a Graduation Planning Committee.

*Section 2.* All Student Committees, with the exception of the Student Misconduct Committee and other such committees in which members are elected or appointed, will be formed in an inclusive way such that any and all members of the ASSW may participate as they wish.

*Section 3.* If Student Committees fail to adequately consider and follow general ASSW student input and preferences in a democratic way, then the decisions and proposals that issue from that committee will be subject to a majority vote of approval from the Student Council.

## **Article IX - AMENDMENT OF THE CONSTITUTION**

The constitution may be amended by presenting the proposed amendment in writing to the membership with a ballot attached, two-thirds of the members voting being required to pass an amendment.

## **Article X – ETHICAL GUIDELINES**

*Section 1.* All members of the ASSW shall conduct themselves in accordance with the National Association of Social Work (NASW) Code of Ethics.

*Section 2.* Alleged violations of ethical misconduct may result in an investigation by the Student Misconduct Committee.