**Social Work Association Constitution of Westfield State University**

Article I

Name:

Section 1: This organization shall be known as the Social Work Association of Westfield State University, (hereby referred to as S.W.A).

Article II

Purpose:

Section 1: The primary purpose of the Westfield State University Social Work Association is to provide members of the club with information and experiences pertaining to the field of social work. The club will strive to provide members with activities and information that will be valuable to all of its members and the community with volunteer work.

Article III

Membership:

Section 1: Membership shall be open to all full-time and part-time undergraduate students of the university who have paid their student activities fee for the current academic semester.

Section 2: Members are considered to be active if they attend and participate in sixty-seven percent (67%) or two-thirds (2/3) of club meetings and activities.

Article IV

Officers:

Section 1. The officers of the club shall be: President, Vice-President, Secretary, and Treasurer. There may be consideration of co-officers to represent any of the officers.

Section 2. A. President: The responsibility entails presiding and coordinating meetings. The president will delegate tasks to the group or subcommittees for events and projects, as well as follow through with interacting activities with campus officials approved by the advisor and executive body.

B. Vice President: Will preside over meetings in the absence of the President, as well as assist in efforts to recruit members, and oversee subcommittees. The Vice President will also serve and assist in responsibilities delegated by the President. In the event of a vacancy in the Presidency, the Vice President shall assume the position or appoint someone to fill it.

C. Secretary: Shall document attendance and participation in events, as well as compose minutes during the meeting. The secretary will help to maintain all records of the club, locate opportunities offered by the University that could benefit the club, and keep track of club membership.

D. Treasurer: The responsibilities of the treasurer include accounting for money being allocated and drafting a budget for fundraising events. The treasurer will write a fundraising report for desired funds through the college.

Section 3: Any actively participating member of the club shall be eligible to hold office.

Section 4: The term of office for each officer shall from date of election to date of graduation unless otherwise discussed by the club or if they decide to step down from the position, in which case elections will be held.

Article V

Advisor(s):

Section 1: Advisors are open to any faculty, staff or librarian.

Section 2: The advisor(s) shall advocate the club and assist in planning the activities of the club. Advisor(s) shall be present at club events when possible.

Articles VI

Elections:

Section 1. The nomination for any club officer may be done so by any member of the club.

Section 2. Votes will be casted individually and confidentially. Votes will be tallied by each Executive Board Member.

Section 3. No election may be held if there is not a quorum of fifty percent (50%) of the club members plus one (1) present at the meeting.

Section 4. In the event of a tie, a non-voting member who tallied the votes will break the tie.

Section 5: Elections will be held when and if a board member steps down from their position. Officers will hold office from election to their graduation date.

Article VII

Meetings:

Section 1: The club will meet no less than twice (2) times per month.

Section 2: The officers of the club may hold meetings separate from the regular meetings without the presence of an advisor.

Section 3: Special meetings may be called by the President if needed.

Article VIII

Vacancies:

Section 1. If an officer resigns or leaves their office the club shall nominate another member to fill the empty position.

Section 2. If there is a vacancy in the advisor position, the club shall decide on a new candidate for the position. The executive board will then request permission to appoint the new advisor from the Social Work department head.

Article IX

Amending Procedures:

Section 1: The constitution may be amended by a two-thirds (2/3) majority vote of the voting members in the club and if approved by the Rules and Regulations Committee of the Student Government Association.

Article X

Removal from Office:

Section 1: If an officer is not performing his/her said duties, a club member has to motion for that person’s removal, and he/she may be removed by a two-thirds (2/3) majority vote. His/her replacement will be chosen through election the following week. The election will follow normal election procedures.

Section 2: If an advisor is not performing his/her duties, a club member has to motion for that person’s removal, and he/she may be removed by a two-thirds (2/3) majority vote. His/her replacement will be appointed by the President with
 two-thirds (2/3) majority approval by voting club members.