

CONSTITUTION OF THE MOTT COMMUNITY COLLEGE SOCIAL WORK CLUB

Preamble

The primary goal of the social work profession is to enhance human well being and help meet basic human needs of all people, with particular attention to the needs of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environment forces that create, contribute to, and address problems in living.

Mission

"Promoting social work values within the college and surrounding community."

Core Values and Ethical Principles

Value: Service

Ethical Principle: *Social worker's primary goal is to help people in need and to address social problems.*

Value: Social Justice

Ethical Principle: *Social workers challenge social injustice.*

Value: Dignity and Worth of the Person

Ethical Principle: *Social workers respect the inherent dignity and worth of the person.*

Value: Importance of Human Relationships.

Ethical Principle: *Social Workers recognize the central importance of human relationships.*

Value: Integrity

Ethical Principle: *Social Workers behave in a trustworthy manner.*

Value: Competence

Ethical Principle: *Social Workers practice within their areas of competence and develop and embrace their professional expertise.*

Mott College Social Work Club Constitution

Article I: Name

The name of this organization shall be The Mott College Social Work Club.

Article II: Purpose

The purpose of this organization is to identify, develop, and carry out projects designed to address the needs within the social work students, to host speakers, and to assist one another in developing awareness and skills that can be used toward graduation. To be committed to the fair and equal treatment of individuals and groups. And finally, to welcome all new members with open arms and support.

Article III: Membership

SECTION 1. Eligibility Requirement: Any interested student enrolled at Mott Community College may become a member of this club so long as they meet the Student Life's requirements as outlined in the latest edition of the RSO Advisor Manual.

SECTION 2. Qualification: Qualifications for this organization shall consist of undergraduates currently enrolled at Mott Community College.

SECTION 4: Graduation caps and gowns for graduating active members will be paid for out of club funds.

Article IV: Officers

SECTION 1. The officers shall be the President, Vice-president, Secretary, Treasurer and Public Relations. The officers shall be elected by the membership subject to the veto of the Advisor.

SECTION 2. Term of Office: Officers shall be elected to hold office for one semester. An officer may succeed himself/herself for that same or another officer position in the club for the next semester. An officer may see k a chairperson or committee member position upon completion of his or her previous position.

SECTION 3. Quorum: A quorum shall consist of seven members present. However, when a meeting lacks a quorum, the next meeting of the organization shall be valid even if it does not have a quorum.

SECTION 4. Candidates for officers must meet the requirements laid out in the latest edition of the RSO Advisor Manual in addition to being members of the club in good standing.

SECTION 5. An officer may be removed by the Advisor whenever, in the opinion of the Advisor in consultation with club officers, he or she is unable to adequately fulfill her or his duties.

Article V: Meetings

SECTION 1. The regular meeting shall be held at least *two times* per month.

SECTION 3. Special meetings may be called by the Advisor or President at the request of any member for the transaction of only such business as is stated in the call for the meeting.

SECTION 4. Conducting a Meeting: An agenda is a plan or program for a meeting. The agenda will be distributed by the President of the Club the day of the meeting. The Secretary of the Club will pass out copies of the agenda to guests and visitors at the door. Furthermore, the Secretary will have members submit agenda items well in advance (two weeks) of the schedule meeting. The Secretary will prepare agenda items on a computer disc to allow for last minute changes of the agenda.

SECTION 5. A Sample Agenda for the monthly Social Work Club is provided by the secretary.

Article VI: The Chair Persons

SECTION 1. The offices of the organization shall make up the Chair persons.

SECTION 2. The Chair Persons along with the Advisor and President are the legal entities charged with the management and responsibility for the organization. The board shall be establish the objectives of the committees in writing and determine the policy for the development of such objectives.

Article VII: Committees

SECTION 1. The following committees will be established annually:

Finance and Budget Committee - - - - - Chief Officer of the committee shall be the club treasurer.

SECTION 2.

A. The Treasurer will handle the club's financial matter. The Treasurer will pay assist with bills, mail checks, requisitions authorizations, and tallies receipts. The President or Advisor will sign off to

provide two signatures to verify transactions.

B. The Finance and Budget Committee will: Submit a monthly financial report to the Advisor and President in writing. Keep a written file copy of all financial reports. Submit a Monthly/Annual report that summarizes the financial transactions for the year to the President. Discuss financial preplanning responsibilities among committee members. Establish written documentation outlining the method for tracking all incoming and outgoing funds to include invoices and payments) In addition, prepare a written Events/Speaker's Contract that will be utilized by the Entertainment Committee for payment of events).

C. The Advisor, President, and Chairperson of the club will conduct at least one monthly meeting prior to the club meeting to discuss administrative matters and complete monthly financial report. Minutes of the meeting will be in writing. The Committee will abide by the Club's by Laws, and report only to the President or the Advisor.

SECTION 3. Fund raising responsibilities are:

A. Establish written procedures for conducting fund raising activities. Submit procedures during the meetings for approval. Keep a file copy of all written procedures the committee submits to the Executive Board. In addition, keep a file copy of all suggestions received from the club members/staff. Discuss preplanning responsibilities for conducting fund raising events with club members.

SECTION 4. Entertainment responsibilities are:

A. Establish written procedures for conducting entertainment events. Submit these procedures during monthly meetings for approval. Keep a file copy of all written procedures during monthly meetings for approval. Keep a file copy of all written procedures the committee submits to the Executive Board. Arrange entertainment sites and generate paperwork, four weeks prior to any scheduled event.

B. Establish a speaker's checklist and a speaker's packet.

C. Entertainment will also send a Formal letter of Invitation to all potential speakers, along with the title and the purpose of the meeting or event. This letter should provide as much information as possible on the background of the Social Work Club and a copy of the Social Work Department's standard brochure. Make sure the letter clearly describes what the meeting/event is about and what role the speaker is expected to play. In addition, a Confirmation letter will be forwarded after the speaker accepts the position, reconfirming all the important details such as: Date of Event; Topic of Discussion and additional information/duties of the speaker. Enclose with the letter a copy of the Contract (if a fee is required), and any other forms the speaker must complete (Bio Sheet). As a courtesy, enclose a stamped, self-addressed envelope. If the speaker declines the offer, keep a copy of the refusal letter on hand to help prevent any misunderstandings later on. Forward Welcome letter with speaker's packet about four weeks prior to the event. The committee will send each guest speak a Thank-You Acknowledgement after the meeting/event. The letter will compliment speakers of their contributions, and thank them for helping to make the meeting/event a success.

SECTION 5. Public Affairs Committee - - - - - Chief Officer of the committee shall be the club reporter.

A. Procedures: The person will establish written procedures outlining publicity methods that will be used for meetings/events. The committee will submit these procedures to the Advisor and President for approval. The committee will conduct a BI monthly report during the regular meeting of Social Work Club's. The committee will focus on anticipated budget, past publicity methods and preplanning strategies. Listed below are some factors the committee would consider when planning for events/meeting:

- What are our printing needs?
- Do we need mailing lists? If so how do we get access to this material?
- How much will the mailing cost?
- What electronic means can we use for publicity? Email? Faxing?
- What free promotional options are available appropriate to our needs? Television? Magazine? Trade Journals? Radio? Newspaper? Posters? Handouts?

B. What type of equipment will be needed at meetings or events?

Such as: Audiovisual Aids:

1. Boards: Chalkboards; Easels; or pads and markers.
2. Slide Projectors: Filmstrips; 16mm; 8mm sound; or 35 mm slides.
3. Sound systems: Microphones; Tape Recorders; and Music
4. Cameras; VHS Recorders
5. Lighting/Electrical Needs: Spotlights; Special Lights

SECTION 6. These committees will consist of a chief officer or chairperson and club members (1 - chief officer and 3 club members), elected at the regular club meeting held in October. The newly elected committee members will start their term of office at the October meeting.

SECTION 7. The Advisor and President is ex-officio member of all committees.

SECTION 8. All committees are to make reports to the executive board and act only on the board's recommendations.

Article VIII: Parliamentary Authority

The rules contained in the current edition of 21st century Robert's Rules of Order shall govern this organization in all instances when they are applicable and not inconsistent with these by laws or any other special rules the organization shall adopt.

Article IX: Constitutional Amendment

SECTION 1. In September of any year, the club constitution may be amended by a majority vote of members present and voting at any meeting where it is an item of business.

SECTION 2. After initial adoption in September, proposed amendments shall be presented to the membership, with a vote on adopting them held at the next meeting. If the amendment secures a majority of those present and voting, the amendment shall have been adopted.

Article X: Travel

SECTION 1. Members shall be eligible to travel with the club on an authorized out-of-town club trip if they have missed no more than two club meetings in the semester (unless excused by the President or Advisor), and participated in eight hours of community service in the course of the year. Members who meet these criteria shall be eligible for a travel subsidy by the club.

SECTION 2. To be eligible for travel with the club, members must also meet any and all requirements established by Student Life before and during the trip.

SECTION 3. The Advisor may grant exceptions to the above requirements for club participation under unusual circumstances. The Advisor may also veto the participation of any member despite that member's meeting the requirements.