

**Saskatoon
Social Work Student Society (SWSS)
Constitution**

Revised January 2021

Comprehensive Revision March 2022

Preamble

The Social Work Student Society of Saskatoon (hereafter referred to as the SWSS) is a non-profit student run organization operating out of the University of Regina's Faculty of Social Work Saskatoon extension. This society will create a welcoming environment for the student body and work together to promote itself within the broader community. The society will adhere to the most current Canadian Code of Ethics and the SASW Standards of Practice. This constitution will govern and regulate the affairs of the society.

Aims and Objectives

The SWSS exists as a venue for social work students to gather and pursue common goals and interests.

The SWSS shall have an overarching goal for the pursuit of positive change on all levels including the university, the community, as well as with the faculty.

The overall functioning of the SWSS will be guided by the same principles that guide the social work profession (CASW Code of Ethics and Guidelines for Ethical Practice).

The SWSS will:

- provide students with opportunities that will allow for greater educational, social, political, and professional development.
- work towards increasing awareness of the roles of social work students and social work professionals within the university and broader community.
- work towards increasing awareness and support of social issues among members, the student body, and the greater community.
- plan and support events which allow students and faculty members to become more cohesive and connected as a faculty.
- serve as a voice for Saskatoon social work students by creating and maintaining dialogue with the faculty, University, and other organizations.

1.0 General Operations

1.1 The SWSS will hold at least monthly meetings based on member availability. More meetings may be added as needed upon approval of the SWSS.

1.2 Minutes will be made available and posted for the student body and will be provided upon request.

1.3 The executive will give committee binders/notes/online documents for the year, which include year end reports, contacts and pertinent information from the year.

2.0 Membership

2.1 To become a member of the SWSS, an individual must be both:

- A University of Regina student based in Saskatoon or live North of Davidson
AND
- A pre-social work or social work student in the University of Regina social work program

2.2 All Members of the student body:

- Have the right to attend meetings
- Have the right to vote in the election of the Executive Committee
- Have the right to introduce and carry one vote on motions made during the monthly SWSS meetings
- Have the right to run for an Executive Committee position
- Have the ability to dedicate time and commitment to assisting the executive by joining committees as needed

3.0 The Executive Committee

3.1 The executive committee is made up of the following positions: President, Vice-President, Director of Finance, Director of Communications, Director of Administration, Director of Events and Director of Student Affairs and Engagement.

3.2 Upon approval by the SWSS, roles of the executive committee can be shared between two members.

3.3 Terms of office will run from May 1st to April 30th. However executive member applications will be accepted throughout the year in the event a position becomes vacant.

3.4 To hold an executive position a student must be a current social work or pre-social work student.

4.0 Duties of Executive Committee

4.1 To read and understand the constitution of the SWSS

4.2 To represent and advocate for the interests of the University of Regina Social Work student body based in Saskatoon

4.3 To act accordingly with the best interests of the SWSS in mind

4.4 To present bylaws and amend the constitution when applicable

4.5 To create or dismiss committees accordingly

4.6 To ensure each committee submits a year end report on their activities throughout the year

4.7 To ensure meetings are held on a regular basis

4.8 To encourage the development of relationships between other student groups and community organizations where appropriate

4.9 To be held responsible, transparent, and accountable for the control of SWSS monies

4.10 To collectively determine while in office all other policies of the SWSS, beyond or in addition to those outlined in this document

4.11 To support all activities sponsored by social work students insofar as it is possible and feasible to do so

4.12 To respect the opinions and views of all SWSS members

4.13 To attend all meetings of the SWSS. If unable to attend, individuals must send regrets

4.14 To ensure to the best of its capabilities that the constitution is followed by all SWSS members

4.15 To ensure proper crossover of information and training for new members March and April will serve as a transition and training period.

4.16 To seek and develop the interests of the Social Work Faculty in student activities, and create positive relations between students and Faculty

4.17 To provide leadership to the student body, and act as an ambassador of the SWSS and the Faculty of Social Work

4.18 To appoint non-executive committee members to the positions they have applied for and ensure knowledge of these appointments are made available to the student body

5.0 Elections

5.1 An election committee will be formed from members at large

5.2 There shall be an election in each year in the month of February or March for all available positions on the Executive Committee

5.3 All members of the University of Regina Saskatoon social work student body have the right to be eligible to be elected for all available positions on the Executive Committee

6.0 Dismissal

6.1 Any Executive Committee member is subject to a motion of dismissal by two third majority of the SWSS Executive Committee

6.2 Lobbying against the Aims and Objectives can be used as grounds for denial of a position or dismissal of any appointed or elected position

6.3 Dismissal Process:

- Written notice of intention of dismissal must be given to the SWSS member in question 72 hours prior to the next SWSS meeting. This process may continue with or without the member in questions attendance. It is the responsibility of the executive membership to make all possible arrangements if necessary to accommodate the member in question within reason.
- Prior to voting, a hearing will be held during the meeting to allow for open and fair discussions to be held on the reasoning for dismissal.
- The member in question has the right to explain discrepancies and promote further discussion for solution.
- motion for dismissal must be made and seconded, followed by a vote of non-confidence to dismiss
- The decision of the non-confidence vote is final, regardless of whether the member in question is in attendance or not

7.0 Constitutional Amendments

7.1 This constitution may only be amended by a vote of at least two-thirds of the attending students in favor of the amendment present at the Annual General Meeting (AGM) or in the instance that the Executive Committee calls a special general meeting.

7.2 Amendments must be submitted to the President of the SWSS one week prior to the scheduled general meeting

7.3 The President of the SWSS shall cause the proposed changes to be published for general observation at least five days prior to the general meeting

8.0 Dissolution of the SWSS

8.1 In the instance whereby the SWSS is dissolved, all assets of the SWSS shall be placed into the trust of the Coordinator of the Saskatoon Community Education Center of the Faculty of Social Work, Saskatoon. These assets can only be passed on to a democratic organization of student representatives of the Saskatoon Social Work program. This organization's main responsibility must be the governing of student affairs in the Faculty of Social Work in Saskatoon, as soon as such an organization comes into existence.

9.0 Finances

9.1 All monies must be handled by the Director of Finance

9.2 The President and the Director of Finance are the only members to have signing authority

9.3 Dispersal of monies are subject to the approval of the SWSS

9.4 Financial records are open to any member of the student body

9.5 Requests for funds must be made to the Director of Finances and President

9.6 Any member of the student body has the right to request funding that aligns with SWSS Aims and Objectives

9.7 Receipts must be submitted to the Director of Finances by all committees or individuals within one month of purchase. If not submitted in this time, reimbursement will not occur

9.8 Unless extenuating circumstances arise, the SWSS general revenue account must have a balance of at least \$100.00 for the beginning of the new school year in September.

9.9 Unless extenuating circumstances arise, the SWSS will donate funds to community organizations of their choosing.

10.0 Communication

10.1 The SWSS shall have gmail accounts maintained by those in Executive positions

10.2 Information which is relevant to the student body shall be made available to them via email and social media posts

11.0 Resignation

11.1 Letters of resignation must be written and signed by the resigning individual

11.2 Letters of resignation will be filed with the Director of Communications and read at the next SWSS meeting

11.3 Any other recognized SWSS position vacated will be publicized. Interested parties will be chosen to fill the vacant position via agreement with the SWSS and the Executive Committee

12.0 Period of Transition

12.1 The SWSS will have a period of transition between newly elected Executive Committee and the previous Executive Committee

12.2 This period of transition will occur from March 1st to April 30, and will help in ensuring SWSS business is not disrupted until the new Executive Committee is comfortable with their responsibilities and roles

12.3 Each member of the Executive Committee, both old and new, must have a meeting in which they discuss what has been done in the previous year, and provide suggestions as to what obstacles and resources were present during the previous year. Suggestions may be given as to what directions the new Executive may want to take, or events they may want to participate in.

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13.0 Quorum

13.1 Quorum at an SWSS Executive meeting is a simple majority of the SWSS Executive Committee members

13.2 Quorum at any SWSS committee meeting shall be a simple majority of committee members

14.0 In-Camera

14.1 The Executive Committee reserves the right to go in-camera (private meeting) to discuss matters it wishes to remain confidential

14.2 Because the Executive Committee is a public forum, in-camera sessions will be held when the Executive Committee feels it is important to do so

14.3 In-camera sessions of the Executive Committee will be used primarily to discuss Executive Committee personnel matters and potentially sensitive items or issues prior to seeking public input

14.4 Any member of the Executive Committee may move to go in-camera. A motion to go in-camera requires a second, is not debated, and is carried by a majority vote of the Executive Committee

14.5 Only Executive Committee members may remain during in-camera discussions

14.6 No records of in-camera discussions are kept

14.7 Motions cannot be made in-camera; all motions must be made in open session or posted prior to the next SWSS meeting

15.0 Chairperson for Meetings

15.1 The President or Vice President of the Executive Committee is the chairperson of all SWSS meetings, unless the President appoints a chairperson in their absence.

15.2 A prearranged schedule of assignment for chairing meetings may also be agreed upon with SWSS approval

15.3 The Chairperson must sign all approved and amended minutes before they are posted for public viewing by the Director of Administration

15.4 The Chairperson must sign and date all amended copies of the constitution and bylaws from the Annual General Meeting of the SWSS

16.0 Election Procedures

16.1 An elections committee will be struck by the SWSS. This committee is responsible for the administration of SWSS executive committee elections

16.2 The elections committee will elect a Chief Returning Officer (CRO) from its members. The CRO will chair all election committee meetings, will be responsible for organizing the election meetings, and will inform the winners the votes have been tabulated.

16.3 The Elections committee will:

16.3.1 Conduct all annual elections, bi-elections, and referendum for the SWSS.

16.3.2 Have the power to make recommendations to the SWSS on electoral procedure.

16.3.3 Prepare a ballot for the SWSS executive committee elections listing the candidates for positions in alphabetical order.

16.3.4 Investigate all complaints of election irregularity.

16.3.5 Be responsible for the destroying of ballots 7 days after voting.

16.4 Election Process:

16.4.1 Nominees must express their interest 3 weeks before the election day.

16.4.2 Notice will be put up 7 days prior to the day that voting will occur, listing the nominees for each executive member position and each nominee's platform.

16.4.3 Voting shall take place within 24 hours of the Annual General Meeting.

16.4.4 Candidates are allowed to campaign, but are not allowed any campaign materials that are not approved by the elections committee.

16.4.5 Candidates will be elected by majority as reviewed by the elections committee.

16.4.6 A request for a recount must be made by the candidate within 7 days of the vote.

16.4.7 Ballots will be saved until that time, and after that they will be destroyed by the elections committee.

17.0 Duties of Executive Positions

17.1 President

17.1.1 Chair monthly SWSS Meetings.

17.1.2 Act as a signing authority.

17.1.3 Assist in maintaining email communication in consultation with the Director of Administration.

17.1.4 Maintain communication with U of R faculty and staff working on issues of regulation and structure.

17.1.5 Inform the SWSS of any relevant changes to the structure or regulation of the Faculty of Social Work.

17.1.6 Attend meetings of Faculty of Social Work Undergrad (UGS) or appoint a representative to attend.

17.1.7 Advocate for change on behalf of the SWSS and student body in conjunction with UGS–

17.1.8 Report to the SWSS issues or information coming from the UGS

17.1.9 Attend monthly SASW meetings to represent the SWSS and report issues or initiatives of the SASW to the SWSS

17.2 Vice-President

17.2.1 Act as agent for the President when they are not able to perform their aforementioned duties.

17.2.2 Act as an impartial intermediary in the event of a dispute between members of the Society

17.2.3 Assist the various Committees of the SWSS in achieving their goals.

17.2.4 Be a Liaison between the various committees of the SWSS and Executive Committee

17.2.5 Help maintain email communication as needed

17.3 Director of Finance

17.3.1 Manage and organize petty cash, cheques, and all money-related information and records (receipts, statements, etc)

17.3.2 Create financial reports to be presented to the SWSS each meeting

17.3.3 Inform the executive of pertinent banking and financial information.

17.3.4 Act as a signing authority

17.3.5 Will take minutes at SWSS executive meeting if the Director of Administration is not in attendance

17.4 Director of Communication

17.4.1 Maintain and update SWSS social media platforms weekly.

17.4.2 Moderate posts and discussions in alignment with the CASW Code of Ethics.

17.4.3 Create posts in collaboration with the Executive and various committees.

17.4.4 Share current events relevant to social work occurring within the city of Saskatoon, the Province and the Country.

17.5 Director of Administration

17.5.1 Create and distribute agenda in consultation with SWSS Executive

17.4.2 Take minutes at SWSS executive committee meetings

17.4.3 Make minutes available to student body by posting the minutes in the social work student lounge, via email, on Facebook and on the SWSS U of R webpage

17.4.4 Keep track of passwords connected to SWSS emails

17.4.5 Communicate with Student Services to forward announcements to Saskatoon and area social work student body

17.4.6 Maintain updated contact list of SWSS members at large and executive

17.6 Director of Events-

17.6.1 Plan and advertise a variety of social events throughout the year that will foster participation and togetherness of the student body.

17.6.2 Collaborate, where appropriate, with the fundraising and graduation committees to plan and promote events.

17.6.3 Report activities to the SWSS for monthly updates, as well as prepare a year end report-

17.6.4 Remain aware of various activism/advocacy-related events within the community, promote them to the student body, and demonstrate support by attending such events where appropriate

17.6.5 Advertise and promote training events occurring within the city and online

17.7 Director of Student Affairs and Engagement

17.7.1 Act as first contact for student concerns regarding access to mental health, recreation, rural students issues and any other student needs

17.7.2 Bring forward concerns and advocate to SWSS and UGS as needed in consultation with the president and vice president.

18.0 Committees

18.1 In order to facilitate the overall mission and goals of the SWSS, committees will be formed as needed. For example: grad, fundraising and elections.

18.2 All members of the SWSS are eligible to be part of any or all of the committees.

18.3 Duties of Grad Committee

18.3.1 Organize and plan a year end/grad event including location of event, what to include in the event, and managing any costs associated with the event.

18.3.2 Responsible for advertising, selling tickets, and dealing with any concerns that might arise from the event.

18.3.3 Fundraise throughout the semester to subsidize costs of graduation events.

Graduation Chair

- Chair all graduation committee meetings.
- Take minutes at the committee meetings or delegate this duty.

18.2 Duties of Fundraising Committee

18.2.1 Assist Executive, Events and Grad Committees to raise money as needed.

18.2.2 Work with Director of Finance to keep track of money raised.

Fundraising Chair

- Chair all fundraising committee meetings.
- Take minutes at the committee meetings or delegate this duty.
- Report fundraising ideas and events proposed by the fundraising committee at SWSS meetings.

18.3 Duties of Elections Committee (refer to section 16.0)