

The Constitution of the Social Welfare Association for the Greater Good (SWAGG)

Student Organization Name: Social Welfare Association for the Greater Good (SWAGG)

Date Prepared: 9/21/17

Date Amended:

Date Approved (LEAD Center staff):

Approved by (LEAD Center staff):

Article I - Name

The organization will officially be recognized as Social Welfare Association for the Greater Good. This organization will also be known as SWAGG.

Article II - Purpose

The purpose of the organization shall be:

- 1) To exemplify social work values such as service, social justice, integrity, and the importance of human relationships through volunteerism and advocacy throughout the community.
- 2) To enhance the experience of social welfare undergraduates by connecting students with each other, the campus, and the larger community.
- 3) To become a liaison between UC Berkeley students and the social welfare community through distributing flyers on campus with fact sheets, sponsoring charity fundraising, guest speakers, advocacy and lobbying events as well as promoting and educating about the profession of social welfare.

Article III - Membership

SWAGG is open to all students majoring in Social Welfare, faculty, and staff alike. They are required to register with the SWAGG President and Secretary for attendance and quorum purposes. To be considered an active member, a member must both attend at least three meetings and assist in the planning of at least one event per semester. Anyone registered but not an active member is considered a SWAGG Participant and will be kept on the list serve to be notified via email of upcoming events.

The SWAGG President may create committees as necessary for specific events/projects. Any active member may be selected as a committee chair if no board member is acting as such. Committee chairs are appointed by the president or on a volunteer basis and will coordinate the planning and execution of the committee project. Any number of active members may be on the committee.

Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.

We will not haze according to California State Law.

We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or

genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services).

Article IV - Officers & Elections

Section I: Executive Committee Composition

The SWAGG Executive Committee will consist of the President, the Vice President and the Executive Cabinet. The Executive Cabinet shall include the Secretary, Treasurer, and Communications Director. The President will chair the meeting; voting only if a tie shall arise.

Section II: Officer Duties & Responsibilities

Along with duties and responsibilities listed in this Constitution and bylaws of SWAGG, each position may carry additional responsibilities assigned to them by a college official. All meetings shall be in compliance with the Ralph M. Brown Act to the best of its ability. All officers are to begin their term the first day after the end of the spring semester in which elected (unless elected by special election) and remain in office until the last day of the following spring semester.

1. The President shall:

- a. Serve as an advisor and mediator to the Undergraduate Student Representatives, giving continual updates of SWAGG activities and student concerns;
- b. Be the chief executive officer and the chairperson of the SWAGG Executive Committee;
- c. Fulfill duties as delineated in the SWAGG Constitution or Bylaws;
- d. Describe the duties and powers of any position to which he or she nominates to all members interested in nomination to a particular position;
- e. Be a SWAGG signatory under ASUC guidelines and regulations.

2. The Vice President shall:

- a. Assume the office and duties of the President if office becomes vacant;
- b. Serve as an advisor and mediator to the Undergraduate Student Representatives, giving continual updates of SWAGG activities and student concerns;
- c. Advise and assist the President;
- d. Fulfill duties as delineated in the SWAGG Constitution or Bylaws;
- e. Be the vice-chair of the Executive Cabinet;
- f. Succeed to the office of President upon its vacancy;
- g. Be a SWAGG signatory under ASUC guidelines and regulations.

3. The Secretary shall:

- a. Advise and assist the President and Vice President;
- b. Fulfill duties as delineated in the Constitution and/or bylaws;
- c. Take minutes for all meetings and publish meeting minutes to Executive Committee and organization membership 72 hours prior to the following meeting;
- d. Keep minute and agendas open and available for the public and store them electronically;

- e. Keep attendance records at each meeting and all activities;
 - f. Be a SWAGG signatory under ASUC guidelines and regulations.
4. The Treasurer shall:
- a. Advise and assist the President and Vice President;
 - b. Fulfill duties as delineated in the Constitution and/or bylaws;
 - c. Shall present a full report concerning the budget to the Executive Committee when asked;
 - d. Keep thorough records of all accounting paperwork;
 - e. Create and complete the budget for the contingency fund.
 - f. Be a SWAGG signatory under ASUC guidelines and regulations.
5. The Communications Director shall:
- a. Advise and assist the President and Vice President;
 - b. Fulfill duties as delineated in the Constitution and/or bylaws;
 - c. Manage SWAGG membership list serve;
 - d. Email notices and announcements to membership as needed;
 - e. Update all social media outlets pertaining to SWAGG (e.g. Facebook)
 - f. Update all web information pertaining to SWAGG

Section III: Elections

Officers shall be elected no earlier than one month prior to the termination of the spring semester in anticipation for the next fall semester.

Officers shall be elected through the following process:

- 1) Nominations/volunteers for officer positions will be recorded during a designated meeting date and time prior to the day of election. Nominations will also be accepted on the day of voting.
- 2) Candidates will have the opportunity to speak to organization membership for up to ten minutes on the day of elections.
- 3) Active members will vote via secret ballot and the outgoing President, or designated appointee, will count votes out loud.
- 4) A simple majority of the votes is needed to elect an officer.
- 5) In the event of a tie, there will be a revote for only the candidates of the tie.

Officers serve during the fall and spring semester of an academic year. The President serves as the primary contact unless otherwise designated to another officer by the President, and the President, Vice President, Secretary, and Treasurer serve as the organization's signatories.

Officers may be removed through the process of a 2/3 vote by members present and will be replaced by an appointed interim officer until a special election can be held. In the case of officers removing themselves from office, the same procedure will apply.

Section IV: Order of Succession

The SWAGG order of succession shall be: President, Vice President, Secretary, Treasurer, and the Communications Director. In the event of an absence, the order of succession shall be followed.

Article V - Meetings

The organization shall meet one day per week throughout the fall and spring semesters of the academic school year. The day and time shall be determined each semester by the Executive Committee taking into consideration the availability of its membership.

The President shall call meetings; quorum of a minimum of three members must be present. The President shall call special emergency meetings if they deem it to be necessary. Notification of meetings shall be by posting an agenda at least 72 hours prior to a meeting or 24 hours prior to an emergency meeting.

Article VI - Constitutional Amendments

Any active member of the organization can propose an amendment to the Constitution by sending the proposed amendment to the organization's president one week prior to the meeting in which he or she would like the amendment to be discussed. The President will then add to the agenda of given week and shared with all members of the organization. A proposed amendment shall be decided upon by the current members at the following meeting after it has been on the agenda for at least one week. An amendment will need a 2/3 vote from the organization's active membership to pass.

All amendments, additions or deletions to this document must be filed with the LEAD Center in 432 Eshleman Hall.

Article VII - Dissolution

The Executive Committee must first meet and vote to bring the topic of dissolution before the organization's general membership. There shall be a required vote of active members in order to dissolve the group.

"If the organization is ASUC or GA Sponsored, all unspent ASUC funds shall return to the ASUC; all Graduate Assembly funds shall return to the Graduate Assembly. If the organization is defunct for five (5) or more years, any privately obtained funds (including any funds left in miscellaneous accounts) shall be donated to the ASUC.