

## CONSTITUTION OF THE FACULTY OF SOCIAL WORK ASSOCIATION OF GRADUATE STUDENTS (SWAGS)

### Preamble

We, the members of the Faculty of Social Work Association of Graduate Students, fully recognize our mission, do hereby adopt, and establish this constitution as the guiding instrument of our organization.

### Article 1 (Name/Mandate)

The name of this organization shall be the Social Work Association of Graduate Students, hereafter referred to as SWAGS.

1. **Vision:** To represent the voice of graduate students in the Master's and PhD Social Work programs, as a forerunner in addressing social justice issues, affecting policy change, serve as an ideal example of practicing social work ethics, and to be a source of community and support for the Faculty of Social Work and all of its affiliates.
2. **Mission:** The SWAGS is a student-led organization open to membership for all graduate students in the Faculty of Social Work at the University of Manitoba-All Campuses. The mission of SWAGS is to:
  - Offer a community that fosters positive relationship between students, faculty members and staff of the Faculty of Social Work;
  - Develop a positive image as an organization in the University of Manitoba community;
  - Provide a collective voice for addressing student concerns;
  - Assist with the Faculty of Social Work in various events and workshops in juncture with faculty and staff;
  - Promote student initiatives and involvement in community events/services.

### Article 2 (Membership)

**General membership:** Membership in SWAGS is open to any graduate students (part-time and full-time) officially admitted into the Faculty of Graduate Studies at the University of Manitoba- Winnipeg, MB. Students enrolled in semester of admission are eligible for membership.

**Registered membership:** Active membership in SWAGS is open to all graduate students who are enrolled in any of the graduate programs at the Faculty of Social Work.

### Article 3 (Organization)

**Section 1:** The officers of the organization shall be elected from the membership. Any student seeking to hold or currently holding office must maintain a cumulative GPA of 3.0 and must remain in good standing with the faculty.

**Section 2:** The elected officers of SWAGS shall consist of the President, Vice President, Secretary, Treasurer and Organizer. In the event that a position becomes vacant, a special appointment can be made by the President, or a special election can be held to elect or appoint a student.

**Section 3:** MSW Foundation- Year Representative, MSW Part-Time Representative, MSW Advanced Year and MSW-IK Representatives if neither hold a position as an executive. Representatives are chairs which can be filled by any student at the beginning of a semester selected by the Executive Council.

**Section 4:** Ad hoc committees can be formed when needed for a specific task including those from faculty and dissolved after completion.

**Section 5:** The members of the Executive Council shall consist of all elected and appointed officers. A quorum (51%) of the membership present at a meeting is needed for decisions reflecting all SWAGS engagements. In the event that a quorum is not satisfied, the President may exercise the right to make a decision until the quorum and issues are resolved.

### Article 4 (Duties/Responsibilities of Executives)

The following are the Executive Officers of SWAGS, along with their duties:

#### 1. *President:*

- Attend all UMGSA meetings.
- Organize and preside at all SWAGS Executive Council meetings, which includes scheduling spaces and times for meetings.
- Be the liaison to the Dean's office and the faculty.
- Act as the spokesperson for the organization.
- Act as a signing authority for the club.
- Maintain general coordination and supervision over all the members.
- Be responsible for any duty not specifically assigned to another Executive member and can assign these responsibilities to other Executives.
- Be the contact person for UMGSA.
- Gain Veto power in the case of a tie breaker.

- May co-sign cheques alongside the Financial Secretary.

**2. *Vice-President:***

- Attend all UMGSA meetings.
- Organize and coordinate special events during the regular terms.
- Act as liaison to the student caucuses of the SWAGS and the Faculty.
- Attend all UMGSA meetings.
- Assume the role of acting President in the President's absence.
- Responsible for organization and coordination of volunteers for all SWAGS events and activities.

**3. *Financial Secretary***

Handle the financial transactions of the association including, but not limited to:

- Manage the bank accounts, recording all transactions in the appropriate books,
- Provide financial statements to the Executive Council,
- Request money from UMGSA and writing checks and making purchases with the debit card as approved by the Executive Council.
- Responsible for sustaining a digital log of transactions
- Submit budget requests for the following academic year.
- Attend all UMGSA meetings.

**4. *Secretary:***

Keep a record of all SWAGS business and correspondence, including:

- Record and post minutes from all Executive Council meetings and activities and gathering and compiling the contact information.
- Coordinate email or other communication accounts in the name of SWAGS.
- Responsible for putting together the agenda with the President for Executive Council meetings and membership meetings and for sending the agenda out to the appropriate parties. If unable to attend meetings, the Secretary is responsible for making other arrangements for the minutes to be recorded.
- Attend all UMGSA meetings.

**5. *Cohort Representatives:***

- Attend all UMGSA meetings.
- The Foundation Year Representative, Part-Time Representative, and Advanced Standing

- Representative shall serve as liaisons to their cohorts to gather contact information, share information about the SWAGS and the Faculty of Social Work, and express concerns from students.

#### Article 5 (Meetings)

1. All Executive Council members will attend, at a minimum, half (1/2) of the Executive Council meetings held per semester.
2. The Executives will schedule at least one meeting a year for the entire SWAGS membership.
3. There shall be at least one Executive meeting per month up to as many as required.
4. All Executives should attend, and the meetings are called and chaired by the President.
5. This is only open to the Executive members and those whom the Executive committee deems required.

#### Article 6 (Elections Procedures)

1. By the first week of July, candidates who wish to be nominated for the Executive positions should inform the departing board and must be a registered member in good standing of SWAGS at the time of their nomination.
2. The Outgoing executive council will collect a brief biography from each candidate and distribute them to all members of UMGSA prior to voting.
3. Voting will be open for at least one week and will be accessible for all registered members of SWAGS.
4. Final votes will be counted by the outgoing Executive Council and the results will be sent to candidates and SWAGS members afterward.
5. It is the responsibility of the outgoing Executive to orient the newly elected executive officers to their jobs.
6. If there are no candidates for specific positions, the incoming executives have the authority to appoint members deem fit to fill those positions at the beginning of the upcoming fall semester.
7. This appointment must be approved by two-thirds (2/3) majority of the Executive Council Members present at a regular meeting.
8. If there are no members willing to fill those roles, a special election can be held during the second semester for Foundation Year students.
9. This election would follow the same rules as a regular election.

**Article 7 (Amendments)**

1. The Executive members are responsible for discussing any concerns or suggestions regarding the constitution. Any changes (amendments) to this constitution must be approved by a formal vote on the entire SWAGS registered membership at a publicized meeting of the club.
2. Majority decision wins.
3. The proposed changes must be made available to all members of the club at least two weeks before the meeting and require the support of at least two thirds (2/3) of the registered members voting at the meeting in person or by proxy by electronic means.
4. A copy of the amended constitution must be submitted to UMGSA within two weeks of the meeting.

**Article 8 (Impeachment)**

1. A SWAGS executive whose dereliction of duty affects the operation of the association shall be subject to disciplinary action and removal from office.
2. A written request stating the reasons for dismissal must be submitted at an Executive Council meeting and signed by all Executive Council Members present, not less than half (1/2) the total officers of the Executive Council.
3. By the next regularly scheduled Executive Council meetings, written notification of the request and the reasons for dismissal must be given to the offending executive member.
4. The offending member has the right to speak in regard to the notification of request at a regularly scheduled meeting.
5. The member(s) may be removed from their position(s) if voted on by two thirds of the current executive committee.
6. The remaining executives may choose to call an immediate by-election to replace the newly vacant Executive member position(s).

**Article 9 (Signing Officers)**

1. President and Financial Secretary have the authority to sign in financial matters.
2. President and Vice President have the authority to sign in any other general matters.

**Article 10 (An agency clause)**

- (1) SWAGS is not an agent of the University Students' Council of the University of Manitoba, and its views and actions do not represent those of the UMGSA.
- (2) SWAGS and its members are not permitted to sign contracts on behalf of the UMGSA.

## **Ratification**

We, the undersigned students at the University of Manitoba Faculty of Social Work, after a three-fourths (3/4) affirmative vote cast by the members present, do hereby accept, and agree to follow the guidelines of the constitution on this date,