

**By-Laws of the MSW Student Association of the School of Social Work
Eastern Washington University**

ARTICLE I: Name, Mission Statement, and Membership

- A. The official name of the organization is the “Master in Social Work Student Association” of the School of Social Work at Eastern Washington University (EWU or University). The Association will be known as MSWSA.
- B. The mission of the MSWSA is to be a voice for the graduate students in the School of Social Work program at EWU, to promote student leadership in the affairs and concerns of the School by assisting in the development of curriculum and policies. The MSWSA acts as a liaison between faculty, students, and the University and surrounding communities. It serves as a support for students and a clearinghouse of information about the School, the University, professional associations, and opportunities for volunteer and career pathways. The organization seeks to operate while abiding by the Social Work Code of Ethics and the EWU Student Conduct Code.
- C. Anyone enrolled in the Eastern Washington University graduate social work program at any School of Social Work site is a member of the MSWSA. Graduate students are encouraged to be active members of the MSWSA.

ARTICLE II: MSWSA Governance

- A. The MSWSA is operated through a board of officers in consultation with a faculty advisor from the School of Social Work.
- B. The MSWSA board of officers is composed of the following officers: President, Vice President, Treasurer, Secretary, Legislative Liaison, and Community Service Chairperson. A representative from each of the off-campus sites can participate on the board.
- C. Officers must be current EWU social work graduate students, be in good academic standing, and in compliance with the EWU and School of Social Work code of conduct.
- D. Board officers are voted onto the Board in the spring quarter by the graduate student membership. Officers serve for a one year term.
- E. Officers are expected to attend monthly membership meetings and a quarterly business meeting. If not able to attend, board can choose to select another officer.
- F. The MSWSA selects faculty advisors who are interested in the MSWSA on an as needed basis. The faculty advisors must be full or part time faculty members in the EWU School of Social Work.

- G. The MSWSA board of officers designates the spokespersons from the MSWSA with students, faculty, and staff and to outside organizations.
- H. All officers of the board serve without salary or other financial remuneration.
- I. The MSWSA board maintains records and reports of MSWSA business.
- J. The MSWSA board takes responsibility for maintaining the MSWSA financial accounts in an appropriate and legal manner.

ARTICLE IV: Specific Duties of the Board of Officers

A. President:

- a. Presides over all meetings of the MSWSA
- b. Ensures members receive notice of meetings, training, and other functions
- c. Completes reports as required by ASEWU, the Office of Student Organizations, or EWU
- d. Attends or appoints a delegate to attend the *Club and Organizations* meetings as required by ASEWU
- e. Coordinates monthly meetings of the MSWSA
- f. Calls emergency meetings as needed
- g. Provides leadership
- h. Works directly with the faculty advisor to ensure the organization is operating within the expectations of the University and the School of Social Work
- i. Acts as the chief spokesperson for the MSWSA
- j. Establishes an effective relationship with the ASEWU, Office of the Student Organizations, and other University administrative departments as needed
- k. Trains successor in functions of office

B. Vice-President:

- a. Assumes role of President in absence
- b. Facilitates dissemination of information to the membership, School of Social Work, and University
- c. Initiates and coordinates fund raising activities with the Treasurer
- d. Assists the President with the fulfillment of her/his duties
- e. Recommends to the board of officers graduate student representatives for the School's standing committees and University or College committees
- f. Provides support for the development of MSWSA activities planned by the committees
- g. Works with the Treasurer to establish budgets for committees when created
- h. Trains successor in functions of office

C. Treasurer:

- a. Ensures all accounting and purchasing policies, procedures, and regulations of ASEWU and EWU will be followed
- b. Keeps a ledger tracking all expenditures and revenue
- c. provides reports on the financial status of the organization to the membership
- d. Works with the Vice President to establish budgets for MSWSA committees which are created
- e. Meets with the designated faculty advisor on a regular basis to review account balances and financial transactions
- f. Submits preliminary budget in writing at monthly meetings
- g. Trains successor in functions of office

D. Secretary:

- a. Documents and maintains the minutes of meetings of the MSWSA
- b. Keeps accurate and updated rosters of all participants in the MSWSA
- c. Assists in notifying membership of upcoming events
- d. Types and distributes meeting agendas
- e. Sends correspondence from the MSWSA
- f. Utilizes media resources to communicate MSWSA activities, i.e.: School web-page, Facebook, e-mail, posted notices on campus, and other means available to the MSWSA
- g. Trains successor in functions of office

E. Legislative Liaison:

- a. Prepares and researches issues/matters of concern to the social work profession or social work education related to policy matters (local, state, or federal levels)
- b. Communicates with the EWU BSW student club, other University groups, and community/state advocacy groups to coordinate participation in the annual Lobby Day in Olympia, WA
- c. Recommends a legislative agenda for Lobby Day to the MSWSA board of officers
- d. Ensures distribution of legislative agenda to MSWSA membership
- e. Communicates logistical travel and lodging options to membership
- f. Acts as key contact for coordinated attendance and participation to Lobby Day from EWU School of Social Work graduate program
- g. Coordinates with the Secretary follow up correspondence needed post Lobby Day
- h. Trains successor in functions of office

F. Community Service Chairperson:

- a. Plans and coordinates ongoing School of Social Work community service events
- b. creates new community service opportunities utilizing the diverse expertise of the School

- c. Coordinates and recruits volunteers for the School's community service events
 - d. Serves as liaison to the EWU Civic and Community Engagement Office
 - e. Facilitates communications with the EWU BSW student club, and other student organizations to plan joint community service events and joint programming
 - f. Coordinates with the MSWSA board to advertise special events
 - g. Facilitates professional and volunteer opportunities for MSW students.
 - h. Plans with the BSW student club recognition of the annual Social Work Month in March
 - i. Trains successor in functions of office
- G. Off-Campus Representatives
- a. Participates in meetings of the MSWSA board of officers via electronic means available (i.e.: poly-com, Skype).
 - b. Communicates to the MSWSA board the current issues and events from the off-campus site
 - c. Solicits input from MSWSA membership at their respective site
 - d. Communicates the activities of the MSWSA board, the School of Social Work, and the University to the MSWSA membership at the off-campus site
 - e. Coordinates with the Legislative Liaison participation in Lobby Day of off-campus MSWSA members
 - f. Trains successor in functions of office

ARTICLE V: Meetings of the MSWSA

- A. All officers are expected to participate in the business quarterly meetings.
- B. These meetings are open to the graduate student membership and are announced in advance to officers and membership.
- C. At the first regular meeting of the new academic year, the MSWSA will establish a schedule specifying the time, date, and place of subsequent regular meetings for the remainder of the academic year. New leadership will be voted in during the spring term.
- D. Special meetings can be called by the MSWSA when necessary.

ARTICLE VI: Service of the MSWSA Board of Officers

- A. Advocate for students while modeling social work values.
- B. Solicit representatives from the student membership to serve on standing committees of the School of Social Work.
- C. Coordinate and participate in fundraising activities for the MSWSA, in support of student programming and professional development.

- D. Publicize and inform the University population of the purpose, procedures, and activities of the MSWSA.

ARTICLE VII: Service to the School of Social Work

- A. Graduate student representatives will be solicited by the MSWSA board of officers for the following standing committees of the School of Social Work for a term of one academic year:
 - a. Admissions Committee: 1 graduate student vote; 1 student representative and 1 alternate
 - b. Faculty/Staff Meeting: 1 graduate student vote; 1 student representative and 1 alternate
 - c. Field Committee: 1 graduate student vote; 1 student representative
 - d. Graduate Curriculum Committee: 2 graduate student votes; 2 student representatives and 1 alternate
 - e. Personnel Committee: 1 graduate student vote; 1 student representative and 1 alternate
- B. Graduate student representatives will be solicited by the MSWSA board of officers and the Graduate Program Director for University and College (College of Social & Behavioral Sciences and Social Work) committees upon request (i.e. Graduate Affairs Council).
- C. Committee representatives will communicate committee activity to the MSWSA and solicit input from MSWSA membership to the appropriate committee.