

# **SOCIAL WORK IN ACTION**

**About Us:** Social Work in Action is a student-run organization which allows its members to become familiar and involved with various types of service projects while learning about the basic tenets of the Social Work Profession. Social Work in Action attempts to give its members hands-on experiences as well as informative materials.

**Purpose:** The purpose of Social Work in Action is to provide Cleveland State University students the opportunity to meet and socialize with other students interested in volunteering at social service agencies in the Greater Cleveland area. "Social Work In Action" coordinates and promotes several on campus social programs, and fundraising events.

**Qualification for Membership:** Membership is open to any CSU social work student. Membership does require a \$2.50 fee per semester

**Awards Received:**

- 2008 Student Organization Service Award

**Contact Information:**

Social Work in Action Office Campus Location:  
Chester Building, Room 206  
2300 Chester Avenue  
Cleveland, Ohio 44115  
Phone: 216-875-9877

Faculty Advisor: Dr. Murali D. Nair  
Phone: 216-687-4570  
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**About the Green Room:** The Green Room is a secure social utility for CSU students to engage with others on campus through student organizations, groups and as individuals.

Joining a student group provides you with a better chance of finding employment after you graduate, networking opportunities with your peers, faculty and staff, opportunities to develop leadership and organizational skills, and enhancing your overall CSU experience.

Use The Green Room to connect with classmates, keep up with friends, list items for sale on Magnus' List and share photos and videos.

Link: [https://greenroom.csuohio.edu/index.php?page=group\\_page&id=126](https://greenroom.csuohio.edu/index.php?page=group_page&id=126)

# **SOCIAL WORK IN ACTION CONSTITUTION**

## **Article I: Purpose**

**Section 1:** The purpose of Social Work in Action will be to provide Cleveland State University students the opportunity to meet and socialize with other students interested volunteering at local service agencies in the Cleveland area and to be a continuing source of information and services for students in the School of Social Work.

**Section 2:** SWK in Action will coordinate and promote programs, drives, and fundraising events, which are of support to the goals of the organization.

## **Article II: Membership**

**Section 1:** Membership in SWK in Action at Cleveland State University will be open to any and all students at the University. Active membership will be determined by being consistent with meetings and events, and by being in good standing with the membership dues. Once a student graduates or ceases at the University, his/her membership in SWK in Action will cease.

**Section 2:** Any member may be removed from membership for violation of the purposes of the organization by a majority vote of the active members of the organization. All members must be notified of this pending action at least one week prior to the removal of decision. Written charges by an active member are to be presented to the SWK in Action Advisor, who will notify the member in question with sufficient opportunity given for the member to answer charges at a meeting with the active members present. Voting will be done by secret ballot and the member in question will be notified immediately of the outcome of the vote.

**Section 3:** It shall be stated as part of the policy of SWK in Action that there will be no form of discrimination in the organization, whether it be due to one's race, religion, gender, sexual orientation, national origin, ancestry, age, disability or social status.

**Section 4:** Active membership in SWK in Action grants voting privileges on any and all items of the organizations business, including resolutions, items of legislation and elections.

## **Article III: Officers**

**Section 1:** The officers will consist of a President, Vice-President, Treasurer, Secretary, and Green Room Moderator. The officers will be responsible for administrative duties of SWK in

Action.

**Section 2:** The President will have the power to establish and maintain operation procedures of SWK In Action, call meetings, answer for all actions of the other officers and to speak on behalf of the organization and its members. The President will be able to vote in all decisions affecting SWK in Action.

**Section 3:** The Vice-President will assist the President with all administrative duties and assume those duties in the absence of the President.

**Section 4:** The Treasurer will receive and distribute SWK in Action funds upon the authorization of the active members of the organization, in accordance with the financial rules of the University and the laws of the State of Ohio, and make financial reports at the meetings of the organization upon request from the President or Vice-President and coordinate fundraising activities.

**Section 5:** The Secretary will be responsible for recording the minutes for every meeting that takes place and distributing copies accordingly; a paper copy and a soft copy.

**Section 6:** The Green Room Moderator will assist in updating the website site as well as monitoring all discussions in the University Green Room

#### **Article IV: Elections**

**Section 1:** The President, Vice-President, Treasurer and Secretary will be elected by the active members of SWK in Action to serve a term of one year. However, the officers can serve up to 3 consecutive terms upon re-election. Annual elections will be held within the first three weeks of the spring semester. Officers will be elected by means of an open vote from the floor unless a secret ballot is requested. The term of office for all officers will begin at the beginning of the spring semester and end on the day of the following election.

**Section 2:** Nominations of candidates for SWK in Action officer positions will be from the floor of the meeting by any active SWK in Action members present. Nominees for officer positions must be active SWK in Action members as of the meeting prior to the nominations.

**Section 3:** Officers will be elected by majority vote of those active SWK in Action members present.

**Section 4:** The order of succession will be 1) President, 2) Vice-President, 3) Treasurer, 4) Secretary, and 5) Green Room Moderator.

**Section 5:** Filling vacancies in any of the elected offices will be the first order of business at every regular SWK in Action meeting until they are filled. The order of succession will be followed in the filling of any vacant office during any unexpired term.

#### **Article V: Removal from Office**

**Section 1:** Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote for the membership, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can occur for failure to carry out the responsibilities of that office, for actions, which violate the purposes of the organization. Written charges by an active member are to be presented to the Faculty Advisor, who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting for the membership. Voting for removal from office is to be done by secret ballot.

#### **Article VI: Meetings**

**Section 1:** General membership meetings will be held when needed, either once a week or every other week, which will be decided by a group vote, and the President as needed can call additional meetings. The official means of notifying members shall be agreed upon at the first meeting of the spring semester after the elections are held.

#### **Article VII: Funding**

**Section 1:** Dues shall be charged for membership in SWK in Action. The amount of dues charged for each semester will be determined at the first meeting of the spring semester. Memberships will expire on the first day of the next semester. Yearly memberships will expire on the last day of the year paid (including summer semesters). Membership dues can be paid during any meeting throughout the year and can be collected by the Treasurer or President to be handed over to the Treasurer.

**Section 2:** SWK in Action, as it deems necessary, will undertake fundraisers for its own purposes. All fundraising will be conducted in accordance with University policies.

## **Article VIII: Amendments**

**Section 1:** Amendments to this constitution will be adopted by a two-thirds vote of the active members present at two consecutive meetings upon which the amendment has been read and voted.

**Section 2:** Once approved by the active membership, amendments will be submitted to the Student Life Committee of the Cleveland State University Faculty Senate for final approval.

## **Article IX: Jurisdiction**

**Section 1:** SWK In Action is subject, as a recognized/registered student organization, to the rules, regulations and policies of Cleveland State University and the laws of the State of Ohio.

The rules,

regulations and policies of Cleveland State University will hold precedence over any and all rules, regulations and policies applying to SWK in Action, including those of national organizations with which SWK In Action is associated.

## **ARTICLE X: By-Laws**

### **Section 1=STANDING COMMITTEES**

Standing Committees of the Social Work School that students may sit on include the following:

- A. Search Committee
- B. Curriculum Committee
- C. Field Committee
- D. Academic Standards Committee
- E. Development Committee
- F. Evaluation Committee

### **Section 2**

Members of all standing committees shall be elected by the faculty of the School. Elections shall take place during the Spring Semester. The Search Committee, the Curriculum Committee and the Field Education Committee shall consist of five members each. The Academic Standards Committee, the Development Committee, the Evaluation Committee shall consist of three members each.

### **Section 3**

At the nearest faculty meeting prior to the election, the Nominating Officer shall nominate persons to serve on committees. Nominations from the floor will also be accepted at that time.

### **Section 4**

The terms of office of all standing committees shall begin on August 15th and end on August 14th of the following year.

**Section 5**

Members of all standing committees, unless otherwise specified in the By-Laws, shall serve two one year terms allowing for staggering of terms to facilitate continuity.

**Section 6**

No person shall serve more than two consecutive terms on the same standing committee. This provision may be waived by the Nominating Officer when special needs of the school require such action.

**Section 7**

Each standing committee (except where specified otherwise in the By-Laws) may have one student representative elected by the student organization Social Work in Action.

- A. All student representatives should have all rights and privileges due committee members except that they shall not be counted in determining a quorum.
- B. Student representatives shall be notified by the respective committees of scheduled meetings or changes thereof.

**Section 8**

Vacancies on standing committees which occur during the year may be filled by faculty election or appointment as required in the By-Laws and shall run until the end of the committee term, or until the replaced committee member returns, whichever occurs first.

**Section 9**

Each Chairperson of a standing committee shall make an annual report in writing to the School during the Spring Semester.

**Section 10**

The Chairperson of the various standing committees shall be elected at the committee's first meeting, which shall take place within the first two weeks of the Fall semester.

**Section 11**

It is the responsibility of all committee Chairpersons to schedule meeting times which are suitable for committee members.

**Section 12**

Committee Chairpersons shall complete all necessary paperwork regarding faculty decisions requiring School, college and/or university implementation.

**Section 13 = SEARCH COMMITTEE**

The selection and composition of the Search Committee shall be in accordance with the pertinent sections of the current agreement between Cleveland State University and the American Association of University Professors Cleveland chapter, the CSU Affirmative Action Policies and School By-Laws.

Five faculty members shall serve on the Search Committee

- A. The functions of the committee are:
  - 1. To make appropriate arrangement for advertising of faculty and staff openings.
  - 2. To make recommendations regarding recruitment and hiring of new faculty and staff.

#### **Section 14= CURRICULUM COMMITTEE**

The Curriculum Committee shall consist of five full time faculty members elected by the majority of the votes cast by the School and the BSW Program Coordinator.

The functions of the committee are:

1. To engage in an ongoing review of School curricular offerings in regard to student needs, and in accordance with CSU general education requirements and CSWE accreditation standards.
2. To recommend to the faculty the establishment, alteration or abolition of curricula offered by the School; and
3. To review and recommend to the School appropriate courses offered by other Schools for inclusion in Social Work graduation requirements.

#### **Section 15= FIELD EDUCATION COMMITTEE**

The Field Education Committee shall consist of faculty who teach practice courses, including the field education faculty and representatives of the field instructors. It shall meet once a month during the academic year.

The functions of the committee are:

1. To engage in an ongoing review of field education policies and practices as these relate to student needs and within the guidelines and standards of the Council on Social Work Education.
2. To recommend to the faculty for review the establishment, alteration, or abolition of field education policies and practices. These recommendations shall be made with the full participation of the field education faculty.
3. To provide information and insight regarding current trends and changes in the practice community.
4. To review with the field education faculty the evaluations of field placement agencies as these may emerge as problematic or unsuitable for student field practicum placement, and to recommend discontinuance where educational outcomes are in jeopardy.
5. To recommend to the field education faculty potential placement agencies. The Field Coordinator shall have the final responsibility in determining the suitability of field education sites.
6. To support and participate in regular Field Education Convocations with field instructors and students, for purposes of closer integration of class and field content and for orientation, recognition and public relations with the practice community. There are at least two Field Convocations in an academic year, preferably fall and spring semesters.
7. To develop and implement orientation and trainings for field instructors.
8. To consult with the field education faculty in developing or revising field education procedures and addressing any field related issues
9. To maintain a close working relationship with the Curriculum Committee; and
10. To work with the Admissions and Continuance Committee in clarifying the interpretation of policies with regard to students having difficulty in the field.

### **Section 16 = ACADEMIC STANDARDS COMMITTEE**

The Admission, Continuance, Grades Appeal and Academic Standards Committee shall consist of three full time faculty members, including at least one tenured individual, elected by a majority of votes cast by the School. The BSW Coordinator shall serve as ex officio member of the Committee. A student member and alternate shall be appointed by Social Work in Action.

The functions of the committee regarding *Academic Standards* are:

1. To make recommendations regarding grading policies and practices, academic standing and proficiency standards required for graduation;
2. To make recommendations regarding action to be taken where students are seeking exception to the academic regulations of the School; and
3. To make recommendations regarding evaluation of transfer credits.

The functions of the committee regarding *Grades Appeals* are:

1. When notified by the BSW or MSW Program Coordinator that an appeal is being made, to hold a hearing which both student and faculty member are invited to attend to present their cases.
2. To decide by majority vote what action is to be taken. Both the student and faculty member shall be notified of this decision in writing by the Chairperson of the Grade Appeals Action Committee.
3. Process
  - a. If either the student and/or the faculty member concerned wish to appeal the decision of the Grade Appeals Officer to the Grade Appeals Action Committee, the Grade Appeals Officer shall notify the BSW or MSW Program Coordinator of that fact.
  - b. Upon instruction from either the BSW or MSW Program Coordinator, the Grade Appeals Officer shall give to the Grade Appeals Action Committee a copy of (a) the student's complaint, (b) the faculty member's explanation and (c) the Grade Appeals Officer's recommendation.
  - c. The Chairperson of the Grade Appeals Action Committee shall call a meeting of the committee, at which a hearing will be conducted, which both student and faculty member are invited to attend to present their cases.
  - d. The Grade Appeals Action Committee shall decide by majority vote what action is to be taken. Both the student and faculty member shall be notified of this decision in writing by the Chairperson of the Grade Appeals Action Committee.
  - e. The student may appeal the decision of the Grade Appeals Action Committee to the College of Liberal Arts and Social Sciences.

The functions of the committee members regarding *Admission and Continuance* are:

1. The BSW Coordinator shall collect each student's material and open a file for each student;
2. The BSW Coordinator shall review the file of each student who is seeking admission (or readmission) to the major and decide upon one of the following: (a) admittance, (b) admittance with conditions, or (c) non-admittance;
3. The committee shall review conditional and non-admittance student recommendations and state in writing its decisions;
4. The committee shall meet as necessary to consider admission and continuance problems reported to it.
5. After receiving all the data concerning a continuance problem and after talking with the student's faculty advisor and with the student, the committee shall make a decision to dismiss or retain the student and shall notify the student accordingly in writing.
6. The student may appeal the decision of the Admissions, Continuance, and Academic Standards Committee to the College of Liberal Arts and Social Sciences.

#### **Section 17 = DEVELOPMENT COMMITTEE**

The development committee shall consist of three faculty members elected by the majority of the votes cast by the School. The BSW Coordinator shall serve as ex officio member of the Committee.

Functions of the committee are:

1. To collect data on the educational and continuing educational needs of the community;
2. To plan and coordinate the implementation of recruitment efforts;
3. To plan and coordinate the Annual Social Work month activities;
4. To publish a School newsletter;
5. To maintain a School web page;
6. To plan and recommend to the curriculum committee continuing education activities; and
7. To plan the annual graduation activities.

#### **Section 18 = EVALUATION COMMITTEE**

The Evaluation Committee shall consist of three faculty members elected by a majority of School votes. The student member shall be appointed by the Social Work in Action student body.

The functions of the committee are:

1. To review on an ongoing basis School evaluation procedures;
2. To oversee the conduct of School evaluation activities;
3. To recommend to the School faculty evaluation changes as needed; and to
4. To report to the faculty results of School evaluations.

## **ARTICLE VI = SPECIAL COMMITTEES**

### **Section 1**

Special Committees may be appointed by the Director at any time during the year for the purpose of considering business not already under consideration by a standing committee.

### **Section 2**

Special Committees may consist of full time faculty members or other personnel as designated by the Director.

## **ARTICLE VII = FACULTY RESPONSIBILITIES**

Faculty responsibilities shall be in accordance with the pertinent sections of the current agreement between Cleveland State University and the American Association of University Professors Cleveland chapter, the CSU Affirmative Action Policies and School By-Laws.

### **Section 1**

Each full time faculty member has the obligation to share in the functioning of the School in the following areas: excellence in teaching, community service, School activities, university activities, and in the expansion of the knowledge base.

### **Section 2**

Specific responsibilities which will further these goals include but are not limited to the following:

- A. Attending School meetings regularly
- B. Serving on School, college, and university committees
- C. Advising students
- D. Evaluating and improving teaching methods

## **ARTICLE VIII = RIGHTS OF MEMBERS**

Rights of members shall be in accordance with the pertinent sections of the current agreement between Cleveland State University and the American Association of University Professors Cleveland chapter, the CSU Affirmative Action Policies and School By-Laws.

### **Section 1**

Each member shall have access to any of his or her files which are being kept by the School.

### **Section 2**

Members of the School shall have the right to develop and submit to the Curriculum Committee any proposals for courses. The proposal shall be reviewed by the Curriculum Committee and a decision shall be made by the entire School.

### **Section 3**

Each faculty member shall submit in writing any teaching and scheduling preferences for the next academic year to the School Director by the end of Fall Semester of the current year. Assignments shall be made in accordance with School needs and individual requests. Summer teaching assignments shall also be made with the same considerations.

**Section 4 = Grievances**

Grievance procedures shall be in accordance with the pertinent sections of the current agreement between Cleveland State University and the American Association of University Professors Cleveland chapter, the CSU Affirmative Action Policies and School By-Laws.

**ARTICLE IX = RATIFICATION**

These By-Laws shall be ratified by an affirmative vote of two-thirds of the members of the School of Social Work as defined in Article I of the By-Laws. These By-Laws shall be effective fourteen days after passage.

**ARTICLE X = AMENDMENT**

Any proposed amendment to or revision of these By-Laws shall be announced at a School faculty meeting at which time the proposed amendment will be read and entered in the minutes. Discussion and action shall take place at the next regularly scheduled faculty meeting. A two-third (2/3) majority shall be sufficient for the adoption of the proposed amendment.



# Cleveland State University

Social Work in Action

School of Social Work

## SOCIAL WORK IN ACTION APPLICATION For the \_\_\_\_\_ Semester of the year \_\_\_\_\_

### I. PERSONAL INFORMATION

Name: \_\_\_\_\_

CSU ID #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Number and Street*

*City*

*State*

*Zip Code*

Email Address: \_\_\_\_\_

Please include my contact info on the club roster

Telephone Number(s): Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Other: \_\_\_\_\_

### II. EDUCATIONAL HISTORY

Expected Date of Graduation: \_\_\_\_\_

Application to SWK major completed: \_\_\_\_\_

Academic Distinction and Honors *(include membership in honorary groups, offices held, scholarships received in high school or college):* \_\_\_\_\_

College Extracurricular Activities: \_\_\_\_\_

### III. ORGANIZATION INTERESTS

Are you interested in holding an Officers position or sitting on a committee? If so, which one?

#### Officer Positions

President

Vice President

Treasurer

Secretary

Green Room Moderator

Back-up/Stand-in

I wish to be a member only

#### Committee Seats in School of Social Work

Search Committee

Curriculum Committee

Academic Admissions and Continuance Committee

Field Education Committee

Development Committee

Evaluation Committee

Faculty Meeting

Grades Appeals

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return to CB 303 or via email [swkinaction@gmail.com](mailto:swkinaction@gmail.com)

For Office Use Only:

\$2.50/semester dues paid  Date \_\_\_\_\_ Received by \_\_\_\_\_

Position Attained \_\_\_\_\_