



BACHELOR OF SOCIAL WORK STUDENT SOCIETY

~ CONSTITUTION ~

Article I: **Name and Affiliation**

- 1) The name of this organization shall be the Bachelor of Social Work Student Society (BSWSS).
- 2) The Bachelor of Social Work Student Society shall not be affiliated with any political party or candidate.

Article II: **Statement of Principles and Objectives**

- 1) Student Equity, Diversity, and Inclusion:
 - a) The BSWSS will continue on its endeavours to embody and implement anti-oppressive ideals and practices.
 - b) We will continue to challenge and be challenged on our own feelings and perspectives as they relate to racism, sexism, homophobia, ableism, and all other forms of oppression.
 - c) Our strive for inclusivity is at our core. We offer transparency and take accountability in the work that we do. We welcome all comments, critiques, and criticism from our members and we will review and address them in a timely manner.
- 2) Integrity & Respect:
 - a) We will comply with the Ontario College of Social Workers and Social Service Workers (OCSWSSW) [Code of Ethics and Standards of Practice](#) and the Canadian Association of Social Work (CASW) [Code of Ethics](#), in all aspects, wherever possible and to the best of our ability.
 - b) We will strive to show respect to all members of the Bachelor of Social Work Program and will promote a safe, judgement-free space, where all thoughts and concerns are considered and listened to at all times.
- 3) Transparency & Clarity:
 - a) We believe that all BSWSS members should have access to information in regards to the work conducted and the progress made within our student society
 - b) All meeting minutes will be documented and available electronically for members to review.
 - c) Should any additional information or further details be required, members are always welcome to contact the BSWSS at bswss.cu@gmail.com
- 4) Consistency & Reliability:
 - a) We will strive to be reliable, consistent, and follow through with our goals and initiatives and will have measures in place to ensure the success of the BSWSS.
- 5) Commitment to Education & Social Justice:
 - a) We will work to provide educational opportunities that will add to the experience

- of the Bachelor of Social Work Program.
- b) We will contribute to the strengthening and building of our Bachelor of Social Work Program community and will strive to contribute in a productive and positive way at Carleton and in the community at large.
 - c) We will commit to educating ourselves on current and predominant issues, anti oppressive approaches, and cultural practices to further develop our understanding and empathy for others.

Article III: Membership

- 1) Membership shall consist of all students enrolled in the School of Social Work's Bachelor of Social Work Program at Carleton University.
- 2) Members shall have full voting rights at all General Meetings, save for meetings whose attendance is limited to the Executive Committee, and shall be permitted to stand for election to any position.
- 3) A member's voting privileges may be revoked, if the member is found to have seriously violated the BSWSS Statement of Principles and Objectives, the OCSWSSW Code of Ethics and Standards of Practice, the CASW Code of Ethics, or otherwise intentionally and maliciously obstructed the works and initiatives of the BSWSS.
- 4) A decision to revoke and length of the revocation shall be decided on by a majority vote of all members present at the next meeting in which the member being accused is able to present an argument on their own defence.
- 5) Regardless of the length of the revocation, full voting rights shall be restored to the member on the following April 30.
- 6) To remove a CUSA member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
- 7) The BSWSS will follow the impeachment and member removal guidelines set out by CUSA

Article IV: Executive Committee Positions

- 1) Two (2) Co-Presidents
- 2) One (1) Vice President of Student Engagement
- 3) One (1) Vice President Student Events
- 4) One (1) Vice President of Communications
- 5) Four (4) Executive Year Representatives
- 6) Additional Executive positions may be created by the elected Executive Committee as deemed necessary.
- 7) These new positions must be approved by a vote of the majority of the Executive Committee.

Article V: Committees

- 1) A committee may be set up by a majority vote of the Executive Committee.
- 2) A member of the Executive must serve as committee chair.
- 3) The Executive Committee shall appoint all committee chairs.
- 4) Each committee chair shall appoint a vice-chair who shall take on the responsibilities of the chair in case of the chair's absence.
- 5) Committees are responsible for recruiting other members of the club to aid in the running of different functions of the Bachelor of Social Work Student Society.

Article VI: Meetings

- 1) Executive meetings shall be held bi-weekly unless it is decided by the Executive

Committee that additional meetings are needed in special circumstances (i.e. during onboarding/transition periods or prior to events).

- 2) Executive meetings shall have recorded minutes to be approved at subsequent meetings for public distribution.
- 3) Quorum shall consist of the co-chairs and a simple majority of remaining Executive members, where at least five members must be present. Votes will be decided by the quorum.
- 4) Any Executive member may appoint a proxy by notifying the chair at least 24 hours before the meeting.
- 5) General meetings may be called by the Executive Committee as necessary. These meetings must happen at least a week after they have been called.
- 6) Notice of the meeting, the agenda, and any documents to be tabled shall be distributed at least one week in advance to the membership.
- 7) Quorum shall consist of the Co-Presidents, at least three Executive members, and any general members who wish to attend.
- 8) General meetings shall have recorded minutes to be approved at subsequent Executive meetings for public distribution.

Article VII: Impeachment

1. To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
2. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
3. Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:

Impeachment for Removing an Executive Role:

- a. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
- b. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
- c. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.

Membership Impeachment:

- d. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
- e. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.

- f. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

Article VIII: Amendments to the Constitution

- 1) Amendments can be put to the membership by any general member at any General Meeting.
- 2) Amendments must be filed at least one week in advance of the meeting.
- 3) Amendments must be moved by at least three (3) members.
- 4) Amendments shall be deemed adopted with the consent of 2/3 of members present.
- 5) Amendments to the constitution may be made, effective immediately, with the consent of 2/3 of the Executive Committee.

Article IX: Electoral Process

- 1) Towards the end of the academic year, the Executive Committee will hold a meeting to put together an electoral process for all positions for the next academic term.
- 2) The Bachelors of Social Work Student Society will appoint a succession officer to run elections for the club.

The succession officer must be:

- a) A neutral party to all elections being held within the club.
 - b) A member of the clubs oversight committee
 - c) A member of CUSA clubs office
 - d) A club member or external student
- 3) All efforts should be made for a Succession Officer to be appointed on a consensus basis. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer
 - 4) BSWSS will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
 - 5) The BSWSS Executive Committee shall put a call forward to fill all positions via form.
 - 6) Slates shall only be permitted for Co-president(s) positions.
 - 7) If the number of candidates exceeds the number of available positions a formal election will be conducted for the contested positions.
 - 8) If there is only one candidate for any position, that position shall be offered to said candidate by acclamation.
 - 9) If the number of interested candidates is lower than the number of available positions, Executive members can suggest students they think would be suitable for the available positions and ask them if they would be interested. If said student is interested, the position shall be filled by acclamation.
 - 10) The date of elections will be announced 2 weeks in advance. Candidates within this time can campaign up until the start of voting.
 - 11) There will be a 48 hour period to vote, after which voting will be closed.
 - 12) At the first executive member meeting of the year, a final vote of confidence will be conducted for acclimated members, in an anonymous format.

Article X: Dissolution Procedure

- 1) Upon dissolution of the Bachelors of Social Work Student Society, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Carleton School of Social Work.

Executive Roles and Responsibilities

Co-President(s)

The position of Co-President shall be filled by 2 people, with co-leading priorities and roles. They will act as head officers of the Executive Committee and will conduct, in tandem, all meetings of the Bachelor of Social Work Student Society (BSWSS). While still retaining their respective individual agency, the Co-Presidents shall have general supervision over BSWSS Executive Committee members and will offer advice, direction, and support. They will be responsible for transitioning (onboarding) of the subsequent academic year's Executive Committee. If time and capacity exist within these roles, Co Presidents will aid in any and all BSWSS endeavours and commitments.

Vice President of Student Engagement

Motivates students to participate in the BSWSS, engages students to find out what their interests are, encourages volunteerism, assists with planning and fundraising events that match with student interests. VP of Student Engagement is also responsible for maintaining social media outlet pages.

Vice President of Finance

Responsible for BSWSS finances, accurately keeps track of transactions, prepares budgets, performs bookkeeping and provides financial reports. The VP of Finance ensures financial accounts are well balanced. The VP of Finance may also be responsible for aiding VP of Student Engagement in additional fundraising support, provided that time and capacity within the position exist.

Vice President of Communications

Records meeting minutes and distributes them in a timely manner, manages BSWSS' email account and provides additional administrative support. The VP of Communications may also be responsible for aiding the VP of Student Engagement in their various engagement endeavours including social media support.

Executive First Year Representative

Is responsible for communicating with first-year BSW students, informing students of BSWSS activities. Will collect feedback, concerns, and suggestions from first-year students on the program, placement, and student engagement and report back to the BSWSS. All Executive Year Representatives will be responsible for supporting the Executive Committee with various endeavours and commitments, as needed.

Executive Second Year Representative

Is responsible for communicating with second-year BSW students, informing students of BSWSS activities. Will collect feedback, concerns, and suggestions from second-year students on the program, placement, and student engagement and report back to the BSWSS. All Executive Year Representatives will be responsible for supporting the Executive Committee with various endeavours and commitments, as needed.

Executive Third Year Representative

Is responsible for communicating with third-year BSW students, informing students of BSWSS activities. Will collect feedback, concerns, and suggestions from third-year students on the program, placement, and student engagement and report back to the BSWSS. All Executive Year Representatives will be responsible for supporting the Executive Committee with various endeavours and commitments, as needed.

Executive Fourth Year Representative

Is responsible for communicating with fourth-year BSW students, informing students of BSWSS activities. Will collect feedback, concerns, and suggestions from fourth-year students on the program, placement, and student engagement and report back to the BSWSS. All Executive Year Representatives will be responsible for supporting the Executive Committee with various endeavours and commitments, as needed.