

**Article I. Name of Organization**

The name of the organization will be the Union of Black Social Work Students.

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**Article II. Acceptance and Compliance to Registration Requirements and Limitations**

The Union of Black Social Work Students and its membership accept and will fully comply with the requirements and limitations of registration.

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**Article III. Limits of Registration**

Registered student organizations are student associations and are not official components of the University. Registration does not permit a student organization to use or act in the name of the University, to represent the University, engage in any contractual obligation in the name of the University nor represent the organization as being an official part of the University. Registered student organizations are permitted to have approved external affiliations. Registration expressly permits registered student organizations to only operate on campus. Off-campus activities of registered student organizations are the sole responsibility of the organization, officers and members, unless expressly approved in advance by the University. Membership in a registered student organization and participation in its activities are voluntary and all risks of personal injury, property damage or other losses incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or participant(s).

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**Article IV. Annual Re-registration**

The Union of Black Social Work Students will submit its annual re-registration application during the re-registration period following the election of new officers.

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**Article V. Purpose**

We aspire to bring together students at the BSW, MSW, and PhD levels to advance Black Social Work values. The organization promotes the professional development of members, celebrates the history of Black Social Work at the University of Pittsburgh, and promotes the well-being of Black residents in Western Pennsylvania through community action.

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## **Article VI. Activities**

Activities that the Union of Black Social Work Students will provide include regular meetings, social activities, service events, professional development activities (i.e. workshops and seminars), and advocacy events.

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## **Article VII. Membership Requirements**

1. Membership is open to currently enrolled Pitt students as defined herein.
2. All members must accept and comply with all of the requirements and limitations of registration as a condition of membership.
3. Membership in the Union of Black Social Work Students is voluntary and all risk of personal injury, property damage or other losses that occur incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or non-member participant(s). Accordingly, the University of Pittsburgh, its officers and agents shall not be responsible nor liable for any claims or causes of action for damage or loss of property or personal injury of any kind or nature which may arise out of or are incidental to the conduct of any organization's activities or that of any individual's participation in any group-related activity. It is further understood and agreed that it is the responsibility of the officers of the organization to assure that all of the organization's members and non-member participants in all activities sponsored by the Union of Black Social Work Students are fully informed and advised of this ASSUMPTION OF RISK, and in the event any individual member or participant should express or indicate non-acceptance, the organization's officers shall forbid participation and/or membership of such individual. In regard to the organization member or non-member participant Assumption of Risk, the Union of Black Social Work Students acknowledges that the University recommends that the organization members and non-member participants make every effort to arrange for the acquisition of liability insurance sufficient to protect all participants against those risks being assumed. For sport-related organizations, the University recommends that each individual have insurance sufficient to allow for any risks by participation, accident or by deficiencies in physical health.
4. No hazing or illegal discriminatory criteria for membership, including those listed in the University of Pittsburgh's non-discrimination policy, will be used as a

condition for membership in the organization. These factors include race, color, religion (except for religious organizations which may restrict membership to those who share their faith-based beliefs), national origin, ancestry, sex (except same sex organizations permitted under Title IX), age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability or status as a veteran. This non-discriminatory policy will be applied in a manner consistent with the requirements of the First Amendment of the United States Constitution and other laws applicable to student organizations.

5. Members must be currently enrolled in a University of Pittsburgh School of Social Work academic program.
6. The financial obligations of members is \$10 per academic year.

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### **Article VIII. Membership Procedures**

Recruitment will take place year round. Primary members must be currently enrolled in a University of Pittsburgh School of Social Work academic program. A prospective member must email the organization's official email account from a University of Pittsburgh student email account. An officer will then respond to email by sending an application. The student's email account and provision of a University of Pittsburgh student id # in application will serve to verify that the student has met the minimum requirements of membership. After the \$10 membership fee is received by the Business Manager, the President must then approve membership application. Privileges of primary membership include participation in all activities, voting privileges, and ability to serve as club officer. Members can be removed in four manners: 1) request to terminate membership via email to organization's email account, 2) failure to meet financial obligation by the last day of the Spring semester results in automatic removal, 3) inactive enrollment in a School of Social Work academic program, and 4) 2/3<sup>rd</sup> vote of expulsion by executive officers. Members can be reinstated by resubmitting application, paying dues and vote of approval by the President.

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### **Article IX. Voting Privileges**

Voting privileges are limited to primary members as identified by their status as actively enrolled in a University of Pittsburgh School of Social Work academic program. The

initiation of disciplinary or termination procedure will result in the loss of voting privileges only to be gained if member returns to good standing.

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### **Article X. Associate Membership**

Associate members are alumni of a University of Pittsburgh School of Social Work academic program, Pitt Faculty, other non-Pitt persons, and current students who are not actively enrolled in a School of Social Work academic program. Associate members will follow the same application, removal, and reinstatement procedures as primary members. Associate members may not vote, hold office nor serve in a formal leadership role. They may participate in organization meetings and activities with the exception of peer mentoring meetings. Pitt student membership shall comprise of at least 75% of the total membership at all times.

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### **Article XI. Officers**

The organization shall have the following officers: President, Vice President, Business Manager, Secretary, Communications Director, and First-Year Student Lead.

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### **Article XII. Terms of Office**

Officers will serve for a period of one academic year. The first day of October constitutes the start of the term.

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### **Article Officer Responsibilities and Duties**

The President will preside over all meetings as chairperson, fulfill all legal compliance responsibilities to the University of Pittsburgh as dictated by the Student Affairs office, serve as liaison between the organization and Faculty Advisor, interview and approve prospective faculty advisors should a change occur, and approve membership applications of all new primary and associate members.

The Vice President will fulfill all duties constituted to the President should a vacancy occur until the next scheduled election for President or the President no longer be deemed ineligible or incapacitated by majority vote of all executive officers. The Vice President is responsible for organizing and execution of all organization events and activities.

The Business Manager is responsible for all financial related activities including securing funding from University of Pittsburgh for events/activities, securing of membership fees, disbursement of funds upon approval of the President, annual auditing of expenses, and arranging sponsorship, donations, and fundraising activities in compliance with the Student Affairs office.

The Secretary is responsible for meeting minutes, tallying, verifying, and recording of all votes of the executive board, and maintaining internal membership database.

The Communications Director informs members of events, activities, and updates, as well as develops and implements marketing campaigns to promote the organization.

The First-Year Student Lead serves as liaison for students in the first year of enrollment in a School of Social Work academic program.

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### **Election of Officers**

The election of officers will occur the third Monday of September via electronic survey sent to all primary members; the survey will be open for a period of seven days. A survey requesting nominations will be sent out to all primary members by the first day of September and will be open for a period of 7 days. All primary members are eligible to run for executive office. The vote required to elect an officer is a simple majority of primary members. Primary members are identified by their status as actively enrolled in a University of Pittsburgh School of Social Work academic program. Officers cannot hold more than one executive office. Contested elections will be resolved via Presidential decision.

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### **Voting Powers of Officers**

All officers will retain voting privilege. The President will serve as a tiebreaker.

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## **Removal of Officers**

Officers will be removed by process of 2/3<sup>rd</sup> vote by executive board. Upon vacancy, executive officers will be chosen by the President until next scheduled election.

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## **Vacancies**

When an officer resigns or is removed, the vacancy will be filled by the President. The replacement officer will serve until the next scheduled election.

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## **Committees**

Committees will be chaired by a primary member chosen by the President. Executive Officers can also serve as a committee chairperson. The function of standing committees is to assist the Vice President in the organizing and execution of club activities and events. The function of special committees is to engage in specialized activities (i.e. commissioned reports and advocacy efforts) on topics impacting the well-being of Black residents of Allegheny County. Ad hoc committees will be formed at the discretion of the executive board. There are no limitations as to the number of members that can serve on committees. There are no term limits for committee chairmanship and committee membership. Associate members can serve on special committees only. The committee chairperson is responsible for identifying committee members. Executive board will approve, alter, or terminate new committees by 2/3<sup>rd</sup> vote. The following committees are constituted:

### **Standing Committees**

- Committee on Professional Development
- Committee on Social Events & Self-Care
- Committee on Recruitment, University & Public Relations
- Committee on Community Outreach & Engagement
- Committee on

### **Special Committees**

- Special Committee on Black Women Health
- Special Committee on Child Welfare
- Special Committee on the Promotion of Healthy Male Development
- Special Committee on LGBTQIA Advancement

- Special Committee on Disability Rights & Access

#### Ad Hoc Committees

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### **Meetings**

Semester Greetings meeting is required to occur during the Fall semester before the 1st day of October and during the Spring semester before 1<sup>st</sup> day of March. Semester Greetings meetings are open to the primary members, associate members, prospective members, and the public. The Executive Board are required to meet once during the Fall semester, Spring semester, and once during the summer. The Vision Board Meeting is required to meet during the Spring semester before the 1<sup>st</sup> day of May. All primary and associate members are allowed to attend. Quorum is 45% of primary members in attendance. Ad hoc meetings can be called by majority vote of executive board, with 2 weeks' notice provided. Executive board, committee meetings, and ad hoc meetings can occur via teleconference with approval by the President. The President or the next highest ranking member in attendance will serve as chairperson and will call meetings to order, confirm agenda, carry out votes, and adjourn meetings.

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### **Finances**

The Business Manager must submit a finance report detailing all income and expenses on the first Monday of April to all primary members and the faculty adviser. The Business Manager must submit an audit report at the end of each semester to the executive board and faculty adviser. The Union of Black Social Work Students shall fully comply with the University fundraising policies and procedures for registered student organizations. The organization will not maintain an outside bank account if it receives funding from the Graduate & Professional Student Government.

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### **Publications Code**

In compliance with the Publications Code for Student Organizations, all publications of the organization will comply with current copywriter laws, be distributed according to policies and procedures, refrain from expressions that are considered obscene or

libelous according to current statute, advocate or insight the material interference or physical disruption of the educational process of the peace, order and decorum of the campus, or that advocate or insight imminent, lawless action or the violent overthrow of the government and identify the organization as publisher and specify that the group is a registered student organization at the University of Pittsburgh.

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### **Adviser**

An advisor must currently hold a full time faculty or staff position with the University of Pittsburgh. Only a current employee within the School of Social Work can serve as adviser. The selection process entails an email disbursed to all current staff members within the School of Social Work. Prospective advisers must then email the organization's email account to formally express interest. The President will then interview prospective candidates and choose an adviser. Advisers assist the President in fulfilling all legal compliance matters as dictated by the Student Affairs office, serve as liaison between the organization and the School's professional staff, will provide consultation at the discretion of the President, and will respond to any complaints or allegations constituting a legal misdemeanor or felony by a member. A faculty adviser can only be removed by a unanimous vote of executive board members. In the instance of a vacancy, the President will call for candidates and will complete the process of fill the vacancy no later than 30 days after announcement.

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### **External Affiliations**

No external affiliation exists.

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### **Amendments**

Amendments may be proposed during each semester's policy and procedures meeting. If an amendment is proposed, the President will constitute an ad hoc committee to determine the benefits and harms associated with each change to the constitution. At the next policy and procedures meeting, the proposed amendment will be voted on. Amendment changes require 2/3<sup>rd</sup> vote by primary members. All constitution additions, revisions and deletions must be reported to the SORC.



