



# Hardin-Simmons University

## Social Work Club

### Policies and Guidelines

#### **INTRODUCTION**

Social Work Club is a great way for Social Work students to develop social, educational and leadership skills. Involvement allows students the opportunity to network, represent HSU and the Social Work Department, take part in the leadership and mentorship program and become engaged in events and service activities both on-campus and off campus.

The Social Work Clubs Policies and Guidelines Manual is a resource guide. The manual is designed to assist the club and its members in establishing and effectively leading a successful organization.

#### **BENEFITS OF THE SOCIAL WORK CLUB**

There are many benefits to being involved in the Social Work Club. Being a part of the club helps with the following: career enhancement, communication skills, leadership skills, social networking, social skills, personality development, organizational and management skills, build long lasting friendship and more.

#### **GENERAL SOCIAL WORK CLUB RESPONSIBILITIES**

The club must adhere to the policies and procedures set forth by Hardin-Simmons University Student Handbook and Social Work Student Handbook. HSU Student Handbook can be found on the website under *Info for: Current Students* <https://www.hsutx.edu/info-for/currentstudents/> and the Social Work Student Handbook under the *Social Work Program* [https://www.hsutx.edu/wp-content/uploads/2018/01/sw\\_student\\_handbook.pdf](https://www.hsutx.edu/wp-content/uploads/2018/01/sw_student_handbook.pdf).

#### **GENERAL GUIDELINES FOR THE SOCIAL WORK CLUB**

- Recruit currently enrolled Social Work students
- Select officers
- Select a club advisor. The advisor must be a faculty member of Hardin-Simmons University Social Work department
- Create Short- and Long-Term club goals for the Academic year
- Maintain monthly meetings

## CLUB FULL DISCLOSURE

The Social Work club is required to submit full disclosure of any and all information related to the club, including but not limited to active membership roster, traditional activities, service projects, or any other activities. Failure to submit accurate information will be considered a violation of the club policy.

## CLUB FINANCES

The Social Work Club Treasurer must work closely with the Social Work Department regarding dues, raised funds, and inured expenses. The Social Work Club treasurer will be expected to maintain accurate records for all deposits and expenditures. The treasurer should arrange a time monthly to meet with the Administrative Assistant in the Social Work Department to review their organization's monthly business.

Clubs are required to deposit all funds into the SGA account memo'd Social Work Club in the Cashier's Office or with Austin Hennesay in Student Life. No off-campus accounts are allowed. The club treasurer is responsible for keeping the club fully informed of all transactions. Check requests must be requested by the Administrative Assistant to the Social Work department.

### *Dues:*

The semester dues of \$15.00 from each active member can be paid in cash or check.

### *Expenditures:*

Before spending funds from the club account, the Treasurer must verify with the Social Work Department that there are adequate resources in the account to cover the purchase. The club Treasurer must explain in detail to the department the following: the items, quantity, how much and from where.

Most events will be paid via credit card. However, if a check is required from the vendor, this must be noted. A W9 must be obtained from the vendor before a check can be processed. Reminder, it can take up to ten business days to get a check.

The Social Work Club may use the college's sales tax-exempt status for purchases pertaining to the organization. A sales tax letter may be obtained from the Social Work Department.

**Note:** Sales tax paid on purchases **WILL NOT** be reimbursed.

Hold on to all receipts. Make a copy of the receipt and the Treasurer must keep a copy of the receipt. The original copy must be given to the Social Work Department within 24 hours of purchase.

## **ACTIVE LISTS AND DUES**

The Social Work Club must submit a list of active members by the third week of each semester. Active lists must be in an Excel document and must include the following information:

1. Active Academic Year
2. Alphabetical list of members
3. Member contact information

Each club member must pay dues by an agreed-upon date in order for that member to be included on the active list. If payment is not made by the specified date, the treasurer must notify the Social Work Office to remove the member's name from the active list. The Social Work Club is encouraged to collect dues from members before adding their names to the active list.

## **CLUB CLOTHING AND MERCHANDISE**

If the club/officers want to design their own shirts, other clothes or merchandise, the design must be submitted to the Social Work Department. The department will review the design then inform and collaborate with HSU Marketing. Once the approval has been given, the executive team will proceed with production, distribution and collection of payment.

## **CLUB MEETINGS**

A general guideline of specific dates for club meetings is included in the Calendar section of this handbook. Generally, club meetings are generally held on Wednesday's at noon. Certain dates and meeting places may change due to special guest or events. Special meetings may be called with the approval of the executive members and sponsor(s). No club meetings, activities or functions are to be scheduled during holidays or student breaks unless approved by executive members and sponsor(s).

## **ROOM RESERVATIONS**

The Social Work Club must arrange room reservations with the Social Work Administrative Assistant to be entered through *25Live* for regular meetings or activities. A minimum of 2 weeks is needed for reservations requests.

## **POSTING SIGNS**

Banners, signs and fliers may be posted in Student Center once approval is gained from the Social Work Office and HSU Student Life. Upon approval, clubs must gain permission from building managers to post in any other facility on campus.

## **CLUB ACTIVITIES**

Any activity or event including, but not limited to social gatherings, travel, community service projects, on campus events, etc. require prior approval from the Social Work Department **1 month prior** to the event. If the notification is not given in a timely manner, the club will not be able to hold event(s) for that month.

When the club hosts an event, the SW Club President or Vice President must be present. **When the SW Club has any activity there should always be a sign-in sheet and agenda.**

Any events that meets one of the following criteria will be considered a club activity:

1. Five or more club members are involved.
2. Information about the event was distributed to members in Social Media platforms, Microsoft Teams, GroupMe or email.
3. It was discussed at a club meeting.
4. Everyone in the club is invited.

Faculty Advisor must be present at all club activities except:

1. Devotionals on campus.
2. Intramural and club sports.
4. Informal get-togethers at public eating places.
5. Informal get-togethers, other than a meeting, held in a room on campus for which the sponsors feel their attendance is unnecessary.

## **MEETINGS**

The club or organization is expected:

1. To maintain a protocol for meetings: prepare agenda (format provided) before the meeting and share with all club members.
2. Before the beginning of a semester, create a calendar that has the meeting schedule and event schedule for the fall and spring semesters (templates are provided)
3. Maintain minutes of the meeting in the format provided and share them with all members within one week after the meeting.

## **RECORDS TO BE MAINTAINED**

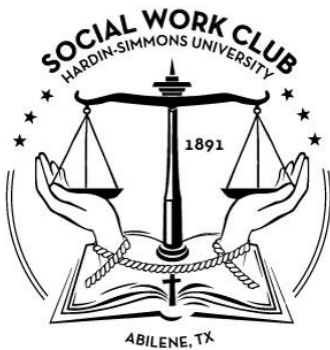
The Social Work Department will provide the club a 1-inch binder for the club, containing the club formation forms, constitution, executive team, and regular members. It is up to the club to keep this notebook up to date.

Other information that needs to be updated and maintained is the following:

- Meetings with meeting agendas and minutes
- List of activities, sign-up sheets, and flyers
- Changes to the executive team.
- All documents should have name, date, and event/meeting title.

## **CLUB LOGO**

The Social Work Club logo can be used for any correspondence. Any alterations will not be allowed or accepted.



## **SOCIAL WORK CLUB CONSTITUTION AND BY-LAWS**

The Social Work Club Constitution and By-Laws is a valuable tool for the successful functioning and continued existence the club. Essentially the by-laws are a document that describes its purpose. It also provides registered elements of the club and governs the way in which the group will function.

*The Constitution and By-Laws includes the following:*

- Article I: Name of Organization
- Article II: Purpose of Organization
- Article III: Membership
- Article IV: Meetings
- Article V: Officers
- Article VI: Duties of Officers/Position Description
- Article VII: Election of Officers
- Article VII: Committees
- Article IX: Meetings
- Article X: Amendments to the By-Laws

## **HSU Social Work Club Constitution and By-Laws**

### Article I      Name of Organization

The organization shall be called the Social Work Club of HSU

### Article II     Purpose of Organization

The purposes of the organization are:

- To **promote knowledge** about and interest in social work at HSU
- To **facilitate communication** among students of the program and between
  - students, faculty and staff
- To **provide fellowship** among social work majors and other students interested in
  - social work at HSU
- To **provide orientation** to students new to the HSU campus who may be interested in social work
- To **promote social action and community service** both within and outside of HSU

### Article III    Membership

Membership shall be open to all interested students at HSU who maintain a 2.0 cumulative grade point average.

### Article IV    Meetings

The organization shall hold regular monthly meetings. Other meetings may be called as necessary.

### Article V     Officers

Section 1: The officers of the organization shall include but not be limited to President, Vice President, Secretary, Treasurer, Media Services Coordinator, and Chaplain. Additional officer roles of Event Coordinator and SGA Representative shall be included as needed.

Section 2: Officers must have a 2.5 cumulative grade point average in order to hold office.

## **HSU Social Work Club Constitution and By-Laws**

Section 3: Officers will serve for one (1) year. The year shall run from April to April. Each officer is eligible to be re-elected to the same office one (1) time.

### Article VI Duties of the Officers

Section 1: The duties of the President shall be:

- To see that the functions of the organization are carried out effectively
- To preside over all meetings of the organization
- To set up the agenda for each meeting of the organization
- To delegate responsibility as necessary
- To determine the necessity for the establishment of committees and to coordinate the formation of such committees

Section 2: The duties of the Vice President shall be:

- To work with the President in seeing that the functions of the organization are carried out effectively
- To act as President in the absence of the President of the organization
- To organize and coordinate the election of new officers
- Coordinate any activities of committees developed by the organization

Section 3: The duties of the Secretary shall be:

- To work with the President in seeing that the functions of the organization are carried out effectively
- To serve as communication officer by coordinating all written and electronic communication within the organization
- To handle all correspondence of the organization

## **HSU Social Work Club Constitution and By-Laws**

- To distribute the minutes of each regular meeting to membership of the organization
- To maintain a file of minutes, correspondence, and committee reports for the organization

Section 4: The duties of the Treasurer shall be:

- To work with the President in seeing that the functions of the organization are carried out effectively
- To manage all funds and accounts of the organization (under the supervision of the faculty sponsor)
- To develop a financial statement to be reported at the end of each semester and to develop other financial reports as needed
- Keep the receipt book and other records as appropriate; tracking payments of dues and fees by keeping a running list of membership dues/fees paid (fees may be for items such as banquet guests/attendance, t-shirts, fundraisers, etc.)

Section 5: The duties of the Media Services Coordinator shall be:

- To work with the President in seeing that the functions of the organization are carried out effectively
- To attend club functions and take pictures for historical record.
- To appoint an interim Media Services Coordinator for each event that he or she is unable to attend in order to ensure visual documentation of any and all social work club events.

Section 6: The duties of the Chaplain shall be:

- To work with the President in seeing that the functions of the organization are carried out effectively
- To attend all club functions to lead prayer
- To be available to provide spiritual support and to accept and distribute prayer, good thoughts/vibes, and like requests as needed



## **HSU Social Work Club Constitution and By-Laws**

- To appoint a temporary chaplain for each event that he or she is unable to attend to ensure the pray and spiritual needs of the club members are attended to
- Provide educational information related to spirituality, religions, belief systems, and the like as relevant to understanding diversity and difference in social work practice/profession

Section 7: The duties of the Event Coordinator shall be:

- To work with the President in seeing that the functions of the organization are carried out effectively
- To work directly with the President and Vice President to schedule and plan events
- To work directly with the Media Services Coordinator to make and distribute flyers for events
- To work directly with the Social Work Department Administrative Assistant to reserve rooms/spaces and tables and chairs for events
- To delegate responsibilities to all other officers for event planning and hosting

Section 8: The duties of the SGA Representative shall be:

- To work with the President in seeing that the functions of the organization are carried out effectively
- To attend monthly SGA meetings on the first Thursday of each month at 9:30am in Moody Center
- To advocate at SGA meetings for the wants and needs of the social work students and/or all students at HSU
- To report back to the other officers and faculty sponsor any relevant information from SGA meetings.
- To delegate another officer to attend monthly SGA meeting if he or she is unable to that month

## **HSU Social Work Club Constitution and By-Laws**

### • Article VII Election of Officers

The election of officers shall take place at the April meeting of the spring semester. The following procedure for election shall be followed:

- Nominations for each office shall be received from membership during the month prior to the election; nominations can be accepted from the floor at the meeting; nominees should meet minimum criteria to be an officer and be a club member in good standing (having paid all dues)
- Election shall be by secret ballot
- Votes for each office will be tabulated by the existing officers (unless they are on the ballot, then the other officers and/or faculty sponsor can tabulate the votes)
- Candidates receiving a simple majority of the votes cast are duly elected. In case of ties or the lack of a majority vote, the two (2) candidates with the highest vote totals shall be in a run-off election
- New officers shall take office at the end of the month (April) following the election.

### Article VIII Committees

There will be four standing committees:

1. Executive
2. Social
3. Public Relations
4. Program and Refreshment

Other committees shall be appointed by the President on an ad hoc basis as necessary to carry out specific organization functions.

### Article IX Faculty Sponsor

The faculty sponsor shall be chosen by the membership majority vote each year.

### Article X Amendments to the By-Laws

Section 1: Proposals to amend or repeal the by-laws may be initiated by any member of the organization

## **HSU Social Work Club Constitution and By-Laws**

Section 2: Any proposed amendment shall be submitted in writing to the organization one meeting prior to the meeting at which a vote will be taken.

Section 3: An affirmative vote by three-fourths (3/4) of the voting members present at the meeting shall be required to amend or repeal these By-Laws

### **HSU Social Work Club**



## SOCIAL WORK CLUB SHORT/LONG TERM GOALS

Academic Year \_\_\_\_\_

Report start date

Report end date

Short-term action items for FA \_\_\_\_\_ semester

Action item

Due date

Status

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Long-term goals for SP \_\_\_\_\_ semester

Goals

Due date

Progress

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Accomplishments

Concerns

## **Social Work Club Meetings/Activities**

### **Fall \_\_\_\_\_**

- September \_\_\_\_\_ Orientation @ Noon (Lunch Provided)
- October \_\_\_\_\_ NASW Texas Conference
- October \_\_\_\_\_ Club Meeting @ noon Location TBD
- November \_\_\_\_\_ Club Meeting @ noon Location TBD
- Christmas Party TBD

### **Spring \_\_\_\_\_**

- January \_\_\_\_\_ Orientation @ Noon (Lunch Provided)
- February \_\_\_\_\_ Club Meeting @ noon Location TBD
- February \_\_\_\_\_ Prom Party Location TBD
- March is Social Work Month
- March \_\_\_\_\_ Social Work Advocacy Day in Austin
- April \_\_\_\_\_ Club Meeting @ noon Location TBD
- April \_\_\_\_\_ Social Work Banquet Location TBD

**\*Meeting locations subject to change.**

**Social Work Club**  
**Meeting Agenda**

Date & Time

Type of Meeting:

Meeting Place:

In Attendance:

- I. Call to order
- II. Roll call
- III. Approval of minutes from last meeting
- IV. Open issues
  - a)
  - b)
  - c)
- V. New business
  - a)
  - b)
  - c)
- VI. Adjournment

Next Meeting: \_\_\_\_\_

# **Social Work Club**

Officer Meeting Minutes

Date

## **Opening**

The regular meeting of the Social Work Club was called to order at time on date in location by Facilitator Name.

## **Present**

Attendee names

## **Approval of Agenda**

The agenda was unanimously approved as distributed.

## **Approval of Minutes**

The minutes of the previous meeting were unanimously approved as distributed.

## **Open Issues**

Summarize the discussion for each existing issue, state the outcome, and assign any

## **New Business**

Summarize the discussion for new issues, state the next steps, and assign any action item.

## **Agenda for Next Meeting**

List the items to be discussed at the next meeting.

## **Adjournment**

Meeting was adjourned at time by Facilitator Name. The next general meeting will be at time on date, in location.

Minutes submitted by: Name

Approved by: Name

action item.









