

Section 1
Bylaws of the Coppin State University of Behavioral and Social Sciences

Article I
Name

The name of this organization shall be the, "CSU Behavioral and Social Sciences Alumni Chapter," hereinafter referred to as SWAC.

Article II
Mission

The Social Work Alumni Chapter supports the core values of the profession and the mission of Coppin State University College of Behavioral and Social Sciences by promoting the continued strength and development of alumni through excellence in collaboration, social networking and professional development.

Article III
Membership Categories

Section 1. Active Membership

Any person who has received a degree from the CSU Behavioral and Social Sciences shall be eligible for membership. Only active members shall be entitled to vote and/or hold office.

Section 2. Honorary Membership

Any member of the CSU Behavioral and Social Sciences faculty and/or staff shall be eligible for honorary membership. Additionally, honorary membership can be granted to any individual in the community who has shown a vested interest in the CSU Behavioral and Social Sciences. These community memberships must be voted on and approved by two-thirds of the board of directors. Honorary board members are not entitled to vote and/or hold office.

Section 3. Affiliate Membership

Any person who has received a graduate degree from another accredited Behavioral and Social Sciences can become an affiliate member of SWAC. Affiliate members are not entitled to vote and/or hold office.

Article IV
Membership Dues and Terms

Section 1. Beginning September 1, 2013, annual membership dues levels shall be as follows:

1. Active Membership: \$50.00
2. Affiliate Membership: \$25.00
3. CSU Behavioral and Social Sciences graduates are eligible for a one-year active membership at no charge in the year following their graduation. **Starting with the graduating class of May 2014**

Section 2. Membership Year

Membership is for one fiscal year, beginning on July 1 and concluding on June 30 of the following calendar year.

Section 3. Membership Voting

For the purposes of ratifying and amending the constitution, bylaws and the mission statement, voting shall be open

to all members. The decision shall be made based on a two-thirds majority of all active members. Any member who wishes to vote in absentia needs the approval of the executive board of directors before the vote can be counted.

Article V Board of Directors

Section 1. Board of Directors

The board of directors will be a 17-member board, with eight executive board positions and nine appointed positions. The executive board positions will be elected positions except for the director of career development and alumni relations, which is appointed by the school.

Section 2. Executive Board Members

The executive board of directors will be elected by the general membership, except for the director of career development and alumni relations, which is appointed by the school. The executive board of directors consists of the following offices:

1. President
2. 1st Vice President
3. 2nd Vice President
4. Secretary
5. Treasurer
6. Sargent at Arms
7. Director of Career Development and Alumni Relations
8. Active Alumni Chapter Member-**2**
9. Parliamentarian

Section 3. Appointed Board Members

The following positions will be semi- annually appointed members of the board of directors:

1. Social and Networking Chair (**Fundraising**)
2. Development Chair
3. Outreach and Recruitment Chair
4. Professional Development Chair
5. Six Members-at-Large

Section 4. Officers

The active membership of SWAC elects the aforementioned executive board positions. In order to be qualified to be elected to the executive board of directors, you must be an active member of SWAC and have served at least one year on the board of directors.

Section 5. Executive Board of Directors Terms of Office

The term for each executive board member is two years, regardless of which position(s) held, except the director of career development and alumni relations, which is appointed by the CSU Behavioral and Social Sciences. One half of the executive board will be elected at large every year, and terms will begin on July 1.

The remainder of the positions on the board of directors will be appointed semi- annually. It is expected that the officers be registered members of the University of Coppin State University Alumni Chapter.

Upon completion of their terms, executive board members are eligible for re-election for a maximum of two consecutive terms. After the term limit has been met, the executive board member must sit out of office for a period

of at least one year. With the exception of the offices of president and vice president, any vacancies occurring before the expiration of terms of office shall be filled by appointment by the board of directors and persons so chosen shall serve until the term expires. In the event of vacancy of the office by the president and vice president, a special election shall be held.

Section 6. Elections

A nominating committee will be comprised of three members appointed by the board of directors no later than February 1st of each voting year. At least two member of the committee shall be an active but non-board member. The role of the nominating committee is to coordinate the election process and seek out appropriate candidates, whether by self nomination or formal nomination. Nominations for new board members will be presented by March 1st of each voting year. Electronic ballots will be sent to active members no later than April 1, and return electronic ballots will be accepted through May 30. Newly elected board members will be announced by June 15 to all members, and their terms of office will begin on July 1.

For the purposes of SWAC's first elections (September 2014), the formal election procedure will take place; however, the dates will be altered to meet the needs of the newly formed board.

Section 7. Rules of Order

SWAC shall conduct business under the guidelines supplied by "Robert's Rules of Order, Newly Revised," loosely interpreted. The president and vice president will be responsible for setting the agenda for the meetings of the board of directors and will be empowered, together with the chair of the department and a representative of the advisory board, to make decisions for SWAC if and when emergency situations require a decision before a board meeting can be called.

Section 8. Meeting Frequency

The board of directors shall meet monthly at a time and location publicized to all board members at least five days in advance of the meeting. Emergency meetings can be called by the chair of the social work department , providing that at least three days advance notice be given to each member.

Section 9. Chapter Business

Business of SWAC cannot be conducted by the board of directors unless a quorum is present for decision-making. A quorum for the board of directors is defined as a simple majority (one over half), not counting vacancies.

Section 10. Ad Hoc Advisors

Advisors to the board of directors may be appointed by a simple majority vote of the board of directors and shall serve at the pleasure of the board of directors. Time is limited for the specific service.

Section 11. Communication

The board of directors is responsible for keeping the membership informed of SWAC's efforts via e-mail, website and/or a print-based newsletter.

Section 12. Information

All SWAC-related property, intellectual and otherwise, belongs to the University of Coppin State University. Any and all information maintained by a board member must be surrendered at the completion of their term to the secretary. The secretary must then deposit all materials in the SWAC archives.

Section 13. Identity

(TBD: details on new logo, official colors, etc.)

Section 14. Meeting Protocol

Board members are required to be prepared to present a report of all activities and tasks that fall within their jurisdiction at each board meeting as needed. This includes committee reports, executive officer reports, etc. This report must be prepared in writing prior to the monthly board of directors meeting.

Article VI Limitations

Section 1. All accounting and fiscal matters should be conducted within the standard protocol set forth by the university.

Section 2. Fundraising priorities must be in keeping with the purpose of SWAC (Article II) and should be described in writing upon the University's request.

Section 3. SWAC's financial statements and relevant information should be made available to the university upon request.

Article VII Committees

Social and Networking

The Social and Networking Committee is responsible for designing and executing events that serve the mission, and will also work in conjunction with the Development Committee on helping to create fundraising events. This committee also works to plan various networking and social events to maintain momentum and connection to the CSU Behavioral and Social Sciences.

Outreach and Recruitment

The Outreach and Recruitment Committee is responsible for assisting in the recruitment of prospective SWAC members and assisting the Behavioral and Social Sciences in recruiting prospective BSW students. This committee works to develop avenues in which SWAC can be known within the CSU Behavioral and Social Sciences, the university at large, the social work community and the greater Coppin State University area.

Development

The Development Committee creates opportunities for alumni and friends to support and enhance the efforts of SWAC and support social work students. This includes courting potential donors. They will further work with the CSU Behavioral and Social Sciences Office of Advancement to ensure that we are working within the planned giving infrastructure, and will also work with community leaders to enhance outreach and connectivity.

Professional Development

The Professional Development Committee works to provide alumni with opportunities to further their careers through continuing education, while maintaining the highest ethical standards.

Article VIII Attendance

Members of the board of directors are expected to attend all scheduled board of directors meetings as well as be on time. Frequent absences and tardiness will be noted and addressed by the executive board of directors. If a board member misses two scheduled board meetings without prior notification to the president, this will be interpreted as a resignation from the office or position held. The protocol for filling the vacancy will then be followed.

Article IX Revisions

To amend the bylaws, a proposal must be submitted to the board of directors at least 10 days in advance of any intended action and must be approved by a two-thirds vote of the board of directors at a regular or emergency meeting. In the event of an unusual circumstance, the bylaws can be suspended in order to meet the immediate situation without formal revision. This must be approved by a two-thirds majority vote.

Section 2 Executive Board of Directors – Job Descriptions

Executive Board of Directors

The executive board of directors has the principal responsibility for fulfillment of SWAC's mission and the accountability for its operations.

President

It is the president's responsibility to ensure the orders and resolutions of the board are carried into effect and that the overall infrastructure and philosophy of the Chapter is kept on par with the initiatives set forth by the mission statement (Article II).

The president shall further work to optimize relationships with university and community leaders and to evaluate the pace, direction and organizational strength of SWAC, in addition to ensuring financial solvency.

The president oversees board affairs and can speak/act on behalf of the board when necessary.

The president works with the vice president to develop and produce meeting agendas.

The president assumes the responsibility for orienting the incoming president.

Vice President

The vice president acts as the president in his/her absence and assists the president in all of the aforementioned duties.

The vice president makes sure all policies and procedures of the board of directors are being followed.

The vice president assumes the responsibility for orienting the incoming vice president.

2nd Vice President

The 2nd vice president will closely supervise the committees and its affiliates.

The 2nd vice president will maintain responsibility for ensuring that the secretary, treasurer, Sergeant at Arms, director of career development and Alumni Relations, active alumni chapter members and parliamentarian all complete duties assigned.

Treasurer

The treasurer shall keep accurate financial records and shall work directly with SWAC to ensure that we are in compliance with all university regulations. He/she manages the board's review of and all action related to financial responsibilities, and ensures sound management and maximization of funds and endowments.

The treasurer shall prepare a written financial report for each meeting.

The treasurer assumes the responsibility for orienting the incoming funds.

Secretary

The secretary manages and distributes minutes of the board meetings, maintains records and ensures effective management of the organization's records.

The secretary should be familiar with SWAC's bylaws and any pertinent university literature to note applicability during meetings

The secretary should collect and deposit any outgoing member's materials and documents into the SWAC archives.

The secretary assumes the responsibility for orienting the incoming secretary.

Director of Career Development and Alumni Relations

The chair of social work ensures that the mission of SWAC is in conjunction with the mission of the University and the Behavioral and Social Sciences. Career development and Alumni Relations shall have the option to carry executive discretion to voice the feasibility of SWAC actions and events. Career development and Alumni Relations shall have a major advisory role as it relates to carrying out the goals of SWAC as they relate to the CSU Behavioral and Social Sciences. The office serves as a liaison between SWAC and the Behavioral and Social Sciences, maintaining open communication between the two.