

**Constitution
of the
Kent School of Social Work
Student Association
University of Louisville**

Article I – Name

The student government of the Kent School of Social Work shall be known as the Kent School Student Association of the University of Louisville. The accepted abbreviated form is KSSA.

Article II – Purpose

KSSA will be the voice of undergraduate, graduate and postgraduate students of the Kent School of Social Work. KSSA is designed to represent the concerns and needs of undergraduate, graduate and postgraduate students to the Kent School administration, university administration and student government and to provide programming of special interest to all students. Furthermore, KSSA shall strive to promote social justice in the community and campus while addressing matters of common interest to all within the Kent School.

Article III – Membership

Every admitted undergraduate, graduate and postgraduate student at the Kent School of Social Work shall be a member of KSSA, and shall have an equal voice with his or her fellow students.

Article IV – Structure

The government of KSSA shall operate as an Executive Council. The members of the Executive Council shall be equal in all respects and strive to achieve equanimity in directing KSSA. It is understood that titles are given only as a convenience to achieve organizational structure but in no way operate to alienate the members of the Council or the members of the Association.

The Social Justice Caucus shall serve as the assembling body for all undergraduate, graduate, and postgraduate Kent School of Social Work students. The purpose of the Social Justice Caucus is to promote social justice activities on campus and within the community.

Article V – Executive Council (Officers)

The Executive Council of KSSA shall consist of a President, Vice President, BSW Representative, Treasurer, Secretary, and Social Chair.

The President (SGA Representative) shall:

- A. Act as liaison between the student body and Kent School faculty and staff and the University by attending the Faculty Committee meeting held monthly or send a proxy from the Executive Council.
- B. Attend and report at all KSSA Executive Council meetings.

- C. Serve as the Kent representative on the Kent School Alumni Council and help to coordinate events with Alumni.
- D. Enforce the Constitution of KSSA.
- E. Make executive council appointments for the Curriculum, Diversity, Admissions, and Faculty/Staff Committees.
- F. Occupy a voting seat on the University of Louisville Student Senate (SGA) or appoint a proxy from within the voting membership of the council for every bi-monthly meeting.
- G. Not miss more than two (2) meetings of the Student Senate.
- H. Have authority to make necessary decisions for the council during University-recognized breaks.
- I. Not miss more than one event sponsored by KSSA.

The Vice President (SGA Representative) shall:

- A. Administer the internal operations and policies of KSSA, including but not limited to member retention, recruitment programs, and procedures of the KSSA Executive Council as determined by that body.
- B. Exercise the powers of the President in his or her absence.
- C. Occupy a voting seat on the University of Louisville Student Senate (SGA) or appoint a proxy from within the voting membership of the council for every bi-monthly meeting.
- D. Not miss more than two (2) meetings of the Student Senate.
- E. Coordinate election procedures to elect the Executive Council with the Director of Student Affairs Technology in the Office of Student Affairs and KSSA faculty sponsor.
- F. Organize and monitor requests for monetary reimbursements and sign all checks with the Treasurer.
- G. Not miss more than one KSSA event.

The BSW Representative (SGA Representative) shall:

- A. Represent the views and concerns of BSW students of the Kent School of Social Work and serve as liaison to the KSSA Executive Council, SGA Student Senate, and any or all University student, staff, or faculty committees.
- B. Occupy a voting seat on the University of Louisville Student Senate (SGA) or appoint a proxy from within the voting membership of the council for every bi-monthly meeting.
- C. Not miss more than two (2) meetings of the Student Senate
- D. Coordinate with the Social Chair and the Social Justice Caucus Chair in promoting KSSA sanctioned events of interest to BSW students.
- E. Not miss more than one KSSA event.

The Treasurer shall:

- A. Oversee all receipts, expenditures, and bookkeeping for KSSA.
- B. Prepare a financial report for every meeting or upon request of President.
- C. Authorize the payment of KSSA expenditures as they come due up to the amount of \$250.00; anything over this amount requires approval of the executive committee.
- D. Sign all checks together with the Vice President.
- E. Oversee the preparation of the annual budget.
- F. Assist students with monetary reimbursement in conjunction with the Vice President.

- G. Attend all of the Executive Council meetings or send a proxy from within the Kent membership.
- H. Attend all of the Graduate Student Council meetings or appoint a proxy from the Executive Council or KSSA Representatives if unable to attend.
- I. Not miss more than one KSSA event.

The Secretary shall:

- A. Attend all of the Executive Council meetings or send a proxy from within the Kent membership.
- B. Keep minutes of all meetings and distribute minutes for all meetings to be approved.
- C. Assist the Social Chair and Social Justice Caucus Chair with all correspondence including information on KSSA activities, press releases, flyers and web site.
- D. Keep track of all KSSA data and paperwork.
- E. Prepare the agenda for Executive Council meetings.
- F. Be responsible for keeping the KSSA website updated.
- G. Not miss more than one KSSA event.

The Social Chair shall:

- A. Be in charge of planning activities or special events sponsored by the Council.
- B. Preside over all social functions of the Council or any activities outside the Council.
- C. Attend Executive Council Meetings as directed by the President.
- D. Work with the Social Justice Caucus Chair to increase active membership among the general Kent membership.
- E. Communicate with the secretary to send correspondence to students about KSSA activities.
- F. Coordinate with the treasurer about budget in order to plan for events.
- G. Not miss more than one KSSA event.

The Social Justice Caucus Chair shall:

- A. Hold monthly meetings and coordinate caucus activities that promote social justice with Executive Council input.
- B. Act as the bridge between the Social Justice Caucus and Executive Council.
- C. Report caucus activities to the Executive Council and attend Executive Council meetings as directed by the President.
- D. Hold one Caucus meeting a month and notify the Kent membership of the meeting.
- E. Make efforts to recruit active membership among the general student body of the Kent School of Social Work.
- F. Caucus meetings should consist of educating, raising awareness and facilitating dialogue through discussions, forums and community events addressing issues of social justice and economic justice including, but not limited to, human rights, equal opportunity and freedom from discrimination.
- G. Not miss more than one KSSA event.

Article VI –Faculty/Staff Representatives

The Curriculum Representative shall:

- A. Represent and contribute a voice for the Kent student body at the monthly curriculum meeting.
- B. Provide a monthly report of the meeting to the Executive Council within 48 hours after the meeting.
- C. Need to be able and attend Executive Council meetings if needed and asked by the President.
- D. Attend all monthly meetings and if unable to attend he or she shall notify an executive council officer within 72 hours of the scheduled meeting.

The Diversity Representative shall:

- A. Represent and contribute a voice for the Kent student body at the monthly diversity meeting.
- B. Provide a monthly report of the meeting to the Executive Council within 48 hours after the meeting.
- C. Need to be able and attend Executive Council meetings if needed and asked by the President.
- D. Attend all monthly meetings and if unable to attend he or she shall notify an executive council officer within 72 hours of the scheduled meeting.

Online Oversight Committee Representative shall:

- A. Be enrolled in at least one or more online classes provided by the Kent School.
- B. Represent and contribute a voice for the Kent School online student body at the monthly online oversight committee meetings.
- C. Provide a monthly report of the meeting to the Executive Council no more than 48 hours after the meeting.
- D. Need to be able to attend Executive Council meetings if needed and asked by the President via in person or by approved electronic means.
- E. Attend all monthly meetings and if unable to attend he or she shall notify an executive council officer within 72 hours of the scheduled meeting.

Outcomes Representative shall:

- A. Represent and contribute a voice for the Kent School student body at the monthly outcomes meetings.
- B. Provide a monthly report of the meeting to the Executive Council within 48 hours after the meeting.
- C. Need to be able to attend Executive Council meetings if needed and asked by the President.
- D. Attend all monthly meetings and if unable to attend he or she shall notify an executive council officer within 72 hours of the scheduled meeting.

Kent Student Grievance Committee Representative shall:

- A. Represent the Kent School Student Association on this committee.
- B. Process student grievances of academic matters.

- C. Attend all Kent Student Grievance Committee meetings and if unable to attend he or she shall notify an executive council officer within 48 hours of the scheduled meeting to be replaced.
- D. Need to be able to attend Executive Council meeting if needed and asked by the President.

i2A Committee Representative shall:

- A. Serve as a liaison between the University of Louisville's Critical thinking initiative and the Kent School Student Body, Faculty, and Staff by representing KSSA.
- B. Provide a monthly report of the meeting to the Executive Council within 48 hours after the meeting.
- C. Need to be able to attend Executive Council meetings if needed and asked by the President.
- D. Attend all monthly i2A meetings and if unable to attend he or she shall notify an executive council officer within 72 hours of the scheduled meeting.

Article VII – Meetings

Meetings shall take place as the Council deems necessary. All meetings shall be conducted in accordance with Robert's Rules of Orders. All Executive Council meetings require attendance by Executive Council officers and a report from the curriculum, admissions, and diversity committee representatives at least once a month.

Article VIII – Agenda

Articles of Business:

- A. Informal Welcome
- B. Call to Order
- C. Reading of the minutes of the previous meeting
- D. Approval of previous minutes
- E. Council Members' Reports
- F. Old Business
- G. New Business
- H. Dismissal

Voting

The members of the Executive Council, excluding the President, shall have one vote; the Vice President shall not vote except to break a tie. In order to vote on a motion a quorum is required.

Quorum

A quorum is defined as two-thirds of the executive council.

Tabling

A motion or article of business may be tabled (put on the list of old business for the next meeting) by a quorum.

Article IX – Elections

- A. The student body of the Kent School of Social Work shall elect an executive council. All undergraduate, graduate, and postgraduate students should be in good academic standing, graduate and postgraduates must hold a 3.0 GPA, undergraduates a 2.75 GPA, in the prior semester of running for respective positions, who plan to enroll for at least one additional academic year are eligible to run for positions on the Executive Council.
- B. Executive council elections shall be held on or about the second to last meeting of the spring semester. The elections will be conducted by the Vice President and he or she will utilize the online ballot system for elections.
- C. Elections for each executive council position will be held in the order in which they are listed in Article V. Each nominee may post a brief statement on the KSSA website or KSSA Blackboard site. Before doing so, the candidate must attend the third to last meeting of the Executive Council meeting in order to announce their candidacy.
- D. Voting shall be done electronically and each association member shall have one vote.
- E. In the event that no candidate receives a majority of those who voted, there shall be a run-off between the two candidates with the most votes.
- F. In the event of a vacancy in mid-year, the President shall appoint a replacement for that position. If there are no candidates for any said position, the President has the authority to appoint someone for the position.

Article X – Removal

Executive Council members or representatives who repeatedly fail to perform their duties according to duties laid out in the Constitution or abuse their office for personal ends may be removed by a quorum vote of the Executive Council.

Executive Council members or representatives who miss two consecutive meetings held by the council without satisfactory excuse to the President, or who miss a total of four meetings a semester shall automatically be expelled from the Council.

An executive Council member must be given a written notice of the intended removal at least four days before the meeting at which it is voted on.

Article XI – Amendments to the Constitution

These Articles may be replaced, amended, or otherwise altered at any regular meeting by a quorum of the Executive Council, according to the rules of articles of business (Article VII). All amendments accepted by the executive council will then be sent to the Student Senate for final approval.