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# Constitution of the SSW Parent Alliance

# University of Maryland, School of Social Work

## Article I. Name

The organization will be referred to as the School of Social Work Parent Alliance of the University of Maryland, Baltimore School of Social Work, hereafter referred to as the “SSW Parent Alliance.”

## Article II. Mission and Purpose of the Organization

The SSW Parent Alliance will…

...create a safe space that fosters Connection, Openness, Validation, and Encouragement for MSW and PhD students who are parents/child caregivers.

...collaborate and plan social events for student parents and alumni.

...create and share resources with SSW students that are parents.

...advocate for policies on behalf of SSW students that are parents.

## Article III. Membership

1. A member of the University of Maryland community can become a member of this organization by attending two seminar meetings during the year and subscribing to the organization’s communication list.
2. Membership in this organization may not be denied because of race, color, age, sex, gender identity, gender expression, sexual orientation, physical or mental disability, disabled veteran or veteran status, marital or family status, national origin, political affiliation or religion.

## Article IV. Officer Duties and Responsibilities

1. The officer titles are **Co-chair for Communication**, **Co-Chair for Budget**, and a minimum of two **Executive Board Members**.
2. Elections
	1. The student members of the organization shall elect SSW Parent Alliance officers. Elections will be announced to members through the mailing list as well as through scheduled meetings. Students wishing to run for office shall make their intentions known to one of the current officers, either in writing by the designated election deadline. Nominations must be received by the second Wednesday in April. Ballots will be held through Google Forms. Invitations to vote shall be emailed to SSW Parent Alliance members. Completed ballots must be returned to the appropriate officer by the second to last Friday of April. Members will be notified of election results no later than the last Friday of April.
	2. In the event of a vacancy of a required position, there will be a special election. SSW Parent Alliance members will be notified of the vacancy via the mailing list. Nominations will be due at the following monthly meeting or two weeks following the announcement, whichever allows more time. Afterwards, voting will be open for one week before the results are announced and effective immediately.
		1. In the event of a vacancy of a co-chair position, an Executive Board member will be appointed as interim Co-Chair by the remaining officers. In the event that the Executive Board has less than the minimum number of members, the remaining officers will appoint an Interim Executive Member from active SSW Parent Alliance members.
		2. In the event that the vacancy occurs with less than 30 days remaining in the spring semester, no special election is needed.
3. Officer Requirements:
	1. Officers must be a current School of Social Work student, maintain a minimum of 6 credit hours throughout their term, a minimum GPA of 3.0, and attend the majority of scheduled Parent Alliance meetings in a given semester.
	2. Failure to meet responsibilities will result in immediate loss of officer role unless all officers unanimously vote that the position should be retained.
4. Officer Roles and Responsibilities:
	1. The Co-chair for Communication will:
		1. Be an official representative of the SSW Parent Alliance of the University of Maryland, School of Social Work.
		2. Be responsible for disseminating operational and promotional materials to the officers, members, and School of Social Work.
		3. Maintain and moderate the SSW Parent Alliance’s social media accounts and website (or appoint appropriate SSW Parent Alliance member to do so).
		4. Provide an agenda for each monthly meeting.
		5. Take and distribute monthly meeting minutes.
		6. Attend SGA General-body meetings that are held on a monthly basis (or appoint an appropriate SSW Parent Alliance designee).
	2. The Co-chair for Budget will:
		1. Be an official representative of the SSW Parent Alliance of the University of Maryland, School of Social Work.
		2. Accurately keep financial records of the SSW Parent Alliance’s usage of funds.
		3. Give an oral financial report at each meeting of the SSW Parent Alliance
		4. Be responsible for coordinating reimbursements for all members with SSW Parent Alliance-related expenses.
		5. Periodically inspect and confirm with SGA Treasurer’s Financial Report the Financial Administrator’s (Accounting) reports.
		6. Develop a member-approved budget for the MSW Parent Alliance prior to the first SGA meeting of each semester.
	3. The Executive Board Members will:
		1. Be an official representative of the SSW Parent Alliance of the University of Maryland, School of Social Work.
		2. Assist the Co-Chairs by covering responsibilities in the event of an emergency or vacancy.
		3. Preside over the election of officers including providing the vote count.

## Article V. Meetings

1. Monthly Meetings:
	1. The SSW Parent Alliance shall have one general body meeting each month, to be decided by the schedules of the members.
2. Procedures: Group decisions shall be made according to the following guidelines:
	1. Any member, group member or officer may present a proposal for the group’s considerations.
	2. There will be a time allowed for discussion among group members and officers.
	3. Decisions shall be made by a majority vote of hands of members and officers attending the meeting at which the vote is taken.
	4. Any member wishing to talk about an issue may contact the Chair or Co-Chair to add the item to the meeting agenda, prior to the meeting.

## Article VI. Finance

1. The SSW Parent Alliance shall receive a set amount of funds each semester from the Student Government Association, as determined by a portion of student fees.
2. Fund usage: The use of SSW Parent Alliance funds must be approved by the group’s members.
3. Leftover funds: Any funds leftover from the Fall semester will carry over to the Spring semester. Any unused funds from the Spring semester will be returned to the SGA General Budget.

## Article VII. Advisor

1. Communication: The Faculty Advisor will be made aware of decisions made at SSW Parent Alliance meetings, as well as other decisions and activities that the SSW Parent Alliance membership deems appropriate.
2. Monthly Meetings: The Faculty Advisor shall be available to meet with the SSW Parent Alliance officers on a monthly basis.
3. Emergency Meetings: The Faculty Advisor can request an emergency meeting with the group officers, with advanced notice in writing.
4. Student Support: The Faculty Advisor shall be available to provide student guidance and support to address issues related to the SSW Parent Alliance.

## Article VIII. Amendments to this Constitution

This Constitution may be amended by a ¾ vote of members present during an SSW Parent Alliance Meeting. If a change to the Constitution is being proposed, members should be given at least two weeks’ notice of the proposed changes in writing. All amendments must be approved in accordance with Student Government Association policy before becoming legally binding.