

University of Connecticut School of Social Work
Graduate Student Organization By-Laws
By-laws were ratified via a vote of the Steering Committee on September 18, 2018

Article I: School of Social Work Graduate Student Organization (GSO) By-Laws

- a) This by-law document is intended to serve as a reference for the daily operations of the GSO.
- b) The Executive and Steering Committee may propose modifications to the by-laws at a monthly steering committee meeting.
- c) The proposed modifications must be submitted in advance, at least two weeks, for all Executive and Steering Committee members to review in order to vote at the next regularly scheduled meeting.
- d) The vote must be passed by majority vote of the committee members in order to take effect.

Article II: Allocation of Funds

- a) Allocation of funds shall occur as follows per semester: fifty (56%) percent of all funds allocated to the Graduate Student Organization umbrella which includes DSO and the bi-weekly costs to cover the wages of the secretary and treasurer positions, which are paid; four (4%) percent of all funds to each existing full-year interest groups (OBSWS, LASO, PRIDE, SAMI); two (2%) percent for each newly declared interest groups; and three (3%) percent of the remaining funds for each the Macro and Micro divisions of the Concentration Committee.
- b) All unused funds by its affiliates will be available under the GSO umbrella and can be used at the discretion of the Executive Committee.
- c) Doctoral Student Organization (DSO) funds shall be determined by the number of Doctoral students paying an activity fee during any given academic year. The remainder of funds shall be designated as the overall GSO fund.
- d) If a GSO affiliate exhausts its funds during an academic year its leadership can submit a written request for additional funds to the GSO Executive Committee prior to March 1st. The GSO affiliate must provide a summary of the current budget expenses spent as part of their written request. This request must include a specific amount and the reason for the request. Affiliates cannot request in excess of \$200 in additional funds per academic year. Only up to \$100 of these additional funds can be used for giveaways, like apparel or branded items. Approval of this request is contingent upon available funds in the GSO general budget.
 - i. Individuals who commit funds without prior approval by the GSO may be held personally responsible for payment of goods or services. The GSO will not pay for such expenses without proper organization approval.
 - ii. Payment in advance for goods and services shall be prohibited.

Article III: Structure of Concentrations

- a) Concentration committees shall consist of a Micro and Macro focus
- b) Within the focus, there shall be at least one student representative for each of the following:
 - a. Micro: Individuals, Groups and Families (1st year, 2nd year and advanced standing)
 - b. Macro: Administration, Community Organization and Policy Practice

Article IV: Process for New Interest Group

- a) Newly declared interest groups can operate by semester
- b) Any new Interest Group should declare their interest for the fall term by October 1st
- c) Any new Interest Group should declare their interest for the spring term by February 1st
- d) The designated leader of a new Interest Group must complete the GSO Interest Group Application form, which includes seven (7) MSW matriculated student signatures of support and submit it to the GSO Co-Chairs for review and approval by the Executive and Steering Committee.
- e) Once approved, a budget will have to be submitted within three days in order for the new interest group to have full operational rights.
- f) A maximum of four interest groups can be declared each semester, fall and spring
- g) A newly declared interest group can operate for two consecutive semesters without reapplying if all responsibilities have been fulfilled following approval by the Steering Committee.
- h) Implement educational and social activities around the identified population or cause that the Chair/Co-Chair is representing. At least one event should be held each semester. Additional events can be co-sponsored with other GSO affiliates.
- i) If an interest group is active over four consecutive semesters, not including summer, the interest group can apply to become a full year interest group.
- j) If there is not continued leadership for a newly formed interest group, the interest group will be discontinued.
- k) Participate in the required leadership training in order to access GSO funds.

Article V: Responsibilities of Executive Committee

- a) *Chair/Co-Chair:*
 - 1) Chair monthly Executive and Steering Committee meetings. (due to scheduling conflicts, a meeting may occur twice a month during the semester).
 - 2) Evaluate and supervise work of the Secretary and Treasurer and address problems as they may arise.
 - 3) Work closely with the GSO Advisor and keep them abreast of GSO efforts.
 - 4) Oversee the operation and budget of the GSO, Interest Groups, Concentration Committee and School Wide Committees.
 - 5) Provide orientation to leaders who join after summer orientation session.
 - 6) Serve as a resource to Steering Committee leaders throughout the year.
 - 7) Support events of the GSO affiliates by attending at least two events each semester.
 - 8) Ensure that there is a presence of GSO within the School of Social Work community through programs and events.
 - a. Organize major events such as the Mixer and smaller events throughout the year based on the interests of students and the Co-chairs.
 - b. Organize at least one community service event for students to participate in during the academic year.
 - c. Organize at least one social event for students during both the fall and spring semesters.

- 9) Prepare the meeting agenda, order lunch, and reserve a room for the meetings by following the GSO event protocol.
- 10) Distribute the agenda and previous meeting's minutes to GSO Leaders at least one week prior to the meetings.
- 11) Post meeting agendas to the website at least one week in advance.
- 12) Maintain the GSO Co-Chairs email account and maintain communication within the email account.
- 13) Save all GSO related documents to the OSAS Q drive.
- 14) Maintain and update the GSO Facebook or assign another member this responsibility.
- 15) Prepare financial documents:
 - a. Complete and submit GSO general operating budget for approval at the Steering Committee meeting.
 - b. Complete voucher check request forms for approval and include receipts, attendance records, proof of advertising and program evaluation to GSO Treasurer and keep a copy for GSO records.
- 16) Publicize events at least two weeks in advance.
- 17) Schedule meetings on the electronic calendar at least one month in advance, if not, at least two weeks in advance.
- 18) Call ad hoc committee meetings as needed.
- 19) Organize recruitment drives.
- 20) Submit flyers, event forms, minutes, general information, etc. for record keeping.
- 21) Prepare (fall semester) and present the GSO report to the Student Activity Fee Advisory Committee in the spring semester.
- 22) Participate in the required leadership training in order to access GSO funds.
- 23) Meet additional requirements as determined by the University or its designee.

b) *Treasurer:*

- 1) Attend monthly Executive and Steering Committee meetings (due to scheduling conflicts, a meeting may occur twice a month during the semester).
- 2) Maintain the overall GSO, Interest Groups and Concentration Committee budgets.
- 3) Work directly with SSW Director of Finance in regards to maintaining the budgets of the GSO and its affiliates.
- 4) Maintain budget information in an electronic file that is available to the Steering Committee members starting in October. An overall budget update should be sent to all leaders at the beginning of December, at the end of January and as needed by the request of the leaders, GSO Co-Chairs, and/or GSO Advisor.
- 5) The Treasurer needs to be available to sign checks as needed.
- 6) Prepare the expenditures for approval at the monthly meetings and disseminate the report to GSO Leaders at least one week prior to meeting.
- 7) Approve expenditures with a majority vote of the steering committee.
- 8) Submit monthly expenditure report (with any necessary corrections) to the Director of Finance, the Chair/Co-Chairs, GSO Advisor/staff designee, and Storrs designee no later than one week after the meeting date.
- 9) Assist the Chair/Co-Chairs with implementing the various programs/events, community service, etc. throughout the year.
- 10) Maintain the GSO treasurer email account and maintain communication within the email account
- 11) Save all GSO related documents to the OSAS GSO Q drive.

- 12) Support events of the GSO affiliates by attending at least two events each semester.
- 13) Participate fully in the overall operation of the GSO in meeting its mission including assisting with social media.
- 14) Submit performance evaluation at the beginning of December and April to the Co-Chairs and GSO advisor.
- 15) Participate in an evaluation process if performance is less than acceptable/satisfactory.
- 16) Prepare (fall semester) and present the GSO report to the Student Activity Fee Advisory Committee in the spring semester.
- 17) Participate in the required leadership training in order to access GSO funds.
- 18) Is a paid position and designated for an MSW student.
- 19) Meet additional requirements as determined by the University or its designee.

c) *Secretary:*

- 1) Attend monthly Executive and Steering Committee meetings (due to scheduling conflicts, a meeting may occur twice a month during the semester) and take minutes of the meetings.
- 2) If the Secretary is unable to attend a meeting due to an extenuating circumstance, they should notify the steering committee Chair/ Co-Chair as soon as possible but no later than the morning of the meeting. The GSO Chair/Co-Chair will then assign a GSO member to take minutes at the meeting.
- 3) Submit meeting minutes to GSO Advisor or staff designee for review no later than 48 hours following the meeting.
- 4) Submit meeting minutes (with any necessary corrections) to the Director of Finance, the Chair/Co-Chairs, GSO Advisor/staff designee, and Storrs designee no later than one week after the meeting date.
- 5) Print hard copy, sign the minutes along with the GSO Advisor and scan it to the OSAS GSO Q drive.
- 6) Take minutes at additional meetings as assigned by Chair/Co-Chair.
- 7) Assist the Chair/Co-Chairs with implementing the various programs/events, community service, etc. throughout the year.
- 8) Participate fully in the overall operation of the GSO in meeting its mission including assisting with social media.
- 9) Support events of the GSO affiliates by attending at least two events each semester.
- 10) Submit performance evaluation at the beginning of December and April to the Co-Chairs and GSO advisor.
- 11) Participate in an evaluation process if performance is less than acceptable/satisfactory.
- 12) Prepare (fall semester) and present the GSO report to the Student Activity Fee Advisory Committee in the spring semester.
- 13) Maintain the GSO secretary email account and maintain communication within the email account
- 14) Save all GSO related documents to the OSAS GSO Q drive.
- 15) Participate in the required leadership training in order to access GSO funds.
- 16) Is a paid position and designated for an incoming, 1st year MSW student.
- 17) Meet additional requirements as determined by the University or its designee.

Article VI: Responsibilities of Steering Committee

a) *Interest Group Chair/Co-Chair:*

- 1) Attend monthly GSO Steering Committee meetings (due to scheduling conflicts, a meeting may occur twice a month during the semester).
- 2) Implement educational and social activities around the identified population or cause that the Chair/Co-Chair is representing. At least one event should be held each semester. Additional events can be co-sponsored with other GSO affiliates.
- 3) Reserve rooms, order food, and publicize events by following the GSO event protocol.
- 4) Complete and submit voucher check request forms to the GSO Treasurer on behalf of their Interest Group. Complete expenditure form requests by submitting receipts, attendance records, proof of advertising and program evaluation to GSO Treasurer and keep a copy for the School's record.
- 5) Participate fully in the overall operation of the GSO in meeting its mission by attending at least one GSO sponsored event.
- 6) Manage budget, with the exception of the DSO. These funds can be used for events, group functions, guest speakers and food. Any expense that is questionable should be directed to the Director of Finance.
- 24) Schedule events on the electronic calendar at least one month in advance, if not, at least two weeks in advance.
- 7) Publicize events at least two weeks in advance.
- 8) Maintain the interest group's email account and organize communication within the email account.
- 9) Consult with Faculty Advisor, if applicable, regarding the operation of the Interests Groups and its events. Please refer to the advisor policy as established by the School of Social Work Dean's Office.
- 10) Participate in the required leadership training in order to access GSO funds.
- 11) Meet additional requirements as determined by the University or its designee.

b) *Concentration Committee Chair:*

- 1) Attend monthly GSO Steering Committee meetings (due to scheduling conflicts, a meeting may occur twice a month during the semester).
- 2) Implement at least one collaborative educational and social activity for the micro and macro concentration. At least one event should be held each semester. Additional events can be co-sponsored with other GSO affiliates.
- 3) Reserve rooms, order food, and publicize events by following the GSO event protocol.
- 4) Complete and submit voucher check request forms to the Treasurer on behalf of their concentration. Complete expenditure form requests by submitting receipts, attendance records, proof of advertising and program evaluation to GSO Treasurer and keep a copy for the School's record.
- 5) Participate fully in the overall operation of the GSO in meeting its mission by attending at least one GSO sponsored event.
- 6) Manage budget, which can be used for events, group functions, guest speakers and food. Any expense that is questionable should be directed to the Director of Finance.
- 7) Schedule events on the electronic calendar at least one month in advance, if not, at least two weeks in advance.
- 8) Publicize events at least two weeks in advance.

- 9) Consult with their Concentration Faculty Chair or designee, if necessary, regarding the operation of the Concentration events.
 - 10) Participate in the required leadership training in order to access GSO funds.
 - 11) Meet additional requirements as determined by the University or its designee.
- c) *School-Wide Committee Representatives:*
- 1) Attend and represent the student body on designated School-Wide Committee.
 - 2) Attend monthly GSO Steering Committee meetings (due to scheduling conflicts, a meeting may occur twice a month during the semester).
 - 3) Report any updates to Steering Committee on behalf of the School Committee.
 - 4) Participate fully in the overall operation of the GSO in meeting its mission by attending at least one GSO sponsored event.
 - 5) Participate in the required leadership training in order to access GSO funds, if applicable.
 - 6) Meet additional requirements as determined by the University or its designee.