

Albuquerque / Rio Rancho
Social Work Student Association
2016 – 2017



**ALBUQUERQUE / RIO RANCHO SOCIAL WORK ASSOCIATION
BYLAWS & OPERATIONAL GUIDANCE**

CERTIFICATION

These bylaws and operational guidance procedures were amended and approved at a meeting of the Board of Officers by a two-thirds majority vote on March 08, 2017.

Julianita G. Casaus, President

Amanda Roark-Perez, Vice-President

Larissa Willsey, Secretary

Natalie Nicotine, Treasurer

ALBUQUERQUE / RIO RANCHO SOCIAL WORK ASSOCIATION BYLAWS & OPERATIONAL GUIDANCE

ARTICLE I – NAME, PURPOSE, & MISSION

Section 1. Official Name

The name of the organization will be Albuquerque / Rio Rancho Social Work Student Association (ARSSA).

Section 2. Purpose

The purpose of the association is to promote community service and involvement, to create a network of social work students who wish to contribute their spirit of volunteerism, while promoting social work values of giving to others' who are in need. The association's main focus will be member-organized and will serve marginalized populations in Albuquerque, Rio Rancho, and surrounding New Mexico communities.

Section 3. Mission

"We are the voice of advocacy for the Social Work student body at the Albuquerque and Rio Rancho campuses. Our duty is to promote the interest of the students while providing a successful educational environment."

ARTICLE II - STUDENT MEMBERSHIP

Section 1. Eligibility for Membership

Membership is open to junior, senior, and graduate level students who have been admitted into the New Mexico Highlands University's Facundo Valdez School of Social Work program at the Albuquerque and Rio Rancho centers.

Section 2. Participation

We encourage active student participation in all meetings, events, and functions held by ARSSA. The rights of voting for student officers in general elections, participating in surveys/polls, and holding an office are reserved for association members only.

ARTICLE III – STUDENT RIGHTS

These are the student rights recognized by the ARSSA. ARSSA officers shall promote these rights within the University Community.

- A. Every Student has full and equal rights in the University regardless of race, color, national or ethnic origin, age, religion or religious creed, gender identity or expression, physical or learning abilities, political beliefs, sexual orientation, marital or parental status, military involvement or veteran status, etc.

1. Any action that violates federal, state laws and University policies, including the NMHU Student Code of Conduct, shall be prohibited.
- B. Every student has the right to freedom of expression of ideas.
- C. Every student has the right to vote for student officers in general elections in accordance with normal procedures established within these bylaws.
- D. Every student has the right of access to all ARSSA records.
- E. ARSSA encourages the right of student representation on University committees dealing with the formation of policies affecting students.
- F. No student shall be denied the right of orderly assembly on the campus.
- G. Every student has the right to contest the constitutionality of legislation, rulings, or decisions made by ARSSA officers or any chartered organization that would affect students. Students contesting the constitutionality of legislation, rulings, or decisions made by ARSSA must submit their protest(s) in writing to the President and Faculty Advisor, and provide a statement of relief/remedy sought for resolving the matter, no later than ten (10) days after the minutes are posted. Students contesting the rulings or decisions of a club/organization shall submit their protest(s) in writing to the Office of Campus Life and provide a statement of relief/remedy sought for resolving the matter, no later than ten (10) days after the decision is made. Protests or questions will be considered untimely, and thus, null and void, if the deadlines are not met.

ARTICLE IV - BOARD OF OFFICERS

Section 1. Officer Titles and Qualifications

The elected officers of this organization will be President, Vice President, Secretary, and Treasurer. Officers must be in good academic and disciplinary standing with the university and remain in good standing throughout their term of office. In order to be declared eligible to seek or remain in office, either by election or appointment, students must be a social work degree-seeking student (full-time or part-time) who is registered for classes, not on academic or disciplinary probation or suspension, and having at least a 3.0 cumulative grade point average. Failure to maintain minimum GPA requirements will result in removal from office.

Section 2. Duties and Responsibilities of Officers

- A. The President will:
 - Serve as spokesperson for the association in all university committee gatherings.
 - Represent and promote the association and its mission.
 - Organize, attend, and guide all association meetings,

- Organize and attend community volunteer events.
- Compose and submit a meeting agenda at least one week prior to the monthly student association meeting; and post notification of all meetings for student members.
- Report information, in person, on student and University matters at each meeting and submit a monthly written report of overall progress and functioning of the association.
- Reapply for chartering of the ARSSA with the Office of Campus Life and turn in a complete application no later than the 15th day of September.
- In consultation with the board officers, prepare ARSSA bylaws and present at the first “official” meeting of the fall semester.
- In consultation with the board officers, prepare a budgetary proposal per semester (fall and spring) and present it at the first “official” meeting of the coinciding semester.
- Perform all other duties required for the promotion, development, and success of the association.

B. The Vice-President will:

- Represent the students and committees of ARSSA to the best of their ability.
- Assist the president in the promotion and development of the association.
- Attend and assist the President in all association and assigned committee meetings.
- Assist in the planning and organization of community volunteer projects and events.
- In the event the President is absent from a meeting, the Vice-President shall assume the duties of that office to run the meeting.

C. The Secretary will:

- Keep an accurate record of each and every association meeting and provide meeting minutes to board officers within one calendar week of meeting.
- Provide an approved final copy of each and every meeting record to association board officers and the student membership within two weeks of meeting.
- Attend and participate in all association meetings and assigned committee meetings.
- Create a sign-in sheet for both Albuquerque and Rio Rancho centers before every meeting for attendance records.
- Notify in writing any officer who is a candidate for removal due to absences, notice shall be given at least 48 hours before the next scheduled meeting.
- Will faithfully carry out all duties assigned by the President or Vice-President.

D. The Treasurer will:

- Assist the President in preparing a budgetary proposal per semester (fall and spring) and present it at the first “official” meeting of the coinciding semester.
- Be responsible for all funds of the ARSSA, and deposit all such funds in the name of the association to the NMHU Foundation Office.
- Keep an accurate record for expenses and disbursements of all association funds and provide such records upon request.
- Receive and legally disperse any funds as directed by the Board of Officers, and provide proper vouchers and receipts for each transaction.
- Provide a monthly written budget and spending report and present it at each scheduled monthly meeting.
- Submit request for funding and necessary documents to ASNMHU for fall and spring semesters.
- Lead and make suggestions for fundraising initiatives as determined by the board officers and the association members.
- Attend and participate in all association meetings and assigned committee meetings.
- Will faithfully carry out all duties assigned by the President or Vice-President.

Section 3. Terms of office.

- A. Board officers hold office for the entirety of one school year (fall and spring semesters) and have the opportunity to run for re-election the following year.
- B. If an officer is unable to fulfill their duties or communicate by e-mail, telephone, or in person with the other officers for a period of more than four weeks, they will be removed from office and vacancy procedures will be followed, as per Article IV, section 5.

Section 4. Board of Officers Composition

It is preferred the board of officers is diverse in graduate and undergraduate students, that at least one officer attends classes at the Rio Rancho Center, and at least one officer attends classes at the Albuquerque center.

Section 5. Officer Vacancies

- A. In the event of a Presidential vacancy, the Vice-President will assume the position of the President.
- B. In the event of a vacancy position of Vice-President, Secretary, or Treasurer the vacancy shall be announced and posted. Notice to students must be posted and acceptance of eligible candidate nominations for a minimum of 10 days. At which time the remaining officers can vote on holding a general election for the vacant position or vote to appoint a nominee; a majority vote is required.

1. If the decision is in favor of a general election, the election should be open for a minimum of 10 days after the vacancy has been posted; or if the decision is in favor of an appointment, the appointment shall be made at the next scheduled monthly meeting or special meeting and the board of officers shall approve the final nominee by a two-thirds majority vote.
 - i. Voting in general elections is open to ARSSA members as per eligibility requirements in Article II section 1.
2. The newly elected/appointed officer can assume responsibilities, duties, and voting privileges following the results of the election/vote.
3. The tenure of these appointments shall not exceed the term of office of the appointing President.

ARTICLE V – FACULTY/STAFF ADVISORS

Section 1. Selecting Advisors

- A. The Board of Officers must select a faculty/staff advisor who is employed by NMHU at least halftime.

Section 2. Duties and Responsibilities of Advisors

- A. The faculty/staff advisor should follow the guidelines and responsibilities that are outlined in the Club and Organization Handbook from the Office of Campus Life.
- B. The faculty/staff advisor should assist with election procedures as outlined in Article VI.

ARTICLE VI - ELECTION PROCEDURES

Section 1. Election of Officers

- A. The officers of this organization will be elected annually by the student body through a general election held at the Albuquerque and Rio Rancho centers.
- B. The general election will be held at the end of the spring semester and officers will officially begin their term at the beginning of following fall semester.
- C. Any members of the association who wish to run for an office position can nominate themselves or any other member for election. Individuals seeking or nominated by another person will be declared eligible, as per Article IV section 1, by the Faculty Advisor(s).
- D. The faculty advisor(s) will assist in ensuring fair and just procedures for candidacy, petitions, ballot positions, and campaigning.

- E. The faculty advisor(s) will assist in ensuring the board of officers is diverse in composition, as per Article IV section 4, and made up of both graduate and undergraduate students from both Albuquerque and Rio Rancho centers.

Section 2. Voting in General Elections

Voting in general elections is open to ARSSA members as per eligibility requirements in Article II section 1.

ARTICLE VII - MEETINGS

Section 1. Regular Meetings and Notice

Regular meetings will be held monthly, during fall and spring semesters, called upon by the association President, agreed upon by board officers, facilitated by the association officers, and supported by the faculty advisors. Notice of meetings and agenda should be advertised at least one week in advance.

Section 2. Special Meetings and Notice

Special meetings may be called by the association President or Vice-President. Special meetings shall be advertised as fully and as far in advance to the meeting as reasonably possible.

Section 3. Executive Sessions

Executive sessions are closed meetings for the board of officers to prepare, plan, and to discuss confidential or personnel matters. Executive sessions may be called upon by any member of the board of officers and should be given as much notice as possible.

Section 4. Conduct of Meetings

- A. All regular and special meetings shall be conducted in a structured and organized manner that upholds the rights of all association members.
- B. All meetings of the ARSSA shall be open to the public, except in the case of Executive sessions.
- C. All meetings of the ARSSA shall be conducted in a way to include members from both Albuquerque and Rio Rancho centers.
- D. All regular and special meetings should have a quorum for business proceedings to take place.
- E. Only officers shall have speaking privileges. Student members and people in attendance may speak only if the Chair yields the floor to them or if an officer wants to ask them a question relating to matters on hand.

- a. The meeting agenda should specify what topics are available for open comments from student members and a signup sheet should be available for those interested in doing so.
- b. A motion of cloture (which may interrupt a speaker) is in order at any time. It requires the vote of two-thirds (2/3) of those present. It is not debatable. Individuals who have been clotured may not again participate during the debate at hand.

Section 5. Voting

- A. Each Board officer shall have one vote on all matters the Board of Officers decides on by vote. A two-thirds majority vote is required for formal actions and decisions.
- B. When a motion is put up to vote, the President must restate the motion and ask who is both in favor and opposed to the motion. Then the President shall announce the result of the vote.
- C. The secretary shall record the motion, the count of officers in favor and opposed to the motion, and the result of the vote, in the meeting minutes.

Section 6. Informal Action

Informal actions to assist the Board of Officers to proceed with decisions already agreed upon and voted on in regular, special, and executive meetings, may be taken without a meeting, upon the entire Board of Officers documented agreement and consent to action. Any such written consent requires a two-thirds majority approval and shall be inserted in the minute log book as if it were the minutes of a regular meeting.

Section 7. Attendance

An officer shall be removed from office after three unexcused absences from regular meetings per year. Excused absences will be considered under circumstances that are due to a serious illness or death in the family.

Section 8. Meeting Minutes

The secretary shall keep an accurate record of each and every association meeting and provide meeting minutes to board officers within one calendar week of meeting. Officers shall approve the minutes within 48 hours of receipt. The secretary shall provide an approved final copy of each and every meeting record to association board officers and the student membership within two weeks of meeting.

ARTICLE VIII - QUORUM

- A. Three out of four officers should be present for meeting proceedings to be valid.
- B. If the President is not in attendance, the Vice-President will assume his or her position during the meeting (or vice versa).

C. Should a quorum not be present at any regular meeting one-half hour after the time for which the meeting is scheduled, the officers shall automatically adjourn for lack of quorum.

D. The Board of Officers should schedule the next meeting at least 48 hours after adjournment. If there is no quorum at the following scheduled meeting, the members present, regardless of number, will constitute a quorum.

ARTICLE IX – SUB-COMMITTEES AND AD-HOC COMMITTEES

Section 1. Sub-Committees

- A. Sub-committees will serve a specific purpose, be voted on by the Board of Officers, and approved by a two-thirds majority vote.
 - 1. Any member, as defined in Article II section 1, can submit a proposal to the ARSSA Board of Officers for consideration of creating a sub-committee.
 - 2. No part of the sub-committee's activities shall consist of carrying on propaganda and shall not participate or intervene in any political campaign, including the publishing or distribution of statements, on behalf of any candidate for public office.
- B. The sub-committee shall consist of at least one officer and this assigned officer must be present at all sub-committee meetings. The Chair and Vice-Chair shall be picked at the discretion of the President and in agreement with the Vice-President.
- C. The activities of the sub-committee shall be planned and presented to the ARSSA Board of Officers for approval before any action is taken.
- D. The Chair or Vice-Chair will report on progress of the sub-committee at each ARSSA regular meetings.
- E. The Chair will prepare a budgetary proposal and present it to the Board of Officers on each and every event as far in advance as possible.
- F. All meetings of the sub-committee shall be open to the public. Notice of meetings shall be advertised at least one week in advance.
- G. Volunteer student members may be recruited by the sub-committee to assist with various tasks and events. Volunteers will not be compensated for services in wages however may receive small gifts, such as t-shirts, for their assistance.

- H. The President may remove any sub-committee chairperson from their post with the approval of the Board of Officers by a simple majority vote decision.

Section 2. Standing Sub-Committees

- A. The Equity and Inclusion committee shall be established to promote student equality among race, gender identity, sexual orientation, age, ability, religion, and all identities, and ensuring that all identities have a voice and a sense of belonging. By providing activities, events, and safe spaces for students, the committee strives to promote student involvement within the social work program as well as into local communities. The goal is to further build cultural knowledge of minority populations and to help create a path that will strengthen social work students' contribution to such populations.
- B. The Teddy Bear & Toy Drive shall be established to provide items of comfort for children involved in the child welfare system and who have to attend court proceedings. These items will be delivered to the Second Judicial Children's Court of New Mexico in Bernalillo County and to the Thirteenth Judicial Children's Court of New Mexico in Sandoval County.
- C. The Homeless Outreach Project shall be established to promote community outreach by providing an opportunity for students to uplift and provide basic necessities to people who are experiencing homelessness; educate students about community resources and provide opportunities for networking with those community resources; and explore opportunities to improve and/or create programs to fill gaps in services for individuals experiencing homelessness.

Section 3. Ad-hoc Committees

- A. Ad-hoc committees will be appointed by the President to organize events and carry out tasks as needed.
- B. The ad-hoc committee shall consist of at least one officer and this assigned officer must be present at all committee meetings. The chair shall be picked at the discretion of the President and in agreement with the Vice-President.
- C. The term of the ad-hoc committee shall terminate when the event or task is complete or at the end of the spring semester, whichever comes first.
- D. All meetings of the ad-hoc committee shall be open to the public. Notice of meetings shall be advertised at least one week in advance.
- E. The activities of the sub-committee shall be planned and presented to the ARSSA Board of Officers for approval before any action is taken. All expenses must be

preapproved and budget proposals should be provided to the officers as far in advance as possible.

F. Volunteer student members may be recruited by the ad-hoc committee to assist with various tasks and events. Volunteers will not be compensated for services in wages however may receive small gifts, such as t-shirts, for their assistance.

G. The President may remove any ad-hoc committee chairperson from their post with the approval of the Board of Officers by a simple majority vote decision.

ARTICLE X - FINANCIAL AUTHORITY AND CONTROL

Section 1. Fund Sources

The funds of ARSSA shall be derived from

- applying for funding from ASNMHU once per fall and spring semesters;
- submitting proposals to the Dean of the Albuquerque center for use of the Campus Life Initiative fees;
- income from enterprises of ARSSA activities, fundraising events, and other legally approved sources.

Section 2. Authority of Financial Control

A. In consultation with the board officers, the President and Treasurer shall prepare a budgetary proposal and present it at the first “official” meeting of the fall semester to be voted on. This budget shall include budgets for the standing sub-committees. This budget proposal will be used to request funding from the Associated Students of New Mexico Highlands University (ASNMHU).

B. All accounts that are managed by the ARSSA and all transactions must comply with the Financial Operating guidelines in Appendix A.

C. All expenditures, including those of sub-committees and ad-hoc committees, must have prior approval from the Board of Officers, which will be decided upon by a simple majority vote.

D. The sub-committees and ad-hoc committees may not spend in excess of their approved allocation.

E. All re-usable materials (equipment and supplies) purchased using ARSSA funds belong to the Albuquerque Center, Facundo Valdez School of Social Work.

Article XI - AMENDING BY-LAWS

Section 1. Process

Any changes or amendment to these bylaws are the responsibility of the association at large. Concerns should be brought up during a general monthly meeting, at which time officers will discuss the best course of action and vote on an alternative.

Section 2. Voting

Majority votes are needed for amendments.

Section 3. Responsibilities

It is the responsibility of Board of Officers to draft the changes, to present them to the association, and to submit them to the Office of Campus Life.

Board of Officers Roster & Contact Information

2016-2017

President	Julianita Casaus	jcasaus2@live.nmhu.edu
Vice-President	Amanda Roark-Perez	aroarkperez@live.nmhu.edu
Secretary	Larissa Willsey	lwillsey@live.nmhu.edu
Treasurer	Natalie Nicotine	nnicotine@live.nmhu.edu

Faculty/Staff Advisor(s) & Contact Information

2016-2017

Faculty Advisor	Prof. Michelle Baca	michellebaca@nmhu.edu
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Appendix A
Financial Operating Guidelines

1. Financial Authority & Control

As stated in the Bylaws:

- Article X Section 2.B – All expenditures, including those of sub-committees and ad-hoc committees, must have prior approval from the [ARSSA] Board of Officers which will be decided upon by a simple majority vote.
- Article X, Section 2.C – The sub-committees and ad-hoc committees may not spend in excess of their approved allocation.
- Article X, Section 2.D – All re-usable materials (equipment and supplies) purchased using ARSSA funds belong to the Albuquerque Center, Facundo Valdez School of Social Work.

2. Financial Accounts, Deposits, & Withdrawals

- 2.1.** Chartered clubs/organizations are required to open an account at the Foundation Office. Under no circumstances are clubs/organizations allowed to maintain an off-campus bank account.
- 2.2.** A NMHU Foundation Authorization form should be completed signed and the original copy should be mailed to the Foundation office.
- 2.3.** Deposits – A deposit slip, signed by the faculty advisor, should be mailed to the Foundation office with a money order.
- 2.4.** Withdrawals – There are typically two ways to pay for expenses:
- 2.4.1.** Out of pocket expenses are reimbursed from the Foundation by filling out the NMHU Foundation Check Request Form and mailing it to the Foundation office with the original receipts. The Foundation check request form must be signed by the faculty advisor. The foundation will reimburse the full amount including taxes. The requests are processed every Friday and mailed.
- 2.4.1.1.** In the event cash is on hand (i.e. due to earnings from a fundraiser), a cash reimbursement can be made using the Cash Reimbursement form. The form must be signed by the faculty advisor and the original copy should be mailed to the Foundation office.

2.4.2. Vendors can be paid using the purchase requisition process. This can be coordinated with the Albuquerque Center Administrative Assistant. A quote, without taxes, is required with the request. For new vendors a W9 is also required. A purchase requisition can take on average two weeks to be approved. A purchase order number will be provided upon approval. Once the vendor has completed their services a final invoice, without taxes, should be given to the Albuquerque Center Administrative Assistant to be forwarded to the Foundation office. The Vendors will receive a check in the mail for their services.

2.5. NMHU Foundation Office mailing address: Box 9000, Las Vegas, NM 87701.

2.6. Current contact for the Foundation office is: Development Finance Officer, Louise CdeBaca, 505-454-3223, lrcdebaca@nmhu.edu.

3. Potential Funding Sources

3.1. Vending Machines

{The ARSSA is in the process of negotiating the terms of this funding source.}

3.2. Newsletter Ads

{The ARSSA is in the process of negotiating the terms of this funding source.}

3.3. Associated Students of New Mexico Highlands University (ASNMHU)

3.3.1. The ASNMHU also referred to as the Student Senate, offers awards to NMHU chartered clubs and organizations. Requests for funding from the ASNMHU can be made once per fall and spring semesters, and cannot exceed \$500.00. Funding is given on a first-come, first-serve basis. The ASNMHU School of Social Work Senator should be contacted to notify of intention to make a request, to ask for sponsorship, and to ask for a bill. (A bill is defined as legislation involving funding requests.) A line item and narrative budget should be submitted with the completed bill. Bills are voted on and approved/denied at the Student Senate meetings. It is preferred that at least one officer attend the meeting that the bill will be voted on. Officers can attend meetings via Zoom link. ASNMHU reserves the right to request receipts for all monies spent. Refer to [2015-2016 ASNMHU By-laws and Guidance for Legislation \(Bills & Resolutions\)](#) for more information.

3.3.2. Follow the guidelines in *section 2.3 and sections 2.4. – 2.4.2* to deposit and access funds.

3.4. Campus Life Activity Fees

3.4.1. Student activity fees for the Albuquerque center are managed by the Albuquerque center Dean, Dr. Duran and approved by the Dean of Student Affairs, Kimberly Blea. The majority of the \$75.00 fee is sent to the center. The ARSSA can provide input and

prepare proposals to the Dean on how these funds can be used. Although a list of specific uses has not been provided, the ARSSA has been informed that the funds cannot be used for supplies and such and should be used to enhance social and cultural activities for students. The Back to School Bash is one example of how the funds have been proposed to be used and approved by both Dr. Duran and Dean Blea.

3.4.2. With prior authorization (usually from the approved proposal), out of pocket expenses can be reimbursed from the NMHU accounts payable office by filling out the NMHU Check Request Form and mailing it to the accounts payable office with the original receipts. The NMHU check request form must be signed by the Albuquerque Center Dean and the Student Affairs Dean. These forms will be filled out with the help of the Albuquerque Administrative Assistant. The accounts payable office will reimburse the full amount including taxes. Reimbursement checks will be sent by direct deposit or by mail.

3.4.3. Vendors can be paid using the purchase requisition process. This can be coordinated with the Albuquerque Center Administrative Assistant. A quote, without taxes, is required with the request. For new vendors a W9 is also required. A purchase requisition can take on average two weeks to be approved. A purchase order number will be provided upon approval. Once the vendor has completed their services a final invoice, without taxes, should be given to the Albuquerque Center Administrative Assistant to be forwarded to the Foundation office. The Vendors will receive a check in the mail for their services.

3.5. Student Career Advancement / Canteen Fund

3.5.1. NMHU chartered clubs and organizations can request canteen funds through the Office of Campus Life once per semester. Funding can be used for travel expenses and registration fees for conferences and events that are related to the enhancement of academic or professional goals. Refer to [Student Career Advancement Fund](#) for more information.