

Child Welfare Education Project (CWEP) Student & Alumni Organization
Constitution

MISSION

The mission of this organization is to promote the positive image of the Child Welfare Education Project (CWEP) and Child Protective Services (CPS) both at the University of Houston Graduate College of Social Work (GCSW) and the Texas Department of Family and Protective Services (DFPS). The leadership committee, faculty liaison, and staff liaison of this organization serve as a communication channel for students to connect with DFPS/CWEP staff and faculty which can be achieved through many activities organized by the students each year.

ARTICLE I – NAME

Section 1. The official name of this organization shall be the Child Welfare Education Project Student Organization, abbreviated CWEP-SO.

ARTICLE II – MEMBERSHIP

Section 1. ALL CWEP scholarship recipients, be it current students and/or alumni, shall be affiliates of the CWEP-SO. In accordance with the NASW Code of Ethics, this organization does not discriminate against a person on the basis of gender, age, race-ethnicity, color, sexual/affectional preference, religious belief, national origin, marital status, political belief, physical or mental illness or handicap, or any other preference or personal characteristic, condition or status.

Section 2. CWEP students and alumni shall pay dues in order to promote and support the activities and operations of the organization. In order for membership to be official, each student and/or alumni member will pay a membership fee of \$10.00 per year. All students not paying membership dues will be considered affiliates.

Section 3. All CWEP members who have paid the required dues shall have the privilege to vote and be included in several decision-making processes for CWEP matters and events.

ARTICLE III – LEADERSHIP

Section 1. The leadership committee of this organization shall consist of the following leadership positions: President, Vice President, and Director of Communications & Outreach, Secretary, and Foundation Representative(s).

Section 2. The term for all committee members shall be one academic year from the time of appointment.

Section 3. The duties of the leadership committee include but are not limited to

A) President

- a. To attend the mandatory registration session and maintain the timely registration of the CWEP-SO with the University of Houston Center for Student Involvement.
- b. To assure that the CWEP-SO operates under the established Student Life Policies and adheres to the rights and responsibilities of registered student organizations at the University of Houston.
- c. To provide a current copy of the CWEP-SO constitution to leadership committee members as well as the faculty and staff liaisons.

- d. To meet with the faculty and staff liaison a minimum of one time per semester to discuss tasks and duties for completion by the CWEP-SO leadership committee and members.
 - e. To serve as presiding officer at all meetings.
 - f. To make appointments of committee positions to meet the needs of the functionality of the organization.
 - g. To assist with the organization and implementation of all tasks of the CWEP end-of-year celebration and other events throughout the year.
 - h. To encourage and appoint interested members of the organization to projects of the organization.
 - i. To represent the CWEP-SO to the Dean, faculty, and staff of the GCSW as well as the community of CPS and DFPS in a professional, supportive, ethical, and competent manner reflecting the standards, ideals, and stated purpose of the CWEP-SO.
- B) Vice President
- a. To collect and maintain the membership and other collected funds for the CWEP-SO organization.
 - b. To make deposits to the CWEP-SO bank account with Woodforest Bank.
 - c. To report to the CWEP-SO leadership committee any changes, increase or decrease, in the funds for the balance at committee meetings.
 - d. To coordinate the awards process with the Vice President of Business Management and faculty and staff liaisons for the end-of-year celebration.
 - e. To represent the CWEP-SO to the Dean, faculty, and staff of the GCSW as well as the community of CPS and DFPS in a professional, supportive, ethical, and competent manner reflecting the standards, ideals, and stated purpose of the CWEP-SO.
- C) Director of Communications & Outreach
- a. To maintain, forward, and reply to all communication to and from affiliates and members of CWEP-SO
 - b. To send reminders for CWEP-SO meetings and events no more than 72 hours but no less than 24 hours prior to the event.
 - c. To update and maintain the CWEP-SO bulletin board in the student lounge
 - d. To create documents, such as fliers and e-mail correspondence, for promoting membership and attendance at all CWEP events
 - e. To represent the CWEP-SO to the Dean, faculty, and staff of the GCSW as well as the community of CPS and DFPS in a professional, supportive, ethical, and competent manner reflecting the standards, ideals, and stated purpose of the CWEP-SO
- D) Secretary
- a. To maintain the minutes for all meetings
 - b. To provide a copy of meeting minutes to leadership committee members as well as the faculty and staff liaisons
 - c. To coordinate the awards process with the Vice President of Business Management and faculty and staff liaisons for the end-of-year celebration
 - d. To represent the CWEP-SO to the Dean, faculty, and staff of the GCSW as well as the community of CPS and DFPS in a professional, supportive, ethical, and competent manner reflecting the standards, ideals, and stated purpose of the CWEP-SO
- E) Foundation Representative(s)
- a. To represent the foundation students who are affiliates and/or members of CWEP-SO
 - b. To discuss the interests, concerns, and ideas of CWEP recipients in the foundation year at CWEP-SO leadership committee meetings

- c. To serve on the leadership committee during their continuing year(s) as a CWEP scholarship recipient and GCSW student
- d. To assist with the planning of the CWEP graduation event held in May along with CWEP staff, faculty, and independent study students
- e. To represent the CWEP-SO to the Dean, faculty, and staff of the GCSW as well as the community of CPS and DFPS in a professional, supportive, ethical, and competent manner reflecting the standards, ideals, and stated purpose of the CWEP-SO

Section 4. All members of the CWEP-SO leadership committee are required to attend all CWEP-SO meetings and to bring information related to their duties as required to the meetings. All committee members will participate in an in-service at the end of the academic year to assist in preparing incoming committee members.

- Section 5. The duties of the Faculty and Staff Liaisons include but are not limited to
- a. To attend CWEP-SO leadership committee meetings monthly as permitted by the schedule of the Faculty and Staff liaisons
 - b. To promote and attend other CWEP-SO events as permitted by the schedule of the Faculty and Staff liaisons
 - c. To provide guidance and support to the CWEP-SO leadership committee, members, and affiliates, especially when pertaining to CWEP, CPS, and DFPS policies and expectations
 - d. To provide guidance to the CWEP-SP leadership committee with regards to decision making and event planning
 - e. To encourage faculty and staff of GCSW, CPS, and DFPS to continuously communicate with CWEP students and attend CWEP events

ARTICLE V – MEETINGS

Section 1. CWEP-SO leadership committee meetings shall take place at least once per month. Members of the leadership committee as well as the faculty and staff liaisons will determine the dates and times for committee meetings.

Section 2. Special meetings may be requested/recommended by leadership committee members and/or the faculty and staff liaisons.

Section 3. General meetings with CWEP-SO affiliates and members will be decided upon and scheduled by members of the leadership committee the CWEP faculty and staff.

ARTICLE VI – AMENDMENTS

Section 1. All CWEP-SO leadership committee members, faculty and/or staff liaisons, and other individuals deemed necessary by the faculty and staff liaison should be present in order to vote upon any proposed amendments to the CWEP-SO constitution. In order for the amendment to pass, a simple majority vote of those in attendance is required.

ARTICLE VII: Required Clauses

Anti-Hazing Clause

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Non-Discrimination Clause

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

EFFECTIVE DATE : _____ (month/year)
(Note: effective date shall be written on final printout of constitution, not typed)