

Mandel Council for Student Community Leadership
Mandel School of Applied Social Sciences
Constitution

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Our mission is to promote and preserve the educational, professional and social interests of the students of the Jack, Joseph, and Morton Mandel School of Applied Social Sciences. We value leadership as an essential component of effective social work practice and strive to provide opportunities for leadership development on campus and in the community. As a representative and governing body of the students, we seek to ensure progressive relationships with the students, administration, faculty and staff of The Mandel School and Case Western Reserve University.

ARTICLE I - Name

The name of this organization will be the Mandel Council for Student Community Leadership and will be referred to hereafter as The Mandel Council.

Section 1: Mandel Council will be sponsored by and affiliated with the Jack, Joseph, and Morton Mandel School of Applied Social Sciences (The Mandel School) at Case Western Reserve University (CWRU).

Section 2: The Mandel Council will be sponsored by and affiliated with CWRU's Graduate Student Council (GSC).

ARTICLE II - Mission

The Mandel Council exists as the governing student organization to promote the interests of the student body, cultivate community, and strengthen relationships between the student body, faculty, staff and administration at The Mandel School of Applied Social Sciences at Case Western Reserve University.

ARTICLE III - Objectives

Section 1: To provide opportunities to develop and refine professional leadership capacities in the profession of social work through academic, political, organizational, and social engagement.

Section 2: To serve as a representative and governing organization of the student body of The Mandel School and as such, a liaison to the administration, faculty and staff of The Mandel School of Applied Social Sciences.

Section 3: To educate The Mandel School, CWRU campus, and general public about the social work profession and perspectives brought by the fields of social work and nonprofit management.

Section 4: To foster a learning environment in which to further develop the core abilities of the social work profession as defined by the school: valuing and accepting a diverse world, critical thinking, advocating for social justice, effective communication, community-based social work practice, global perspectives, professional use of self, and social work values and ethics.

ARTICLE IV - Membership

Section 1: Each and every student in degree program offered by the Jack, Joseph, and Morton Mandel School of Applied Social Sciences is a member of the Mandel Council.

Section 2: Member Rights

- A. Attend, vote, speak, propose and amend motions at open Meetings
- B. Be a candidate in Mandel Council elections except where there are eligibility criteria for candidates agreed and laid out in the Mandel Council By-Laws
- C. Receive information regarding the By-Laws of the Mandel Council, opting out, membership, budgets and financial reports, complaints, their rights or any other matter concerning Mandel Council

ARTICLE V - Executive Council

The Mandel Executive Council will be the chief policy-making body for the organization and shall serve as the representative entity of The Mandel School student body.

Section 1: Standing Mandates

- A. As a representative entity of the student body, review all policy proposals and fail or recommend such proposals to the General Body or the Mandel School
- B. Coordinate all committees, initiatives, calendars and members of The Mandel Council.
- C. Administer all Mandel Council events
- F. Appoint all Committee Ambassadors to the following committees: Committee on Students, Curriculum Committee, Library Committee, IT Committee, and any others to be established.
- I. Enforce the Mandel Council Constitution
- K. Serve as the liaison to the General Body, faculty, administration.
- L. Invite committee student representatives to attend executive meetings.
- M. Enforce the Constitution, objectives, policies and procedures of the Mandel Council.
- N. It is recommended that the constitution should be reviewed annually by incoming Council, at this time the Council should also discuss Council norms and establish group rules for their term.

Section 2: All officers are required to regularly attend Executive Committee and general meetings of the Mandel Council. Officers must attend 80% of the Executive Committee meetings of the Mandel Council, attendance may be physical or virtual. Exceptions to this rule include: class, employment, urgent matters/emergencies, and field placement.

ARTICLE VI - Executive Officers

The Officers of the Executive Council will be elected by a majority vote of the student body. The Executive Council will be composed of the Executive Officers. The organization will have fifteen officers.

Section 1: The voting officers will be: Executive Director, Director of Programming, Director of Finance, Director of Communications, Advanced Standing Representative, Online Student Representative, Intensive Weekend Representative, Master of Nonprofit Organizations Representative, Doctoral Student Representative, International Student Representative and Graduate Student Council Representatives (5).

ARTICLE VII - Officer Duties

Section 1: Executive Director. The Executive Director will have all the following duties:

- A. Attend all meetings of the Mandel Council and Executive Council. When attendance is not possible, another director will serve in the Executive Director's place.

- B. Establish agenda for each meeting of the Council (general and executive) in collaboration with council members
- C. Serve as the student representative on the Faculty Constituency Committee along with other council members
- D. Facilitate networking opportunities for Mandel Council

Section 2: Director of Programming. The Director of Programming will have all the following duties:

- A. Coordinating general and executive council meetings
- B. Coordinate social, academic, and professional development events sponsored by the Mandel Council in collaboration with Executive Council
- C. Assist Director of Communications and Director of Finance regarding budget and publicity for events
- D. Facilitate opportunity for event partnerships
- E. Work with the Executive Aid to the Dean to maintain the Mandel School calendar, keep an accurate listserv of all students, and generate weekly update emails to the Mandel Council in assistance with Director of Communications

Section 3: Director of Communications. The Director of Communications will have all of the following duties:

- A. Keep accurate minutes of all Mandel Council meetings (general and executive).
- B. Assure publicity, social media and advertising for all upcoming events and meetings.
- C. See to all external correspondence relating to Council
- D. Serve as point person in recruiting new members and building community support

Section 4: Director of Finance. The Director of Finance will have all the following duties:

- A. Organize and maintain accurate financial records, financial requests, and procedures for the Mandel Council and student organizations listed on the Student Organization Leadership Contact List.
- B. The Director of Finance will file any reports for the Council as well as write checks and make deposits as directed by the Executive Council.
- C. The Director of Finance will not have the right to make financial expenditures without the approval of the Executive Council.
- D. Communicate with the Director of Finance at the Mandel School.

Section 5: Representative of Advanced Standing, Master of Nonprofit Organizations, Online, Intensive Weekend, International and PhD program Students. Representatives shall have all of the following duties and powers:

- A. Solicit the social and professional interests of their classmates and develop/implement social and professional events that are inclusive of students in

each Representative's program and advise the Executive Council regarding student concerns and needs particular to students in their respective programs and formats.

- B. Assist with Mandel Council events and programming

Section 6: Graduate Student Council Representative shall have all of the following duties and powers:

- A. Represent the Mandel Council and the Jack, Joseph, and Morton Mandel School of Applied Social Sciences as a Graduate Student Council Representative.
- B. GSC reps should attend every monthly GSC meeting, giving at least 2 days notice to the appropriate parties if they will not be able to attend The GSC meeting.
- C. Responsibilities include representing the Mandel School at GSC board meetings, providing information to the Mandel Council about updates from the GSC board meeting, voting at GSC meetings, and reporting minutes from GSC meetings to the Mandel Council.
- D. Serve as liaison between CWRU organizations and offices as needed.
- E. Assist with Mandel Council events and programming

ARTICLE VIII - Elections

Section 1: Elections of officers will be held the second complete month of the academic year. Applications for the position will be available online on the first day of class. Applications will close on the 15th of the second month. Voting will be open the 16th and close on the 31st. Positions will be announced one week after the close of elections. All terms are for one calendar year.

Elections will be in November. Applications for the position will be available online on the first Monday of the month and will be available for 10 business days. Election results will be published 5 business days after the closure of the voting period.

Section 2: In accordance with The Mandel School student group election rules, candidates must refrain from paper campaigning.

Section 3: The order of elections will be as follows: Executive Directors, Director of Programming, Director of Communications, Director of Finance, Advanced Standing Representative, MNO Student Representative, Online Student Representative, Intensive Weekend Representative, International Student Representative, Graduate Student Council Representatives and Doctoral Student Representatives.

Section 4: Elections will be by electronic secret ballot.

Section 5: If any Executive Officer of the Mandel Council resigns or is removed, aside from the President, from office an appointment shall be made by the Executive Council to fill the vacancy.

Section 6: If the President of the Mandel Council resigns or is removed from office the position will become available to another member of Executive Council. Either the Director of Communications or the Director of Finance will step into the role, as determined by a vote of the Executive Council. If no Executive Officer seeks the office then an election shall be held to fill the vacant position.

Section 7: The Executive Committee will meet with each of their successors at least one time prior to the succession (i.e. in November or December). In this meeting, they will share key information and documents in order to ensure a smooth transition. Additionally, the successor officers will attend at least one Executive Committee meeting before assuming officer.

ARTICLE IX - Voting

Section 1: A voting quorum requires ___ Mandel Council members.

A. Answers to votes:

- i. Yes-in favor of
- ii. No-opposed to
- iii. Abstained-not present or does not vote

B. A simple majority is all that is required to pass an initiative.

Section 2: Voting items must be added to the next meeting agenda to provide all members time to understand the issues of consideration.

Section 3: The Executive Director votes in the event of a tie.

Section 4: Members with a perceived conflict of interest will abstain from discussion of, and voting on matters of interest but may be called upon by the Mandel Council to provide clarity as needed.

Section 5: In the event of an anonymous vote the Executive Chair or acting Executive Council member will create a Google Poll and send an electronic vote to members of the Council to respond to.

ARTICLE X - Council Committees

The President or the Executive Council can form committees and appoint Committee Chairpersons and members.

Section 1: The Mandel Council shall consist of committees that may study issues, keep agenda, make full council recommendations and implement their objectives with the majority approval of the Mandel Council.

Section 2: The Chairperson of a Committee is responsible for ensuring the objectives and mandates of the committee and the Mandel Council are executed.

Section 3: The Chairperson of a Committee may appoint a Vice Chair to assist them in their duties.

ARTICLE XI - Council Organizations

The General Body, Executive Council, or individual students can form caucuses and appoint Chairpersons with the advice and consent of the Mandel Council.

Section 1: Active Organizations may request funding from the Mandel Council. To do so they must submit a budget request thirty days prior to event date and fill out the organizational information form to the Director of Finance.

Section 2: Any council sponsored event must include The Mandel Council logo on marketing and advertising materials.

Section 3: The amount of funds approved will be at the discretion of The Executive Council. Approved funding is allocated for the approved time frame requested only. If the requesting organization does not utilize the funds appropriated, the funds are reabsorbed by the Mandel Council.

Section 4: The Officers of an Organization must regularly attend the Mandel Council or send a regular report to the Mandel Council Director of Communications.

ARTICLE XII - Council Committee

The Executive Council can appoint Committee Members. Committee Members serve as representatives and Council liaisons to the various entities of the school.

ARTICLE XIII - Constitutional Amendments

Section 1: Amendments to this constitution must be submitted in writing to the Executive Council. The President is obligated to place the amendment on the agenda for next meeting.

Section 2: The amendment will be considered approved if two-thirds (2/3) of the voting Executive Council and three-fourths (3/4) of the general body (in attendance) vote in favor of the amendment during one meeting of the Mandel Council.

ARTICLE XIV - Formal Grievances and Impeachment

Section 1: Formal Grievance Process

- A. Grievance must be raised in writing to the Mandel Council email where it will be disseminated to Mandel Council members
- B. Upon receipt of the formal grievance, all parties will be invited to a grievance meeting where there will be a faculty facilitator. This grievance meeting will occur within 14 business days upon receipt of grievance. During this meeting, all parties involved will have the opportunity to state grievance and how they would like to proceed.
- C. At conclusion of meeting, all parties will agree on plan for moving forward with insight from faculty advisor.
- D. Impeachment may be a result of the formal grievance process but in order to complete impeachment process, entire council would need an unanimous vote.