

Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809

CHARTER

of the

HUMAN SERVICES ASSOCIATE CLUB (HSAC)

ARTICLE I NAME

The official name of this organization shall be the Human Services Associate Club (HSAC).

ARTICLE II PURPOSE

The purpose of HSAC is to promote the Human Services Associate (HSA) program, to provide service to the community, to offer leadership opportunities to HSA students, and to foster relationships among HSA students.

ARTICLE III MEMBERSHIP

Section I: The intent of this organization is not to limit membership, but to establish minimal criteria for membership.

Section II: Persons eligible for membership are those persons that:

- A. Are enrolled in the HSA program
- B. Are on the waiting list for the HSA program and are enrolled in at least one HSA (520) course.
- C. Honorary membership will be left to the discretion of HSAC members.

Section III: Members of the organization at the beginning of a new school year shall set the annual dues.

ARTICLE IV OFFICERS

Section I: The officers of the organization shall consist of the following:

- One – President
- One – Vice President
- One – Secretary
- One – Treasurer
- One – Public Relations Manager

Section II: Officers shall be members in good standing and must maintain a 2.0 GPA.

Section III: Election of the officers shall be held at the third meeting of the school year.

Section IV: No officer shall hold the same office for longer than two consecutive years.

Section V: Officers are expected to attend all scheduled HSAC meetings, or to appoint a designee to represent the office in the event of any absence. Officers and HSAC members elected to represent HSAC at Student Senate are required to attend Student Senate meetings when they are held simultaneously to the HSAC meeting.

ARTICLE V DUTIES OF OFFICERS

Section I: **PRESIDENT** – The President shall preside at the HSAC meetings, establish meeting dates and times, schedule Officers' meetings, prepare an agenda prior to scheduled meetings, coordinate activities with the Club Advisor, appoint a member in good standing to fill a vacated Officer position, and shall also perform other duties as necessary to the office of the President.

Section II: **VICE PRESIDENT** – The Vice President shall preside over HSAC meetings during the absence of the President. S/he will serve as Manager for HSAC activities and projects.

Section III: **SECRETARY** – The Secretary shall be responsible for recording the minutes of all meetings, handling meeting notes, and such correspondence as may be necessary.

Section IV: **TREASURER** – The Treasurer shall be responsible for maintaining the financial records of HSAC, for coordinating HSAC finances with the SWTC Business Office, and for overseeing HSAC fund raising projects and purchases, as needed.

Section V: **PUBLIC RELATIONS MANAGER:** The Public Relations Manager shall be responsible for advertising fundraising events and club activities.

ARTICLE VI COMMITTEES

Members of the organization shall establish committees as needed to coordinate HSAC activities and projects. The Vice President shall solicit nominations for committee chairpersons.

ARTICLE VII CLUB ADVISOR

The Club Advisor shall attend HSAC meetings in an advisory capacity. The Club Advisor may call special meetings as needed. The Club Advisor must approve activities within SWTC and the community.

ARTICLE VIII MEETINGS AND VOTING

Section I: Regular meetings will be held twice monthly on the dates determined by the HSA course schedules and HSAC's members. The President and/or Club Advisor may call special meetings at such times as may be necessary, providing an adequate notice is given. HSAC members present at a given meeting will constitute a quorum for voting purposes. The HSAC currently meets every other Wednesday morning from 10:30 to 11:20 during Southwest Tech's scheduled Meeting Hour. The President and Vice President of the HSAC and HSA program representatives and alternates to the Southwest Tech Student Senate (Student Senate) are expected to attend all scheduled meetings of the Student Senate. The Club Advisor and other HSAC officers will lead HSAC meetings at times when the Student Senate and this club meet simultaneously. Both the first year class and the second year class of the HSA program will elect a representative and alternate to the Student Senate.

Section II: When electing officers, the candidates with the most votes are declared the winners. In the event of a tie, candidates will present to the quorum reasons they want to be an elected officer or program representative prior to another written ballot being cast. This process will repeat until one candidate is declared the winner by a simple majority of votes. Absentee ballots may be cast by HSAC members and counted if the slate of candidates is announced ahead of the election, but may not be accepted and counted after the members present at the meeting where the election occurs have voted. Officers may take their offices immediately upon being voted into the office unless the voting quorum sets another date for the transition of officers.