

ALPHA DELTA MU
NATIONAL SOCIAL WORK HONOR SOCIETY
CONSTITUTION AND BY-LAWS

ARTICLE I – Name

The name of this organization is Alpha Delta Mu National Social Work Honor Society, Incorporated

Section 1. The badge is a key with letters Alpha Delta Mu, the former superimposed on the latter.

Section 2. The colors are Black, Silver.

Section 3. The motto of the society is Advocate of the People.

ARTICLE II – Purpose

Section 1. The purpose of this organization is to advance excellence in social work practice and to encourage, stimulate and maintain scholarship of the individual members in all fields, particularly in Social Work.

ARTICLE III – Membership

Section 1. The membership shall consist of three types: active, alumni, and distinguished member.

Section 2. Membership in Alpha Delta Mu shall not be denied or abridged to anyone because of age, race, color, creed, religion, national origin or sex.

Section 3. There shall be undergraduate and graduate chapters.

ARTICLE IV – Officers

Section 1. The National Council of this organization shall be the following and such other officers as from time to time may be necessary:

A. Elected Officers

- (1) National President
- (2) Regional Vice Presidents
- (3) National Secretary
- (4) National Treasurer

B. Appointed Officers

- (1) National Advisor
- (2) Legal Advisor
- (3) National Historian
- (4) Executive Director

C. Appointed for Convention Only

- (1) Parliamentarian
- (2) Chaplain
- (3) Sergeant-at-Arms

D. Committees

- (1) Committees shall be appointed or elected by the National Council when necessary.

ARTICLE V – Dues

Section 1. The National Organization shall be financed by initiation fees from members.

ARTICLE VI – Meetings

Section 1. The National Organization and Local Chapters shall assemble in National Conventions at regular intervals.

(1) In the interim of National Conventions the powers of the National Organization shall be vested in the National Council.

ARTICLE VII – Incorporation

Section 1. In order that it may avail itself of and have the advantages emanation from corporate existence, Alpha Delta Mu Social Work Honor Society shall exist as an incorporated body under the laws of the Congress and under sub-chapter-of the code of Laws for the State of Maryland, said corporation having the power to carry on its business and activities within the State of Maryland, throughout the United States, its dependencies, and elsewhere.

Section 2. For corporate purpose, the management of this corporation shall be vested in the National Council.

ARTICLE VIII – Amendments

This constitution may be amended by a two-thirds vote of the delegates assembled in the National Convention.

Notice of proposed amendments shall be published to chapters at least sixty days before the convening of the Convention.

Amendments presented at one Convention shall be voted upon at the following Convention.

This constitution is the Supreme Law of the Society, until amended by a majority of the members of the National Council.

Alpha Delta Mu, Inc. shall be governed by Robert's Rule of Order.

BY-LAWS OF ALPHA DELTA MU, INC.

ARTICLE I – Membership

Section 1. Active members are men and women who are making the study of Social Work one of their major interests and who are faculty or students in an accredited institution and program where a chapter is located, or have been readmitted to active status by a chapter.

Section 2. Active members may attend all meetings of the chapter and may vote and hold office.

Section 3. A chapter may admit to active status anyone who has been a member of any chapter at any time providing he/ she complies with chapter standards.

Section 4. Faculty members who are members may be elected to active membership at

the time of installation or prior subsequent initiation ceremony. They shall have the same rights and privileges, the same financial and other obligations as student members.

Section 5. Alumni members are persons who were formerly active members who are no longer associated with an institution where a chapter is located. Also, persons who were graduated from an institution where a chapter is located prior to the establishment of the chapter may be elected to alumni membership if they met the minimum qualifications listed in Article II when they were students. Alumni members do not vote or hold office unless admitted to active status by the local chapters.

Section 6. Distinguished members are persons who have national or international reputations because of the contributions they have made in social work practice, education or research.

Section 7. A chapter may nominate a person for distinguished membership by submitting his name and qualifications to the National Council. The National Council alone may elect persons to distinguished membership, either upon nomination by a chapter or by a member of the National Council.

Section 8. Distinguished members are entitled to all the rights and privileges of active members. They pay no fee or dues of any kind.

Section 9. All members of Alpha Delta Mu, whether active, alumni, or distinguished, are entitled to wear the key of Alpha Delta Mu.

ARTICLE II – Criteria for Membership

Section 1. A student must be a Social Work or Social Welfare major, or majoring in a program that is accredited by the Council of Social Work Education.

Section 2. Undergraduate members must:

- a. have earned a minimum of 6 semester hours or equivalent in Social Work.
- b. have achieved a grade point average of 3.0 or above.
- c. be in the top 20% of their class

Section 3. Graduate members must:

- a. have earned a minimum of 6 semester hours or equivalent in Social Work.
- b. have achieved a grade point average of 3.5 or above.
- c. be in the top 20% of their class

Section 4. A student is eligible for membership-at-large when he has been nominated by the chapter providing he meets membership requirements set forth in sections 1, 2, and 3 of this Constitution. A school with more than five members-at-large who are duly enrolled in their curriculum is eligible to apply for chapter membership.

Section 5. A faculty member is eligible for membership when he or she has been nominated by the membership committee of the local chapter. Only two faculty members per year may be nominated by each chapter.

Section 6. Distinguished members are elected to membership in ADM by the National Council. The chapters may nominate a social worker with a national reputation because of the contribution he or she has made to social work. Ten copies of the nomination (including the name,

qualifications, and publications of the nominee) should be submitted to the National Council for evaluation and consideration. (Chapters wishing to honor local social workers with honorary membership in their own chapter may do so by paying the \$10.00 registration fee to the national office for the person. In this way, the chapters do not have to go through the procedure for the Distinguished Membership.)

Section 7. A person proposed for membership may be duly elected to the organization after a vote of all members present and voting, showing not more than one-fourth dissenting votes on a secret ballot.

Section 8. Any member of the organization may transfer his membership to another chapter when he or she has moved into the jurisdiction of the chapter to which he or she desires to transfer upon application to that chapter.

Section 9. A chapter may establish scholastic qualifications that are higher than those listed in sections 2 and 3.

Section 10. In addition to academic excellence, a student must have demonstrated leadership ability, a high standard of personal behavior and a dedication to social work practice.

ARTICLE III – Initiation of Members

Section 1. Each chapter shall use either the initiation ritual provided by the national organization or a revision of the national ritual, which has been approved by the chapter's faculty adviser. In the latter case, a copy of the ritual shall be on file in the national office.

Section 2. Each chapter may initiate at the end of each quarter or semester, but may hold no more than two initiations per year.

Section 3. Each person initiated as an active or alumni member pays an initiation fee of \$30.00 to the national office. This fee shall entitle him to life membership without payment of further dues or assessments to the local national organization. This fee covers the cost of the certificate and membership card.

Section 4. One-fourth (\$5.00) of the initiation fee shall be retained by the local chapter.

Section 5. Prior to the initiation, each applicant completes and signs an application provided by the chapter. A master registration card together with a money order should be forwarded by the chapter secretary to the national office two weeks prior to the initiation; who shall then issue an official membership card and certificate to the chapter secretary for proper distribution at the initiation ceremony.

Section 6. Ten days prior to the initiation, the names of all initiates shall be forwarded to the Regional Vice President for his or her records.

Section 7. Local chapters should make their money orders or cashier check payable to Alpha Delta Mu National Honor Society. The national office cannot accept personal checks or cash.

Section 8. A chapter may initiate in (absentia) only those who signed the original petition for affiliation.

Section 9. A chapter desiring to provide for the initiation of an individual who lives at a

considerable distance may ask the Regional Vice President to endeavor to make arrangements whereby the individual in question can be initiated by a chapter in a nearby institution.

Section 10. Election to membership shall be irrespective of membership in or affiliation with other organizations and associations.

Section 11. No solicitation or propaganda, such as rushing or social pressure, shall be used to insure acceptance of invitation to membership.

Section 12. All initiations should be held by ceremonies. Rituals are available at national headquarters to be used as a guide for imitation. Chapters should present each initiate with:

- (1) Membership Certificate
- (2) Membership Card
- (3) Alpha Delta Mu Decal

ARTICLE IV – New Chapters

Section 1. A petition for affiliation shall be submitted to the president of the National Council together with all the information concerning the petitioning group and the institution of which it is a part that may be requested by the Council. The President shall submit his recommendation to each member of the National Council. A favorable vote by three-fourths of the Council members shall constitute approval of that body.

Section 2. The name of a petitioning group that has been approved by the Council shall be granted a charter provided the vote is not challenged by one or more chapters. Failure of a chapter to challenge the vote of the Council within 45 days after notices are sent by the National Office will be regarded as an affirmative vote approving the decision of the Council.

Section 3. A chapter has the right to challenge the decision of the Council on a petition for a charter. When the decision of the Council is challenged, the chapters shall be asked to vote on the challenged petition. Such a petitioning group shall be granted a charter when it is approved by three-fourths of the active chapters voting. Failure on the part of a chapter to indicate approval or disapproval within 45 days after notices are sent by the National Secretary will be regarded as an affirmative vote.

Section 4. The charter members of a chapter shall be those whose names and credentials appear in the petition for affiliation.

Section 5. A petition for a charter must be accompanied by a letter from an active member of the National Association of Social workers or CSWE indicating his/ her willingness to serve as adviser of the group if the charter is granted. The petition must be signed by the administrator of the department or school.

Section 6. A charter for a new chapter shall be issued by the President of the National Council only after the payment of a charter fee, the amount of that fee to be determined by the National Council.

Section 7. Chapters shall be established, maintained or reactivated only in colleges and universities that grant the baccalaureate or higher degrees in social work, that are accredited by the appropriate national or regional accrediting agency. Such agencies include the New England Association of Colleges, the Middle States Association, the North Central Association, the

Southern Association, the Northwest Association, Western College Association, and certain appropriate professional accrediting agencies, such as the Council on Social Work Education.

Section 8. Under no conditions will a charter be granted to a social work program that is not accredited by the Council on Social Work Education.

Section 9. If a chapter fails to hold an initiation for two consecutive years without reason, said chapter shall be placed on the inactive list.

Section 10. If a chapter is placed on the inactive list, said chapter shall be assessed a fee of \$25.00 prior to being reinstated.

Section 11. The chapter year begins during the beginning of the academic year and ends on June 1 or on or before the end of the school year.

Section 12. Chapter meetings are to be held at least twice during the academic year.

Section 13. Elections to membership are to be held at least twice a year or at such time as may be determined by each chapter.

Section 14. A chapter has the power to establish a Constitution and By-Laws for its government to legislate upon all matters as provided therein which are in conformity with the National Constitution.

Section 15. A copy of the Chapter Constitution and By=Laws shall be forwarded to the President of the National Council.

Section 16. Each chapter shall be required to maintain a permanent record of its membership.

Section 17. Local chapters may sponsor educational programs during the school year, but in no way should they compete with other organizations.

Section 18. Transfer of membership from one chapter to another may be made without charge by the national office. However, if the transferee desires a membership card for any reason, there is a charge of \$2.00. If he or she wishes a new membership certificate, the cost is \$6.00.

- a. If an alumni member wishes to replace a card or certificate for any reason, there is a charge of \$2.00 for the card and \$6.00 for the certificate.
- b. If an active member wishes to replace a card or certificate for any reason, the charge is \$1.50 for the card and \$4.00 for the certificate.
- c. Send to the ADM national office the name of the person(s), the name of the chapter where he/ she was initiated, and the date of the initiation. The national office will check the record to be sure that the original chapter has forwarded the registration to ADM headquarters.

ARTICLE V – Duties of Chapter Officers

Section 1. The President presides at meetings of the chapter, such committees as may be provided by the Chapter Constitution and By-Laws or by vote of the chapter, call special

meetings of the chapter, be responsible for all chapter reports required by these statutes and generally promote the welfare of the society and his or her chapter.

Section 2. The Vice-President performs all duties of the President in the latter's absence. He shall perform the duties of ritual chairman during initiation, except when a chapter appoints or elects a ritual chairman.

Section 3. The duties of the Secretary-Treasurer are as follows:

- a. To keep correct minutes of each meeting of the chapter.
- b. To forward to the National President and Regional Vice President the following:
 - (1) A complete official roll for each initiate within ten days before initiation.
 - (2) A list of chapter officers and their addresses within ten days after their installation.
 - (3) An annual report certified by the faculty adviser covering chapter activities during the year. This report is due no later than June 30 of each year.

Section 4. A faculty member shall act as a faculty adviser.

Section 5. Any member may be recommended to the National Council for expulsion from the chapter and from membership in the Society by a three-fourths vote of the chapter, after a thorough investigation has been made and the member so charged has been granted an impartial hearing. Voting for the expulsion shall not take place at the same meeting in which the preliminary hearing has been held. Such expulsion shall not take place until approval of the chapter findings has been given by the President of the National Council. Dishonorable dismissal from the College or University shall be due cause for immediate recommendation for expulsion.

Section 6. Alpha Delta Mu jewelry or decals may be purchased from Alpha Delta Mu National Office.

ARTICLE VI – National Organization

Section 1. The National organization is a federation of local chapters.

Section 2. The National officers shall be as follows: President, Advisor, Secretary, Treasurer, Historian and one Vice-President from each region.

Section 3. The term of office for the President is three years. He or she shall be eligible for re-election, but may not remain in office more than three consecutive terms.

Section 4. The term of office for Regional Vice-Presidents is three years. They shall be eligible for re-election, but may not remain in office more than three consecutive terms.

Section 5. The Secretary, Advisor, and the Historian shall be appointed by the President with the approval of the Vice-Presidents. They shall be eligible for continuing reappointment.

Section 6. The National Council at an appropriate time may employ a full-time Executive Director and Secretary whose duties shall be outlined at the time of appointment.

ARTICLE VIII – Election of National Officers

Section 1. The President shall be elected every three years. On or before November 1 of odd number years, the National Council shall invite each chapter to submit the name of a nominee for the office of President. Only those nominations received by the National Council by December 15 shall be valid.

Section 2. Vice Presidents shall be elected every three years. One-half of the regions consisting of Southwestern Region, Southern Region, and Northern Region will elect Vice-Presidents in odd number years and the other regions in even numbered years. In anticipation of the election of Regional Vice-Presidents, the National President shall invite nominations for all chapters of the regions concerned on or before November 1 of the year preceding the election. Only those nominations received by the Council by December 15 shall be valid.

Section 3. A person may be a candidate for only one office during one election year. Should one be nominated for more than one national office in the same year, he is given a choice of the office he or she prefers. Only those who are members of the NASW or CSWE are eligible to hold national office in Alpha Delta Mu, Inc.

Section 4. Nomination for national office is not valid unless the chapter making the nomination accompanies it with confirmation of the nominee's membership in the NASW or the CSWE.

Section 5. The President shall be elected in November of odd numbered years and shall be installed at the annual meeting the following year.

Section 6. The Vice Presidents shall be elected in the spring and shall be installed at the annual meeting in the fall. One-half of the regions consisting of Southwestern Region, Southern Region, and Northern Region will elect Vice Presidents in odd numbered years and the other regions in even numbered years.

ARTICLE IX – Duties of Officers

Section 1. President

It shall be the duty of the President to:

- (1) Serve as Chairperson of the National Council;
- (2) Serve as Chairperson of the Convention;
- (3) Preside over the national Convention;
- (4) Enforce the Constitution;
- (5) Recommend to the National Council the removal of any elected or appointed national officer who fails to perform the duties of that office;
- (6) Strengthen public relations with other organizations;
- (7) Serve as a member of the scholarship and standards committee, and as ex-official member of all other committees, except the nominating committee;
- (8) Work with Regional Vice-Presidents in coordinating their efforts and maintaining unity in the organization objectives and program;
- (9) Work with the National Secretary to see that the policies of the National Council are executed;
- (10) Exercise all powers and duties generally pertaining to the office of President.

Section 2. Regional Vice-Presidents

It shall be the duty of each Regional Vice-President to serve as the principal administrative officer in his region. He shall arrange for and preside at the annual meeting in his region. He shall appoint a program committee for the annual regional meeting and such other committees as needed to carry on the affairs of the region. As a member of the National Council, he shall participate in the deliberations and decisions of that body.

Section 3. National Secretary

It shall be the duty of the National Secretary to care for the correspondence, to edit the journal, to attend and to keep a record of all National Conventions and all meetings of the National Council, and to perform all the other secretarial functions of the national organization. It shall also be his/ her duty to collect all funds due to the national organization and to disburse funds in payment of all legitimate claims. He/ she shall present a financial report at each annual convention.

Section 4. National Treasurer

It shall be the duty of the treasurer to:

- (1) Receive all funds from the National Secretary and deposit said funds in the account of Alpha Delta Mu, Inc.
- (2) Make disbursements and keep written accounts of all transactions as provided in the financial procedure as established by the National Council.
- (3) Submit a financial report to the National Council every six months.

Section 5. Historian

It shall be the duty of the Historian to obtain and preserve significant documents of the Society and to periodically prepare an historical record of it. As a member of the National Council, he shall participate in the deliberations and the decisions of that body, attending its meetings if possible.

Section 6. Vacancies

If a Vice-President moves out of a region or if the President or Vice-President is unable or unwilling to continue to perform the duties of office, the vacancy so created shall be filled by a vote of the remaining members of the National Council. The officer so elected shall continue in office during the remainder of the unexpired term. His or her service in this capacity shall not be regarded as a term of office in determining his eligibility for re-election.

ARTICLE X – National Convention

Section 1. A national Convention shall be held annually at the time and place of the annual meeting of the NASW or CSWE.

Section 2. The principal purposes of the National Convention shall be:

- a. To discuss matters pertaining to the welfare of the national organization, such matters to be presented to the local chapters for action;
- b. To provide a means whereby members from various chapters may come to know one another.
- c. To provide an opportunity for members to present research papers. Any student member of Alpha Delta Mu sponsored by a faculty member may submit a paper for consideration by the Program Committee.

ARTICLE XI – Local Organization

Section 1. Each chapter shall elect its own officers from among its active members. These shall include a President, a Vice-President, and as many others as desired to carry out the usual functions of Secretary and Treasurer. The duties of each of these officers shall be those ordinarily assigned to the office.

Section 2. The chapter, through its officers, shall make at least one annual report to the National Office.

Section 3. Each chapter shall have an adviser who is a member of Alpha Delta Mu and of the NASW or CSWE and who is chosen from the members in a manner to be prescribed by the chapter.

Section 4. Each chapter shall prepare a set of Chapter By-Laws wherein shall be stated such rules as are need for conducting the business of the chapter. The National Constitution and By-Laws shall take precedence over Chapter Constitutions. A copy of the Chapter Constitution and By-Laws shall be forwarded to the President of the National Council.

ARTICLE XIII – Alpha Delta Mu Journal

Section 1. The national organization shall publish a journal at least once a year and furnish each chapter secretary with sufficient copies for distribution to all active chapter members. Active members are entitled to receive the journal without charge. Others may subscribe at a rate established by the National Council.

Section 2. The National Secretary shall serve as editor. The editor may select associate editors to assist in the publication of the journal.

Section 3. Members are to be encouraged to submit articles through their faculty advisor to the Regional Vice-President for publication in the journal.

ARTICLE XIV – National Finances

Section 1. The financial records shall be examined annually by the Regional Vice-Presidents after the books have been audited by a certified public accounting firm.

Section 2. Annual financial report shall be submitted by the National Secretary to the National President by June first of each year.

Section 3. The National President and Treasurer shall be bonded annually in such amount as the National Council shall determine.

Section 4. Subject to the approval of the National Council, the national officers shall be reimbursed for all necessary expenses when related to official business.

Section 5. The selection and award of Alpha Delta Mu annual scholarship to an active member shall be made by the National Council.

- Eligibility:
1. Member of ALPHA DELTA MU.
 2. Undergraduate or graduate.
 3. All papers must be post marked no later than June 15.

- Award:
1. Winner will receive \$2000 to be used for social work education (only) within a five year period.

2. Paper published in ADM journal.
3. Honorable Mentions will also be published in ADM journal.

All entries should follow this format:

1. Maximum 2000 words or 10 pages.
2. Double spaced – typewritten.
3. An original and four copies must be submitted.
4. An abstract of 150 words.
5. Face sheet should contain: Title, Name, School, Faculty Advisor.
6. No identifying information on text or abstract.
7. Footnotes should be placed at the end of the paper.
8. All entrants should use Kate Turubian “Manual for Writers of Term Papers, Thesis, and Dissertations” as a style guide.

The papers will be judged on the following criteria:

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| 1. Content | 25 points |
| 2. Grammar, spelling | 10 points |
| 3. Clarity of thought | 25 points |
| 4. Originality of thought | 25 points |
| 5. Appropriateness of references | 10 points |
| 6. Contribution to professional knowledge | 25 points |

The content of papers must be relevant to Social Work, this includes papers which utilize a social science base. Papers must be historical, descriptive, empirical, or theoretical.

If winning paper is submitted by more than one person the grant will be divided equally among the authors under the same conditions as a scholarship awarded to a single author.

Announcement of Winner will be made at CSWE Conference.

NOTE: The author gives Alpha Delta Mu permission to publish his/ her paper in the Alpha Delta Mu journal.

ARTICLE XV – Regional Organization

Section 1. The national organization shall be subdivided into regions.

Section 2. The Regional Vice-President shall be the principal administrative officer of the region.

Section 3. The Regional Vice-President shall appoint a program committee for the regional convention and such other committees as deemed necessary in carrying on the affairs of the region.

ARTICLE XVI – Regional Convention

Section 1. An annual convention, arranged by its Vice-President, shall be held in each region.

Section 2. The principal purposes of a regional convention shall be to (a) discuss matters pertaining to the welfare of the chapters in the region, such matters to be presented to the chapters for action; (b) provide a means whereby members from various chapters may come to know one another; and (c) provide an opportunity for members to present research papers. Any

member of Alpha Delta Mu may present a paper for consideration by the regional program committee.

ARTICLE XVII – Amendments

These Statutes may be amended, suspended, added to or stricken out by a majority vote of any meeting of the National Council and must be ratified by a majority of the members of the National Council within a period of 90 days from notification.