

# STUDENT ORGANIZATION BYLAWS

## USC Suzanne Dworak-Peck

School of Social Work  
*Student Organization*

**SECTION 1 | DUTIES OF THE STUDENT ORG BOARD** All Student Org Board members are required to maintain a cumulative grade point average of 3.0 in order to remain in office.

**1.1 All Student Org Board Members** 1. Hold weekly office hours. 2. Attend all scheduled Student Org Board meetings. 3. Attend all scheduled Full Board meetings. 4. Attend all scheduled Student Org meetings with administration. 5. Report to the Executive Board. 6. Support the caucuses and student interest group activities. 7. Support Student Org sponsored events. 8. Support and participate in schoolwide and administrative committees as appropriate. 9. Represent and advocate the interests of students. 10. Become familiar with Robert's Rules of Order, Student Org's Constitution and Bylaws.

### **1.2 President**

1. Calls monthly Executive and Full Board meetings. 2. Chairs the Executive, Student Org, and Full Board meetings. 3. Prepares the agenda for meetings of the Executive Board and the Full Board meetings. 4. Calls and chairs meetings with administration. 5. Monitors the functions of the Student Org Board and provides support as needed. 6. Monitors the progress of all Standing and Ad hoc committees. 7. Manages the daily operations of the Student Org office and kitchen. 8. Represents Student Org to university and school administration. 9. Attends and participates in school administrative committees. 10. Assists with management of funds. 11. Coordinates efforts with the Graduate Student Government (GSG). 12. Serve as the representative and contact person for other universities, agencies, organizations, etc. and collaborates on events with local universities of Social Work/Welfare in the area. 13. Updates the Student Org Bylaws and Constitution as required. 14. Trains successor in the functions of the office.

### **1.3 Vice President**

1. Monitors the progress of all standing caucuses and interest groups as the direct link between caucus and student interest group activities and Student Org officers. 2. Coordinates caucus and student interest group lounge cleaning schedule and caucus and student interest group display boards each month. 3. Coordinates efforts with caucus and student interest group representatives. 4. Represents Student Org to the university and school administrators. 5. Attends and participates in school administrative committees. 6. Recruits and coordinates student volunteer for school-wide events, i.e. Summer Welcome, Orientation Week, etc. 7. Maintains a listing of all recognized school caucuses and student interest groups. 8. Assists with management of funds. 9. Fulfills and/or assists President with all duties detailed in Section 1.2 when needed. 10. Trains successor in the functions of the office.

#### **1.4 Treasurer**

1. Supervises preparation of annual Student Org budget. 2. Distributes funds to school caucuses and student interest groups as available. 3. Monitors the use of Student Org funds. 4. Summarizes the previous month's disbursements and receipts at each regular meeting of the Full Board, Executive Board and the Student Org meetings with administration. 5. Assists school caucuses and student interest groups in recognition process. 6. Evaluates and approves all budgetary reports from the executive board, caucuses and student interest groups. 7. Assists the Vice President in maintaining a listing of all recognized school caucuses and student groups. 8. Represents Student Org to the school administrators. 9. Trains successor in the functions of the office.

#### **1.5 Secretary**

1. Manages the Student Org website, Facebook site, newsletter, calendar and email account. 2. Compiles minutes of Executive and Full Board Meetings, meetings with administration, and other meetings where minutes are requested. 3. Assists President with reports, administrative letters, press releases, etc. 4. Responsible for responding to emails sent to the Student Org account. 5. Maintains attendance record of caucuses and student groups at all Full Board meetings. 6. Reports any caucuses and student interest groups in bad standing to the President, Vice President, Treasurer, and Student Org advisor. 7. Represents Student Org to administrators. 8. Trains successor in the functions of the office.

#### **1.6 Community Service Chairperson**

1. Plans and coordinates ongoing School of Social Work community service events. 2. Creates new community service opportunities utilizing the diverse expertise of the school. 3. Coordinates and recruits volunteers for school community service events. 4. Executes Community Service projects requested by the Dean. 5. Calls Trojans in the Community Committee meetings. 6. Chairs the Trojans in the Community Committee meetings. 7. Prepares the agenda for meetings of the Trojans in the Community Committee. 8. Serves as liaison to the USC Volunteer Center and USC Civic and Community Relations (CCR) Office. 9. Facilitates communications between caucuses, student interest groups, and Student Org to plan joint community service events. 10. Coordinates with the executive board to advertise community service events. 11. Coordinates efforts with the GSG representative(s) to promote interuniversity (joint) programming. 12. Represents Student Org to the school administrators. 13. Trains successor in the functions of the office.

#### **1.7 Social Chairperson**

1. Plans and coordinates ongoing school social/networking events. 2. Creates and promotes new networking opportunities between the school and other graduate schools at USC and local community organizations/initiatives. 3. Coordinates efforts with GSG representative(s) and the Community Service Chairperson(s) to promote interuniversity (joint) programming. 4. Publicizes social events, including use of social media (i.e. Facebook, IG accounts) 5. Facilitates communication between caucuses, student interest groups, and Student Org to plan joint social events. 6. Assists with managing of Student Org email account. 7. Represents the Student Org to the school administrators. 8. Represents the school to other graduate schools at USC. 9. Keeps track of social events and presents them at the Executive, Full Board, and the Student Org meetings with administration. 10.

Coordinates closely with the Student Org Treasurer in monitoring the use of funds designated for social/networking event purposes. 11. Coordinates and promotes programs and activities for Social Work Month in March. 12. Trains successor in the function of the office.

### **1.8 Elections/Recruitment Chairperson**

1. Acts as Parliamentarian for all Executive and Full Board meetings according to Robert's Rules of Order.

2. Coordinates Full Board election during the spring semester and during fall Semester for the first year GSG Representative and any additional open positions. 3. Conducts the Executive Board elections when deemed appropriate by the Elections and Recruitment Chair and the Student Org advisor. 4. Recruits for the Student Org Standing and Ad Hoc Committees with the President. 5. Communicates on a regular basis with all students serving on committees. 6. Coordinates feedback and reports on committee actions at the Executive, Full Board meetings and meetings with administration. 7. Represents Student Org to the school administration. 8. Trains successors in the functions of the office.

### **1.9 GSG Representatives**

1. Serves as the Student Org representative and liaison to GSG. 2. Represents the concerns of the school at the GSG Full Board meetings, when deemed appropriate and/or necessary. 3. Completes press releases as appropriate on Student Org activities. 4. Coordinates publicity efforts with other Executive Board members on upcoming events. 5. Serves on a committee for GSG. 6. Updates the Executive Board on university news, events and pertinent information. 7. Represents Student Org to the school administration. 8. Represents the school with the other graduate schools at USC. 9. Trains successor in the functions of the office. 10. Maintain ongoing communication with GSG liaison (s) (selected individuals to act as GSG Senators).

### **1.10 Graduation Chairperson**

1. Acts as liaison between Student Org and the Director of Events for the school. 2. Calls Graduation Committee meetings. 3. Chairs the Graduation Committee meetings. 4. Prepares the agenda for meetings of the Graduation Committee. 5. Reports to the Full Board, Executive Board, and administration on the status of the Graduation Committee's objectives. 6. Coordinates selection of Jane Addams Faculty member of the year. 7. Facilitates communication between caucuses, student interest groups, student body, and Student Org to generate input on plans for graduation celebration. 8. Coordinates closely with the Student Org Treasurer in monitoring the use of funds designated for graduation celebration purposes. 9. Appoints Graduation subcommittees' chairs, finance chair and secretary. 10. Represents Student Org to school administration. 11. Trains successor in the functions of the office.

### **1.11 Masters in Science Nursing Representative**

1. Serves as the representative and liaison for the MSN Program. 2. Distributes and disseminates all pertinent Student Org, GSG, and graduate student news/information to MSN students. 3. Represents the concerns of the MSN students to the Executive, Full Board, administration and the Director of the MSN Program. 4. Participates in all appropriate

committees. 5. Coordinates MSN student communication efforts with the Executive Board. 6. Represents Student Org to the school administrators. 7. Plans, markets, and promotes caucus, student interest group, and Student Org sponsored events to MSN students. 8. Conducts office hours for MSN students (if able). 9. Recruits MSN representatives for caucuses and student interest groups to act as the liaison for the MSN Program. 10. Plans and coordinates the MSN focused meetings with administration. 11. Trains their successor in the functions of the office.

### **1.12 Virtual Academic Center Representatives**

1. Serves as the representative and liaison for the Virtual Academic Center and its caucuses, student interest groups and organizations. 2. Distributes and disseminates all pertinent Student Org, GSG, and graduate student news/information to Virtual Academic Center regional representatives. 3. Represents the concerns of the Virtual students to the Executive, Full Board, and school administration. 4. Participates in all appropriate committees within the Virtual Academic Center. 5. Coordinates election and recruitment efforts at the Virtual Academic Center with the Elections and Recruitment Chair. 6. Coordinates communication efforts with the Executive Board. 7. Plans, markets, and promotes caucus, student interest group, and Student Org sponsored events within the Virtual Academic Center. 8. Trains their successors in the functions of the office.

### **1.13 VAC Communication Representative**

1. This VAC Communication Representative is responsible for physically attending every Student Org, Full Board, school administration meetings, and school events. 2. Responsible for connecting with the VAC representatives and bridging their concerns to the Executive board. 3. The VAC Communication Representative must be attentive and updated on our fast growing technology and connecting members to Zoom. 4. The VAC Communication Representative must live in greater Los Angeles area, but does not represent the region. 5. Coordinates communication efforts with the Executive Board. 6. Trains their successors in the functions of the office.

## **SECTION 2 | POSSIBLE STANDING COMMITTEES**

The following are possible standing committees, in which USC School of Social Work students may partake in, if the committee should be active: (1) Student Org committees (2) GSG committees (3) School committees and (4) Ad Hoc Committees.

### **STUDENT ORG STANDING COMMITTEES**

**2.1 Lobby Days Committee:** Charge: Assists the Lobby Days Committee chairperson by sitting on one of the three sub committees to this committee: 1) Logistics SubCommittee 2) Rally SubCommittee 3) Legislative SubCommittee 4) Social event SubCommittee.

**2.2 Graduation Committee:** Charge: Assists the Graduation Committee chairperson by sitting on one of the three sub committees to this committee: 1) Commencement Sub-Committee 2) Graduation Celebration Sub Committee, and 3) Fundraising.

**2.3 Trojan in the Community Committee:** Charge: Assists the Community Service chairperson in organizing school sponsored events that promote the school's outreach to Los Angeles and larger university.

**2.4 Social Work Month Committee:** Charge: Assists the Community Service Chairperson in organizing a school sponsored event(s) that promote Social Work Month held every year in March.

**2.5 Homecoming Committee:** Charge: Assists the Social Work Alumni Association and Student Org in organizing the annual School of Social Work Homecoming Tailgate.

## **GRADUATE STUDENT GOVERNMENT (GSG) STANDING COMMITTEES**

**2.10 Academic Affairs Committee:** Charge: Advocates on behalf of graduate students and offers exciting academic programming.

**2.11 Alumni Relations Committee:** Charge: Provides opportunities for graduate and professional students to meet and interact with USC GSG Alumni that were formerly part of GSG in varying capacities. The Committee is responsible for maintaining the GSG alumni database and planning events that would encourage GSG alumni to participate and interact with current GSG constituents.

**2.12 Campus Safety Committee:** Charge: Offers recommendations to enhance all aspects of the campus safety climate for the benefit of graduate and professional students in cooperation with the Department of Public Safety (DPS). The committee will also act in an advisory capacity for GSG on related matters. The committee also liaises with administration.

**2.13 Finance Committee:** Charge: Maintains financial records and statistics on GSG spending, and prepares the annual report. The responsibilities of this committee include, but are not limited to, making recommendations on finance requests and the development of activities on the part of GSG recognized graduate and professional student organizations and planning the following academic year's budget.

**2.14 Committee for Gender Equity:** Charge: Addresses the concerns of women and men in the graduate and professional schools. They serve as the voice of graduate and professional women at USC by working with administration to change policies affecting women and to discuss and publicize issues surrounding women. The responsibilities of this committee include, but are not limited to, motherhood and its relation to graduate life and students' impending careers, prevention of violence against women, family leave, and discrimination/prejudice from the academic community.

**2.15 Graduate Programming Committee:** Charge: Plans social and community service events that benefit the constituents of GSG. The responsibilities of this committee include, but are not limited to, helping create and facilitate the GSG programming chairs with their events and acting in an advisory capacity for graduate students putting on conferences, symposia, social events, and community service events.

**2.16 Graduate Students of Color Network:** Charge: Serves as a "safe space" where graduate students of color can openly discuss issues that are of particular concern to them. The responsibilities of this committee include, but are not limited to, building and sustaining

community among graduate students and faculty of color, encouraging the building of coalitions with USC's surrounding communities, and encouraging graduate student of color participation in departmental, college-based, and university wide organizations, activities, and events.

**2.17 Health Sciences Campus Concerns Committee:** Charge: Supports the Health Sciences Campus student body through programming, advocacy, advocacy, and ensuring HSC access to student resources.

**2.18 International Scholars Committee:** Charge: Offers recommendations to enhance all aspects of the academic experience for international students and acts in an advisory capacity to GSG on related matters. The responsibilities of this committee include, but are not limited to, planning programs to promote interaction between international students and familiarizing them with USC and Los Angeles and advocating for University change on behalf of international students.

**2.19 Judiciary Committee:** Charge: Interprets the GSG Constitution, Senate Bylaws, election procedures, or other rules and regulations including constitutionality of legislation. Members of this committee consist of the GSG Election and Recruitment Chair, as well as graduate and professional student senate volunteers.

**2.20 Publicity and Recruitment Committee:** Charge: Seeks out new ways to enhance the publicity and recruiting efforts of GSG. This includes attending events and networking with fellow graduate and professional students, as well as assisting in awareness and recruitment activities.

**2.21 The Student Life Committee:** Charge: Deals with many issues of concern to graduate students including housing, hospitality, parking, recreational sports, student health and mental health/counseling. The goal of the committee is to provide improvement in student life for graduate students on all of USC's campuses. The committee works on a variety of issues and aims to create plans for improvement and present these plans to administrators.

### **SCHOOL STANDING COMMITTEES**

**2.31 Diversity Committee:** Reviews diversity content in current curriculum and advises CPRC on needed changes in specific courses; reviews and assists with development of expanded bibliographies for faculty and students to use in the area of diversity; identifies methods of continuously promoting an open classroom climate to support diverse perspectives. (Note: Charge subject to revision based on faculty discussion and action.)

**2.32 DEPARTMENTAL COMMITTEES** students may be eligible to serve as student representative on department committees. Student Organization may appoint students as the student representatives; however, this will be contingent upon the approval of the committee's faculty chair.

### **AD HOC COMMITTEES**

**2.41 Ad Hoc Committees** dealing with a particular issue, subject, or program, may be created by the Executive Board. These committees may serve for a semester or year, or become a Student Org Standing Committee.

### **SECTION 3 | STUDENT ORG FINANCES**

**3.1** Funding of Student Org will primarily be funded from the GSG Graduate Programming Fee collected from graduate and professional students.

**3.2** Account Management: A percentage of the funds received from GSG will be distributed to officially recognized caucuses and interest groups. Each caucus' and student interest group's treasurer will be responsible for maintaining funds received by GSG and will work closely with the Student Org Treasurer in managing said account.

**3.3** All GSG funds appropriated to caucuses or interest groups must be requested by March 31st of each academic year. After such deadline, the unused funds will revert back to the overall GSG fund controlled by Student Organization. This date is subject to change upon approval of GSG.

**3.4** Employee Identification Number: The USC Suzanne Dworak-Peck School of Social Work Student Organization employee identification number (EIN) is 263609351 and shall operate as an Unincorporated Nonprofit Association.

### **SECTION 4 | ATTENDANCE POLICIES**

#### **4.1** Full Board Member Obligation

1. The Executive Board is empowered to withhold the funds of recognized caucuses and student interest groups that fail to attend two Full Board meetings. If an organization fails to attend a second (or more) Full Board meeting in a given academic year, their funds will be withheld until such organization attends a Full Board meeting.

2. The Student Org Treasurer shall issue a warning to any organization that misses a Full Board meeting, stating that their funds shall be withheld if they miss a second Full Board meeting.

3. Full Board representatives must designate a proxy to attend Full Board and committee meetings in the event the regular representative(s) is unable to attend or utilize an available technological communication mode, i.e. teleconferencing and/or videoconferencing.

### **SECTION 5 | FULL BOARD DUTIES AND RESPONSIBILITIES**

**5.1** Full Board Duties and Responsibilities: Each caucus and student interest group representative to Student Org is obliged to undertake the following duties and responsibilities: 1. Attends all Full Board meetings. 2. Obtains an electronic mail address from university computing services. 3. Disseminates with due diligence all communications between Student Org and your caucus or student group. 4. Acts as a liaison between caucus or student group and Student Org. 5. Actively pursues the interests of caucus or student interest group. 6. Knows constituents and is accessible to them. 7. Knows the Student Org Constitution and Bylaws. 8. Submits caucus or student interest group's most current copy of the Constitution and Bylaws to the Student Org Treasurer at the beginning of the Recognition Process. 9. Submits caucus or student interest group's budget at the beginning of the fall and spring semesters, or when deemed necessary by the Student Org Treasurer.

10. Maintains contact with the caucus or student interest group's assigned Student Org liaison. 11. Submits all event dates and event planning forms to the Student Org Secretary or as deemed appropriate by the Secretary of Student Org 12. Abides by the lounge cleanup schedule and the bulletin board decoration dates as deemed appropriate by the Student Org Vice President.

## **5.2 Addition**

In addition to the aforementioned obligations, each Full Board Member is required to adhere closely to section 3.1 of the Student Org. Constitution.

## **SECTION 6 | CAUCUS AND INTEREST GROUP**

**6.1** Each interest group must meet the following criteria to be considered an official caucus of the school:

1. Submit for approval to become an official caucus to Student Org at the culmination of three years of existence. 2. Demonstrate student interest and involvement for three consecutive years. 3. Maintain a minimum Executive Board consisting of a Chair, Co-Chair, Treasurer and Secretary. 4. Select a faculty advisor. 5. Maintain a Constitution and Bylaws. 6. Obtain recognition as an official student organization from the USC Office of Student Affairs.

**6.2** Student interest groups who do not meet the caucus criteria outlined in Section 6.1 shall be designated a student interest group until criteria is met. Interest groups are eligible to submit for official recognition from the USC Office of Student Affairs; however, they shall not be considered a school caucus until all criteria to become an official caucus has been met:

1. A petition is signed by at least 10% of the total student population indicating that there is a student interest in forming the stated caucus. Once the petition has been submitted, the student interest group must identify an advisor, submit the names of the student interest group's officers (minimally for Chair, Co-Chair, Treasurer and Secretary). 2. Upon completion of the third year, a letter must be submitted to the Student Org President requesting recognition as a caucus by Student Org. The letter must be signed by the executive members of the student interest group, in addition to the advisor. 3. Evidence of the student interest group's student interest and involvement for three consecutive years as demonstration of student interest in the group, in the form of (a) meeting minutes, (b) attendance records, (c) sign-in sheets, (d) flyers/communication about past events, (e) budget proposals, and (f) documents as deemed necessary and appropriate by the Student Org. President, Vice President and Student Org advisor.

**Last Amended: July 17, 2019 Student Org Advisor**