

## **STUDENT ORGANIZATION CONSTITUTION**

### **SECTION 1 | NAME**

#### **1.1 Name**

The name of this organization will be the Student Organization, hereafter referred to as Student Org.

#### **1.2 Divisions**

The divisions of Student Org. will be referred to as Executive Board, Student Org. Board and Full Board.

#### **1.3 Affiliation**

1. This organization is a recognized student organization at the University of Southern California, but is not part of the University itself.
2. In all correspondence and business transactions, it may refer to itself as an organization at USC, but not as part of USC itself.
3. Student Org. accepts full financial and production responsibility for all activities it sponsors.
4. Student Org. agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of Student Org. differ, the policies and regulations of USC will take precedence.
5. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel.

### **SECTION 2 | DEFINITIONS**

#### **2.1 Student Body**

All students registered in the USC School of Social Work classified as an MSW or PhD student by USC.

#### **2.2 Student Org. Board**

Student Org. Board consists of the following elected members: • President • Vice President • Treasurer • Secretary • Community Service Chairperson • Social Chairperson • Elections & Recruitment Chairperson • One Concentration Year Graduate Student Government (GSG) Representative • One Foundation Year Graduate Student

Government (GSG) Representative • Graduation Committee Chairperson • Two Orange County Academic Center Representatives • Four Virtual Academic Center Representatives • One Virtual Academic Center Communication Representative

### **2.3 Executive Board**

Executive Board consists of the following elected members: • President • Vice President • Treasurer • Secretary

#### **2.3.1 Executive Board Responsibilities**

The Executive Board shall determine the time and place for each Student Org meeting. The time and location should be provided no less than five business days prior to the meeting. The Executive Board is responsible for holding Executive Board meetings that are also open to any Student Org. member, unless a closed session is warranted. Decisions made in an Executive Board meeting may be overturned with a two-thirds vote by the Student Org. Board. If the Executive Board chooses to have an emergency meeting, a three-day notification is required.

### **2.4 Full Board**

Full board consists of the Student Org. Board and one student representative from each recognized USC School of Social Work caucus or student interest group.

### **2.5 Caucus Constituency**

Caucus constituency consists of students enrolled on each caucus' Student Involvement Transcript.

## **SECTION 3 | PURPOSE**

### **3.1 Role**

Student Org. will be the voice of social work students at University Park, Orange County Academic Center, San Diego Academic Center and Virtual Academic Center at the University of Southern California. Student Org. builds and maintains relationships with the students in the School of Social Work to meet the changing demands of social work education and to present to the faculty and administration student positions on the improvements of social work and social work education that will have lasting impact upon the student, University, and communities.

To maintain a medium for close cooperation through:

- A) Channels of collaboration among the students, the faculty, the administration.
- B) Students' aims of the School of Social Work.

To promote, explore and recommend new standards and principles of social work and to acquaint the student with professional and nonprofessional organizations:

- A) Gather and disseminate information regarding problems in social work and social welfare and recommend solutions and plans for actions, and change.
- B) Provide for individual and corporate action on matters affecting the field of social work and social welfare.

### **3.2 Structure**

The structure is designed to assure that Student Org. is representative of all students at the USC School of Social Work. In recognition of the time constraints placed on graduate and professional students, the structure is decentralized and meetings are minimized.

## **SECTION 4| FULL BOARD**

### **4.1 Responsibilities**

The Full Board establishes the policies and procedures for Student Org. through the following responsibilities to:

1. Serve as a forum for student interaction.
2. Make resolutions expressing student concerns.
3. Amend the constitution and bylaws in a judicious manner.
4. Designate a proxy to attend Full Board and committee meetings; in the event the official representative(s) is unable to attend, a technological communication mode will be utilized, i.e. teleconference or videoconference.

### **4.2 Membership**

The Full Board consists of Student Org. Board and one student representative from each recognized USC School of Social Work caucus or student interest group. Representatives must maintain a 3.0 GPA.

Membership decisions will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.

### **4.3 Removal**

Full Board representatives who repeatedly abuse their office for personal means or fail to perform their duties may be removed by two-thirds vote of the Full Board. A meeting, whether scheduled or emergency, will be conducted regarding an intended motion or removal of a failed representative through the vote of the Full Board. The representative must be given a written notice at least four days before the meeting. The Dean or the Dean's designee has the power to remove or veto the removal of a representative. Representatives are automatically removed from office if they go on a leave of absence.

### **4.4 Faculty Advisors**

Faculty Advisors shall be selected by their respective caucus or interest group. Only faculty members can be selected as an Advisor. Once recommended, the caucus or interest group shall report their recommendation to the Student Affairs Director. Ultimately, the Vice-Dean must approve the Advisor.

### **4.5 Conflict of Interest**

Elected members of Student Org may not hold an executive position in a caucus or student interest group, as this is considered a conflict of interest. Those elected to the Student Org. Board who sit as a current caucus or student interest group board member

must relinquish their position upon election as a Student Org. member. Position must be relinquished no later than the official installation ceremony, i.e. Dean's Recognition Ceremony, in order to begin the duties and responsibilities of the elected position. This does not prohibit individual general participation in caucuses or student interest groups.

## **4.6 Meetings**

### **4.6.1**

Quorum is one-half of the total number of Full Board members.

### **4.6.2**

The majority of the Full Board members must be present in order to pass a resolution or a bylaw amendment.

### **4.6.3**

A two-thirds vote of the members present at the Full Board meeting is required to pass a constitutional amendment. A proposal will be presented at the Full Board meeting and board members will vote on the proposal in the following Full Board meeting. A draft of the amendment needs to be available the day of proposal.

### **4.6.4**

The Full Board will meet at least once a month during the Fall and Spring semesters. One meeting must take place at each academic center (University Park, Orange County Academic Center, San Diego Academic Center and with the Virtual Academic Center) within the academic year. If deemed necessary and available, then the means of a technological communication mode can be used (i.e. teleconferencing or videoconferencing when conducting such meetings).

### **4.6.5**

Full Board meetings will run according to Robert's Rules of Order.

### **4.6.6**

All meetings will be open to the public. Any School of Social Work student may speak at a meeting. If a student would like to be placed on the meeting's agenda, s/he needs to contact the President/Chair of the meeting at least three days before the meeting.

## **SECTION 5 | STUDENT ORG. BOARD**

### **5.1 Responsibilities**

The Student Org. Board completes the day-to-day operations for Student Org. through the following responsibilities:

1. Coordinates the activities of the Full Board and Student Org. Board.
2. Makes administrative decisions
3. Participates in all required Full Board, Student Org. Board meetings, Student Org. Lunches with the Deans, and the student body lunches/dinners with the Deans.

## **5.2 Membership**

The Student Org. Board consists of the following members: • President • Vice President • Treasurer • Secretary • Community Service Chairperson • Social Chairperson • Elections & Recruitment Chairperson • One Concentration Year Graduate Student Government (GSG) Representative • One Foundation Year Graduate Student Government (GSG) Representative • Graduation Committee Chairperson • Two Orange County Academic Center Representatives • Two San Diego Academic Center Representatives • Four Virtual Academic Center Representatives • One Virtual Academic Center Communication Representative

Student Org. will assess the need for additional academic representatives, accordingly.

## **5.3 Elections**

### **5.3.1 Eligibility**

All currently enrolled students with at least a 3.0 GPA are eligible to participate in the election process for Student Org. The entire student body elects Student Org. Board positions. Only students currently enrolled at the academic centers are eligible to run for the respective Student Org Representative positions at the centers they attend. Virtual Academic Center (VAC) students are only eligible for the VAC Representative positions, after having successfully completed at least one semester.

### **5.3.2 Process**

Student Org. Board elections shall be held near the end of the spring semester or when deemed necessary by the Elections and Recruitment Chair and the Student Org. Advisor. The election timelines will be established by the Elections and Recruitment Chair and the Student Org. Advisor and fully advertised to the student body, with newly elected officers being installed by April. An intent to run form will be provided to all students who wish to participate in the election of officers for Student Org. This timeline will also include guidelines pertaining to campaigning and opportunity for candidates to give speeches. The officers-elect will begin a training and transition process with the current board after the Dean's Recognition Ceremony. The elections will be conducted by the outgoing Elections and Recruitment Chair. If the outgoing Elections and Recruitment Chair is planning to run for a position, another student representative chosen by the Full Board shall conduct the election. If the outgoing Elections and Recruitment Chair is planning to run for a position, s/he must notify the Full Board at the first Full Board Meeting of the Spring Semester. At this meeting, the Full Board will vote for a temporary Elections and Recruitment Chair from the existing Student Org. Board, who will take the role of Elections and Recruitment Chair until the end of the elections process. This person must be an outgoing member. The Full Board may also appoint election monitors.

### **5.3.3 Voting**

An electronic ballot shall be utilized. In the event that candidate does not receive a majority vote in the election, there will be a run-off election between the two candidates with the most votes. The run-off election will be held the following week. Academic

Representatives can only be elected by students of their respective academic center.

#### **5.3.4 Special Elections**

In the event of a position vacancy during the academic year, the vacancy shall be advertised. An election shall be held at the earliest practical place and time as deemed appropriate by the Elections and Recruitment Chair and the Student Org. Advisor.

#### **5.3.5 Removal**

Student Org. board members who repeatedly fail to perform their duties or abuse their office for personal ends may be removed by a two-thirds vote of the Full Board. An Executive Board member must be given notice of the intended removal at least four days before the meeting at which the intended removal will be voted on. Student Org. board members who are found to be in violation of school or university policy terms may be removed by an administrative decision.

#### **5.3.6 Resignation**

In the event of a resignation, Student Org. board members must give a notice of at least two weeks and, if requested, must assist with transition of duties.

### **5.4 Meetings**

#### **5.4.1**

If Student Org passes any constitutional or/and bylaw changes that do not impact any Caucus or Interest Group, a vote of the Full Board is not required. Furthermore, if Student Org passes any changes that will impact any Caucus or Interest Group, there must be a Full Board vote and any approved changes will require approval of a minimum two-thirds of the Full Board.

#### **5.4.2**

Quorum is one-half of the existing Student Org. Board.

## **SECTION 6 | STANDING COMMITTEES**

### **6.1**

Standing Committees will address student concerns within their concentrations. Their duties include:

1. Represent students in their recommendations regarding concentration curriculum.
2. Inform the Full Board and Executive Board about their activities on a regular basis by contacting the Student Org. liaison.
3. Research and report on issues when requested to do so by the Full Board or the Executive Board.

### **6.2**

Standing Committees will address student concerns within their foundation-year courses. Their duties include the following:

1. Represent foundation-year students in their recommendations regarding the foundation-year courses.
2. Inform the Full Board and Executive Board about their activities on a regular basis by contacting the Student Org. liaison.
3. Research and report on issues when requested to do so by the Full Board or the Executive Board.

### **6.3**

Standing Committees will address student concerns around curriculum policy and review. Their duties include the following:

1. Represent student recommendations on pertinent curriculum issues, policies and procedures for all social work programs.
2. Inform the Full Board and Executive Board about their activities on a regular basis by contacting the Student Org. liaison.
3. Research and report issues when requested to do so by the Full Board or the Executive Board.

### **6.4**

Standing Committees will address student concerns within their fieldwork. Their duties include the following:

1. Represent students in their recommendations regarding fieldwork issues, policies and procedures.
2. Inform the Full Board and Executive Board about their activities on a regular basis by contacting the Student Org. liaison.
3. Research and report issues when requested to do so by the Full Board or the Executive Board.

### **6.5**

Standing Committees will address Student Review. Their duties include the following:

1. Represent students in their discussion and address student problems. (Committee only meets based on need).
2. Inform the Full Board and Executive Board about their activities on a regular basis by contacting the Student Org. liaison.
3. Research and report on issues when requested to do so by the Full Board or the Executive Board.

### **6.6**

Standing Committees will address doctoral students' concerns. Their duties include the following:

1. Represent students' recommendations regarding matters pertaining to the doctoral studies program.
2. Inform the Full Board and Executive Board about their activities on a regular basis by contacting the Student Org. liaison.
3. Research and report on issues when requested to do so by the Full Board or the Executive Board.

## **6.7**

All Standing Committees will meet at least once a semester during the Fall and Spring semesters.

## **SECTION 7 | AD HOC COMMITTEES**

### **7.1**

Ad hoc committees are formed on an as needed basis to address specific student concerns that may have a lasting impact upon the student, university, and communities. Their duties include the following:

1. Represent students on a specific issue.
2. Inform the Full Board and Student Org. Board of their activities on a regular basis by contacting the Student Org. liaison, and
3. Research and report on issues when requested to do so by the Full Board or the Executive Board.

### **7.2**

Ad hoc committees are approved by a simple majority of the Full Board.

### **7.3**

Once the task is completed, the ad hoc committee is disbanded.

Last Amended: July 20th, 2016 (Jenna Rumberger, 2016-2017 Student Org. President)