

# 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 Suzanne Dworak-Peck School of Social Work.

### 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 2<sup>nd</sup> or 3<sup>rd</sup> year Graduate Student Government (GSG) Representative • One 1<sup>st</sup> year Graduate Student Government (GSG) Representative • Graduation Committee Chairperson • Four Virtual Academic Center Regional Representatives • MSN Representative • 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 school caucus or student interest group.

## **2.5 Caucus Constituency**

Caucus constituency consists of students registered with that caucus or interest group.

## **SECTION 3 | PURPOSE**

### **3.1 Role**

Student Org will be the voice of social work and nursing students at University Park and Virtual Academic Center at the University of Southern California. Student Org builds and maintains relationships with the students 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 Suzanne Dworak-Peck 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 school. 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 Dean or Dean's designee 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 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. 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 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 meetings with administration, and any scheduled student body townhall.

### **5.2 Membership**

Student Org. will assess the need for additional 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. 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. The election timelines will be established by the Elections and Recruitment Chair and fully advertised to the student body, with newly elected officers being installed by end of spring semester. 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 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.

### **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 | AD HOC COMMITTEES**

### **6.1**

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.

### **6.2**

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

### **6.3**

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

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