



UNIVERSITY OF SOUTHERN CALIFORNIA SCHOOL OF SOCIAL WORK STUDENT ORGANIZATION BYLAWS

SECTION 1 | DUTIES OF THE EXECUTIVE BOARD

All Student Org. Executive Board members are required to maintain a cumulative grade point average of 3.0 to remain in office.

- **1.1 All Executive Board Members**
 1. Hold weekly office hours
 2. Attend all scheduled Executive Board meetings
 3. Attend all scheduled Full Board meetings
 4. Report to the Executive Board
 5. Support the School of Social Work Caucuses activities
 6. Support Student Org's social events
 7. Support and participate in school-wide and administrative committees as appropriate
 8. Representative and advocate the interests of students
 9. Become familiar with Robert's Rules of Order, Student Org. Constitution and By-Laws
- **1.2 President**
 1. Call monthly Executive and Full Board meetings
 2. Chair the Executive and Full Board meetings
 3. Prepare the agenda for meetings of the Executive Board and the Full Board
 4. Calls and Chairs monthly lunch meetings with Deans of the School of Social Work
 5. Coordinates and schedules Lunch with the Dean(s) on all campuses
 6. Monitors the functions of the Executive Board and provides support as needed
 7. Monitor the progress of all Standing and Ad hoc committees
 8. Manage the daily operations of the Student Org. office
 9. Represents Student Org. to university administration
 10. Attend and participate in school administrative committees
 11. Manages the administrative funds and provides budgetary reports to the Treasurer
 12. Coordinates efforts with the Graduate and Professional Student Senate (GPSS)
 13. Serve as the representative and contact person for the National Association of Social Work (NASW).
- **1.3 Vice President**
 1. Assists the President in managing the daily operations of the Student Org. office
 2. Monitor the progress of all standing caucuses and interest groups as a direct link between caucus activity and Student Org. officers
 3. Coordinates caucus lounge cleaning schedule and caucus display boards each month
 4. Coordinates efforts with caucus representatives, Secretary to promote events to the student body
 5. Represent Student Org. to the university administration

6. Attend and participate in school administrative committees
 7. Fulfill and/or assist President with all duties detailed in Section 1.2 when needed
 8. Recruits and coordinates student volunteer for School-wide events
 9. Collaborates on events with local universities of Social Work/Welfare in the area
 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 Social Work caucuses and student groups
 3. Monitors the use of Student Org. funds
 4. Summarize the previous months disbursements and receipts at each regular meeting of the Full Board.
 5. Assists School Social Work caucuses and student groups in recognition process
 6. Evaluates and approves all budgetary reports from the executive board
 7. Maintains a listing of all recognized School of Social Work caucuses and student groups
 8. Trains successor in the functions of the Office
 - **1.5 Secretary**
 1. Manages the Student Org. web site, Listserv, Myspace site, newsletter, calendar and e-mail account
 2. Disseminates all information from Student Org., caucus' and interest groups via the listserv
 3. Registers all interested Social Work students to the Student Org. Listserv
 4. Compiles minutes of Executive and Full Board Meetings and Lunch with the Dean
 5. Follows up on pertinent graduate and professional student issues
 6. Assists President with reports, administrative letters, press releases, etc.
 7. Updates the Executive Board on national Social Work student issues
 8. Updates the Student Org. By-laws and Constitution as required
 9. Responsible for responding to emails sent to the Student Org. account
 10. Maintains attendance record of School Social Work caucuses and student groups at all Full Board meetings
 11. Reports any School Social Work caucuses and student groups in bad standing to the Treasurer
 12. Assist in maintaining contacts between Executive Board members
 13. Represents Student Org. on appropriate academic based administrative committees
 14. Trains successor in the functions of the Office
 - **1.6 GPSS Representative**
 1. Responsible for serving as the representative and liaison for Student Org. to GPSS
 2. Acts as liaison between School of Social Work-Director of Professional Development and the Daily Trojan
 3. Represents the concerns of Student Org. at the GPSS full board meetings
 4. Completes press releases as appropriate on Student Org. activities
 5. Coordinates publicity efforts with other Executive Board members on upcoming events

6. Updates the Executive Board on university news, events and pertinent information
 7. Trains successor in the functions of the Office
- **1.7 Skirball Campus Representatives**
 1. Responsible for serving as the representative and liaison for the Skirball campus and its caucuses and organizations
 2. Call Skirball Campus Committee meetings
 3. Chair the Skirball Campus Committee meetings
 4. Prepare the agenda for meetings of the Skirball Committee
 5. Monitor the progress of all Skirball Campus Committees
 6. Distributes and disseminates all pertinent Student Org., GPSS and graduate student news/information for Skirball students
 7. Represents the concerns of the Skirball students to the Executive, Full Board and Director of Skirball Campus
 8. Participates in all appropriate committees on the Skirball Campus
 9. Coordinates election and recruitment efforts with the Elections and Recruitment Chair for Skirball students
 10. Coordinates communications efforts with the Secretary
 11. Trains their successors in the functions of Office
 - **1.8 Orange County Campus Representatives**
 1. Responsible for serving as the representative and liaison for the Orange County campus and its caucuses and organizations
 2. Call Orange County Campus Committee meetings
 3. Chair the Orange County Campus Committee meetings
 4. Prepare the agenda for meetings of the Orange County Campus Committee
 5. Prepare the agenda for meetings of the Orange County Campus Committee
 6. Distributes and disseminates all pertinent Student Org., GPSS and graduate student news/information for Orange County students
 7. Represents the concerns of the Orange County students to the Executive, Full Boards, Associate Dean of Orange County Campus
 8. Participates in all appropriate committees on the Orange County Campus
 9. Coordinates election and recruitment efforts at the Orange County Campus with the Elections and Recruitment Chair
 10. Coordinates communications efforts with the Secretary
 11. Trains their successors in the functions of the Office
 - **1.9 Community Service Chairperson**
 1. Plan and coordinate ongoing School Social Work community service events
 2. Create new community service opportunities utilizing the diverse expertise of the School Social Work
 3. Coordinate and recruit volunteers for School of Social Work community service events
 4. Execute Community Service projects delivered by the Dean of Students at the School of Social Work
 5. Call Trojans in the Community-Committee meetings
 6. Chair the Trojans in the Community-Committee meetings
 7. Prepare the agenda for meetings of the Trojans in the Community-Committee

8. Serve as liaison to the USC-Volunteer Center
 9. Serve as liaison to USC Civic and Community Relations (CCR) Office
 10. Keep track of student community service events on University Park, Orange County and Skirball campus and generate an annual report of these activities
 11. Facilitate communications between caucuses and student org. to plan jointly community service events
 12. Coordinate with the executive board to advertise special events
 13. Coordinate efforts with the Orange County and Skirball representatives to support community service outreach programs through their respective campuses
 14. Coordinate efforts with the GPSS representative(s) to promote inter-university (joint) programming
 15. Trains successor in the functions of the Office
- **1.10 Elections/Recruitment Chairperson**
 1. Acts as Parliamentarian for all Full Board meetings according to Robert's Rules of Order
 2. Coordinates Full Board election and orientation to board during the first week of Septemeber
 3. Conducts Executive Board elections
 4. Recruits for the Student Org. Standing and Ad Hoc Committees
 5. Communicates on a regular basis with all student serving on committees
 6. Coordinates feedback and reports on committee actions
 7. Trains successors in the functions of the Office.
 - **1.11 Graduation Chairperson**
 1. Acts as liaison between the USC-Office of Special Events and School of Social Work-Director of Professional Development
 2. Call Graduation Committee meetings at least once a month
 3. Chair the Graduation Committee meetings
 4. Prepare the agenda for meetings of the Graduation Committee
 5. Monitor the progress of all Committee's; Standing and Ad hoc sub-committees
 6. Report back to the full board and executive board on status of the Graduation Committees objectives
 7. Set deadlines for naming schools graduation speaker, theme, student speaker etc., and generate an annual report of these activities
 8. Facilitate communications between caucuses and Student Org. to generate input on plans
 9. Coordinates closely with the Student Org. Treasurer in monitoring the use of funds designated for graduation purposes
 10. Appoints subcommittee chairs, finance chair and secretary.
 11. Trains successor 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) School of Social Work committees, (2) Student Org. committees (3) GPSS committees and (4) Concentration and Sequence committees.

SCHOOL OF SOCIAL WORK STANDING COMMITTEES

- **2.1 Hamovitch Research Center Advisory Committee**
 - Charge: Advise the Dean and Faculty Council on policies, personnel issues, resource needs, and developmental opportunities relating to the School's overall research agenda. Advise the director of the Hamovitch Center as needed or requested regarding specific issues arising from the overall operation of the Hamovitch Research Center. With the director of the Hamovitch Center, periodically report to the faculty and other constituencies on Center activities.
- **2.2 Frances Wu Chair Advisory Committee**
 - Charge: Advise the Dean regarding issues of importance to the Chinese and Chinese American community, both here in the Los Angeles region and in Asia. Periodically review activities of the Wu Chair in relation to community and university needs. Advise and assist the dean in recruitment of Asian scholars to the School of Social Work, including faculty appointments.
- **2.3 All-School Day Committee**
 - Charge: With staff and student representatives, select topic for annual All-School Day meeting; plan structure and goals of the event; identify and recruit presenters; select meeting place; engage interest of faculty and students; evaluate outcomes of event.
- **2.4 Lobby Days Committee**
 - Charge: Assist the Lobby Days Committee chairperson by sitting on one of the three sub-committees to this committee: 1) Logistics Sub-Committee 2) Rally Committee 3) Legislative Committee 4) Dinner Committee-Committee.
- **2.5 Diversity Committee**
 - Charge: To review diversity content in current curriculum and advise CPRC on needed changes in specific courses; to review and assist with development of expanded bibliographies for faculty and students use in the area of diversity; to identify methods of continuously promoting an open classroom climate to support diverse perspectives. (Note: Charge subject to revision based on faculty discussion and action.)
- **2.6 Admissions Committee**
 - Charge: Participate in recruitment events for the MSW program. Attend graduate school fairs as a representative of the program, host prospective students on campus, and contact prospective students about the program. Time commitment is intermittent throughout academic year.

STUDENT ORG. STANDING COMMITTEES

- **2.8 Graduation Committee**
 - Charge: Assist 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
- **2.9 Trojan in the Community Committee**
 - Charge: Assisting the Community Service chairperson in organizing school-sponsored events that promote the school's outreach to Los Angeles and larger University.
- **2.10 Orange County Campus Committee**

- Charge: Assisting the Community Service chairperson in organizing school-sponsored events that promote the school's outreach to the Los Angeles and larger University.
- **2.11 Homecoming Committee**
 - Charge: Assists the Social Work Alumni Association and Student Org. in organizing the annual School of Social Work Homecoming Tailgate.

GRADUATE AND PROFESSIONAL STUDENT SENATE (GPSS) STANDING COMMITTEES

- **2.12 Academic Affairs Committee**
 - Charge: Responsibility to advocate on behalf of graduate students and offer exciting academic programming
- **2.13 Alumni Relations Committee**
 - Charge: Provides opportunities for Graduate and Professional students to meet and interact with USC GPSS Alumni that were formerly part of GPSS in varying capacities. The Committee is responsible for maintaining the GPSS Alumni database and planning events that would encourage GPSS Alumni to participate and interact with current GPSS constituents. The Committee will also plan, organize, and run the new annual ARCH run tradition that was started in 2005-2006.
- **2.14 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 GPSS on related matters. The committee also liaises with administration.
- **2.15 Finance Committee**
 - Charge: Maintains financial records and statistics on GPSS 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 GPSS-recognized graduate and professional student organizations and planning the following academic year's budget.
- **2.16 Committee for Gender Equity**
 - Charge: Committed to addressing 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.
- **2.17 Graduate Programming Committee**
 - Charge: Plans social and community service events that benefit the constituents of GPSS. The responsibilities of this committee include, but are not limited to, helping create and facilitate the GPSS programming chairs with their events and

acting in an advisory capacity for graduate students putting on conferences, symposia, social events, and community service events.

- **2.18 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.
- **2.19 Health Sciences Campus Concerns Committee**
 - Charge: Supports the Health Sciences campus student body through programming, advocacy, advocacy, and ensuring HSC access to student resources.
- **2.20 International Scholars Committee**
 - Charge: Offers recommendations to enhance all aspects of the academic experience for international students and acts in an advisory capacity to GPSS 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.
- **2.21 Judiciary Committee**
 - Charge: interprets the GPSS Constitution, Senate Bylaws, Election procedures, or other rules and regulations including constitutionality of legislation. Members of this committee consist of the GPSS Election and Recruitment Chair, as well as graduate and professional student senate volunteers.
- **2.22 Publicity and Recruitment Committee**
 - Charge: Seeks out new ways to enhance the publicity and recruiting efforts of GPSS. This includes attending events and networking with fellow graduate and professional students, as well as assisting in awareness and recruitment activities.
- **2.23 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.

SEQUENCE AND CONCENTRATION COMMITTEES

USC School of Social Work students may be eligible to serve as student representative on sequence and concentration committees. Student Organization may appoint students as the student representatives; however, this will be contingent upon the approval of the committee chair.

- **2.24 Curriculum**
- **2.25 COPA**
- **2.26 Family and Children**

- **2.27 Health**
- **2.28 Mental Health**
- **2.29 Work and Life**
- **2.30 Human Behavior**
- **2.31 Policy – 1st Year**
- **2.32 Research – 1st Year**
- **2.33 Field**

SECTION 3 | STUDENT ORG FINANCES

- **3.1 Funding**
 - Student Org will be funded from the GPSS-Graduate Programming Fee collected from graduate and professional students
- **3.2 Account Management**
 - A percentage of the funds received from GPSS will be distributed to officially recognized caucuses on the University Park, Orange County and Skirball Campuses. Each caucus treasurer will be responsible for maintaining funds received by GPSS and will work closely with the Student Org. Treasurer in managing such account.
- **3.3 Book Scholarships**
 - The office of the Dean may allocate nominal funds for student leadership development in the form of a book scholarship. Funds are to be used for school supplies or any other school-related materials. The following student leaders may be eligible: Student Org. Executive Board and recognized School of Social Work Caucus' Executive Board (Chair, Co-Chair, Treasurer, and Secretary only). Funds are contingent upon the Dean's budget on a yearly basis and are not guaranteed for student leaders.

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. Secretary 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.

SECTION 5 | FULL BOARD DUTIES AND RESPONSIBILITIES

- **5.1 Full Board Duties and Responsibilities**

- Each caucus and student group representative to Student Org. is obliged to undertake the following duties and responsibilities:
 1. Attend all Full Board meetings
 2. Obtain an electronic mail address from university computing services
 3. Disseminate with due diligence all communications between Student Org. and your caucus or student group
 4. Act as a liaison between your caucus or student group and Student Org.
 5. Ensure you actively pursue the interests of your caucus or student group
 6. Know your constituents and be accessible to them
 7. Know the Student Org. Constitution and Bylaws
- **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 Caucus**
 - Each caucus must meet the following criteria to be considered an official caucus of the USC School of Social Work.
 1. Submit for approval to become an official caucus to Student Org at the culmination of their 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
 6. Obtain recognition as an official student organization from the USC Office of Student Affairs
- **6.2 Interest Group**
 - Student 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 as a caucus of the USC School of Social Work until all criteria to become an official caucus has been met.

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