



# UNIVERSITY OF SOUTHERN CALIFORNIA SCHOOL OF SOCIAL WORK STUDENT ORGANIZATION CONSTITUTION

## SECTION 1 | NAME

### 1.1

The name of this organization will be the Student Organization. Hereafter it will be referred to as Student Org.

### 1.2

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

## SECTION 2 | PURPOSE

### 2.1 Role

Student Organization will be the voice of social work students on the University Park, Orange County, and Skirball Campuses at the University of Southern California. It works to form a working relationship among 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 community.

To maintain a medium for close cooperation:

- A) By providing channels of cooperation among the students, the faculty, and the administration.
- B) By furthering the aims of the students 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 non-professional organizations:

- A) To gather and disseminate information regarding problems in Social Work and Social Welfare and to recommend solutions and plans for actions.
- B) To provide for individual and corporate action on matters affecting the field of Social Work and Social Welfare.

### 2.2 Structure

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

### 2.3 Definition of a Social Work Student

Any student enrolled in the USC-School of Social Work classified as a graduate student by USC.

## **SECTION 3 | FULL BOARD**

### **3.1 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 by-laws in a judicious manner.
4. Designate a proxy to attend Full Board and committee meetings in the event the regular representative(s) is unable to attend.
5. Serve on at least one Student Org. standing committee

### **3.2 Membership**

The Student Org. Full Board consists of any MSW and Ph.D students currently registered in the USC School of Social Work.

### **3.3 Elections**

Officers shall be chosen in an election of the entire Student Organization held in February to take office in April. The officers-Elect will begin assuming responsibilities after the official installation ceremony. The Legislative Body shall be responsible for administrating nomination and elections. A simple majority of those voting shall be sufficient to elect officers. If a simple majority is not obtained, a run-off election shall be held one week following. In case of a vacancy in office, the Legislative Body shall appoint someone to fill the vacancy until a special election can be held.

### **3.4 Removal**

Full Board representatives who repeatedly fail to perform their duties or abuse their office for personal ends may be removed by two-thirds vote of the Full Board. A representative must be given notice of an intended motion or removal at least four days before the meeting at which it is voted on. Representatives may also be removed by the constituencies that elected them, according to the procedures of the constituency.

### **3.5 Faculty Advisors**

Faculty Advisors shall be selected by the group he/she represents in a manner to be determined by his/her respective group.

### **3.6 Conflict of Interest**

Holding positions simultaneously on the executive board of Student Org., caucus or a student interest group is considered a conflict of interest. Those elected to the Student Org. executive board who sit as a current caucus board member will be allowed to finish out the remainder of their duties for that year ending in May. This does not prohibit general participation and support for caucuses by Student Org. executive board members.

### 3.7 Meetings

3.7.1	Quorum is one-half of the total number of Full Board members.
3.7.2	A simple majority of the members present at the Full Board meeting is required to pass a resolution or by-law amendment.
3.7.3	A two-thirds vote of the members present at the Full Board meeting is required to pass a constitutional amendment. Notice of a proposed amendment must be given at the Full Board meeting prior to the one at which it is voted on.
3.7.4	The Full Board will meet at least once a month during the Fall and Spring semesters. One meeting a semester must take place on the Orange County Campus and one meeting a year must take place on the Skiball Campus.
3.7.5	Full Board meetings will be run according to Robert's Rules of Order
3.7.6	All meetings will be open to the public. Any School of Social Work student may speak at a meeting.

## SECTION 4 | EXECUTIVE BOARD

### 4.1 Responsibilities

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

1. Coordinate the activities of the Full Board and Executive Boards
2. Make administrative decisions
3. Participate in all required Full Board and Executive Board meetings.

### 4.2 Membership

The Executive Board consists of the following membership:

- President
- Vice-President
- Treasurer
- Secretary
- Three Graduate and Professional Student (GPSS) Representative
- Two Orange County Center Representatives
- Skirball Campus Representative
- Community Service Chairperson
- Elections & Recruitment Chairperson
- Graduation Committee Chairperson

### 4.3 Elections

<b>4.3.1</b>	Executive Board positions are elected by the entire student body. Any social work student is eligible to run for positions on the Executive Board.
<b>4.3.2</b>	Executive board elections shall be held near the end of the spring semester. The place and time at which the elections are held will be advertised. The elections will be conducted by the outgoing Elections and Recruitment Chair, or, if the outgoing Elections and Recruitment Chair is planning to run for a position, by another person chosen by the Full Board at the meeting. The Full Board may also appoint scrutineers.
<b>4.3.3</b>	Elections for each Executive Board positions will be held in the order in which they are listed in section 4.2. The Elections & Recruitment Chair will commence the elections process by March 1. Before the elections each nominee will give a brief speech, voting shall be by secret ballot or an electronic ballot. In the event that no candidate receives a majority, there will be a run-off between the two candidates with the most votes.
<b>4.3.4</b>	In event of a vacancy in mid-year, the vacancy shall be advertised and an election held at the earliest practical place and time.
<b>4.3.5 Removal</b>	Executive 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 it is voted on.
<b>4.36 Removal</b>	Executive board members who are found to be in violation of School or University policy terms may be removed by an administrative decision.

#### 4.4 Meetings

<b>4.4.1</b>	The Executive Board shall meet at the time set by the previous meeting, at the call of the President & Chair, or at the call of two or more Executive Board members.
<b>4.4.2</b>	Quorum is one-half of the existing Executive Board.

**SECTION 5 | STANDING COMMITTEES**

<p><b>5.1</b></p>	<p>Standing Committees will address student concerns within their concentrations. Their duties include:</p> <ol style="list-style-type: none"> <li>1. Represent students in their recommendations regarding concentration curriculum.</li> <li>2. Inform the Full Board and Executive Board on their activities on a regular basis.</li> <li>3. Researching and reporting on issues when requested to do so by the Full Board or the Executive Board.</li> </ol>
<p><b>5.2</b></p>	<p>Standing Committees will address student concerns within their foundation-year courses. Their duties include:</p> <ol style="list-style-type: none"> <li>1. Represent foundation-students in their recommendations regarding the foundation-year courses.</li> <li>2. Inform the Full board and Executive Board on their activities on a regular basis</li> <li>3. Researching and reporting on issues when requested to do so by the Full Board or the Executive Board</li> </ol>
<p><b>5.3</b></p>	<p>Standing Committees will address student concerns around curriculum policy and review. Their duties include:</p> <ol style="list-style-type: none"> <li>1. Represent students in their recommendations on pertinent curriculum issues, policies and procedures for all social work programs</li> <li>2. Inform the Full board and Executive Board on their activities on a regular basis</li> <li>3. Researching and reporting on issues when requested to do so by the Full Board or the Executive Board</li> </ol>
<p><b>5.4</b></p>	<p>Standing Committees will address student concerns within their field work. Their duties include:</p> <ol style="list-style-type: none"> <li>1. Represent students in their recommendations regarding field work issues, policies and procedures.</li> <li>2. Inform the Full board and Executive Board on their activities on a regular basis</li> <li>3. Researching and reporting on issues when requested to do so by the Full Board or the Executive Board</li> </ol>
<p><b>5.5</b></p>	<p>Standing Committees will address Student Review. Their duties include:</p> <ol style="list-style-type: none"> <li>1. Represent students in their discussion and recommendation addressing field work student problems (Committee meets only on an as needed basis).</li> <li>2. Inform the Full board and Executive Board on their activities on a regular basis.</li> <li>3. Researching and reporting on issues when requested to do so by the Full Board or the Executive Board.</li> </ol>

5.6	<p>Standing Committees will address Doctoral Students concerns. Their duties include:</p> <ol style="list-style-type: none"> <li>1. Represent students in their recommendations regarding matters pertaining to the Doctoral studies program.</li> <li>2. Inform the Full board and Executive Board on their activities on a regular basis</li> <li>3. Researching and reporting on issues when requested to do so by the Full Board or the Executive Board</li> </ol>
5.7	<p>All Standing Committees will meet at least once a semester during the Fall and Spring semesters.</p>

**SECTION 6 | AD HOC COMMITTEES**

6.1	<p>Ad hoc committees are formed on an as needed basis to address specific student concerns. Their duties include:</p> <ol style="list-style-type: none"> <li>1. Representing students on a specific issue.</li> <li>2. Informing the Full Board and Executive Board of their activities on a regular basis.</li> </ol>
6.2	<p>Ad hoc committees are approved by a simple majority of the Full Board.</p>
6.3	<p>Once the task is completed, the ad hoc committee is disbanded.</p>

Last Amended: April 26, 2008