USC Social Work
Student Organization

UNIVERSITY OF SOUTHERN CALIFORNIA, SCHOOL OF SOCIAL WORK STUDENT ORGANIZATION BYLAWS

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. Lunch with the Deans.
5. Report to the Executive Board.
6. Support the School of Social Work caucuses and student interest group activities.
7. Support Student Org's sponsored events.
8. Support and participate in school-wide 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 monthly lunch meetings with the Deans of the School of Social Work.
5. Coordinates and schedules Lunch with the Dean(s) on all academic centers once a semester, if permitted by the Dean's Calendar.
6. Monitors the functions of the Student Org. Board and provides support as needed.
7. Monitors the progress of all Standing and Ad hoc committees.
8. Manages the daily operations of the Student Org. office, and kitchen.
9. Represents Student Org. to university administration and the School of Social Work administrators.
10. Attends and participates in school administrative committees.
11. Manages the administrative funds.
12. Coordinates efforts with the Graduate Student Government (GSG).
13. Serve as the representative and contact person for the National Association of Social Work (NASW), other universities, agencies, organizations, etc. collaborates on events with local universities of Social Work/Welfare in the area.
14. Updates the Student Org. Bylaws and Constitution as required.
15. 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 locker assignment and distribution.
4. Coordinates efforts with caucus and student interest group representatives.
5. Represents Student Org. to the university administration and the School of Social Work administrators.
6. Attends and participates in school administrative committees.
7. Recruits and coordinates student volunteer for school-wide events, i.e. Summer Welcome, Orientation Week, etc.
8. Maintains a listing of all recognized School of Social Work caucuses and student interest groups.
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 Social Work caucuses and student interest groups.
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. Lunches with the Deans' meetings.
5. Assists School Social Work 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 of Social Work caucuses and student groups.
8. Represents Student Org. to the School of Social Work administrators.
9. Trains successor in the functions of the office.

1.5 Secretary

1. Manages the Student Org. website, Listserv, Myspace site, Facebook site, newsletter, calendar and e-mail account.
2. Disseminates all information from Student Org., caucuses and interest groups via the list serve.
3. Registers all interested Social Work students to the Student Org. List serve,
4. Compiles minutes of Executive and Full Board Meetings and Lunches with the Deans, and other meetings where minutes are requested.
5. Assists President with reports, administrative letters, press releases, etc.
6. Responsible for responding to emails sent to the Student Org. account.
7. Maintains attendance record of School Social Work caucuses and student groups at all Full Board meetings.
8. Reports any School of Social Work caucuses and student interest groups in bad standing to the President, Vice President, Treasurer, and Student Org. advisor.
9. Represents Student Org. to the School of Social Work administrators.
10. 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, in all the academic center communities.
2. Creates new community service opportunities utilizing the diverse expertise of the School of Social Work, in all the academic center communities.
3. Coordinates and recruits volunteers for School of Social Work community service events.
4. Executes Community Service projects delivered by the Dean of Students at the School of Social Work.

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.
9. Serves as liaison to USC Civic and Community Relations (CCR) Office.
10. Keeps track of student community service events and hours at University Park, Orange County Academic Center, Skirball Academic Center, and San Diego Academic Center and generates an annual report of these activities and presents them at the Executive, Full Board, and the Student Org. Lunches with the Deans.
11. Facilitates communications between caucuses, student interest groups, and Student Org. to plan joint community service events.
12. Coordinates with the executive board to advertise special events.
13. Coordinates efforts with the Orange County Academic Center, Skirball Academic Center, and San Diego Academic Center representatives to support community service outreach programs through their respective academic centers and communities.
14. Coordinates efforts with the GSG representative(s) to promote inter-university (joint) programming.
15. Plans with Student Org. the annual Social Work Month in March.
16. Represents Student Org. to the School of Social Work administrators.
17. Trains successor in the functions of the office.

1.7 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 orientation before the start of the Fall Semester for the Foundation Year GSG Representative.
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 student serving on committees.
6. Coordinates feedback and reports on committee actions at the Executive, Full Board meetings and the Lunches with the Deans.
7. Represents Student Org. to the School of Social Work administrators.
8. Trains successors in the functions of the office.

1.8 GSG Representatives

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

1.9 Graduation Chairperson

1. Acts as liaison between the USC School of Social Work Special Events Coordinator.
2. Calls Graduation Committee meetings at least once a month.
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 the Deans on the status of the Graduation Committee's objectives.
6. Sets deadlines for naming school's graduation speaker, theme, student speaker, Jane Addams Faculty recipient, faculty announcers, etc., and generates a monthly report of these activities and reports this information to the Executive Board, Full Board and the Deans.
7. Facilitates communication between caucuses, student interest groups, student body, and Student Org. to generate input on plans.
8. Coordinates closely with the Student Org. Treasurer in monitoring the use of funds designated for graduation purposes.
9. Appoints Graduation sub-committees' chairs, finance chair and secretary.
10. Represents Student Org. to the School of Social Work administrators.
11. Trains successor in the functions of the office.

1.10 Orange County Academic Center Representatives

1. Responsible for serving as the representative and liaison for the Orange County Academic Center and its caucuses, student interest groups and organizations.
2. Calls Orange County Academic Center Leadership meetings with the representatives from the caucuses, student interest groups, and the two 1st Year Representatives.
3. Chairs the Orange County Academic Center Leadership meetings with the representatives from the caucuses, student interest groups, and the two 1st Year Representatives.
4. Prepares the agenda for the meetings of the Orange County Academic Center Leadership meeting.
5. Distributes and disseminates all pertinent Student Org., GSG, and graduate student news/information to the Orange County Academic Center students.
6. Represents the concerns of the Orange County students to the Executive, Full Board, Deans and the Director of the Orange County Academic Center.
7. Participates in all appropriate committees on the Orange County Academic Center.
8. Coordinates election and recruitment efforts at the Orange County Academic Center with the Elections and Recruitment Chair.
9. Coordinates communication efforts with the Executive Board.
10. Represents Student Org. to the School of Social Work administrators.
11. Plans, markets, and promotes caucus, student interest group, and Student Org-sponsored events at the Orange County Academic Center.
12. Conducts office hours at the Orange County Academic Center (if able).
13. Recruits Orange County representatives for caucuses and student interest groups to act as the liaison for the Orange County Academic Center.
14. Plans and coordinates the Orange County Academic Center Student Body Lunches with the Deans, President and Director.
15. Recruits for two 1st Year Orange County Academic Center representatives after the first month of the Fall Semester, or when deemed appropriate by the Orange County Academic Center representatives and the Director.
16. Trains their successors in the functions of the office.

1.11 Skirball Academic Center Representative

1. Serves as the representative and liaison for the Skirball Academic Center and its caucuses, student interest groups and organizations.
2. Calls Skirball Academic Center Leadership meetings with the representatives from the caucuses and student interest groups.
3. Chairs the Skirball Academic Center Leadership meetings with the representatives from the caucuses and student interest groups.
4. Prepares the agenda for the meetings of the Skirball Academic Center Leadership meeting.
5. Distributes and disseminates all pertinent Student Org., GSG, and graduate student news/information to Skirball Academic Center students.
6. Represents the concerns of the Skirball students to the Executive, Full Board, Deans and the Director of the Skirball Academic Center.
7. Participates in all appropriate committees at the Skirball Academic Center.
8. Coordinates election and recruitment efforts at the Skirball Academic Center with the Elections and Recruitment Chair.
9. Coordinates communication efforts with the Executive Board.
10. Represents Student Org. to the School of Social Work administrators.
11. Plans, markets, and promotes caucus, student interest group, and Student Org-sponsored events at the Skirball Academic Center.
12. Conducts office hours at the Skirball Academic Center (if able).
13. Recruits Skirball representatives for caucuses and student interest groups to act as liaisons for the Skirball Academic Center.
14. Plans and coordinates the Skirball Academic Center Student Body Lunches with the Deans, President and Director.
15. Trains their successors in the functions of the office.

1.12 San Diego Academic Center Representatives

1. Serves as the representative and liaison for the San Diego Academic Center and its caucuses, student interest groups and organizations.
2. Calls San Diego Academic Center Leadership meetings with the representatives from the caucuses and student interest groups.
3. Chairs the San Diego Academic Center Leadership meetings with the representatives from the caucuses and student interest groups.
4. Prepares the agenda for the meetings of the San Diego Academic Center Leadership meeting.
5. Distributes and disseminates all pertinent Student Org., GSG, and graduate student news/information to San Diego Academic Center students.
6. Represents the concerns of the San Diego students to the Executive, Full Board, Deans and the Director of the San Diego Academic Center.
7. Participates in all appropriate committees at the San Diego Academic Center.
8. Coordinates election and recruitment efforts at the San Diego Academic Center with the Elections and Recruitment Chair.
9. Coordinates communication efforts with the Executive Board.
10. Represents Student Org. to the School of Social Work administrators.
11. Plans, markets, and promotes caucus, student interest group, and Student Org-sponsored events at the San Diego Academic Center.
12. Conducts office hours at the San Diego Academic Center (if able).
13. Recruits San Diego Academic Center representatives for caucuses and student interest groups to act as the liaison for the San Diego Academic Center.
14. Plans and coordinates the San Diego Academic Center Student Body Lunches with the Deans, President and Director.
15. Trains their successors in the functions of the office.

1.13 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. Maintains communication between the representatives from caucuses and student interest groups, and organizations.
3. Distributes and disseminates all pertinent Student Org., GSG, and graduate student news/information to Virtual Academic Center students.
4. Represents the concerns of the Virtual students to the Executive, Full Board, Deans and the Director of the Virtual Academic Center.
5. Participates in all appropriate committees within the Virtual Academic Center.
6. Coordinates election and recruitment efforts at the Virtual Academic Center with the Elections and Recruitment Chair.
7. Coordinates communication efforts with the Executive Board.
8. Represents Student Org. to the School of Social Work administrators.
9. Plans, markets, and promotes caucus, student interest group, and Student Org-sponsored events within the Virtual Academic Center.
10. 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) School of Social Work committees, (2) Student Org. committees (3) GSG committees and (4) Concentration and Sequence committees and (5) Ad Hoc Committees.

SCHOOL OF SOCIAL WORK STANDING COMMITTEES

2.1 Hamovitch Research Center Advisory Committee:

- Charge: Advises the Dean and Faculty Council on policies, personnel issues, resource needs, and developmental opportunities relating to the School's overall research agenda. Advises 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 reports to the faculty and other constituencies on center activities.

2.2 Frances Wu Chair Advisory Committee:

- Charge: Advises the Dean regarding issues of importance to the Chinese and Chinese-American community, both here in the Los Angeles region and in Asia. Periodically reviews activities of the Wu Chair in relation to community and university needs. Advises and assists 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, selects topic for annual All School Day meeting; plans structure and goals of the event; identifies and recruits presenters; selects meeting place; engages interest of faculty and students; evaluates outcomes of event.

2.4 Legislative Info Days Committee:

- Charge: Assists the Lobby Days Committee chairperson by sitting on one of the three sub-committees to this committee: 1) Logistics Sub-Committee 2) Rally Sub-Committee 3) Legislative Sub-Committee 4) Dinner Sub-Committee.

2.5 Diversity Committee

- Charge: 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.)

STUDENT ORG. STANDING COMMITTEES

2.6 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.

2.7 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.

2.8 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.

2.9 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 GPSS alumni to participate and interact with current GSG constituents. The Committee will also plan, organize, and run the new annual ARCH run tradition that was started in 2005-2006.

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

o 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

o 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

o 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

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

2.18 International Scholars Committee

o 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

o 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

o 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

o 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.
. **2.22 Curriculum Council Committee**
. **2.23 Community Organizing, Planning and Administration (COPA)**
. **2.24 Families and Children**
. **2.25 Health**
. **2.26 Mental Health**
. **2.27 Work and Life**
. **2.28 Human Behavior**
. **2.29 Policy-Foundation Year**
. **2.30 Research-Foundation Year**
. **2.31 Field**

SECTION 3 | STUDENT ORG FINANCES
3.1 Funding
o Student Org will be funded from the GSG-Graduate Programming Fee collected from graduate and professional students.

3.2 Account Management
o A percentage of the funds received from GSG will be distributed to officially recognized caucuses at University Park, Orange County, Skirball, San Diego, or any future academic centers. 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 Book Scholarships
o 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.

3.4 GSG Funds
o 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.

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 clean-up 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 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 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 Interest Group

- 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 caucus of the USC School of Social Work 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: June 14, 2012 (Christian Diaz, 2012-2013 Student Org. President)