



I. Definition of Viterbi Student Council Organizations

A. All recognized Viterbi Student Council (VSC) Organizations have the privileges to:

i. Plan and participate in events sponsored by the Viterbi Admission and Student Affairs Division:

- New Student Welcome Luau
- KIUEL Leadership Retreat
- Viterbi Student Recognition Banquet
- Nomination for the Viterbi Student Organization of the Year Award

ii. Advertise and publicize organization events using the VSC logo through university wide media:

- Viterbi School of Engineering (VSoE) screens
- Designated posting areas
- VSoE and VSC online calendars
- VSC Newsletter

iii. Have representation at VSC meetings with the entitlement to one vote of the membership, as defined by ARTICLE II.A.1.

iv. Apply for funding from the Engineering Undergraduate Student Activity Fee (EUSAF)

v. Participate in the planning of VSC events.

vi. Receive mail in designated mailboxes in the VSC Office

vii. Utilize VSC to communicate ideas/concerns to the VSoE administration and faculty

B. Criteria for VSC Organizations

i. An organization must be officially recognized by the USC Office of Campus Activities by the fall semester.

- ii. The organization must serve a purpose towards enhancing undergraduate engineering student life.
- iii. The organization must not replicate the purpose of VSC or an existing VSC organization.
- iv. The organization's executive board must consist of at least two undergraduate engineering students.
- v. Both continuing organizations and those seeking VSC recognition must submit a membership roster every semester.
- vi. The organization must have a minimum of 50% undergraduate engineering student membership and no less than ten undergraduate engineering students as members, including the executive board.

II. Current Recognized Viterbi Student Council Organizations

- A. Recognized VSC organizations include all organizations for the current academic year that are listed on the VSC website.
- B. Organizations seeking VSC recognition, who were not recognized VSC organizations for the previous academic year must follow the *New VSC Organization Recognition Process* as specified in Section III.A.
- C. All recognized VSC organizations listed on the VSC website are eligible to renew their recognition as a *Continuing VSC Organization Renewal Process* as specified in Section III.B.

III. Recognition Process

A. New VSC Organization Recognition Process

- i. All prospective VSC organizations must meet the criteria in Section I.B.
- ii. The VSC Recognition Application must be completed and submitted to VSC by the 2nd General Meeting of the fall semester.
- iii. The voting members of the Viterbi Student Council will only vote upon the membership status of the prospective organizations that meet the criteria.

B. Continuing VSC Organization Renewal Process

i. All organizations recognized in the previous academic year that wish to continue membership must meet the criteria in Section I.B. and submit a complete VSC Recognition Application by the VSC 1st General Meeting, which includes:

- Copy of the organizations' constitution
- Membership roster including position, first & last name, USC email, student ID, class standing, and major of all members of the organizations including the executive board
- The rank of each officer on the executive board, where the top two ranking officers will be considered the voting members of the membership

ii. Once the above information is received, the president of the student organization will be notified of the organization's status by the VSC Secretary in no more than ten business days.

iii. By meeting the above requirements, the renewal will be validated and VSC Recognition will be acknowledged through the academic year.

C. Removal of Membership

i. All organizations recognized in the previous academic year that do not renew their membership or fail to meet the criteria in Section I.B. will not be considered a recognized VSC organization for the current academic year and will be notified

ii. Organizations that attend less than 50% of VSC meetings during the semester will be considered for removal for the following semester.

a. The removal voting session will take place at the 1st General Meeting of the following semester.

b. These organizations will be notified of their tentative removal a minimum of one week prior to the meeting at which the removal is voted upon.

c. A simple majority of quorum present at a regularly scheduled VSC meeting shall be sufficient for an organization's removal from VSC.

IV. Meeting Protocol

A. Voting Members of VSC

- i. A list of the official voting members of VSC for each organization will be listed on the VSC website and updated every academic year.
- ii. If either of the voting members cannot attend a meeting, the next highest ranking member (according to the ranking on the official roster) of the organization may act in his/her place. This proxy is responsible for communicating all matters to the official VSC voting members.
- iii. A minimum of one voting member and maximum of two voting members may officially represent an organization at a meeting.

B. Voting Protocol

- i. Business to be voted upon must be seconded by a separate official voting member of VSC by stating "I second that motion."
- ii. The Chair must state the issue to be voted upon and the voting options so that the Council may vote appropriately.
- iii. Voting may take place in the form of a paper ballot.
- iv. The VSC executive board is not entitled to a vote.
- v. The results of voting will be announced at that meeting and documented in the minutes.

C. General Meeting Communication

- i. The VSC executive board will coordinate meeting dates and times with the schedules of VSC members.
- ii. A meeting day and time will be set by the first week of September for the fall schedule and by the last meeting of fall for the spring semester.
- iii. All voting members of VSC will be notified of meeting times at least one week prior to the meeting via email.
- iv. A reminder email to the people listed in C.iii. will be sent out no less than 24 hours in advance of the meeting.
- v. In the case of emergency or special meetings, all members will be notified at least one week prior to its scheduled time.

vi. Voting members who cannot attend a VSC meeting must notify the VSC email (vsc@usc.edu) account at least 24 hours in advance with the name, major, and position of the proxy member as defined in IV.A.ii. who will represent them at the meeting.

vii. The Director of Communication is responsible for communicating all correspondence through the VSC email account.

D. Meeting Structure

i. The Chair is responsible for organizing the meeting agenda.

ii. If there are items that need to be placed formally on the meeting agenda, those items must be submitted to the Chair at least 48 hours prior to the scheduled meeting.

iii. All meetings are open to the public.

iv. All voting members in attendance must sign in. All guests must sign a separate sheet and state the topic/reason for their attendance.

v. No more than 10 minutes will be allotted for getting and consuming food.

vi. Meeting agenda requirements:

- Director of Communication confirms attendance and verifies quorum
- Chair calls the meeting to order and announces agenda
- Chair calls for general announcements
- Treasurer reads finance report & Funding Board activities
- Vice Chair reports activities of Planning and Programming Committee
- Chair calls for Open Forum
- Chair adjourns the meeting

vii. A minimum of 5 minutes and maximum of 15 minutes is allotted to conduct an open forum for non-voting members and guests to voice their opinions, suggestions, and comments relevant to the engineering undergraduate student body. Non-voting members and guests may speak for a maximum of 5 minutes.

viii. In order to participate in the forum, guests must have signed in and indicated the topic that will be presented, if applicable, and will be called upon by the Chair in the order in which his or her name appears.

V. VSC Advisor Role

- The purpose of the advisor is to serve as a resource to the members of VSC.
- The advisor will counsel and support the executive board by assisting in the overall thinking process, and encouraging them to come up with creative new ideas.
- The advisor will act as the liaison between the Viterbi Admission and Student Affairs Division and the Viterbi Student Council by communicating all student related matters that affect VSC to the executive board members.
- The advisor and Chair should establish regular meetings to maintain communication between the Viterbi Admission and Student Affairs Division and the Viterbi Student Council.
- The advisor shall inform the Chair of all administrative decisions and announcements before announcing them at a General Meeting.
- During a VSC meeting, the advisor may not interrupt the speaker, but may contribute to the discussion when he/she has a valuable perspective.
- The advisor is expected to be honest and professional in all matters at all times.

VI. Engineering Undergraduate Student Activity Fee Protocol

A. The Funding Board

- i. The Funding Board is elected by VSC voting members and is made up of undergraduate engineering students.
- ii. The Funding Board is responsible for distributing the EUSAF by following the policies and procedures set forth by VSC.
- iii. The EUSAF is a \$5 fee charged to each undergraduate engineering student during both fall and spring semesters.

iv. All events funded by the EUSAF shall be approved by the Funding Board with the purpose of benefiting only undergraduate engineering students.

v. The EUSAF Application can be revised at the discretion of the Funding Board.

B. Funding Board Structure

i. The Funding Board consists of five undergraduate engineering student members who do not hold a voting member status in VSC.

ii. One position on the Funding Board is reserved for an incoming freshman.

iii. The first Funding Board meeting shall take place only after all positions have been filled and no later than the first week of September.

iv. The director shall organize a training session/meeting with the Treasurers of each organization during the month of September.

v. The members of the Funding Board should attend at least one event for each VSC organization every semester to monitor the attendance and quality of such events.

C. Forms and Revisions

i. The executive board evaluates the Funding Board policies and makes recommendations to the VSC.

ii. Any revision to Funding Board Policies must be voted upon at a VSC meeting and passed by a simple majority vote of quorum.

iii. All necessary forms and documents shall be available online via the VSC website.

D. Allocation of Funds

i. The amount reserved for VSC shall go towards monthly planned events and activities as proposed by the Planning and Programming Committee.

ii. A portion of this allocated amount will go directly towards all forms of advertising as set by the Secretary.

iii. A majority of the EUSAF funds will go directly towards E-Week for the spring semester.