



University of Southern California  
Viterbi School of Engineering  
Student Council 2007-2008  
Constitution

## ARTICLE I. NAME AND PURPOSE

### Section A: NAME

Part 1. The official name for this organization is the Viterbi Student Council.

Part 2. This organization will use the name or its acronym, VSC, in all publicity materials and correspondence.

### Section B: PURPOSE

Part 1. The purpose of this organization is to promote engineering on the USC campus and serve as the liaison between the USC Viterbi School of Engineering and the undergraduate engineering student body.

Part 2. VSC strives to enhance the scholastic experience of undergraduate engineering students through social activities, creating the best possible learning experience for the undergraduate student body.

Part 3. All activities of this organization must be directed toward this purpose.

## ARTICLE II. MEMBERSHIP

### Section A: REQUIREMENTS

Part 1. The two highest ranked officers (usually the President and Vice President of each undergraduate Viterbi organization) are eligible to be voting members. Each student organization will hold one vote in all voting matters.

Part 2. The next highest ranking member of the organization's executive board may represent a student organization at VSC meetings in lieu of the voting members only if schedules do not allow proper attendance.

Part 3. All undergraduate engineering students who are in good standing with the university are eligible to be non-voting members.

Part 4. All members are required to demonstrate support for the purpose of this organization.

Part 5. Membership decisions will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.

## Section B. RIGHTS

Part 1. All members are eligible to attend all meetings and events of this organization.

## Section C. WITHDRAWAL OF MEMBERSHIP

Part 1. Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above.

Part 2. A simple majority vote of the quorum at a regular or special meeting shall be sufficient to withdraw membership.

Part 3. Members to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

# ARTICLE III. OFFICERS

## Section A: ELECTED OFFICER TITLES

Chair

Vice Chair

Director of Communication

Treasurer

## Section B. DUTIES

Part 1. The Chair will preside over all meetings of the VSC Executive Board and of VSC.

Part 2. The Vice Chair will serve as the Chair of the Planning and Programming Committee.

Part 3. The Director of Communication will take, record, and file meeting minutes; produce all official correspondence for the organization, and coordinate publicity for all VSC events.

Part 4. The Treasurer will act as Director of the Funding Board and will maintain financial records of VSC and the Funding Board.

#### Section C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

Part 1. All officers and candidates for office must be currently enrolled undergraduate engineering students in good standing with the University of Southern California and the Viterbi School of Engineering.

Part 2. The Chair and Vice Chair must hold a class standing of junior or higher during the term of office.

Part 3. The Treasurer will be appointed as the Director of the Funding Board.

#### Section D. NOMINATIONS AND ELECTIONS

Part 1. The following positions will be elected in a school-wide election via online ballots: Chair, Vice Chair, and Director of Communication.

Part 2. A call for nominations of all elected offices will be announced by March 1 of each year and applications will be accepted for at least 14 days.

Part 3. Applications for the Funding Board will be accepted after the officer elections and VSC will appoint the Funding Board through a vote.

- a. Applications for Funding Board must be submitted to VSC. The VSC Executive Board and VSC members will review the Funding Board Applications.
- b. VSC members will vote and elect three members for the Funding Board in the spring semester. One position is reserved for a freshman, who will be elected in the following fall semester.
- c. The VSC Executive Board appoints the Director of the Funding Board (who concurrently serves as Treasurer of VSC) from the elected Funding Board.

Part 4. Any member may nominate himself or herself by completing the VSC Officer Application.

Part 5. Nominees must be seconded by a voting member of the VSC during a VSC meeting, prior to elections.

Part 6. The Election will take place online before the end of March. Registered undergraduate engineering students for the fall semester of the following year are eligible to vote.

Part 7. A majority of votes cast must be achieved to elect an executive officer. A majority vote is defined "as: 50% of the votes cast plus one.

Part 8. If there are more than two candidates running and no candidate receives a majority, there will be a run-off vote between the top two vote recipients in a second election.

#### Section E. REMOVAL FROM OFFICE

Part 1. Officers may be removed from office for failure to perform duties or for a violation of the membership clause.

Part 2. Officers to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

Part 3. A two-thirds majority of the quorum present at a regularly scheduled meeting shall be sufficient for removal from office.

#### Section F. TERMS OF OFFICE AND VACANCIES

Part 1. The term of office shall be from the first meeting after the election until the end of the academic year. For the last month of the spring semester, the incoming and outgoing executive boards will share an office to ensure a successful officer transition.

Part 2. Should a vacancy in an Executive Board office occur, there will be a nomination and election for the vacant office, or an appointment in the case of the Treasurer.

Part 3. Should the office of the Chair become vacant, the Vice Chair will assume the duties of the Chair, and the Director of Communication will assume the duties of the Vice Chair.

Part 4. During the absence of either the Vice Chair or the Director of Communication, the Chair will be accountable for the responsibilities of the officer until the position is filled.

Part 5. Should a vacancy occur within the Funding Board, VSC will appoint a new member through application.

Part 6. The Executive Board members will temporarily fill vacancies in the Funding Board if needed

#### ARTICLE IV. MEETINGS

Section A: Regular meetings for the Viterbi Student Council will be held at least once a month .

Section B: The Executive Board will meet more frequently to ensure proper conductance of all business.

Section C. To conduct business at any meeting, one half of the entire voting membership must be present to form quorum.

Section D. No individual can represent two or more Viterbi Student Council organizations to account for voting.

#### ARTICLE V. COMMITTEES

##### Section A. PLANNING AND PROGRAMMING COMMITTEE

Part 1. The only standing committee of the VSC is the Planning and Programming Committee, whose purpose is to coordinate events and programs for the Viterbi School of Engineering undergraduate student body.

##### Section B. OTHER COMMITTEES

Part 1. Other committees may be appointed by a majority vote of quorum at a regular VSC meeting.

Part 2. In appointing such committees, VSC members must specify the Chair or Co-Chair of that committee, and establish its purpose and duration.

#### ARTICLE VI. AFFILIATIONS

##### Section A. USC

Part 1. This organization is a recognized student organization at the University of Southern California, but it is not a part of the University itself.

Part 2. In all correspondence and business transactions, VSC may refer to itself as an organization at USC, but not as part of USC itself.

Part 3. VSC accepts full financial and production responsibility for all activities it sponsors.

Part 4. VSC agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of VSC differ, the policies and regulations of USC will take precedence.

Part 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 B. Individual Student Organizations

Part 1. VSC is composed of the Viterbi School of Engineering's student organizations, including the student chapters of national organizations as well as individual local organizations.

Part 2. Where the guidelines, regulations, or policies of individual organizations differ from those of USC, USC's policies, regulations, and guidelines take precedence.

# ARTICLE VII. FACULTY/STAFF ADVISOR

## Section A. ADVISOR REQUIREMENTS

Part 1. As a recognized student organization at the University of Southern California, VSC is required to have an official advisor from the USC faculty and/or staff.

Part 2. Other persons may serve as special advisors as needed.

## Section B. DUTIES

Part 1. The advisor must sign the recognition application each year, or whenever officer information changes or amendments are made to the constitution.

Part 2. Officers should meet with the advisor regularly throughout the semester.

Part 3. An advisor may not vote in VSC matters, hold office, or unduly influence decisions of the student organization.

## ARTICLE VIII. BY-LAWS AND AMENDMENTS

### Section A. BY-LAWS

Part 1. By-laws can be added to this constitution by a simple majority vote of quorum at a regular VSC meeting.

Part 2. This constitution takes precedence over any and all by-laws.

### Section B. AMENDMENTS

Part 1. This constitution can be amended by a two-thirds vote of the entire membership at a regular VSC meeting.

Part 2. Notification of such a must be made to members at least one meeting in advance of the one in which the actual vote is taken.