

**THE CONSTITUTION
OF
VITERBI GRADUATE STUDENT ASSOCIATION
(VGSA)**

UNIVERSITY OF SOUTHERN CALIFORNIA,
LOS ANGELES, CA 90089, USA

August, 2008

PREFACE

This is the first edition of the Constitution of the Viterbi Graduate Student Association (VGSA) of the University of Southern California in the diglot form.

The Constitution guidelines all activities and initiatives of the Viterbi Graduate Student Association (VGSA).

BARDIA ZANDIAN

President, Viterbi Graduate Student Association

SANKET NAYAK

Vice-President Communications, Viterbi Graduate Student Association

Los Angeles

August, 2008

A Message from the VGSA Board

Welcome to the USC Viterbi School of Engineering (VSOE). We, the Viterbi Graduate Student Association (VGSA), are glad that you have joined the Trojan Family.

Last year, USC hosted over 5,500 international students from 115 different countries. With such a large and diverse population at USC, students are presented with the opportunity to enrich their experience by learning about the many different cultures. Learning to understand and respect cultures that are different from your own provides you with invaluable skills that are needed in the real world.

The engineering profession is becoming increasingly important in today's technology-driven world. As a result, the Viterbi School of Engineering has been constantly growing and evolving. Students may find it a challenge to become acclimated and involved in such a large engineering community.

And this is where VGSA plays a major role. VGSA promotes interaction among the graduate students in the Viterbi School of Engineering by hosting various academic and social activities. Some of our activities provide cultural awareness, such as the Chinese Moon Festival, Music of the World, and Beverages of the World. Other activities provide fun and excitement, such as the VGSA Banquet, Tailgate Party, Engineering Idol, and Dancing with the Engineers. Most important, at all of these activities, engineering students can meet fellow engineering students.

VGSA strives to address the needs and concerns of graduate engineering students. Students have access to VGSA senators representing each department and a graduate student liaison serving the entire School. Every VGSA member is dedicated to enhancing the academic and cultural experience of the graduate students of Viterbi.

VGSA is always here to support you while you are part of the Viterbi School.

Fight On !

VGSA Senate

CONTENTS

ARTICLE I – ORGANIZATION	4
Section 1 – Name and Logo	
Section 2 – The Constitution and Amendments	
Section 3 – Fundamental Duties and Purpose of the Organization	
Section 4 – Membership	
ARTICLE II – SENATE, TERMS OF OFFICE AND GPSS REPRESENTATION	7
Section 1 – Organizational Structure	
Section 2 – Membership	
Section 3 – Terms for Senators, Termination of Office	
Section 4 – Graduate and Professional Student Senate (GPSS) Representation	
ARTICLE III - OFFICERS AND DEPARTMENT REPRESENTATIVES	9
Section 1 – Officers	
Section 1.1 - President – Duties and Responsibilities	
Section 1.2 - Vice President of Communications – Duties and Responsibilities	
Section 1.3 - Vice President of Finance – Duties and Responsibilities	
Section 1.4 - Vice President of Programs – Duties and Responsibilities	
Section 2 – Department Representative (Senator) – Duties and Responsibilities	
ARTICLE IV - EX-OFFICIO TO THE VGSA BOARD	12
Section 1 – Staff Advisor	
Section 2 – Engineering Graduate Student Liaison (EGSL)	
Section 3 – Advisory Board	
ARTICLE V - CONSTITUTIONAL AMENDMENTS	13
Section 1 – Definition and Description	
Section 2 – Policies and Procedures	
ARTICLE VI - FUNDING POLICIES AND PROCEDURES	14
Section 1 – Eligibility	
Section 2 – Support Section-3: Co-sponsorship	
Section 4 – Timeline	
Section 5 – Obligations	
Section 6 – To Request Funds	
Section 7 – Fund Approval Process	
Section 8 – Funding Cancellation/Reduction Policies	
Annexure 6.1 - VGSA Funding Contract Agreement	
Section I – Agreement	
Section II – Requirements	
Section III – Breach of Contract	
Section IV – Acknowledgement of Compliance	
Annexure 6.2 - VGSA Funding Request Form	
ARTICLE VII - ELECTION POLICIES AND PROCEDURES	23
Section 1 – Term Elections	
Section 2 – Mid-Term Elections	
Section 3 – Impeachment Policies	
ARTICLE VIII - COMMITTEES AND LEADERSHIP	25
Section 1 – Programs Committee	
Section 2 – Finance Committee	
Section 3 – Communications Committee	
Section 4 – Industrial Liaison/Alumni Relations Committee	
Section 5 – Academic Committee	
ARTICLE IX - AFFILIATIONS	27

ARTICLE I - ORGANIZATION

Section 1 – Name and Logo

The name of this organization shall be the Viterbi Graduate Student Association, formerly Engineering Graduate Student Association of the University of Southern California, hereafter referred to as "VGSA".

- Neither name nor logo of VGSA shall be used for any purpose whatsoever without the consent of the VGSA Executive Board.

Section 2 – The Constitution and Amendments

Following are the bylaws and regulations guiding the Constitution and its Amendments:

- The Constitution of the Viterbi Graduate Student Association is the final document guiding the functioning of the organization.
- Any matter not addressed in this document shall be decided in the Senate whether the entire senate shall vote on the matter or refer it to the discretion of the VGSA Executive Board.
- Any changes to be made to this parent document shall be passed with at least two-thirds majority in the Senate and should be thereafter included as an Amendment in the Constitution under the respective Article. Details about the policies and procedures to be followed for making a constitutional amendment are discussed in Article-V of the Constitution.
- Any matter referred to the discretion of the Executive Board or the President to decide upon shall be in the best interest of the Graduate students of the Viterbi School of Engineering and the Viterbi Graduate Student Association.
- The Constitution can be revised at most once each academic year, before start of the Fall semester, in the form of releases with a release number and shall be announced on the VGSA website.
- The Constitution is a concrete document parsing all system incompetencies within the current circumstances and should be respected and not be faltered with.
- It is the first and foremost duty of all the Senate members to read the Constitution of VGSA thoroughly and abide by it. Failure to comply with the regulations mentioned in this constitution will be addressed by the VGSA executive board and if necessary will be reported to the USC Student Judicial Affairs & Community Standards (SJACS).
- All graduate students of the Viterbi School of Engineering are encouraged to read this document.

Section 3 – Fundamental Duties and Purpose of the Organization

The fundamental duties and purposes of VGSA are as follows:

- To address the needs and concerns of the graduate students of the Viterbi School of Engineering collaboratively with Masters and Professional Program Office (MAPP), Office of Doctoral Programs (ODP) and Office of Student Affairs to the best of the organization's abilities.
- To provide a forum to promote interaction among the graduate students of the Viterbi School of Engineering and other student organizations at the University of Southern California.
- To provide a platform and favorable environment for the graduate students of the Viterbi School of Engineering to showcase their academic and co-curricular talent.

Section 4 – Membership

- The membership of this organization is free.
- The regular membership of this organization shall consist of all full-time and part-time graduate students enrolled in the Viterbi School of Engineering at the University of Southern California.
- All full-time and part-time graduate students become members of VGSA commencing with their enrollment into the graduate engineering program at USC irrespective of their fields of majors.
- All members of this organization shall remain members of this organization even inside the period of their temporary absence from the Viterbi School of Engineering. This period of absence is governed by the Graduate School and/or the Office of International Services (OIS) as mentioned in the USC website.
- In case a member fails to maintain his/her student status, his/her membership shall be immediately terminated. Membership shall be restored when he/she regains student status.
- All graduating students shall automatically be given membership in the Alumni Association of USC and their membership from VGSA shall be automatically terminated. However, upon request and under special circumstances ex-members may be included in the advisory board of VGSA.

ARTICLE II – SENATE, TERMS OF OFFICE AND GPSS REPRESENTATION

Section 1 – Organizational Structure

All powers of the graduate student body of the Viterbi School of Engineering at USC shall be vested in the VGSA, as represented by the VGSA Board, hereafter referred to as the "Board."

The "Board" will consist of two voting groups and one non-voting group, the "Executive Board", the "Senators", and the "Ex-officio" respectively. The "Executive Board" shall consist of the President and the Vice Presidents. The "Senators" shall consist of the elected Department Representatives. The "Ex-officio" shall consist of the Executive Advisor and the EGSL. The Executive Advisor will be an advisor to the Board and the EGSL shall sit on the Board as a liaison, neither shall have voting power.

Section 2 – Membership

The voting membership of the Board includes the elected VGSA board members, each holding one of the following positions:

- Officer: President
- Officer: Vice President of Communications
- Officer: Vice President of Finance
- Officer: Vice President of Programs

Department Representatives shall be from the following departments:

Aerospace & Mechanical Engineering
Astronautics & Space Technology Division
Biomedical Engineering
Computer Science
Sonny Astani Department of Civil & Environmental Engineering
Mork Family Department of Chemical Engineering & Materials Science
Ming Hsieh Department of Electrical Engineering
Daniel J. Epstein Department of Industrial & Systems Engineering

The number of representatives from each department is based on current enrollment figures:

Department Enrollment	Number of Senators
001-300	1 Senator position
301-600	2 Senator positions
601-900	3 Senator positions
901-1200	4 Senator positions
etc.	

- The number of senators for a department will be determined in such a way that there will be 1 senator for every 300 enrolled students. However, a linearity cap will be imposed on the number of senators for a department by taking the third highest number of senators for a department and making that the linearity cap.
- A limit is imposed on the number of senators allowed to represent an individual department. The department with the third highest number of senators, based on department enrollment, will be the basis for computing the total senators for larger departments. The department with the second

highest number senators may only have 1 senator more than the third largest department, and the largest department may only have 2 senators more than the third largest department.

- The non-voting membership of the Board includes the two appointed VGSA members, holding one of the following positions:
 1. Ex-officio: Executive Advisor
 2. Ex-officio: EGSL (Engineering Graduate Student Liaison)
 3. Advisory Board

Section 3 – Terms for Senators, Termination of Office

- All Board members must be enrolled as engineering graduate students at USC to be eligible to be a Board member.
- All Board members serve a term, beginning from the day after commencement day of the current year or the day elected, whichever comes later, to the commencement day of the following year.
- Any Board member may be removed from office by a vote of at least two-thirds of the Board upon receiving advanced notification, in cases where the Board member consistently fails to perform the required duties of that position without a justifiable reason.
- The Constitution facilitates Voluntary Termination of Office with justifiable reasons and with a prior notice of at least one month.
- Any VGSA Senator may be allowed to work for the organization remotely upon consent received from the Executive Board for a maximum period of one month. This consent will be granted upon production of valid, justifiable reasons. If consent is granted, the member is required to recommend a substitute committee member who shall follow the member's direction and work for the organization.

Section 4 – Graduate and Professional Student Senate (GPSS) Representation

- All VGSA executive board members shall attend GPSS Full Board meetings. If there are more open GPSS senate position allocated to the VGSA, they shall be filled with VGSA senators voluntarily or upon selection by the executive board.
- If there are conflicts for the Executive Board members attending the GPSS Full Board meetings, any Department Representative may be appointed to represent the Viterbi School of Engineering at GPSS. Appointing this representative shall be the responsibility of the executive board member who can not attend.
- GPSS has a fluctuating number of GPSS Engineering Senators depending upon the Viterbi School of Engineering enrollment from year to year.
- The Department Representatives that are to fill the vacant seats shall be determined at the Board meeting prior to each GPSS Full Board meeting.
- A Department Representative may volunteer to fill the vacant seat with the Board's approval. If there are no volunteers then the Executive Board shall appoint a Department Representative to attend the GPSS Full Board meetings.

ARTICLE III - OFFICERS AND DEPARTMENT REPRESENTATIVES

Section 1 – Officers

Section 1.1 - President – Duties and Responsibilities

Following are the key duties and responsibilities of the President.

A - The President shall:

- Oversee VGSA activities .
- Maintain VGSA property and supplies.
- Organize and conduct General and Board Meetings as the Chair of the Board.
- Meet with the VGSA Advisor regularly to address concerns of the organization and its members.
- Coordinate with persons and student organizations associated with events for VGSA members.
- Attend GPSS Full Board Meetings, upon approval of the VGSA Board.

B - If this position is ever vacant, any Vice President of VGSA may assume this position based by an absolute majority vote of the Board.

Otherwise, a Department Representative shall be appointed to the vacant position by an absolute majority vote of the Board.

Discretionary Powers of the President

Following are the discretionary powers that the President of the Viterbi Graduate Student Association holds.

- The President holds the right to execute his/her discretionary powers in times of constitutional emergency.
- The President holds the right to approve/discard any proposal if there is a tie in the poll over the concerned proposal whether constitutional amendment or any other affair.
- The President holds the right to ask for an explanation to any of the VGSA Senate and executive board members, if he/she feels that Senate member is not performing his/her duties in the true spirit of service to the graduate students of the Viterbi School of Engineering.

Section 1.2 - Vice President of Communications – Duties and Responsibilities

Following are the key duties and responsibilities of the Vice-President of Communications of VGSA.

A - The Vice President of Communications shall

- Maintain and regularly update the VGSA website at viterbistudents.usc.edu/vgsa
- Write minutes for all meetings of VGSA and post them on VGSA Internal Website.
- Handle mail and e-mail correspondence of VGSA via vgsa@usc.edu
- Maintain the approved Constitution and Bylaws of VGSA.
- Generate and e-mail announcements of VGSA events to Department Representatives.
- Produce flyers of VGSA events and distribute them to Department Representatives for posting.
- Attend the Board and General meetings of VGSA.
- Attend GPSS Full Board Meetings, upon approval of the VGSA Board.

- Preside over the Communications Committee and assign tasks to all the members of the Communications Committee, whether Senate members, Advisory Council members or Volunteers.
- Be the Official Spokesperson of VGSA and the Chief Liaison with all other offices, organizations and student groups both inside and outside USC.
- Manage the remote voting system used by VGSA for elections and other online voting occasions.
- Be the point-of-contact for initial communication with VGSA for any official matters and work closely with MAPP and ODP and assist them in their communication initiatives.
- It is recommended that the VP communications be a member of the GPSS communication committee.

Section 1.3 - Vice President of Finance – Duties and Responsibilities

The key duties and responsibilities of the Vice-President of Finance of VGSA are as follows:

A. The Vice President of Finance shall

- Manage the budget and finances of VGSA.
- Attend all GPSS funding workshops.
- Be responsible for purchasing and budget requests for VGSA.
- Keep track of receipts and close out budget grants.
- Maintain a record of all budget requests and expenditures.
- Attend the Board and General meetings of VGSA.
- Attend GPSS Full Board Meetings, upon approval of the VGSA Board.
- Preside over the Finance Committee and assign tasks to all the members of the Finance Committee, whether Senate members, Advisory Council members or Volunteers.
- Be a member of the GPSS finance committee.
- A formal funding request submitted by student organizations must be submitted to the VGSA executive board by VP Finance via email at least 48 hours prior to the next VGSA meeting for consideration at that meeting.
- Student organizations requesting funds from VGSA shall be notified by the VP Finance regarding the outcome of their request within 2 business days after VGSA review of the proposal..

Section 1.4 - Vice President of Programs – Duties and Responsibilities

The key duties and responsibilities of the Vice President of Programs of VGSA are as follows:

A. The Vice President of Programs shall

- Be responsible for the overall organization of events for all VGSA members.
- Reserve all venues for VGSA events.
- Promptly send event details such as time, location and description to the Vice President of Communications for distribution and posting online.
- Attend the Board and General meetings of VGSA.
- Attend GPSS Full Board Meetings, upon approval of the VGSA Board.

- Preside over the Programs Committee and assign tasks to all the members of the Programs Committee, whether Senate members, Advisory Council members or Volunteers.
- It is recommended that the VP Programs be a member of the GPSS programs committee.

B. If this position is ever vacant, any VGSA board member may assume this position based by an absolute majority vote of the Board. Otherwise, any interested graduate student from the Viterbi School of Engineering shall be appointed to the vacant position by an absolute majority vote of the Board.

Discretionary Powers of the VGSA Executive Board

Following are the discretionary powers that the VGSA Executive Board members hold.

- The Executive Board reserves the right to re-debate over any proposal submitted by any department representative, organization or student group, if the Board thinks that the proposal is not convincing enough or is not in the interest of VGSA or the Graduate Engineering Student Community.
- The Executive Board reserves the right to ask for an explanation from any of the department representatives or volunteers working for VGSA, at times when the Board feels that they are not performing their duties properly.
- The Executive Board reserves the right to remove any department representative or Senator with valid reasons, the reasons for which have been discussed above.

Section 2 – Department Representative (Senator) – Duties and Responsibilities

The key duties and responsibilities of the Department Representatives or Senators of VGSA are as follows:

A. The Department Representative shall

- Distribute official VGSA e-mail to the graduate student mail lists of the department represented.
- Run at least one activity each semester for the department represented.
- Assist with the VGSA activities and post VGSA flyers in the department represented.
- Communicate with the Chair(s) of the department represented to address departmental and student issues.
- Attend the Board and General meetings of VGSA.
- Attend GPSS Full Board Meetings, upon appointment by the VGSA Executive Board approval of the VGSA Board.
- Be the Single Point-of-Contact for students of the respective department for non-academic affairs. Any issue with an academic intent or background should be first discussed with the department Graduate Student Advisor(s).

B. If this position is vacant for a department, a VGSA member from that department may be appointed to the vacant position by a two-thirds majority vote of the VGSA Board.

ARTICLE IV - EX-OFFICIO TO THE VGSA BOARD

Section 1 – Staff Advisor

A. The Staff Advisor shall

- Be an advisor primarily to the Executive Board.
- Be an advisor to the Board.
- Be a primary resource to the President and Vice Presidents.
- Be knowledgeable of the history of VGSA and the current standing of the organization.
- Be in frequent communication with the Executive Board.
- Attend the Board and General meetings of VGSA.
- The Staff Advisor shall be appointed prior to registration of VGSA, at the beginning of each academic year, and must complete and sign the required forms by the Office of Student Affairs.

Section 2 – Engineering Graduate Student Liaison (EGSL)

A. The Engineering Graduate Student Liaison shall

- Act as a representative of the graduate engineering student body as ombudsman for students' rights and concerns.
- Serve as a channel of communication regarding student concerns between VGSA, the Graduate Viterbi School of Engineering, and GSIR of GPSS.
- Work in conjunction with the GSIR to address issues of concern of Graduate Engineers.
- Attend the Board and General meetings of VGSA to inform VGSA of current activities.
- Read the minutes and stay abreast via contact with the VGSA Executive Board

B. If this position is vacant, the President shall work in conjunction with the Viterbi School of Engineering to have this position filled based on the protocol outlined by the Viterbi School of Engineering. This person is selected by the Office of the Dean of the Viterbi School.

Section 3 – Advisory Board

- Being a member of the advisory board is voluntary.
- The advisory board shall constitute of ex-VGSA or EGSA senators or executive board members or former staff advisors or people recommended by USC administration.
- The number of people on this board is variable and subject to change based on the availability of qualified personnel.
- Members of the advisory board do not possess voting rights.

ARTICLE V - CONSTITUTIONAL AMENDMENTS

Section 1 – Definition and Description

- Any change made to the parent constitutional document after it is passed in the Senate shall be considered as an Amendment.

Section 2 – Policies and Procedures

- A Draft copy of the Proposal for an Amendment shall first be submitted to the Executive Board of VGSA for debate.
- Amendments to Constitution and Bylaws for the Viterbi Graduate Student Association are to be submitted in writing.
- The proposal can only be considered as an Amendment if approved by the Senate with at least two-thirds majority.
- Once the amendment is approved, it shall be assigned an amendment number (either Annexure or Appendix number) and shall be incorporated in the Constitution by the Vice-President of Communications of VGSA immediately and with immediate effect.
- If the Senate feels that an amendment is being addressed to frequently, it might be included as an Article or Section in the Constitution without making drastic changes to the structure and integrity of the Constitution.
- A student requesting to propose an amendment to the VGSA constitution must first contact his/her department representative. The student may attend the VGSA board meeting debating the proposed amendment if invited by the Board.

ARTICLE VI - FUNDING POLICIES AND PROCEDURES

The budget allocated to VGSA for graduate student activities at the Viterbi School of Engineering is upon the GPSS allocation per student for the concerned fiscal year and shall be based on the GPSS budget.

In order to be considered for funding, a requesting organization must meet ALL of the following requirements:

Section 1 – Eligibility

- Only USC Recognized Student Organizations are eligible for funding.
- Eligible Events
 - Conferences, seminars, retreats, workshops, recognition, social events, philanthropic events, and networking events are at the discretion of the VGSA Executive Board or VGSA Board.
 - Only planned programs with detailed cost breakdowns and vendor quotes will be considered.
 - Only USC approved vendors can be used. Please contact Purchasing Department of USC for details about USC approved vendors.
- Items that will not be funded
 1. Alcoholic beverages
 2. T-shirts
 3. Unsubstantiated amounts [such as miscellaneous or other or unplanned expenses]
 4. Fundraising events
 5. No Reimbursements will be given

Section 2 – Support

- Full or partial funding is never guaranteed. Requestors are expected to research and apply for additional funding sources.
- If other funding sources besides VSGA are available, the applicants must document seeking these additional funds. Examples of additional funding sources include funding from the Graduate Professional Student Senate, Departments, or Schools.

Section 3 – Co-sponsorship

- Organizations requesting funding from VGSA must also co-sponsor the event using their own organization funds. The co-sponsorship must be a minimum of \$25.

Section 4 – Timeline

- For VGSA Board Proposals allow at least 5 weeks prior to the date of the event for the approval process and generation of funds.
- For Executive Board Proposals allow at least 3 weeks prior to the date of the event for the approval process and generation of funds.

Section 5 – Obligations

Before Approval:

- Obtain vendor quotes including vendor codes.
- Submit the required forms at least 28 days (minimum) prior to the date of the event. Failure to meet this requirement may result in denial of the funding request.

After Approval:

- Groups or organizations receiving VGSA funding must fill out and submit the Purchase Order (PO) or Internal Requisition (IR), Request Form within five business days of approval.
- If funding is in the form of a PO or IR, the forms must be obtained from the VGSA President or Vice President (Finance).
- Email the Vice President - Communications details of the event for posting to the VGSA website and creation of advertisements.
- Display the VGSA logo in accordance with the terms and conditions of the VGSA Funding Agreement, including prominent display of the VGSA logo on any promotional materials and at the proposed event. (Multicolored Logo) [viterbistudents.usc.edu/vgsa]
- Submit copies of all promotional material for the event to VGSA VP communications.

During the Event:

- Charging admission to a VGSA funded event is prohibited unless admission is used to defray event costs and only upon approval of the VGSA Executive Board.
- Display VGSA banner according to the funding contract terms.

After Event:

- The group or organization must also submit all invoices and receipts within five business days after the funded activity.
- Fill out the VGSA Event Evaluation form and submit it to the VGSA VP communications within 5 days after the conclusion of the event. Photos of the event can also be sent via email.

If these obligations are not met, funding may be withdrawn along with cancellation of all PO's and IR's issued for the event.

Section 6 – To Request Funds

- Completely fill out the VGSA Funding Agreement Form .
- Completely fill out the VGSA Funding Request Form.
- Completely fill out the VGSA Funding Request Supplement Form.

Section 7 – Fund Approval Process

- The organization may be required to send a member to represent the organization at the next VGSA board meeting to answer questions regarding the request (if any).

For Funding Requests LESS THAN \$300:

- The Finance Committee will review the request and advise the Executive Board of its recommendation.

- The Executive Board will review the requests and vote based on a simple majority. Decisions will be made at each meeting of the Executive Board.

For Funding Requests of \$300 or MORE:

- The Finance Committee will review the request and advise the VGSA Board of its recommendation.
- The VGSA Board will vote on these requests based on a simple majority. Decisions will be made at only VGSA Board meetings.

Section 8 – Funding Cancellation/Reduction Policies

The Funding for any event by any organization or student group may be cancelled/reduced in the following cases:

- If, the organization has not submitted receipts of expenses for their prior events.
- If a representative from the organization fails to make a presentation in front of the Senate without justifiable reasons.
- Any event cancelation for events that have received funds from VGSA or any unused PO/IR is not reported to VGSA's VP Finance.
- Any misrepresentation or misuse of VGSA funds shall be reported to SJACS (Student Judicial Affairs & Community Standards).

Annexure 6.1

VGSA Funding Contract Agreement

Section I – Agreement

The organization, Viterbi Graduate Student Association of the University of Southern California, shall hereafter be referred to as “VGSA.” The VGSA President, VP of Finance, VP of Programs, and the VP of Communications shall hereafter be referred to as the “VGSA Executive Board.” The university recognized student organization, _____, that is being funded by VGSA shall hereafter be referred to as the “Organization.” The Organization’s executive board or equivalent shall hereafter be referred to as the “Head.”

VGSA agrees to fund the Organization given that the Organization follows the publicity requirements outlined in Section II of the VGSA Funding Contract Agreement.

Given that there are multiple forms of publicity, Section II will outline the different publicity requirements for each. In the event that a form of publicity being used is not covered below the Organization shall consult with the VGSA Executive Board for the publicity requirements.

Section II – Requirements

In event promotional flyers the VGSA logo must be:

- **Full Sheet 8x11 Flyers:**
at least 2 inches tall and in original proportion
- **Half and Quarter Sheet Flyers:**

If Organization has a logo:

- at least as tall as Organization logo and in proportion

If Organization does not have logo but other logos are present:

- at least as tall as the largest other logos and in proportion

If no logos at all:

- at least 2 inches tall and in proportion

Other Forms of Advertisement:

If there are other sponsor logos:

- For tiered sponsorship VGSA logo shall be in proportion to the relevant funding level.

If no other sponsor logos:

- at least 1/16 of Advertisement size

Special Cases:

If 1/16 of advertisement size exceeds 3 feet x 3.75 feet, then 3 feet x 3.75 feet shall be the minimum size, but may be larger at Organization’s discretion.

Exceptions:

All exceptions from the outlined rules in Section II must be approved by VGSA executive board.

At the Event:

Depending on the event, VGSA may request for the VGSA banner to be displayed at the Organization's event. This will be a case by case basis.

Section III – Breach of Contract

Failure of the Organization to abide by the requirements outlined in Section II shall be considered a breach of contract.

If a breach of contract is found the Head of the Organization will be notified and given a warning by the VGSA President via email. The VGSA board will be copied in this email warning. The Head of the Organization shall be given 5 business days to respond to this breach of contract.

If this breach is not settled within 10 business days, funding for the Organization shall be rescinded and any funding requests for the remainder of the semester will be denied. In the event that funding for the Organization cannot be rescinded then the Organization shall be on '**probation**' for the remainder of the current and following semester. When on probation funding requests from the Organization will not be considered.

VGSA reserves the right to remove an Organization from probation status by a two-thirds majority vote by the board. VGSA President and VP of Finance will be responsible for keeping record of which Organizations are in "good standing" and "on probation."

Section IV – Acknowledgement of Compliance

Undersigned is the Organization's acknowledgement that the Organization shall follow the parameters outline in Section II and that the Organization is aware of the course of action in Section III that shall be taken in the event of a breach of contract.

Position in Organization

Program/Event name

Signature of Organization Representative

Date

Annexure 6.2

VGSA Funding Request Form

ORGANIZATION and Contact Information

USC Recognized Organization Name(a)	<input type="text"/>	*
Campus Address	<input type="text"/>	
Contact Person	<input type="text"/>	*
Contact Email	<input type="text"/>	@usc.edu *
Phone #	<input type="text"/>	*

Questionnaire

Q1. Have you read the VGSA Funding Guidelines ?

☐ Yes ☐ No

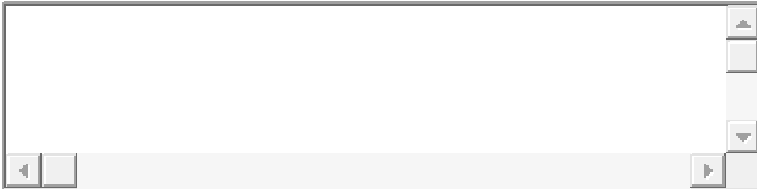
Q2. Is the event open to all Viterbi School of Engineering Students ?

☐ Yes ☐ No

Q3. How do you plan to ensure the estimated VSOE student attendance ?

A large rectangular text input area with a light gray border. On the right side, there are three small square buttons stacked vertically. On the bottom left, there is a small square button with a left-pointing arrow. On the bottom right, there is a small square button with a right-pointing arrow.

Q4. How do you plan to advertise the event ?

A large rectangular text input area with a light gray border. On the right side, there are three small square buttons stacked vertically. On the bottom left, there is a small square button with a left-pointing arrow. On the bottom right, there is a small square button with a right-pointing arrow.

Q5. If VGSA approves your funding request (full or partially), what will the funding be used towards ?

A large rectangular text input area with a light gray border. On the right side, there are three small square buttons stacked vertically. On the bottom left, there is a small square button with a left-pointing arrow. On the bottom right, there is a small square button with a right-pointing arrow.

Q6. Have you requested funds for this event (or similar event) before (in previous years) ?

If Yes, provide the following details:

- **Event Name, Date and Location it was held at**
- **Amount Requested (and for what?), Amount Approved**
- **Reason between current budget proposal and previous budget proposal**

A large rectangular text input area with a light gray border. On the right side, there are three small square buttons stacked vertically. On the bottom left, there is a small square button with a left-pointing arrow. On the bottom right, there is a small square button with a right-pointing arrow.

SPONSORSHIP INFORMATION

Please provide information about other sponsors for your event

Organization Name:		Amount of Sponsorship:	\$	
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Organization Name: **Amount of Sponsorship:** \$

Organization Name: **Amount of Sponsorship:** \$

Organization Name: **Amount of Sponsorship:** \$

Date Funds Needed By: (i.e. MM/DD/YYYY...do not write ASAP)

EVENT INFORMATION

Event Theme/Title/Name	
	*

Event Location *[ex. Ground Zero]

Event Date (s) *[mm/dd/yy]

Event Time (s) * [ex. 2-5µm]

Expected Attendance * [ex. 200]

Expected Engineering Graduate Student Attendance [ex. 50]

*** Provide a brief description of the event including agenda, promotional plans, and benefit for Graduate Engineering Students/USC Community:**

LINE ITEM BUDGET

Provide a COMPLETE itemized budget for the event. Clearly label the expenses for which VGSA funding will be used.
Provide additional comments below if necessary.

Description of Expense	Amount	Source of Funding	USC Vendor Name & Code
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>

***Total:** \$

Total Requested from VGSA:

\$ *

ARTICLE VII - ELECTION POLICIES AND PROCEDURES

Following are the policies and procedures to be followed for VGSA elections.

Section 1 – Term Elections

- Graduate students of the Viterbi School of Engineering who are interested in becoming a VGSA officer or department representative must complete an intent-to-run form as shown in the following annexure.
- In departments with 1 Senator position allotted, the winning candidate will be chosen by simple majority of the voting populace.
- In departments with more than 1 Senator position allotted, the winning candidates will be selected to fill each position starting with the candidate with the highest ratio of votes from the voting populace, followed by the candidate with the next largest ratio of votes until all Senator positions have been filled, or there are no more candidates to fill the positions.
- Executive Board members are elected by the outgoing Senate with at least two-thirds majority.
- It is recommended that a person contesting for an Executive Board post should have experience as department representative/senator. Priority for filling executive board positions will be given to former VGSA board members. If these positions are not filled they will be open to other graduate students of the Viterbi engineering school.
- The entire election process shall be a free and fair one and no malpractice shall be neither entertained nor committed.
- The entire electoral process shall be performed through the Viterbi Online Electoral Process and should be managed by the VP communications.
- Voting rights for electing department senators are reserved to graduate students of the concerned department only.
- One vote per student shall be unique and irreversible.
- The VGSA president must be a former VGSA board member. If the VGSA president position is not filled by former board member it will be open to a graduate student from the Viterbi School of Engineering Preference shall be given to candidates who have served another student organization in an executive position.

Section 2 – Mid-Term Elections

- In case of a department representative leaving office or being removed before the end of the term duration, or if any senator positions are left vacant after the term elections, it shall be the responsibility of the Vice-President of Communications to post an advertisement on the VGSA website inviting applications from students interested in the positions concerned.
- In case of Mid-Term elections, all senators shall be elected by a two-thirds voting majority of the remaining/existing senate. Voting rights will not be open for the graduate students of the Viterbi School of Engineering who are not a part of the senate.
- Once elected in a mid-term election in to the senate, senators must run for re-election for the following year.
- In case of an Executive Board member leaving office or being impeached before the end of the term, it shall be the responsibility of the President assume the responsibility of the concerned post.
- The President, upon consultation with the remaining Executive Board, reserves the right to either petition any of the VGSA Senate members to assume the responsibility or to petition any

graduate student from the Viterbi School of Engineering to assume the responsibilities VOLUNTARILY without office.

- A voluntarily outgoing Executive Board member is expected to guide and assist the newly recruited volunteer and work remotely with prior approval from the President.
- Mid-Term elections may be held at every board meeting until all vacant VGSA board position are filled.

Clause-1: In case of a tie of votes for any given post during Term or Mid-Term Elections, the Executive Board has the discretionary power to elect a candidate by a simple majority vote.

Clause-2: For filling senator positions, in case of both contesting candidates being new applicants to VGSA, the Executive Board reserves the right to recruit both of them on an “AGREEMENT OF PROBATION”. In such a case, the Executive Board shall allow both of them to work for one month each and organize a small-scale event. Based on the idea, execution, and success of the event, either of the candidates shall be entitled to Termination of Probation and subsequently a Permanent post in the Senate for the term.

Section 3 – Impeachment Policies

- If in any case any of VGSA senate members fail to execute the responsibilities bestowed upon them, they are subject to Impeachment by a two-thirds majority in the Senate.

ARTICLE VIII - COMMITTEES AND LEADERSHIP

Each of the VGSA senators are required to join and be actively involved with at least one VGSA committee.

Section 1 – Programs Committee

- The Programs Committee shall be headed by the Vice-President of Programs of VGSA.
- The Programs Committee is expected to assist the Vice-President of Programs in planning out events (both academic and non-academic), scheduling, budgeting, execution and procurement of the event.
- Although the entire senate is responsible for all events, the Programs Committee is the committee or group responsible for the success or failure of an event.
- The Programs Committee is expected to report only to the Vice-President of Programs regarding any developments.
- Participation in the Programs Committee is not restricted to VGSA senate members alone. Volunteers with or without experience, but having enthusiasm and dedication are most welcome.

Section 2 – Finance Committee

- The Finance Committee shall be headed by the Vice-President of Finance of VGSA.
- The Finance Committee shall assist the Vice-President of Finance in requesting Purchase Orders (PO) and Internal Requisitions (IR) and obtaining quotes from vendors included in the USC Purchasing department approved vendor list.
- The Finance Committee is also expected to inform the Purchasing Department of prospective vendors who provide quality service at competitive prices, so that they may be included in the approved vendor list.
- The Finance Committee shall oversee the financial proceedings of all events organized by funded by VGSA.
- The Finance Committee shall consist of only members from the VGSA senate.
- Funding required for VGSA event and other event funded by VGSA shall be discussed at this committee and recommendations shall be prepared for the executive board.

Section 3 – Communications Committee

- The Communications Committee shall be headed by the Vice-President of Communications of VGSA.
- The Communications Committee shall assist the Vice President of Communications in preparing flyers, posters, newsletters, maintaining VGSA website/V-blog and other publicity functions.
- The Communications Committee shall be responsible for submitting proposals to the VGSA Executive Board to establish relations with other organizations/groups inside USC that are of benefit to VGSA.
- The Communications Committee shall consist of members both from the VGSA senate, Advisory Board and Volunteers interested in working for VGSA.

Section 4 – Industrial Liaison/Alumni Relations Committee

- The Industrial Liaison/Alumni Relations Committee shall be headed by any officer from the VGSA Executive Board or interested senator.
- The Industrial Liaison/Alumni Relations Committee shall work towards establishing relations with Viterbi Alumni and interfacing industry and academia.
- This Committee shall seek assistance from the Industrial Liaison Officer of the Viterbi School of Engineering and always consult USC alumni relations before contacting alumni.
- This Committee shall work towards persuading industry and alumni to participate and sponsor events such as career fairs, workshops, career counseling sessions, etc.
- The goal of this Committee is to create a platform and explore opportunities for the Graduate Students of the Viterbi School of Engineering to interact with industry representatives so they can prepare themselves for the future.

Section 5 – Academic Committee

- The Academic Committee shall be headed by any officer from the VGSA Executive Board or any VGSA senator.
- The Academic Committee shall consist of VGSA Senate members, faculty, interested students, and representatives from MAPP and ODP.
- The Academic Committee shall be responsible for organizing conferences, symposia, workshops and other academic related affairs.
- This Committee shall also be responsible for solving problems pertaining to academic issues by guiding students in need of assistance to the academic advisors in their respective department, or to campus support offices such as Career Center, Counseling Services, or Office of Religious Life.
- One of the major tasks of the committee shall be to actively seek funding sources for attending academic conferences, support for publishing academic papers, and maintaining an up to date data base of such sources.
- This committee shall direct students requesting funds for attending major conferences and symposia to appropriate funding sources.

ARTICLE IX - AFFILIATIONS

- This organization is a recognized student organization at the University of Southern California, but is not a part of the University itself.
- In all correspondence and business transactions, it may refer to itself as an organization at USC, but not as part of USC itself.
- VGSA agrees to abide by all pertinent USC policies and regulations.
- Where USC policies and regulations and those of VGSA differ, the policies and regulations of USC will take precedence.
- 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 the Offices of Student Activities, Risk Management and/or General Counsel.