Constitution of the Viterbi Graduate Student Association (VGSA)

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Viterbi Graduate Student Association Constitution
University of Southern California

Article I. NAME AND PURPOSE

Part A. Name
Section 1.
The Name of this organization shall be the Viterbi Graduate Student Association, hereafter referred to as "VGSA"

Section 2.
Neither the Name nor “square with text” emblem of VGSA shall be used for any purpose without the consent of the VGSA Executive Board

Section 3.
This organization shall use its Name or its Name’s acronym, VGSA, in all correspondences and publicity materials

Part B. Purpose
Section 1.
The purpose of VGSA is to promote an inclusive and accessible community of graduate students within the Viterbi School of Engineering, so that they can freely share their interests and concerns with the University and each other. This Purpose shall be fulfilled through initiatives that support understanding, wellness, and development, and when necessary or appropriate, in collaboration with the Viterbi Admission & Student Engagement (VASE) Office and Office of Student Affairs

Article II. MEMBERSHIP

Part A. Requirements
a) Membership in VGSA is awarded to all graduate students who enroll in the Viterbi School of Engineering as full-time or part-time as defined by the University, and who pay the programming fee that is charged prior to the beginning of each academic year
b) Membership is terminated upon the member's exiting of his or her graduate program or upon the member’s opting out of payment of the programming fee

c) Membership decisions shall not be influenced by age, race, ethnicity, national origin, religion or creed, political affiliation, disability, sex, or sexual orientation
d) All members shall adhere to the Purpose and Requirements of VGSA described above
Article III. ORGANIZATIONAL STRUCTURE

Part A. Voting Parties, "the Council"

Section 1. Executive Board

a) The VGSA Executive Board shall consist of the current President, Executive Vice President, Vice President of Communications, Vice President of Finance, Vice President of Treasury, Vice President of Outreach, Vice President of Programs, and Webmaster

b) The Executive Board shall focus on the Purpose of VGSA and make decisions in the best interest of the organization

c) Each member of the Executive Board will be assigned as the primary contact for at least one group of Department or Diversity, Equity, and Inclusion (DEI) Senators

Section 2. Department Senators

a) The Department Senators shall be current Viterbi graduate students elected by fellow graduate students of their respective departments

b) Department Senators shall, as a group, report directly to their assigned member of the Executive Board and a mentor (either the same Executive Board Member or a returning Senator for their department).

c) Senators shall be elected from the following departments:

i. Aerospace & Mechanical Engineering

ii. Astronautical Engineering

iii. Biomedical Engineering

iv. Computer Science

   a) Including the Informatics & Data Analytics programs

v. Daniel J. Epstein Department of Industrial & Systems Engineering

vi. DEN@Viterbi

vii. Green Technologies

Mork Family Department of Chemical Engineering & Materials Science

viii. Ming Hsieh Department of Electrical Engineering

   a) Including Financial Engineering

ix. Sonny Astani Department of Civil & Environmental Engineering

   a) Including Systems Architecting & Engineering

• Each department must have at least 1 PhD Senator and at least 1 MS Senator unless:

   a) There are no candidates for either role

   b) The Executive Board votes to maintain the nominated candidates as is
d) The number of Senators per department per semester shall be proportional to enrollment, in the pattern illustrated:

<table>
<thead>
<tr>
<th>Department Enrollment</th>
<th>Number of Senators</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-300</td>
<td>3*</td>
</tr>
<tr>
<td>301-600</td>
<td>4</td>
</tr>
<tr>
<td>601-900</td>
<td>5</td>
</tr>
<tr>
<td>&gt; 901</td>
<td>6-8</td>
</tr>
</tbody>
</table>

* If the department enrollment is greater than 250 students, 1 more Senator can be elected with a simple majority vote by the Executive Board

Section 3. Diversity, Equity, and Inclusion (DEI) Senators

a) The Name for this group of Senators shall be the Diversity, Equity, and Inclusion Senators, hereafter referred to as DEI Senators.

b) Six DEI Senators shall be current Viterbi graduate students appointed by the Executive Board.

c) Diversity Senators shall, as a group, report directly to their assigned member of the Executive Board.

d) There must be 1 PhD Senator and 1 MS Senator unless

   a) There are no candidates for either role

   b) The Executive Board votes to override this in the interest of nominating the best candidates available

Section 4. Webmaster

a) The Webmaster shall be a current Viterbi graduate student appointed by the Executive Board at the beginning of the Fall Semester.

   a) Term length: two academic semesters terminating at the end of the Spring Semester of their appointed Academic Year

b) The Webmaster will be included amongst the Executive Board and may attend Executive Board meetings to maintain up to date information on the VGSA website.

c) There shall be 1 Webmaster.

d) The Webmaster shall report directly to the Vice President of Communications.

Section 5. VGSA Ambassadors

a) Student organizations with Viterbi Graduate student representation/groups may nominate one representative from their organization to serve as a VGSA Ambassador.

b) Ambassadors nominated in the Fall Semester begin their term at the start of their nominated Fall Semester and terminates at the end of the following Spring Semester.

   a) Term length: two academic semesters

c) Ambassadors nominated in the Spring Semester begin their term at the start of their nominated Spring Semester and terminates at the end of that Spring Semester.

   a) Term length: one academic semester
d) Ambassadors replacing an outgoing Ambassador serve until the end of the Spring Semester of that Academic Year

e) Viterbi graduate students who do not currently serve as a Department or DEI Senator may be nominated to be a VGSA Ambassador

f) The VP of Outreach will serve as the mentor and provide oversight for the Ambassadors

g) VGSA Ambassadors vote in the E-Board Elections

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Part B. Voting Parties, Graduate Student Government (GSG)

Section 1. GSG Senators

a) Requirements

i. The total number of GSG Senators representing VGSA shall be determined by GSG, and reflect the total number of Viterbi graduate students enrolled during the respective academic year
   
   i Viterbi is typically allocated 6 senators per academic year which is the limit any one school can have

ii. VGSA Executive Board members will have first preference to serve as GSG Senators for the academic year

iii. If there are open GSG Senator positions, the remaining open GSG Senator positions will be selected by the current E-Board

   i VGSA Senators and Ambassadors will be given first preference to fill GSG Senator positions

iv. GSG Senators representing VGSA are not required to be a current Council member (termed “external individuals”), but must be a current Viterbi graduate student

v. When appropriate, external individuals serving as GSG Senators may vote on VGSA proposals

b) Duties

i. GSG Senators will act as the representatives of VGSA in GSG.

ii. GSG Senators will have to participate in the monthly meetings and abide by the rules and regulations of GSG

iii. Each GSG Senators must be involved with one of the GSG Sub-committees

iv. GSG Senators are eligible to vote and run for VGSA E-board positions during elections
Part C. Non-voting Parties (Ex-officio)

Section 1. Advisor

a) Requirements
   i. To be recognized as a student organization at the University of Southern California, VGSA is required to designate an official Advisor from the University’s faculty or staff

b) Duties
   i. The Advisor shall review and sign the recognition application materials at the start of each academic year, and whenever VGSA officer information is updated, or amendments are made to this Constitution
   ii. Meet with Council members, as needed
   iii. Facilitate the voting process for election of the incoming VGSA Executive Board if the VGSL is unable

Section 2. Viterbi Graduate Student Liaison (VGSL)

a) Requirements
   i. The VGSL shall be hired through the Viterbi Admission & Student Engagement (VASE) Office

b) Duties
   i. As per the VASE Office, the VGSL shall be eligible to participate as a GSG senator in GSG meetings and attend other required GSG activities
   ii. The VGSL may attend all VGSA Council meetings and is required to be present in at least one Council meeting per month and the first meeting of the semester
   iii. The VGSL may attend VGSA E-Board meetings as deemed fit by the VGSA Executive Board members.
   iv. Facilitate the voting process for election of the incoming VGSA Executive Board if the Advisor is unable

Section 3. VGSA Emeritus Advisor

a) Requirements
   i. Anyone who has previously served as an Executive Board Member may return as VGSA Emeritus Advisor to help mentor/support the VGSA Council & E-Board
   ii. The current E-Board must have a majority vote to approve the Emeritus candidate

b) Duties
   i. VGSA Emeritus Advisors may attend all VGSA Council meetings and are required to be present in at least one Council meeting per month and the first meeting of the semester
   v. VGSA Emeritus Advisors may attend VGSA E-Board meetings as deemed fit by the VGSA Executive Board members.
Article IV. DUTIES OF THE EXECUTIVE BOARD

Part A. All Executive Board members are required to:

Section 1.
Attend VGSA Executive Board meetings and Council meetings (with a combined maximum of 3 excused or unexcused absences each semester)

Section 2.
Vote on proposals that are raised during VGSA Executive Board/Council meetings

Section 3.
Vote on funding requests during Executive Board meetings

Section 4.
Attend all VGSA-wide events, unless arrangements are made with, and documented by, the Vice President of Programs (with a maximum of 1 absence each semester)

Section 5.
Attend majority of monthly activities that promote unity among the Council members

Part B. President

a) Be the spokesperson and chief liaison of VGSA
b) Oversee VGSA activities
c) Organize, conduct, and chair the Executive Board meetings and the Council meetings
d) Summon special meetings as needed
e) Regularly meet with the Advisor to address organization/Council member concerns
f) As needed, follow up with correspondences forwarded by the VP of Communications
g) Coordinate with persons and student organizations associated with VGSA events
h) For the good of VGSA, the President shall exercise his or her discretionary powers in matters that this Constitution does not anticipate or clearly define
i) The President shall work with the Council to amend this Constitution and/or its Bylaws, so those matters previously unanticipated or unclearly defined are no longer so
j) When there is a tie in a vote for a proposal that is raised during an Executive Board meeting or a Council meeting, the President shall approve or discard this proposal, even after the President has voted on it
k) Seek or provide leadership-enhancement activities for the Council members
l) Participate as a GSG senator in GSG meetings and other required GSG activities
   a) If there is a vacancy, find replacement GSG Senators for E-Board to vote on
Part C. Executive Vice President

a) Serve as the immediate supervisor of the Senators to ensure that they fully understand and fulfill their duties
   a) The Executive VP will lead mediation between Senators/Ambassadors if there is an issue or discussion brought to the attention of the E-board
b) Work with the VP of Communications, VP of Finance, VP of Treasury, VP of Outreach, and VP of Programs to ensure that Senators receive thorough and effective training in the fulfillment of their duties
c) With standards approved and documented by the Executive Board, evaluate and regularly review contributions of the Senators
d) Organize, conduct, and chair Executive Board meetings and Council meetings whenever the President cannot
e) Learn all the roles and responsibilities of the VP of Communications, VP of Finance, VP of Treasury, VP of Outreach, and VP of Programs, and be the first to provide assistance to them in the event support is necessary
f) Coordinating with VP Finance to plan and order food for the weekly VGSA meetings, and arrange for pickup or delivery of food orders
g) Participate as a GSG senator in GSG meetings and other required GSG activities

Part D. Vice President of Communications

a) Be the point of contact for initial communications with VGSA
b) Work with Webmaster to regularly maintain and update the VGSA website at vgsa.usc.edu as well as any platforms of social media created for the Purpose of VGSA
   a) Transcribe minutes for Council meetings and share with Council and VGSL within 48 hours
c) Handle mail, social media, and e-mail correspondences of VGSA
d) Generate announcements of VGSA events, and distribute them to Senators and/or VASE personnel
e) Approve flyers and other promotional material for VGSA events, as submitted by Department or DEI Senators
f) Participate as a GSG senator in GSG meetings and other required GSG activities

Part E. Vice President of Finance

a) Manage the VGSA budget and finances along with the VP of Treasury
b) Be the point of contact for vendors and the University’s finance offices, and interact with them in a timely manner along with the VP of Treasury
c) Attend all GSG funding workshops
d) Responsible for purchasing and VGSA budget requests
e) Maintain a record of budget requests, expenditures, receipts, & close out budget grants
f) Track and be responsible for funding requests submitted to VGSA by other organizations
g) Ensure that approved funding requests meet all post-approval requirements
h) Participate as a GSG senator in GSG meetings and other required GSG activities
i) Undertake physical inventory of VGSA storage equipment, materials, and supplies
j) Manage senator budget proposal format and guiding through the process

Part F. VP of Treasury
a) Manage the VGSA budget and finances along with the VP of Finance
b) Be the point of contact for vendors and the University’s finance offices, and interact with them in a timely manner along with the VP of Treasury
c) Guide Senators through creating budget proposals as required along with VP of Finance
d) Manage VGSA property and supplies, and maintain documented inventory
e) Document deficiencies, damages, or changes in inventory; and implement and document corrective action that includes the purchasing, replacement, repair, or disposal of questionable inventory
f) Collect and manage quotations and receipts received from VGSA Council members
g) Order supplies, equipment, materials, and VGSA Council gear
h) Ensure funds and items are received within the correct timeframe

Part G. Vice President of Programs
a) Head the brainstorming, planning, executing, and evaluating of VGSA-wide events, which are not department-specific, including “signature events”
b) Head the brainstorming, planning, executing, and evaluating of activities that promote unity among the Council members
c) Reserve venues for VGSA meetings and VGSA-wide events, while also ensuring compliance with the rules and regulations of use of these venues
d) Work with the Vice President of Finance to attain funding for VGSA-wide and “signature” events and oversee all events funded by VGSA
e) Work with the VP of Communications to ensure that information on VGSA events is successfully transmitted to the VGSA members and appropriate University staff/alumni
f) Work alongside the VP of Outreach to create collaborative event programming with other USC schools, outside organizations, and neighboring universities/institutions
g) Participate as a GSG senator in GSG meetings and other required GSG activities
Part H. Vice President of Outreach

a) Oversee and guide outreach initiatives spearheaded by VGSA Senators and Ambassadors

b) Serve as the point of contact in executing and helping incorporate VGSA into institutional events and programs

   a. Examples: SoCal GPS, GradAMP

c) Oversee the VGSA Ambassador program

d) Manage and serve as the liaison for outside organizations (i.e., non-Viterbi or USC) student organization partners, community organizers, and community leaders in representation of Viterbi and VGSA

e) Serve as the point of contact for outreach, community service, and DEI groups/offices within the Viterbi campus

f) In collaboration with VP of Finance, establish new partnerships with local organizations, companies, small businesses, and vendors

g) In collaboration with VP of Finance, establish new partnerships with local organizations, companies, small businesses, and vendors

h) Participate as a GSG Senator in GSG meetings & other required GSG activities

i) Strategically work with VP of Programs & Executive VP to establish community and Viterbi partnerships

   a. Including the vetting, facilitating, and amending of approved vendors

j)
Article V. DUTIES OF SENATORS

Part A. Department Senators

a) Be the point of contact for the students of their respective departments regarding nonacademic concerns
   a) Volunteer for at least one two-hour office hour session at the VGSA lounge

b) Attend mandatory weekly Council meetings documented by the Executive VP (with a combined maximum of 3 excused or unexcused absences each semester)

c) Be available to volunteer for or attend VGSA-wide or “signature” events

d) Vote on proposals that are raised during Council meetings

e) Assist with VGSA-wide activities, and share promotional flyers with their respective departments

f) Forward all official VGSA e-mails to the departments’ graduate-student advisors, so that the advisors can forward these e-mails to all students in their programs

g) Maintain contact with department-specific organizations, i.e., “sub-umbrella organizations” per GSG definition

h) Maintain contact with the departments’ graduate-student advisors

i) Hold at least 1 department-specific event during each semester of service

Part B. Diversity, Equity, and Inclusion (DEI) Senators

a) Attend mandatory weekly Council meetings documented by the Executive VP (with a combined maximum of 3 excused or unexcused absences each semester)

b) Work alongside the VP of Outreach to create social programming/initiatives that promote a more inclusive, safer, and/or supportive environment for all Viterbi students

c) Work alongside other DEI Senators to establish semester and yearlong goals for the DEI team to address as a group

d) Be available to volunteer for or attend VGSA-wide or “signature” events
   a) It is required to volunteer in at least one VGSA-wide signature event

e) Vote on proposals that are raised during Council meetings

f) Assist with VGSA-wide activities

g) Maintain contact with DEI-related sub-umbrella groups and VGSA Ambassadors
   a) Host at least one event per semester in collaboration with a VGSA Ambassador represented student organization
   b) Such as SHPE, NSBE, WiSE, QuEST, AIS, WiE, SWE, CED, etc.
Article VI. DUTIES OF THE AMBASSADOR

Part A. Ambassador

a) VGSA Ambassadors serve to establish collaboration between their student organization and VGSA as well as with other student organizations with VGSA Ambassadors

b) Ambassadors will be required to:
   i. Attend one VGSA Council Meeting per month & the first VGSA Council meeting of the Semester
   ii. Volunteer in at least one VGSA Signature Event per semester

c) Ambassadors may participate in any VGSA department-specific events and VGSA-wide events

Article VII. DUTIES OF THE WEBMASTER

Part A. Webmaster

a) Work with the Executive Board on maintaining and updating the VGSA website, www.vgsa.usc.edu

b) Attend mandatory weekly Council meetings documented by the Executive VP (with a combined maximum of 3 excused or unexcused absences each semester)

c) Vote on proposals that are raised during Council meetings

Article VIII. NOMINATIONS, ELECTIONS, AND TERMS

Part A. Requirements for Running for, and Holding, Office

Section 1.

All officers and candidates for office must be VGSA members during their candidacies and terms of service

Section 2.

All officers and candidates for office must be in good standing with the University and must not be on academic probation

Section 3.

All officers and candidates for office must be able to readily access the University Park Campus during their terms of service unless they are serving as a remote DEN Senator

Section 4.

All officers must be paying the programming fee during their terms of service
Part B. Executive Board

Section 1. Annual Nomination

a) Executive Board elections shall take place annually, at the last Council meeting of the Spring semester

b) Each Council member who has served either in the Fall or Spring semester of the current academic year is eligible to run for Executive Board positions, given his or her satisfaction of the Requirements for Running for, and Holding, Office

c) A Self-Nomination for an Executive Board candidate shall consist of the candidate’s notifying the President, on a private medium, of his or her intent to run, 1 week prior to the election meeting

d) If an Executive Board position has no nominations or candidates, then a special election meeting shall be summoned early in the following semester to fill this vacant office.

   a) If there are no Nominations for this special election, then the Executive Board shall operate according to the Vacancies policies of this Constitution
Section 2. Elections

a) A member of the Ex-officio group shall serve as the moderator for the election and ensure the integrity of the election.

   a) Candidates for President shall each have 2 minutes to deliver a speech. Candidates for all other Executive Board positions shall each have 1 minute to deliver a speech. If a candidate is not able to attend the election meeting, he or she may submit a hard-copy speech to be read at the meeting by the Ex-officio moderator.

b) In their speeches, each candidate shall explicitly disclose to the voters whether they are running to serve for less than a full year if applicable and explain their reasoning.

c) Following their speech, each candidate shall be prepared to answer questions posed by the voting party.

d) Only current VGSA Council members are eligible to vote as defined by Article III, Part A of this Constitution.

e) Votes shall be on secret, hard-copy ballots and counted by the moderator.

f) If a voter is not present for one of the speeches, he or she may be present for the remaining speeches for that position but may not vote for candidates running for that position.

g) Candidates may not be present for speeches by other candidates of the same position for which they are running.

h) If a candidate is not elected, they may run for other positions on the Executive Board.

i) Candidates shall be elected in the order in which their positions are listed in Article III, Part A of this Constitution.

j) A simple-majority vote with quorum at the election meeting shall be sufficient to elect an officer. If there are more than two candidates for a position, and no single candidate receives a simple majority of votes, there shall be a run-off round between the two candidates receiving the most votes. If additional candidates tied with either of these two runners-off, then the tying candidates shall also run-off.

k) For a run-off round, candidates shall each have 1 minute to give a speech.

Section 3. Removal from Office

a) An Executive Board member may be removed from office for failing to perform duties or violating the membership terms stated in this Constitution.

b) An Executive Board member subject to removal shall be notified on a private medium, at least 1 week prior to the meeting at which the aforementioned vote will take place.

c) A two-thirds majority vote with quorum at a Council meeting shall be sufficient for removing the Executive Board member from office.

d) Should the proposal for removal fail to attain the two-thirds majority vote, the Executive Board shall determine relevant corrective action to be reviewed with, and
fulfilled by, the notified member, who shall retain his or her office until the end of the term as agreed upon at the time of election

e) The Executive Board shall retain and hold in confidence documentation of such corrective action for one year from the date of review with the notified member, or until the notified member exits his or her graduate program

f) The details and documentation associated with an Executive Board member’s proposed removal shall remain undisclosed to parties other than the Council and Advisor, unless University administration is necessitated by University policy to gain knowledge of the

Removal from Office

Section 4. Terms of Office and Vacancies

a) Per election event, the full term of service for each Executive Board member shall last for one full year beginning May 15 of the respective election year

b) An Executive Board member may hold the same office more than once

c) Should an Executive Board member decide to resign prior to the end of his or her term as agreed upon at the time of election, he or she shall promptly notify, on a fixed medium, the outgoing and incoming Executive Boards, as well as the Advisor, of the decision to resign. Should a vacancy in office occur, there shall be another application procedure and election for all vacated positions. A resigning officer may not run in the election that opens as a result of his or her resignation

d) During President vacancy, the Executive Vice President shall assume the duties of the President. All other responsibilities shall be absorbed by the Executive Board

e) During Executive Vice President vacancy, the Council shall vote on an existing Board member to assume the role of the Executive Vice President. And the new Executive Vice President shall handover and train the Board member

f) During the vacancy of an Executive Board member other than President and Executive Vice President, an election shall take place

g) An outgoing Executive Board member shall transfer to the appropriate officer-elect and/or Advisor all resources endowed for performing his or her duties in office. Such resources include but are not limited to passwords, records, knowledge of the post, durable goods, etc.

Part C. Senators

Section 1. Call for Applications

a) To express intent to run for a Senator position, a VGSA member shall submit an application as instructed by VGSA

b) The Executive Board shall review applications for satisfactory completion, as well as confirm with the Advisor the applicant’s satisfaction of the Requirements for Running for, and Holding, Office
c) A candidate’s application shall become a Nomination upon review and approval by the E-Board with a minimum of the number of open positions available in that department
d) VGSA shall promote each Senator election at least 2 weeks prior to Election Dates

Section 2. Academic Year Appointment
a) The Senator election shall take place during the first three weeks of the semester
b) If a department ultimately has only 1 applicant, then a “vote of confidence” shall be prompted on the ballot
c) The election shall be administered and monitored by the Vice President of Communications
d) The Executive Board shall agree on and publicize rules and protocols for the election process that ensure the integrity of the election

Section 3. Removal from Office
a) Senators may be removed from office for failing to perform duties or violating the membership terms stated in this Constitution
b) A Senator subject to removal shall be notified on a private medium, at least 1 week prior to deliberation of his or her removal
c) The Executive Board members shall vote on the removal of a Senator, and a simple majority vote by the Executive Board members shall be sufficient to remove the Senator
d) Should the majority of the Executive Board vote against the removal of a Senator, the Executive Board shall determine relevant corrective action to be reviewed with, and fulfilled by, the Senator, who shall retain his or her office until the end of the semester
e) The Executive Board shall retain and hold in confidence documentation of such corrective action for one year from the date of review with the Senator, or until the Senator exits his or her graduate program.
f) The details and documentation associated with a Senator’s proposed removal shall remain undisclosed to parties other than the Executive Board, Senator, and Advisor, unless University administration is necessitated by University policy to gain knowledge of the Removal from Office

Section 4. Terms of Office and Vacancies
a) Senators elected in the Fall Semester begin their term at the start of their elected Fall Semester and terminates at the end of the following Spring Semester
   a) Term length: two academic semesters
b) Senators elected in the Spring Semester begin their term at the start of their elected Spring Semester and terminates at the end of that Spring Semester
   a) Term length: one academic semester
c) Should a Senator decide to resign prior to the end of the semester, he or she shall promptly notify, on a fixed medium, the Executive Board and Advisor, of the decision to resign.

d) Should a vacancy in office occur, the Executive Board may appoint the runner-up to fill the position.

e) An outgoing Senator shall transfer to the appropriate officer-elect and/or Advisor all resources endowed for performing his or her duties in office. Such resources are not limited to passwords, records, knowledge of the post, and durable goods.

f) Senators filling vacancies shall be sufficiently briefed and trained by the Executive Vice President.

**Part D. Webmaster**

**Section 1. Call for Applications**

a) To express intent to run for a Webmaster position, a VGSA member shall submit an application as instructed by VGSA.

b) The Executive Board shall review applications for satisfactory completion, as well as confirm with the Advisor the applicant’s satisfaction of the Requirements for Running for, and Holding, Office.

c) A candidate’s application shall become a Nomination upon review and approval by the Executive Board.

**Section 2. Annual Appointment**

a) An appointment shall take place in the first three weeks of the Fall semester.

b) The appointment shall be administered and monitored by an Ex-officio.

c) The Executive Board and Ex-officio shall agree on rules and protocols for the appointment process that ensure the integrity of the selection.

**Section 3. Removal from Office**

a) The webmaster may be removed from office for failing to perform duties or violating the membership terms stated in this Constitution.

b) A Webmaster subject to removal shall be notified on a private medium, at least 1 week prior to deliberation of his or her removal.

c) The Executive Board shall meet with the Advisor to deliberate the removal of a Webmaster.

d) The Executive Board members shall vote on the removal of the Webmaster, and a simple-majority vote by the Executive Board members shall be sufficient to remove the Webmaster.

e) Should the majority of the Executive Board vote against the removal of a Webmaster, the Executive Board shall determine relevant corrective action to be reviewed with, and
fulfilled by, the Webmaster, who shall retain his or her office until the end of the semester.

f) The Executive Board shall retain and hold in confidence documentation of such corrective action for one year from the date of review with the Webmaster, or until the Webmaster exits his or her graduate program.

g) The details and documentation associated with a Webmaster’s proposed removal shall remain undisclosed to parties other than the Executive Board, Senator, and Advisor, unless University administration is necessitated by University policy to gain knowledge of the Removal from Office.

Section 4. Terms of Office and Vacancies

a) The term of service for the Webmaster begins at the start of the semester in which he or she was elected to serve and ends at the school year’s end.

b) Should a Webmaster decide to resign prior to the end of the school year, he or she shall promptly notify, on a fixed medium, the Executive Board and Advisor, of the decision to resign.

c) Should a vacancy in office occur, there shall be another application procedure and election for the vacant office.

d) An outgoing Webmaster shall transfer to the appropriate officer-elect and/or Advisor all resources endowed for performing his or her duties in office. Such resources are not limited to passwords, records, knowledge of the post, and durable goods.

e) Webmasters filling vacancies shall be sufficiently briefed and trained by the previous Webmaster.

Article VIII. MEETINGS

Section 1.

Council meetings shall be held at least twice a month, with the majority of meetings being held weekly.

Section 2.

To vote on proposals or officers at any Council meeting, quorum must be established.

Section 3.

Quorum shall be defined to be one half of the number of all Executive Board members, Department Senators and Diversity Senators.

Section 4.
Council meetings shall be open to the Council members and Non-voting Parties (Ex-officio). With a simple-majority vote with quorum, Council meetings or portions of Council meetings may be opened to persons other than the Council members and Nonvoting Parties (Ex-officio)

Section 5.

Executive Board meetings shall be held as often as deemed necessary by the current board

Section 6. Special meetings

a) A simple-majority approval by the Executive Board members shall suffice for summoning a special meeting. Notice of special meetings shall be communicated to the Executive Board and/or the Senators, on a fixed medium and at least 72 hours prior to commencement of the special meeting

b) Special meetings shall proceed like a regular Executive Board meeting or Council meeting, unless specified otherwise at the time of approval

Article IX. FUNDING REQUESTS

Part A. Application Guidelines

Section 1. These guidelines are only for events that are not considered to be joint events with VGSA

a) Each funding application shall be submitted at least 4 weeks prior to the date of the event of application

b) All applications must comply with the GSG Finance Laws and Funding Policy, as well as the VGSA-specific guidelines below

c) The applying student organizations must be directly related to the Viterbi School of Engineering or must indicate that at least 50% of the attendees of the event of application will be graduate Viterbi students

d) The event shall be accessible and free of charge to all graduate Viterbi Students

e) The Executive Board’s decision of whether to fund the event of application shall be final and non-negotiable

f) The Executive Board shall review funding requests once a week and notify the applicants of funding decisions at the end of each weekly cycle

g) Durable goods that are not treated as prizes or giveaways (e.g., appliances, tools, furniture, clothing) shall not be funded

Part B. Application Procedure

a) Funding applications shall be reviewed at weekly Executive Board meetings

b) Funding decisions shall be communicated no more than 12 hours after the Executive
Board meeting at which the funding application was reviewed

c) Should the funding request fail to meet Article IX standards, VGSA reserves the right to deny funding

Part C. After Approval

Section 1. Prior to event occurrence

a) Appropriately display VGSA’s Name and “square with text” emblem on all promotional materials for the event, as specified by the Executive Board

b) Promotional materials must be visible to all VGSA members

Section 2. After event occurrence

a) Submit all required documentation to the Vice President of Finance. The funding applicant shall be responsible for ensuring the timely submission of all required documentation

Article X. AFFILIATIONS

Part A. University of Southern California

Section 1.

VGSA is a recognized student organization at the Viterbi School of Engineering at the University of Southern California but is not part of the Viterbi School and/or University

Section 2.

In all correspondences and business transactions, VGSA may refer to itself as an organization at the Viterbi School and/or University, but not as part of the Viterbi School and/or University

Section 3.

VGSA accepts full financial and production responsibilities for all activities it sponsors

Section 4.

VGSA agrees to abide by all pertinent Viterbi School and University policies and regulations. When the policies and regulations of VGSA differ from those of the Viterbi School and/or University, the policies and regulations of the Viterbi School and/or University shall take precedence

Section 5.

VGSA recognizes and understands that neither the University nor the Viterbi School assumes legal liability for its actions, and that neither the University nor the Viterbi School is providing blanket indemnification insurance coverage for any VGSA activities, 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

Article XI. AMENDMENTS & BYLAWS

Part A. Amendments

Section 1.
This Constitution may be amended by a two-thirds majority vote with quorum at a Council meeting

Section 2.
Notification of a proposal for amendment shall be presented before the Council at least one Council meeting prior to the one at which the vote for amendment proposal is to be taken

Part B. Bylaws

Section 1.
Bylaws may be added to, removed from, or modified in, this Constitution by a simple majority vote with quorum at a Council meeting

Section 2.
The terms and policies of this Constitution shall take precedence over its Bylaws