



-Established in 2006

# **CONSTITUTION**

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## **ARTICLE I - ORGANIZATION**

### Section 1 - Name

This organization shall be known as the University of Southern California Chapter, hereinafter called the “Chapter” of the Engineering Management Society, hereafter referred to as EMS.

### Section 2 - Purpose

The objective of the Chapter is to promote the Profession of Engineering Management through the organized effort of this group in study, research, and discussion of the field of Engineering Management and the dissemination of knowledge thereby gained. The Chapter shall promote membership in the EMS by acquainting the student body with the ideas, purposes, and objectives of EMS.

### Section 3 - Membership

Any engineering student or alumnus of the University of Southern California who also hold membership with EMS is eligible for membership in the Chapter. Membership decisions will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.

## **ARTICLE II – BOARD OF OFFICERS**

### Section 1 – President

#### A. Duties and Responsibilities

1. Oversee all Chapter activities.
2. Organize and conduct regular meetings with all Board members.
3. Meet with the Chapter’s Advisor regularly to address concerns of the Chapter.
4. Serve as the liaison with academia, alumni, and industry.
5. Maintain the email account.
6. Meet with the ISE Department Manager along with the Vice-President, Treasurer and the Activities Chair in early August to go over the plans and budget for the upcoming year.

B. Vacancy: If the position of Chair is vacant, then Vice-Chair shall become Chair.

### Section 2 – Vice President

#### A. Duties and Responsibilities

1. Recruit any available positions of officers and directors for the Chapter.
2. Attend funding meetings with the Treasurer and the Activities Chair.
3. Meet with the ISE Department Manager along with the President, Treasurer and the Activities Chair in early August to go over the plans and budget for the upcoming year.

B. Vacancy: If the position of Vice-Chair is vacant, another Officer or Chapter Member shall be appointed to the vacant position by a majority vote of the Officers.

### Section 3 - Treasurer

#### A. Duties and Responsibilities

1. Prepare a budget for each Chapter activity.
2. Maintain records of all the Chapter's expenditures.
3. Handle purchasing for the Chapter's activities.
4. Pick up the Internal Requisition Forms from the appropriate department once funding is approved, and take it to the Vendor.
5. Meet with the ISE Department Manager along with the President, Vice-President and the Activities Chair in early August to go over the plans and budget for the upcoming year.

B. Vacancy: If the position of Treasurer is vacant, another Officer or Chapter Member shall be appointed to the vacant position by a majority vote of the Officers.

### Section 4 - Secretary

#### A. Duties and Responsibilities

1. Prepare mail and e-mail correspondence of the Chapter.
  2. Maintaining the approved Constitution and any By-Laws of the Chapter.
  3. Take minutes for all meetings to be approved at the following Board meeting.
  4. Prepare and maintain agenda and sign-up sheet for any event.
  5. Maintain the member list.
  6. Complete the online recognition application with USC Student Organizations every September.
- B. Vacancy: If the position of Secretary is vacant, another Officer or Chapter Member shall be appointed to the vacant position by a majority vote of the Officers.

### Section 5 – Activities Committee

#### A. Members: One Chair and 3 members

#### B. Duties and Responsibilities:

1. Plan all events, including reserving room, catering and other logistics
2. Seek approval from the Chair and other members to finalize an event.
3. Send itemized list of all costs of an event to the Treasure before the event.
4. Order and purchase all necessary items before an event once the itemized list is approved by the Treasure.
5. Prepare all funding request forms and attend all funding meetings.
6. Meet with the ISE Department Manager along with the President and the Treasurer in early August to go over the plans and budget.

- C. Vacancy: If a position of the Activities Committee is vacant, another Officer or Chapter Member shall be appointed to the vacant position by a majority vote of the Officers.

#### Section 6 –Public-Relations Committee

A. Members: One Chair and 3 members

B. Duties and Responsibilities

1. Maintain the Chapter's website
2. Design and post flyers for the Chapter's events.
3. Advertise and promote the Chapter's events.
4. Maintain Facebook account and inform members before any event
5. Recruit Members.

- B. Vacancy: If any position of Public-Relations Committee is vacant, another Member shall be appointed to the vacant position by a majority vote of the Officers.

#### ARTICLE III - PROCECURES AND TERMS

##### Section 1 - Election Procedures

- A. An election announcement shall be emailed to all USC Industrial and Systems Engineering (ISE) students and posted on the website in April.
- B. The announcement should state a description of all Chapter positions based on the Chapter's Constitution.
- C. The election is to occur during a General Meeting of the Chapter, which is announced via e-mail to all USC ISE students.
- D. Each candidate must be currently enrolled as an ISE student at the University of Southern California and be enrolled as an ISE student in the successive fall semester.
- E. Each candidate should be an ISE student for the entire, successive academic year.
- F. Each candidate should be present at the election to be elected to a Chapter position.
- G. Each candidate for a Chapter position should be given a time to speak before the vote.
- H. A majority vote by the Chapter members at the election for each position is to be conducted by secret ballot for all positions with more than one candidate.
- I. All ballots are to be counted at the General Meeting with another Chapter member.

- J. For any position with only one candidate, a vote by members raising hands with the candidate facing away from the audience shall be conducted.
- K. Any ties are to be resolved by the successive Chapter Officers.

#### Section 2 - Terms for Board Members

- A. All Officers must be enrolled as USC ISE students to be eligible for any Chapter position of office.
- B. All Officers serve a term of one year, from June 1 – May 31 every year.
- C. Any Officer may be removed from office by a vote of at least three-fourths of the Officers upon receiving advanced notification, in cases where the officer consistently fails to perform the required duties of that position without a justifiable reason.

### ARTICLE IV. FACULTY ADVISOR

#### Section A. ADVISOR REQUIREMENTS

As a recognized student organization at the University of Southern California, EMS is required to have an official advisor from the USC faculty.

#### Section B. DUTIES

1. The advisor must sign the recognition application each year, or whenever officer information changes or amendments are made to the constitution.
2. The advisor should be informed of all activities by the President.
3. The advisor should be available whenever the Chapter needs consultation.
3. The advisor may not vote in EMS matters, hold office or unduly influence decisions of the student organization.

### ARTICLE V - AMENDMENTS

Amendments to this Constitution are to be submitted in writing before approval. To become effective, amendments must be approved by at least three-fourths of the Officers.

### ARTICLE VI - AFFILIATIONS

- A. This organization is a recognized student organization at the University of Southern California, but is not a part of the University itself.
- B. In all correspondence and business transactions, it may refer to itself as an organization at USC, but not as part of USC itself.

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- C. The Chapter accepts full financial and production responsibility for all activities it sponsors.
- D. The Chapter agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of EMS differ, the policies and regulations of USC will take precedence.
- E. 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.