

CONSTITUTION
Master of Science in Social Entrepreneurship Student Association at the
University of Southern California
Marshall School of Business

APPROVED: April 22, 2022.

ARTICLE I – NAME

Section 1 The official name for this organization is the Master of Science in Social Entrepreneurship (MSSE) Student Association (SA) at the University of Southern California (USC).

Section 2 The organization can use its full name or the acronym MSSE SA in all communications and correspondence.

ARTICLE II – PURPOSE & MISSION

Section 1 The purpose of the MSSE SA is to champion a collaborative environment that supports the advancement of the academic, professional, and social lives of USC Marshall's Master of Science in Social Entrepreneurship and to advocate on MSSE students' behalf.

Section 2 The mission of the MSSE SA is recognized as fluid and adaptable due to the ever-changing needs of society and our students. For the SA Board of 2021-2022; the mission of the SA is foster new opportunities for growth and open connections for students after undergoing a global pandemic in the previous year that has left much of society isolated.

ARTICLE III – AUTHORITY

Section 1 The MSSE SA is a recognized student organization at USC and adheres to all USC policies and regulations as set forth in the USC Code of Student Conduct and the USC Student Organization Policies and Guidelines. Where USC policies and regulations and those of MSSE-SA differ, the policies and regulations of USC will take precedence.

Section 2 The MSSE SA is not a part of USC itself.

Section 3 In all correspondence and business transactions, the MSSE SA may refer to itself as an organization at USC, but not as part of USC itself.

Section 4 The MSSE SA accepts full financial and production responsibility for all activities it sponsors. The annual budget is reviewed each year with the MSSE Program Office and advisor.

Section 5 The MSSE SA recognizes and understands that USC assumes no legal liability and is not providing blanket indemnification insurance coverage for any activities of the organization unless those activities have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel.

Section 6 This organization will establish bylaws to govern administrative and procedural matters. Bylaws shall not conflict with this constitution. Bylaws may be adopted, amended, or temporarily suspended by a majority vote present at an Executive Board meeting where a quorum is present (advance notice is not required).

ARTICLE IV – MEMBERSHIP

Section 1 Membership in the organization is open and automatic for all currently enrolled MSSE students.

Section 2 MSSE alumni, other USC students, staff, and faculty are eligible to be non-voting members.

Section 3 Eligibility for membership or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

ARTICLE V – OFFICERS

Section 1 The officers of the MSSE SA shall be a:
PRESIDENT, CHIEF OF STAFF, VP OF ADMINISTRATION, VP OF PARTNERSHIPS, VP OF FINANCE, VP OF TECHNOLOGY, VP OF CAREER AND PROFESSIONAL DEVELOPMENT, VP OF EVENTS, VP OF MARKETING AND COMMUNICATIONS, AND VP OF STUDENT AND ALUMNI AFFAIRS.

Section 2 Each position's roles and responsibilities, as well as the election of the President and application rules and procedures for the rest of the board, are described in the MSSE SA Bylaws.

Section 3 Collectively, officers compose the Executive Board of the MSSE SA.

Section 4 In order to apply for and serve in the position as part of the MSSE SA, the member must be a matriculated student. The Executive Board may approve a candidate who applies on a case-by-case basis (ie: taking the semester off, etc.)

Section 5 All officers serve for a term of ONE (1) SCHOOL YEAR or until their successors shall be duly selected and qualified.

Section 6 Any officer who, during the term of their role, ceases to be a voting member or an enrolled student shall be removed from his/her position and a replacement shall be selected.

Section 7 Due to the MSSE program timeline being versatile for a 1 year plan, 1.5 year plan, and 2 year plan respectively, more than 1 VP may be elected to serve for the term. No more than 2 Co-VPs will hold the same role. (Example: 2 Co-VPs of ABC Position, one may graduate early in the Fall, one must graduate at the term end of Spring.)

ARTICLE VI – EXECUTIVE BOARD MEETINGS

Section 1 Regular Executive Board meetings shall be held during the academic year.

Section 2 Special meetings may be called by the President or a majority of the Executive Board. Members must be given a minimum of 24 hours' notice prior to the meeting time.

Section 3 Business cannot be conducted unless a quorum of the Executive Board is present. If all VP roles are fulfilled by one individual, the quorum is set at $\frac{1}{2}$. If VP roles are fulfilled by 2 individuals, the quorum is set at $\frac{3}{4}$.

Section 4 Members must be present to vote.

Section 5 Full MSSE Executive Board Meetings will be held at a monthly minimum.

ARTICLE VII – FACULTY ADVISOR

Section 1 The MSSE SA shall have a Faculty Advisor who will be a full-or part-time member of the University faculty, staff, or administration.

Section 2 Advisors shall serve on an academic year basis or until their successor has been selected.

Section 3 The advisor must sign the recognition application each year, or whenever officer information changes or amendments are made to the constitution. Recognition applications can be handled in the form of email correspondence or can be transcribed wherever way is best for record keeping.

Section 4 An advisor may not vote in MSSE SA matters or unduly influence decisions of the student organization.

ARTICLE VIII – FINANCES

Section 1 There will be no membership fees for MSSE SA members.

Section 2 The MSSE SA is allowed to receive funds from USC or any other source approved by a majority vote of the Executive Board.

Section 3 All funds of the MSSE SA can only be used to cover the costs of activities that are directly connected to the MSSE SA's purpose.

ARTICLE IX – DISCIPLINE OF MEMBERS

Section 1 All members of the MSSE SA are expected to uphold the rules and regulations of the USC Student Code of Conduct and adhere to the policies and procedures set in the USC Student Organization Policies.

Section 2 Members that violate the Student Code of Conduct and Student Organization Policies may face disciplinary action.

ARTICLE X – AMENDMENTS

Section 1 Proposed amendments to this constitution shall be presented to the membership, in writing, at least one week before the Executive Board meeting where the amendment will be voted upon, indicating the time and place of the meeting.

Section 2 Constitution amendments require two-thirds of the Executive Board present quorum and are approved by two-thirds of the voting members present at the designated meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 Bylaws amendments require half of the Executive Board present quorum and are approved by half of the voting members present at the designated meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 4 A copy of any amendments to this constitution must be submitted to the USC Campus Activities office within two weeks after adoption.

**BYLAWS Master of Science in Social Entrepreneurship Student Association at the University
of Southern California Marshall School of Business**

APPROVED: April 22, 2022.

Section I – The officers of the MSSE SA shall be PRESIDENT, CHIEF OF STAFF, VP OF ADMINISTRATION, VP OF PARTNERSHIPS, VP OF FINANCE, VP OF TECHNOLOGY, VP OF CAREER AND PROFESSIONAL DEVELOPMENT, VP OF EVENTS, AND VP OF STUDENT AND ALUMNI AFFAIRS, AND VP OF MARKETING AND COMMUNICATIONS.

Section II – Powers and Duties of Officers: The Executive Board officers are responsible for serving the MSSE SA in the following ways:

All Executive Board Members:

- Attend Executive Board Meetings: all members must be available for meetings. The meeting schedule will be set by the Executive Board once class schedules are set.
- Represent the organization at official functions and events.
- Attend All - SA Board Meeting(1/month) & Executive Board Meetings(2/month).
- The time commitment for VP roles is about 4-5 hours weekly depending on current MSSE SA initiatives and projects.
- Support the planning and execution of the annual conference.
- Support the recruitment of students for all MSSE SA initiatives and events.
- Bring MSSE SA student concerns to Executive Board meetings.

PRESIDENT

- General Leader & Public Facing Head of the Student Association.
- Represent the MSSE SA student body, alumni and community at large
- Manage MSSE SA Executive Board and ensure efficient operations are in line with the constitution, bylaws and school policies
- Govern the MSSE SA.
- Support all Executive Board members.
- Ensure the efficient operations of the association.
- Ensure that the Association and Executive Board members actions are in line with the constitution, bylaws and school policies.

- Attend annual student organization recognition meetings and complete all required documentation in collaboration with the VP of Operations.
- Represent the organization at official functions.
- Represent the entire MSSE student body.
- Chair all meetings of the MSSE SA, set the agendas, and call special meetings as needed.
- Co-chair annual conference.
- Maintain contact with faculty advisor.
- Plan and conduct MSSE SA retreats.
- Vote on MSSE SA matters only in the case of a tie.

CHIEF OF STAFF

- Responsible for MSSE SA constitution, policies, principles, and strategies are updated based on relevant developments
- Act as project manager for MSSE SA and provide briefing/updates for the MSSE SA President.
- Assume the duties of the President in their absence.
- Have the Constitution, Bylaws, and agenda available at each meeting.
- Obtain appropriate facilities for organization activities (meetings, retreats, etc.).
- Keep a record of all members of the organization.
- Prepare the agenda for all meetings with the President.
- Maintain an updated roster of MSSE students and alumni in partnership with the Marketing Director and VP of Student and Alumni Affairs.
- Attend annual student organization recognition meetings and complete all required documentation in collaboration with the President.
- Support all Executive Board members.
- Ensure the efficient operations of the association.
- Represent the organization at official functions.
- Facilitate collaboration and networking opportunities within Marshall, USC, Los Angeles, and the greater social impact community.
- Support in ensuring that the Association and Executive Board members' actions are in line with the constitution, bylaws, and school policies.

VP OF ADMINISTRATION

- Prepare the agenda for all meetings with the President.
- Manage administrative tasks for MSSE SA President including but not limited to scheduling meetings, setting agendas, recording meeting minutes, etc.

- Manage meeting minutes, agendas, and important records,
- Notify members of meetings.
- Work in partnership with Chief of Staff and President on executive board to manage administrative tasks for MSSE SA Executive Board
- Facilitate Executive Board meetings, setting agendas, recording meeting minutes, etc.
- Responsible for the calendar, organization of drives, folders, and other depositories

VP OF PARTNERSHIPS

- Relationship manager of major stakeholders/partnerships (i.e. Brittingham Lab, Blackstone Launchpad, etc.)
- Facilitate cross collaboration in addition to exploring new synergy partnerships
- Responsible for archiving and documentation of customer relationship management (CRM).

VP OF TECHNOLOGY

- Manage virtual and physical tech needs for meetings, programs and/or events
- Responsible for software log-ins, passwords, and maintenance
- Support organization of drives, folders and other depositories
- Lead roster efforts and migration from EngageSC to CampusGroups

VP OF FINANCE

- Manage MSSE SA executive board budget and books
- Submit invoices and coordinate with JJ on logistics
- Support funding activities i.e. fundraising/sponsorship efforts
- Research, identify and apply for outside funding sources (i.e. grants)
- Maintain accurate budget accounts of MSSE SA.
- Facilitate organizational fundraising and manage books.
- Lead fundraising efforts through USC and outside opportunities.
- Submit formal requests for funding to USC Graduate Student Government and Marshall Graduate Student Association.
- Provide financial reports as requested by the Executive Board and the MSSE program office staff.
- Submit a year-end budget report detailing present fiscal year activities to MSSE-SA.
- Maintain records of all requests for funds, reimbursements, requisitions, and purchases.
- Ensure compliance with fundraising terms and communicate to the President and advisor.

VP OF CAREER AND PROFESSIONAL DEVELOPMENT

- Connect student to career and professional development resources
- Support Kahzah and the Graduate Service Center on programs and events
- Collaborate with MSSE stakeholders/partners on supporting recruiting efforts
- Build out a culture of learning and feedback within the MSSE community.
- Spearhead learning and development initiatives related to, but not limited to, personal and professional development training, career development resources, etc.
- Collaborate with MSSE SA board and Marshall DEI organizations on inclusive programming related to the anti-racist curriculum.
- Work with VP of Events to plan professional and academic events such as career treks, day on the job visits, pitch days, and career panels.
- Manage Mentorship Program recruitment and matches from April through June.
- Supervise AVP roles in the Learning and Development team.

VP OF MARKETING AND COMMUNICATIONS

- Produce content and marketing materials for MSSE SA programs and events
- Create marketing plan and responsible for capturing performance metrics, analytics and optimization
- Manage MSSE SA website, newsletter, email address and social media platforms and other communication platforms

VP OF STUDENT AND ALUMNI RELATIONS

- Relationship manager for MSSE student body
- Responsible for listening to constituents and creating a system to receive, document and respond to program feedback
- Notify stakeholders/partners as needed to support messaging and resolution
- Lead MSSE SA executive board transition
- Lead research, surveying and update database on alumni
- Facilitate alumni engagement opportunities and events
- Serve as the primary contact person for MSSE student concerns and MSSE alumni advisory committee.
- Attend and actively participate in MSSE SA board meetings and functions.
- Encourage alumni to attend MSSE SA and university events.
- Communicates with MSSE SA on alumni initiatives, events, successes, and concerns.

- Collaborate with alumni advisory committee, BSEL and other alumni stakeholders to develop strategy around alumni engagement.
- Collaborates with the VP, Operations to develop an updated list of alumni contacts.
- Manage and maintain the organizational email list (as hosted in Mailchimp) in collaboration with the VP, Marketing and Communications.
- Explore ways to rally support from alumni for fundraising initiatives for MSSE students.
- Manage AVP roles on the Student and Alumni Affairs team.

VP OF MARKETING AND COMMUNICATIONS

- Produce content and marketing materials for MSSE SA programs and events
- Create marketing plan and responsible for capturing performance metrics, analytics and optimization
- Manage MSSE SA website, newsletter, email address and social media platforms and other communication platforms.
- Develop and manage the MSSE SA brand.
- Develop communication strategy.
- Create and manage submissions for the weekly MSSE SA newsletter.
- Manage the MSSE SA website and email account.
- Lead development of all communication and promotional activities.
- Manage and maintain the MSSE SA email list in collaboration with the VP, Operations, and VP, Student & Alumni Relations.
- Monitor and manage all MSSE SA social media channels (Facebook, Instagram, LinkedIn).
- Supervise AVP roles in the Marketing and Communications team.

VP OF EVENTS

- Lead MSSE SA program and events
- Coordinate with various stakeholders/partners on event/program logistics.
- Create decks, briefs, surveying and recaps for programs and events.
- Plan, prepare, and execute at least one academic, one social, and one professional event per semester.
- Create a strategic plan for the organization's events and activities.
- Spearhead all logistics for all events along with AVP of Events.
- Coordinate functions, schedule locations of events, and create Eventbrite pages for events.
- Work with the VP, Marketing & Communications to promote events to current students, alumni, and other USC clubs and associations.

- Collaborate with the VP, Student & Alumni Affairs, clubs, and associations at USC to promote networking opportunities.
- Partner with VP, Marketing & Communications and VP, Student & Alumni Affairs to gain interest in potential activities from the current MSSE body of students and alumni of the program.
- Work with the VP, Finance, and VP, Operations to ensure that programs are placed within limitations of budget.
- Work with VP, Finance to plan event budgets.
- Hold MSSE Student Association members responsible for providing evaluation for spearheaded events.
- Create, collect, and report event evaluations.
- Manage AVP role(s) within the Events team.

Section III – Qualifications necessary to hold office in the MSSE SA are as follows:

- a. To be eligible and to hold office, candidates/officers must be enrolled in the Master of Science in Social Entrepreneurship program at USC.
- b. No member may hold more than one office at a time.
- c. No member may serve more than two years in the same office.
- d. Position must be held through the entire school year.

Section IV – MSSE SA Executive Board Elections and Applications

Only the position of President should be selected through a process of election. All the other positions will be selected by the President and the outgoing VP roles through an application process.

- a. Elections for the positions of President will be held during the spring semester. Applications for VP roles will be held in the spring semester as well.
- b. Nominations for the MSSE SA President will be taken from the membership via an online nomination form. Any member may nominate themselves.
- c. Elections will be organized and tallied by the President. Unless the President is running for re-election, in which case, the President will appoint an Executive Board member who is not running to organize and tally the voting.
- d. Voting will occur using an electronic form distributed to the membership. The form will have a screening question that only allows members (currently enrolled MSSE students) to vote. Voting for an officer shall be open to all members for at least 12 hours. A simple majority vote will be sufficient to elect an officer. In the case of a tie, the top two candidates according to the vote tally shall have a run-off vote.

Section V – Executive Board

- a. The Executive Board shall consist of the elected officers, with the advisor(s) serving as non-voting member(s).

- b. The Executive Board shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section VI – Faculty Advisor

- a. The MSSE SA shall have a Faculty Advisor who will be a full-or part-time member of the University faculty, staff, or administration.

- b. The Faculty Advisor shall serve on an academic year basis or until their successor has been selected.

- c. The advisor must sign the recognition application each year, or whenever officer information changes or amendments are made to the constitution. Recognition applications can be handled in the form of email correspondence, or can be transcribed wherever way is best for record keeping.

- d. An advisor may not vote in MSSE SA matters or unduly influence decisions of the student organization.

Section VII – Special Committees

- a. Special Committees (i.e. Task Forces) may be established by the Executive Board and shall perform such duties as defined in their establishment.

- b. The Executive Board shall appoint, and may remove, committee members and a Chairperson for each committee.

Academic Advisory Committee

- a. Academic Advisory Committee members will be selected and overseen by the Faculty advisor with approval from the Executive Board.
- b. Academic Advisory Committee members may be currently part of USC community as a professor, researcher or other position.
- c. Each shall serve on an academic year basis or until their successor has been selected.
- d. The Academic Advisory Committee responsibilities include:
 - i. Serve as a communications link between MSSE students and other institutions within Marshall and USC.
 - ii. Be a counselor suggesting actions to the Executive Board to promote more activities to help past and current students.
 - iii. Share opportunities that come from other organizations and departments at USC to help improve MSSE SA actions.
 - iv. When requested by the Executive Board or needed, attend board meetings and bring MSSE student concerns to meetings.
 - v. Represent the organization at official functions

Section VIII – Finances

- a. An annual stipend for operations is provided to the MSSE SA from the MSSE Program Office.
- b. All MSSE SA funds are managed through the MSSE Program Office in collaboration with the Associate Director of Programs, Brittingham Lab at USC Marshall School of Business.
- c. The VP of Finance will work in tandem with the Associate Director of Programs to track and manage all expenses and purchases.
- d. Additional funds raised by means of donations, ticket sales, event registrations, grants, outside

funding proposals, etc. will be received and re-disbursed by the MSSE Program Office.

e. The MSSE SA may apply for additional funds through the USC Graduate Student Government (<http://gsg.usc.edu/student-funding/rso-event-funding/>) as well as other office on campus, including the Marshall Graduate Student Government which designates an annual line item for each specialized masters program.

Section IX – Discipline of Members

a. When a member believes that another member has engaged in conduct that is detrimental to the organization, a conversation should be held with either the Faculty Adviser or the President.

b. If warranted, a written charge may be filed with any Executive Board Member not directly involved. The board member who received the charge shall review it and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the recipient of the written charge shall work with the Executive Board to determine if and what corrective measures and sanctions are necessary.

Section X – Dissolution

a. Upon the dissolution of the MSSE SA for any reason, all work, funds, and property controlled by the organization will be given to the Brittingham Social Enterprise Lab at USC.

Section XI – Impeachment

a. Any member may initiate officers' removal. Officers may be removed from office for failure to perform duties or for violation of membership clause.

b. The member shall send a petition to the Executive Board with signatures of one third ($\frac{1}{3}$) of MSSE membership (i.e. current students, as defined by ARTICLE IV of the Constitution, section 1) , stating reason for removal.

c. The Executive Board shall then notify officers and call for removal vote within (14) fourteen days of the filing of the petition.

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

e. At the meeting for removal, the petition's stated grievances shall be brought forth and the officer charged shall be allowed to respond to the charges of the petition.

c. A 2/3 vote majority of the Executive Board is required to bring a motion to the general membership for the removal of an officer. A simple majority vote of the general membership is sufficient to formally remove the officer. Voting must be open for at least 12 hours.

Section XII – Vacancy of Office

a. In case of resignation or removal of any officer, an interim acting officer may be appointed by the Executive Board.

b. The President shall call for applications within seven (7) days after vacancy of any office.

c. The application process shall be conducted as stated in the bylaws.

d. Should the office of President become vacant, there will be a vote amongst the VPs as to who should complete the President's unexpired term and open applications for respective VP vacancy consistent with the process set forth in the bylaws.

Section XIII – Amendments

a. Proposed amendments to these bylaws shall be presented to the Executive Board, in writing, one meeting prior to the meeting where the amendment will be voted upon.

b. Bylaw amendments require approval by half of the voting members present at an Executive Board

meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

c. A copy of any amendments to these bylaws must be submitted to the USC Campus Activities Office within two weeks after adoption.

These bylaws were most recently revised and adopted on April 22, 2022.