

USC Speakers Committee (USC Speakers)  
Constitution  
University of Southern California

## **Article I: Name and Purpose**

### Section A. Name

1. The official name of the organization shall be USC Speakers Committee.
2. This organization shall use this name in all publicity materials and correspondence.

### Section B. Purpose

1. To plan, execute, and promote all USC Speakers Committee speaking engagements
2. To promote and maintain the tradition, high degree of interest, and school spirit in regard to the speaking engagements and events at the University of Southern California.
3. To work with on-campus organizations and the University to put on events that are thought-provoking, inspirational, and culturally enlightening.
4. To develop and encourage the skills necessary for future endeavors in life and the entertainment industry.

## **Article II: Leadership**

### Section A. Structure

1. The Speakers Executive Director shall be the chair of the Executive Board.
2. In addition to the Director, the Executive Board shall consist of the following:
  - i. Assistant Director(s)
  - ii. Finance Director(s)
  - iii. Marketing Director(s)
  - iv. External Outreach Director(s)
  - v. Showrunner(s)
3. The above list of Executive Officers shall not be construed as implying a hierarchy, command structure, or any particular order of importance or authority.
4. Each Executive Officer may select one or more Assistants, as they see fit, to aid in the completion of their duties.
5. Each Executive Officer may convene and chair a committee to aid in the fulfillment of their duties.
6. Each Executive officer will attend the required amount of office hours weekly

### Section B. Eligibility for Executive Officer

1. Each Executive Officer must maintain a cumulative grade point average of 2.5 or better.
2. Each Executive must be a full-time student at USC with the exception of the Director, which must be a full-time undergraduate student at USC.

## Section C. Duties of Executive Officers

1. The Executive Director shall:
  - a. schedule, attend and preside over all meetings of the Executive Board and USC Speakers Committee.
  - b. administer responsibility and delegate tasks as he or she sees fit.
  - c. serve as the official representative of USC Speakers for any event, program, or meeting where such representation is either necessary or desirable.
  - d. conduct the selection process of the new Executive Officers at the beginning of each semester.
  - e. be the official representative of USC Speakers Committee to the University, Department of Public Security, the Student Senate, Programming Branch, and other on-campus organizations and entities.
  - f. serve as the primary contact between the talent, the committee, the university, and third-party vendors.
  - g. oversee budget allocation and accounting in consultation with the committee's executive board
  
2. Assistant Director(s) shall:
  - a. take over the duties of the Director when the Director is absent or unavailable.
  - b. though a technical second-in-command to the Executive Director, shall act on the same level of responsibilities as the Executive Director.
  - c. be at an equal level to the Executive Director as an official representative of USC Speakers Committee to the University, Department of Public Security, the Student Senate, Program Board, and other on-campus organizations and entities.
  - d. help the Executive Director conduct the selection process of the new Executive Officers at the beginning of each semester.
  - e. serve as the official representative of USC Speakers for any concert, program, or meeting where such representation is either necessary or desirable.
  - f. assist the Director in all matters as requested by the Executive Director
  
3. Marketing Director shall:
  - a. maintain social media (Instagram and Facebook) with posts at least 4 times/week, and within 5-7 days of an event, at least 2 times/day with promotional content
  - b. garner support from other PB groups by reposting their events or making special shout-out on social media
  - c. create an overall marketing strategy for the semester and specific plans for each even (submitted 4 weeks before the event and reviewed by the Program Board Marketing Team)
  - d. reach out to other student organizations and university resources, including but no limited to university news outlets
  - e. further Speaker's visibility within the University of Southern California
  
4. Membership and Communications ("MemCom") Director shall:
  - a. log and track meeting attendance

- b. send weekly reminder emails for meetings
  - c. shall help maintain internal membership and recruit new members
  - d. update/create pre and post-event slideshows
  - e. communicate any messages to event attendees before and after the event
  - f. shall take minutes for meetings & send minutes out to committee after each meeting
  - g. send weekly updates/newsletter to Speaker's external listserv
5. External Outreach shall:
- a. strategize potential co-sponsorships within PB and with USC schools/departments
  - b. communicate with university news outlets (Daily Trojan, Neon Tommy, ATVN, etc.) at least three weeks prior to event to coordinate event coverage/interviews
7. Showrunner(s) shall:
- a. assist with/review paperwork and update binder
  - b. work with MemCom Director with logistical planning (day-of-event timeline)
  - c. work with Marketing Director
  - d. help organize/lead day of event
  - e. help to research and write the introduction for featured speakers
  - f. update/create pre and post-event slideshows with MemCom Director
  - g. communicate any messages to event attendees before and after the event

### **Article III: Membership**

#### Section A. Eligibility for Membership

1. All currently enrolled USC students, full-time, part-time, undergraduate, and graduate students are eligible to participate in USC Speakers.
2. Faculty and staff are eligible to participate in the activities of Speakers.
3. USC Speakers does not discriminate on the basis of age, race, religion, creed, national origin, ethnicity, gender, disability, sexual orientation, or political belief.
4. Members must regularly participate in USC Speakers events as USC Speakers general members. An event is defined as meetings, social activities, and USC Speakers sponsored events.
5. Requirements for specific attendance shall be based on the discretion of the Executive Director and Assistant Director(s) with the help of the Executive Board as deemed necessary. Eligible students may not miss more than three meetings in one semester otherwise membership will be terminated.

#### Section B. Duties of Members

1. All members are expected to regularly attend meetings and functions of USC Speakers.
2. All members are required to participate in at least one USC Speakers sponsored event per month when applicable.
3. All members are expected to write and submit artist proposals to the committee

### **Article IV: Meetings, Voting, and the Decision Making Process**

#### Section A. Directorial Decision Making Process

1. The Executive Director and Assistant Director(s) may exclusively make any decision that does not reflect upon the membership or executive status of a member.
2. The Executive Director is responsible for determining the appropriate division of duties when conflicts arise between Executive Officers.
3. In making decisions, the Executive Director and Assistant Director(s) may consult and seek the advice of the Program Board Graduate Advisor, the Executive Board, and/or the general membership.
4. The Executive Director and Assistant Director(s) shall delegate to the Executive Board of the full membership of USC Speakers any decision he or she feels a general consensus is required.
5. The Executive Director and Assistant Director(s) may veto any decision of the Executive Board or general membership.

#### Section B. Executive Board Selection Process

1. The Executive Director and Assistant Director(s) shall make applications for Executive Board positions available by the third to last meeting of each semester.
2. The Executive Director and Assistant Director(s) shall solely deliberate and decide on Executive Board positions.
3. The new Executive Officers will be officially installed during the last week of regular classes of each semester.

#### Section C. Executive Officer Impeachment Process

1. Executive Officers may be impeached for failure to adhere to the requirements for eligibility, for failure to complete their assigned duties and/or improper conduct including, but not limited to, any violation of University policy.
2. The Executive Director of USC Speakers, Executive Director of Program Board, Advisors or any Executive Officers may initiate the impeachment process.
3. The Executive Director and Assistant Director(s) shall have sole discretion to impeach an Executive Officer and the impeachment process.
4. Should the Executive Director and Assistant Director(s) be the person being voted upon, a three-quarters vote shall be required in addition to the approval of the Executive Director of Program Board.
5. The impeachment of an Executive Officer shall be permanent.

#### Section D. Filling Executive Board Vacancies

1. The Executive Director and Assistant Director(s) shall fill Executive Board vacancies created by resignation, impeachment, or withdrawal from USC within two weeks of vacancy, or as deemed necessary by the Director.
2. A vacancy can be filled either through internal assignment within the Executive Board or through an application process open to the general student body.
3. The Executive Officer will be installed immediately upon the decision of the Executive Director and Assistant Director(s).

#### Section E. Amendments to the USC Speakers Constitution

1. Any member of USC Speakers may propose amendments.
2. The Executive Director and Assistant Director(s) may veto a proposed amendment to the Constitution.

3. The Executive Director and Assistant Director(s) must consult the assigned Graduate Advisor before major changes are made to the Constitution.

**Article V: Finances**

Section A. In accordance with the University and its duly authorized agency, Student Organizational Accounts, all funds shall be deposited with and expended through the Department of Student Affairs.

Section B. The Executive Director and Assistant Director(s) shall work in conjunction with the Advisors and other Executive Officers in the management of Speakers funds.

**Article VI: Advisor**

Section A. Program Board shall appoint a graduate student advisor.