

CONSTITUTION - *Revised and Ratified, August 2023*

Thornton Student Council

Flora L. Thornton School of Music
University of Southern California

ARTICLE I. NAME AND PURPOSE

Section A. NAME

Part 1. The official name for this organization is Thornton Student Council.

Part 2. This organization will use the official name or its acronym, TSC, in all publicity materials and correspondence.

Section B. PURPOSE

We, the students of the University of Southern California Thornton School of Music, in order to encourage freedom of scholarship, preserve and encourage student rights, promote a unified and cohesive student body, and maintain forums to discuss our views and rights, do hereby form and establish the Thornton Student Council.

Purpose Statement

We, the Thornton Student Council of the University of Southern California, are the representative voice of the Thornton student body. We shall serve the following purposes:

- to foster musicianship and scholarship in an atmosphere of free and objective inquiry;
- to accept responsibility for exercising and preserving student rights;
- to promote cohesion and unity within the student body;
- to further the individual and collective welfare of the Thornton student body;
- to insist upon creative freedom of expression;
- to develop an understanding of the broad range of perspectives and responsibilities of members within the Thornton School of Music including Thornton administration, faculty, and students;
- to champion the acknowledgment, appreciation, and advancement of students' diverse views and interests;
- to facilitate student efforts based on those expressed views and interests;
- to advocate for culturally-responsive teaching and representation within curriculum;

- to insist upon quality education at an affordable cost, thereby ensuring that the University provides educational opportunities for persons of all economic strata;
- to disseminate available student resources, news, and events;
- to uphold the University Code of Ethics.

We serve these aforementioned purposes by supporting students' views and communicating them to the Thornton School of Music administration, faculty, staff, and surrounding community. The TSC will provide the perspective of Thornton students through regular dialogue with the Thornton School Dean and Dean's Cabinet. THEREBY, this Constitution of the Thornton Student Council of the University of Southern California Thornton School of Music is affirmed and established. Decisions made by the Thornton Student Council will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender identity, ability, or sexual orientation.

ARTICLE I. MEMBERSHIP

Section A. MEMBERSHIP REQUIREMENTS

Part 1. All members must be currently-enrolled students in the Thornton School of Music for the duration of their elected term. Members must maintain good academic standing.

Part 2. The membership of the Thornton Student Council will be composed of elected representatives from the various academic programs in the Thornton School of Music. For each major program of study at the graduate level, the students currently enrolled in that program will be entitled to elect one representative. For each major program of study at the undergraduate level, the students currently enrolled in that program will be entitled to elect one representative.

Part 3. All members are required to demonstrate support for the purpose of the Council, including attending meetings.

Part 4. Only elected representatives of the Thornton Student Council will be voting members. All other USC students and USC staff, faculty, alumni, and alumnae are eligible to be non-voting members.

Section B. RIGHTS

Part 1. All elected members are eligible to attend all meetings of the Thornton Student Council.

Part 2. All elected members are eligible to be voting members. Each member is entitled to one vote.

Part 3. All non-elected members, such as those with Special Purpose Committee membership, are not eligible to be voting members.

Section C. TERMINATION

Part 1. Members may have their membership terminated for failure to adhere to the requirements for membership as stated above.

Part 2. Any elected TSC member may contact the TSC Faculty/Staff Advisor with concerns regarding membership status reconsideration and/or termination.

Part 3. Elected members who fail to meet membership requirements will receive a warning in writing from the Chair. Should issues persist, the member will receive another warning in writing and they will be required to attend a check-in meeting the Chair, Vice Chair, and Officer of Records before determining if a vote for termination from the Thornton Student Council is necessary.

Part 4. Members whose termination will be voted on will be notified of the intention to do so in writing at least three weeks prior to the meeting at which the vote will be taken.

Part 5. A majority vote by a quorum of members present at a regular or special meeting called with no less than two weeks' notice to the full membership shall be sufficient to terminate membership.

Part 6. Vacant representative positions may be filled by a special election of the respective program or on the basis of an appointment by TSC.

Section D. MEMBERSHIP ELECTIONS

Part 1. Members of the TSC will be elected during the spring semester of each academic year. Elected members will have one-year terms of service from May 1 through April 30.

Part 2. The Thornton Admission and Student Affairs office will ensure that a nominations process and election period take place during each spring semester and that results are reported to the Thornton community each year by the first Friday in April.

Part 3. During the nomination period, currently-enrolled Thornton students may write in candidates or may self-nominate.

Section E. RESIGNATION

Part 1. To resign, TSC representatives must give a written notice of at least two weeks and, if possible, will assist with transition of duties.

ARTICLE II. MEETINGS

Section A. MEETING FREQUENCY

Part 1. At the beginning of the semester, the TSC chair and TSC faculty/staff advisor will determine a meeting schedule that, at a minimum, establishes basic meeting frequency.

Part 2. All meetings will be communicated to the appropriate membership at least two weeks in advance.

Part 3. Regular meetings of the Thornton Student Council will be held at least once per semester. At least part of, but no more than half of the agenda for each regular meeting will be dedicated to open comments from any member of the Council.

Part 4. Special meetings may be called for any purpose by any combination of three of the officers.

Part 5. Emergency meetings may be called by any combination of three officers with less than two weeks' notice if the subject of the meeting cannot wait to be addressed until the next scheduled meeting.

Part 6. At least once per semester, the Chair will schedule a time for the TSC Officers to meet with Thornton School of Music leadership. This meeting should be arranged through the Thornton Dean's office and should take place after a regular TSC meeting.

Section B. QUORUM and VOTING

Part 1. A quorum for general meetings, as defined as half of current voting members, is required for any TSC business to take place.

Part 3. A quorum for officer meetings, as defined as two-thirds of current TSC officers is required for any TSC Officer business to take place.

Part 4. A simple majority vote of the quorum of membership at a regular or special meeting constitutes approval of the matter being voted upon.

Part 5. Voting remotely or by proxy on any matter before the Council may be permitted, so long as any combination of three of the current officers agree to permit it and all members receive advance written notice that it will be permitted.

Section C. MEETING ATTENDANCE

Part 1. Voting members are expected to attend, at minimum, 60% of meetings each semester. Officers are expected to attend 60% of officer meetings and meetings of the full TSC elected membership.

Part 2. School and work commitments that conflict with TSC meetings or Officer meetings will be excused.

Part 3. Members are required to communicate any absences to the Chair and the Officer of Records at least one week in advance, via email. Uncommunicated absences will be considered unexcused. Last minute emergencies may be excused.

Part 4. Members may be subject to removal from the Council if they are unable to attend meetings, including due to excessive excused absences that make the member unable to demonstrate support for the purpose of the Council as outlined in Article I, Section A, Part 3. Refer to Article I, Section C and Article III, Section E for TSC membership removal process.

Part 5. Meetings may be offered in hybrid format to allow members with class conflicts and work commitments to watch the meetings on their own time.

Part 6. For emergency meetings, members are required to communicate any absences to the Chair and the Officer of Records at least one day in advance, via email.

ARTICLE III. OFFICERS

Section A. TITLES

- Chair
- Vice Chair
- Treasurer
- Officer of Records
- At-Large Undergraduate Representative
- At-Large Graduate Representative
- Officer of Public Affairs

Section B. DUTIES

Part 1. The Chair will lead all meetings of the Council. They will be the primary liaison of the Council with Thornton School leadership. The Chair will vote on Council matters only in the event of a tie.

Part 2. The Vice Chair will act in the role of Chair when the Chair is unable to fulfill their responsibilities. The Vice Chair will also serve as the Council Parliamentarian, ensuring that the requirements of this Constitution are understood and followed in the activities of the Council and its officers.

Part 3. The Treasurer will oversee the financial affairs of the Thornton Student Council, including documenting all financial responsibilities, frequently corresponding with the Officer of Records, the TSC Faculty/Staff Advisor or other designated point of contact on a monthly basis, the At-Large Graduate Representative, and the University Graduate Student Government as necessary to open/close all files for all TSC activities that require funding from the Graduate Student Government.

Part 4. The Officer of Records will record meeting attendance and take and file meeting minutes and/or other official correspondence for the Council. They will also oversee the implementation of an internal organizational flow and its affiliated systems, information design, dispersal of minutes as necessary, and file management.

Part 5. The At-Large Undergraduate Representative will ensure that the Council sufficiently facilitates dialogue with Thornton undergraduate students throughout the course of the year. At least once per semester, an open dialogue session will be hosted for all Thornton undergraduates by the At-Large Undergraduate Representative. This open dialogue session should take place before a regular TSC meeting.

Part 6. The At-Large Graduate Representative will ensure that the Council sufficiently facilitates dialogue with Thornton graduate students throughout the course of the year. The At-Large Graduate Representative will also serve as the Graduate Student Senator for the Thornton School of Music. At least once per semester, an open dialogue session will be hosted for all Thornton graduate students by the At-Large Graduate Representative. This open dialogue session should take place before a regular TSC meeting.

Part 7. The Officer of Public Affairs will aid in communication to external channels: social media management, press releases, interviews, flyers, involvement in community events, etc.. The Officer of Public Affairs will be in contact with the communications office and follow any necessary guidelines and steps for content approval.

Section C. OFFICER ELIGIBILITY

Part 1. All officers must be members of the Thornton Student Council.

Part 2. The At-Large Undergraduate Representative position must be filled by an undergraduate student.

Part 3. The At-Large Graduate Representative position must be filled by a graduate student.

Section D. NOMINATION & SELECTION OF OFFICERS

Part 1. The selection of officers will take place at a meeting of the newly elected Thornton Student Council as soon as possible after May 1.

Part 2. Nominations for all offices will be taken from the floor at this meeting. Any members may nominate any other member. Self-nominations by any member will also be permitted.

Part 3. All newly-elected members will vote to select the Chair, Vice Chair, Treasurer, and Officer of Records. Only undergraduate members can nominate and vote to select the At-Large Undergraduate Representative. Only graduate members can nominate and vote to select the At-Large Graduate Representative.

Part 4. Selection of officers will be determined by simple majority vote of members present. If there are more than two candidates and no candidate receives a majority, there will be a run-off vote between the two candidates receiving the largest number of votes.

Section E. TRANSFER OF COUNCILS.

Part 1. It will be the responsibility of the out-going officers to call a meeting with the new TSC officers to the full membership of the newly elected Thornton Student Council.

Part 2. It will be the responsibility of the TSC Faculty/Staff Advisor to preside over this meeting.

Part 3. A quorum of the newly elected membership must be present in order to conduct the meeting.

Section E. REMOVAL FROM OFFICE

Part 1. Officers may have their membership terminated for failure to adhere to the requirements of membership.

Part 2. Any TSC member may contact the TSC Faculty/Staff Advisor with concerns regarding membership status reconsideration and/or termination.

Part 3: Officers who repeatedly fail to meet membership requirements (same as general council requirements in Article II, Section A) will receive a warning in writing from the Chair. Should issues persist, the member will receive another warning (in writing) and they will be required to attend a check-in meeting with the Chair, Vice Chair, and Officer of Records before determining if a vote for termination from their TSC Officer Position and/or the Thornton Student Council is necessary.

Part 4. Officers may be removed from office for failure to perform duties, for violation of membership requirements, or for violation of the requirements of this Constitution.

Part 5. Officers whose termination will be voted on will be notified in writing of the intention to do so at least three weeks prior to the meeting at which the vote will be taken. Termination of Officer position does not necessarily mean termination from the Thornton Student Council.

Part 6. A majority vote by a quorum of members present at a meeting called with no less than two weeks' notice to the full membership shall be sufficient for removal from office.

Section F. TERMS OF OFFICE & VACANCIES

Part 1. The term of office shall be for the full annual term of service of all elected Thornton Student Council members—May 1 through April 30.

Part 2. A vacancy is defined as a period of time in which an officer is unable to fulfill their

duties. A vacancy can arise when an officer is removed from office, fails to meet eligibility, attendance, or membership requirements, or fails to perform duties, or otherwise violates the terms of this constitution.

Part 3. During a period of vacancy, the Vice Chair will assume the duties of the Chair should the Office of the Chair be vacant; the Treasurer will assume the duties of the Vice Chair should the Office of Vice Chair be vacant; The Officer of Records will assume the duties of the Treasurer should the Treasurer become vacant; the At-Large Graduate Representative will assume the duties of the Officer of Records should the office of Records be vacant; and the At-Large Undergraduate Representative will assume the duties of the Officer of Public Affairs should the office of Public Affairs become vacant. The offices of At-Large Undergraduate Representative and At-Large Graduate Representative will remain vacant until a new At-Large Representative is selected.

Part 4. A short term vacancy of any office may be filled by an emergency election of TSC voting members where a nomination procedure will be used to elect a temporary replacement officer.

Part 5. An extensive vacancy of any office may be filled by an emergency election where a nomination procedure will be used to elect a temporary replacement officer.

Part 6. Emergency elections may take place during regular, special, or emergency TSC meetings.

Part 7. Temporary replacement officers may be voted to permanent status.

Section G RESIGNATION

Part 1: To resign, TSC Officers must give a written notice of at least two weeks and, if possible, will assist with transition of duties.

ARTICLE IV. TSC FACULTY/STAFF ADVISOR

Section A. ADVISOR REQUIREMENTS

Part 1. As a Recognized Student Organization at the University of Southern California, the Thornton Student Council is required to have an official advisor from the USC faculty or staff.

Part 2. The candidates for the TSC Faculty/Staff Advisor are selected from the Thornton Office of Student Affairs.

Part 3. The TSC Faculty/Staff Advisor is appointed by the Associate Dean of Student Affairs.

Part 4. A Faculty/Staff Advisor may not vote on any council matters, hold office, or unduly influence its decisions.

Section B. DUTIES

Part 1. The TSC Faculty/Staff Advisor must sign the USC Recognized Student Organization application each year, whenever officer information changes, or when amendments are made to the constitution.

Part 2. Officers should meet with the TSC Faculty/Staff Advisor at least once per semester, preferably near the end of the semester for the purpose of discussing the Council's work for the following semester.

Part 3. The TSC Faculty/Staff Advisor will be responsible for presiding over the selection of officers at the first meeting of the newly elected Thornton Student Council each year. This meeting will be called by the out-going officers to take place within the first week of May.

Part 4. The TSC Faculty/Staff Advisor shall act as a liaison between the TSC and Thornton School of Music Administration, Faculty, and Staff.

Part 5. The TSC Faculty/Staff Advisory shall be available to receive member concerns.

Section C. REMOVAL/REPLACEMENT OF FACULTY STAFF ADVISOR

Part 1. If the TSC Faculty/Staff Advisor is unable to fulfill their duties, then, by unanimous agreement, the body of TSC Officers may request the Associate Dean of Student Affairs to appoint a new candidate.

Section D. SPECIAL FACULTY/STAFF ADVISORS

Part 1. Additional University of Southern California TSC faculty/staff may serve as Special Advisors as needed.

Part 2. A Special Advisor may not vote on any council matters, hold office, or unduly influence its decisions.

Part 3. Any TSC member may request the body of TSC Officers to invite a Special Faculty Staff Advisor to serve.

Part 4. The duties of the Special Faculty Staff Advisor will be delineated prior to their invitation to serve.

Part 5. Special Faculty Staff Advisors will be appointed upon their consent AND unanimous approval by the body of TSC Officers.

Part 6. If the Special Faculty Staff Advisor is unable to fulfill their duties, then, by unanimous agreement, the body of TSC Officers may terminate the position.

Part 7. The term of the Special Faculty/Staff Advisor ends at the close of the current TSC term of office or when the Special Faculty Staff Advisor's duties have been fulfilled, whichever is sooner.

ARTICLE V. COMMITTEES

Section A. CLOSED COMMITTEES

Part 1. The TSC may create Closed Committees limited to current TSC members.

Part 2. While other committees may be appointed for any purpose as outlined in Parts 1 and 2 of Article V, Section A, TSC commits to the following standing Closed Committees: 1) Undergraduate Committee, composed of all undergraduate representatives of TSC, and 2) Graduate Committee, composed of all graduate representatives of TSC.

Part 3. Any TSC committee must be chaired by a member of the Thornton Student Council. Chairs will be appointed by TSC.

Part 4. Either the Chair of the committee or someone appointed by the Chair will take notes during the meetings of the committee. Meeting notes will be provided to the Officer of Records.

Section B. SPECIAL PURPOSE COMMITTEES

Part 1. A Special Purpose Committee may be appointed for any purpose by a majority vote of the voting members present at a regular meeting. Special Purpose Committee membership is open to all currently-enrolled Thornton School of Music students, faculty, and staff.

Part 2. Notification of Special Purpose Committee membership opportunities will be made to the Thornton School of Music student body via electronic communication, giving students the opportunity to learn about newly formed committees and how they can join.

Part 3. The activities of any Special Purpose Committee will be limited to its specific charge as articulated at the time of its appointment. In most cases, the committee's work will culminate in a report and/or recommendations to the membership on a specified topic or project.

Part 4. Any Special Purpose Committee must be chaired by a member of the Thornton Student Council. Chairs will be appointed by a majority vote.

Part 5. Either the Chair of the committee or someone appointed by the Chair will take notes during the meetings of the committee. Meeting notes will be provided to the Officer of Records.

ARTICLE VI. AFFILIATIONS

Section A. USC AFFILIATION

Part 1. The Thornton Student Council is a Recognized Student Organization at the University of Southern California, but is not part of the University itself.

Part 2. In all correspondence and business transactions, the Thornton Student Council may refer to itself as an organization at USC, but not as part of USC itself.

Part 3. TSC accepts full financial and production responsibility for all activities it sponsors.

Part 4. TSC agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of any other affiliated organization differ, the policies and regulations of USC will take precedence.

Part 5. TSC 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 Campus Activities, Risk Management, and/or General Counsel.

Section B. NON-USC AFFILIATIONS

Part 1. Should TSC determine that affiliation with other organizations would be beneficial, such affiliation must only be established by a simple majority vote by a quorum of voting members present at a meeting. Such affiliation must be reported to the USC Division of Student Affairs.

ARTICLE VII. BY-LAWS & AMENDMENTS

Section A. BY-LAWS

Part 1. By-laws can be added to this constitution by a simple majority vote of a quorum of voting members present at a regular meeting.

Part 2. Notification of such consideration must be made to members at least one meeting before the actual vote is to be taken.

Part 3. This constitution takes precedence over any and all by-laws.

Section B. AMENDMENTS

Part 1. This constitution can be amended by a two-thirds majority vote of a quorum of voting members present at a regular meeting.

Part 2. Notification of such consideration must be made to members at least one meeting before the actual vote is to be taken.