

**UNIVERSITY OF SOUTHERN CALIFORNIA UNDERGRADUATE STUDENT
GOVERNMENT**

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**UNIVERSITY OF SOUTHERN CALIFORNIA UNDERGRADUATE STUDENT
GOVERNMENT
Bylaws**

Article I: Framework

I.1 This document is the Bylaws of the Undergraduate Student Government. This document is distinct from the Undergraduate Student Government Constitution and the rules set forth in the Constitution shall take precedent over the Bylaws.

Article II: The Legislative Branch

Section 1: Duties of Senators

II.1.A Senators shall formulate legislation to address the needs and concerns of USC undergraduates.

II.1.B Senators shall sponsor legislation in the form of motions, resolutions, and amendments to the Constitution or Bylaws.

II.1.C Senators shall approve the budget of the Undergraduate Student Government.

II.1.D Senators shall regularly attend Senate meetings, as outlined in the Bylaws, and shall report to the entire Senate on the needs of their constituents.

II.1.E Senators shall attend meetings of Program Board Assemblies and committees at least once a month.

II.1.F Senators are expected to attend a minimum of three Program Board events per semester and one community service event per semester.

II.1.G Senators shall serve on university-wide committees as determined by the President or Vice President.

II.1.H Senators shall meet regularly with the Vice President.

II.1.I Senators shall refer appropriate topics to the relevant Undergraduate Student Government Directors or officers for research, discussion, and recommendation.

II.1.J Senators shall maintain eight office hours per week during the academic year. Senators must perform at least half of these hours as “external hours.”

II.I.J.1 The external office hours shall be used for the purpose of reaching out to

the student body through tabling, collecting data, authoring surveys, attending student organization meetings such as Program Board Assemblies, student honor societies, academic organizations, and other student interest groups and through other related activities.

II.1.K Senators shall form ad hoc committees, as deemed proper by a majority of the Senate, to handle special items or events.

II.1.L Senators shall do the necessary research of all legislation proposed in Senate meetings in order to vote in the best interest of their constituencies.

II.1.M Senators shall go through a senate meeting rules workshop instructed by the incoming Parliamentarian before the next school year. They shall be tested on the Senate meeting rules during the pre-meeting after they approve the Senate meeting rules in the fall; if a Senator fails to score 80% or higher, he or she shall be required to retake the test in the next pre-meeting and subsequent pre-meetings until passing.

Section 2: Duties of the Speaker Pro Tempore

II.2.A The Speaker Pro Tempore shall be a currently seated Senator in good standing elected by the majority of the Senate.

II.2.A.1 Senators wishing to hold this position must fill out an application provided by the Vice-President, which shall be distributed to all Senators no later than one week prior to electing the Speaker Pro Tempore. The Speaker Pro Tempore shall be elected by the second Senate meeting of the term. The elected Senator has the right to decline the position of Speaker Pro Tempore.

II.2.A.2 The Speaker Pro Tempore can be removed from his/her post by a two-thirds vote of the Senate. If this event takes place, the Vice-President must hold another election within two weeks.

II.2.B The Speaker Pro Tempore shall have the power to delegate responsibilities to his/her fellow Senators.

II.2.B.1 The delegations by the Speaker Pro Tempore to the Senate or Senators can be overturned by a two-thirds majority of the Senate.

II.2.B.2.a In order to challenge a delegation by the Speaker Pro Tempore, a Senator must add the challenge as an agenda item under new business for a Senate meeting. The Speaker Pro Tempore will be given a chance to present his or her reasoning for the delegation. The challenging Senator will also be given an opportunity to explain why the decision is not in the spirit of the Speaker Pro Tempore's position.

III.2.B.2.b The Speak Pro Tempore, in his or her capacity as a Senator, still reserves the right to participate in the voting process for the challenge.

II.2.C. The Speaker Pro Tempore shall serve as the Speaker of the Senate meeting when the Vice-President is absent or temporarily leaves his/her post as Speaker.

II.2.D The Speaker Pro Tempore shall hold regular meetings that precede the USG Senate Meeting.

II.2.D.1 Only Senators and those whom the Speaker Pro Tempore invites may attend these meetings.

II.2.D.2 An absence from a pre-meeting shall count as half of an absence from a USG Senate Meeting. Information regarding an absence shall be passed from the Speaker Pro Tempore to the Vice President, Secretary, and Parliamentarian.

II.2.E The Vice President shall oversee the Parliamentarian and Secretary.

II.2.F Senators shall meet regularly with the The Speaker Pro Tempore.

II.2.G Each Senator shall participate in two or more (if needed) official Undergraduate Student Government committees/assemblies during his/her term. The Speaker Pro Tempore shall coordinate this.

II.2.H Vice President shall maintain communication among the Senators, the Executive Cabinet, Program Board and the President.

II.2.I The Speaker Pro Tempore shall maintain an additional two office hours during the academic year in order to fulfill these duties.

Section 3: Constituencies

II.3.A There shall be twelve undergraduate student Senators. The twelve Senators can be any USC undergraduate student in good standing.

II.3.B No Senator has to be part of a certain constituency to run or qualify for Senate.

II.3.B.1 Any student may vote for up to twelve Senators on a ballot during USG elections. Students may vote for Senators regardless if they are Greek, Commuter, Residential or part of another constituency.

II.3.C Senators shall establish communication between themselves and the student body to fulfill the needs and wishes of the student body.

II.3.D Additional Constituencies

II.3.D.1 Each Senator shall maintain a relationship with an additional constituency assigned by the Speaker Pro Tempore. This “assigned constituency” shall consist of three student organizations not served by an assembly within Program Board. Each Senator is responsible for visiting these organizations in person once a semester, forwarding all weekly briefs the night of the Senate Meeting to these organizations, and notifying the organizations of Bylaw Amendments and Resolutions prior to them coming up for vote on the agenda.

II.3.D.2 Each Senator shall participate in two or more (if needed) official Undergraduate Student Government committees/assemblies during his/her term. The Vice President shall coordinate this.

II.3.D.3 Senators shall serve as liaisons between the committee and the constituencies, as well as the Senate. They, when called upon to do so, shall contact administrators, take an active role in the formulation of legislation and serve in an advisory capacity.

II.3.E Reapportionment

II.3.E.1 Reapportionment of constituency representation can be taken up at the behest of a two-thirds majority of the Senate and will apply to the following election cycle.

Section 4: Senate Meetings

II.4.A General Meeting Information

II.4.A.1 The Senate shall hold regular meetings at least once a month during the academic year, and additionally when the Vice President calls a meeting.

II.4.A.2 The agenda for a Senate meeting shall be fixed 24 hours before the meeting time and made available to any interested member of the public.

II.4.A.3 All Senate meetings and those of its subsidiary bodies shall be open to the public, except for Judicial Council deliberations, and elections ballot counting. The time and place of any meeting must be made public.

II.4.A.4 All minutes of the Senate shall be available for public inspection.

II.4.A.5 The public shall have open access to all legislation passed by the Senate at a regular session.

II.4.A.6 Each senate meeting will have an open forum. This is a place for any person, either in USG or from outside USG, to come express ideas and/or concerns to the senate in a verbal manner. The open forum should not be used to address specifics of other items on that week's agenda.

II.4.A.6.a A maximum of five comments per meeting, each person limited to three minutes. They can sign up on a first come first serve basis by signing up on the sheet that the Secretary has.

II.4.A.6.b If a USG committee or assembly is mentioned or somebody is mentioned by name or referenced by title during the open forum, they have one minute to respond to the person. If they need more time to discuss, they should meet outside of this setting.

II.4.A.6.c After the comment is made a senator should take on the responsibility of connecting the student to the proper person to address the concern.

II.4.A.6.d The Parliamentarian will make sure this is carried through.

II.4.A.7 Each senate meeting will have a discussion. This time is for senators to talk about about any concerns and/or concerns on record. Senators can ask members of the audience questions and vice versa without having to yield the floor.

II.4.A.7.a This time will last a maximum of 15 minutes.

II.4.B The Speaker of the Senate

II.4.B.1 The Vice President shall serve as Speaker of the Senate.

II.4.B.2 The Speaker of the Senate shall chair the meetings and cast a vote only to break a tie or otherwise affect the outcome of the vote, as outlined in the Undergraduate Student Government Constitution.

II.4.B.3 The Speaker of the Senate shall be in charge of scheduling Director reports.

II.4.C Quorum

II.4.C.1 A quorum is mandatory for the Senate to conduct any business at a meeting. Quorum shall be defined as a majority of all votes.

II.4.C.2 Quorum shall not be adjusted for vacancies, unfilled positions, or for any other reason.

II.4.C.3 In the event that the Vice President is absent and the Speaker Pro Tempore must run a meeting, the vote of the Speaker Pro Tempore shall be subtracted from the total vote count. Quorum will thus be a majority of total votes minus one.

II.4.C.4 Senators who recuse themselves from a vote by informing the Vice President prior to discussion of the topic shall not be included in determining quorum.

II.4.D Parliamentary Procedure and Authority

II.4.D.1 The Speaker of the Senate, or person chairing the committee meeting, shall make rulings on all parliamentary questions, with consent of the Senate, acting in consultation with the Parliamentarian as necessary and appropriate.

II.4.D.2 Robert's Rules of Order Newly Revised (11th Edition) shall govern the parliamentary procedure observed and enforced by the Speaker of the Senate at the Undergraduate Student Senate meetings.

II.4.D.3 The Undergraduate Student Government Constitution and Bylaws shall take precedence over Robert's Rules of Order Newly Revised, the Elections Code, and the Program Board Manual, the USG Manual and USG's constituent organizations in cases of conflict.

II.4.D.4 The Speaker may recognize the Parliamentarian to speak on matters of order during Senate meetings.

II.4.E Resolution Process

II.4.E.1 Any student can bring an issue to a Senator. In order for a resolution to be presented to the Senate, the resolution must have at least one sponsoring Senator. Resolutions considered by the Senate shall be limited to calls for action in improving the USC Community.

It is the responsibility of the sponsoring Senator to make sure that other advocacy channels have been attempted before resorting to a resolution.

Once the resolution is created, the sponsoring Senator is responsible for making sure the administration listed on the document is the proper administration that should be receiving the resolution.

II.4.E.2 Students can, with a senator sponsor, present their resolution in front of the Senate.

II.4.E.3 The Senate may refer items of business to any appropriate subunit or committee for review after a majority vote.

II.4.E.4 It is the responsibility of the sponsoring Senator to see to it that the action mandated by the resolution is carried out.

II.4.E.5 Any resolution brought before the Senate must be actionable, that is, the resolution must outline and focus on actions the Senate will take to advocate for the interests of the USC undergraduate student body.

II.4.E.6 Resolutions require a majority vote to carry.

II.4.F Voting by Proxy

II.4.F.1 Senators who are unable to attend a meeting may leave a proxy with a designated Senator or the Speaker. This written authorization must clearly state the applicable issue and the vote of the Senator (affirmative, negative, or abstention). Each Senator may hold a proxy for only one other Senator at any one time.

II.4.F.2 If there is any non-grammatical change in the issue (an amendment, division of the question, etc.), the proxy must have made allowances for those circumstances or it will be invalid.

Section 5: Vacancies and Absences

II.5.A Vacancy

II.5.A.1 If a vacancy occurs during the term, the following procedures are to be followed to fill the seat in the shortest possible time.

II.5.A.1.a The list of candidates from the last election in the constituency shall be consulted. If the candidate who received the highest amount of votes of those not seated is willing to serve, the candidate shall be sworn in at the next Senate meeting.

II.5.A.1.b If the highest ranked candidate is unavailable or unwilling to serve, the list should be consulted until the highest ranked candidate that is willing to serve is found.

II.5.A.1.c If the highest candidate does not meet the criteria of Article II, or there are no candidates from the last general election who have not been seated as Senators, and there are fewer than ten weeks until the next general election, the seat shall remain vacant.

II.5.A.1.d If there are no available candidates and there are more than ten weeks left in the term, a special election shall be called.

II.5.A.1.e The special election shall be held within three weeks of the occurrence of the vacancy, during the academic year. If the resignation is filed outside of the academic year, the special election shall be held within three weeks of the beginning of the academic year. If the special election ends in a tie, the Senate shall vote by secret ballot to break the tie.

II.5.B Extended Absence

II.5.B.1 Senators who foresee or endure an absence of uncontrollable circumstances, subject to written documentation, such as illness or surgery, shall notify the Vice President, President, Speaker Pro Tempore, and Advisor as soon as possible after learning that an extended absence is anticipated.

II.5.B.2 The Senate may discuss the circumstances of the absence with the Senator in question, at such time, may vote, by two-thirds majority whether to hold the Senator in question to the provisions in the Bylaw regarding attendance.

II.5.B.3 Should the Senate vote to free the Senator in question from their duty to attend Senate meetings for a limited time, the Senators may choose to suspend the Senator in question's stipend for the duration of their absence.

II.5.B.4 The Senator in question will be required to recuse himself from all votes that pertaining to their absence. This recusal shall not affect quorum.

II.5.B.5 If the Senator in question finds that he or she needs to extend the absence longer than the Senate has voted to allow, he or she must notify the Vice-President, President, Senator Pro Tempore and Advisor ten academic days prior to their scheduled return date.

II.5.C Attendance at Senate Meetings

II.5.C.1 The Senators shall attend all scheduled Senate meetings. If they do not, the procedures below shall be followed.

II.5.C.2. Senators who miss four scheduled Senate meetings in the course of a semester will be scheduled for a hearing by the Senate. An early departure or late arrival to a meeting shall count as one half absences.

II.5.C.2.a The hearing will be called and scheduled by the Speaker Pro Tempore within ten academic days following the fourth absence. The Speaker Pro Tempore will notify the Senator in question, Vice-President,

President and Advisor. Once the Senator in question has been notified, the Speaker Pro Tempore shall notify the seated Senators of the pending hearing.

II.5.C.2.b At the hearing, the accused Senator shall have the opportunity to bring witnesses and offer evidence in support of their case.

II.5.C.2.c At the hearing, the Senate may vote to remove the accused Senator by two-thirds majority, take any disciplinary action deemed necessary, or dismiss the charges.

II.5.C.2.d The Senator in question shall recuse him or herself in matters pertaining to his or her removal. This shall not affect quorum.

II.5.C.2.e The Speaker Pro Tempore shall notify the Senator, in writing, of the seated Senators' decision, and the existence of any suspension or probation if applicable. Copies of the notification shall be forwarded to all members of the Senate and to the Judicial Council.

II.5.C.2.f If the Senator in question is the Speaker Pro Tempore, all responsibility assigned to the Speaker Pro Tempore for calling, scheduling, and notification of hearings and the decisions that arise at said hearing shall fall to the Vice President.

II.5.C.2.g If the Senate votes to remove by a two-thirds vote, the matter is resolved, and the Senator shall be removed from office.

II.5.C.2.h The President may not veto a vote from the Senate if it is regarding the removal of a member of Senate.

II.5.C.2.i The decision of the Senators shall be final unless any interested party appeals the decision to the Judicial Council. The Council may affirm or reverse the decision of the Senate. The Council's decision or action shall be final.

II.5.C.3 Senators who miss six regularly scheduled Senate meetings during the course of a semester shall be removed from office, surrendering all rights and privileges thereof. An early departure or late arrival to a meeting shall count as one half of an absence.

II.5.C.4 A Senator may appeal any two regularly scheduled Senate meeting absences per semester within ten academic days after the missed meeting.

II.5.C.4.a Appeals will be delivered in writing to the Speaker Pro Tempore and the Vice President.

II.5.C.4.b If the Speaker Pro Tempore is the Senator filing an appeal it shall be delivered in writing to the Vice President and to the other Senators.

II.5.C.4.c The Senate may use its discretion regarding granting an appeal.

Section 6: Recall, Removal and Resignation

II.6.A Recall

II.6.A.1 Senators may be recalled from office by an Initiative as outlined in the Bylaws.

II.6.B Removal

II.6.B.1 Any undergraduate student may file a complaint against a Senator with the Vice President.

II.6.B.1.a Complaints must be typed and hand-delivered to the Vice President.

II.6.B.1.b The author must be identified in the request and shall not remain anonymous.

II.6.B.1.c The complaint must clearly indicate a desired course of action and the section of the Constitution, Bylaws Code of Ethics, or other University Code or Policy violated.

II.6.B.1.d If the complaint does not meet these requirements, it shall be considered void.

II.6.B.2 If the complaint is valid according to the Bylaws, the Vice President shall immediately notify the Senator in writing that a complaint has been filed and the nature of the complaint. A copy of the notification shall be forwarded to the currently seated Senators, members of the Executive Cabinet, Advisor, and the Judicial Council.

II.6.B.3 The Senate shall vote to censure or remove the Senator within ten academic days of the filing of a valid complaint, by two-thirds majority vote. If the complaint does not come to a vote within ten academic days, it shall be considered defeated.

II.6.B.4 The President may not veto a vote from the Senate if it is regarding the

removal of a member of Senate.

II.6.B.5 The decision of the Senators shall be final unless any interested party appeals the decision to the Judicial Council. The Council may affirm or reverse the decision of the Senate. The Council's decision or action shall be final.

II.6.B.6 The accused Senator and plaintiff shall be notified of the time and place of all hearings and shall have the opportunity to bring witnesses to support their case.

II.6.B.7 The accused Senator shall forego all voting rights in matters pertaining to his/her removal. This shall not affect quorum.

II.6.C. Resignation

II.6.C.1 Senators may resign by submitting a resignation letter to the Vice President.

II.6.C.2 A resigning member of the Undergraduate Student Government must submit a written notice to the Vice President three weeks before the resignation takes effect, as well as attend a meeting with the Vice President.

II.6.C.3 The resigning Senator must serve out the term and duties of their position during the three weeks' notice, after which he/she will be replaced.

Section 7: Duties of the Secretary

II.7.A The Secretary shall assist the President, Vice-President, Treasurer, Chief of Staff, and Senior Director of Communications in the coordination of paperwork throughout USG.

II.7.B The Secretary shall maintain an accurate record of items voted on by the Senate, of the Senators' attendance at Senate meetings, and work with the Senior Director of Communication to make that record available to the student body.

II.7.C The Secretary shall maintain a record of USG events and projects including appropriate media articles, flyers, and pictures.

II.7.D The Secretary shall work in conjunction with the Office Manager and Chief of Staff to maintain a record of all USG office hour attendance and shall make that record available to the student body.

II.7.E The Secretary shall attend all Senate meetings and keep a detailed set of minutes, which shall be distributed to all of USG and made publicly available to the student body following the meeting.

II.7.F The Secretary shall perform any other duties as delegated by the President, Vice-President or Advisors.

II.7.G The Secretary shall maintain five office hours per week during the academic year.

Section 8: Duties of the Parliamentarian

II.8.A The Parliamentarian shall work with the Senior Director of Communications and the Deputy Director of Technology to ensure that all copies of the Constitution and Bylaws, both electronic and print, are updated each semester.

II.8.B The Parliamentarian shall maintain, for distribution, a copy of the current USG Constitution, Bylaws, Senate Meeting Rules, and resolutions from the current Senate term.

II.8.C The Parliamentarian shall include all new amendments and bylaws, passed by the Senate, within one week of their approval.

II.8.D The Parliamentarian shall attend all meetings of the Senate and advise the Speaker of the Senate on all questions of parliamentary procedure, as set forth in the Undergraduate Student Government Senate Meeting Rules, when necessary.

II.8.E The Parliamentarian shall notify all personnel of their obligations as set forth in the Constitution and Bylaws and of changes enacted during their term of office.

II.8.F The Parliamentarian shall make sure that all Constitutional and Bylaw amendments address all sections of the documents that may be affected by the proposed changes.

II.8.G The Parliamentarian, at the end of the fall semester and once at least one month before the end of the Senate term, shall review the action taken on all resolutions passed by the legislature during that semester and determine which measures need further action and/or have not been properly executed by the sponsoring Senator.

II.8.H The Parliamentarian shall work with the President to ensure that all resolutions passed by the Senate are signed within 72 hours unless the President has the intention of vetoing the resolution.

II.8.I The Parliamentarian shall perform any other duties delegated by the President, Vice-President or Advisors.

II.8.J The Parliamentarian shall maintain five office hours per week during the academic year.

II.8.K The incoming Parliamentarian shall educate the incoming Senators on the Senate

Meeting Rules before the next school year through a workshop. After the Senate Meeting Rules are passed, the Parliamentarian shall test the Senators during the next pre-meeting and pre-meetings after that, if a Senator fails to score 80% or higher.

Section 9: Duties of Senate Aides

II.9.A Senate Aides shall be appointed by the Vice President with the advice of the selection committee.

II.9.B Senator Aides shall assist their respective Senators with their tasks as outlined in the Bylaws.

II.9.C Senator Aides shall perform any other duties delegated by the President, Vice President, Chief of Staff or Advisors.

II.9.D. Senator Aides shall maintain two office hours per week and shall attend two Senate meetings per month.

II.9.E Senator Aides shall be appointed by a selection committee consisting of the Vice President, the Speaker Pro Tempore, and any available Senators.

Section 10: Filing of Reports

II.10.A Each advocacy, communication, and funding director must give a verbal report to the Senate at least once a month.

II.10.B All Executive Branch Directors must submit semester and annual goals and objectives for their respective bodies.

Article III: The Executive Officers and Administrative Information

Section 1: Duties of the President

III.1.A. Chief Representative

III.1.A.1 The President shall be the chief representative of student views and needs to the University community.

III.1.B Appointment of Executive Cabinet Positions

III.1.B.1 The President shall appoint the following members of the Executive Cabinet: the Chief of Staff, the Treasurer, the Senior Director of Communications, the Director of Academic Affairs, the Director of Academic Research Fund, the Director of Alumni Affairs, the Director of Campus Affairs, the Director of Community Affairs, the Director of

Discretionary Fund, the Director of Diversity Affairs, the Co-Director of Elections and Recruitment, the Director of Leadership Fund, the Director of External Relations, the Director of Philanthropy Fund, the Director of Professional Fund, the Director of University of Affairs, the Parliamentarian, the Secretary, and any Deputy or Assistant Directors that are deemed necessary, as outlined in the Constitution.

III.1.B.1.a The President may appoint, at his/her discretion, a set of Co-Directors to fill any of the aforementioned Director positions. Stipends of the Co-Directors shall be shared as outlined elsewhere in the Bylaws.

III.1.B.1.b The President may appoint, at his/her discretion, Assistant Directors to assist the Directors, as outlined elsewhere in the Bylaws.

III.1.B.2 All of these selections are subject to confirmation by the Senate in accordance with the Constitution--this being a two-thirds majority vote of the Senate.

III.1.B.3 The President has the power to remove any appointed member of USG, with the exception of the Judicial Branch, at his/her own discretion if he/she feels that the individual is not performing up to USG standards. Prior to the removal of an Executive Officer, the President shall consult with the officers, exempting the officer in question.

III.1.C Appointment of Justices

III.1.C.1 The President shall appoint all Justices to the Judicial Council.

III.1.C.2 A temporary interview committee shall advise the President on Judicial appointment. The committee shall consist of one Senator, the Chief Justice, one member of the Executive Cabinet, Vice President and one member of Program Board, all of whom are popularly elected within their respective branches, and a student-at-large, selected by the President. The Advisor will serve in a non-voting, advisory capacity.

III.1.C.3 The committee will recommend no less than its top two candidates to the President and will submit a report on the process to the Senate prior to the nominee's confirmation.

III.1.C.4 Justices shall be confirmed following a two-thirds majority vote of the Senate.

III.1.D Appointment of Program Board Executive Director and Finance and

Administration Director

III.1.D.1 The President shall chair the committee to select the Executive Director and Finance and Administration Director of Program Board, specified in Article V of the Bylaws, and shall a report to the Senate prior to confirmation of the nominees. The President shall make the final decision before it reaches the Senate.

III.1.E Veto Power

III.1.E.1 The President shall veto any resolution deemed to be contrary to the good of the Undergraduate Student Government or the student body.

III.1.E.2 The President shall have 72 hours from the time a resolution passes to officially approve the resolution by signing the actual document. A witness must also be present at the signing as well to sign the document, verifying the official approval.

III.1.E.3 If the President does not sign the resolution by the end of the 72-hour period, the resolution will be deemed vetoed.

III.1.F Other Obligations and Powers

III.1.F.1 The President shall serve on the Board of Governors of the USC Alumni Association, and the Student Affairs Standing Committee of the Board of Trustees as invited.

III.1.F.2 The President shall make recommendations to the President of the University regarding student representatives to University-wide committees and standing committees of the Board of Trustees.

III.1.F.3 The President or his/her designee, in conjunction with the Senate Advisor, shall organize a training session for USG to be held prior to the fall semester.

III.1.F.4 The President shall prepare an annual report on the status and accomplishments of USG in the past year, to be presented at the final Senate meeting of the current administration.

III.1.F.5 The President shall give a verbal report to the Senate at least once a month.

III.1.F.6 The President shall maintain twenty office hours per week during the academic year.

III.1.F.7 The President and/or Vice-President shall maintain a minimum of 70 office hours throughout the course of Summer Break. These hours shall be paid work hours with no more than 70 hours being paid. USG shall work alongside USC Housing to help provide affordable housing over the Summer Break if necessary.

III.1.G The President is expected to maintain a strong relationship with the student body by completing at least two external office hours a week in order to maintain the transparency of the Undergraduate Student Government and make him or herself more available to the students who s/he represents.

Section 2: Duties of the Vice President

III.2.A The Vice President shall serve as Speaker of the USG Senate.

III.2.A.1 The duties of the Speaker of the Senate are defined in the Constitution and include: the Speaker of the Senate shall chair the Senate its meetings and cast a vote only to break a tie.

III.2.B The Vice President shall give a verbal report to the Senate at least once a month.

III.2.C The Vice President shall perform other duties as delegated by the President.

III.2.D The Vice President shall maintain eighteen office hours per week during the academic year.

III.2.E The President and/or Vice President shall maintain a minimum of 70 office hours throughout the course of Summer Break. These hours shall be paid work hours with no more than 70 hours being paid. USG shall work alongside USC Housing to help provide affordable housing over the Summer Break if necessary.

III.2.F The Vice President is expected to maintain a strong relationship with the student body by completing at least two external office hours a week in order to maintain the transparency of the Undergraduate Student Government and make him or herself more available to the students who s/he represents.

III.2.G The Vice President shall oversee the Advocacy Branch to help identify and track the progress of USG advocacy projects.

III.2.K The Vice President shall meet with each member of the Advocacy Branch on at least a biweekly basis.

III.2.K.I The Vice President shall meet with each of the Advocacy Directors on at least a biweekly basis and each of the Advocacy Assistant Directors on at least a monthly basis.

Section 3: Duties of the Chief of Staff

III.3.A The Chief of Staff is responsible for facilitating effective weekly organization-wide meetings unless otherwise determined by the President.

III.3.B The Chief of Staff shall work alongside the President and Vice President to establish goals for USG and address large issues facing the student body.

III.3.C The Chief of Staff shall be responsible for proper contact between Program Board, the Executive Cabinet and the Senate including annual retreats, training, and development activities.

III.3.D The Chief of Staff shall track job performance for the Executive Cabinet, including office hour and meeting attendance, project evaluations, and administrative support. Records of attendance shall be available to the student body.

III.3.E The Chief of Staff shall give a verbal report to the Senate at least once a month.

III.3.F The Chief of Staff shall perform any other duties delegated by the President, Vice President, or Advisors.

III.3.G The Chief of Staff shall maintain sixteen office hours per week during the academic year.

III.3.H The Chief of Staff shall facilitate the transition process between the current and incoming Senators, the current and incoming Directors, the current and incoming Assistant Directors and the other current and incoming Executive Board members—including, but not limited to, the one day transition workshop in the spring following the election.

III.3.I The Chief of Staff shall be a resource to the Undergraduate Student Government, helping to formulate and execute action plans to accomplish the organization's goals.

III.3.J The Chief of Staff shall facilitate collaboration between all branches and members of the Undergraduate Student Government.

Section 4: Duties of the Treasurer

III.4.A The Treasurer shall make sure that funds under the purview of the Undergraduate Student Government are spent in a legal and responsible manner.

III.4.B The Treasurer shall maintain all records of the Undergraduate Student Government accounts for the use of the President and other members USG.

III.4.C The Treasurer shall advise the President on any matter involving the Student Programming Fee.

III.4.D The Treasurer shall enforce the Undergraduate Student Government Constitution and Bylaws as they pertain to the Student Programming Fee.

III.4.E The Treasurer shall advise and oversee the use of funds in the Discretionary Board, Academic Research Fund, Philanthropy Fund, Professional Fund, and Leadership Fund.

III.4.F The Treasurer shall oversee and supervise the Funding Board Directors and make himself/herself accessible to the Funding Board Directors' concerns, hold meetings to address such concerns, and regularly attend Funding Board meetings.

III.4.G The Treasurer shall hold regular meetings with the Funding Board Directors to serve as a resource for their activities.

III.4.H The Treasurer shall hold a funding board workshop within the first four weeks of the fall term. The purpose of the workshop shall be to educate student organization leaders about available USG funding and the process to apply for and receive these funds. The workshop shall be open to all USC undergraduates.

III.4.I The Treasurer shall serve as the chair of the USG Capital Group.

III.4.J The incoming Treasurer shall propose a budget, in conjunction with the Budget Committee, in the spring to be approved by the Senate.

III.4.K The Treasurer shall give a verbal report to the Senate at least once a month.

III.4.L The Treasurer shall perform any other duties delegated by the President, Vice President, or Advisors.

III.4.M The Treasurer shall maintain sixteen office hours per week during the academic year.

Section 5: Duties of the Senior Director of Communications

III.5.A The Senior Director of Communications shall be responsible for facilitating communication, both internal and external, for the Undergraduate Student Government.

III.5.B The Senior Director of Communications shall chair all general Communications branch meetings and oversee and coordinate all Communications branch activities.

III.5.C The Senior Director of Communications shall act as a liaison between USG and the student body, media and/or the administration.

III.5.D The Senior Director of Communications shall be responsible for all publicity requests.

III.5.E The Senior Director of Communications shall approve all expenditures of directors under the Communications Branch.

III.5.F The Senior Director of Communications shall implement a system for quantitatively researching student opinions through polling and other methods.

III.5.G The Senior Director of Communications shall coordinate USG focus groups and town halls, alongside the President, as necessary.

III.5.H The Senior Director of Communications shall be a resource to members of the Undergraduate Student Government helping to coordinate, draft, and review official correspondence and communication of USG to administration, faculty, and staff.

III.5.I The Senior Director of Communications shall assist the Executive Officers in drafting executive documents, scheduling with student organizations and event planning.

III.5.J The Senior Director of Communications is responsible for all organizational branding concerning the USG logo and all other identity materials.

III.5.K The Senior Director of Communications is responsible for overseeing the Communications branch, and all directors falling under such, of the Undergraduate Student Government.

III.5.L The Senior Director of Communications shall work with the Director of Marketing on spring and fall Open Houses and recruitment.

III.5.M The Senior Director of Communications is responsible for maintaining a relationship with the directors of all other branches of Undergraduate Student Government.

III.5.N The Senior Director of Communications shall give a verbal report to the Senate at least once a month.

III.5.O The Senior Director of Communications shall perform any other duties delegated by the President, Vice President, or Advisors.

III.5.P The Senior Director of Communications shall maintain sixteen office hours per week during the academic year.

III.5.Q The Senior Director of Communications is expected to maintain a strong relationship with the student body by completing at least two, but not more than six, external office hours a week in order to maintain the transparency of the Undergraduate Student Government and make him or herself more available to the students who s/he represents.

Section 6: Duties of the Executive Director of Program Board

III.6.A The Executive Director shall chair all general Program Board meetings and oversee and coordinate Program Board member activities.

III.6.B The Executive Director shall act as a liaison to USG Senate, GPSS, and the administration.

III.6.C The Executive Director shall uphold and enforce the provisions of the Undergraduate Student Government Constitution, Bylaws, the Program Board Manual, and other policies and procedures as they apply to Program Board.

III.6.D The Executive Director shall keep the Undergraduate Student Government aware of all programs and activities being planned by Program Board.

III.6.E The Executive Director shall chair the Program Board Executive Committee.

III.6.F The Executive Director shall plan and attend all Program Board retreats and training sessions.

III.6.G The Executive Director shall attend Program Board committee/assembly meetings at a minimum of once per semester per committee/assembly.

III.6.H The Executive Director shall approve all committee or assembly expenditures.

III.6.I The Executive Director shall give a verbal report to the Senate at least

once a month.

III.6.J The Executive Director shall submit an annual report to the Program Board Advisor.

III.6.K The Executive Director shall maintain eighteen office hours per week during the academic year.

Section 7: Duties of the Finance and Administration Director of Program Board

III.7.A The Finance and Administration Director shall assist the Executive Director in overall operations of Program Board.

III.7.B The Finance and Administration Director shall chair Program Board meetings in the absence of the Executive Director.

III.7.C The Finance and Administration Director shall attend all general Program Board Meetings.

III.7.D The Finance and Administration Director shall enforce Program Board and University expenditure policies.

III.7.E The Finance and Administration Director shall approve all assembly and committee expenditures in accordance with Programming Fee and Allocations guidelines.

III.7.F The Finance and Administration Director shall make accounting decisions to ensure the proper use of the Programming Fee.

III.7.G The Finance and Administration Director shall meet twice per month with each Director.

III.7.H The Finance and Administration Director shall attend Program Board committee/assembly events a minimum of once per semester per committee/assembly.

III.7.I The Finance and Administration Director shall prepare monthly and semesterly financial reports for the Executive Committee.

III.7.J The Finance and Administration Director shall assist in the planning of and attend all Program Board retreats and training sessions.

III.7.K The Finance and Administration Director shall serve as a voting member of the Undergraduate Student Government, Budget Committee and the Graduate and Professional Student Senate Allocations Boards.

III.7.L The Finance and Administration Director shall give a verbal report to the Senate at least once a month.

III.7.M The Finance and Administration Director shall submit a semester report to the Program Board Advisor.

III.7.N The Finance and Administration Director shall maintain sixteen office hours in the Program Board office during the academic year.

Section 8: Removal and Resignation of Advocacy, Funding, and Communication Members

III.8.A Presidential Removal

III.8.A.1 The President has the power to remove an Advocacy, Funding, or Communication member at his/her discretion if he/she feels that the individual is not performing up to USG standards. Prior to the removal a member, the President shall consult with the officers, exempting the officer in question.

III.8.B Removal by Complaint

III.8.B.1 Any undergraduate student may file a complaint against a member of the Advocacy, Funding, or Communication branch with the Speaker Pro Tempore.

III.8.B.1.a Complaints must be typed and hand-delivered to the Speaker Pro Tempore.

III.8.B.1.b The author must be identified in the complaint and shall not remain anonymous.

III.8.B.1.c The complaint must clearly indicate a desired course of action and the section of the Constitution, Bylaws or Code of Ethics violated.

III.8.B.1.d If the complaint does not meet these requirements, it shall be considered void.

III.8.B.2 If the complaint is valid, the Speaker Pro Tempore shall immediately notify the member in writing that a complaint has been filed and the nature of the complaint by the end of the next academic day. A copy of the notification shall be forwarded to the currently seated Senators, members of the Advocacy, Funding and Communications branch, Executive Officers and the Judicial Council.

III.8.B.3 The Senate shall vote to censure or remove the member within ten

academic days of the filing of a valid complaint by a two-thirds majority vote. If the request does not come to a vote within ten academic days, it shall be considered defeated.

III.8.B.4 The decision of the Senators shall be final unless any interested party appeals the decision to the Judicial Council. The Council may affirm or reverse the decision of the Senate. The Council's decision or action shall be final.

III.8.B.5 The accused member and plaintiff shall be notified of the time and place of all hearings and shall have the opportunity to bring witnesses to support their case.

III.8.C Resignation

III.8.C.1 Advocacy, Funding, and Communications members may resign by submitting a resignation letter to the President three weeks before the resignation takes effect, as well as attend a meeting with the President.

III.8.C.2 The resigning member must serve out the term and duties of their position during the three weeks' notice, after which he/she will be replaced.

Article IV: The Advocacy Branch

Section 1: Duties of the Director of Academic Affairs

IV.1.A.1 The Director of Academic Affairs shall serve to improve the academic life, learning environment, and technology resources for the student population at the University by advocating on behalf of the student population and serving on any available committees or organizations necessary to achieve this goal.

IV.2.A.2 The Director of Academic Affairs shall serve on all committees invited to such as: meetings of the Academic Senate, the Board of Trustees Academic Affairs Committee, the Center for Excellence in Teaching, and USC Information Technology Services.

IV.2.A.3 The Director of Academic Affairs shall inform students and advocate for their interests on academic issues through any means deemed necessary and proper.

IV.2.A.4 The Director of Academic Affairs shall be responsible for overseeing and maintaining USG Course Guide.

IV.2.A.5 The Director of Academic Affairs shall maintain a committee system to facilitate the completion of the duties outlined above.

IV.2.A.6 The Director of Academic Affairs shall perform any other duties delegated by the President, Vice President, Chief of Staff, or Advisors.

IV.2.A.7 The Director of Academic Affairs shall maintain ten office hours per week during the academic year.

Section 2: Duties of the Director of Community Affairs

IV.2.A.1 The Director of Community Affairs shall serve to promote the student body's involvement in the surrounding community, local government, and sustainability efforts. The Director will serve on any available committees or organizations necessary to achieve this goal.

IV.2.A.2 The Director of Community Affairs shall meet regularly with the Executive Director of Local Government Relations, and the Office of Sustainability.

IV.2.A.3 The Director of Community Affairs shall meet regularly with local community leaders to discuss the USG's involvement in community activities.

IV.2.A.4 The Director of Community Affairs shall inform students and advocate for their interests on issues that involve the relationship between students, the surrounding community, and sustainability.

IV.2.A.5 The Director of Community Affairs shall maintain a committee system to facilitate the completion of the duties outlined above.

IV.2.A.6 The Director of Community Affairs shall perform any other duties delegated by the President, Vice President, Chief of Staff, or Advisors.

IV.2.A.7 The Director of Community Affairs shall maintain ten office hours per week during the academic year.

Section 3: Duties of the Director of Diversity Affairs

IV.3.A.1 The Director of Diversity Affairs shall serve to support the inclusion and welcome of students from all groups in the USC community by helping to create an environment that both brings diverse groups of people together and helps to educate them about their differences.

IV.3.A.2 The Director of Diversity Affairs shall serve to improve the University atmosphere, programs, and opportunities for students of diverse backgrounds by advocating on their behalf to the administration, the faculty, and the student body, by serving on any appropriate committee or organization, and by identifying and addressing the concerns of diverse students.

IV.3.A.3 The Director of Diversity Affairs shall address the issues and concerns pertaining to students that have a diverse background based on, but not limited to, race, ethnicity, nationality, gender, sexual orientation, disability, age, religion, socio-economic status and veteran status.

IV.3.A.4 The Director of Diversity Affairs and members of this committee shall regularly attend meetings of the Asian Pacific American Student Assembly, the Black Student Assembly, the Gay Lesbian Bi Transgender Assembly, the Latino Student Assembly, Women's Student Assembly, the International Student Assembly and any other appropriate student group.

IV.3.A.5 The Director of Diversity Affairs shall sit on the DiverSCity Committee for Student Affairs as invited.

IV.3.A.6 The Director of Diversity Affairs shall maintain contact with the Director of Disability Services, the Dean of Religious Life, the Director of El Centro Chicano, the Director for Asian Pacific American Student Services, the Director of the Center for Black Cultural and Student Affairs, the Associate Director of Multicultural Recruitment in the Office of Admissions, Director of the Office of International Service, Director of the Lesbian Gay Bi Transgender Student Resource Center and any other appropriate administrator.

IV.3.A.7 The Director of Diversity Affairs shall inform students and advocate for their interests on administrative services, academic programs, faculty composition, admissions and recruitment, retention and attrition, religious life as well as any other appropriate area of concern.

IV.3.A.8 The Director of Diversity Affairs shall maintain a committee system to facilitate the completion of the duties outlined above.

IV.3.A.9 The Director of Diversity Affairs shall perform any other duties delegated by the President, Vice President, Chief of Staff, or Advisors.

IV.3.A.10 The Director of Diversity Affairs shall maintain ten office hours per week, during the academic year.

Section 4: Duties of the Director of University Affairs

IV.4.A.1 The Director of University Affairs shall serve to improve the undergraduate experience of the student body through the further development of hospitality, housing, and transportation, serving on any available committees or organizations necessary to achieve this goal.

IV.4.A.2 The Director of University Affairs shall meet as needed with the

Campus Cruiser, Transportation, Office of Student Affairs, the Office for Student Conduct, Facilities Management and the University's Auxiliary Services on departments pertaining to the duties of Director of University Affairs. The results of these meetings shall be reported back to the Senate.

IV.4.A.3 The Director of University Affairs shall maintain a committee system as needed to facilitate the completion of the duties outlined above.

IV.4.A.4 The Director of University Affairs shall perform any other duties delegated by the President, Vice President, Chief of Staff, or Advisors.

IV.4.A.5 The Director of University Affairs shall maintain ten office hours per week during the academic year.

Section 5: Duties of the Director of Wellness Affairs

IV.5.A.1 The Director of Wellness Affairs shall serve to improve the undergraduate experience of the student body through the promotion of student safety, health and recreation, serving on any available committees or organizations necessary to achieve this goal.

IV.5.A.2 The Director of Wellness Affairs shall meet as needed with the Student Health Advisory Board, the Department of Wellness and Health Promotion, Student Counseling Services, Recreational Sports, the Department of Public Safety, and Student Affairs. The results of these meetings shall be reported back to Senate.

IV.5.A.3 The Director of Wellness Affairs shall maintain a committee system as needed to facilitate the completion of the duties outlined above.

IV.5.A.4 The Director of Wellness Affairs shall perform any other duties delegated by the President, Vice President, Chief of Staff, or Advisors.

IV.5.A.5 The Director of Wellness Affairs shall maintain ten office hours per week during the academic year.

Section 6: Duties of the Assistant Directors

IV.6.A.1 Assistant Directors shall be appointed by the President with the advice of the selection committee.

IV.6.A.2 Assistant Directors shall assist their respective Directors with their tasks as outlined in the Bylaws.

IV.6.A.3 Assistant Directors shall perform any other duties delegated by the President, Vice President, Chief of Staff or Advisors.

IV.6.A.4 Assistant Directors shall maintain four office hours per week.

Article V: The Communications Branch

Section 1: The Communications Branch

V.1.A The Communications branch shall serve the communications needs of the Undergraduate Student Government, and consists of the Senior Director of Communications, the Associate Director of Elections, the Director of Photography, the Associate Director of Business Relations, the Director of Graphics, the Associate Directors of Graphics, the Director of Technology, the Associate Director of UI/IX, the Director of Marketing, and the Director of Social Media.

V.1.B Assistant Directors may be appointed to aid any of the above positions except for the Senior Director of Communications.

V.1.C The directors of the Communication branch may choose to employ a committee or internship system under their respective position to support their work.

V.1.D The Directors, Associate Directors, and/or Assistant Directors of the Communications branch shall be appointed by the Senior Director of Communications with advice of the selection committee.

V.1.E Any materials produced for external use by the Undergraduate Student Government, its branches, or any of its individual assemblies or committees, must be approved by the Communications branch.

V.1.F The Communications branch adhere to the Undergraduate Student Government Constitution and Bylaws.

V.1.G The Communications branch must meet at least once a month during the school year.

Section 2: Duties of the Associate Director of Elections

V.2.A The Associate Director of Elections shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

V.2.B The Associate Director of Elections shall agree to resign any other office held within the current Undergraduate Student Government or its branches before

the Undergraduate Student Government election in the spring. The student must also agree to refrain from running for any elected office, supporting any candidates or initiatives, or opposing any candidates or initiatives being voted upon during that year's elections.

V.2.C The Associate Director of Elections shall chair the Elections Commission as outlined later in the Bylaws.

V.2.D The Associate Director of Elections shall serve as the official liaisons of the Senate on all election-related matters.

V.2.E The Associate Director of Elections shall report at least once a month to the Senior Director of Communications on the status of the elections process.

V.2.F The Associate Director of Elections shall research election procedures at other universities to improve the elections process at the University of Southern California.

V.2.G The Associate Director of Elections is responsible for publishing the Elections Handbook no later than two weeks prior to the Election.

V.2.H The Associate Director of Elections is responsible for the development and maintenance of the on-line election site, alongside the Director of Technology.

V.2.I The Associate Director of Elections shall perform any other duties as delegated by the Executive Officers or Advisors.

V.2.J The Associate Directors of Elections shall each maintain eight office hours per week during the academic year, two of which may be external.

Section 3: Duties of the Director of Photography

V.3.A The Director of Photography shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

V.3.B The Director of Photography shall promote all branches and all of the individual assemblies and committees of the Undergraduate Student Government through photo campaigns.

V.3.C The Director of Photography, assistant director(s), and/or their team shall attend and document all Undergraduate Student Government events, at the discretion of the Senior Director of Communications.

V.3.D The Director of Photography shall archive and post all content to the respective Undergraduate Student Government Facebook page and other social

media sites as photographic evidence of all past events.

V.3.E The Director of Photography will work closely with the Director of Marketing and Director of Social Media as the art director for all of Undergraduate Student Government's photographic content.

V.3.F The Director of Photography shall research and develop new ways of storing photographic evidence from past events online.

V.3.G The Director of Photography shall each maintain twelve office hours per week during the academic year, six of which may be external.

Section 4: Duties of the Director of Videography

V.4.A The Director of Videography shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

V.4.B The Director of Videography shall promote all branches and all of the individual assemblies and committees of the Undergraduate Student Government through video campaigns.

V.4.C The Director of Videography, assistant director(s), and/or their team shall attend and document all Undergraduate Student Government events, at the discretion of the Senior Director of Communications.

V.4.D The Director of Videography shall archive and post all content to the respective Undergraduate Student Government Facebook page and other social media sites as videographic evidence of all past events.

V.4.E The Director of Videography will work closely with the Director of Marketing and Director of Social Media as the art director for all of Undergraduate Student Government's videography content.

V.4.F The Director of Videography shall each maintain twelve office hours per week during the academic year, six of which may be external.

Section 5: Duties of the Associate Director of Business Relations

V.5.A The Associate Director of Business Relations shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

V.5.B The Associate Director of Business Relations shall find sponsors and tours to support events and raise additional funds.

V.5.C The Associate Director of Business Relations shall work to find new partnership opportunities for Undergraduate Student Government, its branches, and its individual assemblies and committees.

V.5.D The Associate Director of Business Relations shall work get new vendors approved through the University Portal, including, but not limited to, promotional item and food vendors.

V.5.E The Associate Director of Business Relations shall each maintain eight office hours per week during the academic year.

Section 6: Duties of the Director of Graphics

V.6.A The Director of Graphics shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

V.6.B The Director of Graphics shall work with the Senior Director of Communications and any other director of Undergraduate Student Government to produce all graphic work needed.

V.6.C The Director of Graphics shall manage their associate directors and assistant directors, assigning graphics work to them and their team in an organized and timely manner.

V.6.D The Director of Graphics shall comply with all other duties delegated by the Senior Director of Communications.

V.6.E The Director of Graphics shall maintain twelve office hours per week during the academic year, six of which may be external.

Section 7: Duties of the Associate Directors of Graphics

V.7.A The Associate Directors of Graphics shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

V.7.B The Associate Directors of Graphics shall work with the Director of Graphics, the Senior Director of Communications, and any other director of Undergraduate Student Government to produce all graphic work needed.

V.7.C The Associate Directors of Graphics shall be comprised of at least one specializing in motion graphics.

V.7.D The Associate Directors of Graphics shall comply with all other duties delegated by the Senior Director of Communications.

V.7.E The Associate Directors of Graphics shall maintain eight office hours per week during the academic year, four of which may be external.

Section 8: Duties of the Director of Technology

V.8.A The Director of Technology shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

V.8.B The Director of Technology shall be responsible for the technology-related needs of the Undergraduate Student Government.

V.8.C The Director of Technology shall be responsible for maintaining the Undergraduate Student Government website, and its affiliates.

V.8.D The Director of Technology shall work with the Senior Director of Communications to create weekly email newsletters and maintain an online calendar of events.

V.8.E The Director of Technology shall comply with all other duties delegated by the Senior Director of Communications.

V.8.F The Director of Technology shall maintain twelve office hours per week during the academic year, six of which may be external.

Section 9: Duties of the Associate Director of User Interface/User Experience (UI/UX)

V.9.A The Associate Director of UI/UX shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

V.9.B The Associate Director of UI/UX shall be responsible for the technology-related needs of the Undergraduate Student Government in terms of user experience and user interface, as well as supporting the activities of the Director of Technology.

V.9.C The Associate Director of UI/UX shall work with the Director of Technology and Senior Director of Communications to develop new projects to promote the Undergraduate Student Government.

V.9.D The Associate Director of UI/UX shall comply with all other duties delegated by the Director of Technology and the Senior Director of Communications.

V.9.E The Associate Director of UI/UX shall maintain eight office hours per week

during the academic year, four of which may be external.

Section 10: Duties of the Director of Marketing

V.10.A The Director of Marketing shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

V.10.B The Director of Marketing shall be responsible for all promotion and recruitment for the Undergraduate Student Government.

V.10.C The Director of Marketing shall serve to improve the Undergraduate Student Government's communication with students by effectively publicizing the organization's resources and services through events to obtain student feedback.

V.10.D The Director of Marketing shall keep an inventory of all promotional items of the Undergraduate Student Government, and its individual assemblies and committees.

V.10.E The Director of Marketing shall be responsible for events including, but not limited to, tabling, forums, and networking events.

V.10.F The Director of Marketing shall be responsible for holding external office hours for the whole of Undergraduate Student Government at least once a month during the school year.

V.10.G The Director of Marketing shall perform any other duties delegated by the Senior Director of Communications.

V.10.H The Director of Marketing shall maintain twelve office hours per week during the academic year, four of which may be external.

Section 11: Duties of the Director of Social Media

V.11.A The Director of Social Media shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

V.11.B The Director of Social Media shall be responsible for the social media presence for the Undergraduate Student Government.

V.11.C The Director of Social Media shall set guidelines followed by all branches and individual assemblies and committees to best portray the Undergraduate Student Government, set out in conjunction with the Senior Director of Communications.

V.11.D The Director of Social Media shall work to develop social media campaigns

and projects to best portray the Undergraduate Student Government.

V.11.E The Director of Social Media shall perform any other duties delegated by the Senior Director of Communications.

V.11.F The Director of Social Media shall maintain twelve office hours per week during the academic year, six of which may be external.

Section 12: Duties of the Assistant Directors

V.12.A The Assistant Directors shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications, at the discretion of the Senior Director of Communications.

V.12.B The Assistant Directors shall assist their respective Directors and/or Associate Directors with their tasks as outlined in the Bylaws.

V.12.C The Assistant Directors shall perform any other duties delegated by the Senior Director of Communications or Advisors.

V.12.D The Assistant Directors shall maintain four office hours per week, two of which may be external at the discretion of their respective Director and the Senior Director of Communications.

Article VI: The Funding Branch

Section 1: Duties of the Funding Board Directors

VI.1.A.1 The Funding Board Directors shall chair his/her specific Funding Boards.

VI.1.A.2 The Funding Board Directors shall call Funding Board meetings at least once a month.

VI.1.A.2.a The Director of the Academic Research Fund shall call Funding Board meetings as needed.

VI.1.A.3 The Funding Board Directors shall report to the Treasurer, shall make records of allocations available to the Treasurer, and shall meet regularly with the Treasurer to ensure the proper functioning of the Boards

VI.1.A.4 The Funding Board Directors shall work with the Senior Director of Communications and the Deputy Director of Technology to ensure that updated funding information and applications are available on the USG website.

VI.1.A.5 The Funding Board Directors shall maintain ten office hours per week during the academic year.

VI.1.A.5.a Deputy Directors of Discretionary Fund shall each have a six office hour requirement per week.

Section 2: Duties of Assistant Directors

VI.2.A.1 Assistant Directors shall be appointed by the President with the advice of the selection committee.

VI.2.A.2 Assistant Directors shall assist their respective Directors with their tasks as outlined in the Bylaws.

VI.2.A.3 Assistant Directors shall perform any other duties delegated by the President, Vice President, Chief of Staff, Funding Board Directors or Advisors.

VI.2.A.4 Assistant Directors shall maintain four office hours per week.

Article VII: The Judicial Branch

Section 1: Duties of the Judicial Council

VII.1.A. Duties of Justices

VII.1.A.1 Justices shall attend all meetings of the Judicial Council.

VII.1.A.2 Justices shall review impartially and objectively all cases brought before the Judicial Council by the Executive Cabinet, Senate, or any interested undergraduate student, with public and publicized hearings. Deliberations of the Council shall be closed to the public.

VII.1.A.3 The Judicial Council shall keep an archived log of all rulings and deliberations.

VII.1.A.4 Justices shall follow all policies and procedures outlined in the Judicial Council rules.

VII.1.B Duties of the Chief Justice

VII.1.B.1 The President shall appoint a Chief Justice who has actively served for at least one year on the Judicial Council prior to being appointed Chief Justice. If fewer than two justices meet this requirement, then this requirement shall be waived.

VII.1.B.2 The Chief Justice shall call meetings of the Judicial Council at least one time per month for the purposes of training, reviewing the Bylaws, Constitution, and any other necessary documents, or whenever a case has been filed.

VII.1.B.3 The Chief Justice shall swear in members of the Senate, the Vice-President, and the President in compliance with the Bylaws.

VII.1.C Duties of the Chief Justice Pro Tempore

VII.1.C.1 The Judicial Council may select a Chief Justice Pro Tempore to assist with the work of the Council.

VII.1.C.2 The Chief Justice Pro Tempore, if any, shall fulfill the duties of the Chief Justice at the request of the Chief Justice.

Section 2: Appointment of Judicial Council Members

VII.2.A The President shall appoint all Justices to the Judicial Council.

VII.2.B A temporary interview committee shall advise the President on Judicial appointment. The committee shall consist of one Senator, the Chief Justice, one member of the Executive Cabinet, the Vice President and one member of Program Board, all of whom are popularly elected within their respective branches, and a student-at-large, selected by the President. The Advisor will serve in a non-voting, advisory capacity.

VII.2.C The committee will recommend no less than its top two candidates to the President and will submit a report on the process to the Senate prior to the nominee's confirmation.

VII.2.D No later than the last week of March, all outgoing Justices must inform the newly elected President that they will not be returning to the Council in the following year.

VII.2.E The Senate shall confirm the Justices with a two-thirds vote.

VII.2.F The Judicial Council shall be responsible for the transition of newly confirmed members.

Section 3: Jurisdiction, Power and Authorities

VII.3.A The Judicial Council shall be an autonomous judicial body whose purpose is to hear complaints from any student or recognized student organization regarding any conflict or controversy involving the Undergraduate Student Government Constitution and Bylaws, the Undergraduate Student Government Code of Ethics, the Undergraduate

Student Government Elections Code, policies of the Senate, or those governing documents of any subsidiary organization of USG.

VII.3.B The jurisdiction of the Judicial Council is limited to cases involving the Undergraduate Student Government Constitution and Bylaws, the Undergraduate Student Government Code of Ethics, the Undergraduate Student Government Elections Code, policies of the Senate, or those governing documents of any subsidiary organization of USG.

VII.3.C The Judicial Council shall base its rulings solely on reasonable interpretation of the Undergraduate Student Government Constitution and Bylaws Undergraduate Student Government Code of Ethics, Undergraduate Student Government Elections Code, policies of the Senate, or those governing documents of any subsidiary organization of USG.

VII.3.D Justices shall decline to hear cases outside the jurisdiction of the Council.

VII.3.E Justices shall only review the interpretations of the Constitution and Bylaws offered by the Vice President or Parliamentarian in the form of a ruling when such interpretations are challenged on reasonable grounds through a formal complaint by a student.

Section 4: Judicial Council Hearings

VII.4.A Personnel Hearings

VII.4.A.1 Justices shall have final rule on all questions pertaining to personnel removal.

VII.4.A.1.a An exception shall be made only when the Elections Commission is a party. In which case the Judicial Council shall be the first court and the Senate shall be the final court if an appeal is filled.

VII.4.A.2 In all personnel hearings, the Senate shall serve as the primary court. The decision of the Senators shall be final unless any interested party appeals the decision to the Judicial Council. The Council may affirm or reverse the decision of the Senate.

VII.4.B Elections Code Hearings

VII.4.B.1 Justices shall have final rule on all questions pertaining to violations of the Undergraduate Student Government Elections Code.

VII.4.B.2 The Elections Commission will be the first court to hear cases pertaining to the Elections Code.

VII.4.B.2 The Elections Commission must rule on all matters concerning the Elections Code. In the event that an appeal is made to the Judicial Council, the Elections Commission shall submit a written judgment outlining their rationale to the Judicial Council within 24 hours.

VII.4.B.3 The Judicial Council must convene within 24 hours of the submission of a complaint with a candidate as a plaintiff or a defendant during the campaign period. The Judicial Council must make a preliminary ruling within 24 hours of hearing the case.

VII.4.B.3.a The defendant in these matters must be given at least twelve hours' notice to prepare a defense, make inquiries, and produce witnesses.

VII.4.B.4 The Judicial Council must hear all elections appeals concerning disqualification.

VII.4.C Other Judicial Council Hearings

VII.4.C.1 In non-elections, non-personnel hearings, the Judicial Council will serve as the first court.

VII.4.C.2 The Senate can overrule a Judicial Council decision by a 5/6 vote, only when the defendant files an appeal.

VII.4.D Hearing Procedures

VII.4.D.1 A complaint can be filed by submitting a paper form to the Undergraduate Student Government Office or by online submission. The complaint must explain the nature of the case, all stipulations that are being contested, the person(s) against whom the case is being brought, and a proposed solution.

VII.4.D.2 Following the proposal submission, the Judicial Council will make a decision to hear a case within seven business days as determined by the university's academic calendar during the Fall and Spring academic semesters unless extenuating circumstances apply.

VII.4.D.3 Prior to hearing the case, the Judicial Council must inform the Senate that a hearing will occur. At this time, all justices who are going to voluntarily recuse themselves from participating in the case must come forward to the Senate.

VII.4.D.4 The Judicial Council will hear the case in an expeditious manner, no

longer than two weeks after agreeing to hear the case.

VII.4.D.5 The Judicial Council will issue a ruling to the interested parties within 72 hours of hearing the case. The decision will be made available to the Associate Vice President of Student Affairs, the Judicial Council advisor, all justices, the Undergraduate Student Government President, the Parliamentarian, the Senior Director of Communications, the petitioner, and the respondent.

VII.4.E Hearing Requirements

VII.4.E.1 Rulings by the Judicial Council require a hearing with two opposing sides and a conflict between those two sides. Both sides must be given a fair opportunity to present their case in full.

VII.4.E.2 Judicial council members, who have deliberated on a particular case with another person or hold a publicly known opinion on a particular case, prior to hearing that case, must recuse themselves on all cases directly relating to that case.

VII.4.E.3 The Senate Advisor, or a designee from Student Affairs or other staff/faculty member with a strong knowledge of the Undergraduate Student Government as designated by the President and Vice President, shall be present at all hearings and deliberation, and shall act as a parliamentary authority, ensuring that Judicial Council rules are followed.

VII.4.E.4 If the Undergraduate Student Government Advisor or specified designee finds that Judicial Council rules have been broken, the hearing or deliberations will halt until the discrepancy has been solved.

VII.4.E.5 The Undergraduate Student Government Advisor or specified designee may not participate in any deliberation or have a vote in the outcome of a case, and may not influence any Judicial Council decision.

VII.4.E.6 Justices shall adopt and prepare a report of the ruling and conclusions of each case brought before the Council and present e-mail results to the Undergraduate Student Government President and Advisor.

Section 5: Appeals

VII.5.A Appealing or overturning a decision of any judiciary body in the Undergraduate Student Government requires one of the following incidents to have occurred: (a) the court erred in the application of the governing documents, (b) court misconduct, (c) all relevant arguments and evidence were not presented due to circumstances outside the control of the parties involved, (d) the ruling was entirely unreasonable to make based on the presented arguments and evidence.

Section 6: Judicial Council Rules

VII.6.A The Council must adopt rules as are necessary to provide the foundation for the Council to run in an orderly manner, subject to annual approval by a majority vote of the Senate.

Section 7: Quorum

VII.7.A Quorum is necessary to conduct business. Quorum shall be a minimum of five of the currently seated justices.

VII.7.B In cases where the Judicial Council cannot form a quorum, the Senate will hear these cases in accordance with Article IV of the USG Bylaws with the Senate substituting for the Judicial Council.

Section 8: Removal and Temporary Leave

VII.8. A Removal of a Justice

V.8.1 In order to remove a justice from the Council, an affirmative vote for removal must be cast by a two-thirds vote of the currently seated Senate. Justices may only be removed upon reasonable cause.

VII.8.B Temporary Leave of Duty

VII.8.B.1 In the event that a justice chooses to take a temporary leave of duty, the President shall appoint an interim justice, subject to confirmation by the Senate, to fill the position of the temporarily absent justice with all the duties and rights therein, except the justice shall be appointed with the understanding that the position is temporary.

VII.8.B.2 Upon such time as the temporarily absent justice returns from the leave of absence, the interim justice must step down and the former justice shall rejoin the Council.

VII.8.B.3 Temporary leave shall only be granted for an entire semester, no more, no less, one time during a justice's tenure.

Article VIII: The Programming Branch

Section 1: The Program Board

VIII.1.A The Program Board shall serve the programming needs of the undergraduate student body and consists of the Executive Director, the Finance and Administration

Director, the Director of Public Relations, the Production Manager, the Graphic Designer, the Webmaster, and the Directors of the following Committees and Assemblies: the Concerts Committee, the Performing Arts Committee, the Speakers Committee, the Special Events Committee, the Trojan Pride Committee, the Academic Culture Assembly, the Asian Pacific American Student Assembly, the Black Student Assembly, the Queer and Ally Student Assembly, the International Student Assembly, the Latino Student Assembly, the Political Student Assembly, and the Women's Student Assembly.

VIII.1.A.1 Assistant Directors may be appointed/elected to aide any of the above positions except Executive Director and Finance and Administration Director.

VIII.1.B The Executive Committee shall consist of the Program Board Executive Director, Finance and Administration Director, Advisor, and Graduate Advisors.

VIII.1.C The Program Board shall adhere to the Undergraduate Student Government Constitution and Bylaws.

VIII.1.D The Program Board must meet at least once a month during the school year.

Section 2: Program Board Assemblies

VIII.2.A Elections Process

VIII.2.A.1 All Assemblies shall be led by a Director, and if needed an Assistant Director, elected by their respective assemblies.

VIII.2.A.1.a Assistant Directors may be elected as needed and with the approval of the Executive Committee.

VIII.2.A.2 Assembly Directors shall begin the elections process for next year's officers by the sixth week and conclude them by the tenth week of the spring semester.

VIII.2.B Duties of Assembly Directors

VIII.2.B.1 Directors shall attend weekly Program Board meetings or send a proxy approved by the Executive Director.

VIII.2.B.2 Directors shall oversee and coordinate a board and maintain an accurate roster of its members.

VIII.2.B.3 Directors shall hold weekly board meetings unless otherwise waived by the Executive Director

VIII.2.B.4 Directors shall plan a minimum of three events per semester except with approval of the Executive Committee. These events must conform to the allocations criteria and all other guidelines established for use of the Programming Fee, as outlined in the Program Board manual.

VIII.2.B.5 Directors shall create and maintain a budget while overseeing all financial expenditures made by their respective assembly members or groups.

VIII.2.B.6 Directors shall comply with all other duties as outlined in the Program Board manual and shall perform any other duties delegated by the Executive Director or Executive Committee.

VIII.2.B.7 Directors shall maintain twelve office hours per week during the academic year.

VIII.2.C Duties of Assembly Assistant Directors

VIII.2.C.1 Assistant Directors shall attend weekly Program Board meetings or send a proxy approved by the Executive Director.

VIII.2.C.2 Assistant Directors shall plan one event per semester

VIII.2.C.3 Assistant Directors shall perform all duties delegated by their Director, the Executive Director, and the Executive Committee

VIII.2.C.4 Assistant Directors shall maintain four office hours per week during the academic year.

VIII.2.D Assembly Incorporation

VIII.2.D.1 The proposed assembly must include at least 5 member groups registered with the Office of Campus Activities who have jointly submitted a resolution with a sponsoring Senator.

VIII.2.D.1.a The resolution must include the name and purpose of the new assembly; a detailed demonstration of need; and the signatures of the presidents of each member group seeking incorporation into the proposed assembly.

VIII.2.D.1.b The “BE IT RESOLVED” clause shall establish a trial period for the proposed assembly to begin the following spring semester starting January 1st and ending March 31st. The clause shall also provide for the funding for the proposed assembly. This resolution must be passed by the last meeting of the fall semester.

VIII.2.D.2 Member groups must provide the Senate with a constitution, which explains the purpose, structure, and procedures of the proposed assembly.

VIII.2.D.3 Two academic days before the proposed resolution is to be considered, the Executive Director of Program Board shall submit a report to the Vice-President indicating the results of a Program Board vote of confidence regarding the trial period of the proposed assembly.

VIII.2.D.4 Following the trial period and before the budget for the term has been passed, the President and the Program Board Executive Director who shall take a Program Board vote of confidence, shall jointly make a recommendation to the Senate, on whether or not to incorporate the proposed assembly. The assembly shall be incorporated into the Program Board by a two-thirds vote by the Senate. Should a two-thirds majority not be met, the trial assembly shall be considered dissolved.

VIII.2.E Assembly Elimination

VIII.2.E.1 Assemblies shall be eliminated by a two-thirds vote by the Senate.

VIII.2.E.2 Two academic days before the proposed resolution is to be considered, the Executive Director of Program Board shall submit a report to the Vice President indicating the results of a Program Board vote of confidence regarding the elimination of the assembly.

VIII.2.E.3 After a vote of elimination, the assembly will be eliminated at the end of the Undergraduate Student Government term.

Section 3: Administration Positions

VIII.3.A Duties of the Production Manager

VIII.3.A.1 The Production Manager shall attend weekly Program Board meetings or send a proxy approved by the Executive Director.

VIII.3.A.2 The Production Manager shall work with Directors to coordinate the venues and technical aspect of programs when needed.

VIII.3.A.3 The Production Manager shall serve as the primary liaison between Program Board and production companies.

VIII.3.A.4 The Production Manager shall comply with all other duties as outlined in the Program Board manual and shall perform any other duties delegated by the Executive Director or Executive Committee.

VIII.3.A.5 The Production Manager shall maintain twelve office hours per week during the academic year.

VIII.3.B Assistant Positions

VIII.3.B.1 If needed, Assistant Directors may be hired for any of the administrative positions.

VIII.3.B.2 Assistant Directors shall attend weekly Program Board meetings or send a proxy approved by the Executive Director.

VIII.3.B.3 Assistant Directors shall perform all duties delegated by their Director, the Executive Director and the Executive Committee.

VIII.3.B.4 Assistant Directors shall maintain four office hours per week during the academic year.

Section 4: Appointments

VIII.4.A Appointment of the Program Board Executive Director and Finance and Administration Director

VIII.4.A.1 The Program Board Executive Director and the Finance and Administration Director shall be appointed by an advisory committee consisting of the outgoing Executive Director, the outgoing Finance and Administration Director, the President-elect, the Vice President-elect the Program Board Graduate Advisors and the Program Board Advisor. Based on the advice of the committee, the President-elect will make the final selection of both appointments.

VIII.4.A.1.a In the case that the outgoing Executive Director or Finance and Administration Director is applying for the position, the applicant shall recuse himself from the selection committee. Program Board shall be given at least one week's notice to vote to choose a Program Board Director to sit in the recused person's place on the committee.

VIII.4.A.1.b In the event Program Board has not chosen a replacement for the committee by the start of the selections process, the President-elect shall select the replacement from Program Board.

VIII.4.A.1.c In the case that there is no sitting Executive Director and/or Finance and Administration Director, Program Board shall be given at least one week's notice to vote to choose a Program Board Director to sit in the recused person's place on the committee.

VIII.4.A.1.d In the event Program Board has not chosen a replacement for the committee by the start of the selections process, the President-elect shall select the replacement from Program Board.

VIII.4.A.2 The President-elect's selection is subject to a vote of confidence by the Finance and Administration Director, all Program Board Directors or Assistant Directors, the Production Manager, the Assistant Production Manager, the Graphic Designer, the Assistant Graphic Designer, and the Webmaster, all of whom shall be present at the Program Board meeting at which the vote takes place. A vote of no confidence will result in disqualification of the selection. Program Board will be required to submit the vote of confidence to the President-elect within one week of the President's selection

VIII.4.A.2.a A vote of confidence will be administered by the outgoing Executive Director of Program Board and the results will be confirmed by the USG Program Board Advisor. A vote of confidence is a two-thirds majority vote by the outgoing Program Board Directors.

VIII.4.A.3 The Executive Director and the Finance and Administration Director must be confirmed by a two-thirds vote by the Senate.

VIII.4.B Appointment of Committee Directors

VIII.4.B.1 The Committee Directors shall be appointed by a selection committee consisting of the incoming Executive Director, the incoming Finance and Administration Director, the Program Board Advisor or a Graduate Advisor, an outgoing Program Board committee director, an outgoing Program Board Assembly Director, and an incoming Senator. This committee shall be chaired by the Executive Director and shall come to a consensus decision for all appointments.

VIII.4.B.1.a In the case that there is no sitting Executive Director and/or Finance and Administration Director, Program Board shall be given at least one week's notice to vote to choose a Program Board member to sit in the recused person's place on the committee.

VIII.4.B.1.b In the event Program Board has not chosen a replacement for the committee by the start of the selections process, the President-elect shall select the replacement from Program Board.

VIII.4.B.2 Directors in Program Board must be confirmed by a two-thirds vote by the Senate.

Article IX: The Elections Process

Section 1: The Responsibility of the Elections Commission

IX.1.A The elections for the President, Vice President, and Senators shall be overseen by the Elections Commission (the “Commission”).

IX.1.B The Co-Directors of Elections and Recruitment shall decide amongst themselves who shall serve as the Chair of the Elections Commission. The Chair shall only vote in the event of a tie.

IX.1.C There shall be at least five additional voting members, called Commissioners.

IX.1.C.1 The Commissioners shall be chosen by the Co-Directors of Elections and Recruitment.

IX.1.C.2 A temporary interview committee shall advise the Co-Directors of Elections and Recruitment on the Commissioners selection. The committee shall consist of one Senator, one member of the Executive Cabinet, and one Justice, all of whom are popularly elected within their respective branches. The Advisor shall serve in a non-voting advisory capacity

IX.1.C.3 The committee shall propose an ideal slate to the Co-Directors of Elections and Recruitment and shall submit a report on the process to the Senate prior to the Commissioners’ confirmation.

IX.1.C.4 All Commissioners shall be confirmed by a majority of the Senate who is eligible to vote according to the Bylaws by the final meeting of the fall semester.

IX.1.C.5 The Commissioners must represent at least two constituencies collectively.

IX.1.C.6 No currently seated member of any Undergraduate Student Government branch—legislative, executive, judicial, or programming, excepting the Chair of the Elections Commission—may serve as a Commissioner.

IX.1.C.7 Commissioners may not endorse, volunteer, or campaign for any candidates.

IX.1.C.8 The Chair and a majority of all Commissioners shall be present to conduct business regarding complaints, infractions, and sanctions.

IX.1.C.9 In order to remove a member of the Elections Commission, an affirmative vote for removal must be cast by two-thirds of the Senate who is eligible to vote according to the Bylaws.

IX.1.D The Elections Commission shall have original jurisdiction over complaints filed against candidates for violations of the Elections Code. The Elections Commission shall apply sanctions appropriate in a uniform manner for all candidates. Refer to Section IX.10 of these Bylaws for election sanction policies.

IX.1.D.1 The Elections Commission may only impose sanctions on candidates for violations of the Elections Code. For all other complaints concerning but not limited to the Code of Ethics, Bylaws, and Constitution, SCampus, state and federal law, the Chair of the Commission may order compliance and refer the complaint to the appropriate governing body. These bodies may include Student Judicial Affairs and Community Standards, the Judicial Council, and law enforcement authorities. Rulings in those bodies may be grounds for sanctions as determined by the commission.

Section 2: The Elections Code

IX.2.A There shall be an Elections Code for all general and special elections. The Elections Code shall include, but not be limited to, information regarding the following: fundamental election principles, candidate eligibility requirements, application timeline, campaign rules, polling site locations, candidate endorsement policies, email regulations, write-in candidate policy, the appeals process, recount policy, sanctions, rules regulating campaign statements, all pertinent sections of the Undergraduate Student Government Constitution and Bylaws regarding elections, position job descriptions, and any other election-related policies that the Director of Elections and Recruitment deems necessary.

IX.2.B This Undergraduate Student Government Constitution and Bylaws shall supersede the Elections Code in all areas of difference.

IX.2.C The Co-Directors of Elections and Recruitment shall review the Elections Codes every year and present any amendments they consider necessary. The Code shall be amended by a two-thirds vote of the Senate who is eligible to vote according to the Bylaws.

IX.2.C.1 Any amendment made after the second meeting of November shall not apply to the upcoming election, unless there is five-sixth majority vote of the Senate who is eligible to vote according to the Bylaws. Refer to Section VII.7 for Election Code requirements for a special election.

Section 3: Voting Eligibility of Current Senate Members

IX.3.A Currently seated Senate members who have submitted a letter of intent must recuse themselves from voting on any matter affecting that election. This includes, but is not limited to, the approval of the Elections Code, and the confirmation or removal of

Commissioners for that election.

Section 4: Minimum Votes Required for Victory

IX.4.A The joint ticket for President and Vice President that receives a plurality of total votes shall be elected.

IX.4.B There is no minimum number of votes required for election to the Senate; a plurality of votes cast for that constituency is all that is required. Any write-in candidate who wins must be a member of the indicated constituency and meet all eligibility requirements at the time of the election. After the candidates who received the most votes are sworn in, any potential replacement Senator must have received at least ten percent of the ballots cast in that constituency and must meet the constituency requirements in the Bylaws.

Section 5: Election Requirements

IX.5.A A general election shall be held on a consecutive Tuesday, Wednesday and Thursday in February, so that the results of the election can be announced no later than March 1.

IX.5.A.1 There shall be at least three public polling places open each day. The location and hours of poll openings shall be decided by the Elections Commission, and made public at the mandatory candidates' meeting. The polling hours shall be advertised in appropriate campus media.

IX.5.B If a candidate is disqualified, all votes cast for that candidate shall be declared void. Any other votes on a ballot, which has one vote for the disqualified candidate, shall be counted.

Section 6: Campaign Requirements

IX.6.A There shall be a campaign period prior to the first day of elections of at least one week, the length of which shall be determined in the Elections Code. Refer to Section VII.6 of these Bylaws for campaign requirements in a special election.

IX.6.B Only currently enrolled undergraduate USC students shall be eligible to campaign on behalf of a candidate.

IX.6.C If a candidate is a member of a campus media organization, the candidate may not use his or her position to unduly influence the elections process or outcome.

IX.6.D Campaign materials and activities, and use thereof, shall be regulated by University policies, the Undergraduate Student Government Constitution and Bylaws, and the Elections Code.

Section 7: Special Elections

IX.7.A The Elections Code for a special election shall be amended at least 15 days prior to the special election by a two-thirds vote of the currently seated Senate who is eligible to vote according to the Bylaws.

IX.7.B There must be at least two Commissioner members on a special election Commission. The Commissioners shall be approved by a majority vote of the currently seated Senate who is eligible to vote at least 15 days prior to the special election.

IX.7.B.1 The Commissioners must meet the requirements as outlined in Section IX.1.C of these Bylaws.

IX.7.C Any special election shall be held on a consecutive Tuesday and Wednesday. Once the dates of the special election are chosen, the Chair of the Elections Commission is responsible for assigning all other deadlines and logistics of the special election.

IX.7.C.1 Special elections must have at least two polling places open during the day. The location and hours of poll openings shall be decided by the Elections Commission and made public at the mandatory candidates' meeting. The polling hours shall be advertised in appropriate campus media.

IX.7.D The duration of the campaign period in a special election is at the discretion of the Chair of the Elections Commission and shall be clearly stated in the Elections Code of the special election.

IX.7.E All other polices regarding special elections shall coincide with those of a general election.

Section 8: Expenditure Requirements

IX.8.A Each category of candidate has a spending limit. This spending limit shall be the fair market monetary value of campaign materials or services. Exceeding the spending limits shall result in the disqualification of all members of the slate or ticket, or the independent (individual) candidate.

IX.8.B Candidates must report all contributions from all sources. Failure to fully report will result in disqualification.

Section 9: Ballot Counting Requirements

IX.9.A A member of Student Affairs and at least one member of the Elections Commission must be present at the ballot counting. The Elections Commission shall invite a member of the faculty and a representative of appropriate campus media to be

present, but their attendance shall not be mandatory. Ballots shall be stored in a locked office desk to which only the Co-Directors of Elections and Recruitment and the Undergraduate Student Government Advisor have access.

IX.9.B Candidates may request a ballot recount up to two times if the vote difference between the candidate and the next candidate is the less than fifteen votes or ten percent of the votes cast for the candidate requesting the recount.

IX.9.C Ballot counting requirements do not apply in the case of online ballots.

Section 10: Elections Sanctions

IX.10.A Any undergraduate student may file an elections complaint. When a protest is made against a candidate, a complaint form must be signed by the student making the complaint. There must be factual evidence of an infraction of the Elections Code before the Elections Commission will accept the complaint form.

IX.10.B Any sanction given to a candidate, slate, or ticket may be appealed to the Judicial Council, to be decided according to the Bylaws.

IX.10.C Candidates shall have the right to confront those making the complaint and to know their identities. They shall have the right to speak on their own behalf and to produce witnesses to speak on their behalf.

IX.10.D All protests requesting a new election under the authority of the Elections Code shall be heard by the Judicial Council who may order a new election if that is the only option to ensure a fair and democratic outcome.

Section 11: Certifying the Election

IX.11.A The election results will be presented to the Director of Campus Activities by the Chair of the Elections Commission. The results of the elections shall not be final and valid until they are certified by the Director of Campus Activities.

IX.11.B The Chair of the Elections Commission must have the election certified prior to the last business meeting of March.

Section 12: Oaths of Office

IX.12.A The elected individuals shall be sworn in by the Chief Justice, using the oaths in the following sections, at the first meeting.

IX.12.B The oath for the President shall read: "I, (name), as the (year) Student Body President of the University of Southern California, do solemnly swear (or affirm) to uphold the Undergraduate Student Government Constitution and Bylaws and Code of

Ethics, to represent the student body to the University, the Board of Trustees, and the general public, and to serve with pride the undergraduate student body of the University of Southern California to the best of my ability."

IX.12.C The oath for the Vice-President shall read: "I, (name), as the (year) Student Body Vice-President of the University of Southern California, do solemnly swear (or affirm) to uphold the Undergraduate Student Government Constitution and Bylaws and Code of Ethics, to represent the student body to the University, the Board of Trustees, and the general public, and to serve with pride the undergraduate student body of the University of Southern California to the best of my ability."

IX.12.D The oath for Senators shall read: "I, (name), do solemnly swear (or affirm) to uphold the Undergraduate Student Government Constitution and Bylaws and Code of Ethics, to represent my constituents, to perform any tasks or duties to which I am delegated, and to serve with pride the undergraduate student body of the University of Southern California, to the best of my ability."

Article X: The Student Programming Fee

Section 1: The Allocations Process

X.1.A The Senate-Elect, President-Elect, Vice President-Elect and Treasurer- select shall convene at least three Budget Hearing meetings at which USG Account Holders are welcomed to present how they spent their Programming Fee Allocation in the current year and request an allocation for the forthcoming year. Account Holders are defined as the executive in charge of a committee, assembly, or project listed as receiving money on the USG Budget.

X.1.B The Budget Hearings shall take place on at least three different meetings between the day Unofficial Elections results are announced and the third Tuesday in April. The Budget Hearings will continue until each line item of the budget has been addressed, also including the potential addition of any new accounts to be added. The first Budget Hearing shall include a Budget Orientation led by the Treasurer. Absence from Budget Hearings count as two missed Senate Meetings for Senators. The Treasurer will invite Account Holders to present at specific Budget Hearing meetings. Scheduling conflicts will be accommodated only with two or more weeks of advanced notice.

X.1.C An Allocations Committee shall include the incoming President, incoming Vice President, incoming Treasurer, incoming Program Board Executive Director and incoming Program Board Finance Director and one incoming Senator. The Allocations Committee shall meet to review historical spending in each account and proposals submitted to the Budget Hearings of the Senate.

X.1.D The Allocations Committee shall draft the Undergraduate Student Government budget after consideration of the spending and requests of all interested parties as well as

the Presidential ticket's platform objectives.

X.1.E The President shall submit this budget to the Senate for debate and approval no later than two senate meetings prior to the first stop day of the spring semester.

X.1.F Once the budget is submitted to the Senate, the Senate shall convene to review and approve the budget.

X.1.G All interested parties may come to the budget meeting to speak on behalf of their organization.

X.1.H After the Senate is satisfied with the changes made to the President's Allocations Committee Budget, it shall be approved by a majority vote of the members present.

X.1.H.1 Each voting member of the Senate shall be a voting member during the approval of the budget.

X.1.H.2 The Vice President shall serve as chair of the Senate during the allocations approval and may not vote except in the case of a tie.

X.1.H.3 The allocations, as approved by the Senate, shall be submitted to the Division of Student Affairs on or before the first stop day of the Spring semester.

X.1.I The Budget Proposal shall make the best estimate of programs planned for the upcoming fiscal year and their associated costs.

X.1.J If the budget is to be changed from the form approved by the Senate, the Senate must give its approval to the changes.

X.1.K At the final meeting of the current administration, the President shall present a report to the Senate with full financial disclosure of their administration, how the Programming Fee was used, and its benefit the USC Community.

Section 2: Programming Fee Control Board

X.2.A An advisory committee shall exist to assist the President with determining the evolution of the Student Programming Fee.

X.2.B The Treasurer shall chair the Control Board and shall have no vote. The Control Board will consist of the Program Board Finance Director, one Senator, one Judicial Council Justice, one Executive Cabinet Member, and one student-at-large. The Undergraduate Student Government and Program Board Advisors will serve in advisory capacities. The Secretary General will attend all meetings to keep a detailed record of discussion and decisions and shall have no vote.

X.2.B.1 The Senate, Executive Cabinet and Judicial Council shall elect their representative to the Control Board. The President, with the advice of the rest of the Control Board, shall appoint the student-at-large, subject to confirmation by two-thirds majority of the Senate.

X.2.C The Student Programming Fee Control Board will convene each fall semester.

X.2.D The Control Board shall examine current allocations, forecast admission and retention rates, consider enrollment variables, forecast university tuition and inflation, and shall make comparisons with other universities' Student Programming Fees.

X.2.E During the last Senate meeting of the fall semester, the Control Board will formally present its findings report; the findings report shall include projections for the upcoming three to five years.

X.2.F Before the first Senate meeting of spring semester, the President must, based on the information provided by the Control Board, determine the evolution of the Student Programming Fee and must present the final decision to the Senate.

X.2.G In accordance with the Student Programming Fee Manual, the President will compose a letter to the Vice President for Student Affairs regarding whether the fee will increase or remain the same for the upcoming year before the end of January.

X.2.H The President and Treasurer will submit a budget reflecting the recommendations of the Control Board to the Senators no later than the thirteenth week of spring semester.

Section 3: The Capital Group

X.3.A The Treasurer shall serve as the chair of the USG Capital Group which may loan the interest of the USG Endowment to fundraising efforts of USC recognized student organizations. The Capital Group shall consist of at least three members other than the Treasurer, one of which can be the Assistant Treasurer. Capital Group members shall be selected by the Treasurer and confirmed by a two-thirds majority of the Senate. The Capital Group may loan no more than \$1000 at a time to a single organization.

Section 4: Undergraduate Student Government Accounts

X.4.A The Undergraduate Student Government shall establish and maintain the necessary accounts to accommodate the expenses of the Undergraduate Student Government. The accounts shall include, but not be limited to, the Executive Branch administrative account, the Program Board administrative account, the development account, the executive/legislative account, the extraordinary account, the Senate allocations account, the stipend account, the public relations account, the elections account, and any necessary Program Board accounts.

X.4.B The Executive Branch Administrative Account

X.4.A.1 The Executive Branch administrative account shall accommodate the administrative expenses incurred during the daily operations of the Undergraduate Student Government office.

X.4.B.2 Funds from the administrative account may not be used for programming or project-specific expenses.

X.4.B.3 Funds from the administrative account may not be used to replace office furniture or equipment less than three years old unless the items to be replaced are obsolete as determined by the Treasurer or Advisor.

X.4.C The Program Board Administrative Account

X.4.C.1 The Program Board Administrative account shall accommodate the administrative expenses of the Program Board and its subsidiary committees and assemblies.

X.4.C.2 All administrative expenses of the groups mentioned in VIII.2.C shall be drawn from this account. The groups may not use any money allocated to them by the Senate for administrative support; they may use it solely for programming.

X.4.C.3 Tuition remission for officers of the Program Board and the salaries of the student workers of the Program Board shall not be drawn from this account.

X.4.D The Undergraduate Student Government Development Account

X.4.D.1 The Undergraduate Student Government Development account is intended to accommodate leadership and team-building expenses for members of Undergraduate Student Government.

X.4.E The Undergraduate Student Government Executive/Legislative

X.4.E.1 The Undergraduate Student Government shall establish an Undergraduate Student Government Executive/Legislative account to accommodate its programming, research, and project expenses of constitutional officers and directors. Funds from this account may also be used for permanent Senate projects. Expenditures made from this account are to be event-specific and project-oriented.

X.4.F The Senate Allocations Account

X.4.F.1 All expenditures shall require approval by the Senate.

X.4.G The Stipend Account

X.4.G.1 The Senate shall establish a stipend account to accommodate the officers who receive tuition remission stipends.

X.4.G.2 The stipend for all officers and employees of the Undergraduate Student Government shall be in this account.

X.4.H The Public Relations Account

X.4.H.1 The Undergraduate Student Government shall establish a Public Relations Account in order to provide for the publicity and communication efforts of the Undergraduate Student Government.

X.4.I The Elections Account

X.4.I.1 The Undergraduate Student Government shall establish an elections account to provide for all expenses relating to the USG elections.

X.4.J Program Board Accounts

X.4.J.1 Program Board shall establish accounts as necessary to provide for its programming, publicity, management and all other needs.

X.4.K All transfer of funds from a Undergraduate Student Government account to another account, within Undergraduate Student Government must be approved by the majority of the Senate.

X.4.K.1 Transfers between Program Board accounts do not need approval by the majority of the Senate.

X.4.L Funds from a given Undergraduate Student Government Account may not be used to fund items or activities already covered by another existing Undergraduate Student Government Account.

Section 5: The Undergraduate Student Government Funding Boards

X.5.A The Undergraduate Student Government Leadership Fund

X.5.A.1 The Undergraduate Student Government shall establish the Undergraduate Student Government Leadership Fund to provide for recognition and leadership development.

X.5.A.2 The Leadership Fund shall be administered by a committee consisting of the Director of the Leadership Fund, the Treasurer, one Program Board Director, one Senator, three students-at-large, and a non-voting staff or faculty advisor. The Director of the Leadership Fund may appoint additional student representatives as necessary, which shall be confirmed by a two-thirds vote of the senate.

X.5.A.2.a The Director of the Leadership Fund shall chair the Leadership Fund Board and is selected by the President in accordance with the Bylaws.

X.5.A.2.b Prior to the selection of funding board members, decisions regarding the granting of funds shall be at to the discretion of the Director of the Leadership Fund, in consultation with the Assistant Director (if applicable), the Treasurer, and the Advisor.

X.5.A.2.c The Executive Director of Program Board shall appoint a Program Board Director to the Leadership Fund Board. The Vice President shall appoint the Senator to the committee.

X.5.A.2.d The President, with the advice of the Director of the Leadership Fund, shall nominate the three undergraduate students-at-large. These undergraduate students shall not be affiliated with the Undergraduate Student Government. The students-at-large shall be confirmed by a two-thirds vote of the Undergraduate Student Government.

X.5.A.3 The Leadership Fund shall be allocated to student groups and organizations that are recognized by Student. The group must fulfill the above requirements for the duration of the time between the initial proposal and the submission of the final report.

X.5.A.4 The Leadership Fund Board shall meet no less than once per month. The chair of the committee shall convene more meetings as deemed necessary.

X.5.A.5 The maximum allocation per request shall not exceed 10% of the total funds available for that year. The maximum allocation to a single student organization throughout the entire year shall be \$3,600, except for the following exception. The maximum allocation throughout the entire year to a student organization that attends the Treasurer's campus-wide fall funding workshop shall be \$3,800.

X.5.A.6 The application for funding shall be submitted for consideration at the meeting of the board, which takes place no less than four weeks before the scheduled event. The final proposal shall be submitted no more than four weeks

before the date of the event, recognition, or scholarship award date.

X.5.A.7 Any group or individual who does not submit the final report regarding the leadership program and/or project by the deadline may be prohibited from receiving funds for the period of two academic years. The Undergraduate Student Government Leadership Fund Allocation Committee shall have the authority to review and consider requests from groups or individuals found to have neglected these criteria. It shall be the jurisdiction of the Undergraduate Student Government Leadership Fund Allocation Committee to determine and set standards, and enforce penalties on a case-by-case basis, as they deem necessary to fulfill student responsibility and accountability issues concerning the Undergraduate Student Government Leadership Fund Grant Request Application Process.

X.5.A.8 The Leadership Fund Allocation Committee shall adhere to all University policies and regulations on funding.

X.5.B The Undergraduate Student Government Philanthropy Fund

X.5.B.1 The Philanthropy Fund Allocations Committee shall consist of the Director of Philanthropy Fund acting as the Committee Chair, a USG Senator appointed by the Vice President, the Director of Community Affairs, one Program Board Director appointed by the Executive Director of Program Board, and appointed students-at-large, with the minimum number of such appointments being eight. These students will be selected by the USG President in accordance with the delegate selection process as described in the bylaws.

X.5.B.1.a The Philanthropy Fund Allocations Committee will be supervised by an employee of the Division of Student Affairs acting as a no-voting Staff Advisor to the fund, appointed by the Director for Campus Activities.

X.5.B.1.b All members of the Philanthropy Fund Allocations Committee shall be appointed by their respective organizations with the exception of the student-at-large who shall be appointed by the President with the advice of the Director of Philanthropy Fund and approved by a two-thirds vote of the Senate.

X.5.B.1.c The Chair of the Philanthropy Fund Allocation Committee shall be the Director of Philanthropy Fund, who is selected by the President in accordance with the Bylaws.

X.5.B.2 The Philanthropy Fund Allocations Committee shall fund community service projects sponsored by organizations recognized by the Office of Student Activities or the Office of Residential and Greek Life.

X.5.B.3 The Philanthropy Fund Allocations Committee shall meet at least twice a month but may meet more often at the discretion of the chair.

X.5.B.4 The Philanthropy Fund Allocations Committee must adhere to all University policies and regulations on funding.

X.5.B.5 The Philanthropy Fund Allocations Committee shall establish the guidelines to determine the eligibility of an organization or project for funding. These guidelines shall be provided to the Senate.

X.5.B.6 The maximum allocation to a single student organization throughout each academic year shall be \$5,000, except for the following exception. The maximum allocation throughout each academic year to a student organization that attends the Treasurer's campus-wide fall funding workshop shall be \$5,200.

X.5.B.7 Student organizations planning Alternative Spring Break volunteer trips will be funded based on a per student allocation not to exceed \$150 for international trips and \$100 for domestic trips.

X.5.B.7.a Funding for Alternative Spring Break volunteer trips will be capped at 25 students per trip.

X.5.B.7.b Student organizations will be eligible to apply for the remaining balance of their yearly allocation to sponsor campus-wide community service events.

X.5.C The Undergraduate Student Government Discretionary Fund

X.5.C.1 The Undergraduate Student Government shall establish the Undergraduate Student Government Discretionary Fund to provide funding for events programmed by student-run undergraduate organizations.

X.5.C.2 The Discretionary Fund shall be administered by two committees, each consisting of an Associate Director of the Discretionary Fund, one Program Board Director, appointed undergraduate students-at-large, one Senator, and a non-voting staff or faculty advisor. The Associate Directors of the Discretionary Fund may appoint additional student representatives as necessary who shall be confirmed by a two-thirds vote of the senate. The Associate Directors of the Discretionary Fund do not have voting power.

X.5.C.2.a The Executive Director of Program Board shall appoint a Program Board member to both of the Discretionary Boards. The Vice President shall appoint a Senator to both committees. The President, with the advice of the Associate of the Discretionary Fund, shall nominate the

five undergraduate students-at-large per committee. These undergraduate students shall not be affiliated with the Undergraduate Student Government. The Discretionary Fund Deputy Associate Directors shall chair the Discretionary Fund Boards and are selected by the President in accordance with the Bylaws.

X.5.C.2.b The Associate Directors of the Discretionary Fund shall manage an even split of all Discretionary Funding applications. The USG Treasurer will enforce a systematic assignment of applications to ensure a fair workload and unbiased procedures. Further mention of the Director of the Discretionary Fund will refer jointly to both Associate Directors.

X.5.C.2.c In order for the Discretionary Funding Board to vote on funding allocations, a quorum of voting members must be present. Quorum will be defined as a two-thirds majority of members, excluding the Director of Discretionary Funds and the Staff Advisor.

X.5.C.3 The Discretionary Fund Board shall meet no less than once a month. The chair of each of the committee shall convene more meetings as deemed necessary.

X.5.C.4 The Discretionary Fund shall be allocated to student groups and organizations that are recognized through Student Affairs. The group must fulfill the above requirements for the duration of the time between the initial proposal and the submission of the final report.

X.5.C.4.a The Director of the Discretionary Fund will adhere to the USG Funding Guidelines that are updated annually by the Treasurer and the Office of Campus Activities and posted to the USG Website. Applications that do not meet the published guidelines will not be considered by the Discretionary Funding Board.

X.5.C.5 The maximum allocation per request shall not exceed 5% of the total funds available for that year. The maximum allocation to a single student organization throughout each academic year shall be \$4,100, except for the following exception. The maximum allocation throughout each academic year to a student organization that attends the Treasurer's campus-wide fall funding workshop shall be \$4,300.

X.5.C.6 The application for funding shall be submitted for consideration at the meeting of the board, which takes place no less than four weeks before the scheduled event.

X.5.C.7 Proposals will be heard by the Discretionary Fund Allocations Committee if they are received at least two workings days before a scheduled

meeting of the committee. All meetings of the committee will be scheduled and publicly available at least seven calendar days before the actual meeting.

X.5.C.8 The Discretionary Fund Allocation Committee shall adhere to all University policies and regulations on funding.

X.5.C.9 The Discretionary Fund Board will accept and consider applications for “startup” student organizations, which are defined as new student organizations first registered with the Office of Campus Activities within the last two academic semesters (fall or spring). Such organizations will qualify for funds from the Discretionary account for the use of promotion and membership recruitment.

X.5.C.9.a The Discretionary Startup Application, along with the respective Funding Guidelines, will be posted on the USG website and is available only to Student Organizations who schedule and complete a funding consultation appointment with the Director of Discretionary Funds. Once the consultation appointment is complete and guidelines have been met, the Discretionary Fund Board can consider the application.

X.5.c.9.b The Discretionary Fund Board can allocate a maximum of \$500 per student organization. There will be no bonus added to this amount for attending the Treasurer’s Workshop. These funds will be taken from the Discretionary Account but not counted against the organization’s annual maximum allocation for total Discretionary funding.

X.5.D The Undergraduate Student Government Professional Fund

X.5.D.1 The Undergraduate Student Government shall establish the USG Professional fund to provide funding for events programmed by student-run undergraduate organizations hosting events that help educate and advance the students’ future professional career.

X.5.D.2 The Undergraduate Student Government shall allocate up to \$4,000 per student organization, per year, except for the following exceptions. The maximum allocation throughout each year to a student organization that attends the Treasurer’s campus-wide fall funding workshop shall be \$4,200. The maximum allocation for a single event sponsored by two or more student organizations applying for funding is \$3,000. The amount shall be equally deducted from the maximum allowable semester allocations for each organization co-sponsoring the event and applying to the board.

X.5.D.3 The Professional Fund shall be administered by a committee consisting of the Director of Professional Fund, the Treasurer, one Program Board director, a minimum of five students-at-large, one of which will be a member of the

Marshall School of Business Student Government, one Senator, and a non-voting staff or faculty advisor. At no time will a professional school hold a majority of seats on the Professional Board. For this funding board, quorum is met with five of the above-mentioned representatives. The Director of Professional Fund may appoint additional student representatives as necessary, which shall be confirmed by a two-thirds vote of the Senate.

X.5.D.3.a The Executive Director of Program Board shall appoint a Program Board member to the Professional Board. The Vice President shall appoint a Senator to the committee. The President, with the advice of the Director of Professional Fund, shall nominate the minimum of five undergraduate students-at-large. These undergraduate students shall not be affiliated with USG.

X.5.D.3.b The Professional Fund Director shall chair the Professional Fund Board and is selected by the President in accordance with the Bylaws.

X.5.D.3.c The Professional Fund Board shall meet no less than once a month. The chair of the committee shall convene more meetings as deemed necessary.

X.5.D.4 The Professional Fund shall be allocated to students and sponsoring organizations that are recognized through Student Affairs. The group must fulfill the above requirements for the duration of the time between the initial proposal and the submission of the final report.

X.5.D.5 The application for funding shall be submitted for consideration at the meeting of the board, which takes place no less than four weeks before the scheduled event.

X.5.D.6 Groups of individuals may be asked to submit photos, listservs, or other materials to verify occurrence of the event.

X.5.D.7 The Professional Fund Allocation Committee shall adhere to all University policies and regulations on funding.

X.5.E The Undergraduate Student Government Academic Research Fund

X.5.E.1 The Academic Research Fund shall include an Assistant Director of Academic Affairs, one Senator, the Director of the Academic Culture Assembly, three students-at-large, and a non-voting staff or faculty advisor. The Assistant Director of Academic Affairs may appoint additional student representatives as necessary. They shall be confirmed by a two-thirds vote of the Senate. This committee shall be known as the Academic Research Fund Allocations

Committee.

X.5.E.1.a All members of the Academic Research Fund Allocations Committee, except for the Senator and Director of the Academic Culture Assembly, shall be appointed by the President with the advice of the Assistant Director of Academic Affairs.

X.5.E.1.b The chair of the Academic Research Fund Allocations Committee shall be an Assistant Director of Academic Affairs.

X.5.E.2 The Academic Research Fund Allocations Committee shall fund academic research projects conducted by either a USC undergraduate student or a group of USC students, the majority of which are undergraduate students.

X.5.E.3 Individuals or groups requesting funding must have a sponsoring faculty member within the University of Southern California who will write a recommendation on the project of the student or students requesting funding.

X.5.E.4 The Academic Research Fund Allocations Committee reserves the right to set stipulations on how the money given to an individual or a group of students for a research project must be spent, including giving the money over a period of time depending on the individual or group's progress on their research.

X.5.E.5 The Academic Research Fund Allocations Committee shall meet at the discretion of the chair.

X.5.E.6 The Academic Research Fund Allocations Committee must adhere to all University policies and regulations on funding.

X.5.E.7 The Academic Research Fund Allocations Committee shall establish guidelines each year to determine the eligibility of a student or group of students and their project for funding, subject to approval by the Senate.

X.5.E.8 The Academic Research Fund may allocate up to a maximum of \$800 to an individual student or project during the course of one academic year with no exception.

Section 6: Privilege of Funding

X.6.A All Funding Boards may revoke a student organization's ability to receive funds if the student organization does not follow the policies, procedures, or expectations for use of the funds laid out by the Treasurer, the Funding Board Directors, the Bylaws.

X.6.B Student Organizations may obtain the ability to increase their annual allocation

limit from the Discretionary, Leadership, Philanthropy, or Professional Funding Boards by attending a USG-designated “Treasurer’s Workshop.” Organizations in attendance will receive a one-time voucher that they can use to increase their allocation on one of the aforementioned funding boards by \$200. Vouchers are non-transferrable and each student organization may only use one per year.

X.6.C A single Student Organization may not receive within the course of one academic year more than \$8,000 total from the USG Funding Allocation Boards.

Section 7: Stipends

X.7.A There are members of the Undergraduate Student Government and Program Board who are eligible to receive tuition remission stipends (see VIII.8.A).

X.7.B The stipend is expressed in dollars per year. The number of dollars is divided into monthly installments.

X.7.C The yearly stipend for each position shall be determined by the values listed below and reviewed on even years during the fall semester by the Programming Oversight Board.

X.7.C.1 The President shall receive \$10,000.

X.7.C.2 The Vice President and Executive Director of Program Board shall receive \$8,000.

X.7.C.3 The Chief of Staff, Treasurer, program Board Finance and Administration Director, and the Senior Director of Communications shall receive \$6,000.

X.7.C.4 All Advocacy Directors shall receive \$3,400.

X.7.C.4.a All Advocacy Co-Directors shall receive \$1,700.

X.7.C.5 All Communications Directors shall receive \$3,400.

X.7.C.5.a All Communications Co-Directors shall receive \$1,700.

X.7.C.6 All Funding Board Directors shall receive \$4,000.

X.7.C.7 All Program Board Directors shall receive \$4,000

X.7.C.7.a All Program Board Co-Directors shall receive \$2,750.

X.7.C.8 All Associate Directors shall receive \$2,750.

X.7.C.9 Senators shall receive \$2,000.

X.7.C.10 The Speaker Pro Tempore shall receive an additional \$500.

X.7.C.11 The Parliamentarian and Secretary shall receive \$1,500.

X.7.D Ten percent of the stipends for all paid Undergraduate Student Government members shall be contingent upon completion of duties outlined in the Bylaws, as specified at the beginning of each academic year by the Executive Officers and the Advisors.

X.7.E Stipends are payable on a day determined by USC Accounts Payable each month. Under no circumstances will a stipend be paid before the regularly scheduled day. The contingent portion of the stipend shall be included in the last check of the USG year.

X.7.F Any officers who are not full time students forfeit their stipends except for spring semester seniors who maintain at least 8 units during their final semester at USC.

X.7.G If a new member of Undergraduate Student Government succeeds to a vacated paid position, the new member's stipend shall be paid according to a percentage of the maximum amount listed above, based on the amount of monthly payments remaining in the semester at the time of the new officer's swearing in, to be determined by the Treasurer and the Advisor.

X.7.H Any changes to this section of the Bylaws by the Undergraduate Student Government shall go into effect at the swearing in of the next Administration.

Section 8: Carryover and Contingency

X.8.A All funds that have not been paid out by the end of the fiscal year shall be placed in an account reserved for carryover. This account will be held for a year and the follow year; the funds shall become a portion of the overall income USG receives.

X.8.B In keeping with University policy, 3% of total yearly income shall be set aside in a contingency account for the sole purpose of providing a safety net in the case that fewer than 15,000 students matriculate.

Article XI: The Undergraduate Student Government Endowment

Section 1: Managing the Endowment

XI.1.A The Treasurer shall serve as Executor of the Endowment.

XI.1.A.1 The Treasurer shall consult the President in the management of the Endowment.

XI.1.A.2 The Treasurer may use the interest from the Endowment to finance the USG Capital Group.

Section 2: Fundraising

XI.2.A The Treasurer may submit a fundraising plan each year.

XI.2.A.1 The fundraising plan shall consist of the prior year's gifts, a plan for new gifts, fundraising goals, a five-year projection, an explanation of the current status of the Endowment and other items as deemed necessary.

XI.2.A.2 This plan shall be distributed to all Senators and must be approved by a majority of the Senate.

XI.2.A.3 The Treasurer and President must adhere to this plan upon its approval. Failure to do so may result in disciplinary action.

Article XII: Staff Support

Section 1: Office of Campus Activities

XII.1.A The Director of Campus Activities will provide necessary staff support to the Undergraduate Student Government. The Undergraduate Student Government will, in turn, contribute to the cost of this support by allocating a portion of the Student Programming Fee to the salaries of applicable OCA staff.

Section 2: Student Workers

XII.2.A At the discretion of the office manager, with the approval of the Treasurer, the Undergraduate Student Government may hire student workers to assist with the work of the organization.

XII.2.A.1 Each year, the President may decide whether to require prospective student workers to have a federal work-study grant or not.

Article XIII: Standing Rules

Section 1: Office Policy Manual

XIII.1.A Each year, the Vice President shall write a Undergraduate Student Government Office Policy manual, and submit it to the Senate for approval no later than the last meeting of the spring semester.

XIII.1.B This manual shall include, but is not limited to, policies regarding phone

access, photocopying, keys, and computer usage.

XIII.1.C The Senate shall approve the manual and any changes to it by majority vote. Senators may propose changes at any time.

Section 2: Contracts and Agreements

XIII.2.A All agreements involving Undergraduate Student Government or any of its subsidiaries and another USC entity must be in writing and be in the form of a contract. The contract must include the following to be considered valid: (1) identification of the Undergraduate Student Government as a party to the contract with another USC entity, (2) identification of the subject matter agreed to, (3) consideration to be paid, and (4) time and period of the contract.

XIII.2.B. All contracts between Undergraduate Student Government and a USC entity must be signed by an executive officer and a representative of Student Affairs, and must expire in three years or less.

XIII.2.C The Secretary shall maintain a record of all contracts and agreements.

Section 3: Office Hours

XIII.3.A All USG members who must hold office hours, as stipulated in the Bylaws, must serve required office hours when the USG office is officially open.

XIII.3.A.1 The USG office is considered officially open between the hours of 9:00 a.m. and 6:00 p.m. Monday through Friday.

XIII.3.B Office hours shall be fulfilled independently from any other obligations a USG member may have as stipulated in the Bylaws.

XIII.3.C Senators of the Undergraduate Student Government must serve all internal office hours between the hours of 9:00 a.m. and 6:00 p.m. Monday through Friday.

Section 4: USG Logo

XIII.4.A The USG logo shall remain unchanged unless a proposal to change the logo receives a two-thirds vote by the Senate.

XIII.4.A.1 A vote in favor of changing the logo creates a new Logo Exploratory Committee made up of the President, Vice President, and Senior Director of Communications.

XIII.4.B The Logo Exploratory Committee shall present to the Senate a proposal for the new USG logo. If the Senate votes in favor by a majority, it passes and becomes confirmed as the new logo.

XIII.4.B.1 The existing USG logo shall remain intact until the Senators make the vote. If the new logo does not pass, the existing logo stays in place.

XIII.4.B.2 If a proposed new logo fails to pass the Senate, the Logo Exploratory Committee can re-present to the Senate until a new logo passes or until the end of that term.

Article XIV: Unethical Misconduct and Responsibility to Report

Section 1: Definitions

XIV.1.A Officer: Any candidate for office, elected representative of a constituency as defined by Article II, Section 1 of the Undergraduate Student Government Bylaws and any person appointed to serve in the Undergraduate Student Government, or any other person affiliated with the Undergraduate Student Government in such a way as to have official or unofficial duties as part of the normal and ordinary course of business, as defined by the Undergraduate Student Government Constitution, Bylaws, Code of Ethics, Elections Code, or any other official Undergraduate Student Government document.

Section 2: Misconduct

XIV.2.A: Conflict of Interest

XIV.2.A.1 No officer shall use or order the use of Undergraduate Student Government assets, including, but not limited to, office supplies, equipment, the office, or the Undergraduate Student Government name, or any other resources of the Undergraduate Student Government for excess personal gain.

XIV.2.A.2 No officer shall represent another student group, an outside company, or any other entity to the Undergraduate Student Government or any of its affiliated bodies in such a way as to gain funding, preference, or any other unfair advantages which are not guaranteed by the normal and ordinary course of business of the Undergraduate Student Government.

XIV.2.A.3 No officer shall show preferential treatment towards personal friends or individuals related to them by blood, marriage, or domestic partnership. Nepotism does not preclude otherwise qualified individuals from serving in the Undergraduate Student Government because of their relationship with any officer.

XIV.2.B: Unethical Influence

XIV.2.B.1 No officer shall use their position in the Undergraduate Student Government to solicit any gift any other normally unattainable advantage from any individual. Gifts and advantages are those beyond the enumerated requirements for compensation as mandated by the Constitution and Bylaws.

XIV.2.B.2 No officer shall offer or receive anything with the intention or perception that said advantage would influence any officer to use their vote, legislative, efforts programming actions, or any of their other elected or appointed capacities in ways which they would not normally or routinely be used.

XIV.2.B.3 No officer shall use their constitutionally provided power or influence to force or coerce other officers to act against their will, conscience, or the regulations of the Constitution, Bylaws and Code of Ethics.

XIV.2.C. Elections and other Political Activity

XIV.2.C.1 No officer shall improperly solicit or be a party to any unauthorized solicitation of votes, unauthorized coalitions/slates, unauthorized donations/campaign expenditures, or other political manipulations that may unfairly bias the elections or any portion of the elections process/season. This includes but is not limited to, any distribution of excessive gifts, favors, or any other advantage to voters, campaign workers, the offering of appointed positions, gifts, favors, contracts or any other advantages upon being elected, and any other activity which encourages potential voters to base their decisions on other factors not relating directly to the merits of the candidate and his/her ability to effectively serve the students of USC.

XIV.2.C.2 No officer shall make a negative statement to any other officer if they know it to be false or have reason to believe it is false.

Section 3: Procedures

XIV.3.A. In the event that any officer believes that he/she has evidence of blatant misconduct or has witnessed the appearance of that officer, acting in the best interest of the Undergraduate Student Government and undergraduate student body, has the responsibility to take the necessary actions against those violations.

XIV.3.B. Any student who feels that an officer has committed any enumerated or expressed misconduct against the regulations of the Undergraduate Student Government Bylaws and Code of Ethics and has caused injury to any student, the Undergraduate Student Government, or the University shall file a complaint with the Judicial file in accordance with the Undergraduate Student Government Bylaws, Article IV, Section 4.

Section 4: Penalties

XIV.4.A Official violations filings will be considered by the Judicial Council of the Undergraduate Student Government in accordance with the Undergraduate Student Government Bylaws, Article IV, Section 3.

XIV.4.B Sanctions shall range from official warnings to removal from office, disqualification from the elections, or banishment from the Undergraduate Student Government, depending on the severity of the infraction, the damaged caused to the Undergraduate Student Government, the intent of the unethical behavior and the number of time the violations incurred.

XIV.4.B.1 In cases where more than one officer is found to be at fault for single or multiple incidents, they shall be considered individually and dually liable and shall be sanctioned by the Judicial Council in accordance with the Undergraduate Student Government Bylaws.

Article XV: Amendments

XV.1 If a proposal to amend these Bylaws receives the votes of two-thirds of the currently seated senators, the Bylaws shall be declared duly amended.

XV.2 Bylaw amendments involving changes in job descriptions, hours and stipends shall take effect at the swearing in of the next administration.