

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

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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 Executive Officers

Section 1: Duties of the President

II.I.A Chief Representative

II.I.A.1 The President shall serve as the chief representative of student views and needs to the University community.

II.I.B Undergraduate Student Government Executive Officer Positions

II.1.B.1 The President shall appoint the following Executive Officers of the Undergraduate Student Government with the advice of the Vice President, the respective outgoing officer, and the Advisor: the Chief of Staff, the Treasurer, the Senior Director of Programming, and the Senior Director of Communications.

II.1.B.1.a All Executive Officer selections are subject to confirmation by the Senate in accordance with the Constitution—this being a two-thirds majority vote of the Senate.

II.1.B.1.b The Senior Director of Programming selection is subject to a vote of confidence by the outgoing Programming branch directors and assistant directors, prior to confirmation by the Senate. The selection must also follow guidelines in Article VII. The selection requires a vote of confidence that is a majority before presentation to the Senate.

II.1.B.2 The Speaker Pro Tempore, elected by the fellow Senators as outlined in Article III, will also serve as an executive officer.

II.I.C Appointment of Undergraduate Student Government Positions

II.I.C.1 The President shall appoint the following positions of the Undergraduate Student Government with the respective branch's executive officer, along with the advice of the other executive officers, respective outgoing officers, and the Advisor(s): Chief Diversity Officer, the Advocacy Branch's directors, the Funding Branch's directors, the Communications Branch's directors, the Programming Branch's directors, Parliamentarian, and the Secretary, as outlined in the Constitution.

II.1.C.1.a A set of Co-Directors may be appointed to fill any of the aforementioned Director positions.

II.1.C.1.b Assistant Directors may be appointed to assist the Directors, as outlined elsewhere in the Bylaws.

II.C.1.c The President, along with the advice of the Vice President, the outgoing Chief of Staff, the outgoing Chief Diversity Officer and the Advisor shall appoint the Chief Diversity Officer prior to the appointment of other positions. This position must be appointed at the same time the Executive Officers are appointed.

II.C.1.c.1 The Chief Diversity Officer is subject to a vote of confidence by the outgoing Programming branch's cultural assembly directors, prior to confirmation by the Senate. The vote of confidence requires a majority to pass.

II.1.C.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.

II.1.C.3 The President has the power to remove any appointed member of USG, with the exception of the Judicial Branch, at their own discretion, with a majority vote by the Executive Officers, if they feel that the individual is not performing up to USG standards. Prior to the removal of an Executive Officer, the President shall consult with the other officers, exempting the officer in question.

II.1.D Appointment of Justices

II.1.D.1 The President shall appoint all Justices to the Judicial Council.

II.1.D.2 A temporary interview committee shall advise the President on Judicial appointment. The committee shall consist of the USG Advisor, one Senator, the Chief Justice, the Vice President, the Chief of Staff, the Senior Director of Programming, and a student-at-large, selected by the President. The Advisor will serve in a non-voting, advisory capacity.

II.1.D.2.a The Chief of Staff and/or the Senior Director of Programming may ask for the Treasurer, the Senior Director of Communications, or the Chief Diversity Officer to serve as proxies.

II.1.D.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.

II.1.D.4 Justice nominations must be confirmed by a two-thirds majority vote of the Senate.

II.1.F Veto Power

II.1.F.1 The President may veto any resolution deemed to be contrary to the good of USG or the student body.

II.1.F.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.

II.1.F.3 If the President does not sign the resolution within 72-hours of its passage, the resolution will be deemed vetoed.

II.1.F.4 The Senate, with a two-thirds affirmative vote, may override the President's veto.

II.1.G Other Obligations of the President

II.1.G.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.

II.1.G.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.

II.1.G.3 The President and/or the Vice President, must hold one-on-one meetings with every Executive Officer biweekly, at minimum.

II.1.G.4 The President and the Vice President, in conjunction with advice from the USG Advisor and the Chief of Staff, shall organize training sessions/retreats for USG members.

II.1.G.4.a At least one training must be held prior to the fall semester.

II.1.G.5 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.

II.1.G.6 The President shall give a verbal report to the Senate at least once a month.

II.1.G.7 The President shall maintain twenty office hours per week during the

academic year.

II.1.G.7.a Two office hours shall be external to maintain a strong relationship with the student body. The President is to make themselves available to the students who they represent.

II.1.G.8.b One office hour shall be dedicated to an executive officers meeting, which the President will lead.

II.1.G.8 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.

Section 2: Duties of the Vice President

II.2.A Speaker of the Senate

II.2.A.1 The Vice President shall serve as the Speaker of the Senate. 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.

II.2.B Appointment of USG Officers and Members

II.2.B.1 The Vice President is to work with the President in the appointment of USG Executive Officers, USG members, and USG Justices.

II.2.C Town Halls

II.2.C.1 The Vice President shall coordinate town halls, alongside the Senior Director of Communications and the President, revolving around relevant topics to the USC community.

II.2.C.1.a A town hall must be conducted at least bimonthly.

II.2.D Other Obligations of the Vice President

II.2.D.1 The Vice President and/or the President, must hold one-on-one meetings with every Executive Officer biweekly, at minimum.

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

II.2.D.3 The Vice President and the President, in conjunction with advice from the

USG Advisor and the Chief of Staff, shall organize training sessions/retreats for USG members.

II.2.D.4 The Vice President shall maintain eighteen office hours per week during the academic year.

II.2.D.4.a Two office hours shall be external to maintain a strong relationship with the student body. The Vice President is to make themselves available to the students who they represent.

II.1.D.4.b One office hour shall be dedicated to an executive officers meeting, which the President will lead.

II.2.D.5 The Vice President shall give a verbal report to the Senate at least once a month.

II.2.D.6 The Vice President and/or the 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.

Section 3: Duties of the Chief of Staff

II.3.A. Internal USG Duties

II.3.B.1 The Chief of Staff, in conjunction with the USG Advisor, shall advise the President/Vice President in organizing training sessions/retreats for USG members.

II.3.B.1.a At least one training must be held prior to the fall semester.

II.3.B.2 The Chief of Staff is responsible for notifying USG members of weekly meetings unless otherwise determined by the President.

II.3.B.3 The Chief of Staff shall track job performance for the members of the Undergraduate Student Government, including office hour and meeting attendance, project evaluations, and administrative support. Records of office hours shall be available to the student body.

II.3.B.4 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 Undergraduate Student Government members.

II.3.B.5 The Chief of Staff shall facilitate collaboration between all branches and members of USG.

II.3.B.6 The Chief of Staff shall be the point of contact for all other facets pertaining to internal USG matters, unless otherwise stated by the President.

II.3.C Advocacy Branch

II.3.C.1 The Chief of Staff shall oversee the Advocacy Branch to help identify and track the progress of USG advocacy projects.

II.3.C.1.a The Chief of Staff will appoint the members of the Advocacy Branch with the President and the advice of the other Executive Officers, the Chief Diversity Officer, and the Advisor(s).

II.3.C.1.b The Chief of Staff, along with the Advocacy Branch, will appoint delegates as needed and maintain relationships with cultural liaisons.

II.3.C.2 The Chief of Staff, or the Chief Diversity Officer, shall meet with each member of the Advocacy Branch on at least a biweekly basis.

II.3.C.3 The Chief of Staff shall conduct weekly meetings for the Advocacy Branch to discuss ongoing advocacy projects.

II.3.D Other Obligations

II.3.D.1 The Chief of Staff shall perform all other duties as designated by the President, the Vice President, or Advisors.

II.3.D.2 The Chief of Staff shall assist the Executive Officers in drafting executive documents, scheduling with student organizations and event planning.

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

II.3.D.4 The Chief of Staff shall maintain eighteen office hours per week during the academic year.

II.3.D.4.a One office hour shall be dedicated to an executive officers meeting, which the President will lead.

Section 4: Duties of the Treasurer

II.4.A USG Budget Allocation and Reporting

II.4.A.1 The Treasurer shall make sure that funds under the purview of the Undergraduate Student Government are spent in a legal and responsible manner.

II.4.A.2 The Treasurer shall advise the President on any matter involving the Student Programming Fee.

II.4.A.3 The Treasurer, or their designee, shall enforce the Undergraduate Student Government Constitution and Bylaws as they pertain to the Student Programming Fee.

II.4.A.4 The Treasurer shall serve as the head of the Budget Allocation Committee, further outlined in Article XII.

II.4.A.4.a The Treasurer shall propose a budget, in conjunction with the Budget Committee, in the spring before their fall term. The budget is to be approved by a majority vote by the Senate.

II.4.A.5 The Treasurer shall maintain all records of the Undergraduate Student Government accounts for the use of the President and other USG members. This includes, but is not limited to: the administrative account, the development account, the executive/legislative account, the Senate allocations account, the stipend account, the Communications account, the elections account, and any necessary Program Board accounts.

II.4.A.5.a The Treasurer shall provide the respective Executive Officers and the respective directors a copy of their budget report at least once a semester, and hold meetings with USG members as necessary.

II.4.A.5.b The Treasurer shall meet with the Senior Director of Programming at least once a month to discuss the Programming Branch's Accounts and Expenditures.

II.4.B Funding Branch

II.4.B.1 The Treasurer shall oversee and supervise the Funding Boards—including, but not limited to: appointing Funding Board members, attending individual Funding Board meetings, and creating/updating a Funding Board manual.

II.4.B.1.a The Treasurer will appoint the directors and assistant directors of the Funding Boards with the President and the advice of the other Executive Officers and the Advisor(s).

II.4.B.2 The Treasurer, or their designee, shall meet with each director or assistant director of the Funding Branch on at least a biweekly basis.

II.4.B.3 The Treasurer shall conduct weekly meetings for the Funding Branch to serve as a resource for their activities.

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

II.4.C Other Obligations

II.4.C.1 The Treasurer shall perform all other duties as designated by the President, the Vice President, or Advisors.

II.4.C.2 The Treasurer shall give a verbal report to the Senate at least once a month.

II.4.C.3 The Treasurer shall maintain sixteen office hours per week during the academic year.

II.4.C.4.a One office hour shall be dedicated to an executive officers meeting, which the President will lead.

Section 5: Duties of the Senior Director of Communications

II.5.A External USG Communication

II.5.A.1 The Senior Director of Communications shall be responsible for facilitating external communication for the Undergraduate Student Government, including but not limited to external newsletters and press releases.

II.5.A.2 The Senior Director of Communications shall act as a liaison between USG and the student body, media and/or the administration.

II.5.A.3 The Senior Director of Communications shall garner student opinions through polling and other methods, when necessary.

II.5.A.4 The Senior Director of Communications shall assist the Vice President in conducting town halls.

II.5.A.5 The Senior Director of Communications shall be a resource to internal USG members to help coordinate, draft, and review official correspondence and communication between USG and administration, faculty, and staff.

II.5.A.6 The Senior Director of Communications shall be responsible for all

organization branding concerning the USG logo and all other identity materials.

II.5.B Communications Branch

II.5.B.1 The Senior Director of Communications shall oversee and supervise the Communications Branch and its activities.

II.5.B.1.a The Senior Director of Communications will appoint the directors, associate directors, and/or assistant directors with the President and the advice of the other Executive Officers and the Advisor(s).

II.5.B.2 The Senior Director of Communications, or their designee, shall meet with each director, associate director, or assistant director on at least a biweekly basis.

II.5.B.3 The Senior Director of Communications shall conduct weekly meetings for the Communications Branch to serve as a resource for their activities.

II.5.B.4 The Senior Director of Communications shall approve all expenditures under the Communications Branch.

II.5.B.5 The Senior Director of Communications shall work with the Director of Elections & Recruitment on Spring and Fall Open Houses and recruitment.

II.5.C Other Obligations

II.5.C.1 The Senior Director of Communications shall give a verbal report to the Senate at least once a month.

II.5.C.2 The Senior Director of Communications shall maintain sixteen office hours per week during the academic year.

II.5.C.2.a Two office hours shall be external to maintain a strong relationship with the student body. The Senior Director of Communications is to make themselves available to the students who they represent.

II.5.C.2.b One office hour shall be dedicated to an executive officers meeting, which the President will lead.

Section 6: Duties of the Senior Director of Programming

II.6.A Programming Branch

II.6.A.1 The Senior Director of Programming shall oversee and supervise the Programming Branch and its activities.

II.6.A.1.a The Senior Director of Programming will appoint the Committees' and Production directors, and/or assistant directors with the President and the advice of the other Executive Officers and the Advisor(s).

II.6.A.2 The Senior Director of Programming shall conduct weekly meetings for the Programming Branch to serve as a resource for their activities.

II.6.A.3 The Senior Director of Programming shall act as a liaison to the Senate, Graduate Student Government, and Advisors on behalf of the Programming Branch.

II.6.A.4 The Senior Director of Programming shall keep the Undergraduate Student Government aware of all the programs and activities being planned by the programming branch.

II.6.A.5 The Senior Director of Programming shall uphold and enforce the provisions of the Undergraduate Student Government Constitution, Bylaws, the Programming Branch Manual and other policies and procedures as they applicable to the programming branch.

II.6.A.5.a The Senior Director of Programming shall update the Programming Branch Manual before the incoming fall term to stay relevant with policies and procedures as stated by the University.

II.6.A.6 The Senior Director of Programming shall attend Programming Branch committee/assembly meetings at a minimum of once per semester per committee/assembly.

II.6.A.7 The Senior Director of Programming shall meet monthly with the Treasurer to discuss the programming branch's expenditures.

II.6.B Other Obligations

II.6.B.1 The Senior Director of Programming shall give a verbal report to the Senate at least once a month.

II.6.B.2 The Senior Director of Programming shall maintain sixteen office hours per week during the academic year.

II.6.B.2.a Two office hours shall be external to maintain a strong relationship with the student body. The Senior Director of Programming is to make themselves available to the students who they represent.

II.6.B.2.b One office hour shall be dedicated to an executive officers

meeting, which the President will lead.

II.6.B.3 The Senior Director of Programming shall submit an annual report to the Programming Branch Advisor.

Section 7: Duties of the Speaker Pro Tempore

II.7.A The Speaker Pro Tempore shall be a currently seated Senator in good standing elected by the majority of the Senate.

II.7.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.7.A.2 The Speaker Pro Tempore can be removed from their 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.7.B The Speaker Pro Tempore shall have the power to delegate responsibilities to their fellow Senators.

II.7.B.1 Each Senator shall participate in two or more (if needed) official Undergraduate Student Government committees/assemblies during their term. The Speaker Pro Tempore shall coordinate this.

II.7.B.2 The delegations by the Speaker Pro Tempore to the Senate or Senators can be overturned by a two-thirds majority of the Senate.

II.7.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 their 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.7.B.2.b The Speaker Pro Tempore, in their capacity as a Senator, still reserves the right to participate in the voting process for the challenge.

II.7.C. The Speaker Pro Tempore shall serve as the Speaker of the Senate meeting when the Vice President is absent or temporarily leaves their post as Speaker.

II.7.D The Speaker Pro Tempore shall hold regular meetings that precede the USG Senate Meeting.

II.7.D.1 Only Senators and those whom the Speaker Pro Tempore invites may attend these meetings.

II.7.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.7.E The Speaker Pro Tempore shall oversee the Parliamentarian and Secretary.

II.7.F The Speaker Pro Tempore shall hold one-on-one meetings with each Senator, the Parliamentarian, and the Secretary, on at least a biweekly basis.

II.7.G The Speaker Pro Tempore shall maintain communication among the Senators, the other Executive Officers, and the other branches of the Undergraduate Student Government.

II.7.H Other Obligations of the Speaker Pro Tempore

II.7.H.1 The Speaker Pro Tempore shall maintain sixteen office hours per week during the academic year.

II.7.H.2.a There may be two external office hours used for the purpose of reaching out to the student body through tabling, collecting data, authoring surveys, attending student organization meetings such as programming branch meetings, student honor societies, academic organizations, and other student interest groups as well as through other related activities.

II.7.H.2.b One office hour shall be dedicated to an Executive Officers meeting, which the President will lead.

Section 8: Removal and Resignation of Executive Officers

II.8.A Presidential Removal

II.8.A.1 The President has the power to remove an Advocacy, Funding, Programming, or Communications member at their discretion if they feel 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.

II.8.B Removal by Complaint

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

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

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

II.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.

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

II.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, Programming, and Communications branch, Executive Officers and the Judicial Council.

II.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.

II.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.

II.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.

II.8.C Resignation

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

II.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 III: The Legislative Branch

Section 1: Duties of Senators

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

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

III.1.C Senators shall approve the budget of the Undergraduate Student Government by a majority vote.

III.1.D Senators shall regularly attend Senate meetings, as outlined in the Bylaws.

III.1.E Senators shall attend meetings of assemblies/committees at least once a month.

III.1.F Senators are expected to attend a minimum of three programming branch events per semester and one community service event per semester.

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

III.1.H Senators shall meet regularly, at least biweekly, with the Speaker Pro Tempore.

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

III.1.J Senators shall maintain eight office hours per week during the academic year.

III.I.J.1 There may be two external office hours used for the purpose of reaching out to the student body through tabling, collecting data, authoring surveys, attending student organization meetings such as programming branch meetings, student honor societies, academic organizations, and other student interest groups as well as through other related activities.

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

III.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.

III.1.M Incoming 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, they shall be required to retake the test in the next pre-meeting and subsequent pre-meetings until passing.

III.1.M.1 A Senator who fails to score at least 80% on their third test of the Senate meeting rules shall be subject to disciplinary action as determined by the remaining members of the Senate.

Section 2: Constituencies

III.2.A There shall be twelve undergraduate student Senators. The twelve Senators can be any USC undergraduate student in good standing.

III.2.B No Senator has to be part of a certain constituency to run or qualify for Senate.

III.3.B.1 Any student may vote for up to twelve Senators on a ballot during USG elections.

III.2.C Senators shall establish communication between themselves and the student body to fulfill the needs and wishes of the student body.

III.2.D Additional Constituencies

III.2.D.1 Each Senator shall maintain a relationship with a constituency assigned by the Speaker Pro Tempore. This “assigned constituency” shall consist of three student organizations not served by an assembly within the Programming Branch. 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.

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

III.2.D.3 Senators shall serve as liaisons between the committee/assembly 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.

Section 3: Senate Meetings

III.3.A General Meeting Information

III.3.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.

III.3.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.

III.3.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.

III.3.A.4 All minutes of the Senate shall be made available for public inspection.

III.3.A.5 The public shall have open access to all legislation passed by the Senate at a regular session.

III.3.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.

III.3.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 a sheet that the Secretary will have.

III.3.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.

III.3.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.

III.3.A.6.d The Parliamentarian will make sure this is carried through.

III.3.A.7 Each Senate meeting will have a discussion. This time is for Senators to talk 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.

III.3.A.7.a This time will last a maximum of 15 minutes.

III.3.B The Speaker of the Senate

III.3.B.1 The Vice President shall serve as Speaker of the Senate.

III.3.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.

III.3.B.3 The Speaker of the Senate shall be in charge of scheduling Executive Officer reports.

III.3.C Quorum

III.3.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.

III.3.C.2 Quorum shall not be adjusted for vacancies, unfilled positions, or for any other reason.

III.3.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.

III.3.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.

III.3.D Parliamentary Procedure and Authority

III.3.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.

III.3.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.

III.3.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.

III.3.D.4 The Speaker may recognize the Parliamentarian to speak on matters of order during Senate meetings.

III.3.E Resolution Process

III.3.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.

III.3.E.2 Students can, with a Senator sponsor, present their resolution in front of the Senate.

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

III.3.E.4 It is the responsibility of the sponsoring Senator to see to it that the action mandated by the resolution is carried out.

III.3.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.

III.3.E.6 Resolutions require a majority vote to carry.

III.3.F Voting by Proxy

III.3.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.

III.3.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 4: Vacancies and Absences

III.4.A Vacancy

III.4.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.

III.4.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.

III.4.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.

III.4.A.1.c If the highest candidate does not meet the criteria of Article III, 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.

III.4.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.

III.4.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.

III.4.B Extended Absence

III.4.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.

III.4.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.

III.4.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.

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

III.4.B.4 If the Senator in question finds that they need to extend the absence longer than the Senate has voted to allow, they must notify the Vice President, President, Senator Pro Tempore and Advisor ten academic days prior to their scheduled return date.

III.4.C Attendance at Senate Meetings

III.4.C.1 The Senators shall attend all scheduled Senate meetings. If they do not, the procedures below shall be followed.

III.4.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.

III.4.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.

III.4.C.2.b At the hearing, the accused Senator shall have the opportunity to bring witnesses and offer evidence in support of their case.

III.4.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.

III.4.C.2.d The Senator in question shall recuse themselves in matters pertaining to their removal. This shall not affect quorum.

III.4.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.

III.4.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.

III.4.C.2.g If the Senate votes to remove the Senator by a two-thirds vote, the matter is resolved, and the Senator shall be removed from office.

III.4.C.2.h The President may not veto a vote from the Senate regarding the removal of a member of Senate.

III.4.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.

III.4.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.

III.4.C.4 A Senator may appeal any two regularly scheduled Senate meeting

absences per semester within ten academic days after the missed meeting.

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

III.4.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.

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

Section 5: Recall, Removal and Resignation

III.5.A Recall

III.5.A.1 Senators may be recalled from office by an Initiative as outlined in the Bylaws.

III.5.B Removal

III.5.B.1 Any undergraduate student may file a complaint against a Senator with the Vice President.

III.5.B.1.a Complaints must be typed and hand-delivered to the Vice President.

III.5.B.1.b The author must be identified in the request and shall not remain anonymous.

III.5.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.

III.5.B.1.d If the complaint does not meet these requirements, it shall be considered void.

III.5.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, the Executive Officers, Advisor, and the Judicial Council.

III.5.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.

III.5.B.4 The President may not veto a vote from the Senate regarding the removal of a member of Senate.

III.5.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.

III.5.B.5 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.

III.5.B.7 The accused Senator shall forego all voting rights in matters pertaining to their removal. This shall not affect quorum.

III.5.C. Resignation

III.5.C.1 Senators may resign by submitting a resignation letter to the Speaker Pro Tempore and the Vice President.

III.5.C.1.a A resigning member of the Undergraduate Student Government Senate must submit a written notice to the Speaker Pro Tempore and the Vice President three weeks before the resignation takes effect, as well as attend a meeting with the Speaker Pro Tempore and the Vice President.

III.5.C.3 The resigning Senator must serve out the term and duties of their position during the three weeks' notice, after which they will be replaced.

Section 6: Duties of the Secretary

III.6.A The Secretary shall assist the President, Vice President, Speaker Pro Tempore, Treasurer, Chief of Staff, Senior Director of Communications, and Senior Director of Programming in the coordination of paperwork throughout USG.

III.6.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 Communications to make that record available to the student body.

III.6.C The Secretary shall maintain a record of USG events and projects including appropriate media articles, flyers, and pictures.

III.6.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.

III.6.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.

III.6.F The Secretary shall perform any other duties as delegated by the President, Vice President or Advisors.

III.6.G The Secretary shall maintain five office hours per week during the academic year.

Section 7: Duties of the Parliamentarian

III.7.A The Parliamentarian shall work with the Senior Director of Communications and the Director of Technology to ensure that all copies of the Constitution and Bylaws, both electronic and print, are updated each semester.

III.7.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.

III.7.C The Parliamentarian shall include all new amendments and bylaws, passed by the Senate, within one week of their approval.

III.7.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.

III.7.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.

III.7.F The Parliamentarian shall ensure that all Constitutional and Bylaw amendments address all sections of the documents that may be affected by the proposed changes.

III.7.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.

III.7.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.

III.7.I The Parliamentarian shall perform any other duties delegated by the President, Vice President or Advisors.

III.7.J The Parliamentarian shall maintain five office hours per week during the academic year.

III.7.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 70% or higher.

Section 8: Duties of Senate Aides

III.8.A Senate Aides shall be appointed by the Speaker Pro Tempore with the advice of the selection committee.

III.8.A.1 The selection committee will consist of the Vice President, the Speaker Pro Tempore, and any available Senators.

III.8.B Senate Aides shall assist their respective Senators with their tasks as outlined in the Bylaws.

III.8.C Senate Aides shall perform any other duties delegated by the President, Vice President, or Advisors.

III.8.D. Senate Aides shall maintain two office hours per week and shall attend two Senate meetings per month.

Section 9: Filing of Reports

III.9.A All Executive Officers must submit semester and annual goals and objectives for their respective bodies.

Article IV. The Advocacy Branch

Section 1: Role of the Advocacy Branch

IV.1.A The role of the advocacy branch is to ensure that the student voice is heard on-campus, especially regarding new campus initiatives. The advocacy branch is to evaluate and analyze all aspects of student life to ensure that USC is providing for and caring for all students—in all capacities.

Section 2: Responsibility of the Chief Diversity Officer

IV.2.A The Chief Diversity Officer is to assist the Chief of Staff in regards to the Advocacy Branch.

IV.2.A.1 The Officer shall oversee advocacy delegates and the cultural assembly liaisons with the Chief of Staff, as well as the appointed advocacy directors, to task delegates and liaisons onto projects.

IV.2.A.1.a After the cultural assembly liaisons have been determined, the Director shall hold meetings as needed to update the liaisons on the projects that the Advocacy team is working on.

IV.2.A.2 The Chief Diversity Officer shall hold 12 office hours.

IV.2.A.2.a Four of these office hours shall overlap with the Chief of Staff to ensure constant communication regarding advocacy projects.

Section 3: Responsibility of Advocacy Directors

IV.2.A There will be 8 advocacy directors— an external director, an academic director, a wellness director, a student safety director, a first-year director, an accessibility director, a residential director and a sustainability director. They are to be appointed by the President and the Chief of Staff, with the advice of the other Executive Officers and the Chief Diversity Officer.

IV.2.A.1 The external director shall be concerned with, but not limited to, the immediate USC surrounding community, the relationship USC maintains with Los Angeles county and local government, and other outside organizations.

IV.2.A.2 The academic director shall be concerned with, but not limited to, the academic life, learning environment, and technology resources available for the student population at USC.

IV.2.A.3 The wellness director shall be concerned with, but not limited to, the promotion of student health and recreation.

IV.2.A.4 The student safety director shall be concerned with, but not limited to, the promotion of student safety—through both preventative and reactive measures—and the interdepartmental relationships with Title IX, RSVP, DPS, and other university resources to address student safety both on and off campus.

IV.2.A.5 The first-year director shall be concerned with, but not limited to, the experience of all first-year students including incoming freshmen, transfer students, and spring admits.

IV.2.A.6 The accessibility director shall be concerned with, but not limited to, ADA compliance and increasing resources for all students.

IV.2.A.7 The residential director shall be concerned with, but not limited to, the experience of hospitality, housing, and transportation for not only students living near campus, but also commuter students.

IV.2.A.8 The sustainability director shall be concerned with, but not limited to, maintaining and increasing sustainability on campus.

IV.2.B The Advocacy Branch will collectively work on a minimum of three projects at any given time. Projects may constitute campaigns.

IV.2.B.1 These projects are to be determined as a team on an as-needed basis during branch meetings.

IV.2.B.1.a Three projects must be established by the completion of fall retreat. Upon the first Senate meeting of the fall semester, these projects shall be presented to Senate.

IV.2.B.2 Each Advocacy Director is required to be on one project at any given time—this includes the planning stages of a project.

IV.2.B.3 The directors on the project are to work with the Chief of Staff and the Chief Diversity Officer to ensure that there are delegates and liaisons on each project.

IV.2.B.3.a The Chief of Staff will work with the Elections & Recruitment team and the respective officers to recruit and appoint delegates for the advocacy branch. These delegates will be appointed with the advice of the Advocacy Branch Directors and the Chief Diversity Officer.

IV.2.B.4 To ensure that the necessary campus parties are involved, the directors on each project shall relay to the Chief of Staff their project information through appropriate paperwork.

IV.2.C Each Advocacy Director shall maintain a minimum of ten office hours per week during the academic year.

Article V. The Funding Branch

Section 1: Role of the Funding Branch

V.1.A The Funding Branch exists to enhance the student experience by providing necessary fiscal support and resources to programs, ideas, and development of various student organizations on campus.

V.1.B The Funding Branch directors shall hold twelve office hours per week during the academic year.

V.1.C The Funding Branch assistant directors shall hold four office hours per week during the academic year.

V.1.C.1 Two of these office hours shall overlap with the respective directors.

Section 2: USG Leadership Fund

V.2.A The Undergraduate Student Government shall establish the Undergraduate Student Government Leadership Fund to provide for recognition and leadership development.

V.2.B The Leadership Fund shall be administered by the Leadership Funding Board consisting of the Director of the Leadership Fund, the Assistant Director of the Leadership Fund, at least six students-at-large, and a non-voting staff or faculty advisor.

V.2.B.1 The Director of the Leadership Fund may appoint additional student representatives as necessary.

V.2.B.2 The Director of the Leadership Fund shall chair the Leadership Fund Board and is selected by the President and the Treasurer, with advice from the other Executive Officers and the Advisor(s) in accordance with the Bylaws.

V.2.B.3 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.

V.2.B.4 The Director of the Leadership Fund, with the advice of the Treasurer, shall nominate at least six undergraduate students-at-large to serve on the funding board.

V.2.C The Leadership Fund shall be allocated to student groups and organizations that are recognized by the Office of Campus Activities. The group must fulfill the necessary requirements for the duration of the time between the initial proposal and the submission of the final report.

V.2.D The Leadership Fund Board shall meet no less than once per month. The chair of the committee shall convene more meetings as deemed necessary.

V.2.E 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.

V.2.F 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.

V.2.G 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 one academic year. The Undergraduate Student Government Leadership Funding Board 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 Funding Board 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.

V.2.H The Leadership Fund Allocation Committee shall adhere to all University policies and regulations on funding.

Section 3: USG Philanthropy Fund

V.3.A The Philanthropy Fund shall fund community service projects sponsored by organizations recognized by the Office of Student Activities or the Office of Residential and Greek Life.

V.3.B The Philanthropy Funding Board shall consist of the Director of Philanthropy Fund, the Assistant Director of the Philanthropy Fund, at least six appointed students-at-large, and a non-voting staff/faculty advisor.

V.3.B.1 The Director of the Philanthropy Fund may appoint additional student representatives as necessary.

V.3.B.2 The Director of the Philanthropy Fund shall chair the Philanthropy Funding Board, and is selected by the President and the Treasurer, with advice from the other Executive Officers and the Advisor(s) in accordance with the Bylaws.

V.3.B.3 Prior to the selection of funding board members, decisions regarding the granting of funds shall be at the discretion of the Director of the Philanthropy Fund, in consultation with the Assistant Director (if applicable), the Treasurer, and the Advisor.

V.3.B.4 The Director of the Philanthropy Fund, with the advice of the Treasurer, shall nominate at least six undergraduate students-at-large to serve on the funding board.

V.3.C The Philanthropy Funding Board shall meet at least twice a month but may meet more often at the discretion of the chair.

V.3.D The Philanthropy Fund Allocations Committee must adhere to all University policies and regulations on funding.

V.3.E The Philanthropy Fund Allocations Committee shall establish the guidelines to determine the eligibility of an organization or project for funding.

V.3.F 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.

V.3.F.1 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.

V.3.F.2 Funding for Alternative Spring Break volunteer trips will be capped at 25 students per trip.

V.3.F.3 Student organizations will be eligible to apply for the remaining balance of their yearly allocation to sponsor campus-wide community service events.

Section 4: USG Discretionary Fund

V.4.A The Undergraduate Student Government shall establish the Undergraduate Student Government Discretionary Fund to provide funding for events programmed by student-run undergraduate organizations.

V.4.B The Discretionary Fund shall be administered by two committees, each consisting of an Associate Director of the Discretionary Fund, an Assistant Director, at least six appointed undergraduate students-at-large, and a non-voting staff or faculty advisor.

V.4.B.1 The Associate Directors of the Discretionary Fund may appoint additional student representatives as well.

V.4.B.2 The Associate Directors of the Discretionary Fund do not have voting power.

V.4.B.3 The Associate Directors of the Discretionary Fund shall manage an even split of all Discretionary Funding applications.

V.4.B.4 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.

V.4.B.5 The Associate Directors of the Discretionary Fund shall be appointed by the President and the Treasurer with the advice of the other Executive Officers and the Advisor(s).

V.4.B.6 The Associate Directors of the Discretionary Fund, with the advice of the Treasurer, shall nominate the students-at-large to serve on the funding boards.

V.4.C The Discretionary Funding Board shall meet no less than once a month. The chair of each of the committee shall convene more meetings as deemed necessary.

V.4.D 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.

V.4.E The Associate Directors 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.

V.4.F 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.

V.4.F.1 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.

V.4.F.2 Student Organizations may qualify for an increase to their annual allocation limit from the Discretionary Funding Board by obtaining Environmental Student Assembly (ESA) event certification for their programs. If the qualifying student organization have reached their funding limit, they will be eligible receive additional funds based on the levels of sustainability for their previously funded applications.

V.4.F.2.A Every funded application is subject to receiving an Environmental Student Assembly event certification. Organizations have the opportunity to increase their certification by going through the ESA Certification Program.

V.4.F.2.B If an organization reaches their funding limit, their annual allocation limit will be increased by the specified amount outlined in the Sustainable Funding Guidelines.

V.4.F.3 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.

V.4.F.4 Proposals will be heard by the Discretionary Fund Allocations

Committee if they are received at least two working days before a scheduled meeting of the committee.

V.4.G The Discretionary Fund Allocation Committee shall adhere to all University policies and regulations on funding.

V.4.H 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.

V.4.H.1 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.

V.4.H.2 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.

Section 5: USG Professional Fund

V.5.A 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.

V.5.B The Professional Fund shall be administered by a committee consisting of the Director of Professional Fund, the Assistant Director of the Professional Fund, a minimum of six other students-at-large, and a non-voting staff or faculty advisor.

V.5.B.1 The Director of the Professional Fund may appoint additional student representatives as necessary.

V.5.B.2 The Director of the Professional Fund shall chair the Professional Funding Board, and is selected by the President and the Treasurer, with advice from the other Executive Officers and the Advisor(s) in accordance with the Bylaws.

V.5.B.3 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 Professional Fund, in consultation with the Assistant Director (if applicable), the Treasurer, and the Advisor.

V.5.B.4 The Director of the Professional Fund, with the advice of the Treasurer, shall nominate at least six undergraduate students-at-large to serve on the funding board.

V.5.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.

V.5.D The Undergraduate Student Government shall allocate up to \$5,000 per student organization, per year, \$2,500 each semester, 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 \$5,200. The maximum allocation for a single event sponsored by two or more student organizations applying for funding is \$4,000 for a given semester. The amount shall be equally deducted from the maximum allowable semester allocations for each organization co-sponsoring the event and applying to the board.

V.5.E 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.

V.5.F 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.

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

V.5.H The Professional Funding Board shall adhere to all University policies and regulations on funding.

Section 6: USG Academic Research Fund

V.6.A The Academic Research Fund 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.

V.6.B The Academic Research Funding Board shall include the Director of the Academic Research Fund, Assistant Director of the Academic Research Fund, at least six students-at-large, and a non-voting staff or faculty advisor. The Director of Academic Affairs may appoint additional student representatives as necessary.

V.6.B.1 The Director of the Academic Research Fund may appoint additional student representatives as necessary.

V.6.B.2 The Director of the Academic Research Fund shall chair the Academic Research Funding Board, and is selected by the President and the Treasurer, with advice from the other Executive Officers and the Advisor(s) in accordance with the Bylaws.

V.6.B.3 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 Academic Research Fund, in consultation with the Assistant Director (if applicable), the Treasurer, and the Advisor.

V.6.B.4 The Director of the Academic Research Fund, with the advice of the Treasurer, shall nominate at least six undergraduate students-at-large to serve on the funding board.

V.6.C 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.

V.6.D The Academic Research Funding Board 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.

V.6.E The Academic Research Funding Board shall meet at the discretion of the chair.

V.6.F The Academic Research Funding Board must adhere to all University policies and regulations on funding.

V.6.G 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.

V.6.H The Academic Research Fund may allocate up to a maximum of \$1,000 to an individual student or project during the course of one academic year with no exception.

Article VI: Communications Branch

Section 1: Role of the Communications Branch

VI.1.A The Communications branch shall serve the communications needs of the Undergraduate Student Government, and consist of the Senior Director of Communications, the Director of Business Relations, the Director of Technology, the Director of Elections & Recruitment, the Director of Graphics, two Associate Directors of

Graphics, the Director of Photography, the Director of Videography, the Director of Marketing, an Associate Director of Marketing (Events), and an Associate Director of Marketing (Social Media).

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

VI.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.

VI.1.D The Directors, Associate Directors, and/or Assistant Directors of the Communications branch shall be appointed by the President and the Senior Director of Communications, with the advice of the other Executive Officers and the Advisor.

VI.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.

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

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

Section 2: Duties of the Director of Business Relations

VI.2.A The Director of Business Relations shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

VI.2.B The Director of Business Relations shall find sponsors and tours to support events and raise additional funds.

VI.2.B.1 Raised funds shall be allocated to USG committees/assemblies as agreed upon by the Director of Business Relations, the Senior Director of Communications, and the Senior Director of Programming.

VI.2.C The Director of Business Relations shall work to find new partnership opportunities for Undergraduate Student Government, its branches, and its individual assemblies and committees.

VI.3.D The Director of Business Relations shall work to get new vendors approved through the University Portal, including, but not limited to, promotional item and food vendors.

VI.3.E The Director of Business Relations shall maintain twelve office hours per week during the academic year.

Section 3: Duties of the Director of Technology

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

VI.3.B The Director of Technology shall be responsible for the technology-related needs of the Undergraduate Student Government.

VI.3.C The Director of Technology shall be responsible for maintaining the Undergraduate Student Government website, and its affiliates.

VI.3.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.

VI.3.E The Director of Technology shall comply with all other duties delegated by the Senior Director of Communications.

VI.3.F The Director of Technology shall maintain twelve office hours per week during the academic year, two of which may be external.

Section 4: Duties of the Director of Elections & Recruitment

VI.4.A The Director of Elections & Recruitment shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

VI.4.B The Director of Elections & Recruitment shall agree to resign from 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.

VI.4.C The Director of Elections & Recruitment shall chair the Elections Commission as outlined later in the Bylaws.

VI.4.D The Director of Elections & Recruitment shall serve as the official liaisons of the Senate on all election-related matters, as well as recruitment matters.

VI.4.E The Director of Elections & Recruitment shall report to the Senior Director of Communications on the status of the elections process and the recruitment process.

VI.4.E.1 All recruitment matters, such as forms and applications, shall be filtered through the Director of Elections & Recruitment as well as the Senior Director of Communications and the Chief of Staff.

VI.4.F The Director of Elections & Recruitment shall research election procedures at other universities to improve the elections process at the University of Southern California.

VI.4.G The Director of Elections & Recruitment is responsible for publishing the Elections Handbook no later than two weeks prior to the Election.

VI.4.H The Director of Elections & Recruitment is responsible for the development and maintenance of the on-line election site, alongside the Director of Technology.

VI.4.I The Director of Elections & Recruitment shall perform any other duties as delegated by the Senior Director of Communications.

VI.4.J The Director of Elections & Recruitment shall maintain twelve office hours per week during the academic year, two of which may be external.

Section 5: Duties of the Director of Graphics

VI.5.A The Director of Graphics shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

VI.5.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.

VI.5.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.

VI.5.D The Director of Graphics shall comply with all other duties delegated by the Senior Director of Communications.

VI.5.E The Director of Graphics shall maintain twelve office hours per week during the academic year, four of which may be external.

Section 6: Duties of the Associate Directors of Graphics

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

VI.6.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.

VI.6.C The Associate Directors of Graphics shall comply with all other duties delegated by the Senior Director of Communications.

VI.6.D The Associate Directors of Graphics shall each maintain eight office hours per week during the academic year, two of which may be external.

Section 7: Duties of the Director of Photography

VI.7.A The Director of Photography shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

VI.7.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.

VI.7.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.

VI.7.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.

VI.7.E The Director of Photography will work closely with the Director of Marketing as the art director for all of Undergraduate Student Government's photographic content.

VI.7.F The Director of Photography shall research and develop new ways of storing photographic evidence from past events online.

VI.7.G The Director of Photography shall maintain the USG Media team in conjunction with the Director of Videography.

VI.7.H The Director of Photography shall maintain twelve office hours per week during the academic year, four of which may be external.

Section 8: Duties of the Director of Videography

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

VI.8.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.

VI.8.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.

VI.8.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 recorded evidence of all past events.

VI.8.E The Director of Videography will work closely with the Director of Marketing as the art director for all of Undergraduate Student Government's videography content.

VI.8.F The Director of Videography shall maintain the USG Media team in conjunction with the Director of Photography.

VI.8.G The Director of Videography shall maintain twelve office hours per week during the academic year, four of which may be external.

Section 9: Duties of the Director of Marketing

VI.9.A The Director of Marketing shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

VI.9.B The Director of Marketing shall be responsible for all promotion for the Undergraduate Student Government and its branches.

VI.9.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.

VI.9.D The Director of Marketing shall keep an inventory of all promotional items of the Undergraduate Student Government, and its individual assemblies and committees.

VI.9.E 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.

VI.9.F The Director of Marketing shall perform any other duties delegated by the Senior Director of Communications.

VI.9.G The Director of Marketing shall maintain twelve office hours per week during the academic year, four of which may be external.

Section 10: Duties of the Associate Director of Marketing (Events)

VI.10.A The Associate Director of Marketing (Events) shall be responsible for events including, but not limited to, tabling, forums, and networking events.

VI.10.B The Associate Director of Marketing (Events) shall be responsible for Council of Presidents in the beginning of the fall semester.

VI.10.C The Associate Director of Marketing (Events) shall be responsible for

coordinating events with the assemblies/committees of the Programming Branch to best learn how to assist them.

VI.10.D The Associate Director of Marketing (Events) shall maintain eight office hours per week during the academic year, two of which may be external.

VI.10.D.1 Two of these internal office hours must overlap with the Director of Marketing.

Section 11: Duties of the Associate Director of Marketing (Social Media)

VI.11.A The Associate Director of Marketing (Social Media) shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

VI.11.B The Associate Director of Marketing (Social Media) shall be responsible for the social media presence for the Undergraduate Student Government.

VI.11.C The Associate Director of Marketing (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.

VI.11.D The Associate Director of Marketing (Social Media) shall work to develop social media campaigns and projects to best portray the Undergraduate Student Government.

VI.11.E The Associate Director of Marketing (Social Media) shall perform any other duties delegated by the Senior Director of Communications.

VI.11.F The Associate Director of Marketing (Social Media) shall maintain eight office hours per week during the academic year, two of which may be external.

VI.11.F.1 Two of these internal office hours must overlap with the Director of Marketing.

Section 12: Duties of the Assistant Directors

VI.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.

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

VI.12.C The Assistant Directors shall maintain four office hours.

VI.12.C.1 One of these office hours must overlap with the respective Directors or Associate Directors.

Article VII: Programming Branch

Section 1: Role of the Programming Branch

VII.1.A The Programming Branch shall serve the programming needs of the undergraduate student body and consist of the Senior Director of Programming, the Productions Director 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 Latina/o Student Assembly, the Political Student Assembly, the Service Student Assembly and the Student Assembly for Gender Empowerment.

VII.1.A.1 Assistant Directors may be appointed/elected to aide any of the above positions except to the Senior Director of Programming.

VII.1.C The Programming Branch shall adhere to the Undergraduate Student Government Constitution and Bylaws.

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

Section 2: Program Board Assemblies

VII.2.A Elections Process

VII.2.A.1 All Assemblies shall be led by a Director or two Co-Directors, and if needed an Assistant Director, elected by their respective assemblies.

VII.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.

VII.2.B Duties of Assembly Directors

VII.2.B.1 Directors shall attend weekly Programming Branch meetings or send a proxy approved by the Senior Director of Programming.

VII.2.B.1.a Directors shall appoint cultural liaisons to meet with the Chief Diversity Officer. The cultural liaison can be themselves.

VII.2.B.2 Directors shall oversee and coordinate a board and maintain an accurate roster of its member organizations.

VII.2.B.3 Directors shall hold weekly assembly meetings unless otherwise waived by the Senior Director of Programming.

VII.2.B.4 Directors shall plan a minimum of three events per semester except with approval of the Senior Director of Programming and the Advisor. These events must conform to the allocations criteria and all other guidelines established for use of the Programming Fee, as outlined in the Programming Branch manual.

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

VII.2.B.6 Directors shall comply with all other duties as outlined in the Programming Branch manual and shall perform any other duties delegated by the Senior Director of Programming.

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

VII.2.C Duties of Assembly Assistant Directors

VII.2.C.1 Assistant Directors shall attend weekly Programming Branch meetings or send a proxy approved by the Senior Director of Programming.

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

VII.2.C.3 Assistant Directors shall perform all duties delegated by their Director/Co-Directors

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

VII.2.D Assembly Name Change Process

VII.2.D.1 Any assemblies attempting to change their name shall first contact the Senior Director of Programming to begin the formal process.

VII.2.D.2 Over a four week period process the assembly shall:

VII.2.D.2.a Week 1: Present a formal presentation to their group's executive board explaining the reasoning behind the name change. Must be approved by a two-thirds vote of the executive board.

VII.2.D.2.b Week 2: If the vote is approved present the formal presentation to the constituencies general body. Must be approved by a

two-thirds vote of the general body.

VII.2.D.2.c Week 3: If the vote has passed through the general body the name change will be presented at the next Programming Branch Meeting to get voted in by the branch. Must be approved by a two-thirds vote of the program board.

VII.2.D.2.d Week 4: If it is approved by Programming Branch, it is to be presented to senate.

VII.2.D.2.e If the vote does not pass at any of these levels it must revisit why it did not pass. If the assembly presents new evidence then the assembly will have a chance to present again the next week.

VII.2.D.3 If the assembly name change is approved, the Senior Director of Programming must within the two weeks following the vote propose a change of name for said assembly to be implemented into the next year's bylaws.

VII.2.D.4 The assembly going through the formal name change process must be allowed to internally change their name after it is voted in by the Programming Branch for the remainder of that year and the formal name change will go into effect the following year.

VII.2.E Assembly Incorporation

VII.2.E.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.

VII.2.E.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.

VII.2.E.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.

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

VII.2.E.3 Two academic days before the proposed resolution is to be considered, the Senior Director of Programming shall submit a report to the Vice President indicating the results of the vote of confidence regarding the trial period of the

proposed assembly.

VII.2.E.4 Following the trial period and before the budget for the term has been passed, the President and the Senior Director of Programming, who shall take a Programming Branch 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 Programming Branch by a two-thirds vote by the Senate. Should a two-thirds majority not be met, the trial assembly shall be considered dissolved.

VII.2.F Assembly Elimination

VII.2.F.1 Assemblies shall be eliminated by a two-thirds vote by the Senate.

VII.2.F.2 Two academic days before the proposed resolution is to be considered, the Senior Director of Programming shall submit a report to the Vice President indicating the results of the vote of confidence regarding the elimination of the assembly.

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

Section 3: Productions

VII.3.A Duties of the Productions Director

VII.3.A.1 The Productions Director shall attend weekly meetings or send a proxy approved by the Senior Director of Programming.

VII.3.A.2 The Productions Director shall work with Directors to coordinate the venues and technical aspect of programs when needed.

VII.3.A.3 The Productions Director shall serve as the primary liaison between the Programming Branch and production companies.

VII.3.A.4 The Productions Director shall comply with all other duties as outlined in the Programming manual and shall perform any other duties delegated by the Senior Director of Programming or the Advisor(s).

VII.3.A.5 The Productions Director shall maintain twelve office hours per week during the academic year, eight of which may be external.

VII.3.A.5.a The external office hours shall be used for the purpose of working the production of USG events.

VII.3.A.5.b External office hours will be maintained on a work log that

will be overseen by their Advisor weekly.

VII.3.A.6 The Productions Director must be flexible to arrange meetings with entities within USG if they cannot meet during their internal office hours.

VII.3.B Assistant Positions

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

VII.3.B.2 Assistant Directors shall attend weekly Programming Branch meetings or send a proxy approved by the Senior Director of Programming.

VII.3.B.3 Assistant Directors shall perform all duties delegated by their Director, the Senior Director of Programming or the Advisor(s).

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

VII.3.B.4.a Assistant Directors will hold three of the four office hours as external hours to work on USG events.

Section 4: Appointed Positions

VII.4.A Appointment of the Senior Director of Programming

VII.4.A.1 The Senior Director of Programming shall be appointed by an advisory committee consisting of the outgoing Senior Director of Programming, the President-elect, the Vice President-elect, the Graduate Advisors and the Advisor. Based on the advice of the committee, the President-elect will make the final selection.

VII.4.A.1.a In the case that the outgoing Senior Director of Programming is applying for the position, the applicant shall recuse themselves from the selection committee. The programming branch shall be given at least one week's notice to vote to choose a director to sit in the recused person's place on the committee.

VII.4.A.1.b In the event that the branch has not chosen a replacement for the committee by the start of the selections process, the President-elect shall select the replacement from the programming branch's directors.

VII.4.A.1.c In the case that there is no sitting Senior Director of Programming, the programming branch shall be given at least one week's notice to vote to choose a Director to sit in the recused person's place on the committee.

VII.4.A.1.d In the event that the branch has not chosen a replacement for the committee by the start of the selections process, the President-elect shall select the replacement from the programming branch's directors.

VII.4.A.2 The President-elect's selection is subject to a vote of confidence by the outgoing branch—including the sitting Senior Director of Programming (as long as they are not running). A vote of no confidence will result in disqualification of the selection. The programming branch will be required to submit the vote of confidence to the President-elect within one week of the President's selection.

VII.4.A.2.a A vote of confidence will be administered by the outgoing Senior Director of Programming 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 Directors.

VII.4.A.3 The Senior Director of Programming must also be confirmed by a two-thirds vote by the Senate.

VII.4.B Appointment of Committee Directors

VII.4.B.1 The Committee Directors shall be appointed as it is referenced in Article II.

VII.4.B.1.a In the case that there is no sitting Senior Director of Programming, the branch shall be given at least one week's notice to vote to choose a director to sit in the recused person's place.

VII.4.B.1.b In the event that the programming branch has not chosen a replacement for the selections process by the start of the process, the President-elect shall select the replacement from the directors.

VII.4.B.2 Directors in the branch must be confirmed by a two-thirds vote by the Senate.

VII.4.B.3 Committee Directors shall maintain twelve office hours.

VII.4.B.4 Co-Directors shall maintain eight office hours each.

VII.4.B.5 Assistant Directors shall maintain four office hours.

VII.4.B.5.a Two of these office hours must overlap with the respective Directors/Co-Directors.

Article VIII: Judicial Branch

Section 1: Duties of the Judicial Council

VIII.1.A. Duties of Justices

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

VIII.1.A.2 Justices shall review impartially and objectively all cases brought before the Judicial Council by a member of the Undergraduate Student Government, Senate, or any interested undergraduate student, with public and publicized hearings. Deliberations of the Council shall be closed to the public.

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

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

VIII.1.B Duties of the Chief Justice

VIII.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.

VIII.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.

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

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

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

VIII.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

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

VIII.2.B A temporary interview committee shall advise the President on Judicial appointment. The committee shall consist of one Senator, the Chief Justice, the Vice

President, one other member of the Executive Officers, and a student-at-large, selected by the President. The Advisor will serve in a non-voting, advisory capacity.

VIII.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.

VIII.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.

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

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

Section 3: Jurisdiction, Power and Authorities

VIII.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.

VIII.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.

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

VIII.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

VIII.4.A Personnel Hearings

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

VIII.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.

VIII.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.

VIII.4.B Elections Code Hearings

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

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

VIII.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.

VIII.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.

VIII.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.

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

VIII.4.C Other Judicial Council Hearings

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

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

VIII.4.D Hearing Procedures

VIII.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.

VIII.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.

VIII.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.

VIII.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.

VIII.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.

VIII.4.E Hearing Requirements

VIII.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.

VIII.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.

VIII.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.

VIII.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.

VIII.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.

VIII.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

VIII.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

VIII.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

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

VIII.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

VIII.8. A Removal of a Justice

VIII.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.

VIII.8.B Temporary Leave of Duty

VIII.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.

VIII.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.

VIII.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 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 Director of Elections & Recruitment and/or their Assistant Director(s) 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 Director of Elections & Recruitment and their Assistant Director(s).

IX.1.C.2 The commissioners shall be selected based on review of their application and a follow-up interview. The interview committee shall consist of the Director of Elections & Recruitment, their Assistant Director(s), the Senior Director of Communications, and the Advisor.

IX.1.C.3 The committee shall propose an ideal slate to the Director of Elections & 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 No currently seated member of any Undergraduate Student Government branch may serve as a Commissioner.

IX.1.C.6 Commissioners may not endorse, volunteer, or campaign for any candidates.

IX.1.C.7 The Chair and a majority of all Commissioners shall be present to conduct business regarding complaints, infractions, and sanctions.

IX.1.C.8 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 & Recruitment deem 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 Directors of Elections & Recruitment shall review the Elections Code 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 VIII.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 VIII.6 of these Bylaws for campaign requirements in a special election.

IX.6.B Only currently enrolled undergraduate 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 their 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 policies regarding special elections shall coincide with those of a general election.

Section 8: Expenditure Requirements

IX.8.A Each category 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 Director of Elections & Recruitment, their Assistant Director(s), and the 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 incoming President, incoming Vice President, incoming Treasurer, incoming Senior Director of Programming, and the incoming Speaker Pro Tempore 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. 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 Senior Director of Programming, and the

incoming Speaker Pro Tempore. 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 Senior Director of Programming, one Senator, one Judicial

Council Justice, one other Executive Officer, and one student-at-large. The Advisor will serve in advisory capacities. The Secretary will attend all meetings to keep a detailed record of discussion and decisions and shall have no vote.

X.2.B.1 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: Undergraduate Student Government Accounts

X.3.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 administrative account, the development account, the executive/legislative account, the Senate allocations account, the stipend account, the Communications account, the elections account, and any necessary Program Board accounts.

X.3.B The Undergraduate Student Government Administrative Account

X.3.A.1 The Undergraduate Student Government administrative account shall accommodate the administrative expenses incurred during the daily operations of the Undergraduate Student Government office.

X.3.B.2 Funds from the administrative account may not be used for

programming or project-specific expenses.

X.3.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.3.D The Undergraduate Student Government Development Account

X.3.D.1 The Undergraduate Student Government Development account is intended to accommodate leadership and team-building expenses for members of Undergraduate Student Government.

X.3.E The Undergraduate Student Government Executive/Legislative Account

X.3.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.3.F The Senate Allocations Account

X.3.F.1 All expenditures shall require approval by the Senate.

X.3.G The Stipend Account

X.3.G.1 The Senate shall establish a stipend account to accommodate the officers who receive tuition remission stipends.

X.3.G.2 The stipend for all officers and employees of the Undergraduate Student Government shall be in this account.

X.3.H The Communications Account

X.3.H.1 The Undergraduate Student Government shall establish a Communications Account in order to provide for the publicity and communication efforts of the Undergraduate Student Government.

X.3.I The Elections Account

X.3.I.1 The Undergraduate Student Government shall establish an elections account to provide for all expenses relating to the USG elections.

X.3.J Programming Branch Accounts

X.3.J.1 Program Board shall establish accounts as necessary to provide for its programming, publicity, management and all other needs.

X.3.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 4: Stipends

X.4.A There are members of the Undergraduate Student Government who are eligible to receive tuition remission stipends.

X.4.B The stipend is expressed in dollars per year. The number of dollars is divided into monthly installments.

X.4.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, which shall include the Treasurer, the President, the Vice President, the Speaker Pro Tempore, and the Senior Director of Programming.

X.4.C.1 The President shall receive \$10,000.

X.4.C.2 The Vice President shall receive \$8,000.

X.4.C.3 The Chief of Staff, Treasurer, Senior Director of Programming, the Speaker Pro Tempore and the Senior Director of Communications shall receive \$6,000.

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

X.4.C.5 All Communications Directors shall receive \$4,000.

X.4.C.5.a All Communications Co-Directors shall receive \$2,750.

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

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

X.4.C.7.a All Program Board Co-Directors shall receive \$2,750.

X.4.C.8 All Associate Directors shall receive \$2,750.

X.4.C.9 Senators shall receive \$2,000.

X.4.C.11 The Parliamentarian and Secretary shall receive \$1,500.

X.4.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.4.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.4.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.4.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.4.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.

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: 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 Campus Activities 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 President and the Vice President shall write an 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 office access, photocopying, keys, golf cart usage, 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 the 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 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.B.1 Failure to follow office hours shall lead to consequences as outlined in the Office Manual.

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 Conduct and Responsibility to Report

Section 1: Definitions

XIV.1.A Officer: Any candidate for office, or elected representative 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

XIVI.4.A: Conflict of Interest

XIVI.4.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.

XIVI.4.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.

XIVI.4.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.

XIVI.4.B: Unethical Influence

XIVI.4.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.

XIVI.4.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.

XIVI.4.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.

XIVI.4.C. Elections and other Political Activity

XIVI.4.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 their ability to effectively serve the students of USC.

XIVI.4.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 they have evidence of blatant misconduct or have 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.

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.

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

XV.1.B Any other bylaw amendments shall be duly amended.

XV.3 If a change to the Bylaws is deemed necessary to the function of the Undergraduate Student Government during the service of the current administration, but before the budget is allocated, concerning job descriptions, hours and stipends, by a unanimous decision of the Executive Officers, and a vote by the Senate, the Bylaws shall be declared duly amended.