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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 precedence 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(s): the Chief of Staff, the Treasurer, the Senior Director of Communications, and the Senior Director of Programming.

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 (2/3) 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 of the votes before presentation to the Senate.

II.1.B.2 The Speaker of the Senate, 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, the 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.1.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(s) 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.1.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 Chief Diversity Officer nominee must receive supporting votes from two-thirds (2/3) of the assembly directors in order to be confirmed. Two (2) votes shall be allocated to each assembly, one (1) for each of the Director and the Assistant Director. Co-Directors and Co-Assistant Directors shall be presented as one (1) unified vote, and, if the Assistant Director position is unfilled, the Director shall have two (2) votes.

II.1.C.1.c.2 During the interview process, so as to ensure the assembly directors receive the necessary information, the outgoing cultural assembly Directors will be allowed access to all applications for the Chief Diversity Officer position (with ample time to review before commencement of the interview process). They will additionally be invited to observe the candidate interviews, and are allowed to ask questions to interviewees as they see fit.

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 (2/3) 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(s), one Senator, the Chief Justice, the Vice President, an Executive Officer, and a student-at-large, selected by the President. The Advisor(s) will serve in a non-voting, advisory capacity.

II.1.D.3 The committee will recommend no less than its top two (2) candidates to the President who will then 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 (2/3) 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 seventy-two (72) hours from the time a resolution passes to officially approve the resolution by signing the actual document.

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

II.1.F.4 The Senate, with a two-thirds (2/3) affirmative vote, may override the President’s veto.

II.1.F.5 Resolutions passed at the final meeting of the Senate term are subject to veto by the outgoing President, and if vetoed, will be returned to the incoming Senate for a two-thirds (2/3) affirmative vote for override.

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 or any other committees of the Board of Trustees, as invited.

II.1.G.2 The President shall make recommendations to the President, Provost, or Vice 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 and the Chief Diversity Officer, shall organize training sessions/retreats for USG members.

II.1.G.4.a At least one (1) 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 second to last 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 (20) office hours per week during the academic year.

II.1.G.7.a Two (2) office hours may 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 (1) 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 seventy (70) office hours throughout the course of Summer Break. These hours shall be paid work hours with no more than seventy (70) hours being paid. USG shall work alongside USC Housing to help provide affordable housing over the Summer Break if necessary.

II.1.G.9 Pursuant to the Norman Topping Student Aid Fund (NTSAF) governing documents, USG will seek representation on the Topping Board. The USG President, with the advice of the Chief Diversity Officer and the Speaker of the Senate, will nominate five (5) individuals, one (1) of whom will be selected by the Topping Board to observe the Board’s meetings as part of the nominee’s office hours. Among the five (5) nominees there must be one (1) Senator. The nominee selected by the Topping Board will commit themselves to maintaining a presence at meetings and acting as an advocate for the Fund. The nominee’s duties will also include the following:

II.1.G.9.a The USG liaison to the Topping Board, in addition to serving as an advocate for the Fund’s interests, will report to the Chief Diversity Officer after each Topping Board Meeting. The report will make special mention of any breach of the NTSAF governing documents, thereby providing USG the necessary information for the organization to help ensure that the Topping documents are respected by the Administration.

II.1.G.9.b It will also be the responsibility of the USG liaison to the Topping Board to continue conversations with the Chair of the Board; the members of the Board; the Director of USC Dornsife Diversity; the Vice Provost for Undergraduate Programs; and any other relevant individuals regarding the most
effective ways for student government to ensure that the NTSAF remains independent and student run.

Section 2: Duties of the Vice President

II.2.A President of the Senate

II.2.A.1 The Vice President shall serve as the President of the Senate. The duties of the President of the Senate are defined in the Constitution and include: the President 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, Chief Diversity Officer, and the President, revolving around relevant topics to the USC community.

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 twenty (20) office hours per week during the academic year.

II.2.D.4.a Two (2) office hours may 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.2.D.4.b One (1) office hour shall be dedicated to an Executive Officers meeting, which the President will lead.

II.2.D.5 The Vice President and/or the President shall maintain a minimum of
seventy (70) office hours throughout the course of Summer Break. These hours shall be paid work hours with no more than seventy (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 (1) 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 all 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 Advisor(s).

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 sixteen (16) office hours per week during the academic year.

II.3.D.4.a One (1) 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 X.

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 Programming 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 all account holders at least once a month to discuss each holder’s accounts and expenditures.

II.4.A.5.c If an account holder fails to attend this meeting, or communicate an alternative date, the Treasurer shall be empowered to freeze the subject account.

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 (4) 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 Advisor(s).

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 (16) office hours per week during the academic year.
II.4.C.4.a One (1) 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, and reserves the right to deny any material that they do not deem fitting of the USG brand.

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 Communications 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 (16) office hours per week during the academic year.

II.5.C.2.a One (1) 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 Advisor(s) 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 and Assembly meetings at a minimum of once per semester per each Committee and Assembly.

II.6.A.7. The Senior Director of Programming shall meet at least once a month with the Executive Directors of each Assembly and Committee to receive updates and provide assistance on organization activities. The Assistant Director of the given assembly and committee may also be in attendance.

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 (16) office hours per week during the academic year.

II.6.B.2.a Two (2) office hours may 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 (1) 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 Executive Team, the Senate, Advisor(s), and Executive and Assistant Directors of each Assembly and Committee.

Section 7: Duties of the Speaker of the Senate

II.7.A The Speaker of the Senate 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 (1) week prior to electing the Speaker of the Senate. The Speaker of the Senate shall be elected between the first and second Senate meeting of the term through a secret ballot.

II.7.A.2 If the Speaker of the Senate is removed from the organization in accordance with the bylaws governing removal of an Executive Officer, their duties will temporarily be assumed by the Vice President and procedure will be followed for a Senate vacancy. Following the swearing-in of a new Senator, an election will be held for Speaker of the Senate within two (2) weeks, administered by the Vice President.
II.7.B The Speaker of the Senate shall have the power to delegate responsibilities to their fellow Senators.

II.7.B.1 Each Senator shall participate in two (2) or more (if needed) official Undergraduate Student Government Committees/Assemblies during their term. The Speaker of the Senate shall coordinate this and this shall be considered a delegated responsibility of the Speaker of the Senate.

II.7.B.2 The delegations by the Speaker of the Senate to the Senate or Senators can be overturned by a two-thirds (2/3) majority of the Senate.

II.7.B.2.a In order to challenge a delegation by the Speaker of the Senate, a Senator must add the challenge as an agenda item under new business for a Senate meeting. The Speaker of the Senate 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 of the Senate’s position.

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

II.7.C The Speaker of the Senate shall hold regular meetings that precede the USG Senate Meeting.

II.7.C.1 Only Senators and those whom the Speaker of the Senate invites may attend these meetings.

II.7.C.2 An absence from a pre-meeting or tardiness/early leave of a USG Senate Meeting shall count as one half (1/2) absence from a USG Senate Meeting. Information regarding an absence shall be passed from the Speaker of the Senate to the Vice President, Secretary, and Parliamentarian.

II.7.D The Speaker of the Senate shall oversee the Parliamentarian and Secretary.

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

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

II.7.G Other Obligations of the Speaker of the Senate

II.7.G.1 The Speaker of the Senate shall maintain sixteen (16) office hours per week during the academic year.
II.7.G.2.a There may be two (2) external office hours used for the purpose of attending Programming Branch meetings in order to stay informed on their current status and to operate as their liaison to the Legislative Branch.

II.7.G.2.b One (1) 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. The President may also remove appointed members of the Legislative Branch. 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 an Executive Officer or a member of the Advocacy, Funding, Programming, or Communication Branch with the Speaker of the Senate. Complaints regarding Senators must be directed to the Vice President, but complaints regarding members of the Legislative Branch must be directed to the Speaker of the Senate.

II.8.B.1.a Complaints must be typed and hand-delivered to the relevant Executive Officer.

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 a section of the Constitution, Bylaws or Code of Ethics violated. Note that the following instances may also be valid for the grounds concerning the issue of a complaint: Failure to fulfill duties as outlined in governing documents, conviction by a civil court of felony, or violation of legislative mandate.

II.8.B.1.d If the complaint does not meet these requirements or fall within the bounds of Undergraduate Student Government governing documents as determined by the Undergraduate Student Government Advisor(s), it shall be considered void.
II.8.B.2 If the complaint is valid, the relevant Executive Officer 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 Branches, Executive Officers and the Judicial Council.

II.8.B.3 The Senate shall vote to censure or remove the member within ten (10) academic days of the filing of a valid complaint by a two-thirds (2/3) majority vote. If the request does not come to a vote within ten (10) 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 (3) 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 (3) weeks’ notice, after which they will be replaced. If a resigning member prematurely ceases their duties, they may be replaced before the three (3) week period. Stipend payment for the position shall be truncated to the corresponding pay cycle in which the notice of resignation was delivered and accepted.

Section 9: Duties of Senior Advisors

II.9.A Each member of the executive team shall be eligible to appoint one (1) person as their Senior Advisor.

II.9.A.1 The confirmation of this appointment is subject to confirmation by the Executive Officers by consensus.

II.9.B Each Senior Advisor shall assist their Executive Officer in executing all responsibilities outlined in the Bylaws, as well as any other additional responsibilities deemed necessary by their corresponding Executive Officer.
II.9.C Prior to the start of the second semester all senior advisors shall form a Review Committee.

II.9.C.1 The committee shall be tasked to conduct an extensive analysis of each branch through document inspection, interviews, and surveys in order to understand the efficacy of the branch, as well as the sentiments of the branch members.

II.9.C.2 The committee(s) shall produce a formal report to be delivered to the head of each branch in order with the results of the analysis. This report shall also include recommendations as to how to address the problems outlined in the report.

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 serve on university-wide committees as determined by the President or Vice President.

III.1.F Senators shall meet regularly, at least biweekly, with the Speaker of the Senate.

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

III.1.H Senators shall maintain eight (8) office hours per week during the academic year.

III.1.H.1 There shall be two (2) external office hours used for the purpose of attending Programming Branch meetings. Attendance at these meetings shall be kept by the Speaker of the Senate, in conjunction with the Chief of Staff. Unexcused absences will count as one (1) half absence from a USG Senate Meeting.
III.1.H.1.a Attendance for these meetings shall be kept by the director of the respective Committee or Assembly and reported back to the Speaker of the Senate.

III.1.H.1.b If a Senator is unable to fulfill both of their external hours by attending Programming Branch meetings due to scheduling conflicts, then they may fill these obligations through attending student organization meetings such as student honor societies, academic organizations, and other student interest groups as well as through other related activities.

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

III.1.J 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.K 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 eighty (80) percent or higher, they shall be required to retake the test in the next pre-meeting and subsequent pre-meetings until passing.

III.1.K.1 A Senator who fails to score at least eighty (80) percent on their third test of the Senate Meeting Rules shall be barred from voting during senate meetings until the senator has scored the eighty (80) percent.

III.1.L The Senate shall not be empowered to consider matters of business, legislation, or to issue a formal statement of position or viewpoint without the station of a formally convened meeting. The Senate may not operate outside of the Fall and Spring semesters without first delegating matters to an Inter-Semester Committee composed solely of Senators, whose membership and scope of authority must be strictly defined at creation. This Committee is not a standing Committee, and, if created, shall be considered terminated at the first formally convened meeting after the break.

III.1.L.1 All decisions of the Inter-Semester Committee shall be subject to a grace-period of one (1) week where notice must be sent to all Senators of the decision. If four (4) or more Senators deliver written notice to the Speaker of the Senate in disapproval, the decision shall be considered null and void.

III.1.L.2 Decisions of the Inter-Semester Committee are subject to veto by the President, and this veto may be overturned by a two-thirds (2/3)
majority vote of the Senate at a formally convened meeting.

Section 2: Constituencies

III.2.A There shall be twelve (12) undergraduate student Senators.

III.2.B. Any student may vote for up to twelve (12) 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.

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. Extended breaks according to the academic calendar shall not count towards interim time between meetings.

III.3.A.2 The agenda for a Senate meeting shall be fixed twenty-four (24) hours before the meeting time and made publicly available on the USG website. The agenda must include information regarding procedures for submitting public comment. It must also include the full text of the USG Bylaws and Constitution, as well as the full text of any resolutions, reports, or presentations to be delivered at the meeting.

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. As necessary, especially regarding subsidiary bodies, these may be made digitally available. Audio or video recording shall be allowed at any such meetings, except as deemed disruptive or distracting by a two-thirds (2/3) vote of the Senate.

III.3.A.4 All minutes of the Senate shall be made available for public inspection through the USG website. The Secretary shall be responsible for compiling the minutes in a timely fashion, ensuring their widespread availability, and keeping records of historical minutes.

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.
III.3.A.6.a A maximum of five (5) 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.7 During debate of any main or subsidiary motion, Senators may formally yield their time to audience members or other Senators. This shall not affect the limit on each Senator’s individual time, and time must be formally yielded back to the respective Senator at the conclusion of speaking.

III.3.A.8 Any vote of the Senate may be submitted by blind-ballot at the request of one-third (1/3) or more Senators in-attendance, made as a subsidiary motion and seconded.

III.3.A.9 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.9.a This time will last a maximum of 15 minutes.

III.3.A.9.b No person may speak for longer than 3 minutes during this time.

III.3.B The President of the Senate

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

III.3.B.2 The President 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 President 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. In any doubt of quorum being present, a roll-call shall be called by the Chair of the Senate.

III.3.C.2 Quorum shall not be adjusted for vacancies, unfilled positions, or absences, excused or unexcused.

III.3.C.3 In the event that the Vice President is absent and the Speaker of the Senate must chair a meeting, the vote of the Speaker of the Senate shall be normally accorded for and quorum shall not be adjusted.
III.3.D Parliamentary Procedure and Authority

III.3.D.1 The Chair of the Senate, 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 The Eleventh Edition of Robert’s Rules of Order Newly Revised referred to as “Robert’s Rules,” shall govern the parliamentary procedure observed and enforced by the Chair of the Senate at the USG Senate Meetings.

III.3.D.3 The Undergraduate Student Government Constitution and Bylaws shall take precedence over Robert’s Rules, the Elections Code, the Programming Manual, the USG Manual, and the governing documents of USG’s constituent organizations in cases of conflict.

III.3.D.4 The Chair 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 two (2) sponsoring Senators. Resolutions considered by the Senate shall be limited to calls for action in improving the USC Community.

III.3.E.1.a It is the responsibility of the sponsoring Senators to make sure that other advocacy channels have been attempted before resorting to a resolution.

III.3.E.1.b Once the resolution is created, the sponsoring Senators are 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 appropriate Senate sponsorship, 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 of all voting members to carry.

III.3.E.7 Resolutions are understood to represent the opinion of the current Undergraduate Student Government Senate and are formally expired at the inauguration of the next Senate. All resolutions must be made publicly available at the USG website, and record-keeping of past Resolutions shall be the responsibility of the Secretary.

III.3.E.7.a At the discretion of Senate, Resolutions of the Senate term immediately prior may be presented again, with any necessary edits, and voted on as a Continuing Resolution. This indicates a continued endorsement of the resolution's content by the Undergraduate Student Government Senate. Such procedure should be reserved for situations wherein a public statement of continued commitment is warranted to continue an advocacy project—not solely to indicate approval of a past Resolution.

III.3.E.7.b Continuing Resolutions are subject to the same procedure of presentation as Resolutions presented in the current term, requiring two (2) sponsoring senators and a majority vote to carry.

III.3.E.7.c Continuing Resolutions are subject to the same procedure of Presidential approval or veto as Resolutions presented in the current term.

III.3.E.8 Resolutions shall be formatted uniformly. They must include, in their heading: a short title, the author(s), the sponsoring Senators, any supporting organizations or individuals listed alphabetically, the date of initial presentation, and a Resolution Number which shall be assigned by the Speaker of the Senate. All Resolutions should be written in size eleven (11) Georgia font, and must include the Undergraduate Student Government Logo on the first page. Uniformity shall be ensured by the Secretary, and adjustments to ensure proper formatting without affecting content shall not require amendment by the Senate.

III.3.F Voting by Proxy

III.3.F.1 Senators who are unable to attend a meeting may leave a proxy with the Vice President. This written authorization must clearly state the applicable issue and the vote of the Senator (affirmative, negative, or abstention). The authorization must also be signed and dated by the Senator.

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 (10) 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 (10) weeks left in the term, a special election shall be called.

III.4.A.1.e The special election shall be held within three (3) 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 (3) 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 of the Senate, and Advisor(s) 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 (2/3) 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.a 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, Speaker of the Senate and Advisor ten (10) 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 three 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 (1/2) absences.

III.4.C.2.a The hearing will be called and scheduled by the Speaker of the Senate within ten (10) academic days following the third absence. The Speaker of the Senate will notify the Senator in question, Vice President, President and Advisor. Once the Senator in question has been notified, the Speaker of the Senate 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 (2/3) 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 of the Senate 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 of the Senate, all responsibility assigned to the Speaker of the Senate 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 (2/3) 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 (6) 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 (1/2) of an absence.

III.4.C.4 A Senator may appeal any two (2) regularly scheduled Senate meeting absences per semester within ten (10) academic days after the missed meeting.

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

III.4.C.4.b If the Speaker of the Senate 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 by majority vote of all voting members regarding granting an appeal.

Section 5: Removal and Resignation

III.5.A Removal

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

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

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

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

III.5.A.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(s), and the Judicial Council.
III.5.A.3 The Senate shall vote to censure or remove the Senator within ten (10) academic days of the filing of a valid complaint, by two-thirds (2/3) majority vote. If the complaint does not come to a vote within ten (10) academic days, it shall be considered defeated.

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

III.5.A.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.A.6 The accused Senator and plaintiff shall be notified of the time and place of all hearings and shall have the opportunity to bring witnesses to support their case.

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

III.5.B. Resignation

III.5.B.1 Senators may resign by submitting a resignation letter to the Speaker of the Senate and the Vice President.

III.5.B.1.a A resigning member of the Undergraduate Student Government Senate must submit a written notice to the Speaker of the Senate and the Vice President three (3) weeks before the resignation takes effect, as well as attend a meeting with the Speaker of the Senate and the Vice President.

III.5.B.2 The resigning Senator must serve out the term and duties of their position during the three (3) 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 of the Senate, 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 four (4) office hours per week during the academic year.

III.6.H The Secretary shall meet regularly, at least biweekly, with the Speaker of the Senate.

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, the 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. If a resolution has not been signed before the next Senate meeting, it shall be returned to the floor and require a 2/3 affirmative vote to override.

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 four (4) 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. The Parliamentarian shall test the Senators during the next pre-meeting, and pre-meetings after that, if a Senator fails to score eighty (80) percent or higher.

III.7.L The Parliamentarian is required to attend all Senate Meetings. After three (3) missed Senate meetings, the Parliamentarian is subject to disciplinary action as determined by the Speaker of the Senate and Chief of Staff.

III.7.M In the event that the parliamentarian is not present at a Senate meeting, it is the responsibility of the Vice President to enforce Robert’s Rules.

III.7.N The Parliamentarian shall meet regularly, at least biweekly, with the Speaker of the Senate.

Section 8: Duties of Senate Aides

III.8.A Senate Aides shall be appointed by the Speaker of the Senate after the selection committee has completed a recruiting process

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

III.8.A.2 The recruiting process shall consist of an application and interview for those candidates deemed to be qualified, both presided over by the selection committee. Members of the selection committee are expected to recuse themselves in the case of a conflict of interest.

III.8.A.3 The selection committee shall create a pool of twelve (12) of the most qualified candidates before the senate aides shall be appointed.

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 (2) office hours per week and shall attend all Senate meetings.

Section 9: Filing of Reports

III.9.A All Executive Officers must submit semester and annual goals and objectives to the President and in their first respective presentation to the Senate 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 be an active advisor throughout the duration of any legislative or advocacy project so as to ensure that the values of diversity and inclusion are maintained and strengthened throughout the projects, and will collaborate with the Chief of Staff with regard to overseeing the Advocacy Branch. The Chief Diversity Officer will meet with project teams from both the Legislative and Advocacy branch on an as needed basis as determined by the Chief Diversity Officer to ensure the principles of diversity and inclusion are upheld.

IV.2.A.1 The Chief Diversity 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 Advocacy Director(s) in charge of a project shall hold meetings as needed to update the liaisons on the projects that advocacy is working on.

IV.2.A.2 The Chief Diversity Officer shall hold sixteen (16) office hours.

IV.2.A.2.a Four (4) of these office hours shall overlap with the Chief of Staff to ensure constant communication regarding advocacy projects.

IV.2.A.3 The Chief Diversity Officer will ensure a fair and impartial review of all applicants to USG positions through maintaining a presence, whether personally or through proxies approved by the Executive board, at all interviews for appointed positions. Either the Chief Diversity Officer or their proxy will ask a question about the
candidate’s commitment to diversity on campus and their experience with ensuring an inclusive environment for all students.

IV.2.A.4 The Chief Diversity Officer will provide all members of USG with educational components relating to diversity, inclusion, pertinent projects by USG and the cultural assemblies through the medium of including but not limited to workshops, seminars and presentations.

IV.2.A.5 The Chief Diversity Officer will be a principal advisor to the USG President and Vice President with regard to the appointment of student representatives on administrative committees, councils, and task forces, and shall commit to being an active participant in any administrative groups to which they are extended an invitation.

IV.2.A.6 The Chief Diversity Officer will oversee training and advisement of the Executive Officers regarding diversity and inclusion in order to provide them the ability to hold their respective branches accountable.

IV.2.A.7 The Chief Diversity Officer shall hold meetings on a monthly basis with liaisons from all USG cultural assemblies to provide updates on relevant USG projects, aid the liaisons in their own programming and projects, and receive advice from the liaisons with regard to issues specific to their communities. The Chief Diversity Officer is responsible for working in conjunction with cultural liaisons to identify issues of inclusion on campus and develop solutions.

IV.2.A.8 The Chief Diversity Officer shall lead and execute any personal advocacy initiatives deemed necessary that are inclusive in nature and contribute to the overarching goals of diversity and equity, and they shall engage directly with any University-wide concerns that involve diversity, inclusion, and equity. Engagement would include, but not be limited to, listening to student concerns, schedule events as appropriate, and respond to administration actions as needed.

IV.2.A.9 The Chief Diversity Officer will work directly with the Senior Director of Communications, the Director of Elections and Recruitment, the Director of Marketing, and any other relevant USG members to ensure that opportunities to run for USG office and apply for USG positions are available and articulated to members of all cultural assemblies associated with USG, as well as any marginalized group on campus.

IV.2.A.10 The Chief Diversity Officer will ensure that the Director of Elections and Recruitment provides all election and application materials to all USG assemblies, cultural resource centers, and any other marginalized group on campus.

Section 3: Responsibility of Advocacy Directors

IV.3.A There will be eight (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. Co-directors may also be appointed.

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

IV.3.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, but not limited to, Title IX, Relationship and Sexual Violence Prevention and Services (RSVP), the Department of Public Safety (DPS), and other university resources to address student safety both on and off campus.

IV.3.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.3.A.6 The Accessibility Director shall be concerned with, but not limited to, compliance with the Americans with Disabilities Act of 1990 and increasing resources for all students.

IV.3.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.3.A.8 The Sustainability Director shall be concerned with, but not limited to, maintaining and increasing sustainability on campus.

IV.3.B The Advocacy Branch will collectively work on a minimum of three (3) projects at any given time. Projects may constitute campaigns.

IV.3.B.1 These projects are to be determined as a team on an as-needed basis during branch meetings.

IV.3.B.1.a Three (3) 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.3.B.2 Each Advocacy Director is required to be on one (1) project at any given time—this includes the planning stages of a project.

IV.3.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.3.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.3.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.3.C Each Advocacy Director shall maintain a minimum of ten (10) office hours per week during the academic year. Co-directors shall maintain a minimum of eight (8) office hours per week during the academic year.

Section 4: Duties of the Assistant Directors

IV.4.A The Assistant Directors must attend weekly Advocacy Branch meetings or send a proxy approved by the Chief of Staff.

IV.4.B The Assistant Directors shall assist their respective Directors with their tasks as outlined in the Bylaws.

IV.4.C The Assistant Directors shall maintain four (4) office hours.

IV.4.C.1 One (1) of these office hours must overlap with the respective Directors.

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 ten (10) office hours per week during the academic year, with the exception of the Co-Directors of the Discretionary Fund who shall each hold eight (8) office hours per week during the academic year.
V.1.C The Funding Branch Assistant Directors shall hold four (4) office hours per week during the academic year.

V.1.C.1 Two (2) of these office hours shall overlap with the respective Directors.

V.1.D Prior to the selection of Funding board members, decisions regarding the granting of funds shall be to the discretion of the Director of the respective board, in consultation with the Assistant Director (if applicable), other Funding Directors, the Treasurer, and the Advisor(s).

V.1.E All funding applicants will be required to complete the Post-Event Evaluation Form to verify occurrence of the event.

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 (6) 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 The Director of the Leadership Fund, with the advice of the Treasurer, shall nominate at least six (6) 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 Funding 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 to a single student organization throughout the entire year shall be three-thousand, six-hundred (3600) dollars, 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 three-thousand, eight-
hundred (3800) dollars.

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 (4) weeks before the scheduled event or the
due date of the earliest payment (whichever comes first). The final proposal shall be
submitted no less than four (4) weeks before the date of the event, recognition, or
scholarship award date.

V.2.F.1 Applications with housing contracts are due at least six (6) weeks prior to
either the date of the event or the due date of the earliest payment, whichever
comes first.

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 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 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 Leadership Fund Grant
Request Application Process.

V.2.H The Leadership Funding Board 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 (6) appointed students-
at-large, and a non-voting staff or 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 to the discretion of the Director of the Philanthropy
Fund, in consultation with the Assistant Director (if applicable), other Funding Directors, the Treasurer, and the Advisor(s).

V.3.B.4 The Director of the Philanthropy Fund, with the advice of the Treasurer, shall nominate at least six (6) undergraduate students-at-large to serve on the funding board.

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

V.3.D The Philanthropy Funding Board must adhere to all University policies and regulations on funding.

V.3.E The Philanthropy Funding Board 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 five-thousand (5000) dollars, 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 five-thousand, two-hundred (5200) dollars.

V.3.F.1 Student organizations planning Alternative Spring Break volunteer trips will be funded based on a per student allocation not to exceed one-hundred and fifty (150) dollars for international trips and one-hundred (100) dollars for domestic trips.

V.3.F.2 Funding for Alternative Spring Break volunteer trips will be capped at twenty-five (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.

V.3.G Applications are due at least four (4) weeks prior to either the date of the event or the due date of the earliest payment, whichever comes first.

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 (2) boards, each consisting of a Co-Director of the Discretionary Fund, an Assistant Director, at least six (6) appointed undergraduate students-at-large, and a non-voting staff or faculty advisor.
V.4.B.1 The Co-Directors of the Discretionary Fund may appoint additional student representatives as well.

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

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

V.4.B.4 The Co-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.5 The Co-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 Director of each of the boards 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 Co-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 to a single student organization throughout each academic year shall be four-thousand, one-hundred (4100), 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 four-thousand, three-hundred (4300). The maximum allocation for a single event sponsored by two (2) or more student organizations applying for funding is six-thousand (6000) 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.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 (4) weeks before the scheduled event or the due date of the earliest payment, whichever comes first.

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 to 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.G The Discretionary Funding Board shall adhere to all University policies and regulations on funding.

V.4.H The Discretionary Funding 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 consolation appointment with the Director of Discretionary Funds. Once the consultation appointment is complete and guidelines have been met, the Discretionary Funding Board can consider the application.

V.4.H.2 The Discretionary Funding Board can allocate a maximum of five-hundred (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. The Fund may also be used for the support of sending students to events to help them develop professionally off-campus at the discretion of the Director of Professional Fund and their board.

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 (6) 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 The Director of the Professional Fund, with the advice of the Treasurer, shall nominate at least six (6) undergraduate students-at-large to serve on the funding board.

V.5.C The Professional Funding 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 five-thousand (5000) per student organization, per year, two-thousand, five-hundred (2500) 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 five-thousand, two hundred (5200). The maximum allocation for a single event sponsored by two or more student organizations applying for funding is four-thousand (4000) 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 (4) 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 (6) 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 the discretion of the Director of the Academic Research Fund, in consultation with the Assistant Director (if applicable), other Funding Directors, the Treasurer, and the Advisor(s).

V.6.B.4 The Director of the Academic Research Fund, with the advice of the Treasurer, shall nominate at least six (6) 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 Director.

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

V.6.G The Academic Research Funding Board 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 one-thousand (1000) to an individual student or project during the course of one (1) academic year with no exception.

V.6.I The application for funding shall be submitted for consideration at the meeting of the board, which takes place no less than four (4) weeks before the scheduled event or the due date of the earliest payment, whichever comes first.
V.6.I.1 Travel expense requests (airfare and hotel) must be made at least eight (8) weeks prior to the date of travel.

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 Strategic Partnerships, the Director of Elections & Recruitment, the Director of Graphics, the Associate Directors of Graphics, the Director of Photography, the Director of Videography, the Director of Marketing, an Associate Director of Marketing (Operations), and an Associate Director of Marketing (Special Projects).

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 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(s).

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 Strategic Partnerships

VI.2.A The Director of Strategic Partnerships must attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

VI.2.B The Director of Strategic Partnerships shall find sponsors and tours to support events and raise additional funds for Undergraduate Student Government and any committees/assemblies that may have a need.

VI.2.C The Director of Strategic Partnerships shall work to find and supervise partnership
opportunities between the Undergraduate Student Government and registered student organizations, student media, and other third-party entities.

VI.3.D The Director of Strategic Partnerships 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 Strategic Partnerships shall maintain ten (10) office hours per week during the academic year.

Section 3: Duties of the Director of Elections & Recruitment

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

VI.3.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.3.C The Director of Elections & Recruitment shall chair the Elections Commission as outlined later in the Bylaws.

VI.3.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.3.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.3.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.3.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.3.G The Director of Elections & Recruitment is responsible for publishing the Elections Code no later than two (2) months prior to the beginning of the campaign season.

VI.3.H The Director of Elections & Recruitment is responsible for the development and maintenance of the on-line election site.
VI.3.I The Director of Elections & Recruitment shall perform any other duties as delegated by the Senior Director of Communications.

VI.3.J The Director of Elections & Recruitment shall maintain ten (10) office hours per week during the academic year.

VI.3.J.1 During the campaign period, as defined by the Elections Code, the Director of Elections & Recruitment and their Assistant Director(s) may ask permission from the Senior Director of Communications and/or Advisor(s) to make up to six (6) of these office hours external for the purposes of engaging with students to improve voter turnout and increase awareness about ballot referenda.

VI.3.J.2 If permitted, the Senior Director of Communications shall log these external office hours on a weekly timesheet as reported to the Advisor(s).

Section 4: Duties of the Director of Graphics

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

VI.4.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.4.C The Director of Graphics shall manage their Associate and Assistant Director(s), assigning graphics work to them and their team in an organized and timely manner.

VI.4.D The Director of Graphics shall comply with all other duties delegated by the Senior Director of Communications.

VI.4.E The Director of Graphics will work closely with the Director of Marketing as the art director for all of Undergraduate Student Government’s graphic content.

VI.4.F The Director of Graphics shall maintain ten (10) office hours per week during the academic year.

Section 5: Duties of the Associate Director(s) of Graphics

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

VI.5.B The Associate Director(s) of Graphics shall work with the Graphics team to produce all graphic work needed.

VI.5.C The Associate Director(s) of Graphics shall comply with all other duties delegated by the Director of Graphics and/or the Senior Director of Communications.
VI.5.D The Associate Director(s) of Graphics shall maintain eight (8) office hours per week during the academic year.

Section 6: Duties of the Director of Photography

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

VI.6.B The Director of Photography shall promote all branches and all of the individual assemblies and committees of the Undergraduate Student Government through, but not limited to, photo campaigns at the discretion of the Senior Director of Communications.

VI.6.C The Director of Photography, their 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.6.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.6.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.6.F The Director of Photography shall research and develop new ways of storing photographic evidence from past events online.

VI.6.G The Director of Photography shall maintain the USG Media team in conjunction with the Director of Videography.

VI.6.H The Director of Photography shall maintain ten (10) office hours per week during the academic year, six of which may be external.

   VI.6.H.1 These external office hours shall be used for the purpose of providing media coverage for USG events.

   VI.6.H.2 External office hours will be maintained on a work log that will be overseen by the Senior Director of Communications weekly.

Section 7: Duties of the Director of Videography

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

VI.7.B The Director of Videography shall promote all branches and all of the individual assemblies and committees of the Undergraduate Student Government through, but not
limited to, video campaigns at the discretion of the Senior Director of Communications.

VI.7.C The Director of Videography, their 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 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.7.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.7.F The Director of Videography shall maintain the USG Media team in conjunction with the Director of Photography.

VI.7.G The Director of Videography shall maintain ten (10) office hours per week during the academic year, six of which may be external.

VI.7.G.1 These external office hours shall be used for the purpose of providing media coverage for USG events.

VI.7.G.2 External office hours will be maintained on a work log that will be overseen by the Senior Director of Communications weekly.

Section 8: Duties of the Director of Marketing

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

VI.8.B The Director of Marketing shall be responsible for all promotion for the Undergraduate Student Government and its branches.

VI.8.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.

VI.8.D The Director of Marketing shall keep an inventory of all promotional items of the Undergraduate Student Government.

VI.8.E The Director of Marketing shall oversee and develop social media campaigns and projects to help increase awareness of the Undergraduate Student Government and its initiatives, projects, and events.

VI.8.F The Director of Marketing shall perform any other duties delegated by the Senior Director of Communications.
VI.8.G The Director of Marketing shall maintain ten (10) office hours per week during the academic year, four of which may be external.

Section 9: Duties of the Associate Director of Marketing (Operations)

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

VI.9.B The Associate Director of Marketing (Operations) shall assist the Communications branch with its internal operations, including, but not limited to, project tracking, event scheduling, and paperwork coordination.

VI.9.C The Associate Director of Marketing (Operations) shall be responsible for maintaining the Undergraduate Student Government website, and its affiliates.

VI.9.D The Associate Director of Marketing (Operations) shall assist in facilitating all collaboration between the Communications branch and other branches, assemblies, and/or committees of the Undergraduate Student Government.

VI.9.E The Associate Director of Marketing (Operations) shall perform any other duties delegated by the Senior Director of Communications.

VI.9.F The Associate Director of Marketing (Operations) shall maintain eight (8) office hours per week during the academic year, two (2) of which may be external.

VI.9.F.1 Two (2) of these internal office hours must overlap with the Director of Marketing.

Section 10: Duties of the Associate Director of Marketing (Special Projects)

VI.10.A The Associate Director of Marketing (Special Projects) shall attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

VI.10.B The Associate Director of Marketing (Special Projects) shall assist the Communications branch in the oversight of ad-hoc and/or special projects, including, but not limited to, merchandise orders, non-repeating initiatives, or first-time events.

VI.10.C The Associate Director of Marketing (Special Projects) shall perform any other duties delegated by the Senior Director of Communications.

VI.10.D The Associate Director of Marketing (Special Projects) shall maintain eight (8) office hours per week during the academic year, two (2) of which may be external.
VI.10.D.1 Two (2) of these internal office hours must overlap with the Director of Marketing.

Section 11: Duties of the Assistant Directors

VI.11.A The Assistant Directors must attend weekly Communications branch meetings or send a proxy approved by the Senior Director of Communications.

VI.11.B The Assistant Directors shall assist their respective Directors and/or Associate Directors with their tasks as outlined in the Bylaws.

VI.11.C The Assistant Directors shall maintain four (4) office hours.

VI.11.C.1 One of these office hours must overlap with the respective Directors and/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 Environmental Student Assembly, the International Student Assembly, the Latinx Student Assembly, the Political Student Assembly, the Queer and Ally Student Assembly, the Service Student Assembly, and the Student Assembly for Gender Empowerment.

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

VII.1.B The following Assemblies shall henceforth be referred to as Cultural Assemblies: the Asian Pacific American Student Assembly, the Black Student Assembly, the International Student Assembly, the Latinx Student Assembly, the Queer and Ally Student Assembly, and the Student Assembly for Gender Empowerment.

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

Section 2: Program Board Assemblies

VII.2.A Elections Process
VII.2.A.1 All Assemblies shall be led by a Director or two (2) 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 on a weekly basis. 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 (3) 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 (12) office hours per week during the academic year. Co-Directors shall maintain 8 office hours each 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 (1) 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 (4) office hours per week during the academic year.

VII.2.D Assembly Name and/or Logo Change Process

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

VII.2.D.2 Over a four week (4) 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 and/or logo change. Must be approved by a two-thirds (2/3) 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 (2/3) 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 (2/3) vote of the Programming Branch.

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.2.f Assembly Directors and Assistant Directors must submit a one (1) page report to the Senior Director Programming explaining the reasoning for changing the name and/or logo of the assembly and the result of the votes of each round. The Senior Director of Programming will personally include the results of the programming branch meeting. The assembly should keep a copy of the one-page report for their own records.

VII.2.D.3 If the assembly name and/or logo change is approved, the Senior Director of Programming must within the two (2) 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 and/or logo change process must be allowed to internally change their name and/or logo after it is
voted in by the Programming Branch for the remainder of that year and the formal name and/or logo change will go into effect the following year.

VII.2.E Assembly Incorporation

VII.2.E.1 The proposed assembly must submit a resolution with two (2) sponsoring Senators.

VII.2.E.1.a The resolution must include the name and purpose of the new assembly; a detailed demonstration of need; a draft of the organization’s constitution; and either 1) the signatures of the presidents of at least five (5) member organizations registered with the Office of Campus Activities seeking incorporation into the proposed assembly, or 2) a signature by the president of a single RSO accompanied by a petition with the signatures of no fewer than fifty (50) current undergraduate USC students. Signatures shall be certified by validating student IDs through a certified campus platform.

VII.2.E.1.b The “BE IT RESOLVED” clause shall establish a trial period for the proposed assembly to begin the following semester starting the first day of the first week of classes and ending the last day of the eighth week of classes. The clause shall also specify a $5,000 budget allocation from the Administration budget. This resolution must be passed by the last meeting of the semester prior to the trial period.

VII.2.E.2 The prospective assembly must provide the Senate and the Senior Director of Programming with a final draft constitution, which explains the assembly’s purpose, structure, and procedures.

VII.2.E.3 Two (2) 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 (2/3) vote by the Senate. Should a two-thirds (2/3) majority not be met, the trial assembly shall be considered dissolved.

VII.2.E.5 Accounts shall be made for all newly incorporated assemblies under the Programming Branch after a successful trial semester.
VII.2.F Assembly Elimination

VII.2.F.1 Assemblies shall be eliminated by a two-thirds (2/3) vote by the Senate.

VII.2.F.2 Two (2) 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 as necessary for each event that requires or uses technical riders or set ups. Events such as fairs, concerts, or shows require at least one (1) check in with the Director per event.

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 (12) office hours per week during the academic year, eight of which may be external. Co-Directors must maintain eight (8) office hours each per week, four (4) 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 (4) office hours per week during the academic year.

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(s). 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 (1) 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 (1) 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 (2/3) majority vote by the outgoing Directors.

VII.4.A.3 The Senior Director of Programming must also be confirmed by a two-thirds (2/3) 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 (2/3) vote by the Senate.

VII.4.B.3 Committee Directors shall maintain twelve (12) office hours.

VII.4.B.4 Co-Directors shall maintain eight (8) office hours each.

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

VII.4.B.5.a At least one (1) 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 (1) year on the Judicial Council prior to being appointed Chief Justice. If fewer than two (2) 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 (1) 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 (1) Senator, the Chief Justice, the Vice President, one (1) 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 (2) 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 (2/3) 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.

VIII.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 filed.
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.3 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 twenty-four (24) hours.

VIII.4.B.4 The Judicial Council must convene within twenty-four (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 twenty-four (24) hours of hearing the case.

VIII.4.B.4.a The defendant in these matters must be given at least twelve (12) hours’ notice to prepare a defense, make inquiries, and produce witnesses.

VIII.4.B.5 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 five-sixth (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 (7) 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 (2) weeks after agreeing to hear the case.

VIII.4.D.5 The Judicial Council will issue a ruling to the interested parties within seventy-two (72) hours of hearing the case. The decision will be made available to the Associate Vice President of Student Affairs, 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 (2) opposing sides and a conflict between those two (2) 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 Advisor(s), 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 (1) 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 (5) 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 (2/3) 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 (5) 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(s).

- IX.1.C.3 The interview 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 (2/3) 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.

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 Director 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 (2/3) 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 (5/6) majority vote of the Senate who is eligible to vote according to the Bylaws.

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
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 1st.

IX.5.A.1 There shall be at least three (3) 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 and in conjunction with USG Senior Director of Communication’s team.

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 (1) week, the length of which shall be determined in the Elections Code.

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 fifteen (15) days prior to the special election by a two-thirds (2/3) vote of the currently seated Senate who is eligible to vote according to the Bylaws. Special elections shall be held in the event of a tie, whether between Presidential tickets or Senate tickets.

IX.7.B There must be at least two (2) 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 fifteen (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 three (3) polling places open during the day. The location and hours of poll openings shall be decided by the Elections Commission. The polling hours shall be advertised in appropriate campus media and in conjunction with Senior Director of Communications team.

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: Referendums

IX.8.A The process for USC undergraduate students to create a referendum (hereafter defined as a set text to add to, amend, or revise USG policies or issues pertaining to USG business) to be placed on the ballot during the upcoming regular USG election will be as follows:

IX.8.A.1 The sponsoring student(s) must create a petition to be signed at a minimum of five (5) percent of the student population and present the proposed referendum and documentation (physical or digital) proving receipt of the requisite number of student signatures to the Director of Elections & Recruitment.

IX.8.A.2 Upon receipt of the requisite documentation, the Director of Elections & Recruitment must submit the proposed referendum and the signature documentation to the Judicial Council for review. The Judicial Council review will determine if the proposition is appropriate for placement on the ballot during USG elections and will affirm its appropriateness with a simple majority vote.

IX.8.A.2.a Be it hereafter understood that an “appropriate” referendum proposition shall be defined as germane to the work of USG or related to pertinent student concerns, adhering to a reasonable standard of suitable conduct at the time of writing, and apolitical in nature, in addition to future guidelines deemed necessary by the Judicial Council.

IX.8.A.3 After such time as a proposed referendum passes a vote of confidence by the Judicial Council, the proposition must then pass an advisory vote of the Senate. The Senate shall approve any referendum proposal that receives a two-
thirds (2/3) majority of Senators voting in the affirmative. If a referendum passes the Senate vote, it will be placed on the ballot for the next regular USG election.

IX.8.B The Director of Elections and Recruitment, working with the Senior Director of Communications, will create the forms (physical and/or digital) necessary for students to propose a referendum and gather signatures, in addition to creating the format for how proposed referendums deemed appropriate will appear on the ballot. In addition, the Director of Elections and Recruitment will amend the Elections Code with any further guidelines they deem fit to govern this process, included in which will be the deadlines for submission of referendum proposals and receipt of signatures. Any future referendum guidelines, however, must include the following:

IX.8.B.1 Only current, registered USC Undergraduate students may propose referendums. No outside influencing agents shall be directly involved in the creation of student referendum, nor shall any student use content created by outside organizations in their referendum or as templates for referendums.

IX.8.B.2 Only current, registered USC Undergraduate students may sign petitions for referendums. This shall be proven by the use of a valid, current student ID number when signing. Each USC Undergraduate student shall be allowed to sign a referendum petition one (1) time, but they may sign multiple referendum petitions per election cycle. Only the signer themselves may affix their own signature.

IX.8.B.3 The Elections commission shall allocate a budget to be used for raising awareness and advocating for the referendum in the affirmative. This budget will be allotted to the principal authors of the petition, and will be reimbursed after the voting period. This budget will operate identical to a candidates budget, and will be subjugated to the same regulations as a candidate.

IX.8.B.4 No student shall use any outside contributions, to aid in the circulation of a referendum petition, the gathering of signatures, or the cultivation of support.

IX.8.B.5 All referendums deemed appropriate pursuant to the aforementioned processes shall appear on the ballot with a short paragraph explanation of the proposal.

IX.8.B.6 Any petition or referendum found to be in violation of these or any future guidelines shall be disqualified from consideration during the election period.

IX.8.C In order for a referendum to pass, it must accumulate a simple majority of affirmative votes on the ballot, as long as the number of participating voters is greater than or equal to twenty (20) percent of the undergraduate student population. Abstentions shall not be considered when calculating either the simple majority in the affirmative or the twenty (20) percent participation requirements, only active responses.
Section 9: Expenditure Requirements

IX.9.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.9.B Candidates must report all contributions from all sources. Failure to fully report will result in disqualification.

Section 10: Ballot Counting Requirements

IX.10.A A member of Student Affairs and at least one (1) member of the Elections Commission must be present at the ballot counting. The Elections Commission shall invite 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.10.B Candidates may request a ballot recount up to two (2) times if the vote difference between the candidate and the next candidate is less than fifteen (15) votes or ten (10) percent of the votes cast for the candidate requesting the recount.

IX.10.C Ballot counting requirements do not apply in the case of online ballots.

Section 11: Elections Sanctions

IX.11.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. Complaints may not be made anonymously. There must be factual evidence of an infraction of the Elections Code before the Elections Commission will accept the complaint form.

IX.11.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.11.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.11.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 12: Certifying the Election

IX.12.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.12.B The Chair of the Elections Commission must have the election certified prior to the last business meeting of March.

Section 13: Oaths of Office

IX.13.A The elected individuals shall be sworn in by the Chief Justice, using the oaths in the following sections, at the first meeting.

IX.13.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.13.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.13.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 of the Senate shall convene at least three (3) 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 (3) 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 (2) 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 of the Senate. 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 (2) 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.

X.1.L The outgoing Allocations Committee shall draft the end of the year report of the Undergraduate Student Government accounts. The report shall be submitted to the advisor and the incoming Allocation Committee by the first Tuesday in April. The advisor shall maintain a record of the reports for three years from the date submitted.

X.1.L.1 A redacted version of the report shall be made available to public upon request.

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 (1) Senator, one (1) Judicial Council Justice, one (1) other Executive Officer, and one (1) 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 (2/3) 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 Programming Accounts.

X.3.B The Undergraduate Student Government Administrative Account

X.3.B.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 (3) years old unless the items to be replaced are obsolete as determined by the Treasurer or Advisor.

X.3.C The Undergraduate Student Government Development Account

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

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

X.3.D.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.E The Senate Allocations Account

X.3.E.1 All expenditures from the Senate Allocations Account shall require approval by the Senate.

X.3.F The Stipend Account
X.3.F.1 The Undergraduate Student Government shall establish a Stipend Account to accommodate the officers who receive tuition remission stipends.

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

X.3.G The Communications Account

X.3.G.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.H The Elections Account

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

X.3.I Programming Branch Accounts

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

X.3.J 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 of the Senate, and the Senior Director of Programming.

X.4.C.1 The President and Vice President shall each receive nine-thousand (9000) dollars.

X.4.C.2 The Chief of Staff, Treasurer, Senior Director of Programming, the Speaker of the Senate, and Senior Director of Communications shall each receive six-thousand (6000) dollars.
X.4.C.3 The Chief Diversity Officer shall receive six-thousand (6000) dollars.

X.4.C.3.a. Co-Chief Diversity Officers shall each receive three-thousand (3000) dollars.

X.4.C.4 All Advocacy Directors shall receive three-thousand three-hundred seventy-five (3375) dollars.

X.4.C.4.a. All Advocacy Co-Directors shall receive two-thousand seven-hundred (2700) dollars.

X.4.C.5 All Communications Directors shall receive three-thousand three-hundred seventy-five (3375) dollars.

X.4.C.5.a. Communications Co-Directors and Associate Directors shall receive $2,700.

X.4.C.6. All Funding Directors shall receive three-thousand three-hundred seventy-five (3375) dollars.

X.4.C.6.a. All Funding Co-Directors shall receive two-thousand seven-hundred (2700) dollars.

X.4.C.7 All Programming Directors shall receive four-thousand fifty (4050) dollars.


X.4.C.8 All Assistant Directors shall receive one-thousand (1000) dollars.


X.4.C.10 The Parliamentarian and Secretary shall each receive one-thousand three-hundred fifty (1350) dollars.

X.4.D Ten (10) 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 Advisor(s).

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 eight (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(s).

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 X: The Student Programming Fee

Section 5: The Diversity Fund

X.5.A The USG Diversity Fund shall be spent on programs, events, conferences, research, outreach, service projects, advocacy initiatives, and other opportunities deemed necessary and appropriate by the Diversity Fund Oversight Board (see section X.5.D).

X.5.B The USG Diversity Fund be managed by the Diversity Fund Oversight Board, which will have the following structure:

X.5.B.1 The Oversight Board will be comprised of the USG Treasurer for the corresponding fiscal year, at least one Chief Diversity Officer of the current administration, and one representative from each Cultural Assembly.

X.5.B.1.a The representatives from the Cultural Assemblies will be decided by majority vote of the cultural assembly’s executive board. This representative is to be voted upon at the same time as Assembly Director elections, and considered a representative-elect until the fiscal year turnover.

X.5.B.1.b Each representative on the USG Diversity Fund Oversight Board shall sit on the board for the entirety of the fiscal year. Representative-elects may take the place of a current representative, with approval from both parties delivered to the Senior Director of Programming.

X.5.B.2 The Oversight Board members shall be decided at the beginning of the new USG administration.
X.5.B.3 The Oversight Board, when making funding decisions, will follow the protocol outlined in the Diversity Fund Funding Guideline.

X.5.B.4 To fund any application, the Oversight Board must reach a threshold of at least a simple majority of voting members voting yes.

X.5.C. The Oversight Board will make a monthly presentation to Senate detailing all decisions to fund or not fund final applications that have been presented to and decided on by the Oversight Board.

Article XI: The Undergraduate Student Government Endowment

Section 1: Managing the Endowment

XI.1.A The primary use of the Undergraduate Student Government Endowment shall be to fund the above-the-line budget items of Student Stipends and Staff Salaries, and any additional interest may be purposed towards below-the-line budget items or other goals in line with the purpose of the Endowment.

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

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

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 (3) 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.

Section 4: USG Logo

XIII.4.A The USG logo shall remain unchanged unless a proposal to change the logo receives a two-thirds (2/3) 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.

XIV.4.B: Unethical Influence

XIV.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.

XIV.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.

XIV.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.

XIV.4.C. Elections and other Political Activity

XIV.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.

XIV.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 damage 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. During the one week grace period, the Parliamentarian shall look over the proposed amendment(s) to ensure that there is no conflict with any other standing documents in the form of, but not limited to: contradictions, inconsistencies, etc.

XV.1.A During the one week grace period, the Parliamentarian shall present the proposed amendment(s) to the Director of Campus Activities for approval.

XV.1.B If the steps listed above are not taken, no changes to the USG Bylaws can be made.

XV.2. If a proposal to amend these Bylaws receives the votes of two-thirds (2/3) of the currently seated senators following review by the Parliamentarian and Director of Campus Activities, the Bylaws shall be declared duly amended.

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

XV.2.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.