



University of Southern California
Undergraduate Student Government

BYLAWS

Current as of April 7, 2020

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

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UNIVERSITY OF SOUTHERN CALIFORNIA UNDERGRADUATE STUDENT GOVERNMENT BYLAWS

Article I: Framework

I.1 This document is the Bylaws of the Undergraduate Student Government, hereinafter referred to as “USG”.

I.2 This document is distinct from the Constitution and the rules set forth in the Constitution shall take precedence over the Bylaws.

I.2.A Otherwise, the Bylaws shall take precedence over all other governing documents, rules, and procedures of USG.

Article II: The Executive Cabinet

Section 1: Role of the Executive Cabinet

II.1.A The Executive Cabinet shall have primary administrative oversight of USG and shall be comprised of the President, the Vice President, the Chief of Staff, the Speaker of the Senate, the Chief Financial Officer, the Chief Programming Officer, the Chief Communications Officer, and the Chief Diversity Officer.

Section 2: Duties of the President

II.2.A The President shall serve as the chief representative of student views and needs to the University community.

II.2.B The President shall appoint the following Executive Officers of USG with the advice of the Vice President, the respective outgoing officer, and the Advisor(s): the Chief of Staff, the Chief Financial Officer, the Chief Communications Officer, the Chief Programming Officer, and the Chief Diversity Officer.

II.2.B.i All Executive Officer appointments 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.2.B.ii The Chief Programming Officer and the Chief Diversity Officer selection is subject to the guidelines in Article II, Sections 7 and 9, respectively.

II.2.B.iii The Speaker of the Senate, shall be elected by the fellow Senators as outlined in Article II Section 8, and will also serve as an Executive Officer.

II.2.C The President shall appoint the following positions of USG with the respective branch's or department's Executive Officer, along with the advice of the other executive officers, respective outgoing officers, and the Advisor(s): the Legislative Branch's Committee Chairs, the Funding Department's Directors, the Communication Department's Directors, the appointed Programming Department's Directors, the Parliamentarian, and the Secretary, as outlined in the Constitution.

II.2.C.i A set of Co-Directors may be appointed to fill any of the aforementioned Director positions.

II.2.C.ii Assistant Directors may be appointed to assist the Directors, as outlined elsewhere in the Bylaws.

II.2.C.iii All of these appointments 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.2.D The President shall appoint all members of the Judicial Branch, including the Judicial Council Justices and the Elections Commission.

II.2.D.i In the event of Judicial Council or Elections Commission vacancies, The Committee on Judicial Branch Appointments shall form to advise the President on appointment(s). The President and Committee shall adhere to the procedures outlined in Article VIII to appoint Judicial Branch members.

II.2.E The President may veto any legislation deemed to be contrary to the good of USG or the student body.

II.2.E.i The President shall have seventy-two (72) hours from the time a piece of legislation passes to officially approve the legislation by signing the document.

II.2.E.ii If the President does not sign the document within seventy-two (72) hours of its passage, the resolution will be deemed vetoed.

II.2.E.iii The Senate, with a two-thirds (2/3) affirmative vote, may override the President's veto.

II.6.E.iv Legislation 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.2.F The President shall serve on the Board of Governors of the USC Alumni Association; and the Student Affairs Committee of the Board of Trustees:

II.2.F.i The President, or their designee, shall serve on any other committees of the

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

II.2.G The President shall make recommendations to the President, Provost, Vice President for Student Affairs, and/or other senior leadership of the University regarding student representatives to University-wide committees and committees of the Board of Trustees.

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

II.2.I 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.2.I.i At least one (1) training must be held prior to the fall semester.

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

II.2.L The President shall seek to maintain a strong relationship with the University officials and the student body at-large.

II.2.L.i The President is to make themselves available to the students who they represent.

II.2.L.ii The President shall lead a weekly USG Executive Cabinet meeting.

II.2.M The President and Vice President shall each maintain a minimum of seventy (70) office hours throughout the course of Summer Break.

II.2.M.i These hours shall be paid work hours with no more than seventy (70) hours being paid.

II.2.M.ii USG shall work alongside USC Housing to help provide affordable housing over the Summer Break if necessary.

II.2.N Pursuant to the Norman Topping Student Aid Fund (NTSAF) governing documents, USG will seek representation on the Topping Board.

II.2.N.i 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.

II.2.N.i.a Among the five (5) nominees there must be one (1) Senator.

II.2.N.ii The representative selected by the Topping Board will commit themselves to maintaining a presence at meetings and acting as an advocate for the Fund.

II.2.N.iii The representative will report to the Chief Diversity Officer after each Topping Board Meeting.

II.2.N.iii.a 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.2.N.iv The representative will continue conversations with the Chair of the Board; the members of the Board; 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.

II.2.O The President shall serve as an ex-officio member on the USC Student Media Board, convened at the end of each semester.

II.2.P The President shall serve on the Trojan Council.

II.2.Q The President shall serve as primary oversight of the Executive Councils and may designate Executive Aides to help assist the Councils.

II.2.Q.i The President shall seek to communicate the needs and initiatives of the Councils and their constituencies to the relevant USG branches, departments, and committees.

Section 3: Duties of the Vice President

II.3.A 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, casting a vote only to break a tie.

II.3.B The Vice President is to work with the President in the appointment of USG Executive Officers, USG members, and USG Judicial Branch members.

II.3.C The Vice President shall oversee the Legislative Committees and conduct weekly meetings to serve as a resource for their activities.

II.3.D The Vice President or their designee, shall meet with each Committee Chair of the Legislative Branch on at least a biweekly basis.

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

II.3.F The Vice President shall give a verbal report to the Senate at least once a month.

II.3.G 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.3.H The Vice President shall seek to maintain a strong relationship with the student body.

II.3.H.i The Vice President is to make themselves available to the students who they represent.

II.3.I The Vice President shall attend the weekly Executive Cabinet meeting, which the President will lead.

II.3.J The Vice President and/or the President shall each maintain a minimum of seventy (70) office hours throughout the course of Summer Break.

II.3.J.i These hours shall be paid work hours with no more than seventy (70) hours being paid.

II.3.J.ii USG shall work alongside USC Housing to help provide affordable housing over the Summer Break if necessary.

II.3.K The Vice President shall serve on the Trojan Council.

Section 4: Duties of the Chief of Staff

II.4.A 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.4.A.i At least one (1) training must be held prior to the fall semester.

II.4.B The Chief of Staff is responsible for notifying USG members of weekly meetings unless otherwise determined by the President.

II.4.C The Chief of Staff shall track job performance for the members of USG, including office hour and meeting attendance, project evaluations, and administrative support. Records of office hours shall be available to the student body.

II.4.D The Chief of Staff shall facilitate the transition process between all current and incoming USG members.

II.4.E The Chief of Staff shall facilitate collaboration between all branches and members of USG.

II.4.F 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.4.G The Chief of Staff shall oversee all USG recruitment efforts.

II.4.H The Chief of Staff shall perform all other duties as designated by the President, the Vice President, or Advisor(s).

II.4.I The Chief of Staff shall assist the Executive Officers in drafting executive documents, scheduling with student organizations and event planning.

II.4.J The Chief of Staff shall give a verbal report to the Senate at least once a month.

II.4.K The Chief of Staff shall attend the weekly Executive Cabinet meeting, which the President will lead.

Section 5: Duties of the Chief Financial Officer

II.5.A USG Budget Allocation and Reporting

II.5.A.i The Chief Financial Officer shall make sure that funds under the purview of the Undergraduate Student Government are spent in a legal and responsible manner.

II.5.A.ii The Chief Financial Officer shall advise the President on any matter involving the Student Programming Fee.

II.5.A.iii The Chief Financial Officer, or their designee, shall enforce the Constitution and Bylaws as they pertain to the Student Programming Fee.

II.5.A.iv The Chief Financial Officer shall serve as the head of the Budget Allocation Committee, further outlined in Article IV.

II.5.A.iv.1 The Chief Financial Officer 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.5.A.v The Chief Financial Officer shall serve in an advisory capacity for the Diversity Fund Oversight Board, further outlined in Article IV.

II.5.A.v.1 The Chief Financial Officer alongside the Chief Diversity Officer shall evaluate the Diversity Fund Funding Guidelines annually to make necessary adjustments until the allocation is depleted.

II.5.A.vi The Chief Financial Officer shall serve in an advisory capacity for the Green Engagement Fund, further outlined in Article IV.

II.5.A.vii The Chief Financial Officer shall maintain all records of USG accounts for the use of the President and other USG members.

II.5.A.vii.1 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.5.A.vii.2 The Chief Financial Officer 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.5.A.vii.3 The Chief Financial Officer shall meet with all account holders at least once a month to discuss each holder's accounts and expenditures.

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

II.5.B The Funding Department

II.5.B.i The Chief Financial Officer 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.5.B.i.1 The Chief Financial Officer 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.5.B.ii The Chief Financial Officer or their designee, shall meet with each Director or Assistant Director of the Funding Branch on at least a biweekly basis.

II.5.B.iii The Chief Financial Officer shall conduct weekly meetings for the Funding Department to serve as a resource for their activities.

II.5.B.iv The Chief Financial Officer shall hold a funding board workshop, open to all organizations, within the first four (4) weeks of the fall term.

II.5.B.iv.1 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.

II.5.B.iv.2 The workshop shall be open to all USC undergraduates.

II.5.C Other Obligations

II.5.C.i The Chief Financial Officer shall perform all other duties as designated by the President, the Vice President, or Advisor(s).

II.5.C.ii The Chief Financial Officer shall give a verbal report to the Senate at least once a month.

II.5.C.iii The Chief Financial Officer shall attend the weekly Executive Cabinet meeting, which the President will lead.

Section 6: Duties of the Chief Communications Officer

II.6.A External USG Communication

II.6.A.i The Chief Communications Officer shall facilitate all communications, marketing, public relations, and branding for the Undergraduate Student Government.

II.6.A.i.1 The Chief Communications Officer reserves the right to deny any material that they do not deem fitting of the USG brand.

II.6.A.ii The Chief Communications Officer shall ensure that all teams and groups are compliant with the USG brand identity.

II.6.A.iii The Chief Communications Officer shall oversee general outreach efforts to the student body, including town halls, and manage USG's presence at events held by the University.

II.6.A.iv The Chief Communications Officer shall advertise all relevant resources, programs, and services of USG and campus partners to the student body.

II.6.A.v The Chief Communications Officer shall serve as the chief liaison and coordinator between USG and media organizations, and shall advise USG members on related matters, including press releases and public statements.

II.6.B The Communications Department

II.6.B.i The Chief Communications Officer shall oversee and supervise all projects and initiatives of the Communications Department.

II.6.B.i.1 Chief Communications Officer 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.6.B.ii Chief Communications Officer shall meet with each Director, Associate Director, and/or Assistant Director on at least a biweekly basis.

II.6.B.iii The Chief Communications Officer shall conduct weekly meetings for the Communications Branch to serve as a resource for their activities.

II.6.B.iv The Chief Communications Officer shall approve all expenditures under the Communications Branch.

II.6.D Other Obligations

II.6.D.i The Chief Communications Officer shall give a verbal report to the Senate at least once a month.

II.6.D.ii The Chief Communications Officer shall attend the weekly Executive Cabinet meeting, which the President will lead.

Section 7: Duties of the Chief Programming Officer

II.7.A The Programming Department

II.7.A.i The Chief Programming Officer shall oversee and supervise the The Programming Department, its member organizations, and all activities.

II.7.A.i.1 The Chief Programming Officer 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.7.A.ii The Chief Programming Officer shall conduct weekly meetings for the Programming Department to serve as a resource for their activities.

II.7.A.iii The Chief Programming Officer shall act as a liaison to the Senate, Graduate Student Government, and Advisor(s) on behalf of the Programming Department.

II.7.A.iv The Chief Programming Officer shall keep the Undergraduate Student Government aware of all the programs and activities being planned by the Programming Department, and facilitate the visual representation of events through online platforms such as the Programming Department Calendar and its synchronization with the USG website.

II.7.A.v The Chief Programming Officer shall uphold and enforce the provisions of the Undergraduate Student Government Constitution, Bylaws, the Programming Department Manual and other policies and procedures as applicable to the the Programming Department, such as the Programming Department Accountability Policy.

II.7.A.v.1 The Senior Director of Programming shall update the The Programming Department Manual before the incoming fall term to stay relevant with policies and procedures as stated by the University.

II.7.A.v.2 The Manual shall be approved by the Advisor(s).

II.7.A.vi The Senior Director of Programming shall attend the Programming Department Committee and Assembly meetings at a minimum of once per semester per each Committee and Assembly.

II.7.A.vii The Chief Programming Officer shall meet at least once a month with the Executive Directors and Assistant Directors of each Assembly and Committee to receive updates and provide assistance on personal goals and organization activities.

II.7.A.viii The Chief Programming Officer is responsible for ensuring the inclusiveness of all Programming Department events and graphics.

II.7.A.ix The Chief Programming Officer shall ensure each event marketed to general body students is reflected into the Programming Department Calendar with clear goals and values for the student body.

II.7.A.x The Chief Programming Officer is responsible for facilitating leadership reflections with both the Programming Department Directors and the executive board of all Programming Assemblies and Committees at least once an academic year.

II.7.A.xi The Chief Programming Officer must monitor the collaborations between each Programming Department Assembly or Committee with every other Assembly or Committee.

II.7.A.xi.1 Such collaborations for each group must occur at least once per academic year.

II.7.A.xii The Chief Programming Officer reserves the right to cancel events that exceed the two (2) events per day rule, excluding predetermined signature events for each Assembly and Committee confirmed prior to the first day of classes for the academic year.

II.7.B Confirmation of Appointment

II.7.B.i The Chief Programming Officer shall be appointed by an advisory committee consisting of the outgoing Chief Programming Officer, the President, the Vice President, and the Advisor(s).

II.7.B.i.1 In the case that there is no sitting Chief Programming Officer, or in the case that the outgoing Chief Programming Officer is applying for the position, the

Programming Department shall be given at least one (1) week's notice to vote to choose one (1) of its officers to sit in the CPO's place on the committee.

II.7.B.i.2 In the event that the Programming Department has not chosen a replacement for the CPO's seat on the committee by the start of the selections process, the President shall select the replacement from the officers of the Programming Department.

II.7.B.ii The officers of the Programming Department shall be permitted to attend interviews and review pertinent application materials for all candidates.

II.7.B.ii.1 Materials and interview times shall be made available as soon as confirmed.

II.7.B.iii The President appointment is subject to a vote of confidence by the outgoing officers of the Programming Department prior to confirmation by the Senate.

II.7.B.iii.1 A vote of no-confidence will result in disqualification of the appointment.

II.7.B.iii.2 The outgoing Chief Programming Officer shall conduct the vote of confidence at the Programming Department meeting immediately following the selection of the President's choice for the position.

II.7.B.iii.3 Once the results are confirmed by the USG Advisor(s), the outgoing Chief Programming Officer will immediately inform the President.

II.7.B.iii.4 Each Director of the Programming Department shall have one (1) full vote.

II.7.B.iii.5 A vote of confidence is a two-thirds (2/3) majority vote by the outgoing officers of the Programming Department who are present at the meeting that the vote is conducted.

II.7.B.iv If there is a vote of no confidence, the President will have up until the two following Programming Department meeting to select a new candidate and propose them to the Programming Department.

II.7.C Other Obligations

II.7.C.i The Chief Programming Officer shall give a verbal report to the Senate at least once a month.

II.7.C.ii The Chief Programming Officer shall seek to maintain a strong relationship with the student body.

II.7.C.ii.1 The Chief Programming Officer is to make themselves available to the students who they represent.

II.7.C.iii The Chief Programming Officer shall attend the weekly Executive Cabinet meeting, which the President will lead.

Section 8: Duties of the Speaker of the Senate

II.8.A The Speaker of the Senate shall oversee the Senate and serve as the primary contact for all legislative matters.

II.8.B The Speaker of the Senate shall be a currently seated Senator in good standing elected by the majority of the Senate.

II.8.B.i 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 after confirmation.

II.8.B.i.1 The Speaker of the Senate shall be elected between the first and second Senate meeting of the term through a secret ballot.

II.8.B.ii 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.

II.8.B.ii.1 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.8.C The Speaker of the Senate shall have the power to delegate responsibilities to their fellow Senators.

II.8.C.i Each Senator shall participate in at least one (1) Legislative Committee during their term.

II.8.C.i.1 The Speaker of the Senate shall coordinate this and this shall be considered a delegated responsibility of the Speaker of the Senate.

II.8.C.ii 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.8.C.ii.1 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.

II.8.C.ii.2 The Speaker of the Senate will be given a chance to present their reasoning for the delegation.

II.8.C.ii.3 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.8.C.iii 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.8.D The Speaker of the Senate shall hold regular meetings that precede the USG Senate Meeting.

II.8.D.i 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.

II.8.D.ii Information regarding an absence shall be passed from the Speaker of the Senate to the Vice President, Secretary, and Parliamentarian.

II.8.E The Speaker of the Senate shall oversee the Parliamentarian and Secretary.

II.8.F 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.8.G 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.8.H Other Obligations of the Speaker of the Senate

II.8.H.i The Speaker of the Senate shall operate as the liaison between Programming Department groups and the Legislative Branch.

II.8.H.ii The Speaker of the Senate shall attend the weekly Executive Cabinet meeting, which the President will lead.

Section 9: Duties of the Chief Diversity Officer

II.9.A USG-Wide Duties

II.9.A.i The Chief Diversity Officer shall be an active advisor throughout the duration of any initiative so as to ensure that the values of diversity, equity, and inclusion are maintained and strengthened.

II.9.A.i.1 The Chief Diversity Officer shall work closely with the Vice President and the Speaker of the Senate to ensure that all communities are encapsulated by legislation created by the Legislative Branch.

II.9.A.ii The Chief Diversity Officer shall ensure a fair and impartial review of all applicants to USG positions through maintaining a presence, whether personally or through a proxy, at all interviews for appointed positions.

II.9.A.ii.1 Either the Chief Diversity Officer or their proxy will ask a question about the candidate's commitment to diversity, equity, and inclusion on campus and their experience with supporting students of all backgrounds.

II.9.A.iii The Chief Diversity Officer shall educate all members of USG on social justice issues at events including, but not limited to, all retreats and at least one (1) org-wide weekly meeting.

II.9.A.iv 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 social justice.

II.9.A.iv.1 The Chief Diversity Officer shall engage directly with any University-wide concerns that involve diversity, equity, and inclusion.

II.9.A.v The Chief Diversity Officer shall ensure that opportunities to run for USG office and apply for USG positions are available and articulated to all communities on campus.

II.9.B The Diversity, Equity, and Inclusion (DEI) Council

II.9.B.i The Chief Diversity Officer shall serve as the chair of the DEI Council and act as the representative of the Council to USG and University officials.

II.9.B.i.1 The Chief Diversity Officer shall provide representatives of the DEI Council opportunities to directly voice their concerns to University officials.

II.9.B.i.2 The Chief Diversity Officer shall report the concerns of the DEI Council to the Executive Cabinet.

II.9.B.ii The Chief Diversity Officer shall hold biweekly meetings of the DEI Council to serve as a platform for marginalized communities to voice their concerns regarding campus climate issues.

II.9.B.iii The Chief Diversity Officer shall ensure that any actions taken by the DEI Council abide by the USG governing documents, SCampus, and local, state, and federal laws.

II.9.B.iv The Chief Diversity Officer shall work with the Speaker of the Senate to connect Senators who would like to work on issues related to diversity, equity, and inclusion with the DEI Council.

II.9.C Confirmation of Appointment

II.9.C.i The Chief Diversity Officer shall be appointed by an advisory committee consisting of the outgoing Chief Diversity Officer, the President, the Vice President, and the Advisor(s).

II.9.C.i.1 In the case that there is no sitting Chief Diversity Officer, or in the case that the outgoing Chief Diversity Officer is applying for the position, the Programming Department shall be given at least one (1) week's notice to vote to choose one (1) of its officers from the cultural assemblies to sit in the recused person's place on the committee.

II.9.C.i.2 In the event that the Programming Department has not chosen a replacement for the committee by the start of the selections process, the President shall select the replacement from the officers of the cultural assemblies of The Programming Department.

II.9.C.ii The Directors of the cultural assemblies shall be permitted to attend interviews and review pertinent application materials for all candidates.

II.9.C.ii.1 Materials and interview times shall be made available as soon as confirmed.

II.9.C.iv The President's appointment is subject to a vote of confidence by the outgoing cultural assembly officers prior to confirmation by the Senate.

II.9.C.iv.1 A vote of no confidence will result in disqualification of the selection.

II.9.C.iv.2 The outgoing Chief Programming Officer will conduct the vote of confidence at the Programming Department meeting immediately following the announcement of the President's selection.

II.9.C.iv.2.a Once the results are confirmed by the USG Advisor(s), the outgoing Chief Programming Officer will immediately inform the President.

II.9.C.iv.3 Each officer of the Programming Department shall have one (1) full vote.

II.9.C.iv.4 A vote of confidence is a two-thirds (2/3) majority vote by the outgoing cultural assembly officers who are present at the meeting that the vote is conducted.

II.9.C.v If there is a vote of no confidence, the President will have until the following

Programming Department meeting to select a new candidate from those who interviewed for the position.

II.9.C.v.1 The vote of confidence for this candidate will take place at the following Programming Department meeting.

II.9.D Other Obligations

II.9.D.i The Chief Diversity Officer shall give a verbal report to the Senate at least once a month.

II.9.D.ii The Chief Diversity Officer shall submit an annual report to the Executive Cabinet, the Senate, Advisor(s), and the representatives of the DEI Council.

II.9.D.iii The Chief Diversity Officer shall attend the weekly Executive Cabinet meeting, which the President will lead.

Section 10: The Executive Councils

II.10.A The role of Executive Councils is to connect campus leaders from various undergraduate student constituencies to the Undergraduate Student Government.

II.10.A.i The Councils shall seek to bring student leaders together to discuss issues of common concern, connect students to resources, and advocate for improvements in their communities.

II.10.B There will be six (6) Executive Councils: the Undergraduate Student Advisory Council; the Diversity, Equity, and Inclusion Council; the Fraternity and Sorority Life Council; the Athletics and Recreation Council; the Residential and First-Year Council; and the Reserve Officers' Training Corps and Veteran Council.

II.10.B.i Executive Councils are permanent, standing councils and will not be dissolved at the end of each academic term.

II.10.B.i.1 Representatives on the Councils shall change in accordance with the external student organizations represented on the Councils, or as otherwise determined by the USG President.

II.10.C The Undergraduate Student Advisory Council (USAC) shall advise the USG President, USC President, Vice President for Student Affairs, and other USC senior leaders, as invited, on matters concerning undergraduate students.

II.10.C.i USAC membership shall be determined by the USG President and USC President. It shall be comprised of up to twenty-five (25) student leaders, of which, twenty (20) must come from non-USG registered student organizations.

II.10.C.ii The Council shall be led by the USG President and USC President.

II.10.C.iii The USG President and the USC President (or their designated representative) may add new groups and their respective representatives to the Council at their discretion.

II.10.C.iv The USG President or their designated Aide(s) shall hold regular meetings at least once a month during the academic year, and additionally when the USG President or their designated Aide(s) call a meeting.

II.10.C.iv.1 Extended breaks according to the academic calendar shall not count towards interim time between meetings.

II.10.D The Diversity, Equity, and Inclusion (DEI) Council shall be concerned with, but not limited to, social justice, diversity, equity, and inclusion on campus.

II.10.D.i The DEI Council shall also serve as a forum for students from marginalized communities to discuss campus climate issues.

II.10.D.ii The DEI Council shall be comprised of representatives from the following groups: Asian Pacific American Student Assembly (APASA); Black Student Assembly (BSA); Latinx Student Assembly (LSA); International Student Assembly (ISA); Queer and Ally Student Assembly (QuASA); Student Assembly for Gender Empowerment (SAGE); Student Assembly for Accessibility (SAA); First-Gen Student Union (FGSU); Native American Student Union (NASU); Pacific Islander Student Association (PISA); and Improving Dreams, Equality, Access, and Success (IDEAS).

II.10.D.ii.1 Representatives shall be chosen by their respective organization's leadership no later than the first meeting of the DEI Council for each semester.

II.10.D.iii The Council shall be led by the USG Chief Diversity Officer and/or their designated Executive Aide.

II.10.D.iv The USG Chief Diversity Officer, with the advice of existing Council members, may add new groups and their respective representatives to the Council at their discretion.

II.10.D.v The USG Chief Diversity Officer or their designated Aide(s) shall hold regular meetings at least once a month during the academic year, and additionally when the USG Chief Diversity Officer or their designated Aide(s) call a meeting.

II.10.D.v.1 Extended breaks according to the academic calendar shall not count towards interim time between meetings.

II.10.D.i.2 Council meetings may be public or private, as determined by the USG Chief Diversity Officer or their designated Aide(s).

II.10.E The Fraternity and Sorority Life Council shall be concerned with, but not limited to, policies and programs pertaining to the experiences and environment of the fraternity and sorority life communities.

II.10.E.i The Council shall work with the USC Fraternity and Sorority Leadership Development (FSLD) office and any other relevant departments or groups.

II.10.E.ii The Council shall be comprised of the Presidents, or their designated proxies, of the Asian Greek Council (AGC); Interfraternity Council (IFC); Multicultural Greek Council (MGC); National Pan-hellenic Council (NPHC); and Panhellenic Council (PHC).

II.10.E.iii The Council shall be led by the USG President and/or their designated Executive Aide.

II.10.E.iv The USG President, with the advice of existing Council members, may add new groups and their respective representatives to the Council at their discretion.

II.10.E.v The President or their designated Aide(s) shall hold regular meetings at least once a month during the academic year, and additionally when the President or their designated Aide(s) call a meeting.

II.10.E.v.1 Extended breaks according to the academic calendar shall not count towards interim time between meetings.

II.10.E.v.2 Council meetings may be public or private, as determined by the President or their designated Aide(s).

II.10.F The Athletics and Recreation Council shall be concerned with, but not limited to, policies and programs pertaining to the experiences and environment of the athletics and recreation communities.

II.10.F.i The Council shall work with USC Athletics, USC Recreational Sports, and any other relevant departments or groups.

II.10.F.ii The Council shall be comprised of the Presidents, or their designated proxies, of the Trojan Athletic Senate (TAS) and the Recreational Club Council (RCC).

II.10.F.iii The Council shall be led by the USG President and/or their designated Executive Aide.

II.10.F.iv The USG President, with the advice of existing Council members, may add new groups and their respective representatives to the Council at their discretion.

II.10.F.v The President or their designated Aide(s) shall hold regular meetings at least once a month during the academic year, and additionally when the President or their designated Aide(s) call a meeting.

II.10.F.v.1 Extended breaks according to the academic calendar shall not count towards interim time between meetings.

II.10.F.v.2 Council meetings may be public or private, as determined by the President or their designated Aide(s).

II.10.G The Residential and First-Year Council shall be concerned with, but not limited to, policies and programs pertaining to the experiences and environment of the residential and first-year student communities.

II.10.G.i The Council shall work with USC Residential Education, USC Housing, and any other relevant departments or groups.

II.10.G.ii The Council shall be comprised of the Presidents, or their designated proxies, of the Residential Housing Association (RHA) and community councils.

II.10.G.ii.1 The Council shall also seek the assistance of USC Residential Education to designate a Resident Assistant (RA) representative(s).

II.10.G.iii The Council shall be led by the USG President and/or their designated Executive Aide.

II.10.G.iv The USG President, with the advice of existing Council members, may add new groups and their respective representatives to the Council at their discretion.

II.10.G.v The President or their designated Aide(s) shall attend at least one RHA standing leadership meeting per month during the academic year, and additionally when requested by the RHA President.

II.10.G.v.1 Extended breaks according to the academic calendar shall not count towards interim time between meetings.

II.10.G.v.2 In the event that no RHA standing leadership meetings take place for more than one month, the USG President or their designated Executive Aide(s) shall hold regular meetings at least once a month during the academic year, and additionally when the President or their designated Aide(s) call a meeting.

II.10.H The Reserve Officers' Training Corps (ROTC) and Veteran Council shall be concerned with, but not limited to, policies and programs pertaining to the experiences and environment of the ROTC, veteran, and military student communities.

II.10.H.i The Council shall work with the Air Force ROTC, Army ROTC, Naval ROTC, the Veterans Resource Center, and any other relevant departments or groups.

II.10.H.ii The Council shall be comprised of the Commanders/Presidents, or their designated proxies, of the Air Force ROTC, Army ROTC, Navy ROTC, Veteran Student Association.

II.10.H.iii The Council shall be led by the USG President and/or their designated Executive Aide.

II.10.H.iv All other members of the Council shall be determined by the USG President.

II.10.H.v The President or their designated Aide(s) shall hold regular meetings at least once a month during the academic year, and additionally when the President or their designated Aide(s) call a meeting.

II.10.H.v.1 Extended breaks according to the academic calendar shall not count towards interim time between meetings.

II.10.H.v.2 Council meetings may be public or private, as determined by the President or their designated Aide(s).

II.10.I The Executive Cabinet shall have the power to form and dissolve Executive Councils.

II.10.I.i The formation and dissolution of Executive Councils shall be confirmed by a two-thirds (2/3) vote of the Senate.

II.10.J The Executive Councils shall be formed by the USG President at the start of their term.

II.10.J.i The President shall designate their Executive Aides to help oversee and administer the Councils.

II.10.J.ii The exception to this shall be the Diversity, Equity, and Inclusion Council, which the Chief Diversity Officer shall form the Council at the start of their term or at the start of the fall semester.

II.10.J.iii The Chief Diversity Officer may designate their Executive Aide to help oversee and administer the Council.

Section 11: Duties of Executive Aides

II.11.A The President and Vice President may appoint up to four (4) Executive Aides, of which, one shall serve as the Senior Executive Aide.

II.11.A.i The Senior Executive Aide shall work closely with the President, the Vice President, and the Chief of Staff to oversee all other Executive Aides, and shall fulfill duties and responsibilities designated by the President and Vice President.

II.11.A.ii The appointment of the Senior Executive Aide is subject to confirmation by a two-thirds (2/3) majority vote of the Senate.

II.11.A.ii.1 The appointment of general Executive Aides is subject to confirmation by the Executive Cabinet by a majority vote.

II.11.A.iii Aides shall assist the President and Vice President in administering the Executive Councils, as well as engaging with student body communities as designated by the President and Vice President.

II.11.A.iii.1 They shall also assist the President and Vice President in executing all responsibilities outlined in the Bylaws, as well as any other additional responsibilities deemed necessary by the President and Vice President.

II.11.B All other members of the Executive Cabinet shall be eligible to appoint one (1) person as their Executive Aide.

II.11.B.i The appointment of general Executive Aides is subject to confirmation by the Executive Cabinet by a majority vote.

II.11.B.ii Executive Aide 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.

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 Committees for research, discussion, and recommendation.

III.1.H Senators shall do the necessary research of all legislation proposed in Senate meetings in order to vote in the best interest of the undergraduate student body.

III.1.I Incoming Senators shall go through a Senate Meeting Rules workshop instructed by the incoming Parliamentarian before the next school year.

III.1.I.i They shall be tested on the Senate Meeting Rules during the pre-meeting after they approve the Senate meeting rules in the fall;

III.1.I.ii 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.I.iii 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.J 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.

III.1.J.i 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.

III.1.J.i.1 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.J.i.2 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.

III.1.J.i.3 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.J.ii 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.i The Senate shall hold regular meetings at least once a month during the academic year, and additionally when the Vice President calls a meeting.

III.3.A.i.1 Extended breaks according to the academic calendar shall not count towards interim time between meetings.

III.3.A.ii 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.

III.3.A.ii.1 The agenda must include information regarding procedures for submitting public comment.

III.3.A.ii.2 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.iii All Senate meetings and those of its subsidiary bodies shall be open to the public, except for Judicial Council deliberations, and elections ballot counting.

III.3.A.iii.1 The time and place of any meeting must be made public.

III.3.A.iii.2 As necessary, especially regarding subsidiary bodies, these may be made digitally available.

III.3.A.iii.3 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.iv All minutes of the Senate shall be made available for public inspection through the USG website.

III.3.A.iv.1 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.v The public shall have open access to all legislation passed by the Senate at a regular session.

III.3.A.vi Each Senate meeting will have an open forum.

III.3.A.vi.1 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.vi.2 A maximum of five (5) comments per meeting, each person limited to three minutes.

III.3.A.vi.2.a 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.vii During debate of any main or subsidiary motion, Senators may formally yield their time to audience members or other Senators.

III.3.A.vii.1 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.viii 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.ix Each Senate meeting will have a discussion.

III.3.A.ix.1 This time is for Senators to talk about any concerns and/or concerns on record.

III.3.A.ix.2 Senators can ask members of the audience questions and vice versa without having to yield the floor.

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

III.3.A.ix.4 No person may speak for longer than 3 minutes during this time.

III.3.B The President of the Senate

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

III.3.B.ii 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 Constitution.

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

III.3.C Quorum

III.3.C.i A quorum is mandatory for the Senate to conduct any business at a meeting. Quorum shall be defined as a majority of all votes.

III.3.C.i.1 In any doubt of quorum being present, a roll-call shall be called by the Chair of the Senate.

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

III.3.C.iii 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.i 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.ii 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.iii 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.iv The Chair may recognize the Parliamentarian to speak on matters of order during Senate meetings.

III.3.E Resolution Process

III.3.E.i Any student can bring an issue to a Senator in the form of a resolution.

III.3.E.i.1 In order for a resolution to be presented to the Senate, the resolution must have at least two (2) sponsoring Senators.

III.3.E.i.2 Resolutions considered by the Senate shall be limited to calls for action in improving the USC community or in support or opposition of a particular campus climate issue.

III.3.E.i.3 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.i.4 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.ii Students can, with appropriate Senate sponsorship, present their resolution in front of the Senate.

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

III.3.E.iv 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.v 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.vi Resolutions require a majority vote of all voting members to carry.

III.3.E.vii 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.

III.3.E.viii.1 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.viii.2 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.

III.3.E.viii.2.a This indicates a continued endorsement of the resolution's content by the Senate.

III.3.E.viii.2.b 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.viii.2.c 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.viii.2.d Continuing Resolutions are subject to the same procedure of Presidential approval or veto as Resolutions presented in the current term.

III.3.E.viii Resolutions shall be formatted uniformly.

III.3.E.viii.1 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.i Senators who are unable to attend a meeting may leave a proxy with the Vice President.

III.3.F.ii This written authorization must clearly state the applicable issue and the vote of the Senator (affirmative, negative, or abstention).

III.3.F.iii The authorization must also be signed and dated by the Senator.

III.3.F.iv 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: Senate Vacancies and Absences

III.4.A Vacancy

III.4.A.i If a vacancy occurs during the term, the list of candidates from the last election in the constituency shall be consulted.

III.4.A.ii The candidate who received the highest amount of votes of those not currently seated will assume the vacant seat for the remainder of the term.

III.4.A.iii If willing to serve, the candidate shall be sworn in at the next Senate meeting.

III.4.A.iv 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.v 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.vi 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.vi.1 The special election shall be held within three (3) weeks of the occurrence of the vacancy, during the academic year.

III.4.A.vi.2 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.

III.4.A.vi.3 If the special election ends in a tie, the Senate shall vote by secret ballot to break the tie.

III.4.B Attendance at Senate Meetings

III.4.B.i The Senators shall attend all scheduled Senate meetings.

III.4.B.ii Senators who miss three scheduled Senate meetings in the course of a semester will be scheduled for a hearing by the Senate.

III.4.B.ii.1 An early departure or late arrival to a meeting shall count as one half (1/2) absences.

III.4.B.ii.2 The hearing will be called and scheduled by the Speaker of the Senate within ten (10) academic days following the third absence.

III.4.B.ii.2.a The Speaker of the Senate will notify the Senator in question, Vice President, President and Advisor.

III.4.B.ii.2.b Once the Senator in question has been notified, the Speaker of the Senate shall notify the seated Senators of the pending hearing.

III.4.B.ii.3 At the hearing, the accused Senator shall have the opportunity to bring witnesses and offer evidence in support of their case.

III.4.B.ii.4 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.B.ii.4.a The Senator in question shall recuse themselves in matters pertaining to their removal.

III.4.B.ii.4.a.i This shall not affect quorum.

III.4.B.ii.5 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.

III.4.B.ii.5.a Copies of the notification shall be forwarded to all members of the Senate and to the Judicial Council.

III.4.B.ii.6 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.B.ii.7 The President may not veto a vote from the Senate regarding the removal of a member of the Senate.

III.4.B.ii.8 The decision of the Senators shall be final unless any interested party appeals the decision to the Judicial Council.

III.4.B.ii.8.a The Council may affirm or reverse the decision of the Senate.

III.4.B.ii.8.b The Council's decision or action shall be final.

III.4.B.iii 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.

III.4.B.iii.1 An early departure or late arrival to a meeting shall count as one half (1/2) of an absence.

III.4.B.iv 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.B.iv.1 Appeals will be delivered in writing to the Speaker of the Senate and the Vice President.

III.4.B.iv.2 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.B.iv.3 The Senate may use its discretion by majority vote of all voting members regarding granting an appeal.

III.4.C Extended Absence

III.4.C.i 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.C.ii 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.C.iii The Senator in question will be required to recuse themselves from all votes that pertain to their absence.

III.4.C.iii.1 This recusal shall not affect quorum.

III.4.C.iii.2 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.

Section 5: Legislative Committees

III.5.A The role of Legislative Committees is to advocate for improvements in the student experience, and to ensure that the student voice is heard on-campus, especially regarding new campus initiatives and policies.

III.5.B There will be six (6) Legislative Committees: the Committee on Wellness Affairs; the Committee on External Affairs; the Committee on Academic Affairs; the Committee on Campus Operations and Sustainability; the Committee on Accessibility; and the Committee on Affordability and Basic Needs.

III.5.B.i Legislative Committees are permanent, standing committees and will not be dissolved at the end of each academic term.

III.5.B.ii The Committee on Wellness Affairs shall be concerned with, but not limited to, policies and programs pertaining to the promotion of student health and wellbeing.

III.5.B.iii The Committee on External Affairs shall be concerned with, but not limited to, policies and programs pertaining to the immediate USC surrounding community, the relationship USC maintains with Los Angeles county and local government, and other outside organizations.

III.5.B.iv The Committee on Academic Affairs shall be concerned with, but not limited to, policies and programs pertaining to the academic experience and learning environment for undergraduate students.

III.5.B.v The Committee on Campus Operations and Sustainability shall be concerned with, but not limited to, policies and programs pertaining to infrastructure, safety,

hospitality, and sustainable operations on campus.

III.5.B.vi The Committee on Accessibility shall be concerned with, but not limited to, policies and programs pertaining to USC's compliance with the Americans with Disabilities Act of 1990 and increasing awareness of the needs of students with disabilities.

III.5.B.vii The Committee on Affordability and Basic Needs shall be concerned with, but not limited to, policies and programs pertaining to student's financial barriers on-campus and access to basic needs.

III.5.C The Senate shall have the power to form Special Committees.

III.5.C.i Special Committees shall be formed to address a specific and relevant issue or host of issues not covered by the six (6) current standing committees.

III.5.C.ii Special Committees may be formed by a resolution passed by a two-thirds (2/3) vote of the Senate.

III.5.C.ii.1 A resolution to form a Special Committee must include a Committee Charter, designation of a Committee Chair, and proposed timeline for the Committee.

III.5.C.iii Special Committees shall operate under the same structure as the Legislative Committees outlined in Article III Section 5 unless otherwise noted in the Committee Charter and approved by the Senate.

III.5.C.iii.1 The Chair of any Special Committee shall not receive a stipend.

III.5.C.iv The Senate has the power to dissolve the Committee by a two-thirds (2/3) vote.

III.5.C.iv.1 This decision may be appealed through the Judicial Council.

Section 6: Members of Legislative Committees

III.6.A Each committee shall be composed of one (1) Chair, at least two (2) General Members, and at least two (2) Senators.

III.6.A.i The Committee Chair shall chair all Committee meetings, and shall administer and direct all initiatives relevant to the Committee.

III.6.A.i.1 The Committee Chair may cast a vote only to break a tie.

III.6.A.ii The Chair shall be appointed by the President with advice from the Executive Officers, and the Advisor(s) in accordance with the Bylaws.

III.6.A.ii.1 Chair appointment is subject to a two-thirds majority (2/3) vote of the Senate.

III.6.B The Chair may appoint additional general members as necessary.

III.6.B.i No general members shall receive a stipend.

Section 7: Committee Meetings

III.7.A Each Legislative Committee shall hold regular meetings at least once a month during the academic year, and additionally when the Committee Chair calls a meeting.

III.7.A.i Extended breaks according to the academic calendar shall not count towards interim time between meetings.

III.7.A.ii Special Committees shall hold meetings at a frequency reported in the Special Committee Resolution.

III.7.B The agenda for a Committee meeting shall be fixed twenty-four (24) hours before the meeting time and made publicly available on the USG website.

III.7.B.i The agenda must include information regarding procedures for submitting public comments.

III.7.C Legislative Committee meetings shall be open to the public.

III.7.C.i The time and place of any meeting must be made public.

III.7.C.ii As necessary, these may be made digitally available.

III.7.C.iii 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 Committee.

Section 8: Resolution Process

III.8.A In the event of a legislation proposal from a committee, the Committee Chair shall inform the Vice President and the Speaker of the Senate to initiate the following legislative process.

III.8.A.i Each standing committee shall vote on legislation pertaining to the topic and issue relevant to their committee.

III.8.A.ii The legislation shall be presented to the Senate following the vote of approval through the respective committee.

III.8.A.iii The Senate shall vote on the legislation during the following Senate meeting.

Section 9: Filing of Reports

III.9.A Committee Chairs must submit monthly progress reports to the Senate and the Vice President.

III.9.A.i All committee reports shall be made available for public inspection on the USG website.

Section 10: Committee Incorporation

III.10.A Special Committees may create a resolution to be incorporated as a standing committee at the end of the proposed timeline for the Special Committee.

III.10.A.i The resolution must include the name and purpose of the new committee and a detailed demonstration of need.

III.10.B The resolution must be passed by a two-thirds (2/3) vote of the Senate to be incorporated as a standing committee.

Section 11: Duties of the Secretary

III.11.A 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 Chief Communications Officer to make that record available to the student body.

III.11.B The Secretary shall maintain a record of USG events and projects including appropriate media articles, flyers, and pictures.

III.11.C 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.11.D 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.11.E The Secretary shall perform any other duties as delegated by the President, Vice President or Advisors.

III.11.F The Secretary shall meet regularly, at least biweekly, with the Speaker of the Senate.

Section 12: Duties of the Parliamentarian

III.12.A The Parliamentarian shall work with the Chief Communications Officer to ensure that all copies of the Constitution and Bylaws, both electronic and print, are updated each semester.

III.12.B The Parliamentarian shall maintain, for distribution, a copy of the current USG Constitution, Bylaws, and resolutions from the current Senate term.

III.12.C The Parliamentarian shall include all new amendments and bylaws, passed by the Senate, within one week of their approval.

III.12.D The Parliamentarian shall attend all meetings of the Senate and advise the Senate on all questions of parliamentary procedure, when necessary.

III.12.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.12.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.12.G The Parliamentarian, at the end of the fall semester and once at least one (1) 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.12.H The Parliamentarian shall work with the President to ensure that all resolutions passed by the Senate are signed within seventy-two (72) hours unless the President has the intention of vetoing the resolution.

III.12.H.i If a resolution has not been signed before the next Senate meeting, it shall be returned to the floor and require a two-thirds (2/3) affirmative vote to override.

III.12.I The Parliamentarian shall perform any other duties delegated by the President, Vice President or Advisor(s).

III.12.J The incoming Parliamentarian shall educate the incoming Senators on the Senate Meeting Rules before the next school year through a workshop.

III.12.J.i 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.12.K The Parliamentarian is required to attend all Senate Meetings.

III.12.K.i 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.12.L 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.12.M The Parliamentarian shall meet regularly, at least biweekly, with the Speaker of the Senate.

Section 13: Duties of Senate Aides

III.13.A Senate Aides shall be appointed by the Speaker of the Senate after the selection committee has completed a recruiting process.

III.13.A.i The selection committee will consist of the Vice President, the Speaker of the Senate, Parliamentarian, Secretary, and any available Senators.

III.13.A.ii The recruiting process shall consist of an application and interview for those candidates deemed to be qualified, both presided over by the selection committee.

III.13.A.ii.1 Members of the selection committee are expected to recuse themselves in the case of a conflict of interest.

III.13.A.iii The selection committee shall create a pool of twelve (12) of the most qualified candidates before the senate aides shall be appointed.

III.13.B Senate Aides shall assist their respective Senators with their tasks as outlined in the Bylaws.

III.13.C Senate Aides shall perform any other duties delegated by the President, Vice President, or Advisors.

Section 14: Filing of Reports

III.14.A All Executive Officers and Senators 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 Funding Department

Section 1: Role of the Funding Department

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

IV.1.B 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 Chief Financial Officer, and the Advisor(s).

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

Section 2: USG Philanthropy Fund

IV.2.A The Philanthropy Fund shall provide funding for community service projects sponsored by recognized student organizations.

IV.2.B The Philanthropy Fund shall be administered by a committee composed of one director, one assistant director, and a non-voting staff or faculty advisor.

IV.2.C The Philanthropy Fund shall establish the guidelines to determine the eligibility of an organization or project for funding.

IV.2.D The maximum allocation to a single student organization throughout each academic year shall be five-thousand (5000) dollars, except for the following exceptions.

IV.2.D.i The maximum allocation throughout each academic year to a student organization that attends the Chief Financial Officer's campus-wide fall funding workshop shall be five-thousand, two-hundred (5200) dollars.

IV.2.D.ii 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.

IV.2.D.iii Funding for Alternative Spring Break volunteer trips will be capped at twenty-five (25) students per trip.

IV.2.D.iv Student organizations will be eligible to apply for the remaining balance of their yearly allocation to sponsor campus-wide community service events.

IV.2.E Applications to the Philanthropy Fund are due at least five (5) weeks prior to either the date of the event or the due date of the earliest payment, whichever comes first.

IV.2.F Groups of individuals may be asked to submit photos, listservs, or other materials to verify the occurrence of the event.

IV.2.G The Philanthropy Fund must adhere to all University policies and regulations on funding.

Section 3: USG Professional Fund

IV.3.A The Undergraduate Student Government shall establish the USG Professional Fund to provide funding for events programmed by recognized student organizations that help educate and advance students' future professional careers.

IV.3.A.i The Professional Fund may also send students to events to help them develop professionally off-campus at the discretion of the Board.

IV.3.B The Professional Fund shall be administered by a committee consisting of a Director, an Assistant Director, and a non-voting staff or faculty advisor.

IV.3.C 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.

IV.3.C.i The maximum allocation throughout each year to a student organization that attends the Chief Financial Officer's campus-wide fall funding workshop shall be five-thousand, two hundred (5200).

V.3.C.ii 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.

V.3.C.iii The amount shall be equally deducted from the maximum allowable semester allocations for each organization co-sponsoring the event and applying to the board.

IV.3.D Applications to the Professional Fund are due at least five (5) weeks prior to either the date of the event or the due date of the earliest payment, whichever comes first.

IV.3.D.i Travel expense requests (airfare and hotel) must be made at least eight (8) weeks prior to the date of travel.

IV.3.E Groups of individuals may be asked to submit photos, listservs, or other materials to verify occurrence of the event.

IV.3.F The Professional Fund shall adhere to all University policies and regulations on funding.

Section 4: USG Academic Research Fund

IV.4.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.

IV.4.B The Academic Research Fund shall be administered by a committee consisting of a director, an assistant director, and a non-voting staff or faculty advisor.

IV.4.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.

IV.4.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.

IV.4.E The Academic Research Fund shall establish guidelines each year to determine the eligibility of a student or group of students and their project for funding.

IV.4.F The Academic Research Fund may allocate up to a maximum of one-thousand (1000) dollars to an individual student or project during the course of one (1) academic year with no exception.

IV.4.G Applications to the Academic Research Fund are due at least five (5) weeks before the scheduled event or the due date of the earliest payment, whichever comes first.

V.4.G.i Travel expense requests (airfare and hotel) must be made at least eight (8) weeks prior to the date of travel.

Section 5: USG Cultural Fund

IV.5.A The Cultural Fund shall provide funding for events programmed by recognized student organizations to celebrate, highlight, or foster a sense of community for a cultural group.

IV.5.B The Cultural Fund shall be administered by a committee consisting of a director, an assistant director, and a non-voting staff or faculty advisor.

IV.5.C The maximum allocation to a single student organization throughout each academic year shall be four-thousand, one-hundred (4100) dollars, except for the following exception:

IV.5.C.i The maximum allocation throughout each academic year to a student organization that attends the Chief Financial Officer's campus-wide fall funding workshop shall be four-thousand, three-hundred (4300).

IV.5.C.ii 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.

IV.5.C.ii.1 The amount shall be equally deducted from the maximum allowable annual allocations for each organization co-sponsoring the event and applying to the board.

IV.5.D The Cultural Fund shall establish guidelines each year to determine the eligibility of an organization or project for funding.

IV.5.E Applications to the Cultural Fund are due at least five (5) weeks prior to either the date of the event or the due date of the earliest payment, whichever comes first.

IV.5.F The Cultural Fund shall adhere to all University policies and regulations on funding.

Section 6: USG Performing & Visual Arts Fund

IV.6.A The Performing & Visual Arts Fund shall provide funding for events programmed by recognized student organizations to celebrate, highlight, or foster a sense of community.

IV.6.B The Performing & Visual Arts Fund shall be administered by a committee consisting of a director, an assistant director, and a non-voting staff or faculty advisor.

IV.6.C The maximum allocation to a single student organization throughout each academic year shall be four-thousand, one-hundred (4100) dollars, except for the following exception.

IV.6.C.i The maximum allocation throughout each academic year to a student organization that attends the Chief Financial Officer's campus-wide fall funding workshop shall be four-thousand, three-hundred (4300).

IV.6.C.ii 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.

IV.6.C.ii.1 The amount shall be equally deducted from the maximum allowable annual allocations for each organization co-sponsoring the event and applying to the board.

IV.6.D The Performing & Visual Arts Fund shall establish guidelines each year to determine the eligibility of an organization or project for funding.

IV.6.E Applications to the Performing & Visual Arts Fund are due at least five (5) weeks prior to either the date of the event or the due date of the earliest payment, whichever comes first.

IV.6.F The Performing & Visual Arts Fund shall adhere to all University policies and regulations on funding.

Section 7: USG Social & Recreation Fund

IV.7.A The Social & Recreation Fund shall provide funding for events programmed by recognized student organizations to celebrate, highlight, or foster a sense of community for the student group.

IV.7.B The Social & Recreation Fund shall be administered by a committee consisting of a director, an assistant director, and a non-voting staff or faculty advisor.

IV.7.C The maximum allocation to a single student organization throughout each academic year shall be four-thousand, one-hundred (4100) dollars, except for the following exception.

IV.7.C.i The maximum allocation throughout each academic year to a student organization that attends the Chief Financial Officer's campus-wide fall funding workshop shall be four-thousand, three-hundred (4300).

IV.7.C.ii 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.

IV.7.C.ii.1 The amount shall be equally deducted from the maximum allowable annual allocations for each organization co-sponsoring the event and applying to the board.

IV.7.D The Social & Recreation Fund shall establish guidelines each year to determine the eligibility of an organization or project for funding.

IV.7.E Applications to the Social & Recreation Fund are due at least five (5) weeks prior to either the date of the event or the due date of the earliest payment, whichever comes first.

IV.7.F The Social & Recreation Fund shall adhere to all University policies and regulations on funding.

Section 8: USG Startup Fund

IV.8.A The Startup Fund shall provide funding for student organizations first registered with the Office of Campus Activities within the last two academic semesters (fall or spring) for the use of promotion and membership recruitment.

IV.8.B The Startup Fund shall be administered by a committee consisting of a director, an assistant director, and a non-voting faculty or staff advisor.

IV.8.C The Startup Fund shall establish guidelines each year to determine the eligibility of an organization or project for funding.

IV.8.D The Startup Fund can allocate a maximum of five-hundred (500) dollars per student organization.

IV.8.D.i There will be no bonus added to this amount for attending the Chief Financial Officer's campus-wide fall funding workshop.

IV.8.E The Startup Fund shall adhere to all University policies and regulations on funding.

Section 9: USG Diversity Fund

IV.9.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.

IV.9.B The USG Diversity Fund shall be managed by the Diversity Fund Oversight Board, which will have the following structure:

IV.9.B.i The Oversight Board will be comprised of the USG Chief Financial Officer for the corresponding fiscal year, at least one Chief Diversity Officer of the current administration, and one representative from each Cultural Assembly.

IV.9.B.i.1 The representatives from the Cultural Assemblies will be decided by majority vote of the cultural assembly's executive board.

IV.9.B.i.1.a 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.

IV.9.B.i.2 Each representative on the USG Diversity Fund Oversight Board shall sit on the board for the entirety of the fiscal year.

IV.9.B.i.2.a Representative-elects may take the place of a current representative, with approval from both parties delivered to the Senior Director of Programming Chief Programming Officer.

IV.9.B.ii The Oversight Board members shall be decided at the beginning of the new USG administration.

IV.9.B.iii The Oversight Board, when making funding decisions, will follow the protocol outlined in the Diversity Fund Funding Guideline.

IV.9.B.iv To fund any application, the Oversight Board must reach a threshold of at least a simple majority of voting members voting yes.

IV.9.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.

Section 10: USG Green Engagement Fund

IV.10.A The USG Green Engagement Fund shall be spent on sustainably-focused programs, events, conferences, research, outreach, projects, advocacy initiatives, and other opportunities

deemed necessary and appropriate by the members of the Green Engagement Fund (see IV.10.B.i).

IV.10.B The USG Green Engagement Fund shall be have the following structure:

IV.10.B.i The members of the Green Engagement Fund will include the USG Chief Financial Officer for the corresponding fiscal year, an appointed member from the Environment Student Assembly, a representative from the Office of Sustainability, and a member of the Graduate Student Government.

IV.10.B.i.1 Each representative on the USG Green Engagement Fund shall sit on the board for the entirety of the fiscal year.

IV.10.B.i.1.a Representative-elects may take the place of a current representative, with approval from both parties delivered to the Chief Programming Officer.

IV.10.B.ii The members of the Green Engagement Fund shall be decided at the beginning of the new USG administration.

IV.10.C The USG Green Engagement Fund shall receive its funding through the USG and GSG Budget Allocation Processes.

IV.10.D The process for receiving funds from the USG Green Engagement Fund will be delineated in the Green Engagement Fund Guidelines, and will be reevaluated and published on the USG website semesterly.

Section 11: Duties of Directors within the Funding Department

IV.11.A Directors within the funding department shall chair a funding board composed of at least six (6) students-at-large.

IV.11.A.i Directors shall select these students-at-large with the advice of the Chief Financial Officer.

IV.11.A.ii Directors may select additional student representatives as necessary.

IV.11.A.iii Once funding board members have been selected, Directors may not vote on matters regarding the distribution of funds from their respective board.

IV.11.A.iii.1 In the case of a tie, the board's Assistant Director will vote to break the tie.

IV.11.B Directors shall, with the advice of the Chief Financial Officer, delineate administrative responsibilities between themselves and their respective Assistant Directors.

IV.11.C Directors, along with their respective funding boards, shall be assigned by the Chief Financial Officer to administer the seven (7) funds above in the following groupings:

IV.11.C.i USG Professional Fund

IV.11.C.ii USG Philanthropy Fund

IV.11.C.iii USG Academic Research Fund; USG Social & Recreation Fund

IV.11.C.iv USG Performing & Visual Arts Fund; USG Cultural Fund; USG Startup Fund

IV.11.D Prior to the selection of funding board members, decisions regarding the distribution of funds from a specific fund shall be at the discretion of the fund's Director, in consultation with their respective Assistant Director, the Chief Financial Officer, and Advisor(s).

Article V: Communications Department

Section 1: Role of the Communications Department

V.1.A The Communications Department shall serve all USG communications needs and consist of the Chief Communications Officer, the Director of Creative, the Director of Digital, the Director of Media, the Director of Operations, and the Director of Public Relations.

V.1.B Directors of the Communications Department may choose to employ a committee or internship system under their respective position to support their work.

V.1.C Directors, Associate Directors, and Assistant Directors of the Communications Department shall be appointed by the President and the Chief Communications Officer, with the advice of the other Executive Officers and the Advisor(s).

V.1.D Any communications materials produced for external use by USG its branches, or any of its individual Assemblies or Committees, must be approved by the Communications Department.

V.1.E The Communications Department must adhere to all USG Governing Documents.

V.1.F The Communications Department must meet weekly during the school year.

V.1.F.i Directors and Associate Directors of the Communications Department shall attend weekly Department meetings or send a proxy approved by the Chief Communications Officers.

V.1.G The teams of the Communications Department must meet at least biweekly during the school year, convened and led by their respective Director.

V.1.H The officers of the Communications Department shall comply with all other duties delegated by the Chief Communications Officer.

Section 2: Duties of the Director of Creative Services

V.2.A The Director of Creative Services shall manage the Creative team, composed of Associate and Assistant Director(s) as needed, assigning work in an organized and timely manner.

V.2.B The Director of Creative Services and their team shall work with any USG officer to produce all creative and visual design work needed, including but not limited to, graphics creation, web development, concept ideation, and brand design.

V.2.C The Director of Creative Services and their team shall serve as the creative strategists for all USG communications campaigns, initiatives, and projects.

Section 3: Duties of the Director of Digital Strategy

V.3.A The Director of Digital Strategy shall manage the Digital team, composed of Associate and Assistant Director(s) as needed, assigning work in an organized and timely manner.

V.3.B The Director of Digital Strategy and their team shall oversee and strategize all aspects of USG's digital and online presence, including but not limited to social media accounts, email marketing, website management, and search engine marketing and optimization.

V.3.C The Director of Digital Strategy and their team shall serve as the digital strategists for all USG communications campaigns, initiatives, and projects.

Section 4: Duties of the Director of Media

V.4.A The Director of Media shall manage the Media team, composed of Associate and Assistant Director(s) as needed, assigning work in an organized and timely manner.

V.4.B The Director of Media and their team shall oversee all aspects of USG's photo and video content, including but not limited to media campaigns, event coverage, special projects, and livestreams.

V.4.C The Director of Media and their team shall attend and document all USG events, at the discretion of the Chief Communications Officer.

V.4.D The Director of Media and their team shall maintain all media archives as evidence of all past events, projects, and campaigns.

Section 5: Duties of the Director of Operations

V.5.A The Director of Operations shall manage the Operations team, composed of Associate and Assistant Director(s) as needed, assigning work in an organized and timely manner.

V.5.B The Director of Operations and their team shall oversee all project management and internal logistics of the Communications Department, including but not limited to project tracking, event scheduling, and paperwork coordination.

V.5.C The Director of Operations and their team shall serve as the project managers for all USG communications campaigns, initiatives, and projects through their duration.

V.5.D The Director of Operations and their team shall oversee and maintain all ticketing systems regarding requests for services from the Communications Department.

V.5.D.i The Director of Operations shall make these ticketing systems available no later than two (2) weeks after their appointment.

V.5.E The Director of Operations and their team shall assist in facilitating all collaboration between the Communications Department and other USG groups and teams.

V.5.F The Director of Operations and their team shall keep an inventory of all USG promotional items.

Section 6: Duties of the Director of Public Relations

V.6.A The Director of Public Relations shall manage the Public Relations team, composed of Associate and Assistant Director(s) as needed, assigning work in an organized and timely manner.

V.6.B The Director of Public Relations and their team shall assist USG in all aspects relating to its public image and external relationships.

V.6.C The Director of Public Relations and their team shall support USG and its officers in managing relationships and partnerships with external entities, including but not limited to student media, registered student organizations, staff, faculty, and the student body at large.

V.6.D The Director of Public Relations and their team shall assist the work of the President and Chief Communications Officer in drafting public statements, press releases, community letters, and memorandums relating to USG or its subsidiary bodies.

V.6.E The Director of Public Relations and their team shall maintain all archives of press documents and articles from both USG, USC, and relevant external parties.

Section 7: Duties of Assistant Directors

V.7.A Assistant Directors of the Communications Department must attend weekly Department meetings or send a proxy approved by the Chief Communications Officer.

V.7.B Assistant Directors of the Communications Department shall assist their respective Directors and/or Associate Director(s) with their tasks as outlined in the Bylaws.

Article VI: Programming Department

Section 1: Role of the Programming Department

VI.1.A The Programming Department shall serve the programming needs of the undergraduate student body and consist of the Chief Programming Officer, 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, the Student Assembly for Accessibility, and the Student Assembly for Gender Empowerment.

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

VI.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.

VI.1.C The Programming Department shall adhere to the Undergraduate Student Government Constitution and Bylaws.

Section 2: Programming Department Assemblies

VI.2.A Elections Process

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

VI.2.A.i.1 All of these elected positions are subject to confirmation by a two-thirds (2/3) majority vote of the Senate.

VI.2.A.ii 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.

VI.2.A.iii Assembly Directors must fulfill any vacancies in the Director positions that

occur during the academic year through a special elections process, which shall follow the procedure as outlined in the assembly's constitution.

VI.2.A.iii.1 At a minimum, either one (1) Director position or Co-Director positions must be occupied.

VI.2.B Duties of Assembly Directors

VI.2.B.i Directors shall attend weekly Programming Branch meetings or send a proxy approved by the Chief Programming Officer.

VI.2.B.ii Directors shall oversee and coordinate an executive board and maintain an accurate roster of its member organizations, if applicable.

VI.2.B.iii Directors shall hold weekly assembly meetings unless otherwise waived by the Chief Programming Officer.

VI.2.B.iv Directors shall plan a minimum of three (3) events per semester except with approval of the Senior Director of Programming and the Advisor.

VI.2.B.iv.1 These events must conform to the allocations criteria and all other guidelines established for use of the Programming Fee, as outlined in the Programming Department manual.

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

VI.2.B.vi Directors shall comply with all other duties as outlined in the Programming Branch manual and shall perform any other duties delegated by the Chief Programming Officer.

VI.2.C Duties of Assembly Assistant Directors

VI.2.C.i Assistant Directors shall attend weekly Programming Department meetings or send a proxy approved by the Chief Programming Officer.

VI.2.C.ii Assistant Directors shall plan one (1) event per semester.

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

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

VI.2.D.i Any assemblies attempting to change their name and/or logo shall first contact the Chief Programming Officer to begin the formal process at any point in the academic year.

VI.2.D.ii The assembly shall undergo the following process:

VI.2.D.ii.1 Present a formal presentation to their group's executive board explaining the reasoning behind the name and/or logo change.

VI.2.D.ii.1.a The proposed change must be approved by a two-thirds (2/3) vote of the executive board.

VI.2.D.ii.2 If the vote is approved, the proposed change must be presented to the constituency's general body.

VI.2.D.ii.2.a The proposed change must be approved by a two-thirds (2/3) vote of the general body.

VI.2.D.ii.3 If the vote has passed through the general body, the proposed change must be presented at the next Programming Department meeting for a vote of confidence.

VI.2.D.ii.3.a The proposed change must be approved by a two-thirds (2/3) vote of confidence by the Programming Department.

VI.2.D.ii.4 If it is approved by the Programming Department, it is to be presented to the Senate and approved by a two-thirds (2/3) vote of the Senate.

VI.2.D.iii If the vote does not pass at any point of the above steps the assembly may present new reasoning to the Chief Programming Officer.

VI.2.D.iii.1 The Chief Programming Officer shall determine if there is sufficient rationale to present to the respective voting body again at the following meeting.

VII2.D.iv Assembly Directors and Assistant Directors must submit a one (1) page report to the Chief Programming Officer explaining the reasoning for changing the name and/or logo of the assembly and the result of the votes.

VI.2.D.iv.1 The Chief Programming Officer will personally include the results of the Programming Department vote of confidence.

VI.2.D.iv.2 The assembly should keep a copy of the report for their own records.

VI.2.D.v If the assembly name and/or logo change is approved, the Chief Programming Officer must, within the two (2) weeks following the vote, propose a change of name for the assembly to be implemented into the Bylaws for the following year.

VI.2.D.v.1 The assembly has the discretion to decide whether they wish to use the approved name/logo change for the remainder of the academic year before the changes take effect in the Bylaws.

VI.2.E Assembly Incorporation

VI.2.E.i The proposed assembly must submit a resolution with two (2) sponsoring Senators:

VI.2.E.i.1 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.

VI.2.E.i.1.a Signatures shall be certified by validating student IDs through a certified campus platform.

VI.2.E.i.2 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.

VI.2.E.i.3 The clause shall also specify a five-thousand (\$5,000) budget allocation from the Executive-Legislative budget, or another administrative account determined by the Budget Allocations Committee.

VI.2.E.i.4 This resolution must be passed by the last meeting of the semester prior to the trial period.

VI.2.E.ii Two (2) academic days before the proposed resolution is to be considered, the Chief Programming Officer shall submit a report to the Vice President indicating the results of the vote of confidence regarding the trial period of the proposed assembly.

VI.2.E.iii The prospective assembly must provide the Senate and the Chief Programming Officer with a final draft constitution, which explains the assembly's purpose, structure, and procedures.

VI.2.E.iv Following the trial period and before the budget for the term has been passed,

the President and the Chief Programming Officer, who shall take a Programming Department vote of confidence, shall jointly make a recommendation to the Senate, on whether or not to incorporate the proposed assembly.

VI.2.E.iv.1 The assembly shall be incorporated into the Programming Department by a two-thirds ($\frac{2}{3}$) vote by the Senate.

VI.2.E.iv.2 Should a two-thirds ($\frac{2}{3}$) majority not be met, the trial assembly shall be considered dissolved.

VI.2.E.v Accounts shall be made as a budget item for all newly incorporated assemblies under the Programming Department after a successful trial semester.

VI.2.E.vi Assemblies in trial period semesters are prohibited from purchasing materials that would endure beyond their trial period.

VI.2.F Assembly Elimination

VI.2.F.i Assemblies shall be eliminated by a two-thirds ($\frac{2}{3}$) vote by the Senate.

VI.2.F.ii Two (2) academic days before the proposed resolution is to be considered, the Chief Programming Officer shall submit a report to the Vice President indicating the results of a two-thirds ($\frac{2}{3}$) vote of confidence regarding the elimination of the assembly.

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

VI.2.G Cultural Assembly Designation

VI.2.G.i Assemblies may appeal for cultural assembly designation through a two-thirds ($\frac{2}{3}$) vote by the Directors of the cultural assemblies, Chief Programming Officer, and Chief Diversity Officer.

VI.2.G.ii Cultural assembly Directors shall participate in the vote of confidence for the appointment of the Chief Diversity Officer.

VI.2.G.iii Cultural assembly designation may only be granted following a successful trial period and vote to incorporate by the Programming Department and Senate.

Section 3: Programming Department Committees

VI.3.A Appointment of Committee Directors

VI.3.A.i Committee Directors shall be appointed in adherence with Article VI of the

Bylaws.

VI.3.A.ii Committee Directors in the Programming Department must be confirmed by a two-thirds (2/3) vote by the Senate.

VI.3.B Duties of Committee Directors

VI.3.B.i Directors shall attend weekly Programming Department meetings or send a proxy approved by the Chief Programming Officer.

V.3.B.ii Directors shall oversee and coordinate an executive board and maintain an accurate roster.

VII.3.B.iii Directors shall hold weekly committee meetings unless otherwise waived by the Chief Programming Officer.

VI.3.B.iv Directors shall plan a minimum of three (3) events per semester except with approval of the Chief Programming Officer and the Programming Department Advisor(s).

VI.3.B.iv.1 These events must conform to the allocations criteria and all other guidelines established for use of the Programming Fee, as outlined in the Programming Department manual.

VI.3.B.v Directors shall create and maintain a budget.

VI.3.B.vi Directors shall comply with all other duties as outlined in the Programming Department manual and shall perform any other duties delegated by the Chief Programming Officer.

VI.3.C Duties of Committee Assistant Directors

VI.3.C.i Assistant Directors shall attend weekly Programming Department meetings or send a proxy approved by the Chief Programming Officer.

VI.3.C.ii Assistant Directors shall plan one (1) event per semester.

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

VI.3.D Committee Name and/or Logo Change Process

VI.3.D.i Any committee attempting to change their name and/or logo shall first contact the Chief Programming Officer to begin the formal process.

VI.3.D.ii Over a four (4) week period the committee shall:

VI.3.D.ii.1 Week 1: Present a formal presentation to their group's executive board explaining the reasoning behind the name and/or logo change.

VI.3.D.ii.1.a The change must be approved by a two-thirds (2/3) vote of the executive board.

VI.3.D.ii.2 Week 2: If the vote is approved, present the formal presentation to the committee's general body.

VI.3.D.ii.2.a The change must be approved by a two-thirds (2/3) vote of the general body.

VI.3.D.ii.3 Week 3: If the vote has passed through the general body, present the change at the next Programming Department meeting for a vote of confidence.

VI.3.D.ii.3.a The change must be approved by a two-thirds (2/3) vote of confidence by the Programming Department.

VI.3.D.ii.4 Week 4: If it is approved by the Programming Department, it is to be presented to the Senate and approved by a two-thirds (2/3) vote.

VI.3.D.iii If the vote does not pass at any of the above steps, the committee may present new reasoning to the Chief Programming Officer.

VI.3.D.iii.1 The Chief Programming Officer will determine if there is sufficient rationale to present to the respective voting body again the following week.

VI.3.D.iv Committee Directors and Assistant Directors must submit a one (1) page report to the Chief Programming Officer explaining the reasoning for changing the name and/or logo of the committee and the result of the votes.

VI.3.D.iv.1 The Chief Programming Officer will personally include the results of the programming branch meeting.

VI.3.D.v If the committee 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 committee to be implemented into the bylaws for the following year.

VI.3.D.v.1 The committee has the discretion to decide whether they wish to use the approved name/logo change for the remainder of the academic year before the changes take effect in the Bylaws.

VI.3.E Committee Formation

VI.3.E.i The proposed committee must submit a resolution with two (2) sponsoring Senators:

VI.3.E.i.1 The resolution must include the name and purpose of the new committee; a detailed demonstration of need; a draft of the organization's constitution; and the signatures of no fewer than two-hundred (200) current undergraduate USC students.

VI.3.E.i.1.a Signatures shall be certified by validating student IDs through a certified campus platform.

VI.3.E.i.2 The "BE IT RESOLVED" clause shall establish a trial period for the proposed committee 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.

VI.3.E.i.2.a The clause shall also specify a five-thousand (\$5,000) budget allocation from the Executive-Legislative budget.

VI.3.E.i.2.b This resolution must be passed by the last meeting of the semester prior to the trial period.

VI.3.E.ii Two (2) academic days before the proposed resolution is to be considered, the Chief Programming Officer shall submit a report to the Vice President indicating the results of the vote of confidence regarding the trial period of the proposed committee.

VI.3.E.iii The prospective committee must provide the Senate and the Chief Programming Officer with a final draft constitution, which explains the committee's purpose, structure, and procedures.

VI.3.E.iv Following the trial period and before the budget for the term has been passed, the President and the Chief Programming Officer, who shall take a Programming Department vote of confidence, shall jointly make a recommendation to the Senate, on whether or not to incorporate the proposed committee.

VI.3.E.iv.1 The committee shall be incorporated into the Programming Department by a two-thirds ($\frac{2}{3}$) vote by the Senate.

VI.3.E.iv.2 Should a two-thirds ($\frac{2}{3}$) majority not be met, the trial committee shall be considered dissolved.

VI.3.E.v Accounts shall be made as a budget item for all newly incorporated committees under the Programming Department after a successful trial semester.

VI.3.E.vi Committees in trial period semesters are prohibited from purchasing materials that would endure beyond their trial period.

VI.3.F Committee Elimination

VI.3.F.i Committees shall be eliminated by a two-thirds (2/3) vote by the Senate.

VI.3.F.ii Two (2) academic days before the proposed resolution is to be considered, the Chief Programming Officer shall submit a report to the Vice President indicating the results of a two-thirds (2/3) vote of confidence regarding the elimination of the committee.

VI.3.F.iii After a vote of elimination, the committee will be eliminated at the end of the Undergraduate Student Government term.

Section 4: Productions

VI.4.A Duties of the Productions Director

VI.4.A.i The Productions Director(s) shall attend weekly meetings or send a proxy approved by the Chief Programming Officer.

VI.4.A.ii The Productions Director(s) shall work with Programming Department 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.

VI.4.A.ii.1 Events such as fairs, concerts, or shows require at least one (1) check in with the Productions Director per event.

VI.4.A.iii The Productions Director(s) shall serve as the primary liaison between the Programming Department and production companies.

VI.4.A.iv The Productions Director(s) shall comply with all other duties as outlined in the Programming manual and shall perform any other duties delegated by the Chief Programming Officer or the Advisor(s).

VI.4.B Assistant Director Positions

VI.4.B.i If needed, Productions Assistant Director(s) may be appointed.

VI.4.B.ii Assistant Director(s) shall attend weekly Programming Branch meetings or send a proxy approved by the Chief Programming Officer.

VI.4.B.iii Assistant Director(s) shall perform all duties delegated by their Director, the

Chief Programming Officer or the Advisor(s).

Article VII: Judicial Branch

Section 1: The Judicial Council

VII.1.A Duties of Justices

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

VII.1.A.ii 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-

VII.1.A.ii.1 Hearings, except for elections-related hearings, and all deliberations of the Council shall be closed to the public.

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

VII.1.A.iii.1 A summary of each ruling shall be made publicly available.

VII.1.A.iv The Judicial Council, with the advice of the USG Advisor(s), shall establish Judicial Council rules to provide the foundation for the Council to run in an orderly manner, subject to annual approval by a majority vote of the Senate.

VII.1.A.iv.1 The rules shall be stored by the USG Advisor(s) and made available to all Justices.

VII.1.A.iv.2 Justices and all parties involved in Council hearings shall follow the policies and procedures outlined in the Judicial Council rules.

VII.1.A.v All Justices shall be familiar with the USG Constitution, Bylaws, Judicial Council rules, and any other necessary governing documents.

VII.1.B Duties of the Chief Justice

VII.1.B.i 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.

VII.1.B.i.1 If fewer than two (2) justices meet this requirement, then this requirement shall be waived.

VII.1.B.ii 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.

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

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

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

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

VII.1.D Jurisdiction, Power, and Authorities of the Judicial Council

VII.1.D.i 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 policies of the Senate or the governing documents of USG or any of its subsidiary bodies.

VII.1.D.ii The jurisdiction of the Judicial Council is limited to cases involving the policies of the Senate or the governing documents of USG or any of its subsidiary bodies.

VII.1.E Personnel Hearings

VII.1.E.i Justices shall have final rule on all questions pertaining to personnel removal.

VII.1.E.i.1 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.

VII.1.E.ii In all personnel hearings, the Judicial Council shall serve as the primary court.

VII.1.F Elections Code Hearings

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

VII.1.F.ii The Elections Commission will be the first court to hear cases pertaining to the Elections Code.

VII.1.F.iii The Elections Commission must rule on all matters concerning the Elections Code.

VII.1.F.iii.1 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.

VII.1.F.iv 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.

VII.1.F.iv.1 The Judicial Council must make a preliminary ruling within twenty-four (24) hours of hearing the case.

VII.1.F.iv.2 The defendant in these matters must be given at least twelve (12) hours' notice to prepare a defense, make inquiries, and produce witnesses.

VII.1.F.v The Judicial Council must hear all elections appeals concerning disqualification.

VII.1.G Other Judicial Council Hearings

VII.1.G.i In non-elections hearings, the Judicial Council will serve as the first and final court.

VII.1.G.ii The Senate can overrule a Judicial Council decision by a five-sixth (5/6) vote, only when the defendant files an appeal.

VII.1.H Hearing Procedures

VII.1.H.i A complaint can be filed by submitting a paper statement to the Undergraduate Student Government Office, the Division of Student Affairs Campus Activities Office, or by online submission to the Chief Justice.

VII.1.H.i.1 The complaint must explain the nature of the case, all stipulations that are being contested, the person(s) against whom the case is being brought, and a proposed solution.

VII.1.H.ii 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.

VII.1.H.iii Prior to hearing the case, the Judicial Council must inform the Senate that a hearing will occur.

VII.1.H.iii.1 At this time, all justices who are going to voluntarily recuse themselves from participating in the case must come forward to the Senate.

VII.1.H.iv The Judicial Council will hear the case in an expeditious manner, no longer than two (2) weeks after agreeing to hear the case.

VIII.1.H.v The Judicial Council will issue a ruling to the interested parties within seventy-two (72) hours of hearing the case.

VII.1.H.v.1 The decision will be made available to USG Advisor(s) all justices, the Undergraduate Student Government President, the Parliamentarian, the Chief Communications Officer, the petitioner, and the respondent.

VII.1.I Hearing Requirements

VII.1.I.i Rulings by the Judicial Council require a hearing with two (2) opposing sides and a conflict between those two (2) sides.

VII.1.I.i.1 Both sides must be given a fair opportunity to present their case in full.

VII.1.I.ii Judicial council members, who have deliberated on a particular case with another person or hold a publicly known opinion on a particular case, prior to hearing that case, must recuse themselves on all cases directly relating to that case.

VII.1.I.iii 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.

VII.1.I.iv If the Undergraduate Student Government Advisor or specified designee finds that Judicial Council rules have been broken, the hearing or deliberations will halt until the discrepancy has been solved.

VII.1.I.v The Undergraduate Student Government Advisor or specified designee may not participate in any deliberation or have a vote in the outcome of a case, and may not influence any Judicial Council decision.

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

VII.1.J Appeals

VII.1.J.i 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.

VII.1.K Quorum

VII.1.K.i Quorum is necessary to conduct business.

VII.1.K.i.1 Quorum shall be a minimum of five (5) of the currently seated justices.

VII.1.K.ii In cases where the Judicial Council cannot form a quorum, the Senate will hear these cases in accordance with Article VII Section 2 of the USG Bylaws with the Senate substituting for the Judicial Council.

Section 2: The Elections Commission

VII.2.A The elections for the President, Vice President, and Senators shall be overseen by the Elections Commission.

VII.2.A.i The Commission shall serve as the first court for all elections-related hearings.

VII.2.A.ii The Commission shall adhere to the elections policies and procedures outlined in Article VIII.

VII.2.B There shall be one (1) Chair of the Elections Commission and at least five (5) additional voting members, called Commissioners.

VII.2.B.i The Chair and Commissioners shall be appointed by the President and confirmed by the Senate, following the Judicial Branch Appointments procedures in Article II Section 3.

VII.2.B.ii Per the Constitution, no currently seated member of any USG branch may concurrently serve as a Commissioner.

VII.2.B.iii Per the Constitution, Commissioners may not endorse, volunteer, or campaign for any candidates.

VII.2.B.iv Per the Constitution, the Chair and a majority of all Commissioners shall be present to conduct business regarding complaints, infractions, and sanctions.

VII.2.C The Elections Commission shall have original jurisdiction over complaints filed against candidates for violations of the Elections Code.

VII.2.C.i The Elections Commission shall apply sanctions appropriate in a uniform manner for all candidates.

VII.2.C.ii The Elections Commission may only impose sanctions on candidates for violations of the Elections Code as outlined in Article VIII Section 10.

VII.2.C.iii 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.

VII.2.C.iii.1 These bodies may include Student Judicial Affairs and Community Standards, the Judicial Council, and law enforcement authorities.

VII.2.C.iii.2 Rulings in those bodies may be grounds for sanctions as determined by the Commission.

Section 3: Appointment of Judicial Branch Members

VII.3.A The President shall appoint all members of the Judicial Branch, including the Judicial Council Justices and the Elections Commissioners.

VII.3.A.i In the event of Judicial Council or Elections Commission vacancies, The Committee on Judicial Branch Appointments shall form to advise the President on Judicial Branch appointment(s).

VII.3.A.i.1 The committee shall consist of the USG Advisor(s), the Speaker of the Senate, the Chief Justice, the Vice President, and a student-at-large, selected by the President.

VII.3.A.i.1.a The Advisor(s) will serve in a non-voting, advisory capacity.

VII.3.A.i.1.b The Chief Justice shall serve as the Chair of the Committee, and shall only cast a vote in the event of a tie.

VII.3.A.i.1.c In the event there is a Chief Justice vacancy, the President shall select another Justice to serve as the Chair.

VII.3.A.i.1.d In the event there is a Speaker of the Senate vacancy, the President shall select another Senator to serve on the Committee.

VII.3.A.ii The Committee will recommend no less than its top two (2) candidates for each open position to the President who will then submit a report on the process to the Senate prior to the nominee's confirmation.

VII.3.A.iii Judicial Branch nominations must be confirmed by a two-thirds (2/3) majority vote of the Senate.

VII.3.B No later than the last week of March, all Judicial Branch members must inform the newly elected President if they will not be returning to the Branch the following year.

Article VIII: The Elections Process

Section 1: The Elections Code

VIII.1.A There shall be an Elections Code for all general and special elections.

VIII.1.A.i 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 Elections Commission deems necessary.

VIII.1.B This Undergraduate Student Government Constitution and Bylaws shall supersede the Elections Code in all areas of difference.

VIII.1.C The Elections Commission shall review the Elections Code every year and present any amendments they consider necessary.

VIII.1.C.i The Chair of the Elections Commission shall present due amendments of the Elections Code to the Senate.

VIII.1.C.ii The Code shall be amended by a two-thirds (2/3) vote of the Senate who is eligible to vote according to the Bylaws.

VIII.1.C.iii 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 2: Recusal of Senators

VIII.2.A Currently seated Senators who have submitted a letter of intent must recuse themselves from voting on any matter affecting that election.

VIII.2.A.i This includes, but is not limited to, the approval of the Elections Code, and the confirmation or removal of Commissioners for that election.

VIII.2.B If a letter of intent has not officially been filed but a currently seated Senator intends to run, they are advised to recuse themselves from voting on any matter affecting that election.

Section 3: Minimum Votes Required for Victory

VIII.3.A The joint ticket for President and Vice President that receives a plurality of total votes shall be elected.

VIII.3.B There is no minimum number of votes required for election to the Senate; a plurality of votes cast for that constituency is all that is required.

VIII.3.B.i Any write-in candidate who wins must meet all eligibility requirements at the time of the election.

Section 4: Election Requirements

VIII.4.A A general election shall be held on three (3) consecutive weekdays in February, so that the results of the election can be announced no later than March 1st.

VIII.4.B There shall be at least three (3) public polling places open each day.

VIII.4.B.i The location and hours of poll openings shall be decided by the Elections Commission, and made public at the mandatory candidates' meeting.

VIII.4.B.ii The polling hours shall be advertised in appropriate campus media and in conjunction with the Communications Department.

VIII.4.C If a candidate is disqualified, all votes cast for that candidate shall be declared void.

VIII.4.C.i Any other votes on a ballot, which has one (1) vote for the disqualified candidate, shall be counted.

Section 5: Campaign Requirements

VIII.5.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.

VIII.5.B Only currently enrolled undergraduate students shall be eligible to campaign on behalf of a candidate.

VIII.5.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.

VIII.5.D Campaign materials and activities, and use thereof, shall be regulated by University policies, the Constitution and Bylaws, and the Elections Code.

Section 6: Special Elections

VIII.6.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.

VIII.6.A.i Special elections shall be held in the event of a tie, whether between Presidential tickets or Senate tickets.

VIII.6.B There must be at least two (2) Commissioner members on a special election Commission.

VIII.6.B.i 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.

VIII.6.C Any special election shall be held on a consecutive Tuesday and Wednesday.

VIII.6.C.i 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.

VIII.6.C.ii Special elections must have at least three (3) polling places open during the day.

VIII.6.C.ii.1 The location and hours of poll openings shall be decided by the Elections Commission.

VIII.6.C.ii.2 The polling hours shall be advertised in appropriate campus media and in conjunction with the Communications Department.

VIII.6.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.

VIII.6.E All other policies regarding special elections shall coincide with those of a general election.

Section 7: Referendums

VIII.7.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:

VIII.7.A.i 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 Chair of the Elections Commission.

VIII.7.A.ii Upon receipt of the requisite documentation, the Chair of the Elections Commission must submit the proposed referendum and the signature documentation to the Judicial Council for review.

VIII.7.A.ii.1 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.

VIII.7.A.ii.2 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.

VIII.7.A.iii 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.

VIII.7.A.iii.1 The Senate shall approve any referendum proposal that receives a two-thirds (2/3) majority of Senators voting in the affirmative.

VIII.7.A.iii.2 If a referendum passes the Senate vote, it will be placed on the ballot for the next regular USG election.

VIII.7.B The Chair of the Elections Commission, working with the Chief Communications Officer 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.

VIII.7.B.i In addition, the Elections Commission 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.

VIII.7.B.ii Any future referendum guidelines, however, must include the following:

VIII.7.B.ii.1 Only current, registered USC Undergraduate students may propose referendums.

VIII.7.B.ii.1.a 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.

VIII.7.B.ii.2 Only current, registered USC Undergraduate students may sign petitions for referendums.

VIII.7.B.ii.2.a This shall be proven by the use of a valid, current student ID number when signing.

VIII.7.B.ii.2.b 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.

VIII.7.B.ii.2.c Only the signer themselves may affix their own signature.

VIII.7.B.ii.3 The Elections commission shall allocate a budget to be used for raising awareness and advocating for the referendum in the affirmative.

VIII.7.B.ii.3.a This budget will be allotted to the principal authors of the petition, and will be reimbursed after the voting period.

VIII.7.B.ii.3.b This budget will operate identical to a candidates budget, and will be subjugated to the same regulations as a candidate.

VIII.7.B.ii.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.

VIII.7.B.ii.5 All referendums deemed appropriate pursuant to the aforementioned processes shall appear on the ballot with a short paragraph explanation of the proposal.

VIII.7.B.ii.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.

VIII.7.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.

VIII.7.C.i 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 8: Expenditure Requirements

VIII.8.A Each category has a spending limit.

VIII.8.A.i This spending limit shall be the fair market monetary value of campaign materials or services.

VIII.8.A.ii Exceeding the spending limits shall result in the disqualification of all members of the slate or ticket, or the independent (individual) candidate.

VIII.8.B Candidates must report all contributions from all sources.

VIII.8.B.i Failure to fully report will result in disqualification.

Section 9: Ballot Counting Requirements

VIII.9.A A member of Student Affairs and at least one (1) member of the Elections Commission must be present at the ballot counting.

VIII.9.A.i The Elections Commission shall invite a representative of appropriate campus media to be present, but their attendance shall not be mandatory.

VIII.9.A.ii Ballots shall be stored in a locked office desk to which only the Elections Commission and the Advisor(s) have access.

VIII.9.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.

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

Section 10: Elections Sanctions

VIII.10.A Any undergraduate student may file an elections complaint.

VIII.10.A.i When a protest is made against a candidate, a complaint form must be signed by the student making the complaint.

VIII.10.A.ii Complaints may not be made anonymously.

VIII.10.A.iii There must be factual evidence of an infraction of the Elections Code before the Elections Commission will accept the complaint form.

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

VIII.10.C Candidates shall have the right to confront those making the complaint and to know their identities.

VIII.10.C.i They shall have the right to speak on their own behalf and to produce witnesses to speak on their behalf.

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

Section 11: Certifying the Election

VIII.11.A The election results will be presented to the Director of Campus Activities by the Chair of the Elections Commission.

VIII.11.A.i The results of the elections shall not be final and valid until they are certified by the Director of Campus Activities.

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

Section 12: Oaths of Office

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

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

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

VIII.13.D The oath for Senators shall read: "I, (name), as a (year) Senator 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 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 IX: Removal of USG Officers

Section 1: Presidential and Vice Presidential Disciplinary Action

IX.1.A Any undergraduate student may file a complaint against the President and Vice President with the Speaker of the Senate.

IX.1.A.i Complaints must be typed and hand-delivered to the Speaker of the Senate.

IX.1.A.ii The author must be identified in the request and shall not remain anonymous.

IX.1.A.iii The complaint must clearly indicate a desired course of action and a section of the Constitution, Bylaws, or Code of Ethics violated.

IX.1.A.iii.1 A desired course of action may include, but is not limited to, the disciplinary actions outlined in the Officer Agreement.

IX.1.A.iii.2 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.

IX.1.A.iv If the complaint does not meet these requirements or fall within the bounds of Undergraduate Student Government governing documents as determined by the Advisor(s), it shall be considered void.

IX.1.B If the complaint is valid, the Speaker of the Senate shall immediately notify the President or Vice President in writing that a complaint has been filed and the nature of the complaint.

IX.1.B.i A copy of the notification shall be forwarded to all USG officers.

IX.1.C The Senate shall vote to enact a disciplinary action against the President or Vice President within ten (10) academic days of the filing of a valid complaint, by two-thirds (2/3) majority vote.

IX.1.C.i If the complaint does not come to a vote within ten (10) academic days, it shall be considered defeated.

IX.1.D The President may not veto a vote from the Senate regarding the disciplinary action against the President or Vice President.

IX.1.E The decision of the Senators shall be final unless any interested party appeals the decision to the Judicial Council.

IX.1.E.i The Council may affirm or reverse the decision of the Senate.

IX.1.E.ii The Council's decision or action shall be final.

IX.1.F The accused individual 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.

Section 2: Presidential and Vice Presidential Removal

IX.2.A In order to remove the President or Vice President, the plaintiff must seek impeachment through the process for disciplinary action as outlined in Article IX Section 2.

IX.2.B There shall be a grace period of three (3) academic days for the individual to appeal the decision of the Senate.

IX.2.C Once the President or Vice President is impeached, the Senate shall vote to remove the accused individual within ten (10) academic days of the impeachment, by five-sixths (5/6) majority vote.

IX.2.C.i If the accused individual appeals the impeachment decision to the Judicial Council, the Senate may not vote on the President or Vice President's removal until after the decision of the Judicial Council.

IX.2.C.ii If the removal process does not come to a vote within ten (10) academic days, it shall be considered defeated.

IX.2.D The President may not veto a vote from the Senate regarding the removal of the President or Vice President.

IX.2.E The decision of the Senators shall be final unless any interested party appeals the decision to the Judicial Council.

IX.2.E.i The Council may affirm or reverse the decision of the Senate.

IX.2.E.ii The Council's decision or action shall be final.

IX.2.F The accused individual 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.

Section 3: Removal of Officers

IX.3.A 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 Cabinet, if they feel that the individual is not performing up to USG standards.

IX.3.A.i In the case of a removal of an Executive Officer, the President shall consult with the Cabinet, exempting the Officer in question.

IX.3.A.ii The Executive Cabinet shall vote to remove the Executive Officer by a majority vote.

IX.3.B Any undergraduate student may file a complaint against an Executive Officer or a member of the Legislative Branch or Executive Departments with the Speaker of the Senate.

IX.3.B.i Complaints regarding Senators must be directed to the Vice President, but complaints regarding appointed members of the Legislative Branch must be directed to the Speaker of the Senate.

IX.3.B.ii Complaints must be typed and hand-delivered to the relevant Executive Officer.

IX.3.B.iii The author must be identified in the complaint and shall not remain anonymous.

IX.3.B.iv The complaint must clearly indicate a desired course of action and a section of the Constitution, Bylaws or Code of Ethics violated.

IX.3.B.iv.1 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.

IX.3.B.v If the complaint does not meet these requirements or fall within the bounds of Undergraduate Student Government governing documents as determined by the Advisor(s), it shall be considered void.

IX.3.C 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.

IX.3.C.i A copy of the notification shall be forwarded to all USG officers.

IX.3.D The Senate shall vote to enact a disciplinary action against the member within ten (10) academic days of the filing of a valid complaint by a two-thirds (2/3) majority vote.

IX.3.D.i If the request does not come to a vote within ten (10) academic days, it shall be considered defeated.

IX.3.E The decision of the Senators shall be final unless any interested party appeals the decision to the Judicial Council.

IX.3.E.i The Council may affirm or reverse the decision of the Senate.

IX.3.E.ii The Council's decision or action shall be final.

IX.3.F 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.

Section 4: Removal of Senators

IX.4.A Any undergraduate student may file a complaint against a Senator with the Vice President.

IX.4.A.i Complaints must be typed and hand-delivered to the Vice President.

IX.4.A.ii The author must be identified in the request and shall not remain anonymous.

IX.4.A.ii The complaint must clearly indicate a desired course of action and a section of the Constitution, Bylaws or Code of Ethics violated.

IX.4.A.ii.1 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.

IX.4.A.iv If the complaint does not meet these requirements or fall within the bounds of Undergraduate Student Government governing documents as determined by the Advisor(s), it shall be considered void.

IX.4.B If the complaint is valid, the Vice President shall immediately notify the Senator in writing that a complaint has been filed and the nature of the complaint.

IX.4.B.i A copy of the notification shall be forwarded to all USG officers.

IX.4.C 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.

IX.4.C.i If the complaint does not come to a vote within ten (10) academic days, it shall be considered defeated.

IX.4.D The President may not veto a vote from the Senate regarding the removal of a member of the Senate.

IX.4.E The decision of the Senators shall be final unless any interested party appeals the decision to the Judicial Council.

IX.4.E.i The Council may affirm or reverse the decision of the Senate.

IX.4.E.ii The Council's decision or action shall be final.

IX.4.F 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.

IX.4.G The accused Senator shall forego all voting rights in matters pertaining to their removal.

IX.4.G.i This shall not affect quorum.

Section 5: Removal of Judicial Branch Officers

IX.5.A 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.5.B 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.

Article X: The Student Programming Fee

Section 1: The Allocations Process

X.1.A The incoming President, incoming Vice President, incoming Chief Financial Officer, incoming Chief Programming Officer, 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.

X.1.A.i 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.

X.1.B.i 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.

X.1.B.ii The Chief Financial Officer will invite Account Holders to present at specific Budget Hearing meetings.

X.1.B.iii 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 Chief Financial Officer, incoming Chief Programming Officer, and the incoming Speaker of the Senate.

X.1.C.i 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 Hearing 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.i Each voting member of the Senate shall be a voting member during the approval of the budget.

X.1.H.ii 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.iii 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.

X.1.L.i The report shall be submitted to the advisor and the incoming Allocation Committee by the first Tuesday in April.

X.1.L.ii The advisor shall maintain a record of the reports for three years from the date submitted.

X.1.L.iii A redacted version of the report shall be made available to the 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 Chief Financial Officer shall chair the Control Board and shall have no vote.

X.2.B.i The Control Board will consist of the Chief Programming Officer, one (1) Senator, one (1) Judicial Council Justice, one (1) other Executive Officer, and one (1) student-at-large.

X.2.B.ii The Secretary will attend all meetings to keep a detailed record of discussion and decisions and shall have no vote.

X.2.B.iii 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 Chief Financial Officer 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.

X.3.A.i 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 Funding Account, the Elections Account, and any necessary Programming Accounts.

X.3.B The Administrative Account is intended to accommodate the administrative expenses incurred during the daily operations of the Undergraduate Student Government office.

X.3.B.i Funds from the Administrative Account may not be used for programming or project-specific expenses.

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

X.3.D The Executive/Legislative Account is intended to accommodate its programming, research, and project expenses of constitutional officers and directors.

X.3.D.i Funds from this account may also be used for permanent Senate projects.

X.3.D.ii Expenditures made from this account are to be event-specific and project-oriented.

X.3.E The Senate Allocations Account is intended to provide Senators the opportunity to finance projects brought forward by Senators or students-at-large.

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

X.3.F The Stipend Account is intended to accommodate the officers who receive tuition remission stipends.

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

X.3.G The Communications Account is intended to provide for the publicity and communication efforts of the Undergraduate Student Government.

X.3.H The Funding Department Account is intended to provide funding to student organizations through the Funding Department Funds, as outlined in Article 4 in the Bylaws.

X.3.I The Elections & Recruitment Account is intended to provide for all expenses relating to the Undergraduate Student Government elections and recruitment processes.

X.3.J The Programming Department shall establish accounts as necessary to provide for its programming, publicity, management, and all other needs.

X.3.K Funds from a given 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 officers of the Undergraduate Student Government who are eligible to receive tuition remission stipends for their substantial time given to the organization.

X.4.B The purpose of tuition remission stipends is to offer limited compensation for the time officers give to the Undergraduate Student Government that could otherwise be used for another paid position.

X.4.B.i Stipends do not encompass the full scope of officer duties.

X.4.C The stipend is expressed in dollars per year.

X.4.C.i The number of dollars is divided into monthly installments, or in another form determined by the Division of Student Affairs and University Disbursement Control.

X.4.D 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 Budget Allocation Committee which shall include the Chief Financial Officer, the President, the Vice President, the Speaker of the Senate, and the Chief Programming Officer.

X.4.D.i The President and Vice President shall each receive ten-thousand two-hundred (10200)

X.4.D.ii The Chief of Staff, Chief Financial Officer, the Chief Programming Officer, the Chief Communications Officer, the Chief Diversity Officer, and the Speaker of the Senate shall each receive seven-thousand six-hundred and eighty (7680) dollars.

X.4.D.iii The Senior Executive Aide shall receive two-thousand seven-hundred (2700)

dollars.

X.4.D.iv All Funding and Communications Department Directors shall receive four-thousand five-hundred (4500) dollars.

X.4.D.iv.1 All Associate Directors shall receive three-thousand six-hundred (3600) dollars.

X.4.D.iv.2 All Co-Directors shall receive two-thousand two-hundred and fifty (2250) dollars.

X.4.D.v All Programming Department Directors shall receive five-thousand four-hundred (5400) dollars.

X.4.D.v.1 All Co-Directors shall receive two-thousand seven-hundred (2700) dollars.

X.4.D.vi Senators shall receive three-thousand six-hundred (3600) dollars .

X.4.D.vii All Committee Chairs shall receive three-thousand six-hundred (3600) dollars.

X.4.E 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.F Stipends are payable on a day determined by USC Accounts Payable each month, or as otherwise determined by the Division of Student Affairs.

X.4.F.i Under no circumstances will a stipend be paid before the regularly scheduled day.

X.4.F.ii The contingent portion of the stipend shall be included in the last check of the USG year.

X.4.G 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.H 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.I 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, unless otherwise determined in

accordance with Article XV.

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, which shall be outlined in the Collaborative Working Agreement between USG and the Division of Student Affairs.

XI.1.A.i The Chief Financial Officer shall serve as Executor of the Endowment.

XI.1.A.ii The Chief Financial Officer 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.

XII.1.B 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 Chief of Staff, Advisor(s) and 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 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, disciplinary policies and procedures, and computer usage.

XIII.1.C The manual shall include the Undergraduate Student Government Continuity of Operations (COOP) plan, which shall describe organizational procedures in the case of an emergency.

XIII.1.C.i If a state of emergency is declared by the University, or an appropriate government agency as determined by the Advisor(s), the Executive Cabinet shall work with the Division of Student Affairs to make necessary, temporary changes to the operational policies and procedures of the Undergraduate Student Government.

XIII.1.C.ii The plan shall include, but is not limited to, the Undergraduate Student Government's essential functions, delegations of authority, fiscal responsibility, communication standards, and an emergency preparedness plan.

XIII.1.D The Senate shall approve the manual and any changes to it by majority vote. Senators and the Executive Cabinet 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.

XIII.2.A.i 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 Policies

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.i The USG office is officially open between the hours of 9:00 a.m. and 6:00 p.m. Monday through Friday.

XIII.A.ii Failure to follow office hours shall lead to consequences as outlined in the Office Manual.

Section 4: Office Hour Requirements

XIII.4.A The President and Vice President shall each maintain twenty (20) office hours per week during the academic year.

XIII.4.A.i One (1) office hour, each, shall be dedicated to an Executive Cabinet meeting, which the President will lead.

XIII.4.A.ii Two (2) office hours may be external to fulfill other USG duties, including maintaining a strong relationship with the student body.

XIII.4.A.ii.1 The President and Vice President are to make themselves available to the students who they represent.

XIII.4.A.iii The President and/or Vice President shall maintain a minimum of seventy (70) office hours throughout the course of Summer Break.

XIII.4.A.iii.1 These hours shall be paid work hours with no more than seventy (70) hours being paid.

XIII.4.A.iii.2 USG shall work alongside USC Housing to help provide affordable housing over the Summer Break if necessary.

XIII.4.B Executive Officers shall each maintain sixteen (16) office hours per week during the academic year.

XIII.4.B.i One (1) office hour, each, shall be dedicated to an Executive Cabinet meeting, which the President will lead.

XIII.4.B.ii Two (2) office hours may be external to fulfill other USG duties, including maintaining a strong relationship with the student body.

XIII.4.C Senators shall maintain eight (8) office hours per week during the academic year.

XIII.4.C.i Senate meetings shall not count towards the eight (8) hour threshold.

XIII.4.C.ii Senators may designate two (2) hours as external office hours for fulfill other USG duties, including, but not limited to, Legislative Committee meetings and Programming Department meetings.

XIII.4.D Committee Chairs shall maintain eight (8) office hours per week during the academic year.

XIII.4.D.i Committee meetings shall not count towards the eight (8) hour threshold.

XIII.4.D.ii Two (2) office hours may be external to fulfill other USG duties, including maintaining a strong relationship with the student body.

XIII.4.E All Programming Directors shall maintain twelve (12) office hours per week during the academic year.

XIII.4.E.i All Programming Co-Directors shall maintain six (6) office hours per week during the academic year.

XIII.4.E.ii Two (2) office hours may be external to fulfill other USG duties, including maintaining a strong relationship with the student body.

XIII.4.F All Communications and Funding Directors shall maintain ten (10) office hours per week during the academic year.

XIII.4.F.i All Communications and Funding Co-Directors shall maintain five (5) office hours per week during the academic year.

XIII.4.F.ii Two (2) office hours may be external to fulfill other USG duties, including maintaining a strong relationship with the student body.

XIII.4.G All Associate Directors shall maintain eight (8) office hours per week during the academic year.

XIII.4.G.i Two (2) office hours may be external to fulfill other USG duties, including maintaining a strong relationship with the student body.

XIII.4.H All Assistant Directors shall maintain four (4) office hours.

XIII.4.H.i One (1) of these office hours must overlap with the respective Director(s).

XIII.4.H.ii All Co-Assistant Directors shall maintain two (2) office hours per week during the academic year.

XIII.4.H.iii One (1) office hour may be external to fulfill other USG duties, including maintaining a strong relationship with the student body.

Section 5: Undergraduate Student Government Logo

XIII.5.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.i A vote in favor of changing the logo creates a new Logo Exploratory Committee made up of the President, Vice President, and Chief Communications Officer.

XIII.5.B The Logo Exploratory Committee shall present to the Senate a proposal for the new USG logo.

XIII.5.B.i If the Senate votes in favor by a majority, it passes and becomes confirmed as the new logo.

XIII.5.B.ii The existing USG logo shall remain intact until the Senators make the vote.

XIII.5.B.iii If a proposed new logo fails to pass the Senate, the Logo Exploratory Committee can represent 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 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

XIV.2.A Conflict of Interest

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

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

XIV.2.A.iii No officer shall show preferential treatment towards personal friends or individuals related to them by blood, marriage, or domestic partnership.

XIV.2.C.i Nepotism does not preclude otherwise qualified individuals from serving in the Undergraduate Student Government because of their relationship with any officer.

XIV.2.B Unethical Influence

XIV.2.B.i No officer shall use their position in the Undergraduate Student Government to solicit any gift or any other normally unattainable advantage from any individual.

XIV.2.B.i.1 Gifts and advantages are those beyond the enumerated requirements for compensation as mandated by the Constitution and Bylaws.

XIV.2.B.ii 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 they would not normally or routinely be used.

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

XIV.2.C Elections and other Political Activity

XIV.2.C.i 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.

XIV.2.C.i.1 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.2.C.ii 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, not acting in the best interest of the Undergraduate Student Government and undergraduate student body, they have 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 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 Council in accordance with the 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 times the violations incurred.

XIV.4.B.i 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-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.