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ORGANIZATIONAL RESOURCES

- USG Constitution (May 2019)
- USG By-laws (May 2019)
- USG Code of Ethics (April 2019 - unformatted)
- USG 2019-2020 Roster (April 2019)
- USG 2019-2020 Senate Resources
ORGANIZATIONAL STRUCTURE

Legislative Branch

Purpose
This branch is charged with staying in touch with the student body and its concerns as well as writing or sponsoring resolutions that deal with these concerns. These concerns may come from a poll, a committee on which they sit, a student organization, or a student at large. Members of this branch serve on university-wide committees, attend student organization meetings, assist USG members and the President/Vice President with projects, and work on advocacy projects of their own.

The Legislative Branch meets on Tuesdays at 7pm to vote on student-initiated resolutions, which represent the policy preferences of the undergraduate student body. These meetings and any information offered is to remain open to the public and will include an open forum where students and anyone in USG can express concerns at the beginning of every meeting.

Members
The Legislative Branch (also referred to as “the Senate”) is composed of 12 popularly elected Senators, along with the appointed positions of Parliamentarian and Secretary.

Speaker of the Senate: One of the twelve Senators is chosen as the Speaker of the Senate; they will be responsible for fulfilling the role of the Chair of the Senate in the event of the Vice President’s absence.

Parliamentarian: The Parliamentarian has a firm understanding of Parliamentary procedure charged with advising the Senate in their execution of these procedures as delineated in the USG Constitution and Bylaws.

Secretary: The Secretary is responsible for recording the minutes at weekly Senate and Executive Cabinet meetings. The Secretary is also in charge of mailing out passed resolutions to relevant administrators and aids the Chief of Staff in various administrative tasks.

Executive Officers:

Vice President
Speaker of the Senate

Legislative Branch:

Secretary
Parliamentarian
Senators (12)
**Advocacy Branch**

**Purpose**
The Advocacy Branch of USG is charged with staying in close contact with key administrators, student organizations, and students about issues affecting students that lie in their area of focus. These concerns may come from the data collected by Senators, administrators, student organization, or students at large.

The members of this branch create solutions to problems that represent a middle ground between students, staff, faculty, and the community. They serve as the liaison between key administration and students, making sure students are aware of important changes that are taking place and creating awareness of available resources for students. They lead university-wide committees, pursue advocacy projects, assist other USG members and the President/Vice President with projects, and communicate with individual students regarding their concerns.

The Advocacy Branch meets on Tuesdays at 6pm to discuss issues and projects brought to USG and to report on their progress.

**Members**
The Chief of Staff and Chief Diversity Officer jointly oversee the Advocacy branch, which consists of 8 directors, with the assistance of a Graduate Advisor and an advocacy advisor appointed at their discretion.

**Executive Officers:**
- Chief of Staff
- Chief Diversity Officer

**Advocacy Branch Teams:**
- External Affairs
- Academic Affairs
- Wellness Affairs
- Student Safety Affairs
- First-Year Affairs
- Accessibility Affairs
- Residential Affairs
- Sustainability Affairs
Communications Branch

Purpose
The Communications Branch acts as the liaison between USG and the student body. The members of the branch strive to maintain transparency from within USG and to communicate all of USG’s projects, events, and initiatives. This work is done through the Strategic Partnerships, Elections, Marketing, Graphics, Photography, and Videography teams.

The Communications Branch meets on Tuesdays at 6pm to discuss issues and projects brought to USG and to report on their progress.

Members
The Communications Branch is led by the Senior Director of Communications as well as a USG Graduate Advisors to assist the branch. The Communications Team is made up of various Directors, Associate Directors, Assistant Directors, and Committees.

Executive Officer:
Senior Director of Communications

Communication Branch Teams:
Strategic Partnerships
Elections & Recruitment
Graphics
Marketing
Videography
Photography
Funding Branch

Purpose
The Funding Branch enhances the student experience by providing fiscal support and resources to the programs, ideas, and development of various student organizations and individuals on campus. Our funding branch has a motto of “fueling passionate dreams, one application at a time.”

The Funding Branch meets on Tuesdays at 6pm to discuss issues and projects brought to USG and to report on their progress.

Members
The Funding Branch is led by the Treasurer, who oversees all Funding Boards, as well as a USG Graduate Advisors to assist the branch. Each board has a Director, Assistant Director, and Funding Delegates that process funding applications and provide resources to students and organizations.

Executive Officers:
Treasurer

Funding Boards:
Discretionary Fund
Leadership Fund
Philanthropy Fund
Professional & Academic Research Fund
Programming Branch

Purpose
The Programming Branch strives to program events and activities that benefit the students, staff, faculty, and surrounding community. These events and activities educate as well as entertain; promote diversity as well as cultural awareness; and provide a safe and comfortable environment where all students, regardless of race, class, gender, ethnicity, sexual orientation, religion or disability, feel welcome. Programming’s ultimate goal is to stimulate and enlighten university life by raising awareness of the issues and culture that surround the greater global community.

Members
The Programming Branch consists of 5 campus-wide event directors who plan student programs, and 10 assembly directors who are elected by their respective groups and oversee planning specifically geared towards their constituency and/or the student body as a whole.

Executive Officer:
Senior Director of Programming

Support Team:
Productions

Committees:
Concerts
Performing Arts
Speakers
Special Events
Trojan Pride

Assemblies:
Academic Culture Assembly
Asian Pacific American Student Assembly
Black Student Assembly
Environmental Student Assembly
International Student Assembly
Latinx Student Assembly
Political Student Assembly
Queer and Ally Student Assembly
Service Student Assembly
Student Assembly for Gender Empowerment
Judicial Branch

Purpose
The Judicial Branch exists to ensure that the Undergraduate Student Government Constitution and Bylaws are upheld. They meet as needed to deliberate on cases regarding violations of the USG governing documents – the Constitution, Bylaws, Code of Ethics, and, in some cases, the Elections Code.

Members
The Judicial Branch is composed of the Judicial Council. There are six Associate Justices and one Chief Justice.
GENERAL EXPECTATIONS

The division of Student Affairs and the undergraduate student body expects quality effort and performance from members of the Undergraduate Student Government. Each year, USG is expected to address the most important issues affecting the undergraduate students, advocate particularly on behalf of marginalized and disadvantaged students, create goals relating to these concerns, work with the Student Affairs staff to meet these objectives, and properly transition the incoming USG members to ensure future success. USG is charged with creating a diverse range of events, resources, and opportunities which add value to their holistic development and enable students to understand, discover, and enjoy their undergraduate experience.

Attendance

- Be on time!
  - Attend all joint meetings and/or meetings with your respective branch.
  - Complete all office hours as scheduled.
  - Notify the Chief of Staff of any absences or changes in office hours within 24 hours.
  - Come to all one-on-ones with your Executive Officer, Advisor, and Graduate Advisor.
  - Attend at least one Senate meeting each month.
- You are responsible for notifying your Executive Officer at least 24 hours via email before missing any of the above.

Role as a USG Member

- Remember that you’re not only a member of one particular branch - you’re a part of USG. Stay informed of other projects going on within USG.
  - Make sure you know who holds each position in the organization.
  - Maintain an understanding of how the Advocacy Branch, Funding Branch, Communications Branch, Legislative Branch, Programming Branch, and Judicial Council work.
  - Support other USG members by attending their programs and offering to help.
  - Respect other USG members and their ideas.
  - Maintain active inclusion of USG members and their diverse identities.
  - Familiarize yourself with USG policies, processes, and procedures.
  - Keep sight of your goals.
- Keep an online record (USG email account and/or Google Drive folder) of all internal and external communications, as well as all documents, lists, planning, evaluations, and notes from your time in USG to pass on to your successor.
- Keep a hard copy binder of all your paperwork to pass on to your successor.
- Consult with the Senior Director of Communications before speaking with the media, including The Daily Trojan.
- Do not give out other USG members’ personal phone numbers.
- Do not give out any USC Administrator’s contact information that you may be privy to in your time in USG.
• Keep all documents, statistics, or other information received from any party (i.e. other students, staff members, USG co-workers, vendors, etc.) private where appropriate, particularly if there has been a confidentiality request.
• Remember that you represent the students’ interests, not your own.
• Complete paperwork and projects in a timely and effective manner.
• All USG members must maintain a **2.50** minimum GPA each semester.
• All USG members are subject to the approved USG governing documents (the Constitution, By-laws, Code of Ethics, and the Office Policies & Resource Manual), to USC policies (SCampus), and to all applicable local, state, and federal laws.
• All USG members are expected to read the USG governing documents thoroughly in order to understand what is expected of them in their specific roles and as a USG member in general.

**Working with External Partners (Administrators, GSG, etc.)**

• Maintain professional behavior – you are always representing the undergraduate student body in addition to being a member of the Undergraduate Student Government.
• Schedule meetings with all administrator/faculty members in advance.
• Respect the hierarchical system; start at the bottom and work your way up.
• All USG members of any capacity should let the Chief of Staff and Chief Diversity Officer know before meeting with an administrator.
• “CC” the Chief of Staff and Chief Diversity Officer on any correspondence to administrators.
  usgcors@usc.edu

**Culture**

• Have fun with what you are doing – it will show!
• Visit and study in the office outside your scheduled hours.
• Avoid gossip – it hurts more than it helps.
• Use discretion when relaying information from meetings and emails.
• Be a team player. Work with other USG members to complete tasks and projects – we’re all in this together.
• Don’t step on others’ toes; direct questions and projects to the proper individuals.
• Work to actively educate yourself on the diverse identities and cultures that fellow USG members hold.
• Remember that your words and actions reflect on all of USG.

**University Policy**

• Every member of USG is expected to adhere to the University Policies as presented in SCampus.
  ○ Understand that USC and USG are committed to maintaining an environment conducive to learning and scholarship, and free from all acts of bias; a formal written policy has been developed that specifies certain behaviors by faculty and employees of the University, which fall within the definition of sexual harassment and are subject to sanction.
• Every member of USG should be familiar with the USC Code of Ethics.
OFFICE POLICY & PROCEDURE

Office Hours
- All USG members are expected to fulfill their weekly office hour requirements.
- Tentative office hour schedules for fall semester are due by August 30th, 2019.
- Official office hour schedules for fall semester are due by September 13th, 2019.
- All office hours must be scheduled when the USG Office is officially open:
  - Monday – Friday, 9am – 6pm
- Any hours dedicated to regularly scheduled meetings, events, etc. that occur outside the USG office should be designated as such on the final schedule submitted to the Chief of Staff.
- If you will be missing office hours, you will need to let the Chief of Staff know 24 hours in advance by submitting the reason why you will be missing them and scheduling a time to make them up through an online form of correspondence.
- Doing non-USG work during office hours is discouraged. You are here to advocate, program, and work for our students’ interests.

Stipends
- If specified in the By-laws, certain USG members that have fulfilled their role duties (including attendance of all office hours) are eligible to receive a stipend.
- Where relevant to avoid changes in financial aid from the University, Campus Activities may allow USG members eligible for a stipend to opt for a payroll option.
  - It is the USG members’ responsibility to submit hours on time via Workday based on the University’s bi-weekly payroll schedule.
  - Stipend payments via payroll (and the related policies and disbursement schedule) are at the discretion of Campus Activities and the USG Office Manager.

Computer Use
- Work should never be saved to the desktop of a USG workstation.
- Use the Google Drive associated with your committee/assembly/position to save materials.
- The use of computers for USG work takes priority over personal work.
- If you are the last person of the day to use any USG computer, please shut it down before leaving the office.

Photocopies, Printers, and Office Supplies
- The use of the copy machine and printers should be limited to USG business only; photocopying class lecture notes, books, and other class-related work is prohibited.
- If you will be making over 100 copies for business purposes, please plan ahead and fill out an expense request for an internal requisition to pay for copies. Please remember to make double-sided copies when possible to save paper.
- Personal use of USG supplies (envelopes, pens, papers, etc.) is not allowed.
• Supplies are located in the supply cabinet, which can be opened by the USG Advisors, Office Manager, Office Assistants (PLTs), or Executive Board members.
• You must see the Chief of Staff if you are planning to use the USG letterhead for a project.
• USG members found abusing the printer and copy machine may be subjected to disciplinary action.

Office Access
• All USG Executive Officers will have access to the USG office during non-regular office hours using their student ID
• Directors, Associate Directors, Assistant Directors, and Senators will be granted access on an as-needed-basis.
• If any Director, Associate Director, Assistant Director, or Senator needs access to the office outside of the regular office hour period (Monday – Friday, 9am – 6pm), they will need to email the Office Manager a week prior to the date that access is needed.

General Office Use
• Alcohol and drugs or persons under the influence of alcohol or illegal drugs are prohibited in the USG office. Anyone caught is subject to disciplinary action.
• Maintain professionalism when working in the USG office.
• Don’t leave items of value lying unattended in the USG Office. The high traffic can cause items to be lost or stolen. USG assumes no liability if items are lost, broken, stolen, or borrowed while in the office.
• Lock the door to your office or the USG Office if you are the last to leave.
• Use of the USG office after hours for additional irregular meetings must be pre-approved by an Executive Officer.
• Eating and/or snacking in the USG office is allowed and welcomed with one provision: you must clean up after yourself. Failure to adhere to this policy will result in the withdrawal of this privilege.
ADDITIONAL GENERAL POLICIES

Advertising Policy
For events that require a contract, absolutely NO ADVERTISING of events is permitted BEFORE a contract is fully executed. For all other events, NO ADVERTISING is permitted until all venue, program, and security information is officially confirmed. Use of design materials and resources (e.g. paints, computers, etc.) is for use by USG Directors and USG-affiliated groups ONLY and may only be used to promote USG-related activities. No personal, private, or commercial use of the supplies is allowed. The USG logo must be prominently displayed on any advertisement for every event and program funded by any USG group. Furthermore the USG logo must be as close to equal in size as possible on all materials. Additionally, all University policies and procedures must be followed.

Copier Policy
Each director shall be given a copy code for use of the black and white and color copiers. Copy codes will not be given out to anyone other than the director, who is responsible for sharing it with the assistant director. Monthly usage will be monitored and if the number of copies per month exceeds limits set at the beginning of each semester by the Executive Officers, groups will be charged for the amount of paper used in excess of that limit. If a group uses its own paper to make copies, those copies will not count toward the monthly limit. Any copies made in this manner must be officially documented and witnessed. Regardless of copy counts, large documents such as manuals are not to be copied in bulk; instead, these documents must be copied elsewhere.

Contract Policy
Only authorized university officials are allowed to sign contracts. No exceptions. Any contract signed by a director will become the fiscal responsibility and liability of the director. All events that require a contract must follow process for approval through the online supplier portal hosted by the USC Purchasing Office.

Programming Fee Policies
The Programming Fee exists for the academic, social, cultural, and recreational enrichment of the student body. It is distributed broadly to a variety of student organizations. Any and all access to the fee requires that the following points be understood:

1. Only currently matriculated students may request funds.
2. All the policies and procedures of the University and Undergraduate Student Government, are applicable to the use of University funds, of which the Programming Fee is a part.
3. To request payment for expenses from the Programming Fee, an individual must have received training on the paperwork process involved as such.
4. Reimbursement from the Programming Fee to an individual, organization, or any member(s) thereof will not be granted, except on a rare case-by-case basis as determined by the USG Professional Staff team. All expenditures require prior approval through the Expense Request approval process.

5. Any purchase for professional goods and services of $5000 must be “bid out” by at least three vendors coordinated through the USC Purchasing Department.

6. Any printed item purchased with the Programming Fee that makes use of the, USC seal, “Tommy Trojan,” etc. needs to be pre-approved by the Office of Trademarks and Licensing, and must conform to the University’s Graphic Identity Program.

7. All requests for funds need to be filed by submission of a Proposal Sheet (including itemized budget), Event Request form, and all other original receipts and paperwork as detailed in the USG Policies and Procedures.

8. All programs, events, and expenditures need to be submitted for approval to a USG Graduate Advisor, the Senior Director of Programming, and the USG Advisor at least four weeks prior to the event day or the day the money is needed, unless specified as a longer timelines by branch guidelines.

9. Only the authorized university officials are authorized to enter into or sign any contracts on behalf of USC. Should anyone choose to sign such a document, he/she will be financially responsible for it.

10. If rented equipment from an off campus vendor was paid for with Programming Fee money, until such equipment is returned, the director who turned in the expense request paperwork is financially responsible for excess rental and damage charges.

11. To continue use of a Programming Fee allocation, directors must meet with an advisor(s) on a weekly basis to update him/her on any planned use of Programming Fee funds.

12. All claims on any Programming Fee budget items need to be filed by the day before commencement in May that marks the conclusion of the academic year in which those claims are to be spent.

13. All outstanding invoices and/or receipts must also be filed by the day before commencement in May for the academic year in which the invoiced service was used.

14. Programming Fee Expense Request Proposals may only be made for the academic/fiscal year in which the event/purchase is to occur, and must comply with the Summer Paperwork Deadline Policy.

15. For events/purchases that take place after the end of the current academic/fiscal year, or during the summer, see the summer paperwork policy listed in the Finances section for procedures and restrictions.

16. All Programming-Fee-funded events must take place before stop day unless otherwise specified.

17. Unauthorized charging of items to any Programming Fee account by a director is not allowed and will result in an automatic “freezing” of the account.

18. Any event generating revenue that was sponsored all or in part by the Programming Fee must have the sponsored revenue returned to the source of the initial funding unless a different settlement is mutually negotiated among all sponsoring parties.

19. The use of the Programming Fee for the purchase of tobacco, drugs, and/or alcohol, or alcohol-related items i.e. shot glasses is not allowed.
20. The Programming Fee must be spent with the purpose of providing quality programming that expresses both the diversity of our campus and the broad range of interests represented by the students at USC, providing an accurate representation of the desires of the entire student body, and incorporating a method of evaluation for future programming. A Programming Fee allocation must also be spent in accordance with furthering the mission statement of each respective organization for which that allocation is designated. Any proposed expenses that do not adhere to these guidelines are not allowed and will be denied approval.

**Sustainability Policies**
1. All USG-sponsored events should utilize eco-friendly products. Where possible, avoid styrofoam, plastics, and other unsustainable products.
2. Avoid unnecessary photocopying and waste of office materials.
3. For events with food, maintain strict estimated attendance figures in order to avoid over-purchasing food items.
4. Ensure availability of recycling and composting services at events.
5. Recycle and reuse event and office materials where possible.
FAQs

Paperwork/Finance Questions

Where does USG’s funding come from?
The majority of funding comes to USG via the Student Programming Fee, and some groups within the Programming Branch that have a significant graduate student involvement/interest get money from GSG. Groups can also get money from their own corporate fundraising.

What is an internal requisition?
An internal requisition is a payment method used for on-campus purchases.

What information do I need on the Expense Request to get an internal requisition?
- Department name and extension
- Amount to be spent

What is a purchase order?
A purchase order is used for payment to off-campus vendors that are registered as vendors with USC Purchasing Services.

What information do I need on the Expense Request to get a purchase order?
- Company name
- Company address and phone number
- Company vendor code number (NOT tax identification number)
- Amount to be spent
- Official invoice, quote, or estimate

What is a registered vendor?
A registered vendor is a company that has filed paperwork with USC’s Purchasing Services Department. New companies can be added if they complete the paperwork. Please reference the Payment Key or contact Purchasing at X09794 or the Graduate Advisor for the forms.

What is a check request?
A check request is a payment to an individual or Representing Company for a performance. A check request must be accompanied by an ICA (Independent Contractor Agreement) and ICA checklist.

What is a mail requisition?
A mail requisition is used for payment at the Mail Stop.

What information do I need on the Expense Request form to get a mail req.?
- Department name and phone extension
- Type of purchase (stamps, overnight mail, etc.)
- Amount to be spent
What is a budget proposal form?
The budget proposal form is the cover sheet for all of your paperwork and breaks down all of the expenses for your event (called a “line item budget”). It should also prompt you to think about all of the different purchases you will need and the total amount you will be spending.

How many budget proposals will I fill out per event?
One.

How many Expense Requests will I fill out for an event?
You might need one; you might need twenty. You have to fill out an expense request for each individual purchase. For example, if you are getting pizzas, paying for a DT ad, and getting flyers printed for one event, you will have three expense requests to fill out.

What information goes in the explanation section of an expense request?
The following statement should be on EVERY expense request with the (blanks) filled IN THE EXACT ORDER: [Pre] payment for (item) for (event) on (date) at (time) in (location).
EA=_______; USC EA=_______

What is EA?
EA means “estimated attendance,” which you can use as an abbreviation on your Expense Request forms.

What is USC EA?
USC EA means “estimated attendance of USC students.” For events that you expect will have USC students and outside attendees (ex. community events, student/alumni mixers), the USC EA is how many students you expect will show up. This is also the number we will look at to check for an appropriate cost per head.

Why do I have to sign the Expense Request form?
Each director needs to sign his/her name on the “name” line on the Expense Request. In the past, other committee members have submitted paperwork that the director never saw. With your signature, we now know you have seen the paperwork and approve of this expenditure.

When is the paperwork due and why?
Financial paperwork is due FOUR weeks prior to your event. There are two important reasons for this: 1) To plan ahead. If you are effectively planning, the details will be sorted out long before the four-week deadline. 2) We process thousands of Expense Requests per year in USG and that takes time.

What paperwork will I have to do besides USG’s?
It will depend on the event, but some possibilities include:

- Fire Safety Diagram Approval
When do I turn in evaluation forms?
Evaluations are due no later than two weeks after the event via the online submission form.

Why am I doing evaluations?
An important part of effective event planning is doing post-event evaluations. This way you can repeat what went right and figure out what you need to improve or do differently in the future. Any insight you record now will be a helpful tool for future directors. Additionally, the information is used for reports to the Division of Student Affairs.

We have an account number – why can’t we just use that to charge on-campus purchases?
There are two reasons for the policy. 1) Students are allowed a great deal of independence in an event planning, but the University has hired graduate students and a full-time staff person to oversee this process. When you charge directly to your account, you are circumventing the process established to ensure proper usage of the Programming Fee. 2) When you charge directly to the account, the USG Graduate Advisor, who maintains and balances your accounts, has no record of the purchase and your account can easily be overdrawn.

Programming Questions
*These are the questions that are most often asked, but if you have any specific questions, comments, or concerns, do not hesitate to talk to your Graduate Advisor, the Senior Director of Programming, or Advisor.

Who do I call to reserve space on campus?
The best place to start is Trojan Event Services (located in TCC 425). They book the various outdoor areas, Bovard, venues in the Ronald Tutor Campus Center, Ground Zero, etc. They will also help you with classroom scheduling and will tell you whom to contact for other venues.

Who can sign contracts?
USC Purchasing ONLY! Even the Graduate Advisor is not allowed to sign contracts. If you sign a contract, know that you have personally assumed the responsibility for meeting the terms, including the total amount due.

When is a contract due?
At the minimum, contracts should be given to the USG Advisor at least 8 weeks in advance.

When do I have to contact DPS?
Whenever you have a celebrity or dignitary, DPS must be made aware so that they may coordinate any security. If security is needed, DPS will give you a quote for the amount.

When do I need to contact Fire Safety and Risk Management?
Fire Safety should receive every diagram for approval regardless of venue. Risk Management should be contacted whenever there are physical activities or activities that could cause injury to participants. Additionally, any event where animals are present. Risk Management will provide more information if they are requesting certificate of insurance or waivers.

**Where do I get food for an event?**
You can purchase food from on-campus hospitality services or from off-campus vendors via a PO or PC.

**How do I arrange parking?**
The easiest way is via Transportation’s website at www.usc.edu/transportation and then click on “parking reservations.” (An IR will be required for payment). The department can be reached at X03575. You can also call Pablo Sahagun at (213) 400-5161

**Where can I go to get a stage?**
Trojan Event Services rents small stages for most outdoor events. Otherwise, FMS or other rentals companies may rent stages.

**What is the sound amplification policy?**
In general, amplified sound is permitted in Hahn Plaza at Tommy Trojan from 12pm – 1pm, Monday through Friday.
- Large amplified sound events (bands, DJ, dances, performances, etc.) may request the use of Fridays after 5pm, or Saturday and Sunday anytime.
- Small amplified sound events (welcome speeches, lectures, announcements, etc.) will be accommodated on a case by case basis.
- All amplified sound events are booked at the discretion of Trojan Event Services.
- Amplified sound events may not disrupt previously scheduled events or academic classes.
- No more than 1 amplified sound event may take place at the same time.

**What are my advertising options?**
The Marketing team can help you advertise and promote your events. You have a number of options, and feel free to be creative! These include:
- Reserving display cases
- Flyers on designated bulletin boards
- Have RAs distribute your flyers to their residents
- Display your message on the electronic signs at the Lyon Center or in Residential Dining facilities
- Have the Daily Trojan write an article for your event (after the event has been approved).

**Why does Programming so rarely charge admission for events?**
Since students already pay a programming fee, the Programming Branch generally does not like to charge admission in order to avoid making students pay twice for events. The exceptions are large-scale events that could not happen without some ticket income but are still subsidized. Charging for any event funded by the Programming Fee must be pre-approved by the Executive Officers.
ATTENDANCE POLICY & DISCIPLINARY

Attendance Policy
Students are subject to disciplinary actions for violation of SCampus or the Undergraduate Student Government Constitution, Bylaws, or Office Policies. Depending on the nature and severity of the infraction, the Executive Officers and the advisor may meet to discuss a problem and come to a consensus of an appropriate response.

USG holds all of its members accountable to their responsibilities and will strongly enforce the attendance policy for all required USG obligations, including but not limited to office hours, weekly meetings, senate meetings, and required events/programs.

Disciplinary
USG follows a progressive discipline policy for violation of the attendance policy or other office policies, as outlined below:

1. Written warning via email
2. Mandatory meeting with supervisor
3. Suspended pay/mandatory meeting with USG Advisor
4. Termination

It is not possible to list all the forms of behaviors that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including suspension or termination:

- Excessive tardiness or absenteeism
- Failure to notify or reschedule office hours prior to 24 hours before the absence occurred
- Theft or misuse of USG property
- Failure or refusal to perform duties of the position
- Acts of moral turpitude, including sexual or other harassment
- Tarnishing the reputation of the organization publicly
- Functional incapacity as a result of alcohol or illegal drugs
- Inability to accomplish work at an effective level
- Disrespectful conduct (including lying)
- Fighting words or threatening violence in the workplace
- Unauthorized use of office equipment

A grievance policy exists for those USG members that feel that disciplinary action was taken unjustly. Anyone who wishes to file a grievance must notify the Enrique Trujillo, the Advisor, in writing within five business days of receiving disciplinary action. The letter should state why the disciplinary action was unjust. The Advisor will review your letter and the discipline letter that was placed in your file and will render a judgment. If the Advisor agrees with the Executive Officers, then the disciplinary action remains in place. If the Advisor agrees with you, then some, or all, disciplinary action is erased from your personal file.
**Resignation**

Resignation is a voluntary act initiated by the student to terminate employment with USG. Although advance notice is not required, the USG requests at least two weeks of written notice. Resignation of an appointed member must be presented to the Chief of Staff and accepted by the President.
APPEALS AND AMENDMENTS

Appeals and Amendment Policy

General Appeals and Amendments
If you would like to amend anything regarding the policies or information in this manual, or appeal decisions resulting from this manual, you must first submit a proposal to the President, Vice President, and your respective Executive Officer. These proposals require a signed, written statement and should be responded to within 2 business days upon acquisition by the respective officers. The officers will have 7 business days to propose the amendment to the entire Executive Board. Both appeals and amendments require a ¾ affirmative vote by the Executive Board. If relating to an appeal of a decision, the decision shall be overturned with the ¾ affirmative vote. If relating to a proposed amendment, the documents shall be amended with the ¾ affirmative vote. To appeal the results of this process, you can do so with the Judicial Council.

Cosmetic Amendments
Cosmetic changes (such as updating organizational links, fixing grammatical errors, etc.) shall be presented to the Executive Board and will be approved by a ½ affirmative vote.