University of Southern California

Undergraduate Student Government

BYLAWS

Current as of April 23, 2024

UNIVERSITY OF SOUTHERN CALIFORNIA UNDERGRADUATE STUDENT GOVERNMENT BYLAWS

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UNIVERSITY OF SOUTHERN CALIFORNIA UNDERGRADUATE STUDENT GOVERNMENT BYLAWS

Article I: Framework

I.A. This document is the Bylaws of the Undergraduate Student Government, hereinafter referred to as "USG".

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

> I.B.1. Otherwise, the Bylaws shall take precedence over all other governing documents, rules, and procedures of USG.

Article II: The Executive Cabinet

Section A: Role of the Executive Cabinet

II.A.1. 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 Chief Financial Officer, the Chief Communications Officer, the Chief Programming Officer, the Speaker of the Senate, and the Chief Diversity Officer.

II.A.2. Each Executive Officer shall attend the weekly Executive Cabinet meeting, which the President and Chief of Staff will lead.

II.A.3. Each Executive Officer shall give a verbal report to the Senate at least once a month.

II.A.4. Each Executive Officer must submit semester and annual goals and objectives to the President and in their first respective presentation to the Senate for their respective bodies.

II.A.5. Executive Officers, with the approval of the President and Chief of Staff, may create positions within their departments or branches not specified within the Bylaws through the process outlined in the Office Policy Manual.

II.A.6. Executive Officers shall annually draft guidelines for their departments that shall be followed.

> II.A.6.i. The Parliamentary Secretary shall receive these rules and ensure there is no conflict with the governing documents.
>
> II.A.6.ii. The Executive Officer's department shall vote on the guidelines or any amendments.
>
> II.A.6.iii. The guidelines, or any amendments to the guidelines, shall be approved by the Senate.

Section B: Duties of the President

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

II.B.2. 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.B.2.i. All Executive Officer appointments are subject to confirmation by a two-thirds (2/3) majority vote of the Senate.
>
> II.B.2.ii. The Chief Programming Officer and the Chief Diversity Officer selection are subject to the guidelines in Article II, Sections G and I, respectively.
>
> II.B.2.iii. The Speaker of the Senate shall be elected by the fellow Senators as outlined in Article II Section H, and will also serve as an Executive Officer.

II.B.3. 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 Advocacy Liaisons, the Funding Department's Directors, the Communication Department's Directors, the appointed Programming Department's Executive Directors, and the Parliamentary Secretary.

> II.B.3.i. A set of Co-Directors may be appointed to fill any of the aforementioned Director positions.
>
> II.B.3.ii. Associate or Assistant Directors may be appointed to assist the Directors, as outlined elsewhere in the Bylaws.
>
> II.B.3.iii. All of these appointments are subject to confirmation by a two-thirds (2/3) majority vote of the Senate.

II.B.4. The President shall appoint all officers of the Judicial Branch.

> II.B.4.i. In the event of Judicial Council 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 VII to appoint Judicial Branch officers.

II.B.5. The President may veto any legislation deemed to be contrary to the good of USG or the student body.

> II.B.5.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.B.5.ii. If the President does not sign the document within seventy-two (72) hours of its passage, the legislation will be deemed vetoed.

II.B.5.iii. The Senate, with a two-thirds (2/3) affirmative vote, may override the President's veto.

II.B.5.iv. Legislation passed at the final meeting of the Senate term is 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.B.6. 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.B.6.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.B.7. The President shall make recommendations to the USC President, Provost, Vice President for Student Life, and/or other senior leadership of the University regarding student representatives to University-wide committees and committees of the Board of Trustees.

II.B.8. The President and/or the Vice President, must hold one-on-one meetings with every Executive Officer every two weeks, at minimum.

II.B.9. The President and the Vice President, in conjunction with advice from the USG Advisor, the Chief of Staff, and the Chief Diversity Officer, shall organize training sessions/retreats for USG officers.

II.B.9.i. At least one (1) training must be held prior to the fall semester.

II.B.10. 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.B.11. The President shall seek to maintain a strong relationship with the University officials and the student body at-large.

II.B.11.i. The President is to make themselves available to the students who they represent.

II.B.12. The President and Vice President shall each maintain a minimum of seventy (70) office hours throughout the course of Summer Break.

II.B.12.i. These hours shall be paid hours with no more than seventy (70) hours being paid.

II.B.12.ii. USG shall work alongside USC Housing to help provide affordable housing over the Summer Break if necessary.

II.B.13. Pursuant to the Norman Topping Student Aid Fund (NTSAF) governing documents, USG will seek representation on the Topping Board.

> II.B.13.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.B.13.i.a. Among the five (5) nominees there must be one (1) Senator.
>
> II.B.13.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.B.13.iii. The representative will report to the Chief Diversity Officer after each Topping Board Meeting.
>
> > II.B.13.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.B.13.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.B.14. The President shall serve as an ex-officio member on the USC Student Media Board, convened at the end of each semester.

II.B.15. The President shall serve on the Trojan Council.

<u>Section C: Duties of the Vice President</u>

II.C.1. The Vice President shall serve as the President of the Senate. The duties of the President of the Senate are defined in the Constitution and include: the President of the Senate shall chair the Senate, casting a vote only to break a tie.

II.C.2. The Vice President is to work with the President in the appointment of Executive Officers, USG officers, and Judicial Branch officers.

II.C.3. The Vice President shall oversee the Legislative Committees.

II.C.4. The Vice President shall conduct Legislative Branch meetings.

> II.C.4.i. The Vice President shall call for a Legislative Branch meeting at least every other week.

II.C.4.ii. The Vice President may, at their discretion, allow for the Speaker of the Senate or the Chief Diversity Officer to call for a Legislative Branch meeting.

II.C.5. The Vice President or their designee, shall meet with each Committee Chair of the Legislative Branch at least every two weeks.

II.C.6. The Vice President shall work with the Chief Diversity Officer and the Speaker of the Senate to facilitate collaboration and communication between the Advocacy Department and all other facets of the Legislative Branch.

II.C.7. The Vice President, Chief Diversity Officer, and Speaker of the Senate shall meet with each Programming Assembly and Stakeholder Organization represented in the Legislative Branch and Programming Department at least twice per semester to provide advocacy updates and assistance on personal goals and organization activities.

II.C.8. The Vice President and/or the President, must hold one-on-one meetings with every Executive Officer every two weeks, at minimum.

II.C.9. The Vice President and the President, in conjunction with advice from the USG Advisor, the Chief Diversity Officer, and the Chief of Staff shall organize training sessions/retreats for USG officers.

II.C.10. The Vice President shall seek to maintain a strong relationship with the student body.

II.C.10.i. The Vice President is to make themselves available to the students who they represent.

II.C.11. The Vice President and the President shall each maintain a minimum of seventy (70) office hours throughout the course of Summer Break.

II.C.11.i. These hours shall be paid hours with no more than seventy (70) hours being paid.

II.C.11.ii. USG shall work alongside USC Housing to help provide affordable housing over the Summer Break if necessary.

II.C.12. The Vice President shall serve on the Trojan Council.

<u>Section D: Duties of the Chief of Staff</u>

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

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

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

II.D.3. The Chief of Staff shall track job performance for the officers of USG, including office hours and meeting attendance, project evaluations, and administrative support. Records of office hours shall be available to the student body.

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

II.D.5. The Chief of Staff shall facilitate collaboration between all branches, departments, and officers of USG.

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

II.D.7. The Chief of Staff shall oversee all USG recruitment efforts.

II.D.8. The Chief of Staff shall perform all other duties as designated by the President, the Vice President, or Advisor(s).

II.D.9. The Chief of Staff shall assist the Executive Officers in drafting executive documents, scheduling with student organizations, and event planning.

Section E: Duties of the Chief Financial Officer

II.E.1. USG Budget Allocation and Reporting

II.E.1.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.E.1.ii. The Chief Financial Officer shall advise the President on any matter involving the Student Programming Fee.

II.E.1.iii. The Chief Financial Officer, or their designee, shall enforce the Constitution and Bylaws as they pertain to the Student Programming Fee.

II.E.1.iv. The Chief Financial Officer shall serve as the head of the Allocations Committee, further outlined in Article X.

II.E.1.iv.a. The Chief Financial Officer shall propose a budget, in conjunction with the Allocations Committee, in the spring before their fall term. The budget is to be approved by a majority vote by the Senate.

II.E.1.v. The Chief Financial Officer shall maintain all records of USG accounts for the use of the President and other USG officers.

II.E.1.v.a. This includes, but is not limited to: the Administrative Account, the Development Account, the Executive Account, the Legislative Account, the Stipend Account, the Communications Account, the Elections Account, and any necessary Programming Accounts.

II.E.1.v.b. 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 officers as necessary.

II.E.1.v.c. The Chief Financial Officer shall meet with all account holders at least once a month to discuss each holder's accounts and expenditures.

II.E.1.v.d. 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.E.2. The Funding Department

II.E.2.i. The Chief Financial Officer shall oversee and supervise the Funding Boards including, but not limited to: attending individual Funding meetings, and creating/updating a Funding manual.

II.E.2.i.a. The Chief Financial Officer will appoint the Directors and Associate Directors of the Funds with the President and the advice of the other Executive Officers and the Advisor(s).

II.E.2.ii. The Chief Financial Officer or their designee shall meet with each Director or Associate Director of the Funding Department at least every other week.

II.E.2.iii. The Chief Financial Officer shall conduct weekly meetings for the Funding Department to serve as a resource for their activities.

II.E.2.iv. The Chief Financial Officer shall hold a funding board workshop, and/or work alongside USC Campus Activities to create mandatory training modules for Recognized Student Organizations to complete during their re-recognition process with USC Campus Activities.

II.E.2.iv.a. The purpose of the workshop and modules shall be to educate student organization leaders about available USG funds and the process to apply for and receive these funds.

II.E.2.iv.b. The workshop and modules shall be open to all USC undergraduates.

II.E.2.v. The Chief Financial Officer shall perform all other duties as designated by the President, the Vice President, or Advisor(s).

II.E.3. The Undergraduate Student Government Endowment

II.E.3.i.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 Life.

II.E.3.ii. The Chief Financial Officer shall serve as Executor of the Endowment.

II.E.3.iii. The Chief Financial Officer shall consult the President in the management of the Endowment.

Section F: Duties of the Chief Communications Officer

II.F.1. External USG Communication

II.F.1.i. The Chief Communications Officer shall facilitate all communications, marketing, public relations, and branding for the Undergraduate Student Government.

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

II.F.1.ii. The Chief Communications Officer shall ensure that all teams and groups are compliant with the USG brand identity.

II.F.1.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.F.1.iv. The Chief Communications Officer shall advertise all relevant resources, programs, and services of USG and campus partners to the student body.

II.F.1.v. The Chief Communications Officer shall serve as the chief liaison and coordinator between USG and media organizations, and shall advise USG officers on related matters, including press releases and public statements.

II.F.2. The Communications Department

II.F.2.i. The Chief Communications Officer shall oversee and supervise all projects and initiatives of the Communications Department.

II.F.2.i.a. The Chief Communications Officer will appoint the Communications Directors and Associate Directors with the President and the advice of the other Executive Officers and the Advisor(s).

II.F.2.ii. The Chief Communications Officer shall meet with each Director and Associate Director at least every two weeks.

II.F.2.iii. The Chief Communications Officer shall conduct weekly meetings for the Communications Department to serve as a resource for their activities.

II.F.2.iv. The Chief Communications Officer shall approve all expenditures under the Communications Department.

Section G: Duties of the Chief Programming Officer

II.G.1. The Programming Department

II.G.1.i. The Chief Programming Officer shall oversee and supervise the Programming Department, its member organizations, and all activities.

II.G.1.i.a. The Chief Programming Officer will appoint the Committees' Executive Directors, and/or Assistant Directors with the President and the advice of the other Executive Officers and the Advisor(s).

II.G.1.ii. The Chief Programming Officer shall conduct meetings every other week for the Programming Department to serve as a resource for their activities.

II.G.1.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.G.1.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.G.1.v. The Chief Programming Officer shall uphold and enforce the provisions of the Undergraduate Student Government Constitution, Bylaws, and other policies and procedures as applicable to the Programming Department.

II.G.1.vi. The Chief Programming Officer shall attend the Programming Department Committee and Assembly meetings a minimum of once per semester per each Committee and Assembly.

II.G.1.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.G.1.viii. The Chief Programming Officer is responsible for ensuring the inclusiveness of all Programming Department events and graphics.

II.G.1.ix. The Chief Programming Officer shall ensure each event marketed to general body students is reflected in the Programming Department Calendar with clear goals and values for the student body.

II.G.1.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.G.1.xi. The Chief Programming Officer must monitor the collaborations between each Programming Department Assembly or Committee with every other Assembly or Committee.

II.G.1.xi.a. Such collaborations for each group must occur at least twice semesterly.

II.G.1.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.G.2. Confirmation of Appointment

II.G.2.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.G.2.i.a. 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 Chief Programming Officer's place on the committee.

II.G.2.i.b. In the event that the Programming Department has not chosen a replacement for the Chief Programming Officer'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.G.2.iii. The President's appointment is subject to a vote of confidence by the outgoing officers of the Programming Department prior to confirmation by the Senate.

II.G.2.iii.a. A vote of no-confidence will result in disqualification of the appointment.

II.G.2.iii.b. 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.G.2.iii.c. Once the results are confirmed by the USG Advisor(s), the outgoing Chief Programming Officer will immediately inform the President.

II.G.2.iii.d. Each Director of the Programming Department shall have one (1) full vote.

II.G.2.iii.e. 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.G.2.iv. If there is a vote of no confidence, the President will have up until the two following Programming Department meetings to select a new candidate and propose them to the Programming Department.

II.G.3. Other Obligations

II.G.3.i. The Chief Programming Officer shall seek to maintain a strong relationship with the student body.

II.G.3.i.a. The Chief Programming Officer is to make themselves available to the students who they represent.

II.G.3.ii. The Chief Programming Officer shall work with the Chief Diversity Officer and Speaker of the Senate to ensure all Programming Department advocacy needs are met with assistance from the Legislative Branch.

II.G.3.iii. The Chief Programming Officer shall attend a Legislative Branch meeting once a month.

Section H: Duties of the Speaker of the Senate

II.H.1. The Speaker of the Senate shall oversee the Senate and serve as the primary contact for all legislative matters.

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

II.H.2.i. Senators-elect wishing to hold this position must fill out an application provided by the Vice President-elect, which shall be distributed to all Senators no later than one (1) week after final election results are announced.

II.H.2.i.a. The Speaker of the Senate shall be elected by the Senators-elect during the transition period through a secret ballot.

II.H.2.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.H.2.ii.a. 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.H.3. The Speaker of the Senate shall have the power to delegate responsibilities to their fellow Senators.

II.H.3.i. Each Senator shall participate in at least one (1) Legislative Committee during their term.

II.H.3.i.a. The Speaker of the Senate shall coordinate this and this shall be considered a delegated responsibility of the Speaker of the Senate.

II.H.3.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.H.3.ii.a. In order to challenge a delegation by the Speaker of the Senate, a Senator must add the challenge as an agenda item under new business for a Senate meeting.

II.H.3.ii.b. The Speaker of the Senate will be given a chance to present their reasoning for the delegation.

II.H.3.ii.c. 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.H.3.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.H.4. The Speaker of the Senate shall hold regular meetings that precede the USG Senate Meeting.

II.H.4.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.H.4.ii. Information regarding an absence shall be passed from the Speaker of the Senate to the Vice President and the Parliamentary Secretary.

II.H.5. The Speaker of the Senate shall oversee the Parliamentary Secretary.

II.H.6. The Speaker of the Senate shall hold one-on-one meetings with each Senator and the Parliamentary Secretary at least every two weeks.

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

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

II.H.8.i. The Speaker of the Senate shall work with the Chief Programming Officer and Chief Diversity Officer to ensure all advocacy efforts from the Programming Department are delegated appropriately within the Legislative Branch.

II.H.8.ii. The Speaker of the Senate shall work with the Vice President and Chief Diversity Officer to facilitate collaboration and communication between the Senate and all other facets of the Legislative Branch.

II.H.8.iii. The Speaker of the Senate, in conjunction with the Vice President and Chief Diversity Officer, shall meet with each Programming Assembly and Stakeholder Organization represented in the Legislative Branch and Programming Department at least twice per semester to provide advocacy updates and assistance on personal goals and organization activities.

II.H.8.iv. The Speaker of the Senate shall attend the Legislative Branch meetings.

Section I: Duties of the Chief Diversity Officer

II.I.1 USG-Wide Duties

II.I.1.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.I.1.i.a. 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.I.1.ii. The Chief Diversity Officer shall ensure a fair and impartial review of all applicants to USG positions by maintaining a presence, whether personally or through a proxy, at all interviews for appointed positions.

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

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

II.I.1.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.I.2. The Advocacy Department

II.I.2.i. The Chief Diversity Officer shall oversee the Advocacy Department and act as the Department representative to USG and University officials.

II.I.2.i.a. The Chief Diversity Officer shall report the concerns of the Advocacy Department to the Executive Cabinet.

II.I.2.ii. The Chief Diversity Officer shall hold monthly meetings of the Advocacy Department to serve as a platform for Advocacy Liaisons to discuss campus climate issues that affect the University's most vulnerable communities

II.I.2.iii. The Chief Diversity Officer shall ensure that any actions taken by the Advocacy Department abide by the USG governing documents, the USC Student Handbook, and local, state, and federal laws.

II.I.2.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 appropriate Advocacy Liaisons.

II.I.2.v. The Chief Diversity Officer shall work with the Vice President to connect Committee Chairs who would like to work on issues related to equity and inclusion with the appropriate Advocacy Liaisons.

II.I.2.vi. The Chief Diversity Officer shall work with the Chief Programming Officer and Speaker of the Senate to ensure all advocacy efforts from the Programming Department are delegated appropriately within the Legislative Branch.

II.I.2.vii. The Chief Diversity Officer, in conjunction with the Vice President and Speaker of the Senate, shall meet with each Programming Assembly and Stakeholder Organization represented in the Legislative Branch and Programming Department at least twice per semester to provide advocacy updates and assistance on personal goals and organization activities.

II.I.3. Confirmation of Appointment

II.I.3.i. The Chief Diversity Officer shall be appointed by an advisory committee consisting of the outgoing Chief Diversity Officer, the President-elect, the Vice President-elect, and the Advisor(s).

II.I.3.i.a. 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 Advocacy Department shall be given at least one (1) week's notice to vote to choose one (1) of its officers to sit in the recused person's place on the committee.

II.I.3.i.b. In the event that the Advocacy Department has not chosen a replacement for the committee by the start of the selection process, the President shall select the replacement from the officers of the Advocacy Department.

II.I.3.iii. The President's appointment is subject to a vote of confidence by the outgoing officers of identity-based groups, limited to the executive director(s), assistant director(s), and advocacy liaisons, prior to confirmation by the Senate.

II.I.3.iii.a. The Advocacy Liaisons who are not officers of an identity-based group, including but not limited to the Improving Dreams, Education, Access and Success organization, Environmental Student Assembly, and the Office of Religious and Spiritual Life will be eligible to vote in the vote of confidence.

II.I.3.iii.b. A vote of no confidence will result in disqualification of the selection.

II.I.3.iii.c. The outgoing Chief Diversity Officer with the help of the outgoing Chief Programming Officer will conduct the vote of confidence at the Advocacy Department meeting immediately following the announcement of the President's selection.

II.I.3.iii.c.1. Once the results are confirmed by the USG Advisor(s), the outgoing Chief Diversity Officer will immediately inform the President-elect.

II.I.3.iii.d. Each eligible officer shall each have one (1) full vote, limited to the Executive Director(s), Assistant Director(s), and Advocacy Liaison.

II.I.3.iii.e. A vote of confidence is a two-thirds (2/3) majority vote by the outgoing identity-based group directors and advocacy liaisons who are present at the meeting where the vote is conducted.

II.I.3.iv. If there is a vote of no confidence, the President will have until the following Advocacy Department meeting to select a new candidate from those who interviewed for the position.

II.I.3.iv.a. The vote of confidence for this candidate will take place at the following Advocacy Department meeting.

II.I.4. Other Obligations

II.I.4.i. The Chief Diversity Officer shall submit an annual report to the Executive Cabinet, the Senate, Advisor(s), and the representatives of the Advocacy Department.

II.I.4.ii. The Chief Diversity Officer shall attend the Legislative Branch meetings.

Section J: Duties of Executive Aides

II.J.1. The President and Vice President may appoint up to five (5) Executive Aides, of which, one shall serve as the Senior Executive Aide.

II.J.1.i. The Senior Executive Aides 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.J.1.ii. The appointment of the Senior Executive Aides is subject to confirmation by a two-thirds (2/3) majority vote of the Senate.

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

II.J.1.iii. Aides shall assist the President and Vice President in engaging with student body communities as designated by the President and Vice President.

II.J.1.iii.a. 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.J.2. All other members of the Executive Cabinet shall be eligible to appoint one (1) person as their Executive Aide.

II.J.2.i. The appointment of general Executive Aides is subject to confirmation by the Executive Cabinet by a majority vote.

II.J.2.ii. Executive Aides 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 A: Duties of Senators

III.A.1. Senators shall serve for the Senate term to which they were elected for one year, which begins on the last Tuesday of the academic year.

III.A.1.i. The last Tuesday of the academic year shall have two Senate meetings by the outgoing and incoming Senate.

III.A.2. Senators shall formulate legislation to address the needs and concerns of USC undergraduates.

III.A.3. Senators shall sponsor legislation in the form of bills, resolutions, and amendments to the Constitution or Bylaws.

III.A.4. Senators shall approve the budget of the Undergraduate Student Government by a majority vote.

III.A.5. Senators shall attend all Senate meetings.

III.A.6. Senators shall serve on university-wide committees as determined by the President or Vice President.

III.A.7. Senators shall meet regularly, at least every two weeks, with the Speaker of the Senate.

III.A.8. Senators shall refer appropriate topics to the relevant Undergraduate Student Government Directors or Committees for research, discussion, and recommendation.

III.A.9. Senators shall do the necessary research on all legislation proposed in Senate meetings in order to vote in the best interest of the undergraduate student body.

III.A.9.i. Senators shall give a verbal report to the Senate at least once a semester.

III.A.9.ii. Senators shall attend Legislative Branch meetings.

III.A.10. Senators shall submit semester and annual goals and objectives to the President and in their first respective presentation to the Senate for their respective bodies.

III.A.11. Incoming Senators shall go through a Senate Meeting Rules workshop instructed by the incoming Parliamentary Secretary before the next school year.

III.A.11.i. They shall be tested on the Senate Meeting Rules during the pre-meeting after they approve the Senate Meeting Rules.

III.A.11.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.A.11.iii. Senators who fail 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 eighty (80) percent.

III.A.12. The Senate shall be empowered to consider matters of business, legislation, or to issue a formal statement when a formal meeting has been convened during the academic semester.

Section B: Constituencies

III.B.1. There shall be twelve (12) undergraduate student Senators.

III.B.2. Any student may vote for up to the number of open Senate positions on a ballot during USG elections.

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

Section C: Senate Meetings

III.C.1. The Senate shall annually approve the Senate Meeting Rules at either the first or second meeting of the Senate term which shall further describe the requirements of this section.

III.C.2. General Meeting Information

III.C.2.i. The Senate shall hold regular meetings every week during the academic year.

III.C.2.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.C.2.iii. All Senate meetings shall be open to the public.

III.C.2.iii.a. The time and place of any meeting must be made public.

III.C.2.iv. All minutes of the Senate shall be made available for public inspection through the USG website.

III.C.2.v. The public shall have open access to all legislation passed by the Senate at a regular session.

III.C.2.vi. Each Senate meeting will have an open forum.

III.C.2.vii. Each Senate meeting will have a discussion.

III.C.2.viii. 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.C.2.ix. Senators who are unable to attend a meeting may leave a proxy vote with the Vice President.

III.C.3. The President of the Senate

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

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

Section D: Inter-Semester Meetings

III.D.1. In cases of emergency or extended recess, the Vice President is empowered to convene a formal, inter-semester meeting.

III.D.1.i. All Senate meeting rules as detailed in Article III shall be in effect during an inter-semester meeting, including, but not limited to, quorum, approval of the agenda, public access, and Robert's Rules of Order.

III.D.1.ii. A report on business conducted during inter-semester meeting(s) must be submitted by the Speaker of the Senate at the next regularly convened meeting of the academic semester.

III.D.2. The Vice President shall notify all officers and members of the student body of an inter-semester meeting of the Senate with a minimum one (1) weeks notice.

III.D.2.i. Copies of the notification shall be made available on all official USG communications channels.

III.D.3. Legislation approved during an inter-semester meeting is subject to veto by the President, which may be overturned by a two-thirds (2/3) majority vote of the Senate at the next formally convened meeting.

Section E: Senate Vacancies and Absences

III.E.1. Vacancy

III.E.1.i. If a vacancy occurs during the term, the list of candidates from the last election in the constituency shall be consulted.

III.E.1.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.E.1.iii. If willing to serve, the candidate shall be sworn in at the next Senate meeting.

III.E.1.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.E.1.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 be filled by an appointment process.

III.E.1.v.a. The vacancy and application will be announced via USG social media.

III.E.1.v.b. The Speaker of the Senate will conduct the recruitment process for the new Senator, which shall take no more than two weeks.

III.E.1.v.c. The new Senator shall be selected by the Speaker of the Senate for appointment and confirmed by majority vote of the Executive Cabinet and a two-thirds majority vote of the Senate.

III.E.1.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. Special elections shall be overseen by the Judicial Council.

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

III.E.1.vi.b. 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.E.1.vi.c. If the special election ends in a tie, the Senate shall vote by secret ballot to break the tie.

III.E.2. Extended Absence

III.E.2.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.E.2.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 Bylaws regarding attendance.

III.E.2.iii. The Senator in question will be required to recuse themselves from all votes that pertain to their absence.

III.E.2.iii.a. This recusal shall not affect quorum.

III.E.2.iii.b. 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 F: Legislative Committees

III.F.1. 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.F.2. 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 Sustainability and Campus Infrastructure; the Committee on Accessibility; and the Committee on Affordability and Basic Needs.

III.F.2.i. Legislative Committees are permanent, standing committees and will not be dissolved at the end of each academic term.

III.F.2.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.F.2.iii. The Committee on External Affairs shall be concerned with, but not limited to, policies and programs pertaining to safety, the immediate USC surrounding community, the relationship USC maintains with Los Angeles county and local government, and other outside organizations.

III.F.2.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.F.2.v. The Committee on Sustainability and Campus Infrastructure shall be concerned with, but not limited to, policies and programs pertaining to infrastructure, and

sustainable operations on campus.

III.F.2.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.F.2.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, hospitality, and access to basic needs.

III.F.3. The Senate shall have the power to form Special Committees.

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

III.F.3.ii.a. A bill to form a Special Committee must include a Committee Charter, designation of a Committee Chair, and proposed timeline for the Committee.

III.F.3.iii. Special Committees shall operate under the same structure as the Legislative Committees outlined in Article III Section G unless otherwise noted in the Committee Charter and approved by the Senate.

III.F.3.iii.a. The Chair of any Special Committee shall not receive a stipend.

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

III.F.3.iv.a. This decision may be appealed through the Judicial Council.

Section G: Members of Legislative Committees

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

III.G.1.i. The Committee Chair shall chair all Committee meetings, and shall administer and direct all initiatives relevant to the Committee.

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

III.G.1.ii. The Chair shall be appointed by the President with advice from the Executive Cabinet and the Advisor(s) in accordance with the Bylaws.

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

III.G.2. The Chair shall actively work to collaborate with Advocacy Liaisons on relevant projects.

III.G.3. The Chair may appoint additional general members as necessary.

III.G.3.i. No general members shall receive a stipend.

III.G.4. The Chair shall give a verbal report to the Senate at least once a semester.

III.G.5. The Chair must submit semesterly progress reports to the Vice President to be presented to the Senate, Programming Assemblies, and other stakeholder organizations.

III.G.5.i. All committee reports shall be made available for public inspection on the USG website.

III.G.6. The Chair shall give a verbal report to the Programming Department at least once a semester.

III.G.7. The Chair shall attend Legislative Branch meetings.

III.G.8. The Chair shall meet with the Vice President at least every other week.

Section H: Committee Meetings

III.H.1. Each Legislative Committee shall hold regular meetings at least every other week during the academic year, and additionally when the Committee Chair calls a meeting.

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

III.H.1.ii. Special Committees shall hold meetings at a frequency reported in the Special Committee Bill.

III.H.2. 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.H.2.i. The agenda must include information regarding procedures for submitting public comments.

III.H.3. Legislative Committee meetings shall be open to the public.

III.H.3.i. The time and place of any meeting must be made public.

III.H.3.ii. As necessary, these may be made digitally available.

III.H.3.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 I: The Legislative Process

III.I.1. Senators shall formulate or sponsor legislation in the form of bills and resolutions.

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

III.I.1.i.b. Once the resolution is created, the sponsoring Senators are responsible for making sure the administration listed on the document is the proper administration that should be receiving the resolution.

III.I.1.i.c. It is the responsibility of the sponsoring Senator to see to it that the action mandated by the resolution is carried out.

III.I.1.i.d. 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.I.1.ii. Bills considered by the Senate shall be limited to policies that can be implemented by USG, such as legislative funding allocations.

III.I.1.iii. Legislation must have at least two (2) but no more than four (4) sponsoring Senators.

III.I.1.iii.a. Senators may withdraw their sponsorship at any point before final approval by the Senate.

III.I.1.iii.b. Legislation that does not meet this requirement shall be considered failed and may not come to a vote.

III.I.1.iv. Any student can bring an issue to a Senator in the form of legislation.

III.I.3. Legislation shall be heard by the Senate.

III.I.3.i. All legislation is required to have at least a majority vote to carry.

III.I.3.ii. Legislation may be amended by the Senate, following a majority vote to amend.

III.I.3.iii. Legislation that passes shall be sent to the President by the Parliamentary Secretary for their signature or veto.

III.I.4. Sponsoring Senators shall include a legislative report detailing stakeholders that were engaged, other possible methods for accomplishing the intended goal, and other items as deemed necessary by the sponsoring Senators.

III.I.5. Legislation shall be formatted uniformly.

III.I.5.i. Uniformity shall be ensured by the Parliamentary Secretary, and adjustments to ensure proper formatting without affecting content shall not require amendment by the Senate.

III.I.6. All legislation must be made publicly available at the USG website, and record-keeping of past legislation shall be the responsibility of the Parliamentary Secretary.

III.I.7. Resolutions are understood to represent the opinion of the current Undergraduate Student Government Senate and are formally expired at the inauguration of the next Senate.

III.I.7.i. At the discretion of the Senate, Resolutions of the Senate term immediately prior may be presented again, with any necessary edits, and voted on as a Continuing Resolution.

III.I.7.i.a. This indicates a continued endorsement of the resolution's content by the Senate.

III.I.7.i.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.I.7.i.c. Continuing Resolutions are subject to the same procedure of presentation as Resolutions presented in the current term, and shall be required to go through the legislative process again.

III.I.7.i.d. Continuing Resolutions are subject to the same procedure of Presidential approval or veto as Resolutions presented in the current term.

Section J: Committee Incorporation

III.J.1. Special Committees may create a bill to be incorporated as a standing committee at the end of the proposed timeline for the Special Committee.

III.J.1.i. The bill must include the name and purpose of the new committee and a detailed demonstration of need.

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

Section K: Advocacy Department

III.K.1. The role of the Advocacy Department is to discuss campus climate issues that affect vulnerable communities on campus and advocate on their behalf.

III.K.2. The Advocacy Department shall be overseen by the Chief Diversity Officer and comprised of one Advocacy Liaison representative from the Asian Pacific American Student

Assembly (APASA); Black Student Assembly (BSA); Environmental Student Assembly (ESA); First Generation Student Assembly (FGSA); International Student Assembly (ISA); Joint Assembly for Military-Associated Students (JAMS); Latine Student Assembly (LSA); Middle Eastern and North African Student Assembly (MENASA); Native American Student Assembly (NASA); Queer and Ally Student Assembly (QuASA); Student Assembly for Accessibility (SAA); Student Assembly for Gender Empowerment (SAGE); Transfer Student Assembly (TSA); Improving Dreams, Education, Access, and Success (IDEAS); Pacific Islander Student Association (PISA); and the Office of Religious and Spiritual Life.

Section L: Advocacy Department Meetings

III.L.1. The Advocacy Department shall hold regular meetings during the academic year on a monthly basis, at a minimum, and additionally when the Chief Diversity Officer calls a meeting.

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

III.L.2. The agenda for an Advocacy Department meeting shall be fixed twenty-four (24) hours before the meeting time.

III.L.3. The Advocacy Department meetings shall hold at least one open meeting a semester.

III.L.3.i. The time and place of open meetings must be made public.

III.L.3.ii. As necessary, these may be made digitally available.

III.L.3.iii. Open meeting agendas must include information regarding procedures for submitting public comments and be made publicly available on the USG website.

III.L.3.iv. 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 Advocacy Department.

Section M: The Advocacy Liaisons

III.M.1. Duties of the Advocacy Liaisons

III.M.1.i. The Advocacy Liaison shall act as a liaison between their respective organization and the Undergraduate Student Government's Legislative Branch in an effort to advocate for a more equitable and inclusive campus environment.

III.M.1.ii. The Advocacy Liaison shall work to collaborate with Legislative Committees and members of the Legislative Branch.

III.M.1.iii. The Advocacy Liaison shall attend Advocacy Department meetings at least once a month and when additionally scheduled by the Chief Diversity Officer.

III.M.1.iv. The Advocacy Liaison shall attend the Legislative Branch meetings.

III.M.1.v. The Advocacy Liaison shall attend their respective Executive Board meetings as scheduled by their Director or President.

III.M.1.vi. The Advocacy Liaison shall provide a verbal report to their respective Executive Board on a regular basis.

III.M.1.vii. The Advocacy Liaison shall provide a report to the Chief Diversity Officer on a regular basis.

III.M.2. The Advocacy Liaison Appointment

III.M.2.i. The Advocacy Liaison shall be appointed by the President and the Chief Diversity Officer, following a nomination by their respective organizations by the first Advocacy Department meeting.

III.M.2.ii. The Advocacy Liaisons shall be confirmed by a two-thirds (2/3) majority vote of the Senate.

III.M.2.iii. The Programming Assembly Advocacy Liaison Nomination

III.M.2.iii.a. The Executive Director of the Programming Assemblies outlined in III.K.2. shall nominate a student to fill the Advocacy Liaison requirements as a representative of their organization with the assistance of their respective Assistant Director.

III.M.2.iii.b. The Executive Director shall provide their reasoning for the nomination to the President and Chief Diversity Officer.

III.M.2.iv. Other Advocacy Liaison Nominations

III.M.2.iv.a. The Recognized Student Organizations and Offices outlined in III.K.2. shall nominate a student to fill the Advocacy Liaison requirements as a representative of their organization.

III.M.2.iv.b. In order to be confirmed, the nomination must be presented to the Recognized Student Organizations' respective Executive Boards and be passed by a two-thirds (2/3) majority vote, or shall be presented by the Offices.

Section N: Duties of the Parliamentary Secretary

III.N.1. The Parliamentary 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.N.2. The Parliamentary Secretary shall maintain a record of USG events and projects including appropriate media articles, flyers, and pictures.

III.N.3. The Parliamentary Secretary shall work in conjunction with the Chief of Staff to

maintain a record of all USG office hour attendance and shall make that record available to the student body.

III.N.4. The Parliamentary 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.N.4.i. After three (3) missed Senate meetings, the Parliamentary Secretary is subject to disciplinary action as determined by the Speaker of the Senate and Chief of Staff.

III.N.5. The Parliamentary Secretary shall perform any other duties as delegated by the President, Vice President, or Advisors.

III.N.6. The Parliamentary Secretary shall meet regularly, at least every other week, with the Speaker of the Senate.

III.N.7. The Parliamentary Secretary 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.N.8. The Parliamentary Secretary shall maintain, for distribution, a copy of the current USG Constitution, Bylaws, and bills and resolutions from the current Senate term.

III.N.9. The Parliamentary Secretary shall include all new amendments and Bylaws, passed by the Senate, within one week of their approval.

III.N.10. The Parliamentary Secretary shall attend all meetings of the Senate and advise the Senate on all questions of parliamentary procedure, when necessary.

III.N.11. The Parliamentary Secretary shall attend the Legislative Branch meetings.

III.N.12. The Parliamentary Secretary 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.N.13. The Parliamentary Secretary ensures that all Constitutional and Bylaws amendments address all sections of the documents that may be affected by the proposed changes.

III.N.14. The Parliamentary Secretary, 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 Senate during that semester and determine which measures need further action and/or have not been properly executed by the sponsoring Senator.

III.N.15. The Parliamentary Secretary shall work with the President to ensure that all legislation passed by the Senate are signed within seventy-two (72) hours unless the President has the intention of vetoing the legislation.

> III.N.15.i. If a bill or 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.N.16. The incoming Parliamentary Secretary shall educate the incoming Senators on the Senate Meeting Rules before the next school year through a workshop.

III.N.16.i. The Parliamentary Secretary 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.N.17. In the event that the Parliamentary Secretary is not present at a Senate meeting, it is the responsibility of the Vice President to enforce Robert's Rules.

Section O: Duties of Senate Aides

III.O.1. Senate Aides shall be appointed by the Speaker of the Senate after the selection committee has completed a recruiting process.

III.O.1.i. The selection committee will consist of the Vice President, the Speaker of the Senate, the Parliamentary Secretary, and any available Senators.

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

III.O.1.iii. The selection committee shall create a pool of twelve (12) of the most qualified candidates before the senate aides shall be appointed.

III.O.2. Senate Aides shall assist their respective Senators with their tasks as outlined in the Bylaws.

III.O.3. Senate Aides shall perform any other duties delegated by the President, Vice President, or Advisors.

Section P: Process for Legislative Funding

III.P.1. Funds from the Legislative Account may be used by officers of the Legislative Branch for projects determined to be beneficial to the student body.

III.P.1.i. Students-at-large may request Legislative funding with Legislative officer sponsorship.

III.P.1.ii. Requests for funding shall follow the Legislative Funding Guidelines.

III.P.1.ii.a. The Legislative Funding Guidelines shall be approved by the Senate by a majority vote annually.

III.P.1.ii.b. The Legislative Fund Guidelines may be amended by majority vote of the Senate.

III.P.2. If the proposed funding does not exceed the amount of five hundred dollars ($500), the proposal will go through the following process.

III.P.2.i. The officer requesting funding will contact the Advisor(s), the Speaker of the Senate, the Vice President, the Chief Diversity Officer, and the Chief Financial Officer about the proposed funding.

III.P.2.ii. The officer shall give a presentation to the Speaker of the Senate, the Vice President, the Chief Diversity Officer, and the Chief Financial Officer detailing the project and its benefit to the student body.

III.P.2.iii. The Speaker of the Senate, the Vice President, the Chief Diversity Officer, and the Chief Financial Officer shall then vote on whether to grant the proposed funding.

III.P.3. If the proposed funding exceeds the amount of five hundred dollars ($500), the proposal will go through the following process.

III.P.3.i. The officer requesting funding will contact the Advisor(s), the Speaker of the Senate, the Vice President, the Chief Diversity Officer, and the Chief Financial Officer about the proposed funding.

III.P.3.ii. The project will undergo a vote of confidence at the nearest Legislative Branch meeting by Committee Chairs and Advocacy Liaisons.

III.P.3.iii. The officer shall draft a bill which shall state the amount of funding to be approved.

III.P.3.iii.a. The bill shall go through the legislative process as described in Section I.

III.P.3.iv. The officer shall create a presentation to be given during a Senate meeting with the following elements:

III.P.3.iv.a. A description of the proposed project.

III.P.3.iv.b. How the project will be of benefit to the student body.

III.P.3.iv.c. The potential use for the funds with reasoning as to how the total cost for the proposal was obtained.

III.P.3.iv.d. A timeline of the funding expenditure.

III.P.3.iv.e. Proof of exhaustion of other funding possibilities.

III.P.3.iv.f. Information on the longevity of the project.

III.P.3.v. The Senate shall vote on the proposed funding, requiring a simple majority for approval.

Article IV. The Funding Department

Section A: Role of the Funding Department

IV.A.1. The Funding 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.A.2. Decisions regarding the granting of funds shall be to the discretion of the Director of the respective board, in consultation with the Associate Director (if applicable), other Funding Directors, the Chief Financial Officer, and the Advisor(s).

IV.A.3. The Funding Department shall consist of the following funds: the Philanthropy Fund, the Professional Fund, the Academic Research Fund, the Performing and Visual Arts Fund, the Social and Recreation Fund, and the Startup Fund.

IV.A.3.i. The Philanthropy Fund shall provide funding for community service projects sponsored by recognized student organizations.

IV.A.3.ii. The Professional Fund shall provide funding for events programmed by recognized student organizations that help educate and advance students' future professional careers.

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

IV.A.3.iii. 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.A.3.iii.a. 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.A.3.iii.b. The Academic Research Funding Director 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.A.3.iv. The Performing and Visual Arts Fund shall provide funding for events programmed by recognized student organizations to celebrate, highlight, or foster a sense of community.

IV.A.3.v. The Social and 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.A.3.vi. 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.A.4. The maximum allocation to a single student organization for a single proposal in any fund shall be described in the Funding Department Guidelines.

IV.A.5. Each fund shall be administered by a committee composed of one director, one associate director, and a non-voting staff or faculty advisor.

IV.A.6. Each fund shall establish guidelines to determine the eligibility of an organization or project for funding.

IV.A.7. Applications to each 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.A.7.i. Travel expense requests (airfare and hotel) must be made at least eight (8) weeks prior to the date of travel.

IV.A.8. Each fund must adhere to all University policies and regulations on funding.

IV.A.9. Groups of individuals may be asked to submit photos, listservs, or other materials to verify the occurrence of the event.

IV.A.10. All funding recipients will be required to complete the Post-Event Evaluation Form to verify occurrence of the event.

Section B: Duties of Directors within the Funding Department

IV.B.1. Directors shall be assigned by the Chief Financial Officer to administer the six (6) funds above in the following groupings:

IV.B.1.i. The Professional Fund; the Academic Research Fund

IV.B.1.ii. The Philanthropy Fund

IV.B.1.iii. The Social and Recreation Fund; the Startup Fund

IV.B.1.iv. The Performing and Visual Arts Fund

IV.B.2. Directors shall attend the weekly Funding Department meetings, which the Chief Financial Officer will lead.

IV.B.3. Directors shall meet with the Chief Financial Officer at least every other week.

IV.B.4. Directors shall sort funding applications at least every other week.

IV.B.5. Directors shall review the funding applications assigned to their funding group.

IV.B.6. Directors shall perform any other duties delegated by the Chief Financial Officer.

IV.B.7. Associate Directors may be appointed to administer the funds in the groupings specified in IV.B.1.

> IV.B.7.i. Associate Directors shall perform any duties delegated by the Chief Financial Officer or their Funding Director.

Article V: The Communications Department

Section A: Role of the Communications Department

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

V.A.2. Directors of the Communications Department may choose to employ a committee or internship system under their respective position to support their work.

V.A.3. Directors and Associate 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.A.4. 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.A.5. The Communications Department must adhere to all USG Governing Documents.

V.A.6. The Communications Department must meet weekly during the school year.

> V.A.6.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.A.7. The teams of the Communications Department must meet at least every other week during the school year, convened and led by their respective Director.

V.A.8. The officers of the Communications Department shall comply with all other duties delegated by the Chief Communications Officer.

Section B: Duties of the Director of Creative Services

V.B.1. The Director of Creative Services shall manage the Creative team, composed of two Associate Directors as needed, assigning work in an organized and timely manner.

V.B.2. 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.B.3. The Director of Creative Services and their team shall serve as the creative strategists for all USG communications campaigns, initiatives, and projects.

Section C: Duties of the Director of Digital Strategy

V.C.1. The Director of Digital Strategy shall manage the Digital team, composed of an Associate Director as needed, assigning work in an organized and timely manner.

V.C.2. 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.C.3. The Director of Digital Strategy and their team shall serve as the digital strategists for all USG communications campaigns, initiatives, and projects.

Section D: Duties of the Director of Media

V.D.1. The Director of Media shall manage the Media team, composed of two Associate Directors as needed, assigning work in an organized and timely manner.

V.D.2. 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.D.3. The Director of Media and their team shall attend and document all USG events, at the discretion of the Chief Communications Officer.

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

Section E: Duties of the Director of Public Relations

V.E.1. The Public Relations team shall be composed of two Co-Directors of Public Relations.

V.E.2. The Co-Directors of Public Relations shall assist USG in all aspects relating to its public image and external relationships.

V.E.3. The Co-Directors of Public Relations shall support USG and its officers in managing relationships and partnerships with external entities, including but not limited to student media, recognized student organizations, staff, faculty, and the student body at large.

V.E.4. The Co-Directors of Public Relations shall assist the work of the President, Vice President, and Chief Communications Officer in drafting public statements, press releases, community letters, and memorandums relating to USG or its subsidiary bodies.

V.E.5. The Co-Directors of Public Relations shall maintain all archives of press documents and articles from both USG, USC, and relevant external parties.

Section F: Duties of Associate Directors

V.F.1. Associate Directors of the Communications Department must attend weekly Department meetings or send a proxy approved by the Chief Communications Officer.

V.F.2. Associate Directors of the Communications Department shall assist their respective Directors with their tasks as outlined in the Bylaws.

Article VI: The Programming Department

Section A: Role of the Programming Department

VI.A.1. The Programming Department shall serve the programming needs of the undergraduate student body and consist of the Chief Programming Officer, and the Executive Directors of the following Committees and Assemblies: the Concerts Committee, the Performing Arts Committee, the Speakers 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 Joint Assembly for Military-Associated Students, the Latine Student Assembly, the Middle Eastern and North African Student Assembly, the Native American Student Assembly, the Political Student Assembly, the Queer and Ally Student Assembly, the Student Assembly for Gender Empowerment, the Student Assembly for Accessibility, and the Transfer Student Assembly.

> VI.A.1.i. Assistant Directors may be appointed or elected to aid any of the above positions, except to the Chief Programming Officer.

VI.A.2. The Programming Department shall have two divisions, one for identity-based programming groups and one for interest-based programming groups.

> VI.A.2.i. The identity-based groups are the Asian Pacific American Student Assembly, the Black Student Assembly, the First Generation Student Assembly, the International Student Assembly, the Joint Assembly for Military-Associated Students, the Latine Student Assembly, the Middle Eastern and North African Student Assembly, the Native American Student Assembly, the Queer and Ally Student Assembly, the Student Assembly for Gender Empowerment, the Student Assembly for Accessibility, and the Transfer Student Assembly.
>
> VI.A.2.ii. The interest-based groups are the Concerts Committee, the Performing Arts Committee, the Speakers Committee, the Trojan Pride Committee, the Academic Culture Assembly, the Environmental Student Assembly, and the Political Student Assembly.
>
> VI.A.2.iii. A bill to incorporate a new programming group shall specify which division that group is in.

VI.A.3. The Programming Department shall adhere to the Undergraduate Student Government Constitution and Bylaws.

VI.A.4. Programming Department Assemblies and Committees shall update their Constitutions during the last month of every academic year and shall be approved by the Chief Programming Officer.

VI.A.4.i. If the Chief Programming Officer does not approve their Constitution, the group shall submit an amended Constitution within two (2) weeks.

Section B: Programming Department Assemblies

VI.B.1. Elections Process

VI.B.1.i. All Assemblies shall be led by an Executive Director or two (2) Co-Executive Directors, and, if needed, an Assistant Director, elected by their respective assemblies.

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

VI.B.1.i.b. The Judicial Council must issue a certificate of election that attests to the validity of the results and of the election itself before the directors can be confirmed by the Senate.

VI.B.1.ii. Assembly Executive Directors shall begin the elections process for next year's officers following the USG election and end no later than the Friday before the last Senate meeting

VI.B.1.iii. Assembly Directors must fill 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.B.1.iii.a. At a minimum, one (1) Executive Director position must be occupied.

VI.B.1.iii.b. If there are no remaining Assembly Directors, the Judicial Council shall run the special elections process.

VI.B.2. Duties of Assembly Executive Directors

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

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

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

VI.B.2.iv. Events planned by Executive Directors must conform to the allocations criteria and all other guidelines established for use of the Programming Fee, as directed by the Allocations Committee.

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

VI.B.2.vi. Executive Directors shall perform any other duties delegated by the Chief Programming Officer.

VI.B.2.vii. Executive Directors of assemblies named in III.K.2. shall nominate an Advocacy Liaison with assistance from their respective Assistant Directors and Executive Boards.

VI.B.3. Duties of Assembly Assistant Directors

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

VI.B.3.ii. Assistant Directors shall perform all duties delegated by their Executive Director/Co-Executive Directors.

VI.B.4. Assembly Name Change Process

VI.B.4.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.B.4.ii. The assembly shall present a formal presentation explaining the reasoning for the name change first to the group's executive board, then to the general body, then to the Programming Department, and finally to the Senate.

VI.B.4.ii.a. The proposed change must be approved by a two-thirds (2/3) vote of each group.

VI.B.4.ii.b. The votes must occur sequentially in the order specified above.

VI.B.4.ii.c. If the vote does not pass for any of the four groups, the assembly may present new reasoning to the Chief Programming Officer, who shall determine if there is sufficient rationale to present to the rejecting body again at the following meeting.

VI.B.4.ii.d. The Chief Programming Officer shall confirm the results of the Programming Department vote during the Senate presentation.

VI.B.4.ii.e. The Senate presentation shall include a bill for the name change to be implemented. The bill shall include whether the name change is immediately adopted or if it will be adopted at the beginning of the following Senate term.

VI.B.5. Assembly Incorporation

VI.B.5.i. The proposed assembly must submit a bill with two (2) sponsoring Senators.

VI.B.5.i.a. The proposed assembly must present to the Programming Department and undergo a vote of confidence. If a two-thirds majority vote is not met, the bill shall not be presented to the Senate.

VI.B.5.i.b. The bill 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 two hundred (200) current undergraduate USC students.

VI.B.5.i.b.1. Signatures shall be certified by validating student IDs through a certified campus platform.

VI.B.5.i.b. The "BE IT RESOLVED" clause shall establish a trial period for the proposed assembly to begin the following semester starting on the first day of the first week of classes and ending on the last day of classes that semester.

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

VI.B.5.i.d. This bill must be passed by the last meeting of the semester prior to the trial period.

VI.B.5.ii. Trial assemblies shall be led by an Executive Director or two (2) Co-Executive Directors, and, if needed, an Assistant Director, elected by their respective assemblies. These positions shall be confirmed by a two-thirds (2/3) majority of the Senate.

VI.B.5.ii.a. Trial assemblies, with the approval of the Chief Diversity Officer and the Chief Programming Officer, may appoint Advocacy Liaisons.

VI.B.5.ii.a.1. The bill establishing the trial assembly shall include a clause declaring the intent to appoint an Advocacy Liaison.

VI.B.5.ii.b. Officers of trial assemblies shall follow the Bylaws requirements for other assemblies.

VI.B.5.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.B.5.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.B.5.iv.a. 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.B.5.iv.b. The assembly shall be incorporated into the Programming Department by a two-thirds (2/3) vote by the Senate.

VI.B.5.iv.c. Should a two-thirds (2/3) majority not be met, the trial assembly shall be considered dissolved.

VI.B.5.v. Accounts shall be made as a budget item for all newly incorporated assemblies under the Programming Department after a successful trial semester.

VI.B.5.vi. Assemblies in trial period semesters are prohibited from purchasing materials that would endure beyond their trial period.

VI.B.6. Assembly Elimination

VI.B.6.i. Assemblies shall be eliminated by a two-thirds (2/3) vote by the Senate.

VI.B.6.ii. Two (2) academic days before the proposed bill 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 assembly.

VI.B.6.iii. After a vote of elimination, the assembly will be eliminated at the end of the Undergraduate Student Government term.

Section C: Programming Department Committees

VI.C.1. Appointment of Committee Executive Directors

VI.C.1.i. Committee Executive Directors shall be appointed in adherence with Article II of the Bylaws.

VI.C.1.ii. Committee Executive Directors in the Programming Department must be confirmed by a two-thirds (2/3) vote by the Senate.

VI.C.2. Duties of Committee Executive Directors

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

VI.C.2.ii. Executive Directors shall oversee and coordinate an executive board and maintain an accurate roster.

VI.C.2.iii. Executive Directors shall hold weekly committee meetings unless otherwise

waived by the Chief Programming Officer.

VI.C.2.iv. Events planned by Executive Directors must conform to the allocations criteria and all other guidelines established for use of the Programming Fee, as directed by the Allocations Committee.

VI.C.2.v. Executive Directors shall create and maintain a budget.

VI.C.2.vi. Executive Directors shall perform any other duties delegated by the Chief Programming Officer.

VI.C.3. Duties of Committee Assistant Directors

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

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

VI.C.4. Committee Name Change Process

VI.C.4.i. Any committees attempting to change their name and/or logo shall first contact the Chief Programming Officer to begin the formal process.

VI.C.4.ii. The committee shall present a formal presentation explaining the reasoning for the name change first to the group's executive board, then to the general body, then to the Programming Department, and finally to the Senate.

VI.C.4.ii.a. The proposed change must be approved by a two-thirds (2/3) vote of each group.

VI.C.4.ii.b. The votes must occur sequentially in the order specified above.

VI.C.4.ii.c. If the vote does not pass for any of the four groups, the assembly may present new reasoning to the Chief Programming Officer, who shall determine if there is sufficient rationale to present to the rejecting body again at the following meeting.

VI.C.4.ii.d. The Chief Programming Officer shall confirm the results of the Programming Department vote during the Senate presentation.

VI.C.4.ii.e. The Senate presentation shall include a bill for the name change to be implemented. The bill shall include whether the name change is immediately adopted or if it will be adopted at the beginning of the following Senate term.

VI.C.5. Committee Formation

VI.C.5.i. The proposed committee must submit a bill with two (2) sponsoring Senators.

VI.C.5.i.a. The proposed committee must present to the Programming Department and undergo a vote of confidence. If a two-thirds majority vote is not met, the bill shall not be presented to the Senate.

VI.C.5.i.b. The bill 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.C.5.i.b.1. Signatures shall be certified by validating student IDs through a certified campus platform.

VI.C.5.i.b. The bill 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 classes that semester.

VI.C.5.i.b.1. The clause shall also specify a five thousand dollar ($5,000) budget allocation from the Executive-Legislative budget.

VI.C.5.i.b.2. This bill must be passed by the last meeting of the semester prior to the trial period.

VI.C.5.ii. Prospective committees shall have Executive Directors and Assistant Directors appointed in adherence with Article II of the Bylaws.

VI.C.5.ii.a. Officers of prospective committees shall follow the Bylaws requirements for other committees.

VI.C.5.iii. Two (2) academic days before the proposed bill 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.C.5.iv. 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.C.5.v. 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.C.5.v.a. The committee shall be incorporated into the Programming Department by a two-thirds (2/3) vote by the Senate.

VI.C.5.v.b. Should a two-thirds (2/3) majority not be met, the trial committee shall be considered dissolved.

VI.C.5.vi. Accounts shall be made as a budget item for all newly incorporated committees under the Programming Department after a successful trial semester.

VI.C.5.vii. Committees in trial period semesters are prohibited from purchasing materials that would endure beyond their trial period.

VI.C.6 Committee Elimination

VI.C.6.i. Committees shall be eliminated by a two-thirds (2/3) vote by the Senate.

VI.C.6.ii. Two (2) academic days before the proposed bill 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.C.6.iii. After a vote of elimination, the committee will be eliminated at the end of the Undergraduate Student Government term.

Article VII: The Judicial Branch

Section A: The Judicial Council

VII.A.1. Duties of Justices

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

VII.A.1.ii. Justices shall review impartially and objectively all cases brought before the Judicial Council by an officer or member of the Undergraduate Student Government.

VII.A.1.ii.a. Hearings and all deliberations of the Council shall be closed to the public.

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

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

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

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

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

VII.A.1.vi. No currently seated officer of any USG branch may concurrently serve as a Justice.

VII.A.1.vii. There shall be five (5) justices.

VII.A.1.vii.a. Of these, four (4) shall be Associate Justices and one (1) shall be the Chief Justice.

VII.A.1.viii. Justice may not endorse, volunteer, or campaign for any candidates in the USG elections.

VII.A.2. Duties of the Chief Justice

VII.A.2.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.A.2.i.a. If fewer than two (2) applicants for Chief Justice meet this requirement, then this requirement shall be waived.

VII.A.2.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, Elections Code, and any other necessary documents, or whenever a case has been filed.

VII.A.2.iii. The Chief Justice shall swear in Senators, the Vice President, and the President.

VII.A.3. Duties of the Chief Justice Pro Tempore

VII.A.3.i. The Judicial Council may select a Chief Justice Pro Tempore to assist with the work of the Council.

VII.A.3.ii. The Chief Justice Pro Tempore, if any, shall fulfill the duties of the Chief Justice at the request of the Chief Justice.

VII.A.4. Jurisdiction, Power, and Authorities of the Judicial Council

VII.A.4.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.A.4.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.A.4.iii. All USG elections, except for that of Speaker of the Senate, shall be overseen by the Judicial Council.

VII.A.5. Personnel Hearings

VII.A.5.i. Justices shall have final rule on all questions pertaining to personnel removal.

VII.A.5.i.a. An exception shall be made only when the Judicial Council is a party, in which case the Senate shall be the final court.

VII.A.5.ii. In all personnel hearings, the Judicial Council shall serve as the primary court.

VII.A.6. Elections Code Hearings

VII.A.6.i. Justices shall have final rule on all questions pertaining to violations of the Undergraduate Student Government Elections Code.

VII.A.6.ii. The Judicial Council will be the first and final court to hear cases pertaining to the Elections Code.

VII.A.6.iii. The Judicial Council must rule on all matters concerning the Elections Code.

VII.A.6.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.A.6.iv.a. The Judicial Council must make a preliminary ruling within twenty-four (24) hours of hearing the case.

VII.A.6.iv.b. The defendant in these matters must be given at least twelve (12) hours notice to prepare a defense, make inquiries, and produce witnesses.

VII.A.7. Other Judicial Council Hearings

VII.A.7.i. In non-elections hearings, the Judicial Council will serve as the first and final court.

VII.A.8. Hearing Procedures

VII.A.8.i. A complaint can be filed by submitting a paper statement to the Undergraduate Student Government Office, the Division of Student Life Campus Activities Office, or by online submission to the Chief Justice.

VII.A.8.i.a. The complaint must explain the nature of the case, all stipulations that are being contested, and the person(s) against whom the case is being brought.

VII.A.8.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.A.8.iii. Prior to hearing the case, the Judicial Council must inform the Senate that a hearing will occur.

VII.A.8.iii.a. At this time, all justices who are going to voluntarily recuse themselves from participating in the case must notify the Senate.

VII.A.8.iv. The Judicial Council will hear the case in an expeditious manner, no longer than two (2) weeks after agreeing to hear the case.

VII.A.8.v. The Judicial Council will issue a ruling to the interested parties within seventy-two (72) hours of hearing the case.x

VII.A.8.v.a. The decision will be made available to USG Advisor(s), all justices, the President, the Parliamentary Secretary, the Chief Communications Officer, the petitioner, and the respondent.

VII.A.9. Hearing Requirements

VII.A.9.i. Rulings by the Judicial Council require a hearing with opposing sides and a conflict between those sides.

VII.A.9.i.a. Both sides must be given a fair opportunity to present their case in full.

VII.A.9.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.A.9.iii. The Advisor(s), or a designee from Student Life 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.A.9.iv. If the 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.A.9.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.A.9.vi. 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 President and Advisor.

VII.A.9.vii. The Judicial Council shall apply sanctions appropriate in a uniform manner.

VII.A.10. Appeals

VII.A.10.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.A.11. Quorum

VII.A.11.i. Quorum is necessary to conduct business.

VII.A.11.i.a. Quorum shall be a majority of the currently seated justices.

VII.A.11.ii. In cases where the Judicial Council cannot form a quorum, the Senate will hear these cases in accordance with the governing documents with the Senate substituting for the Judicial Council.

VII.A.11.ii.a. If the Senate hears a case through the process in this section, the decision of the Senate may be appealed to the Judicial Council for the reasons specified in VII.A.10.

Section B: Appointment of Judicial Branch Officers

VII.B.1. The President shall appoint all officers of the Judicial Branch.

VII.B.1.i. The Committee on Judicial Branch Appointments shall form to advise the President on Judicial Branch appointment(s).

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

VII.B.1.i.a.2. The Chief Justice shall serve as the Chair of the Committee, and shall only cast a vote in the event of a tie.

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

VII.B.1.i.a.4. In the event there is a Speaker of the Senate vacancy, the President shall select another Senator to serve on the Committee.

VII.B.1.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.B.1.iii. Judicial Branch nominations must be confirmed by a two-thirds (2/3) majority vote of the Senate.

Section C: The Elections Process

VII.C.1. There shall be an Elections Code for all general and special elections.

VII.C.1.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 Judicial Council deems necessary.

VII.C.1.ii. The Undergraduate Student Government Constitution and Bylaws shall supersede the Elections Code in all areas of difference.

VII.C.2. The joint ticket for President and Vice President will be elected by a system of ranked choice voting.

VII.C.3. 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.

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

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

VII.C.5. 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.

VII.C.6. Campaign materials and activities, and use thereof, shall be regulated by University policies, the Constitution and Bylaws, and the Elections Code.

Section D: Oaths of Office

VII.D.1. The elected individuals shall be sworn in by the Chief Justice, using the oaths in the following sections, at the first meeting.

VII.D.2. 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."

VII.D.3. 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."

VII.D.4. 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 VIII: Disciplinary Action Against Officers

Section A: Disciplinary Action Against Elected Officials

VIII.A.1. Any undergraduate student may file a complaint against the President, Vice President, or a Senator, with the Judicial Council.

VIII.A.1.i. Complaints must be filed using the process for hearing procedures.

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

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

VIII.A.1.iii.a. A desired course of action may include, but is not limited to, mandatory meetings with the Advisor or other officers or withholding all or part of a stipend.

VIII.A.1.iii.b. 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 court of a felony, or violation of legislative mandate.

VIII.A.1.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.

VIII.A.2. If the complaint is valid, the Judicial Council shall immediately notify the President, Vice President, or Senator in writing that a complaint has been filed and the nature of the complaint.

VIII.A.2.i. The Council shall hear the case using the procedures identified in VII.A.8.

VIII.A.3. 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.

VIII.A.4. The Judicial Council, in its ruling, shall determine whether the elected official was impeached.

Section B: Removal of Elected Officials

VIII.B.1. Following impeachment by the Judicial Council, the Chief Justice shall present its ruling to the Senate within ten (10) academic days.

VIII.B.2. The Senate shall vote to remove the elected official by a two-thirds majority vote.

VIII.B.2.i. The President may not veto a vote from the Senate regarding the removal of an elected official.

VIII.B.2.ii. A Senator subject to a removal vote must recuse themself.

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

VIII.B.3.i. The Council may affirm or reverse the decision of the Senate.

VIII.B.3.ii. The Council's decision or action shall be final.

VIII.B.4. 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 C: Disciplinary Actions Against Appointed Officers

VIII.C.1. The Executive Cabinet has the power to enact disciplinary action or remove any appointed officer at their own discretion, by a unanimous vote of the Executive Cabinet, if they feel that the individual is not performing up to USG standards.

VIII.C.1.i. In the case of a disciplinary action against or removal of an Executive Officer, the Officer in question may not vote.

VIII.C.1.ii. The decision of the Executive Cabinet shall be final and reported to the Judicial Council in writing. Any interested party may appeal the decision to the Judicial Council.

VIII.C.1.ii.a. The Council may affirm or reverse the decision of the Executive Cabinet.

VIII.C.1.ii.b. The Council's decision or action shall be final.

VIII.C.ii.c. If a Justice is the subject of the vote, an appeal must go to the Senate, who will approve the action by two-thirds majority vote.

VIII.C.2. Any undergraduate student may file a complaint against an appointed officer with the Judicial Council.

VIII.C.2.i. Complaints against Judicial Council Justices shall be filed with the Chief of Staff. The Executive Cabinet shall act as the Judicial Council for the following procedures when related to Judicial Branch disciplinary action.

VIII.C.2.i.a. Actions taken by the Executive Cabinet against a Judicial Branch officer may be appealed to the Senate, whose decision shall be final by a two-thirds majority vote.

VIII.C.2.ii. Complaints must be typed and delivered to the relevant Executive Officer.

VIII.C.2.iii. The author must be identified in the complaint and shall not remain anonymous.

VIII.C.2.iv. The complaint must clearly indicate a desired course of action and a section of the Constitution, Bylaws, or Code of Ethics violated.

VIII.C.2.iv.a. 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 court of a felony, or violation of legislative mandate.

VIII.C.2.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.

VIII.C.3. If the complaint is valid, the relevant Executive Officer shall immediately notify the officer in writing that a complaint has been filed and the nature of the complaint by the end of the next academic day.

VIII.C.4. The Judicial Council shall vote to enact a disciplinary action against the officer within ten (10) academic days of the filing of a valid complaint by a two-thirds (2/3) majority vote.

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

VIII.C.5. The decision of the Judicial Council shall be final.

VIII.C.6. The accused officer 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.

Article IX: The Student Programming Fee

Section A: The Allocations Process

IX.A.1. The Allocations Committee shall consist of the Executive Cabinet that will be in office when the budget is in effect. If possible, they shall receive the advice of the previous Allocations Committee.

IX.A.1.i. The Allocations Committee shall convene at least three (3) Budget Hearing meetings at which USG Account Holders are welcome to present how they spent their Programming Fee Allocation in the current year and request an allocation for the forthcoming year.

IX.A.1.i.a. Account Holders are defined as the executive, executive-elect, or executive-designate, in charge of a committee, assembly, or project listed as receiving money on the USG Budget.

IX.A.1.ii.The Allocations Committee shall meet to review historical spending in each account and proposals submitted to the Budget Hearings of the Senate.

IX.A.2. The Budget Hearings shall take place on at least three (3) different meetings before June 30th.

IX.A.2.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.

IX.A.2.ii. The Chief Financial Officer or Chief Financial Officer-designate will invite Account Holders to present at specific Budget Hearing meetings.

IX.A.2.iii. Scheduling conflicts will be accommodated only with two (2) or more weeks of advanced notice.

IX.A.3. 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.

IX.A.4. The President, at the beginning of their term, shall submit this budget to the Senate for debate and approval no later than the last Senate meeting before June 30th.

IX.A.5. Once the budget is submitted to the Senate, the Senate shall convene to review and approve the budget.

IX.A.6. All interested parties may come to the Budget Hearing meeting to speak on behalf of their organization.

IX.A.7. After the Senate is satisfied with the changes made to the Allocations Committee Budget, it shall be approved by a majority vote of the members present.

IX.A.7.i. Each voting member of the Senate shall be a voting member during the approval of the budget.

IX.A.7.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.

IX.A.7.iii. The allocations, as approved by the Senate, shall be submitted to the Division of Student Life on or before June 30th.

IX.A.8. The Budget Proposal shall make the best estimate of programs planned for the upcoming fiscal year and their associated costs.

IX.A.9. If the budget is to be changed from the form approved by the Senate, the Senate must

give its approval to the changes.

IX.A.10. 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 to the USC Community.

IX.A.11. The outgoing Allocations Committee shall draft the end of the year report of the Undergraduate Student Government accounts.

> IX.A.11.i. The report shall be submitted to the Advisor and the incoming Allocation Committee by the last Senate meeting.
>
> IX.A.11.ii. The advisor shall maintain a record of the reports for three years from the date submitted.
>
> IX.A.11.iii. A redacted version of the report shall be made available to the public upon request.

Section B: Programming Fee Control Board

IX.B.1. An advisory committee shall exist to assist the President with determining the evolution of the Student Programming Fee.

IX.B.2. The Chief Financial Officer shall chair the Control Board and shall have no vote.

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

IX.B.3. The Student Programming Fee Control Board will convene each fall semester.

IX.B.4. 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.

IX.B.5. 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.

IX.B.6. 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.

IX.B.7. In accordance with the Student Programming Fee Manual, the President will compose a letter to the Vice President for Student Life regarding whether the fee will increase or remain the same for the upcoming year before the end of September.

IX.B.8. 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 C: Undergraduate Student Government Accounts

IX.C.1. The Undergraduate Student Government shall establish and maintain the necessary accounts to accommodate the expenses of the Undergraduate Student Government.

> IX.C.1.i. The accounts shall include, but not be limited to, the Administrative Account, the Development Account, the Executive Account, the Legislative Account, the Stipend Account, the Communications Account, the Funding Account, the Elections Account, and any necessary Programming Accounts.

IX.C.2. The Administrative Account is intended to accommodate the administrative expenses incurred during the daily operations of the Undergraduate Student Government office.

> IX.C.2.i. Funds from the Administrative Account may not be used for programming or project-specific expenses.
>
> IX.C.2.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 Chief Financial Officer or Advisor.

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

IX.C.4. The Executive Account is intended to accommodate the programming, research, and project expenses of constitutional officers and directors.

> IX.C.4.i. Funds from this account may also be used for permanent Senate projects.
>
> IX.C.4.ii. Expenditures made from this account are to be event-specific and project-oriented.

IX.C.5. The Legislative Account may be used by officers of the Legislative Branch for projects determined to be beneficial to the student body, as described in Article III Section P and in the Legislative Fund Guidelines.

IX.C.6. The Stipend Account is intended to accommodate the officers who receive tuition remission stipends.

> IX.C.6.i. The stipend for all officers and employees of the Undergraduate Student Government shall be in this account.

IX.C.7. The Communications Account is intended to provide for the publicity and communication efforts of the Undergraduate Student Government.

IX.C.8. The Funding Account is intended to provide funding to student organizations through the Funding Department Funds, as outlined in Article IV.

IX.C.9. The Elections Account is intended to provide for all expenses relating to the Undergraduate Student Government elections and recruitment processes.

IX.C.10. The Programming Department shall establish accounts as necessary to provide for its programming, publicity, management, and all other needs.

IX.C.11. Funds from a given Account may not be used to fund items or activities already covered by another existing Undergraduate Student Government Account.

Section D: Stipends

IX.D.1. There are officers of the Undergraduate Student Government who are eligible to receive tuition remission stipends for their substantial time given to the organization.

IX.D.2. 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.

IX.D.2.i. Stipends do not encompass the full scope of officer duties.

IX.D.3. The stipend is expressed in dollars per year.

IX.D.3.i. The number of dollars is divided into monthly installments, or in another form determined by the Division of Student Life and University Disbursement Control.

IX.D.4. 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 Allocations Committee.

IX.D.4.i. The President and Vice President shall each receive nine thousand five hundred dollars ($9,500).

IX.D.4.ii. The Chief of Staff, the Chief Programming Officer, and the Chief Financial Officer shall receive eight thousand five hundred dollars ($8,500).

IX.D.4.iii. The Chief Communications Officer, the Chief Diversity Officer, and the Speaker of the Senate shall each receive seven thousand two hundred dollars ($7,200).

IX.D.4.iv. The Senior Executive Aide shall receive three thousand six hundred dollars ($3,600).

IX.D.4.v. All Funding and Communications Department Directors shall receive four thousand five hundred dollars ($4,500).

IX.D.4.v.a. All Associate Directors in these Departments shall receive three thousand six hundred dollars ($3,600).

IX.D.4.v.b. All Co-Directors in these Departments shall receive two thousand two hundred and fifty dollars ($2,250).

IX.D.4.vi. All Programming Department Executive Directors shall receive five thousand four hundred dollars ($5,400).

IX.D.4.vi.a. All Co-Executive Directors in the Programming Department shall receive two thousand seven hundred dollars ($2,700).

IX.D.4.vi.b. All Assistant Directors in the Programming Department shall receive one thousand eight hundred dollars ($1,800).

IX.D.4.vii. Senators shall receive three-thousand six hundred dollars ($3,600).

IX.D.4.viii. All Committee Chairs shall receive three thousand six hundred dollars ($3,600).

IX.D.4.ix. The Parliamentary Secretary shall receive one thousand eight hundred dollars ($1,800).

IX.D.4.x. All Advocacy Liaisons shall receive one thousand eight hundred dollars ($1,800).

IX.D.4.xi. The Chief Justice shall receive four thousand five hundred dollars ($4,500).

IX.D.4.xii. All Associate Justices shall receive nine hundred dollars ($900).

IX.D.4.xii.a. The Chief Justice pro tempore shall receive one thousand eight hundred dollars ($1,800).

IX.D.4.xiii. The Allocations Committee may allocate up to three thousand six hundred dollars ($3,600) to stipends for positions not listed in this section at a rate of nine hundred dollars ($900) per two office hours served per week.

IX.D.5. Stipends for all paid Undergraduate Student Government officers shall be contingent upon completion of duties outlined in the Bylaws, as specified at the beginning of each academic year by the Executive Cabinet and the Advisor(s).

IX.D.5.i. Stipends may be prorated based on work completed and time served.

IX.D.6. Stipends are payable on a day determined by USC Accounts Payable each month, or as otherwise determined by the Division of Student Life.

IX.D.6.i. Under no circumstances will a stipend be paid before the regularly scheduled day.

IX.D.6.ii. The contingent portion of the stipend shall be included in the last check of the USG year.

IX.D.7. Any officers who are not full time students forfeit their stipends except for spring semester seniors who maintain at least six (6) units during their final semester at USC.

IX.D.7.i. Part-time students may appeal the forfeiture of their stipend to the Division of Student Life.

IX.D.8. If a new officer of Undergraduate Student Government succeeds to a vacated paid position, the new officer'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 Chief Financial Officer and the Advisor(s).

IX.D.9. 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 X: Staff Support

Section A: Campus Activities

X.A.1. The Director of Campus Activities will provide necessary staff support to the Undergraduate Student Government.

X.A.2. 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 B: Student Workers

X.B.1. At the discretion of the Chief of Staff, Advisor(s) and with the approval of the Chief Financial Officer, the Undergraduate Student Government may hire student workers to assist with the work of the organization.

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

Article XI: Standing Rules

Section A: Office Policy Manual

XI.A.1. 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.

XI.A.2. 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.

XI.A.3. The manual shall include the Undergraduate Student Government Continuity of Operations (COOP) plan, which shall describe organizational procedures in the case of an emergency.

> XI.A.3.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 Life to make necessary, temporary changes to the operational policies and procedures of the Undergraduate Student Government.
>
> XI.A.3.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.

XI.A.4. 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 B: Contracts and Agreements

XI.B.1. 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.

> XI.B.1.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.

XI.B.2. All contracts between the Undergraduate Student Government and a USC entity must be signed by an Executive Officer and a representative of Student Life, and must expire in three (3) years or less.

XI.B.3. The Parliamentary Secretary shall maintain a record of all contracts and agreements.

Section C: Office Hour Policies

XI.C.1. All USG officers who must hold office hours, as stipulated in the Bylaws, must serve required office hours in the USG office.

XI.C.1.i. The USG office is officially open between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday.

XI.C.1.ii. Failure to follow office hours shall lead to consequences as outlined in the Office Policy Manual.

XI.C.1.iii. All officers that are required to serve more than eight (8) office hours per week are allowed to fulfill up to two (2) of such hours with USG meetings in which their attendance is mandatory.

XI.C.1.iv. All officers that are required to serve six (6) or more office hours may elect to hold a portion of these office hours externally to fulfill other USG duties. The specific requirements for external office hours must be updated and regulated by the Chief of Staff in the Office Policy Manual.

Section D: Office Hour Requirements

XI.D.1. The President and Vice President shall each maintain twenty (20) office hours per week during the academic year.

XI.D.1.i. The President and Vice President are to make themselves available to the students who they represent.

XI.D.1.ii. One (1) office hour, each, shall be dedicated to an Executive Cabinet meeting, which the President and Chief of Staff will lead.

XI.D.1.iii. The President and/or Vice President shall maintain a minimum of seventy (70) office hours throughout the course of Summer Break.

XI.D.1.iii.a. These hours shall be paid work hours with no more than seventy (70) hours being paid.

XI.D.1.iii.b. USG shall work alongside USC Housing to help provide affordable housing over the Summer Break if necessary.

XI.D.2. The Chief of Staff, the Chief Programming Officer, and the Chief Financial Officer shall maintain eighteen (18) office hours per week during the academic year.

XI.D.2.i. These officers shall maintain a minimum of sixty (60) office hours throughout the course of Summer Break.

XI.D.2.i.a. These hours shall be paid work hours with no more than sixty (60) hours being paid.

XI.D.3. The Chief Communications Officer, the Chief Diversity Officer, and the Speaker of the Senate shall each maintain sixteen (16) office hours per week during the academic year.

XI.D.3.ii. One (1) office hour, each, shall be dedicated to an Executive Cabinet meeting,

which the President and Chief of Staff will lead.

XI.D.4. Senators shall maintain eight (8) office hours per week during the academic year.

XI.D.5. Committee Chairs shall maintain eight (8) office hours per week during the academic year.

XI.D.6. All Programming Executive Directors shall maintain twelve (12) office hours per week during the academic year.

XI.D.6.i. All Programming Co-Executive Directors shall maintain six (6) office hours per week during the academic year.

XI.D.7. All Communications and Funding Directors shall maintain ten (10) office hours per week during the academic year.

XI.D.7.i. All Communications and Funding Co-Directors shall maintain five (5) office hours per week during the academic year.

XI.D.8. All Associate Directors shall maintain eight (8) office hours per week during the academic year.

XI.D.9. All Assistant Directors shall maintain four (4) office hours per week during the academic year.

XI.D.9.i. One (1) of these office hours must overlap with the respective Director(s).

XI.D.10. The Senior Executive Aide shall maintain eight (8) office hours per week during the academic year.

XI.D.10.i. One (1) of these hours must overlap with the President and Vice President.

XI.D.10.ii. All other Executive Aides shall serve at least two (2) office hours per week during the academic year.

XI.D.11. The Parliamentary Secretary shall maintain four (4) office hours per week during the academic year.

XI.D.12. Advocacy Liaisons shall maintain four (4) office hours per week during the academic year.

XI.D.13. The Chief Justice shall maintain ten (10) office hours per week during the academic year.

XI.D.13.i. The Chief Justice pro tempore shall maintain four (4) office hours per week during the academic year.

XI.D.13.iI. All Associate Justices shall maintain two (2) office hours per week during the academic year.

XI.D.13.iii. The Judicial Council shall follow the office hour policies as dictated in the Office Policy Manual. However, the Chief of Staff does not have the power to sanction the Judicial Council. Instead, all violations of these policies must be elevated to Pro-staff, who will follow the sanction process outlined in the Office Policy Manual.

XI.D.14. Other officers not mentioned in this section shall maintain at least two (2) office hours per week during the academic year.

XI.D.14.i. Officers serving on the executive boards of Programming Department assemblies or committees may serve their office hours outside of the USG office.

Section E: Undergraduate Student Government Logo

XI.E.1. The USG logo shall remain unchanged unless a proposal to change the logo receives a two-thirds (2/3) vote by the Senate.

XI.E.1.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.

XI.E.2. The Logo Exploratory Committee shall present to the Senate a proposal for the new USG logo.

XI.E.2.i. If the Senate votes in favor by a majority, it passes and becomes confirmed as the new logo.

XI.E.2.ii. The existing USG logo shall remain intact until the Senators make the vote.

XI.E.2.iii. If a proposed new logo fails to pass the Senate, the Logo Exploratory Committee can present to the Senate again until a new logo passes or until the end of that term.

Article XII: Unethical Conduct and Responsibility to Report

Section A: Definitions

XII.A.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 B: Misconduct

XII.B.1. Conflict of Interest

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

XII.B.1.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.

XII.B.1.iii. No officer shall show preferential treatment towards personal friends or individuals related to them by blood, marriage, or domestic partnership.

XII.B.1.iii.a. Nepotism does not preclude otherwise qualified individuals from serving in the Undergraduate Student Government because of their relationship with any officer.

XII.B.2. Unethical Influence

XII.B.2.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.

XII.B.2.i.a. Gifts and advantages are those beyond the enumerated requirements for compensation as mandated by the Constitution and Bylaws.

XII.B.2.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.

XII.B.2.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.

XII.B.3. Elections and other Political Activity

XII.B.3.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.

XII.B.3.i.a. 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.

XII.B.3.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 C: Procedures

XII.C.1. 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.

XII.C.2. 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 D: Penalties

XII.D.1. Official violations filings will be considered by the Judicial Council of the Undergraduate Student Government in accordance with the Undergraduate Student Government Bylaws.

XII.D.2. 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.

XII.D.2.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 XIII: Amendments

XIII.A. Any proposed amendments to the Bylaws must go through a one week grace period before it is introduced to the Senate as an item of new business.

XIII.A.1. Amendments may be sponsored by any Executive Officer, any two (2) Senators, or the Parliamentary Secretary.

XIII.A.1.i. Amendments may also be proposed through the referendum process, as defined in Article VIII Section G.

XIII.A.2. During the one week grace period, the proposed amendments must be posted on

the USG website, sent to the Senate and Executive Cabinet, and announced during a Senate meeting preceding the vote.

XIII.A.3. During the one week grace period, the Parliamentary Secretary 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.

XIII.A.4. During the one week grace period, the Parliamentary Secretary shall present the proposed amendment(s) to the Director of Campus Activities for approval.

XIII.A.5. During the one week grace period, but not in the 24 hours before the Senate meeting on which the amendment will be voted on, the proposed amendments may be changed so long as the changes are noted on the USG website, notice is sent to the Senate and Executive Cabinet, and approval is given by the Director of Campus Activities.

XIII.A.6. If the steps listed above are not taken, no changes to the Bylaws can be made.

XIII.A.7. These requirements shall also be used for amendments to the Constitution.

XIII.B. If a proposal to amend these Bylaws receives the five-sixths majority vote of the currently seated senators, a majority vote of the Executive Cabinet, and a majority vote of the Judicial Council following review by the Parliamentary Secretary and Director of Campus Activities, the Bylaws shall be declared duly amended.

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

XIII.B.2. Any other Bylaws amendments shall be duly amended.

XIII.C. 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 Cabinet, and a majority vote by the Senate, the Bylaws shall be declared duly amended.

XIII.D. Any proposed amendments to lists in these Bylaws, including but not limited to sections III.F.2. et seq., III.K.2., VI.A.1., VI.A.2.i., and VI.A.2.ii., may be amended through separate processes as outlined elsewhere in these Bylaws, including but not limited to sections III.J.2., VI.B.4., VI.B.5., VI.B.6., VI.C.4., VI.C.5., and VI.C.6.