



Undergraduate Student Government

University of Southern California

USC UNDERGRADUATE STUDENT GOVERNMENT 2022-23

Office Policies Manual

Current to October 18, 2022

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General Officer Expectations and Office Policies

The Division of Student Affairs and the undergraduate student body expect quality effort and performance from members of the Undergraduate Student Government. Each year, USG is expected to address the most important issues affecting undergraduate students, advocating on behalf of the student body with particular focus on promoting the interests of marginalized and disadvantaged students. USG should create goals relating to these matters, work with the Student Affairs staff to meet these objectives, and properly transition the incoming USG members to ensure future success. USG is charged with creating a diverse range of events, resources, and opportunities which add value to students' holistic development and enable them to understand, discover, and enjoy their undergraduate experience. This document is not intended to address every dimension of office conduct for next year-- further rules, stipulations, and guidelines may be introduced as needed by the Chief of Staff, USG Pro-Staff, or other leaders in the organization.

Eligibility Requirements and University Policy

- All USG officers must maintain a **2.500** minimum GPA each semester.
- All USG officers must be full-time undergraduate students in good standing as defined by the registrar, with the exception of second-semester seniors who must maintain **8.00** units during their final semester.
- All USG officers are subject to the approved USG governing documents (the Constitution, Bylaws, Code of Ethics, and the Office Policies Manual), to the USC Student Handbook, and other USC policies, and to all applicable local, state, and federal laws.
- As presented in the USC Student Handbook, understand that USC and USG are committed to maintaining an environment conducive to learning and scholarship, and free from all acts of bias; a formal written policy has been developed that specifies certain behaviors by faculty and employees of the University, which fall within the definition of sexual harassment and are subject to sanction.
- Every officer of USG should be familiar with the USC Code of Ethics.

Attendance and Office Hours

Attendance Requirements

- Attend **all** meetings with your respective department, committee, or team.
- Come to **all** one-on-ones with your Executive Officer, Advisor(s), and Graduate Advisor(s).
- Attend **at least** one Senate meeting each month.
- Attend at least two USG-sponsored events per semester. These can be events put on by Assemblies, Programming Committees, or other USG-affiliated organizations.

Your attendance at these events should be verifiable by the Chief of Staff. It never hurts to take a selfie at an event and send it over for confirmation! Note: this section is subject to change in accordance with USC COVID-19 preventative policies.

Office Hour Requirements

USG officers must complete **all** weekly office hour requirements as scheduled.

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Tentative office hour schedules for fall semester are due by **August 31st, 2022** to the Chief of Staff. Officers will be held accountable to these hours unless they notify the Chief of Staff of changes.

Official office hour schedules for fall semester are due by **September 10th, 2022** to the Chief of Staff. After this date, office hours cannot be changed without approval from the Chief of Staff.

- All office hours must be scheduled when the USG Office is officially open, Monday through Friday, 9AM through 5PM.
 - If you are going to be late to your office hours, message the Chief of Staff in the appropriate Slack channel. !
- As per the USG Bylaws, several USG officers may hold some of their office hours externally from the USG Office to better connect with the student body.
 - These office hours, like internal ones, must be indicated on the office hours sheet, and their location on campus must also be noted.
 - All locations for external office hours must be widely accessible, convenient for students, and preferably outside.
 - Group work and collaborative external office hours are encouraged!
 - Without accommodation, only the following officers may meet externally: President, Vice President, Chief Diversity Officer, Chief Programming Officer, Legislative Committee Chairs, Senators, Programming Directors
 - If this flexibility is abused, the Chief of Staff reserves the right to revoke the privilege of external office hours
- All USG Executive Officers will have access to the USG office during non-regular office hours using their student ID.
- Directors, Associate Directors, Assistant Directors, and Senators will be granted office access after non-regular office-hours on an as-needed-basis. Use of the USG office after hours for additional irregular meetings outside of the regular office hour period must be pre-approved by an Executive Officer.
- **Your office hours are for USG work!** Doing non-USG work (including homework, research, work for other RSOs, etc.) during office hours is not allowed. You are here to further the interests of the student body.
 - You are welcome to reschedule office hours to be made up at a later date with approval from the Chief of Staff. Excessive use of this exception will warrant a check-in from the Chief of Staff or Pro-Staff.
 - If you feel that you do not have adequate USG work to do during your office hours, consider one of the following:
 - Say hello to the Chief of Staff and ask what else is going on in the organization.
 - Ask other departments and leaders what they are working on-- offer your help to your peers!
 - Check in with your Executive Officers.
 - Read the Daily Trojan to get ideas for initiatives and new perspectives.
 - Research peer institutions and browse their student governments' websites.
 - Begin writing your transition guide -- it's never too early!

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- At the end of the day, office hours and their stipulations are the responsibility of the Chief of Staff. Any concerns you have about time management or commitment to USG can be brought to the Chief of Staff-- it's what they are there for!
 - Things like office hour rescheduling, external office hours, and makeup hours are the purview of the Chief of Staff. They reserve the right to manage these and provide further rules and adjustments as they see fit.

Absence Policy

- Arrive at office hours, meetings, and other scheduled requirements on time.
- You are responsible for notifying your Executive Officer and/or the Chief of Staff of any late arrivals, early departures, and/or absences **within 24 hours**.
 - Notify the Chief of Staff and any other relevant parties of any full or partial absences from scheduled office hours or meetings at least 24 hours prior to the absence via email or the missing office hours form.
 - If the absence was unexcused, please provide an explanation within 24 hours of the absence occurring via email.
 - In serious circumstances (hospitalization, tragic event, family matters, etc.), please communicate as soon as possible and provide notification of any extended absence.
- If you are unable to be present for your scheduled office hours, you must make up these hours within a week. Missed one-on-ones must be rescheduled within a week, pending the availability of other relevant parties to the discussion. Excessive failure to notify and reschedule office hours and meeting absences may result in disciplinary action.
- The Chief of Staff commits to being understanding of **any** accommodations needed for a religious, physical/emotional wellbeing, or accessibility-related reason. If you communicate in advance (via email, Slack, or in-person) with either the Chief of Staff, Pro-Staff, or your Executive Officer, USG will be able to work toward a solution that fits your needs. You do not need to be specific about the exact reason if you do not feel comfortable -- USG is here to support you.

General Office Use

- **USG shares our space with the rest of Campus Activities.** Sharing the space well is an expectation for all organization members. Rules regarding sharing the space and working near other groups will be established formally and jointly with all units in Campus Activities at the beginning of the Fall semester.
- Alcohol, illegal and legalized recreational drugs, and persons under the influence of alcohol and/or drugs are prohibited in the USG office. Anyone caught is subject to disciplinary action per the USC Student Handbook guidelines.
- USG officers are encouraged to visit the office to study and bond with other members outside of their office hours, though this should not come at the disruption of other members' work. Be respectful of others' workflow; Executive Officers reserve the right to ask any disruptive student to leave the office.
- Don't leave items of value lying unattended in the USG Office. The high traffic can cause items to be lost or stolen. USG assumes no liability if items are lost, broken, stolen, or borrowed while in the office.
- Turn off the lights, shut down any computers, and lock the door to the USG Office if you are the last to leave.

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- Eating and/or snacking in the USG office is allowed and welcomed with two provisions: 1) you must be mindful of those around you with allergies; and 2) you must clean up after yourself. Failure to adhere to this policy will result in the suspension of this privilege. This is subject to change in accordance with USC COVID-19 prevention policies.

Photocopies, Printers, and Office Supplies

- USG officers are advised to limit all paper printing, unless deemed necessary, to promote a sustainable work environment. Most documents and forms are online, so printer usage should be kept to a minimum.
- Office copier policy will be determined jointly by USG leaders and Campus Activities at the beginning of the Fall semester.
 - No non-USG work can be printed in the office. Prior to printing, you must “sign in” to the printer and list what items are being printed
 - This sheet can be found directly next to the printer
- Office supplies should be stored securely, and should be accessed or brought out by the Chief of Staff, Peer Leadership Team, Pro-Staff, and Executive Officers.
 - All office supplies should be stored in the “Fish Bowl.” Officers are not allowed to enter the fishbowl without direct supervision of those listed above

Office Software and Technology

- The use of office computers and desktops should be limited to USG business only.
- Work should **never** be saved to the desktop of a USG workstation, only the USG Central Shared Drive.
 - The only exception to this policy are workstations located in the offices of Executive Officers, which are reserved for the use of the respective Executive Officer. Executive Officers may give permission to USG officers to use their workstations.
- Use the **USG Central Shared Drive** and/or the Google Drive associated with your committee/assembly/position to save materials.
 - The USG Central Shared Drive is to be owned and operated by the Chief of Staff.
- If you are the last person of the day to use any USG computer, please shut it down before leaving the office.

Reservations and Check-Out Procedure

USG has certain items and room reservations available for use by all USG officers and affiliated groups. Affiliation refers to the capacity that an individual is working with Campus Activities. Items must be used for events/meetings pertaining to work related to Campus Activities.

Room Reservations

- There are two conference rooms available for reservation. You are able to reserve the spaces up to two weeks in advance, and you **must** email normaa@usc.edu with the reservation request.
 - Please check room availability before making the request.
- You must include: time, date, affiliation, and reason for reserving the space.
- If you are making a recurring reservation, indicate that in the email as well.

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Item Check-Out

- Items available for use include: the golf cart, projectors, adaptors, cameras, and tables.
- If you are interested in checking out an item, you **must** follow the procedure below:
 - Ask the Peer Leadership Team (PLT) to reserve any non-tablet item. Tablets must be reserved through normaa@usc.edu. Requests must be made at least three business days prior to when needed.
 - Your item will be available for pickup at noon the day requested for and should be dropped off during office business hours after use or before 11AM the next day.
 - All item checkouts, including but not limited to the golf cart, must be completed on a google sheet that will be accessible on the first day of the Fall semester.
- To ensure all items are handled with care and returned on time, you will be held to the check-out strike system.
 - Strikes are accumulated per affiliation and will be cleared at the end of every semester.
 - Three strikes will place the affiliation under a ban from reserving items for two weeks.
 - Strikes will be cleared after the two week ban is completed.
 - If an item is returned damaged, the affiliation (group) must purchase a replacement out of their own budget.
 - An emergency check out is considered when a request to check out is given less than one business day in advance.

Infraction	Value	Infraction	Value	Infraction	Value
<i>Returned Late (Day Of)</i>	0.5	<i>Returned Damaged</i>	1	<i>Emergency Check Out</i>	0.5
+ <i>Each Day</i>	1				

Transparency and Accountability

- As an officer of USG, you are reminded that you were appointed or elected to serve and represent the student body's needs. As such, USG Officers will be held accountable to the USG Governing Documents and the expectations of their team or department to ensure that they are acting in the best interests of the students by producing work of sufficient quantity and quality.
- 10 percent of the stipends for eligible USG members is contingent upon the completion of duties outlined in Bylaws§X.D.5., and the effective transition of your replacement
- You are required to complete all tasks, including forms sent by any Executive Officer and paperwork, in a timely, thorough, and effective manner and meet deadlines. Communicate anticipated delays or extended timelines in advance.
- As required by your department or the Bylaws, communicate project updates to your team and/or Executive Officer on a regular basis. The Chief of Staff may also track performance and progress.
- Work in the open -- to the extent that it is possible, default to public Slack channels and the USC USG Central Drive to encourage transparency and collaboration between branches. This is also critical to Continuity of Operations in the extent of a disaster.
- Keep an online record on Google Drive and your USG email (if applicable) of all internal and external communications, as well as all documents, lists, research, evaluations, and notes from your time in USG.

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- You are expected to pass on all of your materials to your successor, as well as maintain communication and demonstrate mentorship during the transition period.

Sustainability

- Within the USG office, all officers are expected to be mindful of their consumption and resource usage.
 - Do not waste resources or supplies.
 - Recycle and reuse materials where possible.
 - Limit the amount of paper you print and use. Most documents are online now, and paper use should be kept to a minimum.
 - Bring reusable water bottles, mugs, or dishware when possible.
 - Turn off all computers, printers/copiers, and other electronics that do not need to be left on at the end of the day to help reduce energy usage.
- **All USG-sponsored events must utilize eco-friendly products wherever possible.** Avoid styrofoam, plastics, and other unsustainable products.
- For events with food, maintain strict estimated attendance figures in order to avoid over-purchasing food items.
- When possible, coordinate distribution of leftover food items to participants, USG officers, the Trojan Food Pantry, or other proper channels.
- Ensure availability of recycling and, if possible, composting services at events.

Working with Campus Partners

- Campus partners include all students, faculty, staff, University administrators, trustees, corporate vendors, and any other individual or organization external to USG.
- Do not give out any campus partner's private information that you may be privy to during your time in USG, including any private student and/or administrator contacts.
- Keep all documents, statistics, or other information received from any party (i.e. other students, staff members, USG co-workers, vendors, etc.) private where appropriate. If there has been a request for confidentiality of any documents or reports, it **must** be respected.
- Maintain professional behavior – you are always representing the undergraduate student body in addition to being a member of the Undergraduate Student Government.
- Schedule meetings with all administrator/faculty members in advance, and **always** communicate if you can no longer attend the meeting.
- **Utilize connections through Executive Officers and Pro-Staff, and seek their advice whenever possible.** Remember that Campus Activities can always go to meetings for and/or with USG members.
- Do thorough research and go into the meeting with a proposal for action.
- During the meeting, take notes if allowed, with careful attention to write down next-steps. Upload these notes into Google Drive so that they may be passed down to your successor(s).
- After the meeting, thank the individual(s) you met with for their time and follow up.
- All USG members of any capacity should let the Chief Diversity Officer know **before** meeting with an administrator on a sensitive topic. Members of the Legislative Branch should include administrator meetings in their weekly reports.

Contracts

- **Only authorized university officials are allowed to sign contracts. No exceptions.** Any contract signed by an officer will become the fiscal responsibility and liability of the director.
 - Note: as outlined by the Bylaws, contracts can be signed jointly by an Executive Officer and a representative of Student Affairs, so long as it expires in three (3) years or less and is between another USC entity and USG.
 - Contracts should be discussed with advisors before signing by either party.
- All events that require a contract must follow a process for approval through the online supplier portal hosted by the USC Purchasing Office.
 - Advisors must be included in all events timelines and submissions

Media and Outreach

- Share any publications in which you, your initiative, event, team, or USG at large has been featured with the Chief Communications Officer and Director of Public Relations via Slack (#usg-features) or email. The Chief Communications Officer and Director of Public Relations will help publicize your contributions to the student body and follow up with the story.
- **When speaking as an individual**, officers may speak freely including by using your USG position title. This is strictly only to speak on behalf of themselves and their own opinions. If you wish to speak on behalf of anyone else, you will need their express consent.
- **To speak on behalf of a unit, team, department, or branch**, opinions and statements need to come from an official meeting. Any number of members can independently sign onto something in an unofficial capacity. To carry the entire branch or unit's name officially behind it, opinions need to come from a meeting and have gone through the relevant approval process by others in the group.
- **To speak on behalf of USG as an organization**, opinions and statements must be sent to the President, Vice President, and Chief Communications Officer prior to public release. Officers may use any content directly pulled from a fully approved document to express USG's view as a representative body.
- **Definitions applicable to providing information to media:**
 - **On the record:** Information can be used with no caveats, quoting the source by name.
 - **Off the record:** Information cannot be used for publication.
 - **Background:** The information can be published but only under conditions negotiated with the source. Generally, this is applicable when sources do not want their names published.
 - **Deep background:** The information can be used but without attribution. The source does not want to be identified in any way, even on condition of anonymity.
- **Always consult with the Chief Communications Officer and the Director of Public Relations before talking to external and/or off campus media (e.g. LA Times, NBC, CBS, ABC, etc.).**
- Recommendations when talking to on or off campus media:
 - Don't disparage other people
 - Consider the breadth of the audience
 - Give credit where credit is due
 - Avoid jargon
 - Be specific
 - Don't publicize initiatives before they are finalized
 - All public meetings can be quoted (including any Senate meetings/presentations)

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- 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.

Permission to Use the USG Brand

- Use of the USG Logo, its variations, its subsidiary elements, or clearly identifiable components of the USG brand without express consent from the President, Vice President, Chief Communications Officer, and/or their delegate(s) is prohibited. The Chief Communications Officer shall be the primary respondent for questions concerning misuse.
- The Creative Services team will check the branding on each publicized document, all changes requested by the Creative Services team must be fulfilled before publication so that each instance of the USG brand meets the requirements.

Advertising

- For events that require a contract, **absolutely no advertising of events is permitted before a contract is fully executed.**
- For all other events, no advertising is permitted until all venue, program, and security information is officially confirmed.
- Use of design materials and resources is for use by USG Directors and USG-affiliated groups ONLY and may only be used to promote USG-related activities.
- No personal, private, or commercial use of the supplies is allowed.
- **The USG logo must be prominently displayed on any advertisement for every event and program funded by any USG group.** The USG logo must be as close to equal in size as possible on all materials. Additionally, all University logo policies and procedures must be followed. When displayed, the USG logo must follow the brand guidelines.

Communication Norms and Expectations

- As an officer of USG, you are expected to be communicative with other USG officers, even when you are outside of your office hours, to ensure the proper functioning of the organization.
- Regularly check Slack and your USC email account. Respond to all emails within 48 hours and all Slack messages within 24 hours.
- For USG related email communication, use official team USG emails as much as possible. It is highly encouraged that team emails should be set to forward to the USC email of the Director or appropriate USG officer.
- It is required that you have the Slack app downloaded on your phone and desktop.
- Slack is the primary method of communication for all internal USG matters. All communication between USG members relating to USG should be through Slack.
- All communication from or between USG members should maintain a respectful tone and reflect USG's collective values.
- It is highly encouraged to share USG events, initiatives, or other information through USG officers' personal platforms when appropriate.
- If, for any reason you are unavailable to be contacted or unable to respond within the allotted time, please notify your supervisor to avoid any unnecessary breakdowns in communication.

Stipends

- Certain USG members defined in Bylaws§X.D. that have fulfilled their duties are eligible to receive a tuition remission stipend.

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- Please note that stipends do not account for all duties encompassed by your position, and are simply meant to offset the opportunity cost of taking another paid position in the form of tuition remission.

Disciplinary Policy and Procedures

Disciplinary Policy

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

Disciplinary Process

USG follows a progressive discipline policy for violation of office policies, as outlined below for **all** officers:

- Strike 1:** Mandatory meeting with relevant Executive Officer(s) and/or Chief of Staff
- Strike 2:** Mandatory meeting with a USG Advisor and/or Pro-Staff member
- Strike 3:** Termination and, depending on the severity of the infraction(s), a recommendation to the Office of Community Expectations and/or another appropriate party

It is not possible to list all the forms of behaviors that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including suspension or termination. Please note that depending on the severity of the violation, the Chief of Staff reserves the right to assign multiple strikes to a single violation:

- Excessive tardiness, absenteeism, failure to respond to communication in a timely manner, and/or failure to notify and reschedule office hours prior to 24 hours before the absence occurred
- Theft or misuse of USG property
- Failure or refusal to perform duties of the position
- Sexual or other harassment
- Discriminatory speech or action, in particular of a protected class
- Making statements on behalf of USG and/or its subsidiary bodies without prior approval by appropriate members
- Functional incapacity as a result of alcohol or illegal drugs
- Disrespectful conduct to other members or staff (including lying, defamation, and coercion) and/or to USG equipment, USG-loaned items, and spaces (including leaving trash in the office)
- Unauthorized use of office equipment

Each branch or department may also have specific rules of conduct that are not necessarily listed above but may result in disciplinary action. It is the responsibility of the Executive Officer for that branch or department to communicate these expectations in writing in advance to all affected members, including the Chief of Staff. Elected USG officers also may face a **separate** disciplinary process through Senate hearings, as stipulated in the Bylaws. The outcome of these hearings may supersede the general discipline policy outlined above.

A grievance policy exists for those USG officers that feel disciplinary action was taken unjustly. Anyone who wishes to file a grievance must notify the Advisor in writing within five business days of receiving

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disciplinary action. The letter should state why the disciplinary action was unjust. The Advisor will review your letter and the discipline letter that was placed in your file and will render a judgment. If the Advisor agrees with the Executive Officers, then the disciplinary action remains in place. If the Advisor agrees with the member filing the grievance, then some, or all, disciplinary action will be erased from the personal file.

Resignation

Resignation shall be defined as a voluntary act initiated by an officer of USG to terminate holding of their respective position or office. All officers planning to resign must submit a letter of resignation to the Chief of Staff and President within 3 days of their resignation. Failure to submit a resignation in writing may result in the entirety of an officer's stipend being refunded to the university.

Continuity of Operations Plan

Purpose

One of our core responsibilities is to represent the student body's interests to the University administration and advocate on their behalf. To accomplish this mission, USG must ensure its operations continue with minimal disruption, especially during emergency situations. The following provides planning and program guidance for implementing USG's Continuity of Operations Plan to ensure the organization is capable of conducting essential functions under all threats and conditions while recognizing the impact that an emergency may have on USG officers as part of the greater student body and community. While an emergency cannot be predicted, effective contingency planning can minimize the impact of disruption to officers of USG, staff, and the student body at large.

Scope

This plan applies to the procedures, operations, budget, and resources necessary to ensure the continuation of the Undergraduate Student Government's essential functions in the event its normal operations at the University Park Campus are disrupted or threatened with disruption. This plan applies to all USG officers as defined by Bylaws§XIV.A.1. All officers must be familiar with continuity policies and procedures and their respective continuity roles and responsibilities.

This document ensures that USG is capable of maintaining its essential functions, delegating authority, practicing fiscal responsibility, setting communications standards, and implementing emergency preparedness plans under all threats and conditions, with or without warning.

Objectives

- Ensure that USG can perform its essential functions under all conditions
- Prevent the loss of life, reduce any deterioration of well-being, and minimize property damage
- Execute a successful delegation of authority in the event a disruption renders the USG leadership unable, unavailable, or incapable of assuming and/or performing their authorities and responsibilities of the position
- Reduce or mitigate disruptions to operations
- Ensure that USG has platforms where it can continue to perform its essential operations as appropriate during a continuity event
- Protect essential facilities, equipment, records, and other assets in the event of a disruption
- Achieve USG's timely and orderly recovery and reconstitution from an emergency

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- Ensure and validate continuity readiness through a dynamic and integrated continuity test, training, and/or exercise program and operational capability

Phase 1: Readiness and Preparedness

USG participates in the full spectrum of readiness and preparedness activities to ensure its members can continue essential functions in an all-hazard risk environment. USG readiness activities are divided into two key areas:

1. Organization readiness
2. USG member and staff readiness and preparedness

Organization Readiness

The Chief of Staff shall be responsible for reviewing, maintaining, and updating the Continuity of Operations Plan annually as part of the annual maintenance of organizational readiness. In addition, the plan will be updated or amended when there are significant organizational or procedural changes or events that impact continuity processes or procedures.

All materials necessary for a digital transition in the case of a continuity event must be stored in the USG Central Drive. This includes archives, agendas, research, proposals, paperwork, budgets, and contracts. Executive Officers, and in particular the Chief of Staff, should work with Advisor(s) and staff to initiate this digital transition and ensure compliance by members throughout the year.

Officer Readiness and Preparedness

During Fall Retreat, USG officers should prepare for a continuity event by developing a personal plan to increase preparedness. To develop the Emergency Plans, use templates available at www.ready.gov. This site includes a “Get Ready Now” pamphlet, which explains the importance of planning and provides a template that you, your roommates, or your family may use to develop your specific plan. If you would like assistance, please contact the Chief of Staff or an Advisor.

USG Executive Officers each have the responsibility to create and maintain an Office Emergency Kit. The kit should be stored behind the front desk of the Office. The Executive Cabinet is responsible for carrying the kit to a safe location in the event of an emergency. USG has identified the following items as critical for inclusion in the kit:

- USG roster and officer information, including allergies and contact information
- Emergency contact numbers, including DPS, SHC, and administrators
- Cell phone charger
- Map of the surrounding area
- Continuity plan
- Flashlight
- Bottled water and non-perishable food
- Toiletries
- Mylar/ emergency blanket
- Medical supplies
- A flare gun

In order to maintain the Office Emergency kits, USG Executive Officers will assess the materials prior to Fall Retreat and shall use money from the Administrative budget to replenish any necessary supplies.

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During Fall Retreat, USG Executive Officers will also discuss the Emergency Evacuation Plan in the case of an emergency while members are in the USG Office, as well as walk through how to respond to different emergency scenarios.

Phase 2: Activation and Relocation

To ensure the ability to attain operational capability during an emergency, USG has developed activation plans. If a state of emergency is declared by the University or an appropriate government agency as determined by the Advisor(s), the Executive Cabinet shall work with the Division of Student Affairs to make changes to the operational policies and procedures of USG as outlined below. The Continuity Plan may be activated in the absence of an official University or government declaration in preparation for an imminent continuity event or situation requiring immediate implementation of continuity processes.

Decision Process Matrix

Based on the type and severity of the situation, the USG Continuity Plan may be activated by one of the following methods:

1. The President, or a designated successor, has the power to initiate the Continuity Plan activation for the entire organization
2. The Advisor(s) or Campus Activities staff may activate the Continuity Plan in response to a University of government-declared emergency or threat

Continuity Plan activation and relocation are scenario-driven processes that allow flexible and scalable responses to the full spectrum of emergencies and other events that could disrupt operations with or without warning during or outside of office hours. Continuity Plan activation is not required for all emergencies and disruptive situations, since other actions may be deemed appropriate. The decision to activate the Continuity Plan and corresponding actions to be taken are tailored for the situation, based upon projected or actual impact and severity. Decision-makers may use the below matrix to assist in the decision to activate the Continuity Plan.

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Decision Matrix for Continuity Plan Implementation		
	Office Hours	Non-Office Hours
Event with Warning	• Is the threat targeting USG or surrounding University Park Campus? • Is the threat aimed at USG officers? • Are officers and/or staff unsafe remaining in the Office? • Are there necessary materials that need to be collected from the Office?	• Is the threat targeting USG or surrounding University Park Campus? • Is the threat aimed at USG officers? • Who should be notified of the threat? • Is it safe for officers to return to the Office or campus the next day? • Are there necessary materials that need to be collected from the Office?
Event without Warning	• Is USG or surrounding University Park Campus affected? • Are USG officers or staff affected? Have they evacuated or are they sheltering-in-place? • What are instructions from first responders? • How soon must USG be operational?	• Is USG or surrounding University Park Campus affected? • What are instructions from first responders? • How soon must USG be operational?

As the decision authority, the President will be kept informed of the threat environment using all available means. The President will evaluate all available information relating to:

1. Direction and guidance from higher authorities, including Campus Activities, Student Affairs, and other University officials
2. The health and safety of USG officers
3. The ability to execute essential functions
4. Changes in readiness or advisory levels
5. The potential or actual effects on communication systems, office facilities, or other equipment
6. The expected duration of the emergency situation

Alert and Notification Procedures

USG maintains plans and procedures for communicating and coordinating activities with USG officers before, during, and after a continuity event.

Prior to an event, Executive Officers must monitor advisory information from the University or government agencies. In the event the University or a relevant government-agency as determined by the Advisor(s) declares an emergency, or normal operations are interrupted, USG will take the following steps to communicate with members:

1. The President, or designated successor, will notify the Executive Cabinet of the emergency requiring continuity activation

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2. The Executive Cabinet will notify their respective teams of the emergency and any immediate steps to take
3. USG officers are encouraged to notify family members and/or emergency contacts of the continuity plan activation
4. The Chief of Staff will send an org-wide email notifying all USG officers of the emergency and include all relevant information, guidance from higher authorities, emergency contacts and resources, and next steps

Upon the decision to activate the continuity plan or to reconstitute following an event, USG will notify all USG officers, as well as affected or interdependent affiliated students and organizations, with information regarding continuity activation, operational and communication status, and the anticipated duration of digital operations. These entities may include:

- Campus Activities
- Division of Student Affairs
- Peer Leadership Team
- Programming Member Organizations
- Registered Student Organizations

Relocation Process

Emergency procedures during office hours with or without a warning are as follows:

- USG officers will be relocated or evacuated in accordance with emergency guidelines and instruction from higher authority. In most scenarios, USG officers will be directed to proceed home or to other University facilities to wait for further guidance.
- Executive Officers and Campus Activities staff are responsible for ensuring all officers are accounted for.
- At the time of notification, information will be provided on routes to use during departure from the USG Office, if available, or other appropriate safety precautions.

Emergency procedures during non-office hours with or without a warning are as follows:

- Executive Officers should ensure that no one is in the Office at the time of notification
- USG officers should be notified to remain at their residence to wait for further instructions

Phase 3: Continuity Operations

Upon activation of the Continuity of Operations Plan, USG will continue to operate out of the USG Office and University Park Campus until directed to cease operations by the University, Student Affairs, or Campus Activities. All physical events, programs, and opportunities hosted by USG will be subsequently canceled. At that time, any essential functions will continue digitally.

Undergraduate Student Accounts and Budgeting

The Chief Financial Officer shall maintain responsibility for and control of the budget. During a continuity event, the Allocations Committee, as established in Bylaws§X.1.A, may convene an emergency meeting digitally or in-person to identify, prioritize, and reallocate budgetary resources. Where possible, affected parties should be invited to present in an emergency Budget Hearing session. Should any changes be adopted, the Senate must approve them as per Bylaws§X.1.J.

Student stipends will be continued to be paid out as outlined in Bylaws§X.4 until the end of the fiscal year, unless notified otherwise by University administration.

Digital Operations

In the notification org-wide email, the Chief of Staff will direct all operations to Slack and the USG Central Drive. Slack is already the primary channel of communication, and all materials needed for continuity of operations should already be ready and stored in the USG Central Drive including agendas, research, proposals, budgets, and contacts. If critical physical materials are stored in the Office, Executive Officers should check to see if they can be safely retrieved (especially if given prior warning) and, if not, consult with Campus Affairs staff on how to proceed without copies of the item until it is safe to return to the Office.

Unit-Specific Operations

During the digital operations period, USG will continue its essential functions. Members will not be required to maintain the pre-established Office Hour schedule, though they are still required to fulfill a limited number of duties in the Bylaws that are deemed essential. The tasks and duties fulfilled during digital operations will be submitted in a bi-weekly report submitted to an Executive Officer and the Chief of Staff to help maintain accountability. Members are expected to remain in communication with their team and Executive Officers (replying to all messages within 24 hours, as possible), or to notify the Chief of Staff if continued communication and operations will not be possible so that the duties may be delegated to another member. Essential department-specific operations, expectations, and procedures are outlined in the following sections.

Executive Cabinet

- Attend weekly cabinet meetings
- Attend one Senate meeting per month and give Officer presentations as needed
- Continue communication with designated departments
- Maintain communication with Pro-Staff and Campus Activities as a whole
- Continue to fulfill all duties as outlined in the Bylaws

Executive Aides

- Attend weekly department meetings
- Attend one Senate meeting per month
- Continue to communicate with designated Executive Officer and fulfill any duties asked of them

Funding Department

- Attend weekly Funding Department meetings
- Attend weekly or bi-weekly meetings with the Chief Financial Officer, Graduate Advisor, etc.
- Submit paperwork digitally and operate on the standard paperwork timeline
- Actively monitor internal budget trackers and University synced budgets to close out open POs, submit final invoices/receipt forms, account for cancellation fees, etc.
- Contact paid vendors to take appropriate action
- Notify all applicants of USC emergency event policies and updates, i.e mandatory cancellations

Communications Department

- Attend weekly Communications Department meetings
- Attend weekly team meetings
- Attend weekly or bi-weekly meetings with the Directors of each team and the Chief Communications Officer

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- Submit paperwork digitally and operate on the standard paperwork timeline
- To the best of your ability, continue ongoing work with campus partners, including, but not limited to, administrators, RSOs, USG assemblies, USG committees, USG Legislative Branch, etc.
- Continue communication through online platforms, including, but not limited to, email, Slack, social media, website updates, video and photo posts
- Communicate any and all necessary updates to the student body regarding USG's work during the emergency

Programming Department

- Attend weekly Programming Department meetings
- Attend weekly or bi-weekly meetings with the Chief Programming Officer, Graduate Advisor, etc.
- Submit paperwork digitally and operate on the standard paperwork timeline
- Actively monitor internal budget trackers and University sync budgets to close out open POs, submit final invoices/receipt forms, account for cancellation fees, etc.
- Notify all vendors and involved parties of event postponements and cancellations
- Host e-board and general assembly meetings online at the discretion of the directors
- Plan virtual events or making adjustments to continue advocating and programming for your respective communities to the best of your abilities

Legislative Branch

- Attend weekly Senate meetings, which will be conducted online through a public, digital medium
 - Attend weekly Pre-Senate meetings (when deemed necessary by the Speaker of the Senate)
 - Continue bi-weekly meetings with the Speaker of the Senate regarding any project updates
- Attend weekly Committee meetings, which will be conducted online through a public, digital medium
 - For committee chairs, continued communication with their assigned Senators and general members
 - Continue to meet bi-weekly with the Vice President regarding any project updates
- Continue communication to the best of their abilities with respective administrators
- Continue relationships with the student body to pass appropriate legislation when needed
- Continue communication with the Speaker of the Senate, Vice President, and the organization as a whole
- Follow the previously mentioned protocol regarding digital operations

Judicial Branch

- Continue necessary Judicial procedures and processes
- Continue general and/or special elections with respect to USG governing documents
- Ensure that USG abides by governing documents and/or policies even in emergency scenarios

Phase 4: Reconstitution Operations

When determined safe by Campus Activities, Student Affairs, or the University, USG will initiate a process to salvage, restore, and recover any and all materials from the USG Office and work to restore normal operations.

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- The Chief of Staff shall serve as the Reconstitution Manager for all phases of the reconstitution process, in close coordination with the President, Vice President, and Campus Activities Staff
- Each Executive Officer will serve on the Reconstitution Team and provide updates to USG members in their branch or department

The reconstitution process shall not commence until an authorized individual ascertains that the emergency situation has ended and is unlikely to reoccur. These reconstitution plans are viable regardless of the level of disruption that originally prompted the activation of the Continuity Plan. Depending on the situation, one or a combination of the following should be implemented:

- Reconstitute USG in its original office space and begin an orderly return
- Reconstitute USG in a temporary office space designated by Campus Activities, Student Affairs, or the University while the original office space is repaired or restored
- Reconstitute USG in a new, permanent office location
- Continue to operate digitally while the original office space is repaired or restored
- Continue to operate digitally while a new office space is built or located

Prior to relocating, the University, Student Affairs, or Campus Activities shall confirm that the office is suitable based on appropriate security, safety, and health assessments, and that USG is fully capable of accomplishing all essential functions in the space. USG should work to replace any necessary supplies or materials and request financial assistance from higher levels of the University as needed.

Devolution and Succession of Leadership

Devolution of Leadership

Upon appropriate order by the President, their designated successor, or the USG Advisor(s), USG is prepared to transfer all of their essential functions and responsibilities to Campus Activities or the Division of Student Affairs should emergency events render USG leadership and/or officers unable to support the execution of USG's essential functions. All efforts should be made to ensure USG decision-making remains in the authority of students, so as to best represent the undergraduate student body's interests. This devolution to Student Affairs or Campus Activities shall only be temporary, and authority shall be transferred back to USG as soon as essential functions can be performed once more.

Succession of Leadership

Pre-identifying orders of succession is critical to ensuring effective leadership during an emergency. In the event an incumbent is incapable or unavailable to fulfill essential duties, successors must be identified and notified so that there is no lapse in essential decision making authority. USG's orders of succession are:

- In accordance with the Bylaws, where specified.
- Described by positions or titles, rather than by names of individuals holding those positions.

The relevant governing document articles for the procedures below can be found in Constitution§II.C. and Bylaws§III.E.

In the case of a vacancy for the President:

1. The Vice President shall be sworn in as President
2. The Speaker of the Senate shall be sworn in as Vice President
3. The vacant Senate seat shall be filled by vacancy procedures as outlined in the Bylaws
4. The Senate shall directly elect a new Speaker from among their body

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In the case of a vacancy for the Vice President:

1. The Speaker of the Senate shall be sworn in as the Vice President
2. The vacant Senate seat shall be filled by vacancy procedures as outlined in the Bylaws
3. The Senate shall directly elect a new Speaker from among their body

In the case of a vacancy for the Speaker of the Senate:

1. The vacant Senate seat shall be filled by vacancy procedures as outlined in the Bylaws
2. The Senate shall directly elect a new Speaker from among their body

In the case of concurrent vacancies for the President and Vice President:

1. The Speaker of the Senate shall be sworn in as President
2. The first vacant Senate seat shall be filled by vacancy procedures as outlined in the Bylaws
3. The Senate shall directly elect a new Vice President from among their body
4. The second vacant Senate seat shall be filled by vacancy procedures as outlined in the Bylaws
5. The Senate shall directly elect a new Speaker from among their body

In the case of concurrent vacancies for the President, Vice President, and Speaker of the Senate:

1. The Senate shall directly elect a new President from among their body
2. The vacant Senate seat shall be filled by vacancy procedures as outlined in the Bylaws
3. The Senate shall directly elect a new Vice President from among their body
4. The vacant Senate seat shall be filled by vacancy procedures as outlined in the Bylaws
5. The Senate shall directly elect a new Speaker from among their body

In the case that the Senate is missing enough members that it cannot form a quorum:

1. The vacant Senate seat shall be filled by vacancy procedures as outlined in the Bylaws

Approved by the Senate on August 23, 2022

Signed by:



Hannah Woodworth *signed on August 24, 2022*

USG President