

## **Undergraduate Student Government General Bylaws**

*Pursuant to Section (L)(3) of the Undergraduate Student Government Constitution (hereafter “USGC”) the bylaws contained herein have been approved in September of 2024 to supersede all previous general and branch-specific bylaws. These rules contained herein will act as the governing bylaws of the Undergraduate Student Government (hereafter “USG” or the “organization”) in accordance with USGC (C)(12) until they are replaced or amended.*

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## **I. Common Bylaws**

### **(A) USG membership and personnel**

#### **(1) USG membership and personnel will consist of:**

##### **(a) The elected and appointed members of each branch, specifically:**

- (i) The Legislative Branch, as outlined in USGC (D)(3) and Section (II)(A)(1) of this document;**
- (ii) The Executive Branch, as outlined in USGC (E)(2) and Section (III)(A)(1) of this document;**
- (iii) The Judicial Branch, as outlined in USGC (F)(2) and Section (IV)(A)(1) of this document;**

##### **(b) The Directional Leadership Team (DLT), as outlined in USGC (C)(3);**

##### **(c) One full-time advisor, as stipulated by USGC (C)(4);**

#### **(2) Membership requirements**

##### **(a) All elected and appointed members must comply with the membership requirements outlined in USGC (C)(2);**

##### **(b) All members are required to swear and uphold the USG oath of office, failure to do so may result in loss of membership status:**

- (i) “I, (state your name), do solemnly swear that I will faithfully execute the office of (state your title) and will to the best of my ability preserve, protect, and defend the Constitution and Bylaws of the Undergraduate Student Government. As a committed and responsible leader, I will support and defend the needs and interests of the undergraduate student body. I take this obligation freely, and that I will well and faithfully discharge the duties of the office on which I am about to enter. [So help me God.]”**

##### **(c) All members are required to participate in four (4) USG sponsored events per semester;**

- (i) A USG sponsored event is defined as any campus event that USG members are involved in executing and is not a USG mandatory event.
- (ii) Participation in a USG sponsored event is defined as staffing the event, or otherwise attending in an official capacity as a representative of USG, as determined by DLT.
- (d) All members are required to participate in two (2) service events per semester:
  - (i) The purpose of service events is to ensure members of USG have the opportunity to give back to the campus community and/or greater Akron community.
  - (ii) Service events can be completed on or off campus. If completed off campus, it is preferred that the event occurs within the greater Akron area.
  - (iii) USG will facilitate service events opportunities that will be shared with members.
- (e) All members are required to participate in four (4) on-campus events per semester:
  - (i) The purpose of on-campus events is to ensure members of USG are seen on-campus in various aspects of the student experience and in the greater community.
  - (ii) Members will be required to track their membership requirements and report them to their branch leadership.
  - (f) Discretions in opportunities that fulfill these events will be determined by branch leadership and these requirements may be altered at the discretion of the DLT.
- (g) Members are required to complete office hours as defined by position.
- (h) Members are required to complete transition materials.
  - (i) Prior to the conclusion of the academic year, each member must submit transition materials to be maintained electronically by the Judicial Branch;
  - (ii) The DLT will design and distribute a template for all members;
  - (iii) These materials should include relevant information and instruction about USG as an organization and each specific position to assist new members in transitioning into that position;
  - (iv) Transition materials should be distributed to new members prior to the second week of each semester, or within one week of their appointment to USG.
- (i) The DLT members are required to submit an up-to-date version of their transition materials to the USG President and USG Advisor by 11:59pm the Friday before Spring Break.
  - (i) These materials should include all relevant and pertinent information that can guide new leadership as they transition into their new roles as leaders of their branch and members of DLT;

- (ii) The USG President and USG Advisor will review these materials to determine if changes must be completed and will report back to members by the Friday after Spring Break;
    - (iii) The DLT members must submit the final version of their transition materials to the USG President and USG Advisor by the last day of their tenure in office.
  - (j) Throughout the semester, members will be required to submit progress reports to their branch leadership at the discretion of the DLT:
    - (i) Reports will be submitted on a weekly or a biweekly basis, at the discretion of each respective branch's leadership;
    - (ii) These reports should include a review of each member's progress with regards to a specific project or goal;
    - (iii) Branch leaders should provide feedback to each member on their progress reports within a timely manner and should offer advice and resources to assist that member when appropriate.
  - (h) Branch specific membership requirements are outlined in the following sections of this document:
    - (i) Legislative Branch: (II)(A)(2)
    - (ii) Executive Branch: (III)(A)(3)
    - (iii) Judicial Branch: (IV)(A)(2)
  - (i) Failure by any member to maintain any of these requirements, or to uphold any of the duties or expectations contained herein, when applicable, may result in disciplinary action in accordance with USGC (C)(5).
- (3) Appointment procedures
- (a) Pursuant to USGC (H), all USG vacancies must be filled within a timely manner by the branch leadership in which the vacancy occurs, unless the exception in (f) applies;
  - (b) All appointments made by USG are bound by the University's non-discrimination clause, outlined in USGC (C)(10) and will not conflict with local, state, or federal law;
  - (c) Following a vacancy in any branch, a campus wide solicitation must be posted on the USG networks and circulated on ZipMail
    - (i) The solicitation may be posted for longer than one week at the discretion of the branch leadership that is responsible for filling the position;
    - (ii) The solicitation must include the position title and qualifications for the vacancy, the minimum requirements for USG membership, and instructions for applying to the position.
  - (d) Following the announcement period, each applicant who meets the USG membership requirements will be considered for an interview by the branch head in which the vacancy occurs, with the most qualified candidates being invited for an interview;

- (i) Interviews should be conducted by at least one member of the leadership of the branch in which the vacancy occurs and at least one other member of USG, preferably a member who has experience in the branch that is conducting interviews;
    - (ii) To ensure fairness and objectivity in the appointment process, all applicants for a particular vacancy should participate in a standardized interview process.
  - (e) At the conclusion of the interview process, the leadership for the branch in which the vacancy occurs should appoint the most qualified candidate to be approved in accordance with the process outlined in USGC (H), considering the candidate is still eligible and interested in filling the position.
  - (f) If, after the conclusion of the Spring Election Cycle, a vacancy exists in any Senate positions for the current term, not including Senate Chair or Vice Senate Chair, the vacancy should remain vacant and not be filled by the aforementioned appointment procedures.
- (4) Appointment Procedures for the Executive Branch by the President-elect and Vice President-elect
- (a) As the incoming Chief Executive Officer of USG, pursuant to USGC(E)(3)(a), the President-elect has the ability to change the composition of positions in the Executive Branch for the upcoming academic year.
    - (i) Simply for the purpose of notifying the current USG officers/members, a complete list of positions shall be given to the current USG President.
  - (b) Appointments made in this manner are bound by the University's non-discrimination clause, outlined in USGC (C)(10) and will not conflict with local, state, or federal law.
  - (c) The USG office and resources must be made available for the President-elect and Vice President-elect to use for these appointment proceedings.
  - (d) The positions must have a campus wide solicitation circulated on ZipMail for a minimum of one week.
  - (e) Following the announcement period, each applicant who meets the USG membership requirements will be considered for an interview with the most qualified candidates being invited for an interview.
    - (i) Interviews should be conducted by the President-elect, Vice President-elect, or both.
    - (ii) To ensure fairness and objectivity in the appointment process, all applicants for a particular position should participate in a standardized interview process.
  - (f) At the conclusion of the interview process, the most qualified candidate should be slated for appointment by Executive Order at the first meeting of the academic year.
  - (g) Per this section, the President-elect, Vice President-elect, and the newly appointed Executive Branch shall not be considered in violation of the bylaws unless

amendments to reflect these new positions are failed by a majority vote in two (2) out of the three (3) branches and/or appeal.

(5) Retreats

- (a) In accordance with USGC (C)(2)(b) all elected and appointed members of USG are required to attend one (1) USG retreat per semester, unless otherwise exempted;
- (b) The DLT or their designee(s) will develop an agenda for each USG retreat based on the current needs of the organization;
- (c) Retreats will be used as an organizational development activity and an opportunity to reflect upon and reevaluate the direction and goals of USG;
- (d) This time may also be used to welcome incoming members to the organization or to introduce transitioning members to their new roles.

(6) Semester Review Sessions

- (a) Pursuant to USGC (C)(5)(d), all members must participate in one (1) semester review session prior to the conclusion of each semester;
- (b) Members are responsible for setting personal goals for each semester, these goals may include, but are not limited to:
  - (i) Planning and completing projects that serve the interests of the member's constituency or the undergraduate population at large;
  - (ii) Faithfully and reliably executing the duties of the member's sworn office; or
  - (iii) Undertaking efforts to maximize the procedural efficiency or service capacity of USG as an organization.
- (c) These sessions should be conducted by at least one (1) DLT representative from the member's respective branch and attended by the advisor or their designee;
- (d) These sessions should be used as an opportunity to review the member's personal development and contributions to the organization, and to discuss any areas of concern or patterns of misconduct;
- (e) DLT semester review sessions:
  - (i) Prior to the conclusion of each semester, the DLT membership from each branch must meet with the advisor or their designee;
  - (ii) This time may be used to review the service outcomes of each branch and the performance of each branch's leadership members, both individually and as a team.

(7) Compensation

- (a) The USG President, in consultation with the Vice President of Student Affairs and the advisor, will decide which positions in USG are compensated and set the compensation rates for each paid position.

- (i) During the academic year, the USG President will be compensated equivalent to in-state tuition of the entering undergraduate freshman class.
  - (b) Members of USG will be recognized for their service, dependent on the completion of membership requirements, at the discretion of the USG President.
    - (i) The DLT will decide which members have completed their membership requirements
- (8) USG Advisor
  - (a) In accordance with USGC (C)(4), the organization must retain one advisor:
    - (i) This advisor must be a full-time faculty member or contract professional at the University of Akron;
    - (ii) The advisor must attend all DLT and branch meetings, unless otherwise excused;
    - (iii) The advisor will serve until the time of their resignation or removal by a majority vote of two of the three USG branches;
    - (iv) In the event of a vacancy in the position of advisor:
      - (a) The Vice President of Student Affairs, or their designee, will serve as advisor until a permanent replacement is appointed;
      - (b) The Vice President of Student Affairs will work in consultation with the DLT to appoint a permanent replacement in the position of advisor;
      - (c) The incoming advisor must be approved by a majority vote in two of the three USG branches.
- (9) Faculty Senate
  - (a) Two (2) members of USG will serve as voting student representatives on the Faculty Senate;
  - (b) One (1) representative will be the USG President;
  - (c) One (1) representative will be elected from the USG general membership:
    - (i) Elections for this position will be held at the first all-USG meeting of the USG President's term, or in the event of a permanent vacancy in this position;
    - (ii) Nominations will be taken from the entire organization;
    - (iii) Elections will be conducted by closed ballot; a majority vote of those present voting will determine the Faculty Senate representative. This rule can be suspended by a three-fourths majority of all USG members voting. In the event that this rule is suspended, the election will be conducted by an open ballot.
  - (d) The USG President and the elected representative to the Faculty Senate must attend all meetings of the Faculty Senate, unless otherwise excused;
  - (e) More than two (2) unexcused from Faculty Senate by the elected USG representative may result in removal from that position.
- (10) University Council



- (a) Three (3) members of USG will serve as voting members on the University Council;
- (b) One (1) representative will be the USG President;
- (c) Two (2) University Council representatives will be elected from the USG general membership:
  - (i) Elections for this position will be held at the first all-USG meeting of the USG President's term, or in the event of a permanent vacancy in this position;
  - (ii) Nominations will be taken from the entire organization;
  - (iii) Elections will be conducted by closed ballot, a majority vote of those present voting will determine the University Council representative. This rule can be suspended by a three-fourths majority of all USG members voting. In the event that this rule is suspended, the election will be conducted by an open ballot.
- (d) The USG President and the elected representatives to the University Council must attend all meetings of the University Council, unless otherwise excused;
- (e) More than two (2) unexcused absences from University Council by an elected USG representative may result in removal from that position.

(11) Ohio Student Government Association

- (a) Two (2) members of USG will serve as primary delegates and will have voting rights, as outlined in the OSGA Constitution and Bylaws;
- (b) Two (2) members of USG will serve as secondary delegates;
- (c) The USG President will serve on the OSGA President's council and as one (1) of the primary delegates;
- (d) All delegate seats will be elected from the USG general membership:
  - (i) Nominations will be taken from the entire organization;
  - (ii) Elections for this position will be held at the first all-USG meeting of the USG President's term, or in the event of a permanent vacancy in this position;
  - (iii) Elections will be conducted by closed ballot; a majority vote of those present voting will determine the OSGA representatives, this rule can be suspended by a three-fourths majority of all USG members voting. In the event that this rule is suspended, the election will be conducted by an open ballot.
- (e) The USG President and delegates must be able to attend the OSGA conference:
  - (i) If the President is unable to attend the OSGA conference, the Vice President will attend on their behalf;
  - (ii) If any of the elected representatives are unable to attend the OSGA conference, they must resign their seat, at which time a replacement representative will be elected.

(12) The Diversity Committee

- (a) The Diversity Committee was created on behalf of all undergraduate students at the University of Akron, regardless of their ethnographic identity;

- (b) The Committee will work relentlessly to advance the goals of inclusivity, equality, and equity at the University, and will undertake directed efforts to achieve those ends;
- (c) Through its efforts, the Committee will strive to incorporate diverse voices in a sustained and constructive dialogue concerning issues of multiculturalism and will seek, through cross-cultural exchange, to cultivate a campus environment where the expression of difference is not only embraced, but celebrated;
- (d) The Committee will be chaired by the Director of Diversity, Equity & Inclusion;
- (e) Each student organization within the RooClusive space is encouraged to send at least one (1) member to the Committee and the Committee will be open to all undergraduate students.

(13) The Textbook Scholarship

- (a) The Textbook Scholarship is funded by the Undergraduate Student Government and executed by the department of ZipAssist.
- (b) The USG President will determine, in coordination with the department of ZipAssist, how much to allocate to that account, as well as how many scholarships to award, and the dollar denomination of each scholarship.

(14) The Mental Health Task Force

- (a) The Mental Health Task Force will work to identify ways that UA faculty, staff, students, and administration can better identify and help students with mental health concerns;
- (b) The group will seek student input on the best methods of care, work to increase access to mental health care, raise awareness for the various student support offices on campus, and provide recommendations on how UA can improve student mental health and wellness;
- (c) Membership:
  - (i) The chair for this Task Force will be appointed by the sitting USG President;
  - (ii) The Task Force is open to both students and USG members with a focus on student representation;
  - (iii) Membership will be capped at a designated number determined by the USG President and chair of the Task Force.

(15) The Campus Dining Experience Committee

- (a) The Campus Dining Experience Committee will take on the various dining-related projects on campus.
- (b) This committee will work to advocate for accommodations based on student concerns, pursue sustainable solutions on campus related to dining, and improve dining structures on campus;
- (c) Membership:
  - (i) The chair for this Committee will be appointed by the sitting USG President;

- (ii) The vice chair for this Committee will be selected by the chair;
  - (iii) The Committee is open to all undergraduate students.
- (16) The Ohio Student Government Summit (OSGS) Committee
- (a) The Ohio Student Government Summit Committee, hereafter referred to as the OSGS Committee, shall plan and execute an annual conference to gather student government representatives from the surrounding area
  - (b) The Committee will be chaired by the Chief of Staff
    - (i) The Committee will be made up of the Chief of Staff and at least one representative from each branch of Undergraduate Student Government. It is highly encouraged that a member of the marketing team sits on the Committee.
    - (ii) All members of the Committee must be members of USG.
- (17) Awards
- (a) The DLT will establish a system that recognizes members who have demonstrated excellent leadership skills in their duties on an ongoing basis
  - (b) Graduation cords
    - (i) Elected or appointed members who have served a minimum of two (2) semesters in USG are eligible to receive graduation cords in the semester in which they are graduating;
    - (ii) USG graduation cords will be navy and gold.
  - (c) End of Year awards
    - (i) Nominations for end of year awards should be submitted to the DLT, with a rationale, within a timespan designated by the DLT, to be awarded at the USG end of year banquet;
    - (ii) Senator of the Year: presented annually to the USG Senator who exhibits outstanding productivity and service on behalf of USG and the undergraduate student body;
    - (iii) Justice of the Year: presented annually to the USG Justice who exhibits outstanding productivity and service on behalf of USG and the undergraduate student body;
    - (iv) Executive Branch Member of the Year: presented annually to the executive member who exhibits outstanding productivity and service on behalf of USG and the undergraduate student body;
    - (v) Phoenix Award: given to the USG member who dramatically improves a role or activity of USG;
    - (vi) Project of the Year Award: presented annually to recognize the most impactful USG project;

- (vii) Ron McDonald Award: presented annually to a member of USG who advocates and displays the highest level of commitment to USG through leadership, integrity, and accountability;
- (viii) Dan Buie Award: presented each year to a member of USG who demonstrates outstanding leadership and service to USG and to the undergraduate student body.
- (ix) Anne Bruno Award: presented each year to a member of USG who expresses selfless service, works behind the scenes with little recognition, and goes above and beyond their call of duty.
- (x) Taylor Bennington Award: presented each year to a member of USG who served for all years of their undergraduate career, and has exhibited exemplary dedication to USG and the student body.
- (xi) Brandon Alexander Award: presented each year to a member of USG who serves as a campus connector by prioritizing teamwork, acts as a problem solver whose dependability is admired, and works to elevate various elements of campus within and outside of USG.

(B) Office hours and procedures

(1) Office access

- (a) The USG office is open to the UA community during regular business hours on days when the university is in session, granted that at least one (1) member of USG is present in the front office;
- (b) Non-members are not permitted in the office when the office is closed, unless accompanied by a USG member at all times;
- (c) USG members will be granted swipe access to the office during regular student union hours;
- (d) Any non-members who are disrupting USG business may be asked to leave the office at any time.

(2) Guidelines for office use

- (a) Members are required to spend a certain number of hours in the office each week, as per their branch's membership guidelines:
  - (i) Members must submit their official office hours schedule to a designated member of the DLT at the beginning of each semester or upon assuming their position in USG;
  - (ii) Office hours for each member should be posted in the USG office, any permanent changes in a member's office hours must be approved by that member's branch leadership.
- (b) Official office hours should be dedicated to USG related projects and constituent availability;

- (c) Members are welcome to use this shared space for working on homework outside of their official hours, but they are to be courteous and respectful of their peers, and priority will be given to members who are using the space for USG-related business.

(3) Guidelines for computer and printer use

- (a) Official USG files must be saved on the USG Microsoft Teams, in the appropriate folder for the corresponding branch;
- (b) The office printer is only to be used for USG projects and related business, members should print in black and white and double-sided whenever possible to conserve resources, USG business and communications should be conducted electronically whenever possible to minimize waste;

(4) Office security

- (a) The office door should remain closed at all times when there are no USG members in the front office. It is the responsibility of the last member to leave the front office area to close the door upon leaving, even if there are members in the back offices;
- (b) The lights should be turned off when the office is unoccupied. It is the responsibility of the last member to leave the office to assure that all lights in the office are turned off;
- (c) Neither the university nor USG are responsible for any lost or stolen valuables, items should not be left in the office unattended;
- (d) It is recommended to keep the office door closed and locked when working in the office after hours.

(5) Office maintenance

- (a) All members are responsible for ensuring the office is properly maintained:
  - (i) Members should respect their peers and this shared space by cleaning up after themselves and maintaining a clean and orderly office;
  - (ii) Non-perishable waste should be disposed of in the proper receptacles; food waste and containers should be disposed of outside of the USG office.
- (b) Office supplies may be replenished by filing a request with the USG Chief of Staff.

(C) Communications, correspondence, and scheduling

(1) Standards for communications

- (a) All USG-related communications that goes outside of the organization, including communications with the President of the University, University Vice-Presidents, Deans, and Board of Trustee members must be submitted to the USG President for pre-approval;
- (b) Campus wide distribution of official USG communications, including email, ZipMail, flyers, and advertisements, must be reviewed and approved by the USG President;

- a. This excludes normal marketing team operations, which will be approved by the Director of Communications
  - (c) All USG-related communications that goes outside of a USG member's branch will be reviewed by the respective member's branch leadership;
  - (d) USG Members will CC their branch leadership on all email correspondence and CC the USG President, Vice President, and Advisor on all email correspondence that goes outside of the organization.
  - (e) All approvals will be complete within two business days;
- (2) Graphic Materials
- (a) Any posters, flyers, brochures, handouts, or other publications displaying the USG logo should include the following disclaimer, without alteration, unless approved by the executive marketing team:  

This student organization is a registered student organization at The University of Akron. Registration will not be construed as approval, endorsement, or sponsorship by The University of Akron or the student organization's publications, activities, purposes, actions, or positions.
  - (b) Any posters, flyers, brochures, handouts, or other materials displaying the USG logo should be approved by the executive marketing team made up of the Director of Communications and Social Media Strategist(s) prior to publication.
- (3) Guidelines for internal correspondence and file maintenance
- (a) Records of official USG business, including agendas, roll calls, member, accountability, branch meeting minutes, legislation, and executive orders, should be submitted to the designated member of the Judicial Branch within two business days after completion who will upload and maintain all records in the USG Microsoft Teams, as outlined in Section (IV)(G)(3) of this document;
  - (b) Uploaded files including confidential information student files and USG applications, should not be deleted from the USG Microsoft Teams, nor should their contents be shared with any unauthorized persons.
- (4) USG meetings
- (a) It is the responsibility of the Chief of Staff to maintain a schedule of all-USG, branch and committee meetings.
  - (b) All-USG meetings will follow Robert's Rules of Order as defined by *Robert's Rules of Order Newly Revised*.
  - (c) Ballots
    - a. Open ballot will be defined as a roll call vote or vocal vote;
    - b. Closed ballot will be defined as a voting method that utilizes ballot-paper and identity of the voter and the vote is recorded in the minutes;

- c. Secret ballot will be defined as a voting method that utilizes ballot-paper and only the overall vote count is recorded in the minutes, and the identity of the voters remain anonymous.

(5) USG official events

- (a) It is the responsibility of the Chief of Staff to maintain a schedule of official events and to share this schedule with the USG membership;
- (b) Members who wish to host an official USG event as a part of their service must first receive approval from their branch leadership;
  - a. For all official USG events, all necessary records will be submitted to the Judicial Branch Event Feedback Form within five business days following the completion of the event.
- (c) The DLT must be notified of all official USG events so that the proper procedures can be adhered to in planning and executing the event;
- (d) In requesting space, equipment, and special accommodations for a USG event or meeting, members must follow the proper procedure according to USG, the university, student organization resource center (SOuRCe), student union, facilities department, or other relevant department(s).

(6) Requests for funding

- (a) The Director of Finance is responsible for maintaining guidelines for funding requests for USG projects and communicating this procedure with all members;
- (b) Prior approval from the USG President is required for expenditures related to an official USG event or program;
- (c) Any personal expenses incurred by members in relation to an official USG event or program are not guaranteed reimbursement unless prior approval is granted by the USG president.

(D) Bylaw amendment process

- (1) All amendments to this document must be approved in accordance with USGC (L)(3);
- (2) In the event that an amendment to the bylaws is approved by only two of the three branches, the dissenting branch may choose to initiate an appeals process:
  - (a) A motion to appeal must be presented at the first regular meeting of the dissenting branch following the approval of the amendment in question, the appeals process may only be used to prevent an existing amendment from going into place, not to propose additional revisions to the bylaws;
  - (b) The motion to appeal must pass the dissenting branch by a three-fourths majority of all members voting;
  - (c) If the motion to appeal does not pass by a three-fourths majority, the amendment will go into effect immediately;
  - (d) If the motion to appeal passes in the dissenting branch by a three-fourths majority, the leadership of that branch should notify the DLT of the result of the vote;

- (e) No later than one week following DLT notification, the original, unrevised amendment must be presented to the other two branches during their regular meeting time, where it must pass with a three-fourths majority of all members voting in order to take effect.
- (f) After amendments are approved, the Chief of Staff is responsible for uploading finalized revisions to the USG Microsoft Teams.

The foregoing section may not be amended or removed except by a two-thirds majority vote in all three branches.



## II. Legislative Branch Bylaws

### (A) Senate membership

(1) Pursuant to USGC (D) (3) the Senate will consist of:

(a) Fifteen (15) general members, including:

- (i) Seven (7) Senators At-Large;
- (ii) Five (5) Senators, each representing an undergraduate academic college;
- (iii) Two (2) First Year Senators; and

(b) One (1) Senator for Off-Campus Living. One (1) Senate Clerk.

(c) The Senate Chair and Senate Vice Chair must be elected in accordance with USGC (D)(4);

(2) Senate membership requirements:

(a) All Senate members must comply with the USG membership requirements, outlined in Section (I)(A)(2) of this document;

(b) All Senate members are required to attend weekly senate and committee meetings:

- (i) Any excused absences must receive prior approval from the Senate Chair 48 hours in advance;
- (ii) More than two (2) unexcused absences from Senate meetings in an academic year may result in removal from office.
- (iii) More than two (2) unexcused absences from committee meetings in an academic year may result in removal from office.

(c) Senate members should be knowledgeable of USG's governing documents and Robert's Rules of Order;

(d) Senate general members are required to:

- (i) Plan/complete projects that serve the interests of the member's constituency or the undergraduate population at large; and/or
- (ii) Undertake efforts to maximize the procedural efficiency or service capacity of USG as an organization.

(e) Failure by any member to maintain any of these requirements, or to uphold any of the duties or expectations contained herein, when applicable, may result in disciplinary action in accordance with USGC (C)(5).

(3) Senate vacancies and appointments

(a) At the end of each academic year, elections will be held for:

- (i) Seven (7) Senators At-Large;
- (ii) Five (5) College Senators; and
- (iv) One (1) Off-Campus Living Senator.

- (b) At the beginning of each academic year, two (2) First Year Senators must be appointed pursuant to Section I(A)(3);
  - (i) First Year Senators may be elected in a special Fall First Year Senator election in accordance with USGC (J) and the Election Rules;
- (c) A temporary vacancy in the position of Chair or Vice Chair must be filled in accordance with USGC (H)(2)(b);
- (d) Pursuant to USGC (H)(2)(c), in the event of a permanent vacancy in the position of Chair or Vice Chair:
  - (i) The position must be filled by the following Senate meeting;
  - (ii) A candidate for either position must currently be a member of the Senate;
  - (iii) The candidate must be elected by a majority vote of the Senate.
- (f) In the event that the Senate begins the academic year with a significant number of vacancies, a special Fall election may be held at the discretion of the Senate leadership and in accordance with USGC (J) and the Election Rules;
- (g) Permanent vacancies in any Senate seat that are not filled through the electoral process must be filled in accordance with Section (I)(A)(3) of this document.

## (B) Senate Chair

### (1) Powers of the office

- (a) Pursuant to USGC (D)(5) the Senate Chair is responsible for the general operations of the Senate;
- (b) As the impartial presiding member of the Senate, the Chair does not receive a vote on matters of Senate legislation or executive orders;
- (c) As a member of USG, the Chair will vote on Faculty Senate, University Council, and OSGA appointments, USGC and bylaw amendments; and appointment or removal of the advisor;
- (d) The Senate Chair serves as a voting member on the DLT and must attend all weekly DLT meetings, unless otherwise excused;
- (e) The Senate Chair is responsible for ensuring that all Senate members are compliant with the membership requirements and expectations outlined in the USGC and this document, including:
  - (i) Keeping an attendance record of weekly Senate and committee meetings and granting excused absences to members when appropriate;
  - (ii) Confirming that all members are fulfilling their office hour requirements;
  - (iii) Reviewing member progress reports and providing feedback;
  - (iv) Participating in semester review sessions with the advisor..

### (2) Duties of the office

- (a) The Senate Chair is responsible for preparing and electronically distributing each of the following documents to all Senate members by Wednesday at 5:00 PM for every week that the Senate is in session:
  - (i) An agenda of that week's business;
  - (ii) Any legislation or executive orders on the table, properly formatted and free of typographical errors;
  - (iii) Minutes to be approved from the previous Senate session;
  - (iv) Reports from each branch's leadership.
- (b) The Senate Chair should provide advice and assistance to Senate members in their individual projects and leadership development goals;
- (c) It is the responsibility of the Senate Chair to fill all vacancies in the Senate in accordance with Sections (I)(A)(3) and (II)(A)(3) of this document;
- (d) It is the responsibility of the Senate Chair to appoint all standing Senate committee chairs by the second week of the Fall semester or in the event of a vacancy in any of these positions;
- (e) It is the responsibility of the Senate Chair to appoint all members to a standing Senate committee prior to the second week of the Fall semester and to assign each new member to a standing Senate committee throughout the semester;
- (f) It is the responsibility of the Senate Chair to appoint a Senate Clerk prior to the fourth week of the Fall semester;
- (g) The Senate Chair is responsible for welcoming all new Senate members to USG and training these members on matters of Senate procedure or assigning an experienced member(s) of the Senate to complete an onboarding process;
- (h) The Senate Chair is responsible, with the assistance of the Vice Senate Chair and Senate Clerk, for maintaining all official Senate documents and files, including roll calls, legislation, and meeting minutes, and filing these records with the Judicial Branch;
- (i) The Senate Chair is responsible for routing all legislation in accordance with USGC (D)(8);
- (j) The Senate Chair is responsible for holding fifteen (15) posted office hours per week.

#### (C) Vice Senate Chair

##### (1) Powers of the office

- (a) The Vice Senate Chair does not receive a vote on matters of Senate legislation or executive orders, unless in the event of a tie;
- (b) As a member of USG, the Vice Senate Chair will vote on Faculty Senate, University Council, and OSGA appointments, USGC and Bylaw amendments; and appointment or removal of the advisor;
- (c) The Vice Senate Chair serves as a voting member of the DLT and must attend all weekly DLT meetings, unless otherwise excused.

(2) Duties of the office

- (a) The Vice Senate Chair is responsible for assisting the Senate Chair in managing the general operations of the Senate;
- (b) The Vice Senate Chair is responsible for assisting the Senate Chair in running weekly Senate meetings by taking attendance, reading all bills, resolutions, and executive orders before the Senate, and conducting the roll call for all votes;
- (c) The Senate Chair may choose to delegate any of the duties contained in Section (II)(B)(2) to the Vice Senate Chair;
- (d) The Vice Senate Chair is responsible for holding eight (8) posted office hours per week.

(D) General members

(1) Powers of the office

- (a) The general members of the Senate will debate and vote upon all matters of Senate legislation and executive orders brought before the Senate;
- (b) As members of USG, all Senators will vote on Faculty Senate, University Council, and OSGA appointments, USGC and Bylaw amendments; and appointment or removal of the advisor.

(2) Duties of the office

- (a) General voting members must comply with the membership requirements outlined in Section (II)(A)(2) of this document;
- (b) Members are responsible for holding four (4) posted office hours per week:
  - (i) Two (2) of these hours must be spent in the USG office;
  - (ii) One (1) of these hours must be spent in committee;
  - (iii) One (1) of these hours should be spent performing constituent services or participating in official USG events.

(3) Senators At-Large

- (a) Seven (7) Senators At-Large must be elected from the undergraduate student body by all students voting at the end of each academic year;
- (b) The Senators At-Large have no defined constituency and may complete projects and pursue legislation that have a broad impact among the undergraduate student body.

(4) College Senators

- (a) One (1) Senator must be elected to represent each academic college at the end of each academic year, including:
  - (i) College of Business;
  - (ii) College of Engineering and Polymer Science;
  - (iii) College of Health and Human Sciences;
  - (iv) Buchtel College of Arts and Sciences;

- (v) Dr. Gary B. and Pamela S. Williams Honors College;
- (b) These Senators are elected by the undergraduate members of the college that they represent;
- (c) These Senators should work closely with the dean, department chairs, faculty, and student organizations affiliated with their respective college to complete projects and pursue legislation that furthers the interests of the undergraduate students in that college;
- (d) In the event of a vacancy in a college senator seat, priority should be given to applicants from the college in which the vacancy occurs, although membership in a specific college is not required to represent that constituency in the Senate;
- (e) In the event of the establishment of a new academic college at the University, the Senate Chair may appoint a Senator At-Large to represent the undergraduate students in the newly established college;
- (f) In the event of a merger between two academic colleges, the Senate Chair will appoint one of the affected college senators as the representative for the newly merged college, while the other senator will be designated a Senator At-Large for the remainder of the academic year.

(5) First Year Senators

- (a) Two (2) First Year Senators are elected or appointed at the beginning of each academic year;
- (b) These Senators must be incoming first year students, elected by the members of the class that they represent;
- (c) These Senators should complete projects and pursue legislation that furthers the interests of first year students and those living in residence halls at The University of Akron Ne

(6) Off-Campus Living Senator

- (a) One (1) Off-Campus Living Senator must be elected at the end of each academic year;
- (b) This Senator should work closely with the office of Off-Campus Living and ZipAssist to complete projects and pursue legislation that furthers the interests of the undergraduate population living off-campus, including students who attend Wayne College.

(E) Senate Clerk

- (1) The Senate Clerk must be appointed by the Senate Chair and the Vice Senate Chair by the fourth week of the Fall semester;
- (2) Powers of the office:

- (a) The Senate Clerk does not receive a vote on matters of legislation or executive orders;
- (3) Duties of the office:
  - (a) The Senate Clerk must attend all regular Senate meetings and record minutes of Senate business;
  - (b) The Senate Clerk must submit a report of meeting minutes to the Senate Chair for distribution and approval prior to Tuesday at 5:00PM for every week that the Senate is in session;
  - (c) The Senate Clerk is responsible for assisting the Senate Chair and Vice Senate Chair in routing legislation and maintain all records of Senate business;
  - (d) The Senate Clerk is responsible for holding three (3) posted office hours per week, two (2) of which are conducted in Senate meetings, one (1) of which will be spent revising and proofing the minutes.
  - (e) The Senate Clerk is responsible for assisting Senators in drafting and submitting legislation.
  - (f) The Senate Clerk is responsible for assisting in reserving space for Senate meetings and other matters of Senate business.

(F) Senate meetings

- (1) Pursuant to USGC (D)(2), the Senate will convene every Thursday on weeks when the University is in session, unless circumstances warrant otherwise;
- (2) Regular senate meetings must be attended by the following USG members, unless otherwise excused:
  - (a) All Senate members;
  - (b) The DLT.
- (3) Senate business is conducted according to Robert's Rules:
  - (a) Quorum is defined as a majority of Senate seats currently filled in attendance;
  - (b) Any changes to the agenda or suspension of the rules requires a vote by a two-thirds majority, unless otherwise noted.
- (4) In the event that the business on the Senate's agenda is pertinent to USG as a whole, an All-USG meeting will be called at the Senate's regular meeting time, to be attended by all members, unless otherwise excused:
  - (a) At least one regularly scheduled senate meeting per month shall be designated as an All-USG meeting to be attended by all members unless otherwise excused.
- (5) Members in attendance are required to be dressed in business professional attire, unless otherwise excused;
- (6) Senate meetings should be reserved for conducting official Senate business, including:
  - (a) A period of student expression, open to all University of Akron undergraduates;
  - (b) Approval of the previous meeting's minutes;

- (c) Consideration of bills and resolutions brought to the table by members of the Senate;
- (d) Consideration of executive orders issued by the USG President;
- (e) Legislative, executive, and judicial reports, delivered by each branch's respective leader;
- (f) Committee reports, delivered by the respective committee Chair or their designee;
- (g) Advisor reports, delivered by the full-time advisor or their designee.

(7) Senate meeting time may also be used:

- (a) To instruct members on Senate procedure;
- (b) As an opportunity to inform members about resources and opportunities on campus and in the community;
- (c) As a forum for guest speakers from the student body, University faculty or administration, or the surrounding community.

(8) Paperless Senate

- (a) In order to minimize waste, all Senate documents, including agenda(s), legislation, and minutes will be distributed electronically;
- (b) Senators are permitted to use personal electronic devices during meetings to conduct Senate business but should not allow these devices to become a distraction for themselves or other members.

(G) Senate legislation

(1) Pursuant to USGC (D)(8)(a), all legislation requires at least two (2) senate sponsors and must be in the form of a bill or resolution:

- (a) A bill is defined as legislation written to implement a change affecting only USG;
- (b) A resolution is defined as legislation written to implement a change affecting the undergraduate student body or the University as a whole;
- (c) Senate leadership will create and distribute a legislation template to simplify the drafting and submission process;
- (d) All legislation must be submitted by Wednesday at 12:00 PM in order to be placed on the agenda for that week's Senate meeting.

(2) Before receiving a first reading at a general Senate meeting, all resolutions must first be reviewed in standing Senate committee:

- (a) The resolution may be reviewed by the committee of any one of its sponsors, or may be reviewed by the standing committee that is most appropriate given the subject of the legislation, at the discretion of the resolution's sponsors;
- (b) The committee does not need to vote to approve the resolution, rather, this is an opportunity to review the legislation for any typographical or grammatical errors, and for committee members to provide feedback on the resolution;
- (c) All resolutions submitted to the Senate Chair should clearly indicate which committee reviewed the legislation and that date that the review was conducted.

### (3) Debate

- (a) Once a bill or resolution has been read by the Vice Senate Chair, the sponsors of the legislation will have the opportunity to further explain the proposed legislation and what they hope it will accomplish, after which the Senate Chair will open debate on the question;
- (b) Debate on senate bills and resolutions is typically limited to members of the Senate, although the Senate Chair may choose to expand the debate to all attendees at their discretion;
- (c) Each member will have the opportunity to speak three (3) times for six (6) minutes each, for a total of eighteen (18) minutes, unless this rule is suspended by a three-fourths majority of the Senate;
- (d) Each member is allowed an unlimited number of Requests for Information,
- (e) Request for Information:
  - (i) Is directed at the chair or through the chair to another member(s), to ascertain information that is not readily available to the individual making the request;
  - (ii) Should not be used to further debate.
- (e) Members should maintain civility and respect towards one another throughout the course of debate.

(4) Voting on all senate bills, resolutions, and executive orders must be conducted by a roll call, unless this rule is suspended by a three-fourths majority of the Senate.

### (H) Senate committees

- (1) Each Senator, except for the Senate Chair and Vice Senate Chair, must be assigned to one (1) of the three (3) standing committees;
  - (a) Assignments to standing committees must be made by the Senate Chair prior to the second week of the fall semester, or no later than one week following the appointment of a new member to the Senate;
  - (b) Committee assignments should be made with respect to each Senator's individual interests, but other factors, such as scheduling and seat availability, may also be considered;
  - (c) Each committee should have no less than five (5) members when all Senate seats are filled;
  - (d) Senator assignments should be divided equally among the three (3) committees, unless circumstances warrant otherwise.
- (2) Committee meetings must be held every week that the Senate is in session:
  - (a) Committee meeting attendance is mandatory for all committee members:
    - (i) Any excused absences must receive prior approval from the Committee Chair;
    - (ii) More than two (2) unexcused absences in an academic year may result in removal from office.



- (b) Regular committee meetings should be conducted in person with all members in attendance;
  - (c) Under special circumstances, committee meetings may be conducted electronically, at the discretion of the Committee Chair.
- (3) The three (3) standing Senate committees include:
- (a) Academic Policy and Student Success Committee
    - (i) Members of the Academic Policy and Student Success Committee should complete projects or pursue legislation that relates to undergraduate programs, curriculum requirements, academic support services, and financial matters;
    - (ii) Through their service with USG, Senators on this committee should establish connections with the faculty and administration of The University and the academic colleges, members of the academic support staff, and any other relevant departments, and should use these relationships to further the academic and financial interests of the undergraduate student body.
  - (b) Student Engagement Committee
    - (i) Members of the Student Engagement Committee should complete projects or pursue legislation that relate to officially recognized undergraduate student organizations and co-curricular programming at The University;
    - (ii) Through their service with USG, Senators on this committee should establish connections with staff members at The Department of Student Life, The Student Organization Resource Center, and any other relevant department, and should use these relationships to further the co-curricular interests of the undergraduate student body.
  - (c) Facilities, Amenities, Services and Transportation Committee
    - (i) Members of the Facilities, Amenities, Services and Transportation Committee should complete projects or pursue legislation that relate to the physical infrastructure of campus, the safety of undergraduate students, and various services provided by The University, including transportation and parking, and housing;
    - (ii) Through their service with USG, Senators on this committee should establish connections with members of The University's facilities and services staff, the University Police Department, transportation and parking services, residence life, and any other relevant department, and should use these connections to further the interests of the undergraduate student body.
- (4) The one (1) recurring select Senate committee include:
- (a) New Representative Onboarding Operations Committee
    - (i) Member(s) of the New Representative Onboarding Committee will be selected each year by the Senate Chair, with a minimum of one (1) acting member, and must meet one (1) week prior to the swearing in of any new Senators, must meet dependent upon new member request(s), and meet upon the recommendation of the Senate Chair;

(ii) Through their service with USG, Senators on this committee should establish connections with new members of the legislative branch, provide resources to new members with the purpose of establishing autonomy as both Senators and representatives of the student body, and act as a point-of-contact for new members to rely upon as needed for questions.

(5) Committee Chairs

- (a) The Senate Chair must appoint one (1) Senate member to serve as Committee Chair for each standing committee, appointments must be made prior to the second week of the fall semester or no later than one week following the graduation, resignation, or impeachment of a Committee Chair;
- (b) The Senate Chair and Senate Vice Chair are not eligible to serve as Chair or Vice Chair for any standing committee;
- (c) The Committee Chair is responsible for coordinating with all members to schedule a regular weekly meeting time and for reserving space on campus for the committee meeting;
- (d) The Committee Chair is responsible for presiding over weekly committee meetings, this meeting time may be used for:
  - (i) Updates from committee members regarding current projects, legislation, service opportunities, or leadership development;
  - (ii) Discussion of any University policy or proposal as it relates to the mission of the committee;
  - (iii) Review of Senate resolutions, as outlined in Section (II)(G)(2) of this document;
  - (iv) Guest speaker presentations from campus and community members.
- (e) The Committee Chair is responsible for submitting a report of all committee activity to the Senate Chair prior to the Senate meeting for each week that the Senate is in session
- (f) The Committee Chair is responsible for delivering a report at the Senate meeting or designating a committee member to deliver the report;
- (g) The Committee Chair is responsible for appointing a Committee Vice Chair;
- (h) The Committee Chair must hold six (6) office hours per week:
  - (i) Four (4) of which must be conducted in the USG office or designated Wayne College space;
  - (ii) One (1) of which may be designated for the committee meeting.
  - (iii) One (1) of these hours should be spent performing constituent services or participating in USG events.

(6) Committee Vice Chairs

- (a) The Committee Vice Chair is responsible for taking attendance and recording minutes at each Committee meeting, and filing these records with the Judicial Branch;
  - (b) The Vice Chair will preside over all committee meetings in the event of an absence by the Committee Chair;
  - (c) In the event of a permanent vacancy in the position of Committee Chair, the Vice Chair will assume the duties of the Committee Chair, until such time that a replacement is appointed by the Senate Chair.
- (7) Ad Hoc committees
- (a) The Senate may, by a two-thirds majority vote, pass a bill to establish an ad hoc committee;
  - (b) Ad hoc committees should be established with a narrowly defined focus, to review a specific policy or to complete a task that is time-sensitive;
  - (c) Ad hoc committee membership is not a requirement for any USG member, unless otherwise stipulated by the legislation establishing the committee;
  - (d) Ad hoc committees may include in their membership representatives from all three branches of USG and the undergraduate student body at large, as stipulated by the legislation establishing the committee;
  - (e) Ad hoc committees are automatically dissolved at the end of each academic year and may be dissolved at any time by a two-thirds majority vote of the Senate.

#### Student Organization Outreach

- (1) Pursuant to USGC (D)(7), upon approval of a New Student Organization (NSO) by the Department of Student Life, a designated member of the Senate, in collaboration with USG, must inform the NSO of the role of USG on campus;
- (2) Outreach to new and existing student organizations may be conducted by:
  - (a) Notifying the student organization by electronic mail;
  - (b) Attending a meeting of the student organization;
  - (c) Convening a special meeting of all registered student organizations, as outlined USGC (C)(8).



### **III.Executive Branch Bylaws**

#### **(A)Executive branch membership**

(1) Pursuant to USGC (E)(2) the Executive branch shall consist of:

- (a) One (1) Student Body President
- (b) One (1) Student Body Vice President
- (c) One (1) Chief of Staff
- (d) One (1) Deputy Chief of Staff
- (e) One (1) Director of Finance
- (f) One (1) Deputy Director of Finance
- (g) One (1) Director of Communications
- (h) Four (4) Social Media Strategists
- (i) One (1) Director of Diversity, Equity & Inclusion
- (j) One (1) Deputy Director of Racial Equity
- (k) One (1) Deputy Director of LGBTQ+ and Gender Equity
- (l) One (1) Director of Community and Campus Outreach
- (m)One (1) Deputy Director of Campus Outreach
- (n) One (1) Deputy Director of Community Outreach
- (o) Two (2) Directors of Project Management
- (p) Four (4) Project Managers
- (q) One (1) Director of Event Coordination
- (r) Three (3) Event Coordinators
- (s) One (1) Director of Membership Development
- (t) Two (2) Student-Athlete Liaisons
- (u) Three (3) Greek Life Liaisons

(2) Pursuant to USGC (E)(2) the Executive Cabinet shall consist of only the:

- (a) Student Body President
- (b) Student Body Vice President
- (c) Chief of Staff
- (d) Director of Finance
- (e) Director of Communications
- (f) Director of Diversity, Equity & Inclusion
- (g) Director of Community and Campus Outreach
- (h) Directors of Project Management
- (i) Director of Event Coordination

(3) Director of Membership Development Executive branch membership requirements and responsibilities:

- (a) All executive branch members must comply with the USG membership requirements, outlined in Section (I)(A)(2) of this document;
- (b) All members of the Executive Cabinet are required to attend Executive Cabinet meetings and attend biweekly member meetings with the President and Vice President.
- (c) All members of the Executive Branch are required to attend regularly scheduled member meetings with their respective director, deputy, and/or team.
- (d) The following apply to all Executive Branch and Executive Cabinet meetings:
  - (i) Any executive branch member shall automatically be removed from office after two (2) unexcused absences from regularly scheduled executive branch meetings;
  - (ii) Requests for excused absences must be submitted to the President via email or in writing at least twenty-four (24) hours prior to the meeting in question;
  - (iii) In the case of an emergency, requests for excusal may be submitted no more than twenty-four (24) hours after the meeting in question;
  - (iv) The President shall determine whether any member's absence is excused and notify that member by the next regular executive branch meeting.
- (e) Members are responsible for maintaining all files pertinent to their duties to ensure a proper transition upon vacancy of that position;

**(B) Student Body President**

- (1) Pursuant to USGC (E)(3), the President shall be the chief executive officer and the official spokesperson for USG.
- (2) The President shall serve in person, or by their designee, as the representative of the undergraduate student body to all university boards, committees, or commissions to which he or she may be appointed;
- (3) Specific duties and responsibilities of the office include, but are not limited to:
  - (a) Attending all DLT meetings as a voting member and serving as the presiding officer, unless otherwise excused;

- (b) Attending all Executive Branch Cabinet and member meetings and serving as the presiding officer, unless otherwise excused;
  - (c) Attending all Senate meetings and submitting an executive report before the body, unless otherwise excused.
- (4) The President may approve or veto any legislation passed in the Senate in accordance with USGC (D)(8)(c);
  - (5) The President may establish or suspend an executive committee in accordance with USGC (H)(3)(d).
  - (6) The President shall submit USG's annual operating budget to the Senate for approval in accordance with USGC (D)(6);
  - (7) The President is responsible for filling any vacancies in the Executive Branch in accordance USGC (H)(3)(b) and Section (I)(A)(3) of this document;
  - (8) The President is responsible for assisting the Chief Justice and Executive Justice in filling any vacancies in the Judicial Branch in accordance USGC (H)(4) and Section (I)(A)(3) of this document
  - (9) The President is responsible for holding a minimum of twenty-nine (29) posted office hours per week.

(C) Student Body Vice President

- (1) The Vice President shall assist the President in the proper administration of USG and the Executive Branch;
- (2) Specific duties and responsibilities of the office include, but are not limited to:
  - (a) Attending all DLT meetings as a voting member, unless otherwise excused, and presiding over these meetings in the event of the President's absence;
  - (b) Attending all Executive Branch Cabinet and member meetings, unless otherwise excused, and presiding over these meetings in the event of the President's absence;
    - i In the event of the President's long-term absence, the Vice President shall cover the ongoing duties and responsibilities of the President
  - (c) Attending all Senate meetings, unless otherwise excused, and delivering the executive report in the event of the President's absence.
- (3) The Vice President is responsible for holding a minimum of fifteen (15) posted office hours per week.

(E) Chief of Staff

- (1) The Chief of Staff shall assist the President and the Vice President in the proper administration of USG and the Executive Branch;
- (2) Specific duties and responsibilities of the office include, but are not limited to:
  - (a) Attending all DLT as a non-voting member, unless otherwise excused;
  - (b) Maintaining a calendar to be uploaded to the USG Microsoft Teams consisting of an array of events that provide USG members with valid opportunities to attend an

extensive array of events to show support as well as build community and enhance experience within the organization;

- (c) Attending all Executive Branch Cabinet and member meetings, unless otherwise excused; All other duties as assigned by the President and/or Vice President.
  - (d) Uploading the most current versions of governing documents to the USG Microsoft Teams
  - (e) Planning and executing the Ohio Student Government Summit (OSGS) alongside the OSGS Committee
  - (f) Overseeing the work of and delegating tasks to Deputy Chief of Staff.
  - (g) Overseeing the usage of the office, its supplies, and resources, and maintaining a clean, professional work environment
- (3) The Chief of Staff is responsible for completing a minimum of ten (10) posted office hours per week.

(F) Deputy Chief of Staff

- (1) The Deputy Chief of Staff shall assist the Chief of Staff with proper administration of USG and the Executive Branch.
- (2) Specific duties and responsibilities of the office include, but are not limited to:
  - (i) Attending all executive branch member meetings, unless otherwise excused;
  - (ii) All other duties as assigned.
- (3) The Deputy Chief of Staff is responsible for holding a minimum of four (4) posted office hours per week.

(G) Director of Finance

- (1) The Director of Finance is responsible for the proper allocation and records-keeping of Undergraduate Student Government funds.
- (2) Specific duties and responsibilities of the office include, but are not limited to:
  - (a) Attending all executive branch cabinet and member meetings, unless otherwise excused;
  - (b) Attending all DLT meetings as a non-voting member, unless otherwise excused;
  - (c) Submitting weekly reports to the USG President and Vice President detailing all-USG spending and student organization allocations;
  - (d) Creating and updating the guidelines for USG project funding requests and communicating this procedure to all members of USG, in accordance with Section (I)(C)(4) of this document.
  - (e) Properly allocating funds to student organizations for projects, events, activities, and travel expenses;
  - (f) Reviewing all student organization project proposals, travel packets, and funding requests, and allocating resources in accordance with University and USG policy;
  - (g) Maintaining accurate records of all USG spending and student organization funding for the fiscal year;
  - (h) Working directly with student organizations to address questions and concerns related to funding:
    - (i) A member of the Finance Team should be available to meet with any student organization requesting travel and/or event funds before any allocation decisions are made;



- (i) Overseeing the work of and delegating tasks to Deputy Director of Finance.
- (j) All other duties as assigned.
- (3) The Director of Finance is responsible for completing a minimum of ten (10) office hours on a weekly basis.

(H) Deputy Director of Finance

- (1) The Deputy Director of Finance is responsible for assisting the Director of Finance as assigned.
- (2) The Deputy Director of Finance shall report directly to the Director of Finance.
- (3) Specific duties and responsibilities of the office include, but are not limited to:
  - (a) Attending all executive branch member meetings, unless otherwise excused;
  - (b) Assisting with the management of internal USG finances and processes.
  - (c) All other duties as assigned.
- (4) The Deputy Director of Finance is responsible for completing a minimum of four (4) office hours on a weekly basis.

(I) Director of Communications

- (1) The Director of Communications will oversee all USG communications and marketing and use USG platforms to engage with students.
- (2) Specific duties and responsibilities of the office include, but are not limited to:
  - (a) Attending all Executive Branch Cabinet and member meetings, unless otherwise excused;
  - (b) Creating USG marketing strategy and a social media identity.
  - (c) Assisting the Student Body President with all public relations activities.
  - (d) Creating graphic and video content for social media, print, etc.
  - (e) Utilizing social media trends and analyzing data gathered from previous activity to increase engagement.
  - (f) Overseeing the work of and delegating marketing requests to Social Media Strategists. All other duties as assigned.
- (3) The Director of Communications is responsible for completing a minimum of six (6) office hours on a weekly basis.

(J) Social Media Strategist(s)

- (1) The Social Media Strategist(s) will assist the Director of Communications with USG communications and marketing.
- (2) The Social Media Strategist(s) shall report directly to the Director of Communications
- (3) Specific duties and responsibilities of the office include, but are not limited to:
  - (a) Attending all Executive Branch member meetings unless otherwise excused;
  - (b) Assisting with the development and execution of a marketing strategy.
  - (c) Assisting Director of Communications with creating content for social and print media.
  - (d) All other duties as assigned.
- (4) The Social Media Strategist(s) are responsible for completing a minimum of four (4) office hours on a weekly basis.

(K) Director of Diversity, Equity & Inclusion

- (1) The Director of Diversity, Equity & Inclusion will work closely with the Executive Branch leadership to advocate for and support diversity and inclusion at UA and address equity across all groups of students at UA.
- (2) Specific duties and responsibilities of the office include, but are not limited to:
  - (a) Attending all Executive Branch Cabinet and member meetings, unless otherwise excused;
  - (b) Devise and implement strategies and projects to enhance diversity and inclusion at UA, and specifically within USG,
  - (c) Overseeing the work of and delegating tasks to Deputy Director of Racial Equity and Deputy Director of LGBTQ+ and Gender Equity, Management of The Diversity Committee, outlined in Section (I)(12) of this document
    - (i) Organize member participation from the RooClusive space.
    - (ii) Organize various student participation within the group, regardless of their ethnographic identity.
    - (iii) Manage student participation and involvement within the group.
- (3) All other duties as assigned.
- (4) The Director of Diversity, Equity & Inclusion is responsible for completing a minimum of six (6) office hours on a weekly basis.

(L) Deputy Director of Racial Equity

- (1) The Deputy Director of Racial Equity will work closely with the Executive Branch leadership and the Director of Diversity, Equity & Inclusion to advocate for and support diversity and inclusion at UA and address equity across all groups of students at UA.
- (2) The Deputy Director shall report directly to the Director of Diversity, Equity & Inclusion.
- (3) Specific duties and responsibilities of the office include, but are not limited to:
  - (a) Attending all Executive Branch member meetings, unless otherwise excused;
  - (b) Assisting the Director of Diversity, Equity & Inclusion to devise and implement strategies and projects to enhance diversity and inclusion at UA, and specifically within USG.
  - (c) Assisting the Director of Diversity, Equity & Inclusion with the management of The Diversity Committee;
  - (d) Focusing on the support of racial equity in the undergraduate student body;
  - (e) All other duties as assigned.
- (4) The Deputy Director of Racial Equity is responsible for completing a minimum of four (4) office hours on a weekly basis.

(L) Deputy Director of LGBTQ+ and Gender Equity

- (5) The Deputy Director of LGBTQ+ and Gender Equity will work closely with the Executive Branch leadership and the Director of Diversity, Equity & Inclusion to advocate for and support diversity and inclusion at UA and address equity across all groups of students at UA.
- (6) The Deputy Director shall report directly to the Director of Diversity, Equity & Inclusion.
- (7) Specific duties and responsibilities of the office include, but are not limited to:
  - (a) Attending all Executive Branch member meetings, unless otherwise excused;

- (b) Assisting the Director of Diversity, Equity & Inclusion to devise and implement strategies and projects to enhance diversity and inclusion at UA, and specifically within USG.
  - (c) Assisting the Director of Diversity, Equity & Inclusion with the management of The Diversity Committee;
  - (d) Focusing on the support of LGBTQ+ and gender equity in the undergraduate student body;
  - (e) All other duties as assigned.
- (8) The Deputy Director of LGBTQ+ and Gender Equity is responsible for completing a minimum of four (4) office hours on a weekly basis.

(M) Director of Community and Campus Outreach

- (1) The Director of Community and Campus Outreach is tasked with planning volunteering, civic engagement, and community building events for USG members and UA students to participate in. The Director will work closely with Executive Branch leadership to facilitate the execution of these events.
- (2) Specific duties and responsibilities of the office include, but are not limited to:
  - a. Attending all Executive Branch Cabinet and member meetings, unless otherwise excused;
  - b. Planning and facilitating volunteering events for USG members to participate in;
  - c. Working with local organizations to locate opportunities for USG and UA students to be more active members who civically engage with the city of Akron;
  - d. Working with Greek Life Liaison(s) and Student Athlete Liaison(s) to plan and facilitate community building events;
  - e. Overseeing the work of and delegating tasks to Deputy Director of Campus Outreach, Deputy Director of Community Outreach, Greek Life Liaison(s), Student Athlete Liaison(s), and Health and Safety Officer.
  - f. All other duties as assigned.
- (3) The Director of Community and Campus Outreach is responsible for completing a minimum of six (6) office hours on a weekly basis.

(N) Deputy Director of Campus Outreach

- (1) The Deputy Director of Campus Outreach will report directly to the Director of Community and Campus Outreach. The Deputy Director will aid the Director in completing the tasks assigned to them.
- (2) Specific duties and responsibilities of the office include, but are not limited to:
  - a. Attending all Executive Branch member meetings unless otherwise excused;
  - b. Assisting Director of Community and Campus Outreach with the planning and facilitation of volunteering, civic engagement, and community building events;
  - c. Focusing on connecting students to campus through creative avenues;
  - d. All other duties as assigned.
- (3) The Deputy Director of Campus Outreach is responsible for completing a minimum of four (4) office hours on a weekly basis.

(N) Deputy Director of Community Outreach

- (4) The Deputy Director of Community Outreach will report directly to the Director of Community and Campus Outreach. The Deputy Director will aid the Director in completing the tasks assigned to them.
- (5) Specific duties and responsibilities of the office include, but are not limited to:
  - a. Attending all Executive Branch member meetings unless otherwise excused;
  - b. Assisting Director of Community and Campus Outreach with the planning and facilitation of volunteering, civic engagement, and community building events;
  - c. Focusing on connecting students to the outside, greater Akron community through creative avenues;
  - d. All other duties as assigned.
- (6) The Deputy Director of Community Outreach is responsible for completing a minimum of four (4) office hours on a weekly basis.

#### (O) Health and Safety Officer

- (7) The Health and Safety Officer will report directly to the Director of Community and Campus Outreach. The Officer will aid the Director in completing the tasks assigned to them.
- (8) Specific duties and responsibilities of the office include, but are not limited to:
  - a. Attending all Executive Branch member meetings unless otherwise excused;
  - b. Assisting Director of Community and Campus Outreach with the planning and facilitation of volunteering, civic engagement, and community building events;
  - c. Supporting the health and safety of students both on and off-campus;
  - d. All other duties as assigned.
- (9) The Health and Safety Officer is responsible for completing a minimum of four (4) office hours on a weekly basis.

#### Directors of Project Management

- (1) The Directors of Project Management are tasked with executing Unify UAkron, a platform focused on enhancing students' experience through supporting their academic, professional, and community development.
- (2) Specific duties and responsibilities of the office include, but are not limited to:
  - (a) Attending all Executive Branch Cabinet and member meetings, unless otherwise excused;
  - (b) Planning events centered around the pillars of the Unify UAkron platform.
  - (c) Overseeing the work of and delegating tasks to the Project Managers.
  - (d) All other duties as assigned.
- (3) The Directors of Project Management are responsible for completing a minimum of six (6) office hours on a weekly basis.

#### (P) Project Manager(s)

- (1) The Project Manager(s) are tasked with helping the Directors of Project Management and Executive Branch Leadership to execute Unify UAkron, a platform focused on enhancing students' experience through supporting their academic, professional, and community development.

- (2) The Project Manager(s) shall report directly to one, or both, of the Directors of Project Management.
- (3) Specific duties and responsibilities of the office include, but are not limited to:
  - (a) Attending all Executive Branch member meetings, unless otherwise excused;
  - (b) Plan events centered around the pillars of the Unify UAkron platform.
  - (c) All other duties as assigned.
- (4) The Project Manager(s) are responsible for completing a minimum of four (4) office hours on a weekly basis.

(Q) Director of Event Coordination

- (1) The Director of Event Coordination will lead the planning and execution of various USG events, specifically events related to Unify UAkron
- (2) Specific duties and responsibilities of the office include, but are not limited to:
  - (a) Attending all Executive Branch Cabinet and member meetings, unless otherwise excused;
  - (b) Working with the Student Body President and Vice President to create and maintain guidelines and policies for planning USG events;
  - (c) Facilitating the planning and execution of events hosted or sponsored by USG;
  - (d) Working with the Student Body President and Vice President to devise and implement strategies related to student engagement at UA;
  - (e) Overseeing the work of and delegating tasks to the Event Coordinator(s).
  - (f) All other duties as assigned.
- (3) The Director of Event Coordination is responsible for completing a minimum of six (6) office hours on a weekly basis.

(R) Event Coordinator(s)

- (1) The Event Coordinator(s) will assist with the planning and execution of various USG events, including events related to Unify UAkron.
- (2) The Event Coordinator(s) shall report directly to the Director of Event Coordination.
- (3) Specific duties and responsibilities of the office include, but are not limited to:
  - (a) Attending all Executive Branch member meetings, unless otherwise excused;
  - (b) Assisting the Director of Event Coordination with the planning and execution of USG events;
  - (c) All other duties as assigned.
- (4) The Event Coordinator(s) are responsible for completing a minimum of four (4) office hours on a weekly basis.

(S) Director of Membership Development

- (1) The Director of Membership Development will build an engaged and connected Undergraduate Student Government and provide opportunities for members' professional and personal growth.

- (2) Specific duties and responsibilities of the office include, but are not limited to:
- (a) Attending all Executive Branch Cabinet and member meetings, unless otherwise excused;
  - (b) Working with members of the organization to build stronger bonds between members in order to facilitate a mission-focused team;
  - (c) Devising and implementing practices and strategies to better engage the organization;
  - (d) Facilitating the personal and professional development of USG members.
  - (e) Assisting the Executive Branch leadership with the planning and execution of USG retreats;
  - (f) All other duties as assigned.

(2) The Director of Membership Development is responsible for completing six (6) office hours on a weekly basis.

(T) Student-Athlete Liaison(s)

(1) The Student-Athlete Liaison(s) will advocate on behalf of student athletes and increase student engagement with student athletes and athletic events.

(2) The Student-Athlete Liaison(s) shall report directly to the Director of Community and Campus Outreach.

(3) Specific duties and responsibilities of the office include, but are not limited to:

- (a) Attending all Executive Branch member meetings, unless otherwise excused;
- (b) Devising and implementing strategies to improve attendance at Athletics events.
- (c) Improving collaboration between USG and SAAC.
- (d) Advocating on behalf of student athletes to the Student Body President.
- (e) Attending all SAAC meetings.
- (f) All other duties as assigned.

(4) The Student-Athlete Liaison(s) are responsible for completing a minimum of two (2) office hours on a weekly basis.

(U) Greek Life Liaison(s)

(1) The Greek Life Liaison(s) will advocate on behalf of the Greek Life community and work with The Office of Fraternity & Sorority Life, IFC, PHC, and NPHC to facilitate positive relations with the Greek community.

(2) The Greek Life Liaison(s) shall report directly to the Director of Community and Campus Outreach.

(3) Specific duties and responsibilities of the office include, but are not limited to:

- (a) Attending all Executive Branch member meetings, unless otherwise excused;

- (b) Attending all official IFC, PHC, or NPHC meetings.
  - (c) All other duties as assigned.
- (4) The Greek Life Liaison(s) are responsible for completing a minimum of two (2) office hours on a weekly basis.

#### **IV. Judicial Branch Bylaws**

(A) Judicial branch membership:

(1) Pursuant to USGC (F)(2), the Judicial Branch will consist of:

- (a) One (1) Chief Justice;
- (b) One (1) Executive Justice;
- (c) Five (5) Associate Justices.

(2) Judicial Branch membership requirements:

- (a) All justices must comply with the USG membership requirements, outlined in Section (I)(A)(2) of this document;
- (b) All Justices are required to annually understand and sign the Judicial Branch Agreement;
- (c) Justices are required to attend all regular and special meetings of the Judicial Branch, unless otherwise excused:
  - (i) Justices will be removed from office after two (2) unexcused absences from regular branch meetings throughout the course of the semester, upon the recommendation of the Chief Justice and a majority vote of the branch as a whole;
  - (ii) Requests for excused absences must be submitted to the Chief Justice in writing or electronically at least twenty-four (24) hours prior to the meeting in question, unless in the event of an emergency;
  - (iii) Failure to respond to any communication from the Chief Justice regarding official business within two (2) business days will be considered an unexcused absence under this rule.
- (d) All Justices, including the Chief Justice and Executive Justice, are recommended to serve as hearing officers for the Department of Student Conduct and Community Standards;
- (e) Justices may not serve in any other branch of USG;
- (f) Justices are required to keep all information concerning cases and hearings confidential;
- (g) Failure by any member to maintain any of these requirements, or to uphold any of the duties or experiences contained herein, when applicable, may result in disciplinary action in accordance with USGC (C)(5).

(B) Chief Justice

(1) The Chief Justice will be appointed in accordance with USGC (H)(4) and (B)(1)(a) of this document;

- (a) The election for the position of Chief Justice shall be held at the last regularly scheduled meeting of the academic year;
  - (i) The election must be held before the last Senate meeting of the academic year;



- (ii) The Chief Justice must be elected from among the currently serving Judicial Branch members;
  - (iii) A member of the Judicial Branch must nominate candidates for the position of Chief Justice. Nominations must be made by a Judicial Branch member and accepted by the nominee;
  - (iv) In the event of multiple nominations, each nominee will have a moment to speak about their nomination before a period of open debate before votes are cast;
  - (v) The election for Chief Justice shall be conducted by a simple majority vote. Each member shall have one vote in the election process. The nominee who receives a simple majority vote in the election shall be designated as the Chief Justice-Elect;
  - (vi) Upon the confirmation of the Chief Justice-Elect, the Chief Justice-Elect shall be responsible for appointing an Executive Justice. This appointment must be made from the current members of the Judicial Branch. The selection will be subject to a simple majority vote by the Judicial Branch. Once confirmed, the appointed individual will be designated as the Executive Justice-Elect.
- (2) Pursuant to USGC (F)(3) the powers and duties of the office of Chief Justice include, but are not limited to:
- (a) Overseeing the efficient operation of the Judicial Branch;
  - (b) Determining a time for regular branch meetings per semester;
  - (c) Preparing the agenda for each branch meeting;
  - (d) Presiding over all meetings and hearings of the Judicial Branch and enforcing branch rules, including:
    - (i) Judicial Branch case procedures;
    - (ii) USGC and General Bylaws;
    - (iii) Robert's Rules of Order.
  - (e) Attending all DLT meetings as a voting member, unless otherwise excused;
  - (f) Attending all weekly Senate meetings and submitting a Judicial Branch report before the body, unless otherwise excused, and resolving all rules disputes, as outlined in USGC (F)(3)(a)(i)(ii);
  - (g) Serving as a liaison between the Judicial Branch and the other branches of USG;
  - (h) Swearing in all elected and appointed members of USG;
  - (i) Dismissing the Executive Justice, with the majority consent of all justices;
  - (j) Filling all vacancies in the Judicial Branch, in accordance with USGC (H)(4) and Section (I)(A)(3) of this document;
- (3) The Chief Justice is responsible for holding fifteen (15) office hours per week.

(C) Executive Justice

(1) The powers and duties of the office of Executive Justice include, but are not limited to:

- (a) Assisting the Chief Justice in the efficient operation of the Judicial Branch;
- (b) Attending all meetings of the Judicial Branch, unless otherwise excused, and presiding over these meetings in the event of the Chief Justice's absence;
- (c) Attending all DLT meetings as a voting member, unless otherwise excused;
- (d) Attending all Senate meetings and submitting a Judicial Branch report before the body in the event of the Chief Justice's absence;
- (e) Assisting Chief Justice in filling all vacancies in the Judicial Branch, in accordance with USGC (H)(4) and Section (I)(A)(3) of this document;
- (f) Overseeing the efficient operation of all record coordination, with the assistance of the Chief Justice, as outlined in Section (IV)(G) of this document;
- (g) Assuming the duties outlined in Sections (B)(2)(d), (B)(2)(f), and (B)(2)(h) in the event of the Chief Justice's absence.
- (h) The Executive Justice is responsible for holding eight (8) office hours per week.

(D) Associate Justices

(1) Associate Justices will be appointed and confirmed in accordance with USGC (H)(4)(d) and will serve until the time of their resignation, graduation, or removal from office;

(2) Specific powers and duties of the office include, but are not limited to:

- (a) Attending all regular and special meetings of the Judicial Branch, unless otherwise excused;
- (b) Sitting on all Judicial Branch hearings, unless otherwise determined by the Chief Justice;
- (c) Voting on all matters before the branch;
- (d) Keeping all cases heard confidential;
- (e) The senior most present Associate Justice shall assume the duties outlined in Sections (B)(2)(d), (B)(2)(f), and (B)(2)(h) in the event of the Chief Justice's and Executive Justice's absence.

(3) Associate Justices are responsible for holding a minimum of four (4) office hours per week.

(E) Judicial Branch procedures

(1) Branch Meetings

- (a) Regular branch meetings will be held once every week;
- (b) Should the branch deem it necessary, regular meetings may be recessed until a specified date and time when they will be resumed;
- (c) Quorum is defined as three (3) justices in attendance.

- (d) In the absence of both the Chief Justice and the Executive Justice, the most senior Associate Justice will preside over branch meetings;
- (e) The Chief Justice has the power to convene a special session of the Judicial Branch in accordance with USGC (F)(3)(a)(iii).

(2) Hearings

- (a) The Chief Justice will preside impartially over all branch meetings and will not receive a vote in any hearing, unless only three (3) justices are in attendance, or in the event of a tie;
- (b) A hearing is any meeting called to order by the Chief Justice, or their designee, to adjudicate a case brought before the Judicial Branch for a decision:
  - (i) Only members of the Judicial Branch present are permitted to hear a case;
  - (ii) The confidential handling of all case material is obligatory, aligning with the university, state, and federal policy, rules, regulations, law, and USG governing documents.
  - (iii) Pursuant to USGC (F)(4)(b), the Judicial Branch will adjudicate any case initiated by an undergraduate student under USG jurisdiction, such cases include, but are not limited to:
    - a The removal of an elected or appointed member of USG, in accordance with USGC (K)(3);
    - b Constitutional questions that include petitions submitted, in accordance with USGC (L)(2)(a);
    - c Disputes regarding the propriety of Senate Bills and Resolutions and Executive Orders, with regards to the USG Constitution and General Bylaws;
    - d Disputes involving non-academic university complaints, including election grievances, unless the case has jurisdiction within another university process;
    - e Before initiating any constitutional or election dispute resolution, an official written complaint must be received.

(F) Elections Board

- (1) The Judicial Branch serves as the Elections Board for all USG Elections;
- (2) The Chief Justice will serve as the Elections Chair, unless they are unable to successfully fulfill the duties of the Chair;
  - (a) The Elections Chair will be removed from the position by a 2/3 vote of the Judicial Branch as a whole, with a new justice being nominated and appointed to the Chair position by the Elections Board with a simple majority vote.
  - (b) Member(s) from the Executive Branch will serve as a non-voting member(s) on the Elections Board, as a Social Media and Event Liaison(s);

(i) An individual fulfilling this role is prohibited from participating in the election or assisting any candidate's campaign during the election cycle in which they hold this capacity;

a The Liaison(s) are required to refrain from publicly endorsing any candidate during their tenure in this position. Additionally, they must not engage in any campaign-related roles. Furthermore, they are expected to adhere to the regulations and constraints outlined in the bylaws and election rules, aligning with the standards set for the Elections Board;

b Comprehensive guidelines and regulations pertaining to these role(s) can be referenced in the Election Rules document.

(3) The Justice who serves as the Elections Chair will not receive a vote in the event that an election related grievance is brought before the board. The Elections Chair must not disclose confidential election matters with anyone other than the USG Advisor.

(a) The Elections Chair is responsible for periodically submitting required elections records to the Elections Records Coordinator throughout the election cycle.

(4) All elections will be governed by the USG Election Rules;

(a) The Elections Board must write the Election Rules prior to every election;

(b) The Election Rules must be approved by a majority vote of the Senate in order to go into effect.

#### (G) Coordination of Records Management

(1) The Judicial Branch will be responsible for the coordination and maintenance of all official USG records;

(2) The Executive Justice will oversee the coordination of all records;

(3) The Executive Justice will assign each Associate Justice to one of the following positions:

##### (a) Legislative Branch Records Coordinator

(i) Responsible for collecting and maintaining all records of Legislative Branch business, including Senate and committee meeting agendas, attendance records, and minutes, Senate reports, and Senate Bills and Resolutions;

(ii) Responsible for filing all records to the proper USG Microsoft Teams folder within one week of receipt;

(iii) Responsible for collecting all transition material from all Legislative Branch members.

##### (b) Executive Branch and DLT Records Coordinator

(i) Responsible for collecting and maintaining all records of Executive Branch business, including cabinet and committee meeting agendas, attendance records, and minutes, Executive Branch reports, Finance reports, and Executive Orders;

(ii) Responsible for collecting and maintaining all records of the Directional Leadership Team business, including minutes and agendas;

(iii) Responsible for filing all records to the proper USG Microsoft Teams folder within one week of receipt.;

(iv) Responsible for collecting all transition material from Executive Branch members.

(c) Judicial Branch Records Coordinator

(i) Responsible for taking minutes at Judicial Branch meetings and distributing minutes to all Justices prior to the following branch meeting;

(ii) Responsible for collecting and maintaining records of all Judicial Branch business, including meeting agendas, attendance records, minutes, Judicial Branch reports, and hearing decisions;

(iii) Responsible for filing all records to the proper USG Microsoft Teams folder within one week of receipt;

(iv) Responsible for collecting all transition material from Judicial Branch members.

(i) (d) Elections Records Coordinator Responsible for collecting and maintaining elections materials for all USG election cycles;

(ii) Responsible for posting all election materials to the proper USG Microsoft Teams folder following each election cycle; Responsible for maintaining all elections suggestions and transition material.

(e) Events Records Coordinator

(i) Responsible for collecting and maintaining the Event Feedback Form;

i. Including, but not limited to, branch, attendance, purpose, description, giveaways, incentives, and improvements.

(ii) Responsible for ensuring that event records are organized and placed in the proper USG Microsoft Teams folders corresponding to all branch events.