

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 January 12 of 2026 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 (III)(A)(1) of this document;

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

- (c) At least 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);
 - (i) Pursuant to USGC (C)(2), membership requirements are defined as: being an undergraduate student enrolled continuously at the University of Akron, maintaining membership requirements throughout their term, carrying at least twelve (12) credit hours, maintaining a 2.3 cumulative grade point average, and being in good standing as defined by the university of Akron student conduct and community standards, unless otherwise determined by the university.
 - (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.”
 - (c) All members are required to participate in two (2) hours at USG sponsored events per semester;
 - (i) A USG sponsored event is defined as any campus event that USG personnel is 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.
 - (iii) The USG sponsored hour requirement may be altered at the discretion of the DLT.
 - (d) All members are required to participate in six (6) on-campus engagement hours per semester;

- (i) The purpose of engagement hours is to ensure members of USG are seen on-campus in various aspects of the student experience and in the greater community;
- (ii) On-campus event hours can be fulfilled by attending any campus event where, at the discretion of branch leadership, a member is not representing the event's sponsoring organization(s) as an executive leadership member. In order to encourage meaningful engagement, these hours will be categorized as follows:
 - (a) Amplifying Academic Opportunities, Enhancing The Community, Expanding Personal Growth, and Empowering Student Perspectives with at least one (1) hour in each category. Branch leadership will determine which categories apply to the events their members attend.
 - (b) Two (2) on-campus hours can be left uncategorized and filled by events in any of the above categories or by any other on-campus events.
- (e) All members are required to participate in four (4) service hours per semester;
 - (i) The purpose of service hours are to ensure members of USG have the opportunity to give back to the campus community and/or greater Akron community;
 - (ii) Service hours 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.
 - (iv) 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 DLT;
- (g) Members are required to complete office hours as defined by position;
- (h) In the event that a USG member is sworn in during week nine (9), or later, of the regular academic semester(s), that member will only

be required to complete half of the semesterly membership requirements to be in good standing as outlined in USGC (C)(2);

- (i) 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 Membership Development Coordinator or the Chief of Staff in their absence;
 - (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
- (j) All DLT members who vacate their position before the end of their term are required to hold exit interviews with the DLT and the advisor(s), submit a completed transition report to the DLT, and fully onboard the DLT member filling their vacancy;
- (k) All members must attend the entirety of the Ohio Student Government Summit (OSGS) Conference, as outlined in Section (I)(A)(16) of this document, unless otherwise specified through an excused absence.
- (l) The DLT members are required to submit an up-to-date version of their transition materials to the USG President and USG Advisor(s) 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.

(m) 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)

(n) 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 USDC (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;

(b) All appointments made by USG are bound by the University's non-discrimination clause, outlined in USGC (C)(9) 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 branch leadership in which the vacancy occurs is responsible for submitting the ZipMail advertising the vacancy following approval from the USG President;

(iii) The solicitation must include the position title and qualifications for the vacancy, the minimum requirements for USG membership, and instruction for applying to the position.

(d) Following the announcement period, each applicant 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.
- (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)(9) 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 posted on the USG networks and 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 should not be considered in violation of the bylaws, regarding appointed positions, 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 can meet with the advisor(s) or their designee, as deemed necessary by the advisor(s);
 - (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(s)
- (a) In accordance with USGC(C)(4), the organization must retain at least one advisor, with no more than two:
 - (i) The advisor(s) must be a full-time faculty member or contract professional at the University of Akron;
 - (ii) At least one advisor(s) must attend all DLT and branch meetings, unless otherwise excused;
 - (iii) The advisor(s) 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(s):

- (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(s) 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 absences 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) 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, and Inclusion;

(e) Each student organization within the RooClusive space is required to send at least one (1) member to the Committee and the Committee will be open to all undergraduate students.

(12) 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.
- (13) 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;
- (14) 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 Committee is open to all undergraduate students.
- (15) 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 from the marketing team sits on the Committee.
- (ii) All members of the Committee must be members of USG.

(16) 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.
 - (iii) Elected or appointed members who have served a minimum of four (4) semesters in USG, or served on DLT and completed their term, are eligible to receive a graduation stole in the semester in which they are graduating.
- (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 end of the year recognition ceremony;
 - (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 branch 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 improved a role or activity of USG;

(vi) Initiative of the Year Award: presented annually to recognize the most impactful USG initiative. This can be awarded to up to three (3) initiatives.

(vii) Cornerstone 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.

Compass Award: presented each year to a member of USG who has served as a mentor to their fellow members and has acted as a role model through their dedication and commitment to the organization.

(viii) Campus Connector Award: presented each year to a member of USG who serves as a campus connector by prioritizing teamwork, , 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 academic hours on days when the university is in session, granted 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;
 - (i) DLT members will be granted swipe access to the office and student union outside of regular 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 position'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.
 - (d) DLT is responsible for creating and displaying office norms each year that will be available in the USG office and in the USG Teams.
- (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 project 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 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 and advertising that goes outside of the university, 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 approval;
- (b) All USG-related communications that goes outside of the organization must be submitted to the branch leadership for approval. At the discretion of branch leadership, communications can additionally be sent to the USG President for further approval;
 - (i) Elections related communications must be approved by the USG advisor(s), in accordance with confidentiality requirements of the Elections Board outlined in the USG Election Rules
 - (ii) Grievance related communications must be approved by the USG advisor(s), in accordance with confidentiality requirements of the Judicial Branch outlined in Section (IV)(E)(2)(b)(ii) of this document.
- (c) Campus wide distribution of official USG communications, including emails, Zipmail, flyers, and advertisements, must be reviewed and approved by the USG President;
 - (i) This excludes normal marketing team operations, which will be approved by the Director of Communications
- (d) All USG-related communications that goes outside of a USG member's branch will be reviewed by the respective member's branch leadership;
- (e) USG Members will carbon copy(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;

(f) All approvals will be complete within five in-session academic 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 Director of Communications and their 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, branch meeting minutes, legislation, and executive orders, should be submitted to the designated member of the Judicial Branch within two in session academic 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 DLTMicrosoft 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- meetings, and Senate meetings will follow Robert’s Rules of Order as defined by *Robert’s Rules of Order Newly Revised*.

(c) Ballots

(i) Open ballot will be defined as a roll call vote or vocal vote;

(ii) 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;

(iii) 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 part of their service must first receive approval from their branch leadership;

(i) For all official USG events, all necessary records will be submitted to the Judicial Branch within five in-session academic 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 an executing the event;

(d) In requesting space, equipment, and special accommodations for a USG event or meeting, members must follow the proper procedures 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 outstanding 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 outstanding 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 of 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 Judicial Branch is responsible for uploading finalized revisions to the USG Microsoft Teams.

The foregoing section may not be amended or removed except by a simple 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) Sixteen (16) 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;
 - (iv) One (1) Residence Life Senator; and
 - (v) One (1) Senator for Off-Campus living.
 - (b) 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, outlines in Section (I)(A)(2) of this document
 - (b) All Senate members are required to attend weekly Senate meetings
 - (c) All Senators are required to attend weekly committee meetings in compliance with section (II)(H)(1) of this document:
 - (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.
 - (d) Senate members should be knowledgeable of USG's governing documents and Robert's Rules of Order;
 - (e) Senate general members are required to:
 - (i) Plan and complete projects that serve that interests of the members 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.

(f) 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
- (iii) One (1) Off-Campus Living Senator; and
- (iv) One (1) Residence Life Senator

(b) At the beginning of each academic year, two (2) First Year Senators must be elected in a First Year Senator election in accordance with USGC (J) and the Election Rules;

- (i) First Year Senators may be appointed pursuant to Section I(A)(3) following the conclusion of the First Year Senator Election.

(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.

(e) In the events that the Senate begins that 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;

(f) 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, that 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 appointments, USGC and Bylaw amendments; and appointment or removal of the advisor(s);
- (d) The Senate Chair serves as a voting member on the DLT and must attend all 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(s).

(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 to a reasonable standard;
 - (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 USG 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 voting records, 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 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 scheduling a biweekly meeting with the Senate Chair and the three (3) Committee Chairs.

(e) 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 Councilappointments, 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, or, attending meetings of departments or organizations related to their office. .

(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 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 at The University of Akron

(6) Residence Life Senator

- (a) One (1) Residence Life Senator must be elected at the end of each academic year;
- (b) This Senator must be elected by all students voting that live in residence halls;
- (c) This Senator must attend all general body meetings of the Residence Hall Council as an ex-officio member; and
- (d) This Senator should work closely with The Department of Residence Life and Housing and the Residence Hall Council to complete projects and pursue legislation that furthers the interests of the undergraduate student population living in the residence halls.

(7) 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 is exempt from receiving a 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 maintaining all records of Senate business;
- (d) The Senate Clerk is responsible for holding three (3) posted office hours per week,, one (1) of which will be spent revising and proofing the minutes, two (2) of these must be spent assisting Senators or in a committee meeting outside of the Legislative Branch.
- (e) The Senate Clerk is responsible for assisting Senators in drafting and submitting legislation

(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(s) 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 a 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 12:00PM 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 non-appointment legislation must first be reviewed in a 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, either by the requestor or the responder .
- (f) 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 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) Senator assignments should be divided equally among the three (3) standing 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 24 hours in advance;
 - (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 shall 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 Research Center, and any other relevant department, and should use these relationships to further the co-curricular interests of the undergraduate student body.
- (iii) The Student Engagement Committee will be expected to host and/or execute at least one campaign per year, either in October for Domestic Violence Awareness Month, or in April for Sexual Assault Awareness and Prevention Month, in order to increase understanding about consent and coercion.

(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) 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 in-session 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 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 legislation, as outlined in Section (II)(G)(2) of this document;
 - (iv) Guest speaker presentations from the 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
- (i) The Committee Chairs are responsible for meeting biweekly with the Senate Chair and Vice Senate Chair.

(5) 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.

(6) 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.

(I) 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.

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) Membership Development Coordinator
 - (f) One (1) Director of Finance
 - (g) One (1) Deputy Director of Finance
 - (h) One (1) Director of Communications
 - (i) Four (4) Social Media Strategists
 - (j) One (1) Director of Diversity, Equity & Inclusion
 - (k) One (1) Deputy Director of Racial Equity
 - (l) One (1) Deputy Director of LGBTQ+ and Gender Equity
 - (m) One (1) International Student Liaison
 - (n) One (1) Deputy Director of Community and Campus Outreach
 - (o) One (1) Deputy Director of Campus Outreach
 - (p) One (1) Deputy Director of Community Outreach
 - (q) Two (2) Directors of Project Coordination
 - (r) Four (4) Project Coordinators
 - (s) One (1) Student-Athlete Liaison
 - (t) 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 Coordination
 - (3) 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 biweekly Executive Cabinet meetings.
 - (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 may 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 with 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 with 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.

(D) 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 meetings 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;

 - (c) Attending all Executive Branch Cabinet and member meetings, unless otherwise excused;
 - (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 the Deputy Chief of Staff.
 - (g) Overseeing the usage of the office, its supplies, and resources, and maintaining a clean, professional work environment
 - (h) Collecting, reviewing and approving the onboarding strategy for each of the three (3) branches to then deliver to new members.
 - (i) In the instance that the Membership Development Coordinator is appointed, it will be that positions responsibility to deliver and host onboarding information.
 - (i) All other duties as assigned by the President and/or Vice President
- (3) The Chief of Staff is responsible for completing a minimum of ten (10) posted office hours per week.

(E) 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:
 - (a) Attending all executive branch member meetings, unless otherwise excused;

(b) 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.

(F) Membership Development Coordinator

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

(2) The Membership Development Coordinator will report directly to the Chief of Staff.

(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) 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) Fulfilling onboarding strategies and meetings after receiving each branch's onboarding plans from the Chief of Staff.

(g) All other duties as assigned.

(4) The Director of Membership Development is responsible for completing four (4) office hours on a weekly basis.

(G) Director of Finance

(1) The Director of Finance is responsible for the proper allocation and record-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 meeting 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 the Deputy Director of Finance.
 - (j) All other duties as assigned.

(3) The Director of Finance is responsible for completing a minimum of ten (10) posted 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) Creating graphic and video content for social media, print, etc.
 - (d) Utilizing social media trends and analyzing data gathered from previous activity to increase engagement.
 - (e) Overseeing the work of and delegating marketing requests to Social Media Strategists.
 - (f) 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 for 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
 - (d) Serving as the Committee Chair of the Diversity Committee, outlined in Section (I) (12) of this document
 - (i) Organize member participation from the RooClusive space.
 - (ii) Organize and manage student participation within the group, regardless of their ethnographic identity.
- (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) Deputy Director of Racial Equity 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.
- (M) Deputy Director of LGBTQ+ and Gender Equity
 - (1) 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
 - (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 LGBTQ+ and gender equity in the undergraduate student body;
 - (e) All other duties as assigned.
 - (4) The Deputy Director of LGBTQ+ and Gender Equity is responsible for completing a minimum of four (4) office hours on a weekly basis
- (N) International Student Liaison
 - (1) The International Student Liaison will express the voice of the International Student population on campus.
 - (2) The International Student Liaison will work with different student organizations and groups to express any needs, concerns, or initiatives.
 - (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) Facilitate positive USG relations with the International Student community.

(c) All other duties as assigned.

(O) 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.

(4)

(P) 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 the 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

(Q) Deputy Director of Community Outreach

- (1) 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.
- (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 the 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.
- (3) The Deputy Director of Community Outreach is responsible for completing a minimum of four (4) office hours on a weekly basis

(R) Health and Safety Officer

- (1) 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.
- (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 the 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.

(3) The Health and Safety Officer is responsible for completing a minimum of four (4) office hours on a weekly basis

(S) Director(s) of Project Coordination

(1) The Director(s) of Project Coordination are tasked with executing All4UA, a platform focused on amplifying academic opportunities, enhancing the community, expanding personal growth, and empowering the student perspective.

(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 All4UA platform;

(c) Overseeing the work of and delegating tasks to the Project Coordinators;

(d) All other duties as assigned.

(3) The Director of Project Management is responsible for completing a minimum of six (6) office hours on a weekly basis.

(T) Project Coordinator(s)

(1) The Project Coordinators(s) are tasked with helping the Director of Project Management and Executive Branch Leadership to execute All4UA, a platform focused on amplifying academic opportunities, enhancing the community, expanding personal growth, and empowering the student perspective.

(2) The Project Coordinator(s) shall report directly to the Director(s) of Project 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) Plan events centered around the pillars of the All4UA platform;

(c) All other duties as assigned.

(4) The Project Coordinator(s) are responsible for completing a minimum of four (4) office hours on a weekly basis.

(U) Student-Athlete Liaison

- (1) The Student-Athlete Liaison will advocate on behalf of student athletes and increase student engagement with student athletes and athletic events.
- (2) The Student-Athlete Liaison 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 Student Athletic Advisory Council (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 are responsible for completing a minimum of two (2) office hours on a weekly basis.

(V) 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, Interfraternity Council (IFC), Panhellenic Council (PHC), and National Panhellenic Council (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) Justices are required to attend all regular and special meetings of the Judicial Branch unless otherwise excused:
 - (i) Justices may be removed from office after two (2) unexcused absences from regular branch meetings throughout the course of the semester;
 - (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) in-session academic days will be considered an unexcused absence under this rule.
 - (c) 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;
 - (d) Justices are required to keep all information concerning cases and hearings confidential;
 - (e) Justices are required to act in accordance with USGC(F)(5) and remain impartial in all cases brought before the branch;
 - (f) 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 (IV)(B)(1)(a) of this document
 - (a) The regular 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 of the 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. The appointment must be made from among 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;
 - (b) In the event of a vacancy in the position of Chief Justice, the Executive Justice shall serve the remainder of the Chief Justice's term in accordance with USGC(H)(4)(b).
- (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 vote 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;
 - (k) Updating and maintaining all DLT records.
- (3) The Chief Justice is responsible for holding fifteen (15) posted 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 DLT meetings as a voting member, unless otherwise excused
 - (c) Attending all Senate meetings and submitting a Judicial Branch report before the body in the event of the Chief Justice's absence;
 - (d) Assisting the Chief Justice in filling all vacancies in the Judicial Branch in accordance with USGC (H)(4) and Section (I)(A)(3) of this document;
 - (e) Overseeing the efficient operation of all record coordination, with the assistance of the Chief Justice, as outlined in Section (IV)(G) of this document;

- (f) Assuming the duties outlined in Sections (B)(2)(d), (B)(2)(f), and (B)(2)(h) in the event of the Chief Justice' absence.
- (g) The Executive Justice is responsible for holding ten (10) posted 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.
 - (a) Two (2) of these hours will be conducted during the weekly Judicial Branch meeting.

The other two (2) hours will be conducted in the USG Office.

(E) Judicial Branch procedures

- (1) Branch Meetings
 - (a) Regular branch meetings will be held once every week when the University is in session;
 - (b) Quorum is defined as three (3) justices in attendance.
 - (c) In the absence of both the Chief Justice and the Executive Justice, the most senior Associate Justice will preside over branch meetings;
 - (d) 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 meeting 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 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 participated in the election or assisting any candidate's campaign during the election cycle in which they hold this capacity;
 - (ii) Comprehensive guidelines and regulations pertaining to the Liaison positions 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 Judicial Branch must write the Election rules prior to every election
 - (b) The Election rules must be approved by a simple majority vote of all USG members voting in a regularly scheduled Senate meeting, or All-USG meeting in order to go into effect in accordance with USGC (L)(4)(b)
 - (i) For the purposes of this vote, the quorum shall be a majority of all USG members required to be present at the given meeting.

(G) Coordination of Records Management

- (1) The Judicial Branch will be responsible for the coordination and maintenance of all official USG records;
 - (a) This includes maintaining and updating the USG website with all Senate minutes, legislation, and other necessary materials;
- (2) The Executive Justice will oversee the coordination of all records;
- (3) The Executive Justice will assign each Justice to one of the following positions:
 - (a) Senate Records Coordinator:

- (i) Responsible for collecting and maintaining all records of Legislative Branch business, including Senate 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;

(b) Executive Branch Records Coordinator

- (i) Responsible for collecting and maintaining all records of Executive Branch internal business, including cabinet and director meeting agendas, attendance records, and minutes, Executive Branch reports, Finance reports, and Executive Orders;
- (ii) Responsible for filing all records to the proper USG Microsoft Teams folder within one week of receipt;
- (iii)

(c) USG Committee Records Coordinator

- (i) Responsible for collecting and maintaining all records of Undergraduate Student Government internal and external committees, , including committee meeting agendas, attendance records, and minutes;
- (ii) Responsible for filing all records to the proper USG Microsoft Teams folder within one week of receipt

(d) 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;

(e) Elections Records Coordinator

- (i) This Records Coordinator role only needs to be filled in the event that the Elections Chair is not the current Chief Justice
 - (ii) Responsible for collecting and maintaining election materials for all USG election cycles;
 - (iii) Responsible for posting all election materials to the proper USG Microsoft Teams folder following each elections cycle;
 - (iv) Responsible for maintaining all elections suggestions and transition material.
- (f) Events Records Coordinator
- (i) Responsible for collecting and maintaining event records, alongside the Project Coordination team;
 - (a) 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
- (g) Historic Records Coordinator
- (i) Responsible for updating and maintaining historic records with the USG Microsoft Teams
 - (ii) Responsible for familiarizing themselves with the recorded history of USG, including but not limited to:
 - (a) Events
 - (b) Projects and Initiatives
 - (c) Membership
 - (iii) Responsible for ensuring the consistency of records keeping practices in both current and historic records.