

Undergraduate Student Government General Bylaws

Pursuant to Section (I)(3) of the Undergraduate Student Government Constitution (hereafter “USGC”) the bylaws contained herein have been approved on September 21, 2017 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 (B)(12) & (B)(13) until they are replaced or amended.

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I. 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 (C)(3) and Section (II)(A)(1) of this document;
 - (ii) The Executive Branch, as outlined in USGC (D)(2) and Section (III)(A)(1) of this document;
 - (iii) The Judicial Branch, as outlined in USGC (E)(2) and Section (IV)(A)(1) of this document;
- (b) The Directional Leadership Team (DLT), as outlined in USGC (B)(3);
- (c) One full-time advisor, as stipulated by USGC (B)(4);

(2) Membership requirements

- (a) All elected and appointed members must comply with the membership requirements outlined in USGC (B)(2);
- (b) All members are required to swear and uphold the USG oath of office, failure to do so may result in loss of membership status:
 - (i) “I, (state your name), do solemnly swear that I will faithfully execute the office of (state your title) and will to the best of my ability preserve, protect, and defend the Constitution and Bylaws of the Undergraduate Student Government. As a committed and responsible leader, I will support and defend the needs and interests of the undergraduate student body. I take this obligation freely, and that I will well and faithfully discharge the duties of the office on which I am about to enter. [So help me God.]”
- (c) All members are required to attend four (4) USG sponsored events per semester;
- (d) All members are required to participate in ten (10) hours of campus involvement per semester:
 - (i) Throughout the semester, members will receive frequent updates from the Director of Student Involvement and the Chief of Staff that will include information about athletic and co-curricular events taking place on campus;
 - (ii) Members should spend at least ten (10) hours per semester engaging with students at these events, and may be required to provide proof of their involvement to their branch leadership.
- (e) Throughout the semester, members will be required to submit progress reports to their branch leadership using OrgSync:
 - (i) Reports will be submitted on a weekly or a biweekly basis, at the discretion of each respective branch’s leadership;

- (ii) These reports should include a review of each member's progress with regards to a specific project or goal;
 - (iii) Branch leaders should provide feedback to each member on their progress reports within a timely manner, and should offer advice and resources to assist that member when appropriate.
- (f) Branch specific membership requirements are outlined in the following sections of this document:
- (i) Legislative Branch: (II)(A)(2)
 - (ii) Executive Branch: (III)(A)(2)
 - (iii) Judicial Branch: (IV)(A)(2)
- (g) 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 (B)(5).
- (3) Appointment procedures
- (a) Pursuant to USGC (G)(1), 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 (B)(10) and will not conflict with local, state, or federal law;
 - (c) Following a vacancy in any branch, a campus wide solicitation must be posted on the USG website and circulated on ZipMail for a minimum of one week:
 - (i) The solicitation may be posted for longer than one week at the discretion of the branch leadership that is responsible for filling the position;
 - (ii) The solicitation must include the position title and qualifications for the vacancy, the minimum requirements for USG membership, and instructions for applying to the position.
 - (d) Following the announcement period, each applicant who meets the membership requirements for USG position 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 insure 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
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accordance with the process outlined in USGC (G), considering the candidate is still eligible and interested in filling the position.

(4) Retreats

- (a) In accordance with USGC (B)(2)(c) all elected and appointed members of USG are required to attend one (1) USG retreat per semester, unless otherwise exempted;
- (b) The DLT 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.

(5) Semester Review Sessions

- (a) Pursuant to USGC (B)(5)(c), all members must participate in one accountability meeting, or 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 to the procedural efficiency or service capacity of USG as an organization.
- (c) These sessions should be conducted by the full time advisor or the coordinator for student life administration and at least one DLT representative from the member's respective branch;
- (d) These sessions should be used as an opportunity to review the member's personal development and contributions to the organization, and to discuss any areas of concern or patterns of misconduct;
- (e) DLT semester review sessions:
 - (i) Prior to the conclusion of each semester, the DLT membership from each branch must meet with the full-time advisor or coordinator for student life administration for a review session;
 - (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.

(6) Compensation

- (a) The USG President will set the compensation rates for each paid position; except for the members of the DLT, which will be set in accordance to full-time in-state undergraduate tuition;
- (b) Members who complete eight (8) or more office hours weekly will be compensated for their service on a biweekly basis throughout the semester;
- (c) All other compensated members will receive their service stipend in a lump sum at the end of the semester, with respect to:
 - (i) The amount of time served in USG;
 - (ii) Fulfillment of the USG membership requirements.

(7) Transition binders

- (a) Prior to the conclusion of the academic year, each member must submit a transition binder to be maintained electronically by the Judicial Branch;
- (b) The DLT will design and distribute a transition binder template for all members;
- (c) These binders should include relevant information and instruction about USG as an organization and each specific position to assist new members in transitioning into that position;
- (d) Transition binders should be distributed to new members prior to the second week of each semester, or within one week of their appointment to USG.

(8) USG advisors

- (a) In accordance with USGC (B)(4), the organization must retain one full-time advisor:
 - (i) This advisor must be a full-time faculty member or contract professional at the University of Akron;
 - (ii) The full-time advisor must attend all DLT and weekly branch meetings, unless otherwise excused;
 - (iii) The full-time advisor will serve until the time of his or her 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 full-time advisor:
 - (a) The Vice President of Student Affairs, or his or her designee, will serve as full-time 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 full-time advisor;
 - (c) The incoming full-time advisor must be approved by a majority vote in two of the three USG branches.

(9) Faculty Senate

- (a) Two (2) members of USG will serve as voting student representatives on the Faculty Senate;

- (b) One (1) representative will be the USG President;
- (c) One (1) representative will be elected from the USG general membership:
 - (i) Elections for this position will be held at the final Senate meeting of each academic year, 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.
- (d) The USG President and the elected representative to the Faculty Senate must attend all meetings of the Faculty Senate, unless otherwise excused;
- (e) More than two (2) unexcused from Faculty Senate by the elected USG representative may result in removal from that position.

(10) University Council

- (a) Three (3) members of USG will serve as voting members on the University Council;
- (b) One (1) representative will be the USG President;
- (c) Two (2) University Council representatives will be elected from the USG general membership:
 - (i) Elections for this position will be held at the final Senate meeting of each academic year, 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.
- (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 from University Council by an elected USG representative may result in removal from that position.

(11) Ohio Student Government Association

- (a) Two (2) members of USG will serve as primary delegates and will have voting rights, as outlined in the OSGA Constitution and Bylaws;
- (b) Two (2) members of USG will serve as secondary delegates;
- (c) The USG President will serve on the OSGA President's council and as one (1) of the primary delegates;
- (d) All delegate seats will be elected from the USG general membership:
 - (i) Nominations will be taken from the entire organization;
 - (ii) Elections will be conducted by closed ballot; a majority vote of those present voting will determine the OSGA representatives.

- (e) The USG President and delegates must be able to attend the OSGA conference:
 - (i) If the President is unable to attend the OSGA conference, the Vice President will attend on their behalf;
 - (ii) If any of the elected representatives are unable to attend the OSGA conference, they must resign their seat, at which time a replacement representative will be elected.

(12) Diversity Committee

- (a) The Diversity Committee was created to advocate 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 and equality 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 Diversity Coordinator(s) will serve as Chair(s) of the Diversity Committee;
- (e) Membership on the Diversity Committee is open to all members of the undergraduate student body.

(13) Textbook Committee

- (a) The Textbook Committee is responsible for the development and implementation of the USG Textbook Scholarship;
- (b) The Director(s) of Finance will serve as Chair(s) of the Textbook Committee;
- (c) Membership on the Textbook Committee will consist of one (1) member from each branch appointed by the President, not including the committee Chair(s).

(14) Awards

- (a) Member of the month
 - (i) Each month that the University is in session, USG members will elect one (1) Member of the Month;
 - (ii) Nominations for Member of the Month should be limited to members who have demonstrated excellent leadership skills in his or her duties throughout that month;
 - (iii) Specific projects and service accomplishments will be taken into account when nominating and electing the Member of the Month;
 - (iv) The election for Member of the Month should be held at the final Senate meeting of each month;
 - (v) Nominated members do not receive a vote and must leave the room during deliberations;

- (vi) The vote must be held by a secret ballot, a majority vote of those present will determine the Member of the Month.
- (b) Graduation cords
 - (i) Elected or appointed members who have served a minimum of two (2) semesters in USG are eligible to receive graduation cords in the semester in which they are graduating;
 - (ii) USG graduation cords will be navy and gold.
- (c) End of semester awards
 - (i) Nominations for end of year awards should be submitted to the DLT, with a rationale, prior to spring recess, to be awarded at the USG end of year banquet;
 - (ii) Senator of the Year: presented annually to the USG Senator who exhibits outstanding productivity and service on behalf of USG and the undergraduate student body;
 - (iii) Justice of the Year: presented annually to the USG Justice who exhibits outstanding productivity and service on behalf of USG and the undergraduate student body;
 - (iv) Executive Branch Member of the Year: presented annually to the executive member who exhibits outstanding productivity and service on behalf of USG and the undergraduate student body;
 - (v) Phoenix Award: given to the USG member who dramatically improves a role or activity of USG;
 - (vi) Project of the Year Award: presented annually to recognize the most impactful USG project;
 - (vii) Ron McDonald Award: presented annually to a member of USG who advocates and displays the highest level of commitment to USG through leadership, integrity, and accountability;
 - (viii) Dan Buie Award: presented each year to a member of USG who demonstrates outstanding leadership and service to USG and to the undergraduate student body.
- (B) Office hours and procedures
 - (1) Office access
 - (a) The USG office is open to the UA community from 9 A.M. to 5 P.M. on days when the university is in session, granted that at least one member of USG is present in the front office;
 - (b) Non-members are not permitted in the office when the office is closed, unless accompanied by a USG member at all times;
 - (c) USG members will be granted swipe access to the office during regular student union hours;

- (d) Any non-members who are disrupting USG business may be asked to leave the office at any time.

(2) Guidelines for office use

- (a) Members are required to spend a certain number of hours in the office each week, as per their branch's membership guidelines:
 - (i) Members must submit their official office hours schedule to a designated member of the DLT at the beginning of each semester or upon assuming their position in USG;
 - (ii) Office hours for each member should be posted publicly in the USG office, any changes 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 socializing or working on homework outside of their official hours, but they should be courteous and respectful of their peers, and priority will be given to members who are using the space for USG-related business.

(3) Guidelines for computer and printer use

- (a) The computers located in the USG office are reserved for use by USG members. They should be logged off and secured when unattended;
- (b) Personal use of USG computers is discouraged during official office hours, priority will be given to members who need to use the computers for USG related business;
- (c) Documents and files should not be saved to the desktop or (C:) drive on any office computer, personal files should not be saved on USG computers, official USG files should be saved on the (H:) drive, in the appropriate folder for the corresponding branch;
- (d) The office printer is only to be used for USG projects and related business, members should print in black and white and double-sided whenever possible to conserve resources, USG business and communications should be conducted electronically whenever possible to minimize waste;
- (e) The office computers will be maintained by Design Specialist, in coordination with University Akron's IT Services, any changes to the software or hardware of USG's computers must be approved by the USG President, Design Specialist, and full-time advisor.

(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 after 5 P.M, it is the responsibility of the last member to leave the office after 5 P.M. 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) Nonperishable waste should be disposed of in the proper receptacles; food waste and containers should be disposed of outside of the USG office.
- (b) Office supplies may be replenished by filing a request with the USG President.

(C) Communications, correspondence, and scheduling

(1) Standards for external communications

- (a) All USG-related communications with the President of the University, University Vice-Presidents, and Board of Trustee members must be submitted to the respective member's branch leadership for pre-approval;
- (b) Campus wide distribution of official USG communications, including email, ZipMail, flyers, and advertisements, must be reviewed and approved by the USG President;
- (c) Any posters, flyers, brochures, handouts, or other publications displaying the USG logo should include the following disclaimer, without alteration:

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.
- (d) All other USG-related outgoing communications do not require approval but should be reviewed by the respective member's branch leadership to insure grammatical and informational accuracy.

(2) Guidelines for internal correspondence and file maintenance

- (a) Records of official USG business, including accountability forms, roll calls, meeting minutes, legislation, and executive orders, should be filed and maintained in the USG office and submitted to the designated member of the Judicial Branch, as outlined in Section (IV)(G)(3) of this document;
- (b) Confidential information, including student files and USG applications, should not be removed from the USG office, nor should their contents be shared with any unauthorized persons.

(3) USG meetings and official events

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

(4) Requests for funding

- (a) The Director(s) 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 (I)(3);
- (2) In the event that an amendment to the bylaws is approved by only two of the three branches, the dissenting branch may choose to initiate an appeals process:
 - (a) A motion to appeal must be presented at the first regular meeting of the dissenting branch following the approval of the amendment in question, the appeals process may only be used to prevent an existing amendment from going into place, not to propose additional revisions to the bylaws;
 - (b) The motion to appeal must pass the dissenting branch by a three-fourths majority of all members voting;
 - (c) If the motion to appeal does not pass by a three-fourths majority, the amendment will go into effect immediately;
 - (d) If the motion to appeal passes in the dissenting branch by a three-fourths majority, the leadership of that branch should notify the DLT of the result of the vote;
 - (e) No later than one week following DLT notification, the original, unrevised amendment must be presented to the other two branches during their regular meeting time, where it must pass with a three-fourths majority of all members voting in order to take effect.

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

II. Legislative Branch Bylaws

(A) Senate membership

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

- (a) One (1) Senate Chair;
- (b) One (1) Vice Senate Chair;
- (c) Twenty one (21) general members, including:
 - (i) Nine (9) Senators At-Large;
 - (ii) Eight (8) Senators, each representing an undergraduate academic college;
 - (iii) Two (2) First Year Senators;
 - (iv) One (1) Senator for Residence Life; and
 - (v) One (1) Senator for Off Campus Living.
- (d) One (1) Senate Clerk.

(2) Senate membership requirements:

- (a) All Senate members must comply with the USG membership requirements, outlined in Section (I)(A)(2) of this document;
- (b) All Senate members are required to attend weekly senate and committee meetings:
 - (i) Any excused absences must receive prior approval from the Senate Chair;
 - (ii) More than two (2) unexcused absences in an academic year may result in removal from office.
- (c) Senate members should be familiar with USG's governing documents and Robert's Rules of Order;
- (d) 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 (B)(5).

(3) Senate vacancies and appointments

- (a) At the end of each academic year, elections will be held for:
 - (i) Nine (9) Senators At-Large;
 - (ii) Eight (8) College Senators;
 - (iii) One (1) Residence Life Senator; and
 - (iv) One (1) Off Campus Living Senator.
- (b) At the beginning of each academic year, elections will be held for two (2) First Year Senators;
- (c) The Senate Chair and Senate Vice Chair must be elected in accordance with USGC (C)(4);

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

(B) Senate Chair

(1) Powers of the office

- (a) Pursuant to USGC (C)(5) the Senate Chair is responsible for the general operations of the Senate;
- (b) As the impartial presiding member of the Senate, the Chair does not receive a vote on matters of Senate legislation or executive orders;
- (c) As a member of USG, the Chair will vote on Faculty Senate, University Council, and OSGA appointments; Member of the Month elections; USGC and bylaw amendments; and appointment or removal of the full-time advisor;
- (d) The Senate Chair serves as a voting member on the DLT and must attend all weekly DLT meetings, unless otherwise excused;
- (e) The Senate Chair is responsible for insuring that all Senate members are compliant with the membership requirements and expectations outlined in 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 full time advisor or the coordinator for student life administration.

(2) Duties of the office

- (a) The Senate Chair is responsible for preparing and electronically distributing each of the following documents to all Senate members by Wednesday at 5:00 PM for every week that the Senate is in session:

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

(C) Senate Vice Chair

(1) Powers of the office

- (a) The Senate Vice 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 Chair will vote on Faculty Senate, University Council, and OSGA appointments; Member of the Month elections; USGC and bylaw amendments; and appointment or removal of the full-time advisor;
- (c) The Senate Vice 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 Senate Vice Chair is responsible for assisting the Senate Chair in managing the general operations of the Senate;

- (b) The Senate Vice 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 Senate Vice Chair;
- (d) The Senate Vice Chair responsible for holding eight (8) posted office hours per week.

(D) General members

(1) Powers of the office

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

(2) Duties of the office

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

(3) Senators At-Large

- (a) Nine (9) 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 from each academic college at the end of each academic year, including:
 - (i) College of Business Administration;
 - (ii) LeBron James Family Foundation College of Education;
 - (iii) College of Engineering;
 - (iv) College of Health Professions;
 - (v) College of Arts and Sciences;

- (vi) Dr. Gary B. and Pamela S. Williams Honors College;
 - (vii) College of Applied Science and Technology;
 - (viii) Wayne College.
- (b) These Senators are elected by the undergraduate members of the college that they represent;
 - (c) These Senators should work closely with the dean, department chairs, faculty, and student organizations affiliated with their respective college to complete projects and pursue legislation that furthers the interests of the undergraduate students in that college;
 - (d) In the event of a vacancy in a College Senator seat, priority should be given to applicants from the college in which the vacancy occurs, although membership in a specific college is not required to represent that constituency in the Senate;
 - (e) In the event of the establishment of a new academic college at the University, the Senate Chair may appoint a Senator At-Large to represent the undergraduate students in the newly established college;
 - (f) In the event of a merger between two academic colleges, the Senate Chair will appoint one of the affected College Senators as the representative for the newly merged college, while the other Senator will be designated a Senator At-Large for the remainder of the academic year.
- (5) First Year Senators
- (a) Two (2) First Year Senators are elected at the beginning of each academic year;
 - (b) These Senators must be incoming first year students, elected by 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 is elected by all undergraduate students living in the residence halls;
 - (c) This Senator should work closely with the office of Residence Life and Housing to complete projects and pursue legislation that furthers the interests of the undergraduate 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 is elected by all undergraduate students living off campus;
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- (c) This Senator should work closely with the office of Off Campus Student Services to complete projects and pursue legislation that furthers the interests of the undergraduate population living off-campus.

(E) Senate clerk

- (1) The Senate Clerk must be appointed by the Senate Chair and approved to a one-year term by a majority of the Senate before the fourth week of the fall semester;
- (2) Powers of the office:
 - (a) The Senate Clerk does not receive a vote on matters of legislation or executive orders;
 - (b) As a member of USG, the Clerk will vote on Faculty Senate, University Council, and OSGA appointments; Member of the Month elections; USGC and bylaw amendments; and appointment or removal of the full-time advisor.
- (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 Wednesday at 4:00 PM for every week that the Senate is in session;
 - (c) The Senate Clerk is responsible for assisting the Senate Chair and Vice Chair in routing legislation maintain all records of Senate business;
 - (d) The Senate Clerk is responsible for holding four (4) posted office hours per week, two (2) of which must be conducted in office.

(F) Senate meetings

- (1) Pursuant to USGC (C)(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;

- (5) Members in attendance are required to be dressed in formal 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 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 his or her designee;
 - (g) Advisor reports, delivered by the full-time advisor.
 - (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, 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 (C)(8), 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 Tuesday at 12:00 PM in order to be placed on the agenda for that week's Senate meeting.
 - (2) Before receiving a first reading at a general Senate meeting, all resolutions must first be reviewed in standing Senate committee:
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- (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 Senate Vice Chair, the sponsors of the legislation will have an opportunity to further explain the 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 his or her 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, a Request for Information:
 - (i) Is directed at the chair or through the chair to another member(s), to ascertain information that is not readily available to the individual making the request;
 - (ii) Should not be used to further debate.
- (e) Members should maintain civility and respect towards one another throughout the course of debate.

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

(H) Senate committees

- (1) Each Senator, except for the Senate Chair and Vice Senate Chair, must be assigned to one (1) of the three (3) standing committee;
 - (a) Assignments to standing committees must be made by the Senate Chair prior to the second week of the fall semester, or no later than one week following the appointment of a new member to the Senate;
 - (b) Committee assignments should be made with respect to each Senator's individual interests, but other factors, such as scheduling and seat availability, may also be considered;

- (c) Each committee should have no less than five (5) members when all Senate seats are filled;
 - (d) Senator assignments should be divided equally among the three (3) committees, unless circumstances warrant otherwise.
- (2) Committee meetings must be held every week that the Senate is in session:
- (a) Committee meeting attendance is mandatory for all committee members:
 - (i) Any excused absences must receive prior approval from the Committee Chair;
 - (ii) More than two (2) unexcused absences in an academic year may result in removal from office.
 - (b) Regular committee meetings should be conducted in person with all members in attendance;
 - (c) Under special circumstances, committee meetings may be conducted electronically, at the discretion of the Committee Chair.
- (3) The three (3) standing Senate committees include:
- (a) Academic and Finance Committee
 - (i) Members of the Academic and Finance Committee should complete projects or pursue legislation that relate to undergraduate programs, curriculum requirements, academic support services, and financial matters;
 - (ii) Through their service with USG, Senators on this committee should establish connections with the faculty and administration of the University and the academic colleges, members of the academic support staff, and any other relevant departments, and should use these relationships to further the academic and financial interests of the undergraduate student body.
 - (b) Student Outreach Committee
 - (i) Members of the Student Outreach Committee should complete projects or pursue legislation that relate to officially recognized undergraduate student organizations and co-curricular programming at the University;
 - (ii) Through their service with USG, Senators on this committee should establish connections with staff members at the Department of Student Life, the Student Organization Resource Center, and any other relevant department, and should use these relationships to further the co-curricular interests of the undergraduate student body.
 - (c) Facilities and Services Committee
 - (i) Members of the Facilities and Services 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 dining, 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, dining 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 week following the graduation, resignation, or impeachment of a Committee Chair;
- (b) The Senate Chair and Senate Vice Chair are not eligible to serve as Chair or Vice Chair for any standing committee;
- (c) The Committee Chair is responsible for coordinating with all members to schedule a regular weekly meeting time and for reserving space on campus for the committee meeting;
- (d) The Committee Chair is responsible for presiding over weekly committee meetings, this meeting time may be used for:
 - (i) Updates from committee members regarding current projects, legislation, service opportunities, or leadership development;
 - (ii) Discussion of any University policy or proposal as it relates to the mission of the committee;
 - (iii) Review of Senate resolutions, as outlined in Section (II)(G)(2) of this document;
 - (iv) Guest speaker presentations from campus and community members.
- (e) The Committee Chair is responsible for submitting a report of all committee activity to the Senate Chair prior to Wednesday at 4:00 PM 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 office;
 - (ii) One (1) of which may be designated for the committee meeting.

(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) The Senate Student Outreach Committee, in collaboration with the Student Involvement Team, are responsible for informing all student organizations of the role of USG on campus;

(2) Pursuant to USGC (C)(7), upon approval of a New Student Organization (NSO) by the Department of Student Life, a designated member of the Senate Student Outreach Committee, in collaboration with the Student Involvement Team, must inform the NSO of the role of USG on campus;

(3) Outreach to new and existing student organizations may be conducted by:

(a) Notifying the student organization by electronic mail;

(b) Attending a meeting of the student organization;

(c) Convening a special meeting of all registered student organizations, as outlined USGC (A)(8).

III. Executive Branch Bylaws

(A) Executive branch membership

- (1) Pursuant to USGC (D)(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) Two (2) Deputy Chiefs of Staff
 - (e) The Executive Cabinet:
 - (i) Finance Team;
 - (ii) Student Engagement Team;
 - (iii) Inclusion Team;
 - (iv) Director of Center for Advocacy and Student Advocacy.
- (2) Executive branch membership requirements and responsibilities:
 - (a) All executive members must comply with the USG membership requirements, outlined in Section (I)(A)(2) of this document;
 - (b) Members are required to attend all executive cabinet meetings:
 - (i) Any executive officer shall automatically be removed from office after two (2) unexcused absences from regularly scheduled executive meetings;
 - (ii) Requests for excused absences must be submitted to the President electronically 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 the any member's absence is excused and notify that member by the next regular cabinet meeting.
 - (c) 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 (D)(3), the President shall be the chief executive officer and the official spokesperson for USG,
- (2) The President shall serve in person, or by his or her 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 cabinet 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 (C)(8);
 - (5) The President may establish or suspend an executive committee in accordance with USGC (G)(3)(d).
 - (6) The President shall submit USG's annual operating budget to the Senate for approval in accordance with USGC (C)(6);
 - (7) The President is responsible for filling any vacancies in the executive branch in accordance USGC (G)(3)(b)(c) and Section (I)(A)(3) of this document;
 - (8) The President is responsible for assisting the Chief Justice and Executive Justice in filling any vacancies in the Judicial Branch in accordance USGC (G)(4) and Section (I)(A)(3) of this document
 - (9) The President is responsible for holding a minimum of thirty (30) 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 cabinet meetings, unless otherwise excused, and presiding over these meetings in the event of the President's absence;
 - (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 as a non-voting member, unless otherwise excused;
 - (b) Attending all executive cabinet meetings, unless otherwise excused;
 - (c) Attending all Senate meetings, unless otherwise excused;

- (d) Coordinating with all members of the executive cabinet to schedule a regular meeting time;
 - (e) Maintaining a calendar of all USG branch and committee meetings and official events, in accordance with Section (I)(C)(3)(a) of this document;
 - (f) Collaborating with the Cabinet to maintain a list of campus involvement events, as outlined in Section (I)(A)(2)(d) of this document;
 - (g) Compiling executive member progress reports, in accordance with Section (I)(A)(2)(e) of this document;
 - (h) Maintaining all records of executive branch business, including attendance records and cabinet meeting minutes, and filing these records with the Judicial Branch.
- (3) The Chief of Staff is responsible for holding a minimum of twelve (12) posted office hours per week.

(E) Deputy Chief of Staff for Operations

- (1) The Deputy Chiefs of Staff shall assist the President, Vice-President, and Chief of Staff 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 executive cabinet meetings, unless otherwise excused;
 - (b) Aiding in the President, Vice-President, and Chief of Staff in the planning and execution of Executive Branch projects and events;
 - (c) Working to improve office morale and foster a positive organizational environment.
 - (d) Planning and executing major initiatives at the direction of the President, Vice-President, and Chief of Staff.
- (3) The Deputy Chief of Staff is responsible for holding a minimum of eight (8) posted office hours per week.

(F) Deputy Chief of Staff for Administration

- (1) The Deputy Chiefs of Staff shall assist the President, Vice-President, and Chief of Staff 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 executive cabinet meetings, unless otherwise excused;
 - (b) Aiding in the President, Vice-President, and Chief of Staff in the planning and execution of Executive Branch projects and events;
 - (c) Scheduling and presiding over all regular meetings of the finance team;
 - (d) Serving as Chair of the Textbook Committee, as outlined in Section (I)(A)(13) of this document;
 - (e) Submitting weekly reports to the President and Vice President detailing all USG spending and student organization allocations;

- (f) 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.
- (3) The Deputy Chief of Staff is responsible for holding a minimum of eight (8) posted office hours per week.
- (G) Director of the Center for Advocacy and Student Equity (CASE)
 - (1) The Chief of Staff shall assist the President and the Vice President in the proper administration of the Center for Advocacy and Student Equity, here after referred to as CASE.
 - (2) Specific duties and responsibilities of the office include, but are not limited to:
 - (a) Attending all executive cabinet meetings, unless otherwise excused;
 - (b) Acting on behalf of the President and Vice President as the manager of the CASE office.
 - (c) Aiding the President and Vice President in the selection of CASE Advocates.
 - (d) Regularly meeting with university officials in the department of student conduct to identify best practice for advocates.
 - (e) In collaboration with the President and Vice President, developing an annual strategic plan for CASE.
 - (f) Regularly meeting with the President and/or Vice President to provide updates on the progress of CASE.
- (H)
- (I) Finance Team
 - (1) The goals and responsibilities of the Finance Team include, but are not limited to:
 - (a) Properly allocating funds to student organizations for projects, events, activities, and travel expenses;
 - (b) Reviewing all student organization project proposals, travel packets, and funding requests, and allocating resources in accordance with University and USG policy;
 - (c) Maintaining accurate records of all USG spending and student organization funding for the fiscal year;
 - (d) Working directly with student organizations to address questions and concerns:
 - (i) A member of the Finance Team should be available to meet with any student organization requesting travel and/or event funds before any allocation decisions are made;
 - (2) Deputy Director(s) of Finance
 - (a) The Deputy Director(s) of Finance is responsible for assisting the Deputy Chief of Staff for Administration with finances;

- (b) Specific duties and responsibilities of the office include, but are not limited to:
 - (i) Attending weekly finance team meetings, unless otherwise excused;
- (c) The Deputy Director(s) of Finance is responsible for holding a minimum of four (4) posted office hours per week.

(J) Student Engagement Team

- (1) The goals and responsibilities of the Student Engagement Team include, but are not limited to:
 - (a) Planning and coordinating USG sponsored events in collaboration with the DLT;
 - (b) Aiding the President and the Vice-President in establishing connections with student groups on campus;
 - (c) Working to better engage undergraduate students on campus;
 - (d) Collaborating with the Senate Student Outreach Committee to welcome new student organizations and inform existing student organizations of the role of USG on campus, as outlined in Section (II)(I) of this document;
 - (e) Assisting in the planning of the Life Awards by:
 - (i) Selecting candidates for the Who's Who Award, A-Key Blue and Gold Award, Exceptional Civic Engagement Award, and the Outstanding Faculty Engagement Award;
 - (ii) Advertising the awards to the student body in collaboration with the Director of Public Relations.
 - (f) Developing and distributing USG marketing materials, including posters, flyers, and other handouts;
 - (g) Maintaining and distributing all communications and promotional materials designed by the organization for the undergraduate student body;
 - (h) Working closely with the USG Chiefs of Staff in all USG recruiting activities;
 - (i) Drafting press releases for submission to various university publications at the direction of the President, Vice President, or Chief of Staff;
 - (j) Maintaining the USG website, OrgSync page, and social media presence.
- (2) Director of Student Engagement
 - (a) The Director of Student Engagement is responsible for leading the Student Engagement Team;
 - (b) Specific duties and responsibilities of the office include, but are not limited to:
 - (i) Attending weekly cabinet meetings, unless otherwise excused;
 - (ii) Scheduling and presiding over weekly or biweekly Student Engagement Team meetings;
 - (iii) Working closely with the President and Vice President to help develop and execute a strategy to better engage students on campus;

- (iv) Collaborating with the Chief of Staff to maintain a list of campus involvement events, as outlined in Section (I)(A)(2)(d) of this document.
 - (v) Encouraging effective communication between all USG members across all branches;
 - (vi) Working with the President and leadership advisor to review and approve all posters, flyers, brochures, handouts, or other publications displaying the USG logo, as outlined in Section (I)(C)(1)(b)(c) of this document;
 - (vii) Overseeing the development and distribution of all USG marketing materials;
 - (viii) Supervising the technical development and maintenance of the USG website, OrgSync page, and social media platforms;
 - (ix) Collaborating with staff members of *The Buchtelite* to oversee the publication of any USG related news.
- (c) The Director of Student Engagement is responsible for holding a minimum of four (4) posted office hours per week.
- (3) Student Engagement Coordinator(s)
- (a) The Student Engagement Coordinator(s) is responsible for developing a strategy and action plan to better engage the student body on campus;
 - (b) Specific duties and responsibilities of the office include, but are not limited to:
 - (i) Attending all Student Involvement Team meetings, unless otherwise excused;
 - (ii) Attending USG events and meetings at the request of the President or Director of Engagement and taking photographs to post on social media;
 - (iii) Generating social media content to promote USG projects and events.
 - (c) The Student Engagement Coordinator is responsible for holding a minimum of four (4) posted office hours per week.
- (K) Inclusivity Team
- (1) The goals and responsibilities of the Inclusivity Team include, but are not limited to:
- (a) Ensuring USG provides an inclusive environment for members;
 - (b) Working to encourage the development of a campus environment that is more conducive to the success of students from all backgrounds.
- (2) Director(s) of Inclusivity
- (a) The Director(s) of Inclusivity is responsible for leading the Inclusion Team;
 - (b) Specific duties and responsibilities of the office include, but are not limited to:
 - (i) Attending all weekly cabinet meetings, unless otherwise excused;
 - (ii) Serving as chair of the Diversity Committee, as outlined in Section (I)(A)(12) of this document;
 - (iii) Scheduling and presiding over regular meetings of the Diversity Committee;
 - (iv) Meeting and engaging with diverse student organizations on campus to establish collaborative relationships across differences;
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- (c) The Director(s) of Inclusivity is responsible for holding a minimum of four (4) posted office hours per week.

IV. Judicial Branch Bylaws

(A) Judicial branch membership:

(1) Pursuant to USGC (E)(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 understand and sign the Judicial Branch Agreement, contained under Section (IV)(H) of this document;
- (c) Justices are required to attend all regular and special meetings of the Judicial Branch, unless otherwise excused:
 - (i) Justices will be removed from office after two (2) unexcused absences from regular branch meetings throughout the course of the semester, upon the recommendation of the Chief Justice and a majority vote of the branch as a whole;
 - (ii) Requests for excused absences must be submitted to the Chief Justice in writing or electronically at least twenty-four (24) hours prior to the meeting in question, unless in the event of an emergency;
 - (iii) Failure to respond to any communication from the Chief Justice regarding official business within two (2) business days will be considered an unexcused absence under this rule.
- (d) Justices may not serve in any other branch of USG;
- (e) Justices are required to keep all information concerning cases and hearings confidential;
- (f) All Justices, including the Chief Justice and Executive Justice, are recommended to serve as either advisors or hearing board members for the Office of Student Conduct and Community Standards;
- (g) 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 (B)(5).

(B) Chief Justice

- (1) The Chief Justice will be appointed in accordance with USGC (G)(4)(a);
- (2) Pursuant to USGC (E)(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 with the majority consent of all justices present;
 - (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) Newest version of 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 (E)(3)(a)(i);
 - (g) Serving as a liaison between the Judicial Branch and the other branches of USG;
 - (h) Swearing in all elected and appointed members of USG;
 - (i) Dismissing the Executive Justice, with the majority consent of all justices;
 - (j) Assisting the President in filling all vacancies in the Judicial Branch, in accordance with USGC (G)(4)(a) and Section (I)(A)(3) of this document;
- (3) The Chief Justice is responsible for holding a minimum of fifteen (15) office hours per week.

(C) Executive Justice

- (1) The powers and duties of the office of Executive Justice include, but are not limited to:
 - (a) Assisting the Chief Justice in the efficient operation of the Judicial Branch;
 - (b) Attending all meetings of the Judicial Branch, unless otherwise excused, and presiding over these meetings in the event of the Chief Justice's absence;
 - (c) Attending all DLT meetings as a voting member, unless otherwise excused;
 - (d) Attending Senate meetings in the event of the Chief Justice's absence and submitting a Judicial Branch report before the body;
 - (e) Assisting the President and the Chief Justice in filling all vacancies in the Judicial Branch, in accordance with USGC (G)(4)(a) and Section (I)(A)(3) of this document;
 - (f) Overseeing the efficient operation of all record coordination, with the assistance of the Chief Justice, as outlined in Section (IV)(G) of this document.
- (2) The Executive Justice is responsible for holding a minimum of eight (8) office hours per week.

(D) Justices

- (1) Associate Justices will be appointed and confirmed in accordance with USGC (G)(4)(A) 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 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 court.
 - (d) Keeping all cases heard before the court confidential.
 - (e) Signing and understanding the Judicial Branch Agreement.
- (3) Associate Justices are responsible for holding a minimum of four (4) office hours per week.

(E) Judicial Branch procedures

(1) Branch Meetings

- (a) Regular branch meetings will be held once every week, subject to branch consideration and approval;
- (b) Should the branch deem it necessary, regular meetings may be recessed until a specified date and time when they will be resumed;
- (c) Quorum is defined as three (3) justices in attendance.
- (d) In the absence of both the Chief Justice and the Executive Justice, the most senior Associate Justice will preside over branch meetings;
- (e) The Chief Justice has the power to convene a special session of the Judicial Branch in accordance with USGC (E)(3)(a)(iii).

(2) Student Hearings

- (a) The Chief Justice will preside impartially over all branch meetings and will not receive a vote in any hearing, unless only two (2) justices are in attendance;
- (b) A hearing is any meeting called to order by the Chief Justice, or his or her 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) All case material must be held confidential wherever in accordance with university, state, and federal policy, rules, regulations, and law;
 - (iii) The procedural requirements for a Judicial Branch Hearing are not as formal as those existing in criminal or civil courts of law.
- (c) Pursuant to USGC (G)(4), the Judicial Branch will adjudicate any case initiated by an undergraduate student under USG jurisdiction, such cases include, but are not limited to:

- (i) The removal of an elected or appointed member of USG, in accordance with USGC (H)(4);
 - (ii) Constitutional questions that include petitions submitted, in accordance with USGC (J)(2)(a);
 - (iii) Disputes regarding the propriety of Senate Bills and Resolutions and Executive Orders, with regards to the USG Constitution and General Bylaws;
 - (iv) Disputes involving non-academic university complaints, including election grievances, unless the case has jurisdiction within another university process;
 - (v) Undergraduate students' university parking citations, as requested by and at the discretion of the University of Akron Parking and Transportation Services, as outlined in the Parking Appeals Procedure document.
- (d) The Judicial Branch will not begin any constitutional or election dispute resolution until it can be confirmed by the coordinator for student life administration that the student(s) initiating the grievance have filed an official written complaint.

(F) Board of Elections

- (1) The Judicial Branch serves as the Board of Elections for all USG Elections;
- (2) The Chief Justice will appoint one (1) Justice to serve as Chair of the Board of Elections;
- (3) The Chair of the Board of Elections must not discuss election matters with the remaining Justices;
- (4) All elections will be governed by the USG Election Rules;
 - (a) The Chair of the Board of Elections must write the Election Rules prior to every election;
 - (b) The Election Rules must be approved by a majority vote of the Senate in order to go into effect.
- (5) The Justice who serves as Chair of the Board of Elections will not receive a vote in the event that an election related grievance is brought before the board.

(G) Coordination of Records Management

- (1) The Judicial Branch will be responsible for the coordination and maintenance of all official USG records;
- (2) The Executive Justice will oversee the coordination of all records;
- (3) The Executive Justice will assign each Associate Justice to one of the following positions:
 - (a) Legislative Branch Records Coordinator
 - (i) Responsible for collecting and maintaining all records of Legislative Branch business, including Senate and committee meeting agendas, attendance records, and minutes, and Senate Bills and Resolutions;

- (ii) Responsible for filing all records to the proper folder in the (H:) drive prior to the following Senate or committee meeting.
- (b) Executive Branch Records Coordinator
 - (i) Responsible for collecting and maintaining all records of Executive Branch business, including cabinet and committee meeting agendas, attendance records, and minutes, and Executive Orders;
 - (ii) Responsible for filing all records to the proper folder in the (H:) drive prior to the following cabinet or committee meeting.
- (c) Judicial Branch Records Coordinator
 - (i) Responsible for taking minutes at Judicial Branch meetings and distributing minutes to all Justices prior to the following branch meeting;
 - (ii) Responsible for collecting and maintaining records of all Judicial Branch business, including meeting agendas, attendance records, minutes, and hearing decisions;
 - (iii) Responsible for filing all records to the proper folder in the (H:) drive prior to the following Judicial Branch meeting.
- (d) Transition Records Coordinator
 - (i) Responsible for collecting and maintaining transition materials for all USG members;
 - (ii) Responsible for posting all transition material to the proper folder in the (H:) drive within one week of receipt;
 - (iii) Responsible for distributing transition materials to all new members within their first week of office.
- (e) Electronic Records Coordinator
 - (i) Responsible for maintaining all digital records for USG;
 - (ii) Responsible for ensuring that the (H:) drive is properly organized.

(H) Judicial Branch Agreement

I _____, understand that I will read and abide by this agreement and all its contents, carry out all the tasks and responsibilities contained herein to the best of my ability. The responsibilities of all Judicial Branch members are as follows:

- Attending all meetings and special sessions as needed, unless otherwise excused;
- Reading the Undergraduate Student Government Constitution and General Bylaws, and have a full understanding of both documents;
- Keeping an open mind about every case placed before the Judicial Branch and work together to reach a majority decision;
- Making fair and unbiased judgments on all cases being heard by the Judicial Branch;
- Agreeing to serve as a Justice until graduation, resignation, or removal from office;
- Using all available resources to make a positive impact on the student body.

By signing this agreement, I understand the obligations that are attributed to a Justice of the Undergraduate Student Government and acknowledge that if I do not adhere to this agreement, disciplinary action may be taken against me in accordance with the USG Constitution and General Bylaws.

Justice Signature

Date

Chief Justice Signature

Date