



Intention

To all who may concern this bill will design to fully change said articles from original text to update text approved by The Arizona State University Undergraduate Student Government Operations Committee set out in The USG Governing Documents

Title IV

EXECUTIVE DEPARTMENTS & DIRECTORS

Article I. Departments within the Office of the USG President

Section 1- The Department of Public Relations

1. The Department of Public Relations shall have the primary responsibility to assist USG in maintaining the publicity of USG and that all USG operations are maintained and conducted in an efficient manner according to the governing documents of USG.
2. The Department of Public Relations shall consist of a Public Relations Director, and any other staff deemed necessary to carry out the functions of the department.
3. The duties of the Internal Public Relations Director shall include, but are not limited to the following:
 - a. Coordinating & maintaining USG public relations including any and all forms of
 - i. USG publicity and social media, preparing and distributing flyers on both physical and social media platforms.
 - b. Maintaining and conducting the transparency and availability of all updated USG Governing Documents & Resources, in accordance with the USG Governing Documents, via the USG Website including, but not limited to, the following:

- i. Senate Meeting Recordings, Reports, Meeting Agendas, Meeting Notes, Committee Meeting Minutes, and/or Meeting Minutes of the USG Executive Board & Senate.
 - ii. The USG Constitution, USG Bylaws, Rules of the Executive, & the Rules of the Senate.
 - iii. USG Bills & Templates, the USG Budget, Reports of the USG Offices, and the schedule of USG Meetings and Events.
- c. Work with EOSS and the Student Body President to create a monthly newsletter.
- 4. Mainlining and supervising the USG website, including the contact information of students in USG.
- 5. Creating & Implementing USG Advertising and Marketing programs or initiatives as approved or directed by the USG Executive Offices.
- 6. Preparing Monthly Reports regarding the actions of the Department of Public Relations which are to be presented by the Director of Public Relations to the USG Executive Board & Senate during their respective meetings.
- 7. Attend bi-weekly Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
- 8. Required to attend at least (4) Office Hours per week
- 9. In order to maintain USG public relations the Director of Public Relations can request funds from the Office of the President for purposes that benefit their respective role and USG as a whole.

Section 2- The Department of Finance

- 1. The Department of Finance has the primary responsibility of coordinating all expenditures between the Executive Board, Senate, and the ASU Business Office

2. The Department of Finance shall consist of a Director of Finance, and any other staff deemed necessary to carry out the functions of the department.
3. The duties of the Director of Finance are the following:
 - a. Provide a standardized form to be used as Appropriation Bills for Student Organizations and Individuals.
 - b. Provide a standardized form to be used by the Executive Board to record ~~A~~approval of ~~E~~expenditures from the Operations Account.
 - c. ~~Provide a standardized form to be used by the President, Policy, and Services Departments, Senate President, and University Affairs Committee to record approval of expenditures from those line items.~~
 - d. Balance USG Budgets.
 - e. Meet ~~weekly as needed~~ with the ASU Business Office.
 - f. Act as a liaison between USG and the ASU Business Office.
 - g. Serve as ex-officio in the Appropriations Committee and attend all Appropriations Committee Meetings
 - ~~h. Provide bi-weekly financial reports to the Appropriations Committee on SIF funds and the USG budget.~~
 - h. Submit a weekly report to the USG President on all USG account balances and expenditures generated.
 - i. Provide a recap of the budget in their report at each Senate Meeting.
 - j. ~~Attend Senate Meetings and Executive Board Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.~~
 - k. Required to attend at least (4) Office Hours per week.
 - l. ~~Prepare a transition document for the new incoming Director of Finance that is to be submitted by the last Senate Session to the Chief of Staff.~~

Section 3- The Department of Online Student Advocacy

1. The Department of Online Student Advocacy shall have the primary responsibility of advocating for ASU Online students within USG.
2. The Department of Online Student Advocacy shall consist of a Director of Online Student Advocacy, and any other staff deemed necessary to carry out the functions of the department.
3. The duties of the Director of Online Student Advocacy are the following:
 - a. Attend all Executive Board meetings.
 - b. Work closely with online students and online student organizations
 - c. Work closely with the President to give biweekly updates for various online student projects and initiatives.
 - d. Act as a liaison between USG and the ASU Online community
 - e. Participate in Digital Immersion Advocacy Committee meetings with Directors of Online Student Advocacy from the other campuses
 - f. Required to attend at least (4) virtual Office Hours per week

Article II. Departments within the Office of the USG Vice President of Policy

Section 1- The Department of Legislative Affairs

1. The Department of Legislative Affairs shall have the primary responsibility to assist the Vice President of Policy in any and all matters regarding the affairs of the local, state, and national government, including the actions taken by the Arizona Board of Regents, to ensure that USG and the student body are accurately informed of policies affecting the university and its students.
2. The Department of Legislative Affairs is responsible for creating and maintaining programs or initiatives regarding civic engagement for the students and campus community at large.
3. The Department of Legislative Affairs shall consist of a Director of Legislative Affairs, and any other staff deemed necessary to carry out the functions of the department.

4. The duties of the Director of Legislative Affairs shall include, but are not limited to, the following:
 - a. Being an active member of the ASU Civic Engagement Coalition, which shall meet at a minimum of once (1) a month during the academic year. This includes but is not limited to:
 - i. Setting meeting times and dates in accordance with the USG Bylaws, and in cooperation with the members of The ASU Civic Engagement Coalition, the Vice President of Policy, and/or as needed the President.
 - ii. Hosting at minimum two (2) voter registration drives in each semester of the academic year.
 - iii. Assisting the Vice President of Policy in the creation of Town Halls with members of the local, state, and/or national government.
 - iv. Assisting the Vice President of Policy and the President in the preparation for the meetings of the Arizona Board of Regents, and/or meetings with members of the Arizona Board of Regents.
 - v. Attending bi-weekly Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
 - vi. Attending bi-weekly (or weekly) Executive, Department, and Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
 - vii. Required to Attend at least (4) Office Hours per week.
 - viii. Attend bi-weekly Department Meetings with no more than four (4) excused or two (2) unexcused absences per academic year
 - ix. Preparing Monthly Reports regarding the actions of the Department of Legislative Affairs which are to be presented by the Director of Legislative Affairs to the USG

Executive Board & Senate during their respective meetings.

Section 2- The Department of Sustainability

1. The Department of Sustainability shall have the primary responsibility to assist the Vice President of Policy in any and all matters regarding sustainability initiatives.
2. The Department of Sustainability shall consist of a Director of Sustainability, and any other staff deemed necessary to carry out the functions of the department.
3. The duties of the Director of Sustainability shall include, but are not limited to, the following:
 - a. Assisting the Vice President of Policy and the President to ensure sustainability efforts are being carried out and implemented as well as keeping the campus up to date with sustainable options and availability. This includes but is not limited to:
 - i. Host sustainability events bi-weekly (or weekly) to provide students with sustainable products.
 - ii. Sit on the University Board and Committee for Sustainability and provide communication.
 - iii. Ensuring that all members attend their monthly board or committee meetings as well as any and all meetings with the Vice President of Policy or the President.
 - iv. Assisting the Vice President of Policy in obtaining the information regarding any and all proposals or initiatives set forth by the university regarding affairs that affect the student body or campus community at large.
 - v. Developing proposals or initiatives to be set for USG regarding sustainability initiatives that affect the student body or campus community at large in cooperation with the USG Executive Offices, and the Senate Committee on University Affairs.

- vi. Attending bi-weekly Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
- vii. Attending bi-weekly (or weekly) Executive, Department, and Senate Meetings with no more than four (4) excused and two (2) unexcused absences per academic year
- viii. Required to Attend at least (4) Office Hours per week.
- ix. Preparing reports regarding the actions of the Department of Sustainability which are to be presented by the Director of Sustainability to the USGWV Senate during their Senate meetings.
- x. Host at least one book drive per semester
- xi. Maintain the keep up and order of USG Lending Library
- xii. Hold monthly sustainable markets.
- xiii. Serve as the USG-WV liaison on the West Valley Campus Community Garden Committee;
Coordinate with the Appropriate Community Garden leadership to review all USG-WV purchases being made for the Garden when necessary.
- xiv. In the event the Director of Sustainability position is vacant or unfilled, the Vice President of Policy would serve as the liaison for the Community Garden.
- xv. Similarly if the Director of Sustainability position is vacant or unfilled, the Vice President of Policy would oversee the lending library.

Article III. Departments within the Office of the USG Vice President of Services

Section 1- The Department of Student Involvement and Diversity

1. Director of Student Involvement and Diversity
 - a. Will work with all USG staff members, USG Advisor, Student Clubs & Organizations at West Valley Campus, and Administration/Staff at the University wide and West Valley Campus level
2. Required to Attend at least (4) Office Hours per week
3. Coordinate with the Student Connection and Community Office to maintain a close working relationship, communicate with council of coalitions
4. Facilitate and encourage participation and engagement in student clubs/organizations and their events. Attend club meetings when possible
5. Give a voice to the unknown underrepresented groups on West Valley Campus
6. Engage with the student body about their opinions of events as well as recommendations or ideas they might have
7. Attending bi-weekly Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
8. Attending bi-weekly (or weekly) Executive Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
9. Must accomplish at least twenty-five (25) Office Hours per semester.
10. Voice ideas for events or projects to the VPS, as well as any resources or assistance needed in execution for approved projects
11. Manage Heritage Month on West Valley Campus

Section 2- The Department of Club Council

1. Director of Club Council
 - a. Will work with all USG staff members, USG Advisor, Student Clubs & Organizations at West Valley Campus, and

Administration/Staff at the University-wide and West Valley
Campus level

- b. Required to Attend at least (4) Office Hours per week
- c. Work with clubs and organizations on West Valley Campus to develop higher standards of quality for major events Assist the Vice President of Services, as well as other members of USG, with the planning and execution of annual major events, such as, but not limited to, homecoming festivities, Sparky's Spooky Spectacular, Back at it Barbecue (fall), and Swat Away the Heat.
- d. Work with the Director of Health and Wellness and Director of Student Involvement and Diversity to promote club and organization collaboration in efforts to increase ASU and West Campus pride, spirit, and activation.
- e. Attending bi-weekly Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
- f. Attending bi-weekly (or weekly) Executive Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
- g. Voice ideas for events or projects to the VPS, as well as any resources or assistance needed in the execution of approved projects
- h. Engage with the student body about their opinions of events as well as recommendations or ideas they might have
- i. Attend club council meetings.
- j. Host 2 events per month
- k. Collaborate with a registered club at least once per month
- l. Hold bi-weekly meetings with the Vice-President of services
- m. Hold monthly Club council meetings
- n. Maintain a thorough inventory list of all public use items housed in the club council space

Section 3 - The Department of Health and Wellness

1. Will work with All USG staff members, USG Advisor, Student Clubs & Organizations at West Valley Campus, and Administration/Staff at the University wide and West Valley Campus level
2. Required to Attend at least (4) Office Hours per week
3. Attending bi-weekly Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
4. Attending bi-weekly (or weekly) Executive Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
5. Must accomplish at least (25) Office Hours per semester.
6. Run semesterly Health Fairs including bringing a clinic on campus for free STI testing
7. Help advertise and table at the Blood Drives
8. Work on making sure Health Services are available to all west students act as liaison and maintain contact with Health Services.
9. Work on Initiatives in Res Halls like the Free Feminine Hygiene Products
10. Partner and be a Liaison with the Sexual Relations Violence Prevention Program
11. Table for domestic violence awareness month, sexual assault awareness month, and strengthen the overall programming and awareness
12. Assist with the Mental Health Fair or a similar event
13. Organize and Host events such as CPR certification, Wellness carts, Breast Cancer awareness, and Flu Shots.
14. Oversee and maintain upkeep of the USG Health Cart, including but not limited to:
 - a. Ensure Health Cart is fully stocked during the Academic year
 - b. Maintain record of what needs to be restocked/ ordered
 - c. Maintain documentation of Health Cart item check outs

NOTHING FOLLOWS

Rational:

Title IV | Article I | Section 2 | Subsection 3 | Paragraph b: Fixed grammatical errors.

Title IV | Article I | Section 2 | Subsection 3 | Paragraph c: Added to reflect what has been followed.

Title IV | Article I | Section 2 | Subsection 3 | Paragraph d: Moved from c due to addition of paragraph.

Title IV | Article I | Section 2 | Subsection 3 | Paragraph e: Moved from d changed to as needed to allow for flexibility within the position.

Title IV | Article I | Section 2 | Subsection 3 | Paragraph f: Moved from e due to addition of paragraph.

Title IV | Article I | Section 2 | Subsection 3 | Paragraph g: Moved from f due to addition of paragraph.

Title IV | Article I | Section 2 | Subsection 3 | Paragraph h: Removed as this is done in Senate Meetings

Title IV | Article I | Section 2 | Subsection 3 | Paragraph h: Replaced previous h.

Title IV | Article I | Section 2 | Subsection 3 | Paragraph i: Moved from h due to addition of paragraph.

Title IV | Article I | Section 2 | Subsection 3 | Paragraph j: Added to ensure continuity between roles and reflect what has been followed.

Title IV | Article I | Section 2 | Subsection 3 | Paragraph k: Moved from i due to the addition of paragraphs.

Title IV | Article I | Section 2 | Subsection 3 | Paragraph l: Added to ensure successor will not be left without a transition document to aid in seamless transitions.