

Collaborative Working Agreement

USC Undergraduate Student Government and USC Division of Student Affairs

The USC Undergraduate Student Government (USG) is a student-run organization that is a part of the USC Division of Student Affairs. It is meant to represent, advocate, and improve the USC experience for the undergraduate student body. Moreover, USG plays a critical role in the development of student leaders and the overall satisfaction of the student experience.

The primary mission of the Division of Student Affairs (Student Affairs) is to create an integrated learning experience that helps students reach their educational, personal, and professional aspirations. It hopes to accomplish this mission by building on its primary goals of supporting, educating, and engaging students and student leaders.

It is imperative that USG and Student Affairs work together.

Therefore, the USC Undergraduate Student Government and the USC Division of Student Affairs hereby agree to the below agreements for the 2020-2021 Academic Year and 2021 Fiscal Year:

- 1) The relationship between USG and Student Affairs is one of mutual respect and cooperation. We are partners working to empower students to transform the world. Working together will lead to successful events, programs, demonstrations and advocacy efforts.
 - 2) It is expected that both organizations shall publicly respect and support each other on all collaboratively made decisions.
 - 3) Constant communication between the officers of USG and the professional staff of Student Affairs is necessary in order to maintain a beneficial working relationship and cultivate alignment on major initiatives by either party.
 - 4) Elected and appointed student leaders will officially serve their terms as defined by the USG governing documents.
 - a) Both parties acknowledge however that the fiscal year does not align with the USC academic year nor the USG terms.
 - b) As Student Affairs administers the USG budget, both parties agree that the current administration is responsible for the budget until the end of the current academic year, unless otherwise decided by the incoming executive cabinet.
 - c) At the end of the academic year, the responsibility of the remaining budget transfers to the incoming administration.
 - 5) All changes to the USG Constitution shall be shared with the Director, Campus Activities prior to their proposal to the USG Senate.
 - a) No changes will be implemented without the approval of the Vice President for Student Affairs, granted only after a successful vote through the USG Senate.
 - b) The Vice President for Student Affairs shall respond to the proposed changes in a timely manner following their delivery to the Director, Campus Activities.
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- 6) All resolutions delivered by USG to the Director, Campus Activities will be acknowledged upon receipt via email within three (3) business days.
 - a) Both parties will work together to ensure that each resolution is addressed to the appropriate recipients and sent within two (2) weeks from their delivery to the Director, Campus Activities.
 - b) Where appropriate, the Director, Campus Activities will serve as the liaison between USG and the Division of Student Affairs and provide each with appropriate status updates.
- 7) USG and Student Affairs understand that the impeachment or removal of an elected USG official (President, Vice President, Senator), is part of a democratic process that give constituents the power to provide checks and balances to elected officials. Enacting such power must follow a stringent process, ensuring that all students' rights are protected through a fair process.
 - a) Once a complaint is filed against a USG elected official, Student Affairs USG advisor(s) shall review the complaint to determine that the complaint meets the requisite criteria for impeachment and/or removal.
 - i) USG Advisor(s) shall seek guidance from campus partners where necessary.
 - ii) If valid, the USG Advisor(s) shall inform the Vice President for Student Affairs Office of the complaint. The complaint shall be reviewed by the Vice President for Student Affairs Office.
 - iii) If the Vice President for Student Affairs Office determines the requisite criteria has been met, the appropriate USG official(s) shall be notified to proceed with the necessary next steps as outlined in the USG Bylaws.
 - b) All disciplinary action, impeachment, or removal shall follow the processes outlined in the USG Bylaws.
 - c) All USG adjudicating bodies (Senate, Judicial Council) shall participate in training(s) conducted by appropriate campus partners, at the start of each term; prior to impeachment hearings, and as deemed necessary by Student Affairs.
 - d) The Vice President for Student Affairs reserves the right to intervene during any part of the impeachment or removal process, if in the opinion of the Vice President for Student Affairs, the process is not fair and impartial or as part of an appeal by either party.
- 8) Student Affairs shall strive to ensure that students are represented on University and Student Affairs committees wherever possible.
- 9) It is expected that any major changes to the structure or operating procedures of either party, especially those that directly impact the student experience, be openly discussed prior to any definitive announcement or implementation.
 - a) Members of both groups will respect confidentiality requests throughout these discussions.

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b) A shared commitment to making a better experience for USC students guides the decision-making of each group and continually strengthens a relationship of mutual trust, support, and collaboration.



USG President Date



Director, Campus Activities. 10/9/2020
Date

