



SOUTHERN ILLINOIS UNIVERSITY

UNDERGRADUATE STUDENT GOVERNMENT

EXECUTIVE BRANCH APPLICATION 2022-2023

The Executive Branch of the Undergraduate Student Government (USG) is comprised of the President, Executive Vice-President, Vice-President of Student Affairs, and other executive appointments. The Executive Branch works in its capacity to enhance the quality of life at SIU for all students.

Being a part of the USG is a huge responsibility. Together, we will work to cultivate an inclusive and culturally responsible student body that fully engages with SIU. We will advocate for inclusive excellence by addressing equity gaps that disproportionately affects students of color, low-income students, non-traditional students, first generation students, international students, LGBTQ+ and student from rural communities. Even more you will work collaboratively with professionals around the state and university to advance student life and welfare.

The available executive positions are listed below along with the duties and responsibilities. To inquire about a position, contact Chief-of-Staff Haley Spiewak, usgsiu@siu.edu.

APPLICATION CHECKLIST

- Online Application -> <https://bit.ly/applyusgsiu>
- Cover Letter (1 Page Maximum)
- Leadership Resume (1 Page Maximum)
- Unofficial Transcript (If you cannot access your transcripts contact Haley Spiewak)
- Professional Headshot

MINIMUM QUALIFICATIONS

- Be an undergraduate student enrolled in at least ¾ of full-time status.
- Have and maintain a minimum of a 2.5 cumulative GPA. This GPA requirement may be waived for students that can provide documentation from Disability Support Services and/or Achieve Program.
- Remain in good standing with Student Rights & Responsibilities.

ROLES AND RESPONSIBILITIES

Executive Vice-President

- Preside over senate meetings (maintain Robert's Rules of Order).
- Present passed legislation to the President (within two business days).
- Chair executive committees as requested by the President.
- Sit on at least one campus committee.
- Will assume other duties as requested by the President.

Vice-President of Student Affairs

- Create awareness for student issues on campus and in the community.
- Serve as an advocate for all students without any bias.
- Advise President on student well-being and success.
- Assist and support RSOs and Umbrella Organizations.
- Chair the Committee of Umbrella and Constituency Organizations.
- Oversee the Department of Student Affairs (Directors).
- Serve as the USG representative on the Undergraduate Education Policy committee.
- Preside over Senate Meetings in absence of Executive Vice-President.
- Will assume other duties as requested by the President.

Vice-President of Finance

- Oversee general operations of the Department of Treasury.
- Serve as chairperson of the Student Funding Board.
- Manage all USG Legislation (using Excel or similar program).
- Regularly report to the Executive and Legislative Branches.
- Work with the Office of Student accountants to monitor funding availability.
- Assist the President with the Executive Budget and Operational Funding.
- Sit on at least one campus committee.
- Preside over Senate Meetings in absence of Vice-President of Student Affairs.
- Will assume other duties as requested by the President.

Chief-of-Staff

- Chair committees as requested by President.
- Host onboard training for all Senators (USG Retreats and Senate Orientations).
- Maintain the USG website and social media.
- Handle all Senator petitions, contact petitioners, and inform them of next steps.
- Work with the USG Advisor(s) to verify eligibility for Senators.
- Advise the Governing Documents Board.
- Conduct monthly one-on-one sessions with each senator.
- Work closely with the external affairs committee.
- Sit on at least one campus committee.
- Will assume other duties as requested by the President.
- Will be the main contact person for USG President (right-hand person).

Executive Assistant

- Keep meeting minutes for Senate and Executive meetings.
- Maintain the USG roster and Microsoft Team.
- Manage the USG administrative office.
- Manage the USG Official Calendar and President's Calendar.
- Sit on at least one campus committee.
- Aid Executive members in execution of their duties as needed.
- Will assume other duties as requested by the President.

Duties of Directors

- Directors will work in accordance with the Vice-President of Student Affairs.
- Directors are responsible for creating awareness for all prominent student issues and affairs on campus and in the community.
- Directors will assist as requested or deemed necessary by the Legislative and/or Executive Branch.
- Directors will give policy recommendations to the Senate and Executive Board on all matter pertaining to their specified area(s).
- Directors will serve on external committees as requested by the President and/or Vice-President for Student Affairs.
- Directors will report regularly to the Vice-President of Student Affairs.

Director of Academic Affairs – The director will work with USG members, administration, and constituency groups to address all concerns related to academics and undergraduate research. They shall also work in their capacity to foster post-graduation success for undergraduates.

Director of Antiracism, Diversity, Equity, and Inclusion – The director will work in collaboration with the campus and community to promote inclusive excellence. They are to recommend policy that encourages equity and inclusion around the campus. The director will assist in the advancement of constituency RSOs.

Director of Student Wellness – The director of student wellness will advocate for all concerns that effect student life. These may be campus life, safety and parking, housing, mental physical and emotional wellbeing, finances, etc.

Director of Student Engagement – The director will work in its capacity to increase the number events and involvement in events from student groups. In addition, the director will work in their capacity to boost campus moral and will also work to better USG's connection with Alumni.

**SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
UNDERGRADUATE STUDENT GOVERNMENT
CODE OF ETHICS AND CONDUCT**

The Student Government Code of Ethics and Conduct provides a codified set of expectations for those individuals who serve in elected or appointed positions within the Legislative, Executive, or Judicial branches of the Southern Illinois University Carbondale (SIUC) Undergraduate Student Government. All members of the Undergraduate Student Government, hereafter referred to as USG, are held to the Student Code of Conduct as set forth in the Student Handbook of the University. However, service as a member of the Legislative, Executive, or Judiciary of USG, hereafter referred to as a USG Official, is both a privilege and a responsibility and as such, USG Officials are held to a higher standard. The expectations for USG Officials include fair and ethical behavior and full accountability to the student body of SIUC. As campus leaders and role models, USG Officials must be dedicated to increased campus unity and school spirit, to full and open communication with constituents, and to efforts for positive and realistic change.

The nature of serving as an USG Official represents responsibility as Public Officials and Representatives of the Southern Illinois University Carbondale student body. Each who serves as a USG Official shall honor the:

- Responsibility to the letter and the spirit of all laws, rules, policies, election codes, and duties related to the business of the USG,
- Responsibility to standards of personal integrity and civic behavior as befits a member of the governing body of the USG,
- Responsibility to the public trust and to put first the public interest and thereby avoid actions for private gain.

As a USG Official, each member accepts and will act upon the responsibilities outlined in this Code of Ethics and Conduct.

- I. Responsibility to the letter and the spirit of all laws, rules, policies, election codes, and duties related to the business of the USG, as such,
 - a. USG Officials agree to adhere to:
 - i. University Student Code of Conduct,
 - ii. The Constitution governing USG,
 - iii. All laws, rules, and duties pertaining to and governing USG and USG Officials,
 - iv. This Code of Ethics and Conduct.
 - b. USG Officials accept the obligation to disclose knowledge of a violation or potential violation of adherence to the governing document to the appropriate party.

- II. Responsibility to standards of integrity and civic behavior as befits a member of the governing body of the USG,
- a. USG Officials accept,
 - i. The duty to participate as an active and positive member of the Saluki community,
 - ii. The commitment to strengthen individual skills and professional development abilities,
 - iii. The obligation to remain up to date on emerging issues and potential problems facing the student body of the University.
 - iv. The responsibility to address issues arising from the student body, respond to public concerns, questions, and inquiries within means that are publicly accessible, and are complete, clear, and honest, and in a manner that is timely.
 - b. USG Officials shall,
 - i. Promote the constitutional principles of equality, fairness, representation, responsiveness, and due process in an effort to protect students' rights,
 - ii. Strive to provide the provision of a method by which students have a means for civil dissent, an assurance of due process, and safeguards against reprisal,
 - iii. Avoid interference with the administrative functions of USG and its staff to implement policy decisions.
 - c. USG Officials' behavior shall,
 - i. Demonstrate professional and personal conduct that is above reproach and shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of fellow USG members, boards, committees, and commissions, as well as the University administrators, faculty, staff, and the student body at all times,
 - ii. Avoid even the appearance of impropriety and shall work to expose corruption or abuse of power wherever discovered.
 - d. USG Officials shall strive to,
 - i. Ensure others receive proper credit for their work and contributions to the work of USG and the University at large,
 - ii. Take responsibility for one's own errors and behaviors.
 - e. In meetings or functions of the USG, each USG Official shall,
 - i. Refrain from interrupting other speakers, making personal comments not germane to the matters of business addressed before the body, or otherwise interfere with the orderly conduct of meetings,
 - ii. Listen courteously and attentively to all public discussions held before the USG, and focus on resolving the affairs of the student body in an expedient and proficient manner,
 - iii. Have respect for the confidentiality of information concerning the property, personnel, or affairs of the student body of the University.

- III. Responsibility to the public trust and to put first the public interest and thereby avoid actions for private gain.
- a. USG Officials, in an effort to ensure the stewardship of the public trust as a primary concern, shall,
 - i. Work for the common good the student body of SIUC,
 - ii. Be prepared to execute decisions that may be difficult,
 - b. USG Officials shall,
 - i. Oppose all forms of discrimination, harassment, and the unfair treatment of any persons, claims, and transactions placed before the student senate, executive committee, the student judicial board, or any boards, committees, or commissions thereof,
 - ii. Seek to involve the appropriate students and university administrators, faculty, and staff in policy-making decisions,
 - iii. Guard against conflicts of interest and the appearance thereof.
 - c. USG Officials, understanding the priority needs of the student body and SIUC, shall make decisions based on the needs on the whole of the University and shall not,
 - i. Use their official positions to influence decisions in which benefit the interest of any private or personal being, with the exception of those times when acting in the role of advocate as designated in the governing documents of the organizations.
 - ii. Use their official positions for the sake of personal gain or advancement, or for any matter in which they may have material or personal interests,
 - iii. Use their official positions in matters wherein they may have an organizational responsibility to fulfill which may give the appearance of a conflict of interest; and thus, shall recuse themselves from any say or vote on such matters,
 - iv. Use the public resources not available to the public in general, such as student government staff time and supplies; not to include the use of the office space or equipment in the course of time spent in the USG office in an effort to increase availability to constituents.

OFFICER OATH: I, [SAY NAME], AS AN APPOINTED REPRESENTATIVE OF THE UNDERGRADUATE STUDENT BODY OF SOUTHERN ILLINOIS UNIVERSITY CARBONDALE, UNDERSTAND THE PURPOSE AND MISSION OF THE UNDERGRADUATE STUDENT GOVERNMENT. IT IS MY DUTY TO UPHOLD AND PERFORM TASKS THAT ARE BENEFICIAL FOR THE STUDENTS I REPRESENT. AS SUCH, I WILL SET AN EXAMPLE OF THE HIGHEST CALIBER AS A CAMPUS LEADER BY EXEMPLIFYING RESPECT, HONESTY, PROFESSIONALISM, AND BEING DUTIFUL TO THE CURRENT UNDERGRADUATE STUDENTS AND THE STUDENTS TO COME. I WILL FOSTER POSITIVE RELATIONSHIPS WITH STUDENS, FACULTY, STAFF, ADMINISTRATION, GRADUATE PROFESSIONAL STUDENT COUNCIL, AND OTHER STUDENT GOVERNING BODIES. I ACKNOWLEDGE THE IMPORTANCE OF DIVERSITY AND WILL STRIVE TO ENSURE THE ACCEPTANCE OF ALL STUDENTS. I AM PROUD TO BE A USG SENATOR AND SWEAR TO SERVE UNDERGRADUATE STUDENTS FIRST.

The Undergraduate Student Government shall periodically review this Code of Ethics and Conduct as determined necessary by the governing bodies there within.

Go to <https://usg.rso.siu.edu/> to learn more about the USG.

Revised April 20, 2022, by President Isaiah Overton