

The Code of Bylaws of the Undergraduate Student Government
of the Kent Campus of Kent State University, Adopted on
Wednesday, August 5th, 2020.

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Part I

Article I: Names and Definitions

Section 1: Names

Paragraph 1. The Undergraduate Student Government of the Kent Campus of Kent State University is and shall be the undergraduate student government of the Kent Campus, as constituted by the Charter. The General Assembly is and shall be the primary authority of the Undergraduate Student Government. All powers conferred upon the Undergraduate Student Government by the Charter, the Board of Trustees of Kent State University, or otherwise by the University or any law, shall be exercisable by the General Assembly, except where specific prerogatives are reserved to the President of the Undergraduate Student Government, the Executive Cabinet of the Undergraduate Student Government, the All-University Hearing Board, or other specified officials or bodies.

Paragraph 2. The Executive Cabinet shall include only the eight (8) Directors as voting members as described in Article III of this Code. The Undergraduate Student Senate shall include only the sixteen (16) Senators as voting members as described in Article III of this Code. Both the Executive Cabinet and the Undergraduate Student Senate together are organized as a deliberative known as the General Assembly. The Undergraduate Student Government includes the Undergraduate Student Senate, the Executive Cabinet of the Undergraduate Student Government, the All-University Hearing Board of Undergraduate Student Government, all committees of the General Assembly, all committees of the Cabinet, the staff or employees of the Undergraduate Student Government, all officers of the General Assembly, the President and Directors in their capacities as President and Directors, the Senators in respect of any executive responsibilities which any may have, the Senatorial Committees of all Senators, the website of the Undergraduate Student Government, and all properties and resources of the Undergraduate Student Government.

Section 2: Definitions

In this Code, in all subsequently passed legislation, resolutions, or other USG documents, the following words and expressions shall, have the meanings respectively assigned to them unless there is something in the subject or context inconsistent with such construction or unless it is therein otherwise expressly provided:

“Cabinet” means the Executive Cabinet;

“Chair” means the person actually presiding at the moment over the General Assembly or any committee thereof;

“Charter” means the UNDERGRADUATE STUDENT GOVERNMENT CHARTER, which was approved by the Board of Trustees of KSU and has the Policy Effective Date of April 1st, 2016;

“Code of Bylaws” means this Code;

“Director” means any person holding one of the eight (8) Director positions provided for in paragraph (G) (2) (a) of the Charter, specifically “Director of governmental affairs” through “Director of finance and administration”;

“Executive Cabinet” means the Executive Cabinet of the Undergraduate Student Government, consisting of the President and Directors, and provided for in paragraphs (G) (5) (b) and (G) (5) (d) of the Charter;

“Senator” means any of the sixteen (16) Senators except the President or a Director;

“Kent Campus” means the Kent Campus of Kent State University;

“KSU” means Kent State University in Ohio;

“President” means the President referred to in paragraph (G) (2) (a) of the Charter;

“Presidium” or “Presidium members” means the President, the Vice-Chairman of the USG, the Parliamentarian of the USG, Assistant Parliamentarian of the USG, the Secretary of the General Assembly, and Under-Secretary of the General Assembly;

“Robert’s Rules of Order” means the current edition of Robert’s Rules of Order Newly Revised;

“Senate” means the Undergraduate Student Senate of the Kent Campus;

“Voting member” means any person holding any one of the twenty-five (25) positions listed in paragraph (G) (2) (a) of the Charter, including the President and the Directors;

“Undergraduate Student Government” means the Undergraduate Student Government of the Kent Campus;

“Undergraduate General Assembly” means the Executive Cabinet and Undergraduate Student Senate of Kent Campus;

“General Assembly” means the Undergraduate General Assembly of Kent Campus;

“Undergraduate Student Senate” means the Undergraduate Student Senate of the Kent Campus;

“All-University Hearing Board” means the Judicial Function of the Undergraduate Student Government;

“University” means Kent State University in Ohio;

“Undergraduate Student Government” means the Undergraduate General Assembly, the Undergraduate Student Senate, and the All-University Hearing Board;

“USG” means the Undergraduate Student Government of the Kent Campus;

“writing” and expressions referring to writing include printing, lithography, typewriting, photography, and other modes of representing or reproducing words or figures in visible form, including sent emails.

Article II: Object

Section 3: Object

The object of the Undergraduate Student Government is: to provide for the common betterment and general welfare of the undergraduate student body and the University and to insure meaningful student participation in total University governance; and to carry out, execute, and perform any function, power, or duty imposed or conferred upon the Undergraduate Student Government, or more specifically, the Undergraduate Student General Assembly and All-University Hearing Board by the Charter, the Constitution of Kent State University, the Board of Trustees of Kent State University, or otherwise by the University or any law.

Article III: Voting Membership

Section 4: Voting Membership

Paragraph 1. The General Assembly shall have twenty-five (25) voting members, who shall be the President, the eight (8) Directors and the twenty-five (25) Senators. The twenty-five (25) voting members shall be the holders of the positions listed in paragraph (G) (2) (a) of the Charter.

Paragraph 2. The President is and shall be a voting member in addition to being the President. The President is a voting member of the General Assembly.

Paragraph 3. The Directors are and shall be voting members in addition to being Directors.

Paragraph 4. Officers of the General Assembly and members of the staff of the Undergraduate Student Government may be permitted or required to attend meetings of the General Assembly, but only voting members may make, second, or vote on motions.

Paragraph 5. The elected Directors and Senators shall be elected at a general election each year which shall be conducted according to the provisions of the Charter and any rules which may be made from time to time by the Election Commission.

Paragraph 6. The appointed Senators shall be appointed according to the provisions of the Charter and any rules which may be made from time to time by the Nominating Committee.

Paragraph 7. A casual vacancy in the seat of an elected Director or Senator may be filled either by a special election or an appointment. The decision to fill the casual vacancy by either a special election or an appointment shall be made in each case by the General Assembly, but should the vacancy occur after the end of the spring semester in any year but before the beginning of the fall semester, the vacancy shall be filled by an appointment and a special election may not be conducted.

Paragraph 8. In the event of a special election, the election shall be conducted according to the provisions of the Charter and any rules which may be made from time to time by the Election Commission.

Paragraph 9. In the event of an appointment to fill a casual vacancy, either in the seat of an elected Director, Senator or an appointed Senator, the appointment shall be made by the General Assembly by a three fourths (3/4ths) vote. The appointment shall be conducted according to the provisions of the Charter and any rules which may be made from time to time by the Nominating Committee.

Paragraph 10. Should any Director or Senator be appointed to fill a casual vacancy in a different seat, the Director or Senator shall be deemed to have vacated his or her previous seat and ceased to hold his or her previous office immediately upon the Director or Senator's new appointment. The appointment shall take effect immediately upon the General Assembly making the appointment or the Director or Senator accepting his or her nomination or appointment to the new seat, whichever shall occur second. It shall not be necessary to require, in any form, the resignation of the Director or Senator from his or her previous office. For example, should there be a casual vacancy in the office of Director of Programming, and should that vacancy be filled by the appointment of the Senator for the College of the Arts to the office of Director of Programming, provided that such Senator for the College of the Arts has already agreed to the appointment, such Senator for the College of the Arts shall, upon the necessary vote by the General Assembly making the appointment, immediately cease to be the Senator for the College of the Arts and immediately become the Director of Programming without any interval and without any need to specially express, in writing or otherwise, his or her resignation as the Senator for the College of the Arts.

Article IV: Officers

Section 5: The President

Paragraph 1. The President is and shall be the President of the Undergraduate Student Body of the Kent Campus, the President of the USG, and the President of the General Assembly.

Section 6: The Vice-Chairman of the USG

Paragraph 1. There shall be a Vice-Chairman of the USG. A Director or Senator shall be the Vice-Chairman of the USG. The Vice-Chairman of the USG shall be the Vice-Chairman of the General Assembly. The Vice-Chairman of the USG shall be elected by the General Assembly.

Paragraph 2. When there is a vacancy in the office of Vice-Chairman of the USG, a Director or Senator may be temporarily appointed by the President to hold office as the Vice-Chairman of the USG until a permanent Vice-Chairman of the USG is elected by the General Assembly under Paragraph 1 of this Section.

Section 7: The Parliamentarian of the USG

Paragraph 1. There shall be a Parliamentarian of the USG. A Director or Senator shall be the Parliamentarian of the USG. The Parliamentarian of the USG shall be the Parliamentarian of the General Assembly. The Parliamentarian of the USG shall be elected by the General Assembly.

Paragraph 2. When there is a vacancy in the office of Parliamentarian of the USG, a Director or Senator may be temporarily appointed by the President to hold office as the Parliamentarian of the USG until a permanent Parliamentarian of the USG is elected by the General Assembly under Paragraph 1 of this Section.

Paragraph 3. When there is a vacancy in the office of Parliamentarian of the USG, a Director or Senator may be temporarily appointed by the Vice-Chairman of the USG to hold office as the Parliamentarian of the USG until a Parliamentarian of the USG is elected or appointed under Paragraph 1 or Paragraph 2 of this Section.

Section 8: The Assistant Parliamentarian of the USG

Paragraph 1. There shall be an Assistant Parliamentarian of the USG. The Assistant Parliamentarian of the USG shall be elected by the General Assembly.

Paragraph 2. When there is a vacancy in the office of Assistant Parliamentarian of the USG, a Director or Senator may be temporarily appointed by the President to hold office as the Assistant Parliamentarian of the USG until a permanent Assistant Parliamentarian of the USG is elected by the General Assembly under Paragraph 1 of this Section.

Paragraph 3. When there is a vacancy in the office of Assistant Parliamentarian of the USG, a Director or Senator may be temporarily appointed by the Vice-Chairman of the USG to hold office as the Assistant Parliamentarian of the USG until an Assistant Parliamentarian of the USG is elected or appointed under Paragraphs 1 or 2 of this Section.

Paragraph 4. When there is a vacancy in the office of Assistant Parliamentarian of the USG, a Director or Senator may be temporarily appointed by the Parliamentarian of the USG to hold office as the Assistant Parliamentarian of the USG until an Assistant Parliamentarian of the USG is elected or appointed under Paragraphs 1, 2, or 3 of this Section.

Section 9: The Secretary of the General Assembly

Paragraph 1. There shall be a Secretary of the General Assembly. The Secretary of the General Assembly shall be elected by the General Assembly. A Director or Senator may serve as the Secretary. An employee of the USG may serve as the Secretary. A person who is neither a Director, Senator nor an employee of the USG may serve as the Secretary.

Paragraph 2. When there is a vacancy in the office of Secretary of the General Assembly, a person may be temporarily appointed by the President to hold office as the Secretary of the General Assembly until a permanent Secretary of the General Assembly is elected by the General Assembly under Paragraph 1 of this Section.

Paragraph 3. When there is a vacancy in the office of Secretary of the General Assembly, a person may be temporarily appointed by the Vice-Chairman of the USG to hold office as the

Secretary of the General Assembly until a Secretary of the General Assembly is elected or appointed under Paragraphs 1 or 2 of this Section.

Section 10: The Under-Secretary of the General Assembly

Paragraph 1. There shall be an Under-Secretary of the General Assembly. The Under-Secretary of the General Assembly shall be elected by the General Assembly.

Paragraph 2. When there is a vacancy in the office of Under-Secretary of the General Assembly, a Director or Senator may be temporarily appointed by the President to hold office as the Under-Secretary of the General Assembly until a permanent Under-Secretary of the General Assembly is elected by the General Assembly under Paragraph 1 of this Section.

Paragraph 3. When there is a vacancy in the office of Under-Secretary of the General Assembly, a Director or Senator may be temporarily appointed by the Vice-Chairman of the USG to hold office as the Under-Secretary of the General Assembly until a Under-Secretary of the General Assembly is elected or appointed under Paragraphs 1 or 2 of this Section.

Paragraph 4. When there is a vacancy in the office of Under-Secretary of the General Assembly, a Director or Senator may be temporarily appointed by the Secretary of the General Assembly to hold office as the Under-Secretary of the General Assembly until a Under-Secretary of the General Assembly is elected or appointed under Paragraphs 1, 2, or 3 of this Section.

Section 11: The Presidium

Paragraph 1. The President, the Vice-Chairman of the USG, the Parliamentarian of the USG, Assistant Parliamentarian of the USG, the Secretary of the General Assembly, and the Under-Secretary of the General Assembly. They shall be responsible for preparing the proposed agendas and the final draft minutes for all meetings of the General Assembly.

Section 12: Presiding Officers

Paragraph 1. The President shall preside at all meetings of the General Assembly, except when he or she is absent, or unable or unwilling to preside, or when the President chooses to recuse himself or herself from presiding.

Paragraph 2. If the President is not presiding for any reason, the Vice-Chairman of the USG shall preside.

Paragraph 3. If the President is not presiding for any reason, but is present, such as when the President has recused himself from presiding, the President shall have the same right to participate and vote as any other Director or Senator.

Paragraph 4. If neither the President nor the Vice-Chairman of the USG is presiding for any reason, the Parliamentarian of the USG shall preside.

Paragraph 5. If neither the President, the Vice-Chairman of the USG, nor the Parliamentarian of the USG is presiding for any reason, the Assistant Parliamentarian of the USG shall preside.

Paragraph 6. If neither the President, Vice-Chairman, Parliamentarian, nor Assistant Parliamentarian is presiding for any reason, the Director or Senator whose office is specified earliest in paragraph (G) (2) (a) of the Charter shall preside.

Section 13: Additional officers and employees

Additional officers of the General Assembly and employees of the USG may be provided for via legislation.

Article V: Meetings and Procedures of the General Assembly

Section 14: Meetings

Paragraph 1. The quorum to do business at any meeting of the General Assembly shall be thirteen (13) voting members.

Paragraph 2. The regular meetings of the General Assembly shall be held on the days provided for in Paragraph 2 of this Section at 5:30 pm in the Governance Chambers (the room to the right of room 227) on the 2nd floor of the Kent Student Center (1075 Risman Drive, Kent, Ohio) of Kent State University.

Paragraph 3. At some point during the calendar week in which every organizational meeting day (Senate briefing day) occurs, each Director or Senator shall be required to attend at least one (1) meeting of a standing committee of the General Assembly or a senatorial committee. The penalty for not attending, without acceptable excuses, any committee meeting during any three (3) calendar weeks as required by this paragraph shall be being counted as having been absent from one (1) public meeting of the General Assembly.

Paragraph 4. In addition to training week, there shall be additional training days. For these additional training days, the dates, times, and locations of meetings and events, as well as the agendas of all meetings and events shall be determined by the Executive Cabinet.

Paragraph 5. The Academic Affairs briefings chaired by the Director of Academic Affairs shall be held on such dates, at such times, and at such locations as shall be determined by the Executive Cabinet.

Paragraph 6. The penalty for three (3) unexcused partial absences, such as being late or leaving early, from public regular meetings of the General Assembly shall be counted as having been absent from one (1) public meeting of the General Assembly.

Paragraph 7. The proposed agenda for a public regular meeting of the General Assembly shall be sent and announced no later than 10:00 pm on the day before such public regular meeting, but no agenda shall be formally proposed until it has been approved by a Cabinet majority (the President and four or more Directors, or five or more Directors) either at a formal meeting of the Cabinet or by them in the USG Slack channel for the Cabinet. Otherwise, formal decisions by the Cabinet may only be made at Cabinet meetings. The details of the process of drafting, forming, and publishing agendas for public regular meetings of the General Assembly may be specified by the Cabinet.

Paragraph 8. The regular meetings of the Executive Cabinet shall be held, on organizational meeting days, unless the Executive Cabinet decides otherwise.

Paragraph 9. The regular meetings of the Executive Cabinet shall be held at such times and at such locations as the Executive Cabinet shall decide. Until the Executive Cabinet has specified the times and locations of its regular meetings, they shall be held at such times and at such locations as the President may specify.

Paragraph 10. Whenever a meeting of the Cabinet and an Academic Affairs briefing are held or scheduled to be held on the same day and at the same time, or begun or scheduled to begin thirty (30) minutes or less apart, the Director of Academic Affairs shall be automatically excused from being absent from the meeting of the Cabinet. If the Director of Academic Affairs attends the meeting of the Cabinet, the Director shall be automatically excused from being absent from the Academic Affairs briefing, provided that the Director arranges for a Senator to chair the Academic Affairs briefing.

Paragraph 11. Whenever a meeting of the Cabinet and an Academic Affairs briefing are held or scheduled to be held on the same day and at the same time, or begun or scheduled to begin thirty (30) minutes or less apart, the Vice-Chairman of the USG, if a Senator representing a College, may attend either the meeting of the Cabinet or the Academic Affairs briefing, and shall be automatically excused from being absent from the other.

Section 15: Voting

Paragraph 1. Voting by voice vote (or *viva voce*) shall never be used by the General Assembly. Voting by standing rising vote shall never be used by the General Assembly. Voting by mail or post shall never be used by the General Assembly. Voting by signed ballots shall never be used by the General Assembly. All voting in the General Assembly shall be by unanimous consent, by show of hands, by roll call vote, or by secret ballots.

Paragraph 2. If available, placards shall be used when voting by show of hands.

Paragraph 3. When voting by roll call vote, each Director and Senator shall either vote in favor by saying "in favor", vote against by saying "against", abstain by saying "abstain", or pass by saying "pass". The words "yes", "no", "yea", "nay", "aye", and "present" shall not be used during voting by roll call. On any roll call vote, a Director and Senator may only pass thrice, except for the Chair, who may pass up to four (4) times.

Paragraph 4. When voting by secret ballot, paper ballots must be used, unless an electronic method of voting for this purpose has been approved by the General Assembly or by both the President and the Executive Cabinet.

Section 16: Order at Meetings of the General Assembly

Paragraph 1. The Presidium members shall sit closest to the Chair. Next in proximity to the Chair shall be the Directors, then Senators.

Paragraph 2. The Presidium members may always speak softly to each other, even when otherwise not normally permitted to speak.

Paragraph 3. Unless or until an objection is made by a Director or Senator, any person may speak to the General Assembly at the invitation of the Chair in order to answer questions or provide information. During debate on a debatable motion, an employee of the USG, such as the Chief of

Staff, the Administrative Assistant, or any other employee, may speak in debate as if a Director or Senator, but no such employee may make or second motions nor raise points of order, points of information, or parliamentary inquiries. Employees of the USG may also speak in order to give their reports during the reports of officers, if they are directed to give reports by the adopted agenda or by the Chair, but no such report may be for more than two (2) minutes.

Paragraph 4. The Chair need not stand for any reason at any time, even when recommended by Robert's Rules of Order, but the Chair may choose to do so.

Paragraph 5. If the Chair stands during a debate, any person then speaking or seeking the call shall sit down and the room shall be silent, so the Chair may be heard without interruption.

Section 17: Debate

When speaking in debate on a debatable motion, a Director or Senator shall be permitted to speak twice, for up to three (3) minutes each time. The total time permitted for debating any debatable motion shall be twenty (20) minutes. These shall only be the default or standard time limits, and the procedure for limiting and extending debate according to Robert's Rules of Order remain in effect.

Section 18: The Order of Business

Paragraph 1. At any meeting of the General Assembly, if and as soon as an agenda has been adopted, the agenda must be adhered to and shall govern the order of business at that meeting.

Paragraph 2. Unless and until an agenda has been adopted, the following shall be the order of business at every meeting of the General Assembly:

- a) Call to order
- b) Roll call for attendance
- c) Adoption of the agenda
- d) Public contributions
- e) Reporting of absences
- f) Reading and approval of minutes
- g) Reports of officers and committees
- h) Special orders
- i) Unfinished business
- j) General orders
- k) New business
- l) Good of the order
- m) Announcements
- n) Program

Section 19: Resolutions and Legislation

Paragraph 1. Any power exercisable by the General Assembly may be exercised simply by the adoption of a main motion. The formality of a specific type of resolution, bill, act, or legislation shall not be required for the validity of anything done by the General Assembly.

Paragraph 2. Acts of the General Assembly, otherwise known as Legislation or enacted Legislation, are resolutions of the General Assembly which have been adopted using a standardized form. Bills, otherwise known as proposed Legislation, are draft resolutions.

Paragraph 3. Bills may only be proposed to the General Assembly with sponsorship by the Executive Cabinet, the President, or Directors. A bill may be proposed to the Executive Cabinet for its consideration by any Senator or employee of the USG.

Paragraph 4. Every bill, in order to be considered by the General Assembly, must be sponsored by the Executive Cabinet, the President, or a Director. A bill may be co-sponsored by any one or more persons being Senators or employees of the USG.

Paragraph 5. Pursuant to paragraph (G) (5) (b) of the Charter, the requirement for the adoption of any item of Legislation, resolution, or Act of the General Assembly shall be the same as for the adoption of any main motion, which is and shall be a majority of Directors and Senators voting, except when a higher threshold is specifically required by other paragraphs of the Charter, by this Code, or by the rules of order, such as for the appointment or removal of a Director or Senator, the amendment of this Code.

Section 20: Electronic Participation

Paragraph 1. Any Director or Senator who is not physically present at a meeting of the General Assembly may participate electronically via such technology as Google Hangout, Skype, or Slack, or other such similar technology or methods, provided that instantaneous, two-way audio-visual communication is supported by the method used.

Paragraph 2. Any Director or Senator who is not physically present but participating electronically may make motions, vote on motions, and speak in debate. A Director or Senator who is not physically present but participating electronically shall NOT be considered present for the purposes of counting towards the quorum to do business, which, as always, is and shall be thirteen (13) or more voting-members physically present. Members who are participating electronically shall count towards the quorum to do business when a majority of the members are unable to meet physically.

Paragraph 3. It is and shall be entirely within the discretion of the Chair, and subject to appeal, to determine which technology or methods of electronic participation shall be permitted.

Paragraph 4. It is and shall be entirely within the discretion of the Chair, and subject to appeal, to terminate for the duration of the meeting or temporarily suspend the participation of any Director or Senator who is not physically present but participating electronically on the basis that the electronic connection is not reliable, or the audio-visual quality is not sufficient, or the electronic participation is holding up or slowing down the meeting, or for any other reason.

Section 21: Attendance Policy

Paragraph 1. Members shall attend all training, meetings, office hours and USG business. Meetings are conducted on the premise that regular attendance is expected. While training and

meetings are conducted on the premise that regular attendance is expected, USG recognizes certain activities and events as legitimate reasons for absence.

Paragraph 2. In the event of an absence due to illness or injury, verification from the medical professional treating the illness or injury preventing the student from attendance should be presented to the “designated person” when the student returns. Dates in which the student was diagnosed and may return should be present on the verification. Students should discuss with the “designated person” how to fulfill their responsibilities while coping with their illness or injury.

*University Health Services (UHS) does not provide excuses for students who miss a class, exam, presentation or other academic responsibility due to illness or injury. UHS Walk-Out Statements are not accepted as verification. Flashes Safe Seven principles state that students should be self-monitoring. If you answer yes to one or more of the Daily Self Check questions, you should immediately start self-isolation and remote participation as you are able.

Paragraph 3. Members who anticipate absences due to a class or class sponsored event (indicated on a course syllabus) should present a "Class Absence Authorization Form" identifying absences and identifying the faculty name and contact information to the “designated person” before the end of the second week of the semester.

Paragraph 4. Members participating in on-campus employment or leadership positions should make every effort to avoid scheduling conflicts. Talking to your supervisor upon hiring is essential to avoid conflicts that can be avoided by early communication. On campus student employees or leaders that anticipate missing over 50% of training sessions during Training Week (identified as the Monday-Sunday 9am-5pm the week before KSU Kickoff), 25% of training sessions throughout the Academic Year, or more than one Public or student organization meeting each semester will not be permitted to remain in their position.

Paragraph 5. Other legitimate reasons for class absence include death in the immediate family, or religious observance. Members should provide legitimate verification of participation in/attendance at the aforementioned events.

Paragraph 6. A minimum requirement of weekly office hours (in person, or in the case of COVID-19 pandemic recommendations- remote) must be met by members according to their role. Members that have a legitimate reason (outlined in the bylaws regarding absences) or are conducting a meeting with an official USG or Campus Committee or Campus Administrator about USG business are required to find a member that will substitute their hours. This substitution should be communicated as early as time permits to the “designated person.”

Paragraph 7. Members that are found to be delinquent in submission of their weekly reports and task logs may be referred to the All-University Hearing Board. These items are to be considered important USG communications and are an essential part of USG duties.

Paragraph 8. All absences that are not outlined explicitly above will be referred to the All-University Hearing Board by the “designated person” and will be evaluated on a case by case basis. The All-University Hearing Board will define hearing procedures within the bylaws, will determine if there is a comparable and fair sanction for the absence or will make a recommendation to the President of USG for removal from position.

Paragraph 9. It is expected that USG members are on time for training, meetings, office hours and USG business. All tardies after the point of roll call that do not fall within the legitimate reasons for absence and will be referred to the All-University Hearing Board by the “designated person.”

Paragraph 10. It is the member’s responsibility to promptly notify the “designated person” about absences prior to the missed session. Notification should be provided in writing or e-mail. It is the member’s responsibility to discuss with the “designated person” ways in which they can recover missed information.

Article VI: The Executive Cabinet

Section 21: Composition of the Executive Cabinet

Paragraph 1. The Executive Cabinet shall consist of the President and the Directors as voting members.

Paragraph 2. The Vice-Chairman of the USG, if not a Director, may attend all meetings of the Cabinet, but may not vote, unless a Director.

Paragraph 3. The Parliamentarian of the USG, if not a Director, may attend all meetings of the Cabinet, but may not vote, unless a Director.

Section 22: Meetings of the Executive Cabinet

Paragraph 1. The quorum to do business at any meeting of the Cabinet shall be five (5) voting members of the Cabinet.

Paragraph 2. The regular meetings of the General Assembly shall be held on the days provided for in Paragraph 2 of this Section at 5:30 pm in the Governance Chambers (the room to the right of room 227) on the 2nd floor of the Kent Student Center (1075 Risman Drive, Kent, Ohio) of Kent State University.

Article VII: Committees

Section 23: Committees of the General Assembly

Paragraph 1. The committee referred to in paragraphs (G) (5) (e), (H) (1) (b), (H) (1) (d), and (H) (1) (e) of the Charter as the “allocations standing committee” hereby is and shall be a standing committee of the General Assembly. This standing committee shall be called and referred to as the Allocations Committee of the Undergraduate Student Government, or simply the Allocations Committee of the General Assembly, or simply the Allocations Committee.

Paragraph 2. The committee referred to in paragraphs (G) (5) (e), (H) (1) (c), (H) (1) (d), and (H) (1) (e) of the Charter as the “programming board standing committee” hereby is and shall be a standing committee of the General Assembly. This standing committee shall be called and referred to as the Programming Committee of the Undergraduate Student Government, or simply the Programming Committee of the General Assembly, or simply the Programming Committee.

Paragraph 3. In addition to the Allocations Committee and the Programming Board, there shall be a Committee on Rules, an Election Commission, a Nominating Committee, a Committee on Governmental Affairs, and a Committee on Outreach which shall be standing committees of the General Assembly. Additional standing committees of the General Assembly may be established.

Paragraph 4. The Allocations Committee shall consist of not less than seven (7) nor more than twenty-five (25) members. Only undergraduate students of Kent State University may be appointed as or to be members. The members shall be appointed by the Director of Business and Finance, subject to confirmation by the General Assembly. The said Director shall not be an ex-officio member of the Allocations Committee, but the said Director may, subject to confirmation by the General Assembly, appoint himself or herself as a member. Members of the Allocations Committee shall be appointed to serve until the next ensuing general election of Undergraduate Student Directors and Senators.

Paragraph 5. The Programming Committee shall consist of not less than five (5) nor more than twenty-five (25) members. Only undergraduate students of Kent State University may be appointed as or to be members. The members shall be appointed by the Director of Programming, subject to confirmation by the General Assembly. The said Director shall not be an ex-officio member of the Programming Committee, but the said Director may, subject to confirmation by the General Assembly, appoint himself or herself as a member. Members of the Programming Committee shall be appointed to serve until the next ensuing general election of Undergraduate Student Directors and Senators.

Paragraph 6. The quorum to do business for every standing committee of the General Assembly shall be five (5), except that, the quorum to do business for the Programming Committee shall be three (3).

Paragraph 7. The Election Commission shall consist of not less than five (5) nor more than seven (7) members. The quorum to do business for the Election Commission shall be a majority of the members of the Election Commission, but in every case the presence of the chairman of the committee or at least one vice chairman of the committee shall be necessary for the quorum to do business for every standing committee of the General Assembly.

Paragraph 8. Other than the Allocations Committee and the Programming Committee, every standing committee of the General Assembly shall consist of not less than five (5) nor more than twenty-five (25) members, who shall be appointed by the President.

Paragraph 9. The Executive Cabinet may appoint members of every standing committee of the General Assembly, other than the Allocations Committee and the Programming Committee, but these members may be confirmed, replaced, or removed by the General Assembly.

Paragraph 10. The President may appoint members of every standing committee of the General Assembly, other than the Allocations Committee and the Programming Committee, but these members may be confirmed, replaced, or removed by the Executive Cabinet or the General Assembly.

Paragraph 11. Each committee of the General Assembly shall meet at such locations, on such dates, and at such times as the chairman of the committee shall deem fit.

Paragraph 12. Each committee of the Senate may adopt rules for its own governance, provided that they are not inconsistent with the Code of Bylaws.

Section 24: Officers of Committees of the General Assembly

Paragraph 1. Every standing committee of the General Assembly shall have a chair, a first vice-chair, a second vice-chair, a secretary, and at least one under-secretary.

Paragraph 2. The Director of Business and Finance is and shall be the Chair of the Allocations Committee.

Paragraph 3. The Director of Programming is and shall be the Chair of the Programming Committee.

Paragraph 4. Except as provided for in Paragraph 2 or Paragraph 3 of this Section, the chairs, first vice-chairs, and second vice-chairs of the standing committees of the General Assembly shall be appointed by the General Assembly.

Paragraph 5. A vacancy in any chairpersonship or vice-chairpersonship, if the appointment is vested in the General Assembly, may be temporarily filled by an appointment made by the Executive Cabinet, until a permanent appointment is made by the General Assembly.

Paragraph 6. A vacancy in any chairpersonship or vice-chairpersonship, if the appointment is vested in the General Assembly, may be temporarily filled by an appointment made by the President, until an appointment is made by the General Assembly or the Executive Cabinet.

Paragraph 7. Committees of the General Assembly shall appoint their own secretaries and under-secretaries.

Section 25: The Allocations Committee

Paragraph 1. Up to nine (9) members of the Allocations Committee may be designated as salaried members. All other members shall be unsalaried members.

Paragraph 2. All members of the Allocations Committee shall be unsalaried when they are appointed. Unsalariated members may only be designated as salaried members by the Director of Business and Finance.

Paragraph 3. No member may be designated as a salaried member if there are already nine (9) salaried members.

Paragraph 4. No member may be designated as a salaried member if the member is a Director, Senator, or any staff member to the General Assembly.

Paragraph 5. In the event that a salaried member becomes a Director, Senator, or any staff member of the General Assembly, such member shall automatically become an unsalaried member.

Section 26: The Committee on Rules

Paragraph 1. The Committee on Rules shall draft proposed revisions to the Charter, Bylaws of the USG, and shall draft and propose other rules deemed fit, to the General Assembly.

Section 27: The Committee on Governmental Affairs

Paragraph 1. The purpose of the Committee on Governmental Affairs will be to represent the student body of the Kent Campus when advocating for higher education. The Committee will work with the Governmental Affairs Department of the University to plan trips to the Ohio Statehouse as well as to the District of Columbia (Washington, D.C.). The Committee will also organize a yearly voter registration drive in collaboration with the Kent State Votes initiative while working on legislation to incorporate voter registration in the First-Year Experience Course. Among these duties the Committee on Governmental Affairs will work to keep the Undergraduate Student Government updated on matters involving higher education as well as to inform them about upcoming conferences or conventions.

Section 28: The Committee on Outreach

Paragraph 1. The Committee on Outreach will be tasked with overseeing the Ambassadorship program, Senatorial Committees, and helping to maintain contact with the Regional campuses. The Committee will also be asked to table and flyer at Kent State events monthly in order to provide further outreach. The Committee may also partner with the USG Street Team for some of the larger KSU events. The Committee will be tasked with creating at least one student engaging event a semester that USG will sponsor in order to expand and diversify our outreach to the undergraduate student body.

Section 29: The Nominating Committee

Paragraph 1. The Nominating Committee shall oversee and implement the process of recruiting, interviewing, and recommending candidates for appointment to all paid positions in the USG which are not elected and candidates for appointment to positions which are normally elected when appointments are made to fill vacancies.

Paragraph 2. The Nominating Committee can only make recommendations. Formal nominations to USG staff positions can only be made by the President. Formal nominations to the Allocations Committee can only be made by the Director of Business and Finance. Formal nominations to the Programming Board can only be made by the Director of Programming. The final decision over all appointments to all paid positions in the USG remains with the General Assembly.

Article VIII: The Allocations Process

Section 30

Paragraph 1. This Article shall govern the eligibility of funding requests made to the Allocations Committee. Simply meeting these rules does not ensure funding.

Paragraph 2. These rules for the Allocation and Use of the Undergraduate Student Activities Tuition Allocation govern all Undergraduate Student Activities Tuition Allocations (Allocations) assigned to the USG. These rules supersede all previous Guidelines and Procedures.

Section 31: Legal Provisions

Paragraph 1. All monies in accounts to which allocations are credited will be considered public monies and must be utilized in accordance with these rules and the procedures established in the Financial Information for Student Organizations (O.R.C. 117.10, Higher Education Bulletin from Auditor of State, Vol. 11, No. 3 dated June 15, 1971.)

Paragraph 2. Use of allocations must be in accordance with this Article, applicable University policies and procedures, and any legal requirements of the State of Ohio and the Federal Government.

Section 32: Funding Eligibility Requirements

Paragraph 1. The USG will only allocate funds to registered undergraduate student organizations that meet the following USG eligibility requirements.

Paragraph 2. An undergraduate student organization is defined by USG as a student organization registered with the Kent State University, Kent Campus, The Center for Student Involvement and whose members and officers are composed of a majority of undergraduate students.

Paragraph 3. Allocations funding will follow Kent State University policy 4-01.1 on discrimination of student orgs.

Paragraph 4. Organizations that have restrictive membership clauses are not eligible for funding to attend conferences, conventions, workshops, or seminars. They are eligible to receive funding only for cultural and educational programs when these programs are held on the Kent Campus and are open to the entire student body.

Paragraph 5. Allocations can only be used for programs, conferences, or services that have the potential to directly benefit Kent State University undergraduate students. Therefore, programs, conferences, and services must provide for and be representative of a pluralistic student body.

Section 33: Federal, State, and Local Policies

Federal, state and local laws as well as institutional policies specifically prohibit the use of student activities fees for the following:

Events held away from the campus unless adequate transportation exists;

Direct allocation to charity or charitable organizations;

Religious activities;

Direct allocation to individual students except designated in rule 3342-6-25.101 of the administrative code;

Events that discriminate on the basis of race, creed, national origin, sex, or disability;

Events that are competition in nature and/or that have prize money associated with the event;

Legal services;

Partisan political activities intended to influence voting on issues or candidates currently on a ballot.

Section 34

Paragraph 1. For a request to pass it needs a 2/3rds vote to pass.

Paragraph 2. Members of the Allocation Committee will be permitted one unexcused absences from scheduled meetings per academic semester. Any additional unexcused absence will be grounds for removal. Removals must me made according to the Charter, the Code of Bylaws.

Paragraph 3. The Director for Business and Finance and advisors will provide training to new members.

Paragraph 4. The Director for Business and Finance will submit a report at each meeting of the Senate to be included in the minutes, detailing all allocations by the Allocation Committee and allocation funds remaining.

Section 35: Allocation Request Process

Paragraph 1. Allocation Requests may be submitted online. The signature page must be printed and all appropriate signatures included. The signature page must be submitted to the USG Allocation Drop –Off Box outside the Undergraduate Student Government Office, 120 KSC prior to the request being heard or brought to the allocation hearing.

Paragraph 2. Allocation requests may also be placed in the Allocation Box outside the front office door of the USG office on the first floor of the Kent Student Center,(120KSC) by the deadline to be established each semester by the Director of Business and Finance.

Paragraph 3. Only undergraduate members of the requesting organization may present requests.

Paragraph 4. Before completing the Allocation Request Form, if an honorarium/contract is involved, contact the Associate Director of the Center for Student Involvement per the honorarium instructions detailing contract negotiations.

Paragraph 5. To ensure funding is available for programs occurring during Welcome Weekend and the beginning of Fall Semester, the Allocations Committee will hear requests during the summer session. The Allocations Committee will meet once during the summer at a date to be established before Spring Finals Week by the Director for Business and Finance. The Allocations Committee will begin fall semester meetings with the start of the academic year.

Paragraph 6. Requests for conferences, conventions, workshops, or seminars must be submitted at least twenty-eight calendar days before the conference, convention, workshop, or seminar and requests for programs must be submitted at least forty-two calendar days before the program to allow for ample planning and publicity after funding approval. Calendar days must be within the academic semester and exclude holidays and semester breaks.

Paragraph 7. Allocation Requests will not be heard unless they are 100% complete. All integral elements (e.g., the exact names of movies, concerts, performers, speakers, venues, etc.) must be included for the request to be heard. All program requests must provide performer biographies.

Paragraph 8. Allocation Requests will not be heard if they are not in accordance with this Article

Paragraph 9. In the case of an appeal request, the person(s) who submitted the request must provide a written appeal request in a manner or form to be provided by the Cabinet or the President.

Paragraph 10. The Executive Cabinet or the Director of Business and Finance may under extreme circumstances waive the deadline for consideration of a request.

Paragraph 11. Recruitment themed programs will not be funded.

Section 36: Funding for Conferences and Travel

Paragraph 1. A conference is defined as an event that students attend, either at or away from Kent State University.

Paragraph 2. Only conferences, conventions, workshops, or seminars as defined below are eligible for funding. Field trips are not eligible for funding. Conferences, conventions, etc. that are a class requirement are not eligible for funding.

Paragraph 3. A conference, convention, workshop, or seminar must have a multi-school or 7 organization attendance,

Paragraph 4. Only registration, travel, lodging, and applicable dinner for Kent Campus Undergraduate Students attending a conference, convention, workshop, or seminar will be eligible for funding.

Paragraph 5. A maximum of \$1,000 may be allocated to an individual student not representing an organization once a semester for academic conferences related to the student's declared major held either at or away from Kent State University.

Paragraph 6. Requests must be relevant to that student's major. Undergraduate student organizations are eligible to receive a maximum of \$3,000 per organization if more than two students will attend.

Paragraph 7. Monies may be used, from USG operating funds, for official USG travel.

Section 37: Funding for Programs and Services

Paragraph 1. Each undergraduate student organization shall be eligible to receive not more than a maximum of \$10,000 per semester. Allocations will not be used to make advance payment for goods or services with the exception of pre-registration for conferences, intercollegiate athletic travel arrangements, or magazine subscriptions (ref. Article VIII, Sec. 4, State Constitution O.A.G. 2184, O.A.G. 186 LC) 1952; O.A.G. 736 of 1957).

Paragraph 2. Allocations will not be used for the purchase of awards, prizes, flowers, gift cards, gift certificates or any such item, as determined by the Allocations Committee.

Paragraph 3. Allocations will not be used for the production of ongoing printed materials (magazines, newspapers, yearbooks, etc.) that are not related to a specific program. The Student Media Policy Committee funds these publications. Allocations may be used for printed material related to a specific program or for organizational correspondence (advertisements, brochures, bulletins, flyers, etc).

Paragraph 4. Allocations will be used to fund base rate, local and long distance phone and internet charges for organizations allocated office space in the Kent Student Center. An amount based on the previous year's expenses and projected increases will be set aside yearly to cover these costs.

Paragraph 5. All student organizations meeting the requirements in Section 3: A1 will receive basic office supplies. An amount based on the total number of student organizations registered in the previous year along with any projected increase in expenses will be set aside yearly to cover these costs.

Paragraph 6. The Programming Committee may employ students for specific programs, such as concerts, large scale events.

Paragraph 7. If a change in any of the integral elements, dates, exact names of movies, concerts, performers, speakers, venues, etc., occurs after the request has been funded, the organization must submit a Program Change Form for approval by Allocations Committee. The Director for Business and Finance has the authority to approve minor changes in date, time and venue or may refer the Program Change Form to the Allocations Committee for review.

Paragraph 8. If the change alters the general nature of the program or if additional funding is required, a new request will be necessary.

Paragraph 9. If the change of program alters the original request such that the original request would be in violation of this Article, then the change of program must be denied.

Paragraph 10. Any spending of allocations, or promises to spend said funds in connection with a program or conference, cannot take place until the Allocations Committee has approved funding.

Paragraph 11. Any advertising for a program funded by Undergraduate Student Activities Tuition Allocations must primarily focus on KSU undergraduates, include the official Undergraduate Student Government graphic given by the Director of Business and Finance “Event funded by the Undergraduate Student Government” and a sample must be submitted to the Director of Business and Finance 3 weeks prior to event.

Section 38: Programming Committee Funding

Paragraph 1. The Programming Committee, will receive a sum equivalent to 54% of the projected annual tuition allocation designated for allocation by USG. In addition, all Programming Committee administrative expenses, excluding those provided to all undergraduate student organizations with Kent Student Center office space and any leadership compensation above and beyond that covered by the leadership matrix, must be paid from the Programming Committee’s 54%.

Paragraph 2. At the end of each fiscal year, all unused Programming Committee monies will revert back to the USG Allocation Account.

Section 39: May 4th Commemoration Funding

Paragraph 1. The May 4th Task Force will receive a minimum sum equivalent to 1.75% of the Undergraduate Student Activities Tuition Allocation designated for distribution by the Undergraduate Student Government for the exclusive purpose of funding the May 4th Commemoration that will take place during the week of May 4th of the respective fiscal year.

Paragraph 2. Prior to the release of funds referenced in Section 11: A, the applicable May 4th Task Force Executive Chair must submit all May 4th Commemoration plans to the USG Director of Business and Finance.

Paragraph 3. Prior to the release of funds referenced in Section 11: A, the applicable May 4th Task Force Executive Chair must submit all May 4th Commemoration event plans to the USG Allocation Committee for review and recommendation.

Paragraph 4. The May 4th Task Force is still eligible for additional funding in excess of 1.75% for the May 4th Commemoration. In order to receive additional funding, all procedures set forth in these guidelines must be followed and the request must be approved by the Allocation Committee.

Paragraph 5. If the annual May 4th Commemoration Allocation Request is less than the permanently established 1.75%, any unused funds will revert back to the USG Allocation Account for reallocation.

Paragraph 6. The May 4th Commemoration memorializes the victims and events associated with the May 4th, 1970 shootings, the context in which those events occurred, and the legacy that remains.

Section 40: Allocation Fund Expenditures and Revenue

Paragraph 1. Each organization must adhere to all stipulations placed on its allocation and the funds must be used for the program for which they are allocated. If the program is not held, the funds will revert to the allocation account for reallocation. Flexibility between line items will be allowed as long as this Article is adhered to. Funds can only be used for food if food was approved during the allocation process and approved by University Dining Services (or the appropriate University department). Expenditures and payments related to allocated funds will be monitored by the designated Director of Business and Finance.

Paragraph 2. All allocations and all income generated from those allocations must be kept in a university account. All income generated from programs funded through the allocation committee will revert to the allocation account.

Paragraph 3. Admission may be charged to KSU undergraduates if required through contract. Ticket sales for allocated programs to student organizations will be coordinated through the Center for Student Involvement. The practice of accepting donations will not be accepted as an alternative to charging admission.

Paragraph 4. The expenses or working budget for any program may not exceed the amount budgeted for the program. If additional funding is available, it must be documented. Generated income may only be used to cover program expenses if approved by the Executive Cabinet of the Undergraduate Student Government in consultation with the Director for the Center for Student Involvement.

Section 41: Policy Violations

Paragraph 1. Deficit spending will not be tolerated. If a student organization incurs a deficit, that organization must meet with the Director of Business and Finance and the Director of the Center for Student Involvement. The organization may be deregistered and the Center for Student Involvement Senior Business Manager will notify University departments of this action. Any deficits must be cleared using non-USG funds.

Paragraph 2. The Director of Business and Finance will hear any alleged violation of these Guidelines and Procedures. The Director of Business and Finance will notify the organization of the alleged violation in writing and arrange a meeting. If the problem is not resolved within two (2) weeks after the question is raised, the Senate will hold a hearing at which any decision will require a majority vote of the Senate. If the organization is found to be in violation, the USG may levy sanctions including, but not limited to, rescission of the group's entire allocation of the affected funds. (See USG Bylaws Section 4: Duties and Responsibilities for Directors 3.A,B, and C.[UPDATE])

Paragraph 3. Failure to comply with this Article or University Policies may result in a "hold" placed on the funding by the Director of Business and Finance until the alleged violation is resolved.

Section 42: Appeal Process

If an organization is denied funding by the Allocations Committee, a written appeal may be presented to the Executive Cabinet, whereby a majority vote will determine if the request will be reheard by the Allocations Committee. If the request is reheard, the Cabinet can grant the money.

Section 42A

Funds allocated to student organizations for programming will be paid after the fact in the form of reimbursements. Funds allocated to student organizations for conferences and funds allocated to individuals for conferences will be paid before the fact.

Section 42B

Paragraph 1. Unless approved before the fact by the Vice President for Enrollment Management and Student Affairs or designee, this Article shall be inoperative until this Article has been approved by the said Vice President or designee.

Paragraph 2. If not approved before the fact by the Vice President for Enrollment Management and Student Affairs or designee, any changes to this Article shall be inoperative until they are approved by the said Vice President or designee.

Paragraph 3. With effect from August 28th, 2020, this Article shall be inoperative unless this Article in particular or this Code in general has been reapproved by the Senate.

Paragraph 4. With effect from August 28th, 2020, this Article shall be inoperative unless this Article in particular or this Code in general has been reapproved by the Vice President for Enrollment Management and Student Affairs or designee.

Paragraph 5. Any change by the courts, legislature, or Attorney General affecting this Article will require rewriting of the applicable section.

Section 42C

This Article shall be understood to be the guidelines variously referred to in University rules or policies or in the Code of Bylaws as any of the following:

“Guidelines for the use of student activities fees”;

“guidelines for the use and allocation of funds”;

“Guidelines for the Allocation and the Use of Student Activity Fees”;

“Guidelines for the Allocation and the Use of Tuition Allocation Dollars”;

“Guidelines for the Allocation and Use of Student Activity Tuition Fees”;

“Guidelines for the Allocations and use of the Undergraduate Student tuition allocation dollars”;

“Guidelines for the Allocation and Use of Undergraduate Student Activity Fees”;

“guidelines for the allocation and use of undergraduate student activities tuition allocations”;

“Guidelines for the Allocation and Use of Undergraduate Student Tuition Allocation Dollars”; or

“Guidelines and Procedures for the Allocation and Use of the Undergraduate Student Activities Tuition Allocation”.

Section 42D: Limit on Allocations for Individuals to attend Conferences

Paragraph 1. When money is allocated to individuals to attend conferences, not more than \$3,000 shall be allocated collectively to all the individuals attending the same conference.

Paragraph 2. For individual conference requests, only the first three (3) requests for the same conference can be granted.

Article IX: Rules and Parliamentary Authority

Section 43: Rules

Paragraph 1. The paramount rule governing the USG shall be the Charter.

Paragraph 2. The current edition of Robert’s Rules of Order Newly Revised hereby is and shall be the parliamentary authority of the General Assembly.

Paragraph 3. This Code of Bylaws, except as otherwise provided for in this Section, shall have full force and effect and be binding on the General Assembly and its members.

Paragraph 4. Any provision or provisions in this Code of Bylaws which is or shall be inconsistent with the Charter shall, to the extent of the inconsistency, be void.

Paragraph 5. Any provision or provisions in Part II of this Code of Bylaws which is or shall be inconsistent with the Charter or Part I of this Code of Bylaws shall, to the extent of the inconsistency, be void.

Paragraph 6. Any provision or provisions in the current edition of Robert's Rules of Order Newly Revised which is or shall be inconsistent with the Charter, this Code of Bylaws, to the extent of the inconsistency, be void.

Paragraph 11. Except as otherwise provided for in this Section, the General Assembly, all meetings of the General Assembly, and all proceedings and deliberations of and at meetings of the General Assembly shall be conducted according to the provisions of the Charter, this Code of Bylaws, and the current edition of Robert's Rules of Order Newly Revised.

Paragraph 12. Except as otherwise provided for in this Section, all Directors, Senators and employees of the USG must obey and conform to the provisions of the Charter, this Code of Bylaws, and the current edition of Robert's Rules of Order Newly Revised.

Article X: Amendment of this Code of Bylaws

Section 44

This Code of Bylaws may be amended by the General Assembly, provided that the general revision or special revision of this Code is approved by two thirds of the Directors and Senators present, or a majority of the entire membership of the General Assembly (counting absent Directors and Senators, but not counting vacancies), or both.

Article XI: Miscellaneous

Section 45

Paragraph 1. All University USG Conferences may be held from time to time if deemed prudent by the General Assembly.

Paragraph 2. Every Director, Senator, and appointed Senator, may appoint a Senatorial Committee. The eleven (11) College Senators are especially encouraged to do so. All appointments to and removals or resignations from Senatorial Committees must be reported to the Director of Student Involvement.

Paragraph 3. "Slack", the technology resource developed by Slack Technologies, Inc., shall be used by the USG. Use of Slack by Director and Senators shall be mandatory and communication via Slack shall be considered legitimate for notice of special meetings and other required communications.

Section 45A: USG Ambassadors

Paragraph 1. Every Senator shall be responsible for finding at least three (3) registered student organizations to become the official USG ambassador to. A Senator becomes the USG Ambassador to an organization if both the Senator and the organization agree that the Senator shall be the USG Ambassador to that organization, but only when the Senator has informed the Director of Student Involvement of the agreement. The ambassadorship relationship ends whenever any of the following happen: the USG Ambassador ceases to be a Senator, the

organization ceases to be a registered student organization, the organization ends the ambassadorship relationship for any reason, or the Senator ends the ambassadorship relationship for any reason.

Paragraph 2. If an ambassadorship relationship ends for any reason, the Director of Student Involvement, the relevant organization, and the relevant Senator must be informed.

Paragraph 3. Each Senator must become a USG Ambassador to not less than two (2) organizations with which the Senator was not previously involved.

Paragraph 4. Each USG Ambassador must visit each assigned organization not less than once a semester (preferably within the first one or two months) for an introduction and to discuss USG matters including but not limited to: initiatives, events, allocations, and committees. A report shall be made to the Director of Student Involvement about the visit.

Paragraph 5. Each USG ambassador must send an email to each assigned organization at least once per calendar month updating them on information and resources provided by USG. One email may be sent addressed to all assigned organizations, instead of separate emails, but each such email must also be addressed to the Director of Student Involvement.

Article XII: Transitional Measures

Section 46

Paragraph 1. This Code shall enter into force immediately as soon as it shall have been approved by a two thirds (2/3rds) vote of the General Assembly.

Paragraph 2. The person who was the Vice-Chairman of the USG at the time of the adoption of this Code shall remain the Vice-Chairman of the USG and shall be deemed to have been elected by the General Assembly under Article IV of this Code.

Paragraph 3. The person who was the Parliamentarian of the USG at the time of the adoption of this Code shall remain the Parliamentarian of the USG and shall be deemed to have been elected by the General Assembly under Article IV of this Code.

Paragraph 4. The person who was the Assistant Parliamentarian of the USG at the time of the adoption of this Code shall remain the Assistant Parliamentarian of the USG and shall be deemed to have been elected by the General Assembly under Article IV of this Code.

Paragraph 5. Should there be any vacancy in the General Assembly at the time of the adoption of this Code, the General Assembly may immediately fill the vacancy by a three fourths (3/4th) vote without any need for a recommendation by the Nominating Committee.

Paragraph 6. Should any vacancy in the General Assembly occur at the meeting of the General Assembly at which this Code is adopted, the General Assembly may immediately fill the vacancy by a three fourths (3/4th) vote without any need for a recommendation by the Nominating Committee.

Part II

B. No legislation (except that which is designated as Emergency Legislation, as defined below) shall be voted upon at the meeting at which it is introduced. Such legislation shall instead be presented for first reading at the initial meeting, assigned a legislation code, and placed on the agenda for the following regular meeting. [Bills and resolutions will be read orally unless specifically requested by a unanimous of the Undergraduate Student Government.] Copies of the proposed legislation must be distributed to all members prior to or during the legislation's first reading. DISCUSSION OF THE FIRST READING SHALL BE LIMITED TO CLARIFICATION OF THE LEGISLATION BY THE SPONSOR. No action shall be taken until the second reading.

C. Emergency Legislation shall be defined as legislation, which constitutes unforeseen circumstances or calls for immediate action. Legislation will be designated as Emergency Legislation if so moved by the sponsor and seconded and approved by a majority vote of the General Assembly during the legislation's first reading. Such legislation shall then be on the floor for final disposition, requiring a majority vote of government to pass.

D. Motions used will be those prescribed in Robert's Rules of Order.

II. Operating Procedure

A. While not a public body, the Undergraduate Student Government's meetings shall be open to the public and will be conducted in a manner consistent with the spirit of the Ohio Open Meetings Law, section 121.22 of the Ohio Revised Code. However, after a majority vote of quorum, by role call, the Undergraduate Student Government reserves the right to hold an executive session for the following purposes:

1. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a state employee or official, for the investigation of charges or complaints against a state employee, official, licensee, or regulated individual unless the state employee, licensee, or regulated individual request a public hearing;

2. To consider the purchase of public property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of the information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest;

3. Conferences with an attorney for the USG that are the subject of pending or imminent court action;

4. Preparing for, conducting, or reviewing negotiations or bargaining sessions with USG employees concerning their compensation or other terms and conditions of their employment;

5. Matters required to be kept confidential by federal laws or rules or state statutes;

6. Specialized details of security arrangements where disclosure of the matter discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law.

7. For any other reason not listed above, which by quorum vote of the USG, is deemed necessary to be held in executive session.

B. A bill, resolution, or motion of any kind is invalid unless adopted in an open meeting of the USG: this bill shall apply to committees and subcommittees of the USG.

C. A period will be designated at the beginning of each meeting during which any interested person may have three (3) minutes to discuss concerns relevant to Kent State University or the General Assembly (Public Contributions). This period may be lengthened following a motion to do so by a member of the Undergraduate Student Government and with approval by a majority vote of members present.

D. A period of time at the end of each meeting will be reserved for Public Contributions following the same guidelines established in II.C. (See above).

E. An Undergraduate Student Government member may yield the floor to a spectator at any time except when a motion has been made and properly seconded. However, the meeting Chair must recognize the Undergraduate Student Government member before he/she can recognize a spectator.

F. Allocation requests to be considered by the Undergraduate Student Government must be submitted to the Director of Business and Finance by the designated day and time noted in the Guidelines for the Allocation and Use of Student Activity Tuition Fees. The Director of Business and Finance may under extreme circumstances extend the deadline for consideration of a request; this decision may be overruled by a 2/3 majority of the Executive Cabinet of the USG.

1. Handling Allocation Requests, when the Allocation Committee is not present, the Undergraduate Student Government shall use the following procedure:

a. The Executive Cabinet of the USG will be responsible for allocation requests in the absence of the USG Allocation Committee. The President shall recognize the Director of Business and Finance or his/her designee, who will then read the pending request.

b. The Director of Business and Finance or designee shall then yield the floor to the representative of the organization submitting the request. The representative then has three (3) minutes during which time he/she may explain and justify the request. After the representative has finished speaking, the floor will be open for the USG Directors to address questions to the organization's representative and/or discuss the proper disposition of the request among them.

c. After a Director has made a motion and the motion has been properly seconded, the discussion will be limited to members of the Executive Cabinet.

d. If a motion is not seconded or if a properly seconded motion fails, the floor is again open to questions and discussion. (Move to allocation guidelines)

G. It shall be the policy of the Undergraduate Student Government with regard to the Undergraduate Student Government Staff, University committees, and all other Undergraduate Student Government appointments that no bias will be shown on the basis of race, color, creed, national origin, sex, or sexual preference. These members shall show no bias based off of other affiliations (i.e. student organizations, work, etc...)

III. Responsibilities of the Undergraduate Student Government Executive Cabinet

A. Formulate a written report to be presented at public meetings and published on the official USG website.

B. Maintain a minimum of 10 regular office hours per week, to insure sufficient accessibility to constituents and university officials.

C. Serve on internal committees so as to ensure a balanced workload among all twenty-five members.

D. Participate in the Allocations process at the request of the Director for Business and Finance.

E. Attend all training workshops and seminars, which are intended to increase proficiency and efficiency in service to one's office.

F. Attend all briefings and public meetings to include Executive Cabinet and regular USG meetings, and any other required event(s).

1. In the event of three unexcused absences an executive session shall be held to take into consideration removal from office.

G. Hold regular meetings with appropriate counterparts in the university administration

H. Adhere to all USG rules, regulations, policies, and procedures.

I. Shall assist every other director and senator in the performance of the duties of the Undergraduate Student Government.

J. Must have a working knowledge of Robert's Rules of Order.

K. Must have a working knowledge of the Charter of the Undergraduate Student Body, the Student Government By-Laws, and the Guidelines for the Allocation and the Use of Student Activity Fees.

L. Shall assume duties one week prior to the beginning of the Fall Semester and be present at the Kent Campus.

M. Shall attend and participate in all activities of the USG.

N. Coordinate all publicity pertaining to her/his own position with the Director of Communications and the USG staff.

O. Oversee the budget of all projects under his/her purview, expending money with the advice and consent of the President to assure that expenditures are supportive of the goals of the USG and within the Guidelines for the Allocation and Use of Undergraduate Student Activity Fees. Shall submit expenditures to the full USG for approval by a majority vote in the event of disagreement with the President as to the appropriateness of the expenditure.

P. All members assume duties of their elected chair immediately following Inauguration.

Q. Each outgoing member and member-elect must participate in the transition process.

R. Review and update as necessary the Bylaws and position descriptions of the USG.

IV. Duties and Responsibilities for Directors

A. President: the President of the Undergraduate Student Government is responsible for administrative functions of the USG. As such this director's duties shall include the following:

1. Function as the chief spokesperson for the USG, representing the views of the USG.
2. Serve as Chairperson over the Executive Cabinet and the Undergraduate Student Government.
3. Shall be responsible for bringing to the attention of the Undergraduate Student Government and the appropriate university administration the following:
 - a. Alleged violations of the Charter, Bylaws, USG legislation, and the guidelines for the allocation and use of undergraduate student activities tuition allocations.
 - b. Investigating the alleged violations and ensuing the appropriate actions.
 - c. Implement any sanctions imposed by the USG for such violations.
4. Coordinate USG's communication with the administration and members of the university community both on and off campus.
5. Represent the USG at the University Priority Budget Advisory Committee (UPBAC) and report pertinent information to the USG.
6. Shall act as a liaison between the University Administration, the Board of Trustees and the USG.
7. Maintain a minimum of 20-40 office hours per week over summer break.
8. Determine USG absences from regularly scheduled General Assembly meetings, special meetings, or any other required event that is excused or unexcused.
9. Administer one-year appointments or reviews for the term in which he/she serves for USG employees that include, but are not limited to the Chief of Staff to the President, Clerical Assistant, Administrative Assistant, Public Relations and Marketing Assistant, and Graphic Designer(s).

10. Recommend appointments of the six (6) appointed senators in conjunction with the President-elect. Appointments must be approved by a majority of the outgoing USG executive Cabinet.
11. Orchestrate the transition period of the outgoing and incoming USG.
12. Serve as a member of the Ohio Student Government Association (OSGA) representing Kent State University, and appoint a USG representative to serve as Kent State's second voting member during OSGA meetings and conferences.
13. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

B. Director of Programming: the Director of Programming is responsible for USG programming under the programming board standing committee. As such this director's duties shall include the following:

1. Oversee the direction and action of the USG Programming Board Standing Committee.
2. Shall serve as Chairperson of the USG Programming Board Standing Committee. Oversee the implementation of up to five major university-wide events per academic year sponsored by the USG Programming Board Standing Committee.
3. Submit a report at the first regularly scheduled USG summer meeting that includes proposed events, dates and budget for the academic year in which they are elected to serve.
4. Operate according to the approved USG Programming Board Standing Committee guidelines.

5. Shall be responsible for the management, administration and adherence to the USG Charter and Bylaws as they pertain to the USG Programming Board Standing Committee.
6. Present a programming report at scheduled public meetings.
7. Coordinate the application and interview process for the USG Programming Board Standing Committee. Recommend appointments in conjunction with the Programming Director-elect. Appointments must be approved by a majority of the outgoing USG Executive Cabinet.
8. Shall be responsible for the management and adherence to the Guidelines and Procedures for the Allocation and Use of the Undergraduate Student Activities Tuition Allocation, as it pertains to the Programming Budget.
9. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

C. Director of Business and Finance: the Director for Business and Finance is the coordinator of the entire allocations process, which includes both summer and yearly allocations. As such the director's specific duties include the following:

1. Formulate a specific allocation process, which is to be presented in the form of a bill for the Allocation's process.
2. Update the Guidelines for the Allocations and use of the Undergraduate Student tuition allocation dollars, submitting them for approval to the Undergraduate Student Government and forwarding them for review to the Vice Provost and Vice President for Enrollment Management and Student Affairs.
3. Plan and implement a financial workshop for the treasurers, programmers, advisors and other officers of student organizations eligible for funding.

4. Coordinate the application and interview process for the USG Allocation Committee. Recommend appointments in conjunction with the Director of Business and Finance-elect. Appointments must be approved by a majority of the outgoing USG executive cabinet.
5. Present a financial report to the USG at each public meeting.
6. Represent the USG at the University Priority Budget Advisory Committee (UPBAC) and the Faculty Senate Budget Advisory Committee (FaSBAC), and report pertinent information to the USG.
7. Shall serve as chairman of the Allocation Committee, ensuring a strict adherence to all applicable laws, rules and regulations, as defined in the Guidelines and Procedures for the Allocation and Use of the Undergraduate Student Activities Tuition Allocation.
8. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

D. Academic Affairs: the Director for Academic Affairs is responsible for student input into academic policy. As such, this director's specific duties include the following:

1. Monitor proposals affecting quality and emphasis of academic curriculum and make recommendations as to the USG's position on these proposals, but limited to advising and academic standards.
2. Assist students with academic problems that are brought to the USG.
3. Shall serve as an ex-officer, non-voting member and liaison between the USG and Faculty Senate. Shall attend all Faculty Senate meetings and give a brief report on USG concerns.

- a. Recommend USG response to all proposals for change in academic policy set forth by the Faculty Senate.
- b. Draw on proposals and submit them to the General Assembly for approval, then present them to the appropriate body or administrator.
- c. Shall develop programs that strive to achieve the goals of Faculty Senate legislation.

4. Coordinate the duties and responsibilities of the 11 college senators.

5. Shall promote quality education at an affordable cost.

6. Shall promote open communication between the students, faculty and administration.

7. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

8. Assist each college Senator in planning Meet the Dean Week for their respective college at least once per semester.

9. Meet bi-weekly on non-public meeting weeks with the 11 college senators to discuss goals and current events within each individual college.

E. Director of Community Affairs: the Director for Community Affairs is responsible for monitoring all local legislation and acting as a liaison between the community and the students. As such this director's specific duties include the following:

1. Shall reside off-campus for the year in which he/she serves as director.

2. Shall serve as a liaison to the city of Kent, the city managers, the county of Portage, and other related community organizations.
3. Shall work in conjunction with the Director of Governmental Affairs to consider and recommend positions to the General Assembly on local matters of a political nature.
4. Shall work in conjunction with the Director of Governmental Affairs to communicate with, monitor, and lobby local bodies and agencies regarding any action that may affect the undergraduate student body.
5. Shall work closely with and hold regular meetings with Kent State University's Special Coordinator to the City of Kent
6. Shall hold open forums between the students of Kent State and Representatives from the city of Kent at least once a semester.
7. Shall work with the senator(s) of off-campus and commuter students to maintain a community task force.
8. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

F. Director of Governmental Affairs: the Director of Governmental Affairs monitors all National and State legislation that may affect the undergraduate student body. As such this director's duties shall include the following:

1. Shall serve as a liaison between the State Legislature and function as a channel of communication between the State Legislature and the campuses of Kent State University.
2. Communicate with, monitor, and lobby state and federal government bodies and regulatory agencies regarding any action that may affect the undergraduate student body. This is including, but not limited to, recommending positions to the USG on matters of a relevant political nature and tracking current legislation regarding higher education.
3. Shall be familiar with Ohio governmental processes, politics and history.
4. Serve as liaison to the Board of Regents.
5. Shall lead the Kent State Votes initiative via the Governmental Affairs Committee by coordinating Undergraduate Student Government, KSU administration, faculty, students, and community members on matters of voter registration, voter turnout, civic engagement, and civic education.
6. Work closely with the Director of Community Affairs to organize and conduct open forums with Kent State University Students, and representatives of political, community, and governmental bodies.
7. Shall work with the Director of Community Affairs to help communicate local issues of a political nature to the USG.

8. Shall communicates regularly and works with the Senior Legislative Officer of Kent State University to stay current on relevant legislative issues.
9. Shall work closely with the representative and senator representing Kent State University in the Ohio General Assembly in order to convey student opinion regarding current or proposed legislation.
10. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

G. Director of Student Advancement: The Director for Student Advancement will coordinate and oversee all areas of projects that would benefit the undergraduate student body. These projects will be inclusive, but not limited to the terms of facilities and capital improvements, as well as the Judicial Advocate program. As such this director's specific duties include the following:

1. Serve as the member on University committees that foresee construction and/or renovations of the campus (e.g. capital projects).
2. Serve as a member of the Student Quality Advisory Committee (SQAC).
3. Maintain a general knowledge of the University's policies, rules and guidelines as well as University services for referral.

4. Shall coordinate the Judicial Advocate program including but not limited to discussion groups and all training sessions, appointments, as well as serving as the liaison to the Office of Judicial Affairs.
 - a. Shall nominate student advocates to assist students in understanding the processes and possible sanctions of student conduct court. These recommendations shall then be forwarded to USG for final approval. These appointments must be passed by a majority of USG.
5. Shall nominate four undergraduate students to the All University Hearing Board each year. These nominations shall be forwarded to USG for final approval. The selected members must be passed by a majority of the USG.
6. Shall work with the 11 college senators and oversee and maintain the alumni mentorship program within each individual college.
7. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

H. Director of Student Involvement: The Director of Student Involvement shall be responsible for the coordination of student participation in all university committees and programs sponsored by the USG. As such this director's specific duties include the following:

1. Maintain the USG Message Board and operation of the USG Street Team, and the USG Flashsquad.
2. Shall nominate student members to all university standing committees with the exception of committees serving under the Director of Business and Finance or the Director of

Programming. These recommendations shall then be forwarded to USG for final approval. The appointments must be passed by a majority of USG. The committee will be delegated to the appropriate director position.

- a. Committee members must complete committee reports for the Undergraduate Student Government after each committee meeting.
3. Coordinate monthly student leader luncheons with student leaders on campus and key administration members.
 4. Serve as liaison between Kent USG and the 7 regional campus's USG. Shall be in constant communication with each individual regional campus USG.
 5. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

I. Director of Marketing & Communications: The Director for Communications maintains open communication lines between USG, the student body, and student organizations. As such this director's specific duties include the following:

1. Conduct polls, forums, and focus groups of undergraduate students and report the information back to the USG, providing detailed information to the appropriate Director.
2. Communicate with Student Governments at other colleges and universities, through active participation in the Ohio Student Government Association, in order to find ways to better the USG.

3. Oversee USG advertising budget and promotion implementation in conjunction with the Public Relations & Marketing Assistant.
4. Coordinate the dissemination of information pertaining to the actions of the USG to the student body, including disbursement of passed resolutions to the appropriate university community.
5. Develop a USG newsletter as needed to facilitate communication with constituents.
6. Ensure the progress and completion of tasks/projects assigned to the Public Relations & Marketing Assistant.
7. Coordinate the application and interview process for the USG Public Relations team, consisting of 2-3 members who are in the college of College of Communication and Information.
8. Shall work closely with the USG graphics team who operate under the President and Director of Marketing & Communications.
9. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

V. Responsibilities of the Undergraduate Student Government Senators

A. Formulate a bi-weekly report.

B. Maintain a minimum of 5 regular office hours per week, to insure sufficient accessibility to constituents and University officials.

C. Serve on internal committees so as to ensure a balanced workload among all twenty-five members.

D. Participate in the Allocations Process at the request of the Director for Business and Finance.

E. Attend all training workshops and seminars, which are intended to increase proficiency and efficiency in service to one's office.

F. Attend all briefings and public meetings to include regular USG meetings, and any other required event(s).

1. In the event of three unexcused absences an executive session shall be held to take into consideration removal from office.

G. Adhere to all USG rules, regulations, policies, and procedures.

H. Shall assist every other director and senator in the performance of the duties of the Undergraduate Student Government.

I. Must have a working knowledge of Robert's Rules of Order.

J. Must have a working knowledge of the Charter of the Undergraduate Student Government, the Undergraduate Student Government Bylaws, and the Guidelines for the Allocation and the Use of Tuition Allocation Dollars.

K. Shall attend and participate in all activities of the USG.

L. Coordinate all publicity pertaining to her/his own position with the Director of Communications and the USG staff.

M. Oversee the budget of all projects under his/her purview, expending money with the advice and consent of the President to assure that expenditures are supportive of the goals of the government and within the Guidelines for the Allocation and Use of Undergraduate Student Tuition Allocation Dollars. Shall submit expenditures to the full government for approval by a majority vote in the event of disagreement with the President as to the appropriateness of the expenditure.

N. All members assume duties of their elected chair immediately following Inauguration.

O. Each outgoing member and member- elect must participate in the transition process.

R. Review and update as necessary the Bylaws and position descriptions of the government.

VI. Duties and Responsibilities for Senators

A. Senator for the College of Architecture and Environmental Design: the Senator for the College of Architecture and Environmental Design must have declared a major or be a pre-major for at least one semester prior to elections within the College of Architecture and Environmental Design. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).) The Senator for the College of Architecture and Environmental Design is responsible for student input into the College of Architecture and Environmental Design. As such, this senator's duties shall include the following:

1. Shall serve as a liaison between the USG and the College of Architecture and Environmental Design.
2. Communicate with the dean of the College of Architecture and Environmental Design monthly during the academic year to stay current on events and changes within the College of Architecture and Environmental Design.
3. Attend Faculty Senate meetings as a guest when items within the College of Architecture and Environmental Design are being discussed.
4. Recommend USG response to all proposals for change within the College of Architecture and Environmental Design.
5. Work with the USG Director of Academic Affairs to plan and implement events for the College of Architecture and Environmental Design-Meet the Deans Week.
6. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

B. Senator for the College of the Arts: the Senator for the College of the Arts must have declared a major or be a pre-major for at least one semester prior to elections within the College of the Arts. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).) The Senator for the College of

the Arts is responsible for student input into the College of the Arts. As such, this senator's duties shall include the following:

1. Shall serve as a liaison between the USG and the College of the Arts.
2. Communicate with the dean of the College of the Arts monthly during the academic year to stay current on events and changes within the College of the Arts.
3. Meet with the department chairs within the College of the Arts at least once per semester to stay current on events and changes within the College of the Arts.
4. Attend Faculty Senate meetings as a guest when items within the College of the Arts are being discussed.
5. Recommend USG response to all proposals for change within the College of the Arts.
6. Work with the USG Director for Student Involvement to plan and implement events for the College of the Arts for Meet the Deans Week at least once per semester.
7. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

C. Senator for the College of Arts and Sciences: the Senator for the College of Arts and Sciences must have declared a major or be a pre-major for at least one semester prior to elections within the College of Arts and Sciences. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).) The Senator for the College of Arts and Sciences is responsible for student input into the College of Arts and Sciences. As such, this senator's duties shall include the following:

1. Shall serve as a liaison between the USG and the College of Arts and Sciences.

2. Communicate with the Dean of the College of Arts and Sciences monthly during the academic year to stay current on events and changes within the College of Arts and Sciences.
3. Contact the department chairs within the College of Arts and Sciences at least once per semester to stay current on events and changes within the College of Arts and Sciences.
4. Attend Faculty Senate meetings as a guest when items within the College of Arts and Sciences are being discussed.
5. Recommend USG response to all proposals for change within the College of Arts and Sciences.
6. Work with the USG Director for Academic Affairs to plan and implement events for the College of Arts and Sciences for Meet the Deans Week at least once per semester.
7. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

D. Senator for the College of Business Administration: the Senator for the College of Business Administration must have declared a major or be a pre-major for at least one semester prior to elections within the College of Business Administration. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).)

The Senator for the College of Business Administration is responsible for student input into the College of Business Administration. As such, this senator's duties shall include the following:

1. Shall serve as a liaison between the USG and the College of Business Administration.

2. Communicate with the Dean of the College of Business Administration monthly during the academic year to stay current on events and changes within the College of Business Administration.
3. Meet with the department chairs within the College of Business Administration at least once per semester to stay current on events and changes within the College of Business Administration.
4. Attend Faculty Senate meetings as a guest when items within the College of Business Administration are being discussed.
5. Recommend USG response to all proposals for change within the College of Business Administration.
6. Work with the USG Director for Academic Affairs to plan and implement events for the College of Business Administration for Meet the Deans-Week .
7. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

E. Senator for the College of Communication and Information: the Senator for the College of Communication and Information must have declared a major or be a pre-major for at least one semester prior to elections within the College of Communication and Information. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).)

The Senator for the College of Communication and Information is responsible for student input into the College of Communication and Information. As such, this senator's duties shall include the following:

1. Shall serve as a liaison between the USG and the College of Communication and Information.

2. Communicate with the Dean of the College of Communication and Information monthly during the academic year to stay current on events and changes within the College of Communication and Information.
3. Meet with the department chairs within the College of Communication and Information at least once per semester to stay current on events and changes within the College of Communication and Information.
4. Attend Faculty Senate meetings as a guest when items within the College of Communication and Information are being discussed.
5. Recommend USG response to all proposals for change within the College of Communication and Information.
6. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

F. Senator for the College of Education, Health and Human Services: the

Senator for the College of Education, Health and Human Services must have declared a major or be a pre-major for at least one semester prior to elections within the College of Education, Health and Human Services. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).)The Senator for the College of Education, Health and Human Services is responsible for student input into the College of Education, Health and Human Services. As such, this senator's duties shall include the following:

1. Shall serve as a liaison between the USG and the College of Education, Health and Human Services.
2. Communicate with the Dean of the College of Education, Health and Human Services monthly during the academic year to stay current on events and changes within the College of Education, Health and Human Services.

3. Meet with the department chairs within the College of Education, Health and Human Services at least once per semester to stay current on events and changes within the College of Education, Health and Human Services.
4. Attend Faculty Senate meetings as a guest when items within the College of Education, Health and Human Services are being discussed.
5. Recommend USG response to all proposals for change within the College of Education, Health and Human Services.
6. Work with the USG Director for Academic Affairs to plan and implement events for the College of Education, Health and Human Services for Meet the Deans Week.
7. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

G. Senator for the Honors College; the Senator for the Honors College must be a member of the Honors College for at least one semester prior to elections. If this senator leaves the Honors College, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).) The Senator for the Honors College is responsible for student input into the Honors College. As such, this senator's duties shall include the following:

1. Shall serve as a liaison between the USG and the Honors College.
2. Communicate with the Dean of the Honors College monthly during the academic year to stay current on events and changes within the Honors College.
3. Attend Faculty Senate meetings as a guest when items within the Honors College are being discussed.

4. Recommend USG response to all proposals for change within the Honors College.
5. Work with the USG Director for Academic Affairs to plan and implement events for the Honors College for Meet the Deans Week
6. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

H. Senator for the College of Nursing: the Senator for the College of Nursing must have declared a major or be a pre-major for at least one semester prior to elections within the College of Nursing. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).)

The Senator for the College of Nursing is responsible for student input into the College of Nursing. As such, this senator's duties shall include the following:

1. Shall serve as a liaison between the USG and the College of Nursing.
2. Communicate with the dean of the College of Nursing monthly during the academic year to stay current on events and changes within the College of Nursing.
3. Attend Faculty Senate meetings as a guest when items within the College of Nursing are being discussed.
4. Recommend USG response to all proposals for change within the College of Nursing.
5. Work with the USG Director for Academic Affairs to plan and implement events for the College of Nursing for Meet the Deans Week.
6. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all

relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

I. Senator for the College of Public Health: the Senator for the College of Public Health must have declared a major or be a pre-major for at least one semester prior to elections within the College of Public Health. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).) The Senator for the Public Health is responsible for student input into the College of Public Health. As such, this senator's duties shall include the following:

1. Shall serve as a liaison between the USG and the College of Public Health.
2. Communicate with the dean of the College of Public Health monthly during the academic year to stay current on events and changes within the College of Public Health.
3. Attend Faculty Senate meetings as a guest when items within the College of Public Health are being discussed.
4. Recommend USG response to all proposals for change within the College of Public Health.
5. Work with the USG Director of Academic Affairs to plan and implement events for the College of Public Health-Meet the Deans Week.
6. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

J. Senator for the College of Technology: the Senator for the College of Technology must have declared a major or be a pre-major for at least one semester prior to elections within the College of Technology. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).)

The Senator for the College of Technology is responsible for student input into the College of Technology. As such, this senator's duties shall include the following:

1. Shall serve as a liaison between the USG and the College of Technology.
2. Contact the Dean of the College of Technology at least once per month during the academic year to stay current on events and changes within the College of Technology.
3. Attend Faculty Senate meetings as a guest when items within the College of Technology are being discussed.
4. Recommend USG response to all proposals for change within the College of Technology.
5. Work with the Director of Academic Affairs to plan events for the College of Technology for Meet the Deans Week at least once per semester.
6. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

VII. Duties and Responsibilities for Appointed Senators

K. Senator for the University College: the Senator for University College must be or have been an exploratory major for at least one semester prior to elections. The Senator for the College of Undergraduate Studies is responsible for student input into the College of Undergraduate Studies. As such, this senator's duties shall include the following:

1. Shall serve as a liaison between the USG and the College of Undergraduate Studies.
2. Communicate with the Dean of the College of Undergraduate Studies monthly during the academic year to stay current on events and changes within the College of Undergraduate Studies.
3. Attend Faculty Senate meetings as a guest when items within the College of Undergraduate Studies are being discussed.
4. Recommend USG response to all proposals for change within the College of Undergraduate Studies.
5. Work with the USG Director of Academic Affairs to plan and implement events for the College of Undergraduate Studies for Meet the Deans Week.
6. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

L. Senator of the Residence Halls: the Senator of the Residence Halls is responsible for representing on-campus undergraduate students and advocating for their interests to the USG.

1. Shall reside on-campus one semester prior to and while they serve as senator.
2. Shall serve as liaison between the USG and Kent Interhall Council (KIC).
3. Shall attend all KIC meetings.
4. Shall consider and recommend positions to the General Assembly on matters of Residence Life.
5. Shall maintain regular meetings throughout the academic term with the President of the Kent Interhall Council (KIC).

5. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

M. Senators of Off-campus and Commuter Students: Senator for Off-Campus and Commuter Students is responsible for representing students who attend classes at the university, but do not reside on campus, and advocate for their specific interests to the Undergraduate Student Government. The specific duties include the following:

1. Shall reside off-campus for the semester prior to and while they serve as senator.
2. Shall serve as a liaison between the Undergraduate Student Government and Commuter and Off-campus Student Organization (COSO).
3. Shall consider and recommend positions to the USG on matters regarding off-campus life and commuter issues.
4. Shall attend all Commuter and Off-Campus Student Organization meetings, and report pertinent information to the USG.
5. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

N. Senators-at-Large

1. Serve as the liaison between the USG and the undergraduate students at the Kent campus. Advocate for and represent their needs and interests.
2. Have a strong understanding of Kent State demographics of the undergraduate student population.
3. Research current undergraduate student enrollment for demographic information.
4. Work closely with all student organizations to raise USG involvement and student awareness.
5. Bring to the USG undergraduate student body concerns, ideas and suggestions.
6. Assigned to special projects as need arises.
7. Shall carry out a positional transitioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relevant information for committees and boards that the member sits/sat on; reviewing of positional goals and explanation of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

VIII. Resignation or other vacancy in the General Assembly.

A. A USG member's resignation is to be submitted in writing to the President, who shall make public notice of the resignation at the next regular USG meeting or briefing. The resignation is considered valid and final upon the presentation to the President and may not be rescinded thereafter by any parties concerned.

B. Should the President resign his/her position, she/he will submit a written resignation to the USG at the following Public meeting.

C. Upon public announcement of the resignation or other vacancy, the President or her/his designee shall implement the following procedure:

1. The USG will follow university policy 3342-2-08 Undergraduate Student Government Charter (B) (5.)
2. The vacancy shall be publicized through all available media.
3. Applications are to be made available in the Kent Student Center/Undergraduate Student Government Office with the deadline for applications being made known through all available media. The deadline is to be established by the President, or her/his designee and shall be no later than fifteen (15) academic class days after the public announcement of the vacancy.
4. Any undergraduate student who applies for a vacant USG position must be registered in accordance with University Policy on participation in activities.
5. In the event that a USG chair is not filled during a special election, the USG shall appoint by 3/4-majority vote, a person to fill each vacancy within fifteen academic class days.

D. No General Assembly action may be taken to interfere with any resignation.

E. Should any circumstance arise that compels the President to take a leave of absence or require his/her absence for any reason, the USG shall choose, by majority vote, another director to act as his/her proxy.