Organizational Bylaws

Article I: The Student Senate

A. Senate Officers

1. The Speaker of the Senate is responsible for the following in addition to his or her constitutionally mandated responsibilities:
   a. Chair Steering committee.
   b. Serve as liaison to the executive branch.
   c. Coordinate the Senate’s efforts in University Senate.
   d. Speak on behalf of the Senate at University Senate meetings.
   e. Coordinate Senate Transition in the spring, including new member education.
   f. Coordinate Senate retreat in early fall.

2. The Senate Parliamentarian is responsible for the following in addition to his or her constitutionally mandated responsibilities:
   a. Notifying the Student Senate and the Speaker of the Senate when prospective legislation will overturn, nullify, or not comply with existing Student Statute.
   b. Notify the Student Senate and the Speaker of the Senate when Student Statute mandated actions must be undertaken by the Student Senate.
   c. Notify any and all Student Senators, Committee Chairs, or Student Senate Officers when actions mandated by Student Statute must be undertaken by those Student Senators.
   d. Take action on behalf of the Student Senate to compel, through legal action, any and all members of the organization not in compliance with or acting contrary to Student Statute.

3. The Secretary of the Senate is responsible for the following in addition to his or her constitutionally mandated responsibilities:
   a. Should a resolution or bill be amended by committee or on the floor in such a manner that the sponsors no longer wish to sponsor the legislation and no other Student Senator comes forward as a sponsor, the Secretary shall be responsible for carrying out the legislations intent, should it be adopted, unless the legislation or the Student Senate binds another member of the organization to do so.
   b. Transmit an electronic copy of the approved minutes for any upcoming Student Senate meeting no less than one day before the scheduled Call to Order.

4. University Senate Affairs Officer
   a. The Student Senate shall elect by a majority vote, from its membership, a University Senate Affairs Officer.
   b. The University Senate Affairs Officer shall have the following powers and responsibilities:
      1) Serve as a voting member of the Student Senate Steering Committee.
      2) Work with the Vice President to identify University Senate and University Senate Committee issues that should be addressed by the Student Senate, and to draft legislation addressing and provide supporting materials to the Student Senate to about these issues.
3) Assist the Vice President in the creation and maintenance of files of University Senate Agendas, minutes, legislation, and supporting materials and all University Senate and University Wide Committee Agendas, minutes, legislation and supporting materials.

4) Make regular reports to the Student Senate about the business of the University Senate.

B. Legislation
1. Legislation shall be introduced and read. The Speaker shall assign the legislation to committee. Any legislation that deals with the allocation or expenditure of funds will be labeled a bill. All other legislation will be labeled a resolution.

2. Legislation shall become effective at such time they are passed into Student Statute and will remain in effect until the end of the term of office of the Undergraduate Student Government that passed said legislation.

3. Legislation must be reviewed by committee before coming to the floor for debate.

4. University Senate Committee Member Elections
   a. The election of the Student Senate Committee Representatives shall proceed according to the following guidelines:
      1) At the last regular Student Senate meeting of the Student Senate Session, the University Senate Affairs Officer shall pass out applications to the Student Senators-Elect for all committees to which the Student Senate makes appointments, provide descriptions of those committees, and answer questions regarding those committees.
      2) Applications from Senators interested in particular committees are due the Friday immediately following the election of the Senate Officers for the new session.
      3) Ratifications shall review the applications, and by majority vote, select a candidate or candidates for each position to forward to the full Student Senate for a vote.
         a) Any Student Senator can appeal the decision of Ratifications and be considered by the full Senate.
         b) If no Student Senator applies for a particular position, Ratifications is charged with seeking out new Senators to fill out these positions.
         c) If no Senator can be found after a reasonable effort by Ratifications, the appointment may be turned over to the Vice President, if the following conditions are met.
            (1) The Speaker of the Senate must approve of the decision to relinquish the appointment.
            (2) The decision must be announced at the next Student Senate meeting. If there are any objections from the floor, the Student Senate must approve the decision by a majority vote of members present.
      4) If a University Senate Committee member elected by the above process vacates his or her position, the seat shall be refilled according to the process articulated above.
C. Impeachment, Censure, Removal, and Resignation

1. Censure shall be defined as a formal condemnation of any individual. The individual subject to censure must be notified 72 hours prior to the indictment being heard, and must be allowed, if desired, to speak in rebuttal to any charges.

2. Impeachment shall be defined as formal charges against a USG member.
   a. The grounds for impeachment shall be in accordance with the most recent version of Roberts Rules of Order.
   b. Notice of the vote, together with resolutions of impeachment and charges, shall be given at least 72 hours prior to the voting of Senate.
   c. The individual charged must be allowed, if desired, to speak in rebuttal to any charges.

3. Any member of the Senate may be removed for cause by the Speaker.
   a. The grounds for removal shall be:
      1) Two Unexcused absences from Senate Meetings.
      2) Two Unexcused absences from Senate Committee Meetings.
      3) Six Excused absences from Senate Meetings.
      4) Six Excused absences from Senate Committee Meetings.
      5) One Unexcused absence from a University Senate Meeting.
      6) Three Excused absences from a University Senate Meeting.
   b. The removed Senator shall be notified immediately and may appeal the removal at the next regular Senate meeting.
   c. A removed Senator can be reinstated in Senate by a two-thirds vote of members present of the Senate.
   d. All reinstatements shall be probational for the remainder of the year. Any additional absence that results in removal will be permanent.

4. Any USG member who resigns shall do so with a written resignation, directed to the President (if a member of the Executive Branch), to the Vice-President (if a member of a University Senate or University Wide Committee), or to the Speaker (if a member of the Senate).

5. If any member of USG is no longer an enrolled undergraduate in good standing during Autumn, Winter, or Spring Quarters, that individual forfeits his or her office.

D. Senatorial Alternates

1. Student Senators must have an acceptable Senatorial Alternate by the third meeting of Autumn Quarter.
   a. Student Senators that are sworn in during the year must have an acceptable Senatorial Alternate by their second meeting.

2. Senators may have and are encouraged to have more than one alternate.

3. Alternates must be from the same constituency as the Senator for which they are substituting.

4. In the case of a challenge from the floor, Alternates must be ratified by the Student Senate, by a two-thirds vote of members present.

5. Alternates must be sworn in before they are allowed to serve.

6. Should a Student Senator sit on any Student Senate Committees, their Alternate shall be allowed to vote in those committee meetings.
E. Student Senate Committees

1. Committee Power and Responsibilities
   a. Committees shall evaluate legislation and shall have the power to, by
      majority vote of members present, pass, fail, table, or amend any
      legislation before them.
   b. Committees must consider any legislation sent to it during the quarter in
      which it was sent.
   c. Legislation must be passed out of all committees to which it has been
      assigned before it may be considered by Steering.
   d. Any legislation passed out of Steering must be placed on the Student
      Senate Agenda in the quarter in which it was passed. If there are no more
      regularly scheduled Senate meetings, and a special session is not called,
      the legislation must appear on the agenda for one of the first two Student
      Senate meetings of the following quarter.
   e. If committees pass varying forms of the same legislation, Steering will act
      as a conference committee to resolve the differences between the varying
      forms. Once all the differences are resolved, the compromise legislation
      shall be sent to the floor as any other legislation passed out of committee.
   f. Quorum for committee meetings shall be a majority of seated members.

2. Membership of Committees
   a. Each Student Senator shall be seated on one of the following standing
      committees: Steering, Academic Affairs, Budget and Finance, Student
      Affairs, Policy and Governance, or Regional Campuses.
   b. No Senator shall hold a voting seat on more than one of the Standing
      Student Senate Committees unless specifically requested by the Student
      Senate or by the Speaker of the Senate.
   c. The Speaker of the Senate, with ratification by a majority vote of members
      present of the Student Senate, shall appoint each Student Senator to a
      Standing Student Senate Committee.
   d. The Student Senate shall elect, by majority vote of members present, the
      Chairs of each Standing Student Senate Committee.
   e. Student Senate Committee meetings shall be closed to all nonmembers of
      that committee unless a nonmember is invited by the chair of that
      committee or requests to be in attendance and is approved by a majority
      vote of that committee.

3. Committee Chairs
   a. Committee Chairs shall be responsible for:
      1) Holding timely committee meetings.
      2) Announcing committee meetings in the Student Senate.
      3) Keeping and filing minutes with Steering.
      4) Reporting the business of their committee to the full body at the
         following Senate Meeting.
      5) Deciding, in conjunction with the Speaker of the Senate, the
         direction for their committee.
6) Appointing, with the approval of a majority of members present of their committee, a Vice Chair who shall serve in the Chair’s stead in case of an absence.

7) Submitting a report at the conclusion of the current Student Senate session on the business of the session and current committee projects underway by the committee.

b. A Standing Committee Chair’s term of office shall commence with his or her election by the Student Senate and end with the current Student Senate session.

c. An Ad Hoc Committee Chair’s term of office shall commence with his or her election or appointment and end with the election of a new chair or with the termination of his or her committee.

4. The Steering Committee

a. Steering shall be chaired by the Speaker of the Senate.

b. Steering shall serve as an oversight committee of both Standing Student Senate Committees and ad hoc committees created by the Student Senate.

c. Steering shall set the agenda for each Student Senate meeting by majority vote of members present.

d. Steering has the power, by a majority of members present, to ask the Student Senate to send it any legislation that was tabled or failed in committee. Such a request may be granted by a majority vote of members present of the Student Senate.

e. Steering shall have original jurisdiction over all legislation that pertains to the structure and function of the Undergraduate Student Government.

1) Steering shall evaluate the Student Senate and its committees in order to recommend changes to the body when warranted.

2) Steering shall proactively seek out methods to improve individual Senatorial accountability and efficiency.

f. Steering is responsible for setting up and taking down rooms for Student Senate meetings.

g. Steering shall be comprised of the Speaker of the Senate, the Senate Parliamentarian, the Secretary of the Senate, the Chairs of each Standing Student Senate Committee, and the University Senate Affairs Officer.

1) The Chairs of each Standing Student Senate Committee may send the Vice Chair to Steering in case of illness or class scheduling conflict.

5. Senate shall form the following Standing Student Senate Committees:

a. Academic Affairs

1) Academic Affairs shall have original jurisdiction over all legislation pertaining to academic issues within the university.

2) Academic Affairs shall seek out academic issues within the university that should be focused on by the Undergraduate Student Government, and educate other members of the Senate on those issues.

3) Should a Council on Academic Affairs representative not be a Senator, he or she shall be an ex-officio member of Academic Affairs.

4) Academic Affairs shall be comprised of only Academic Senators.

b. Budget and Finance
1) Budget and Finance shall have a final say in all Senate bills for feasibility, accuracy, and availability of funding, unless a bill bypasses committee by the will of the Student Senate.
   a) If the Student Senate does not approve the amount allotted by the Budget and Finance committee, it shall be sent back to Budget and Finance. This process can occur a maximum of two times before the Student Senate must approve the amount recommended by Budget and Finance or the bill is defeated.

2) Budget and Finance will work closely with the Undergraduate Student Government Treasurer to develop and monitor the Undergraduate Student Government budget.

3) The Treasurer shall be an ex-officio member of Budget and Finance.

c. Policy and Governance
1) Policy and Governance shall have original jurisdiction over all legislation pertaining to federal, state, or local governmental action which impacts students, the university’s interaction with entities outside the university, and the Undergraduate Student Government’s interaction with other entities both within and without the university.

2) Policy and Governance shall seek out and recommend, for approval by the Student Senate, members of the Elections Governance Board and candidates for the USGJP.

3) Policy and Governance shall seek out and recommend, for approval by the Student Senate, University Senators to fill all vacancies on each of the University Senate's Organizational Committees and University Senate Committees.

4) Policy and Governance shall create the following standing subcommittees:
   a) Ratifications, which shall actively seek out candidates for appointment.
   b) Governmental Affairs, which shall actively seek out federal, state, and local legislation that will adversely or favorably affect the student body and educate the Student Senate about said legislation.

d. Regional Campuses
1) Regional Campuses shall have original jurisdiction over all legislation pertaining to regional campuses of the Ohio State University.

2) Regional Campuses shall seek out issues that affect regional campus students, and educate other members of the Senate on those issues.

3) Regional Campuses committee shall be comprised of all Regional Campus Senators.

e. Student Affairs
1) Student Affairs shall have original jurisdiction over all legislation pertaining to non-academic student interaction with the university.

2) Student Affairs shall seek out non-academic issues that should be focused on by the Undergraduate Student Government, and educate other members of the Student Senate about those issues.

3) Student Affairs shall be comprised of only Living Area Senators.
6. The Student Senate may create ad hoc committees by a majority vote of members present. Such ad hoc committees shall:
   a. Be created to concentrate on large issues of importance which demand devoted attention and cross traditional lines of jurisprudence between Student Senate Standing Committees.
   b. Concentrate solely on the issues of concern for which the committee was created.
   c. Continue to operate until disbanded by a two-thirds vote of members present of the Student Senate or a majority of the committee members decide its business has concluded and both the committee Chair and Speaker of the Senate concur.
   d. Be chaired by the primary sponsor of the legislation creating the ad hoc committee, by a Senator elected by majority vote of all committee members, or by majority vote of members present of the Student Senate. The method of selection of the chair shall be proscribed in any legislation proposing the creation of an ad hoc committee.

F. Transitions Between Student Senate Sessions
   1. Last Regular Student Senate Meeting of the Session
      a. The last regularly scheduled Student Senate meeting of the session must be attended by all Student Senators and all Student Senators Elect for the next Student Senate session.
      b. All committees, Student Senate Officers, and constituencies must submit an annual report at the last regularly scheduled meeting of the quarter.
      c. The Senate Parliamentarian and Speaker of the Senate are responsible for listing and explaining all duties and responsibilities of all Student Senate Offices and committees at the last regularly scheduled meeting of the session.
   2. Reports
      a. All committees are required to submit an annual report to the Speaker of the Senate by the fifth Wednesday of Spring Quarter detailing the business conducted by the committee during the session and any committee initiatives that had been undertaken and their current status.
      b. All Senate Committee Representatives are required to submit an annual report to the Speaker of the Senate by the fifth Wednesday of Spring Quarter detailing the business conducted by the committee he or she has served on during the session and any initiatives he or she had undertaken and their current status.
      c. All Senators are required to submit an annual report to the Speaker of the Senate by the fifth Wednesday of Spring Quarter detailing the business conducted by him or her during the session and any initiatives he or she had undertaken and their current status.
   3. All Student Senators Elect shall be provided with the following by the last regularly scheduled Student Senate meeting:
      a. The Annual Reports of all Student Senate Officers, all Student Senate Committee Representatives, all Student Senate committees, and all Student Senators representing the constituency they will represent.
b. A copy of the current Constitution, Bylaws, Elections Bylaws, and all Student Statute still in effect.

4. All Student Senators Elect must have read the Constitution, Bylaws, and Annual Reports provided to them prior to the first meeting of the new Student Senate session.

G. Rules of Order

1. At all times and in all situations the Student Senate shall abide by the rules of order for parliamentary bodies contained in the most recent edition of *Robert’s Revised Rules of Order* except when they are superceded by these Bylaws and the Constitution.

2. No motion of amendment shall be in order when applied to a resolution or bill under consideration by the Student Senate except when one or more of the following occurs:
   a. If the resolution or bill under consideration requires a two-thirds vote of members present or more for approval, then all Student Senators have the right to motion to amend.
   b. If a committee to which the resolution or bill was sent had approved an amendment to the resolution or bill and the amendment was not kept throughout the conference committee, then the chair of said committee may reintroduce the amendment to the floor.
   c. If the Student Senate voted to discharge the resolution or bill from a committee to the Steering committee, then the chair of said committee may introduce any amendments made by the committee to the floor and any member of said committee may offer his or her own amendments so long as they do not conflict with an amendment previously approved by said committee.
   d. The Student Senate voted to bypass committee and bring the resolution or bill directly to the floor without the approval of any or all committees to which it was or would have been sent, then all Student Senators have the right to motion to amend.

3. When motions of amendment are in order, they shall be taken in the following order, in decreasing order of precedence:
   i. The chair of any and all committees to which the resolution or bill was sent is allowed to reintroduce amendments approved by their committees.
   ii. If all committee members of a certain committee may make a motion to amend, then the chair of that committee may offer an amendment on behalf of his or her committee.
   iii. If all committee members of a certain committee may make a motion to amend, then members of that committee may move to amend.
   iv. If all Student Senators may make a motion to amend, then the chair any committee may offer an amendment on behalf of his or her committee.
   v. If all Student Senators may make a motion to amend, then they may move to amend
4. Should an amendment to a resolution or bill be approved either by committee or on the floor, the sponsors must be given the opportunity to renounce their sponsorship.
   a. Should all sponsors of any legislation under consideration renounce their sponsorship and no other Student Senators come forward to sponsor the legislation, then the Student Senate may designate a member of the organization to carry out the intent of the legislation.
   b. If no sponsors remain for a resolution or bill adopted by the Student Senate, the Student Senate does not designate a member of the organization to carry out the legislation, and the resolution or bill does not bind a member of the organization to carry out the legislation, then the Secretary of the Senate is bound to carry out the legislation or to find and recommend another member of the organization to carry out the legislation.

5. When a Senator desires to speak, he or she shall motion to the Speaker of the Senate or the presiding officer. The procedure for allotting speaking time shall be as follows:
   a. The Speaker of the Senate or the presiding officer shall recognize the Senator’s request to speak and add that Senator to a speaking order. The speaking order must be listed according to the order in which the Senators have expressed their desire to speak.
   b. No Senator shall proceed with his or her speech until recognized by the chair. No Senator shall interrupt another Senator in debate without his or her consent, except for motions typically allowed to be interruptive, which should be addressed to the presiding officer.
   c. No motion to Call the Question may be permitted by the presiding officer until all members who have the power to amend the legislation have been given the opportunity to make any and all amendment motions that they intend to make.
   d. Should a motion to Call the Question be made and adopted by a two-thirds vote of members present, all Senators currently on the speaking order must be allowed to speak, but no new Senators may be added to the speaking order. The question shall be called immediately after the last Senator on the speaking order has finished, unless a floor motion is made to Reconsider the vote to Call the Question.

6. If any Senator, in Speaking or otherwise, in the opinion of the presiding officer transgresses the rules of Senate the presiding officer shall, either on his own motion or at the request of any other Senator, call him or her to order. When a Senator shall be called to order he or she shall cease debate and may not proceed until a ruling has been made on the Point of Order. Any Senator may appeal the decision of the chair to the full Student Senate. At that point, the debate and vote on the Point of Order shall supercede all other considerations of the Student Senate.

7. No Senator in debate, directly or indirectly, by any form of words impute to another Senator other Senators any conduct or motive unworthy or unbecoming a Senator.
8. Rules of Order not contained in the Bylaws may be suspended by a two-thirds vote of members present so long as such a suspension does not conflict with the Constitution’s prohibition on procedural inconsistency.

H. Senate Constituency Composition

1. The Undergraduate Student Government Senate shall be composed of the following constituency seats beginning with the election for the 38th Undergraduate Student Government Senate Assembly:
   a. College of the Arts – 1 seat
   b. College of Biological Sciences – 2 seats
   c. College of Business – 3 seats
   d. College of Dentistry – 1 seat
   e. College of Education – 1 seat
   f. College of Engineering – 4 seats
   g. USAS/Exploration – 3 seats
   h. College of Food, Agricultural and Environmental Sciences – 1 seat
   i. College of Human Ecology – 2 seats
   j. College of Humanities – 2 seats
   k. College of Math and Physical Sciences – 1 seat
   l. College of Medicine and Public Health – 1 seat
   m. College of Nursing – 1 seat
   n. College of Pharmacy – 1 seat
   o. College of Social Work – 1 seat
   p. College of Social and Behavioral Sciences – 4 seats
   q. Commuter Students – 3 seats
   r. North Campus Living Area – 2 seats
   s. Off-Campus Living Area – 8 seats
   t. South Campus Living Area – 5 seats
   u. West Campus Living Area – 2 seats
   v. Marion Campus – 1 seat
   w. Newark Campus – 1 seat
   x. Mansfield Campus – 1 seat
   y. Lima Campus – 1 seat
   z. Greek at Large – 2 seats
   aa. Minority Greek at Large – 1 seat
   bb. Diversity at Large – 2 seats
   cc. International at Large – 1 seat

Article II: Independent Commissions

A. Commissions

From time to time the Student Senate may, by a two-thirds vote of members present, establish commissions independent of any particular branch the Undergraduate Student Government. These commissions shall be used to address issues or perform
functions that are best served by close communication and joint effort by members of
different branches, students from outside of the organization, and members dedicated to a
particular mission or purpose.

1. Commissions may only be created by a two-thirds vote of members present of the
   Student Senate, and may only be disbanded by a two-thirds vote of members
   present of the Student Senate.

2. Commissions shall have the following powers and responsibilities:
   a. A Commission shall carry out all functions delegated to by the Student
      Senate.
   b. A Commission shall carry out all actions mandated by its Board or requested
      by the President, Vice President, Executive Cabinet, Student Senate, the
      Speaker of the Senate, or Student Senate committees, so long as those actions
      do not conflict with Student Statute.

2. Commissions shall be organized in the following manner:
   a. Each Commission shall have a Board which determines the specific courses of
      action taken by the Commission and makes all official decisions of the
      Commission.
      1) The Board shall be chaired by the Commission Chair, who shall be
         selected in a manner stipulated by the Commission Charter.
      2) The Commission Vice Chair, who shall be selected in a manner stipulated
         by the Commission Charter.
      3) The Board’s membership shall be determined by the Commission Charter.
      4) The Board may have voting members from the Executive or Legislative
         Branches or from outside of the organization.
   b. Each Commission shall be able to create and fill student volunteer staff
      positions to carry out the work of the Commission, with the consent of the
      Student Senate.
   c. Commissions shall be either Standing or Ad Hoc.
      1) Standing Commissions shall fulfill needs of the Undergraduate Student
         Government which the Student Senate identifies as continuing.
      2) Ad Hoc Commissions shall address specific issues important to the
         Undergraduate Student Government which are identified by the Student
         Senate.

3. Commission Chairs
   a. Commission Chairs shall be responsible for:
      1) Holding timely Board meetings.
      2) Reporting commission business to the Student Senate.
      3) Keeping and filing board minutes.
      4) Serving as the official representative and spokesperson of the commission.
      5) Serving as the chief staff member of the commission.
      6) Recommend an operating budget for the commission.
      7) Submitting a report at the conclusion of the current Student Senate session
         on the business of the session and current commission projects underway
         by the commission.

A Commission Chair’s term of office shall commence with his or her appointment and
end with the current Student Senate session.
Article III: Succession of Office

A. The Office of President
   1. In the case of the death, impeachment, or resignation of both the President and the Vice President, the Speaker of the Senate shall serve as the President.
   2. In the case of the death, impeachment, or resignation of the President, Vice President, and the Speaker of the Senate, the following procedure shall be followed.
      a. The Senate Parliamentarian shall call an emergency meeting of the Student Senate at the earliest possible time that a quorum of the Student Senate may be in attendance.
      b. At this meeting, the Student Senate shall elect, by two-thirds vote of members present, a new President from amongst themselves.
      c. The Student Senate shall then elect a new Speaker of the Senate in the manner proscribed for the election of the Speaker of the Senate.

B. Student Senate Seat
   1. Should a Student Senate Seat become vacant or remain unfilled after elections by the student body, the Student Senate, for that session, shall elect, by a majority vote, a member of that seat’s constituency to serve as the Student Senator for that seat.
      a. Student Senators who fill vacant seats shall have all powers and responsibilities as those elected by the student body.

C. Other Successions
   1. All other positions in the organization which become vacant shall be filled in the same manner in which they were originally filled.

Article IV: First Year Intern Program

A. In the interests of training and engaging new leaders, the Undergraduate Student Government will have a first year intern program administered by the Executive Branch and in compliance with all relevant Student Statute.

Article V: Financial Procedures

A. Treasurer Reports
   1. The Treasurer must submit an up-to-date report listing all expenditures, broken down by budget, to the President, Vice President, Speaker of the Senate, and Chair of the Student Senate Budget and Finance Committee once a week.
   2. The Treasurer’s weekly report must appear on the agenda for all meetings that the Treasurer is required to attend.
B. Dispersement within the Student Senate

1. Should a member or committee of the Student Senate require a sum of money smaller than one hundred dollars to carry out an action mandated by Student Statute or important to their basic function, then he or she or the committee chair may request that such money be dispersed to him or her or the committee from the Senate Funds for such a purpose.
   a. The request must be made on the floor of the Student Senate.
   b. Should any member of the Student Senate, aside from the Speaker of the Senate or the Chair of the Budget and Finance committee object to the expenditure, then the member requesting the funds may motion for immediate Student Senate approval, which may be given by a majority vote.
   c. Should the Speaker of the Senate or the Chair of the Budget and Finance committee object to the request, the request must be submitted to the Student Senate as a bill and comply with all procedures required of ordinary Student Senate bills.

Article VI. Election By-Laws

I. ELIGIBILITY
   A. CANDIDATE ELIGIBILITY
      i. To be a candidate for USG elections, one must be a registered full-time undergraduate student at The Ohio State University and may not be on disciplinary or academic probation or warning from the time nominating petitions are approved and through the first day of the elected term.
      ii. No candidate can have a pending application for graduation prior to the first day of the elected term.
      iii. Each candidate for office must file a waiver to the sections of the Family Educational Rights and Privacy Act (FERPA).
      iv. Candidate and candidate teams must sign the Official Declaration of Intent form in order to receive nominating petitions.
      v. Candidates for office who wish to be placed on the official election ballot must collect the necessary number of signatures by the deadline set by the EGB.
      vi. Candidates for the Offices of President and Vice President shall run in tandem.
      vii. No candidate or candidate team shall concurrently run for any other elected position in the same USG general election.
      viii. All Living Area Senators, must live in the area that they represent at the beginning of the Autumn Quarter following the general election and must reside in that area for the remaining term of office.
         a. University District: Those areas within the boundary street/lines of Olentangy River, NYC Railroad Tracks,
Arcadia Avenue (East of High) through Dodridge Road (West of High), Fifth Avenue.

b. Commuter Area: All areas outside of the defined University District.

ix. A Greek Senator must be an active member in good standing of an Ohio State University recognized fraternity or sorority.

x. A Minority Greek Senator must be an active member in good standing of an Ohio State University recognized minority fraternity or sorority.

xi. A Regional Campus Senator must attend the regional campus that they represent for two full quarters prior to their term of office.
   a. Regional Campus: All Ohio State University campuses outside of the Columbus branch.

xii. A College Senator must be enrolled in the college that they are to represent at the time of petition validation and through the first day of the elected term.

xiii. A Diversity Senator is any student on campus wishing to represent the issues of diversity of the undergraduate student body as a whole.

xiv. An International Senator is any student on campus wishing to represent undergraduate international students or students who have studied in an international country, or are studying abroad.

II. PETITIONS AND NOMINATIONS
   A. SUBMISSION PROTOCOL
      i. All petitions to be submitted shall be subject to the rules and regulations stated in the Elections Governance bylaws.
      ii. Signatures contained within the petition must come from registered and active Ohio State University undergraduate students.
      iii. No candidate or candidate team member shall allow any undergraduate student to sign any name other than his/her own to all petitions.
      iv. Every petition shall bear the name of the circulator, verifying that he/she identified the purpose of said petition and witnessed that all signatures placed upon it were made by eligible students to the best of his/her knowledge.
      v. If a petition does not include the name of the circulator, the entire page will be invalidated.
      vi. Any unqualified signatures shall be rejected as invalid, but shall not invalidate other valid signatures on the same petition.
      vii. Before filing a petition with the EGB, the circulator of a petition may strike out any signature he/she does not wish to present as part of that petition.
      viii. Any person may remove their own signature before it is filed with the EGB by striking out his or her name on said petition.
ix. The EGB reserve the right to validate petitions according to the standard set within the EGB bylaws. Only after validation will a candidate, candidate team, constitutional referendum, recall issue, or initiative be recognized as official.

x. A list of official candidates, candidate teams, referenda, initiatives, or recall issues shall be posted by the EGB in the USG office, within one week of validation of signatures.

xi. All official candidates, candidate teams, and/or sponsors of official referenda, initiatives, or recall issues shall be notified in writing/e-mail of their status by the EGB by the eighth Friday of Winter Quarter.

B. NOMINATING PETITIONS

i. The name(s) of the candidate or candidate team must appear on each nominating petition.

ii. To appear on the official ballot for USG office, a candidate or candidate team must obtain the necessary number of valid signatures on the petition to be submitted for certification by the EGB by the 8th week of Winter Quarter. 

iii. Candidates for College, Living Area, Commuter, and Regional Campus Senators must obtain signatures from active and registered undergraduate students of the Ohio State University.

iv. The minimum number of active and registered Ohio State University student signatures required for a candidate or candidate team to appear on the official ballot shall be:
   a. For each President/Vice President Candidate Team: 1000
   b. For each On-Campus Living Area Senator: 100
   c. For each Greek Senator: 100
   d. For each Off-Campus Senator: 100
   e. For each At-Large Senator: 100
   f. For each Regional Campus Senator: 100
   g. For each College Senator: 100
   h. For each Commuter Senator: 100

C. INITIATIVE PETITIONS

i. Initial petitions for initiatives (without any signatures) must be submitted to the EGB by the sixth week of Winter Quarter for review.
   a. EGB review will consist of evaluation of appropriate feasible language and direction toward implementation of the initiative.

ii. After review, EGB must return the revised initiative by the eighth Friday of Winter Quarter

iii. Final petitions for initiatives shall bear the full text of the approved initiative’s ballot language at the top of the petition along with the signature of the EGB director.

iv. Final petitions for initiatives must contain at least 500 valid OSU signatures
v. Final petitions for initiatives must be submitted to the EGB Director by the last Friday of Winter Quarter by 5pm to be on the ballot for the student body to vote on the initiative.

vi. EGB cannot change the intent of the initiative. EGB’s role is strictly to better the initiative in terms of feasibility of implementation if passed.

III. CAMPAIGN PROCEDURES

A. TEAM/CANDIDATE CONDUCT

i. No person may campaign within a student-computing site.
   a. Computing sites shall be defined as: Any OSU Library or OIT, college or building sponsored laboratories.

ii. No candidate, candidate team, person or group/organization affiliated with a candidate or candidate team may create or maintain his/her own polling site. All official polling sites will be monitored and maintained by the Elections Governance Board and its members.

iii. All candidates and teams may use website space other than that allocated by the EGB only after all requested materials and information, including financial statements or records of purchase, are submitted to EGB to be posted publicly on the official USG elections website.

iv. All outside websites are subject to review by the EGB and must adhere to the rules and regulations in the bylaws.

v. Any website space in relation to campaigning used by a candidate, candidate team, or campaign member must contain a visible and accessible link to the official Election Governance Board website provided by the Election Governance Board. The link must be on the main page of the web site space. A graphical link will be supplied by EGB.

vi. No person may utilize the USG Office Associate, office, equipment, materials, or finances for any campaign activity.

vii. All campaigns must submit a comprehensive list of all campaign members. This list must be submitted to the EGB Director by 5pm on Monday of week nine of Winter Quarter.
   a. Lists of campaign members must be updated each Monday thereafter by 5pm until the end of voting.
   b. Any student may be added as a campaign member following judicial decision.

viii. All e-mail advertising a specific candidate during the campaign period must include a disclaimer at the bottom of the e-mail that reads, “Please reply to sender requesting removal from e-mail list if you do not wish to receive further e-mail from this candidate. If you still receive e-mail from this candidate please contact the Elections Governance Board at usgelections@osu.edu.” Within 24 hours receipt of reply, candidates or candidate teams are then
responsible for ensuring that the individual does not receive any emails in the future regarding the candidate, candidate team, or their candidacy from candidate, candidate team, or campaign members.

ix. All e-mails from a candidate, candidate team, or campaign member must include the sender’s valid OSU email address in the body or the signature of the email. Non OSU e-mail addresses must be registered with the EGB prior to the tenth week of Winter Quarter.

x. No candidate, candidate team, or campaign team member may create a student organization in support or in opposition to a specific candidate or candidate team.

B. WRITE-IN CANDIDATES
i. Write-in candidates are expected to adhere to the EGB bylaws with regard to campaigning and all other guidelines therein.

ii. If, after a write-in candidate has been elected, he/she is found to have been in violation of the EGB campaigning guidelines, said candidate will be subject to disqualification.

iii. All write-in candidate winners must be approved by a majority vote of all senate candidates who won their seat and are certified by EGB.

C. ENDORSEMENTS
i. Verbal solicitation of endorsements by other candidates or student organizations for support may begin once the Official Recognition of Candidacy has been signed as witnessed by the EGB Director.
   a. Official Endorsements must be conducted through a Declaration of Endorsement form to be signed by the endorser and the endorsee.
   b. Official Endorsements must be submitted as they are received, and shall be made available to the public.

ii. General solicitations of support and/or campaign-building activities may begin at any time but are limited. Potential candidates and candidate teams may solicit for assistance in campaigning from individuals, but may not solicit for organized endorsements or future votes until campaign season.

iii. No campaigning, verbal solicitations of endorsements and/or support, campaign-building activities, general campaign activity, wearing of campaign paraphernalia, or any other activity or event pertaining to the USG elections shall occur within the Undergraduate Student Government office.

iv. Window space on any street, including but not limited to, High Street, Neil Avenue, and Champions’ Lane Avenue, is considered an official endorsement.

v. Window space may only be used after an Official Endorsement form has been signed by the candidate team and business and submitted to the EGB Director during official campaign time.
a. No team shall exclusively advertise upon more than 3 storefronts on High Street. A nonexclusive advertisement must include 2 or more candidates for the same office.

vi. Endorsement contracts must be received before use of contracted windows, services, or other such contracted items.

vii. Endorsement contracts may be created throughout the duration of the campaign and then submitted to the EGB.

viii. All window advertisements must be cleaned up within 72 hours of the end of voting.

ix. All window space contracts will be public information and available to each candidate

D. INFORMATION SESSIONS

i. The EGB will have a minimum of four info sessions during the winter quarter to inform students seeking candidacy of the EGB rules and election procedures.

ii. EGB must compile an information webpage with information about each candidate or candidate team, and host them on the EGB’s official website. The webpage must contain all of the following, if they are supplied by the candidate:
   a. A single photograph of the candidate or both members of the candidate team.
   b. Responses to a questionnaire compiled by the EGB and provided with the forms necessary for candidacy.
   c. The office or offices for which the candidate or candidate team is running.
   d. Contact information provided by the candidate or candidate team, including working e-mail address.

E. CAMPAIGN DURATION

i. Campaigning shall begin on the Monday of the 2nd week of spring quarter pending the approval of all candidate and candidate teams.

ii. Campaigning shall end immediately upon the end of voting at 11:59pm on Friday of the third week of Spring Quarter.

iii. Pre-campaigning, as defined in the glossary, may begin immediately upon the Declaration of Candidacy signing of each candidate or candidate team on Friday of Week Nine of Winter Quarter.

iv. Voting shall last for 48 hours and shall take place on Thursday and Friday of week three of Spring Quarter.

F. CAMPAIGN PROMOTIONS, MEET AND GREETS, RALLIES AND SPEECHES

i. Campaign events may be scheduled by each individual campaign team and advertised on the EGB and USG websites.

ii. All monies spent on the promotion and production of campaign events must be recorded in the Campaign Value Report and Monetary Profile.
iii. The EGB will hold no fewer than two events for candidates to meet with voters during campaign season, in addition to debates already specified in the bylaws.

G. DEBATES
   i. The Elections Governance Board shall host one Presidential-Vice Presidential debate with all candidates in tandem, one debate where half of the time will feature only Presidential candidates and the remaining half featuring only Vice Presidential candidates. Both debates must be conducted during Spring Quarter prior to the commencement of the first day of voting.
   ii. At least one debate must include a phase where the Presidential and Vice Presidential Candidates can ask questions of each other.
   iii. The Elections Governance Board shall assemble a neutral panel of faculty and staff consisting of at least three members to judge all debates. The panel shall judge candidates based on two categories: substance and delivery. Substance shall be defined as the specific content of the ideas presented by each candidate. Delivery shall be defined as the style and clarity in which information is presented by each candidate. The panel shall offer a 0-10 ranking (10 being the highest) of each candidate or candidate team in each category and an overall score that is an average of the substance and delivery scores. This information must be made available to the EGB for presentation to media outlets by the panel within 20 minutes of the conclusion of each debate.
   iv. The Elections Governance Board shall attempt to aggressively solicit a celebrity personality to moderate at least one debate. No member of USG, aside from the Director of the Elections Governance Board or a member of the Elections Governance Board shall be permitted to moderate any debate.
   v. Participation and attendance at debates are mandatory for Presidential and Vice Presidential candidates.
   vi. EGB will encourage and aid in each senate constituency in hosting constituency debates for their respective senate candidates.

H. SLATES
   i. All slates must have an official director who must register the slate and all members therein with EGB prior to the first Friday of Spring Quarter by 5pm.
      a. Slates will be named for titling purposes, subject to EGB approval.
      b. Each slate will have a Monetary Value Report on the EGB website to be updated by the registered slate Director in accordance to EGB bylaws regarding candidate finance updates. This Monetary Profile will be made public on the EGB website.
c. All slate members will be listed as members on the slate online Monetary Profile page and on their individual senate bio pages.

ii. Slates without a presidential/vice presidential candidate team shall be valued at no more than $250 per senator involved in said slate, with a maximum value of $2500

iii. Slates containing a presidential/vice presidential candidate team shall be valued at no more than $3500 in total.
   a. Each senator on such a slate can contribute no more than $250 to the slate
   b. The sum total of senator contributions on such a slate shall not exceed $2500
   c. The total of presidential/vice presidential campaign team contributions on such a slate shall not exceed $2000.
   d. Any expenditure for a senate slate under a presidential/vice presidential team that go above $2000 may not include the name of presidential/vice presidential candidates of the said campaigns.
   e. No website address promoting a senate slate shall contain the names of the presidential/vice presidential candidates or the two in tandem.

iv. Members of a slate or candidate team cannot receive personal monetary benefits that exceed the amount they contribute to said slate or team. No candidate can receive personal monetary benefits in excess of the defined individual caps on spending.

v. Upon membership to a slate, all of each candidate member’s finances will be handled exclusively through the slate’s Monetary Value Profile and this will replace the monetary profiles for the individual members.

vi. All violations against a slate shall be brought against a slate as an entity unto itself, not to the individual members of said slate.

IV. CAMPAIGN FINANCES

A. REPORTS AND SUBMISSIONS
   i. All donations must be documented by a candidate or candidate team. An official EGB Donation Form must accompany all donations. Receipts or other documentation from the donor must be attached to the EGB Donation Form and must include the donor or business contract information.
      a. Contact Information must include the following: full name of contact person, address, and telephone number of the donor or business.
      b. The full retail cost will be counted as part of the campaign’s budget.
   ii. Every purchase or donation must be accompanied by a receipt. If items or services are donated, a receipt signed by the donor with a
monetary value is required. This monetary value is subject to review of EGB with regard to its feasibility and reasonableness.

iii. All candidate and candidate teams will submit to the EGB an ongoing Campaign Value Report in hard copy in addition to an online Monetary Profile. Campaign Value Reports will be due every Friday by 5:00 pm EST in the USG office lockbox beginning the first day of pre-campaigning
   a. Online Monetary Profiles must be updated every day by 12:00 am (midnight) beginning on the first day of pre-campaigning for senate candidates.
   b. All presidential and vice presidential candidates will be required to update online Monetary Profiles every day by 12:00 am (midnight) beginning on the first day of pre-campaigning. They are further required to submit printed and time stamped account summaries every Friday by 5:00 pm EST to the USG office lockbox beginning on the first day of pre-campaigning.

iv. Failure of any candidate or candidate team to report all monies and/or donation in its Campaign Value Report or update the Monetary Profile will be treated as a campaign violation.

v. All candidate and candidate team’s Campaign Value Reports and Monetary Profiles will be a public document and can be seen by any person requesting the information.

B. FUNDRAISING AND SPENDING LIMITS
   i. No Presidential/Vice Presidential campaign, including all resources shall be valued at more than $2000 total.
   ii. No Senatorial candidate’s campaign shall be valued for more than $250.
   iii. No money raised for the purpose of campaigning in an Undergraduate Student Government election may be spent on or affiliated with alcohol, excluding campaigning in any establishment that serves alcohol.

C. BANK ACCOUNTS
   i. All Candidates and Candidate teams with campaigns valued at greater than 1,000 dollars will be required to open a bank account with National City Bank.
   ii. Bank accounts must be opened within 24 hours of approval of the Official Recognition of Candidacy form. Failure to do so will be treated as a violation.
   iii. This bank account will be established for the purpose of transparency of funds, and random audits are to be performed by the Internal Finance Committee of the Elections Governance Board.
   iv. All audits will be at random. Campaign teams will be required to submit all requested information to the Internal Finance Committee of EGB within 24 hours of initial request. Failure to submit any
requested information will be treated as a violation. All candidate teams will be audited an equal number of times.

v. All bank accounts must be made viewable to the USG Advisor, EGB Director, and the Internal Finance Committee head.

vi. To open a bank account each candidate must be present and have two valid forms of identification. These include but are not limited to: passport, driver’s license, or state issued ID card.

vii. All bank accounts must be closed within 1 week of election validation.

viii. All remaining campaign funds must be returned to the donor.

V. OFFICIAL ELECTION PROCEDURES:

A. BALLOTS

i. Only the names of the candidates and candidate teams that have submitted the necessary number of valid signatures, been certified by the EGB, and signed the Official Recognition of Candidacy shall appear on the ballot.

ii. A space for write-in candidates or candidate teams will be provided.

iii. All initiatives and referenda text shall be present for the voter during the time of voting.

iv. The number of seats for each senate district shall be listed on the ballot.

v. Each voter shall have the opportunity to vote for President/Vice President, Living Area Senator, College Senator, At-Large Senator, and any referenda, including initiatives and constitutional amendments.

vi. The ballot shall be a two-step ballot. The first step shall require the voter to choose his/her living area and college (if he/she is enrolled in more than one college). The second step shall be the ballot itself, as pertaining to the voters chosen constituency.

vii. Candidate names for each position shall be randomized with respect to order on each voter’s ballot to ensure equal exposure and fairness.

viii. The General Election shall be during the third week of Spring Quarter.

ix. The EGB shall give official public notice of the General Election by public statement no less than fourteen days prior to the first day of voting.

x. The EGB shall announce the method, dates, and sites of polling fourteen days prior to voting.

xi. All public computing sites will have their IP address automatically recorded for monitoring purposes.

B. ELECTION VALIDATION

i. The official certified results of the election will be announced no later than 10:00pm Monday of the sixth week of spring quarter.
The only exception to this policy is when the Judicial Panel by a majority of votes hears any outstanding election violation hearings.

ii. Any person disrupting the election validity procedures shall be subject to University disciplinary action.

iii. One person representing a candidate, candidate team, or issue may be present at the time that votes are received or delivered.

iv. Only those ballots of registered and active Ohio State University undergraduate student will be counted.

C. VOTER QUALIFICATION

i. All registered and paid undergraduate students shall be recognized as valid electors.

ii. Each eligible voter may only vote for one candidate team for President and Vice President, one College Senator, one Living Area or Regional Campus Senator, and one At-Large Senator and may vote either yes or no for each question placed on the ballot.

D. RECOUNT, RECALL AND CONTESTING THE ELECTION

i. The validity of any election or portion of any election may be contested by filing a request to petition with the Director of the Election Governance Board.

a. For a count the petition must contain signatures amounting to 10% of the total number of students who voted for that office.

ii. Any request for a judicial recall or recount should be handled by Judicial Affairs

VI. CAMPAIGN VIOLATIONS AND RESOLUTION

A. JUDICIAL PANEL

i. The responsibilities of the Judicial Panel of USG shall include the following:

a. The Judicial Panel shall follow the operational and procedural guidelines as set forth in Article III of the USG Constitution.

b. The Judicial Panel shall review all reports of alleged misconduct related to campaigning by setting a hearing date within 48 hours of the filing of the violation, and is empowered to investigate any and all such reports of alleged misconduct.

c. The Judicial Panel must notify all parties involved with a violation of the hearing date and time within 24 hours of violation filing. The hearing must take place within 48 hours of the filing.

d. The Judicial Panel may only find a candidate or candidate team in violation of EGB bylaws if there is an infraction that is committed which is specifically prohibited by the aforementioned bylaws. Justices may not find a candidate or candidate team in violation based on an interpreted spirit
of the bylaws as the intended spirit of the bylaws is the enacted text of the bylaws.

e. All candidates or candidate teams who have been accused of committing a violation shall be considered not in violation until proven in violation based on a preponderance of evidence. It is the responsibility of the party filing a complaint to prove that the accused party violated the bylaws. No accused party has to prove that they are not in violation until proven otherwise. No individual or group accused of a violation shall be forced to testify against oneself during any judicial proceeding conducted by the Judicial Panel.

B. RESOLUTION
   i. The specifics related to any report of alleged misconduct by a campaign or candidate considered by the EGB and Judicial Panel shall be considered confidential to the public. After the Judicial Panel’s decision any information is considered public information and shall be accessible.
   ii. All Judicial Panel proceedings are considered confidential to the public.
   iii. Any candidates or candidates teams associated with a violation may send only three people as representation to their respective USG Judicial hearings on their behalf.

C. ENFORCEMENT
   i. All candidates, candidate teams, and campaign members are to follow all rules and policies contained in the EGB bylaws, and any directives given by the EGB.
   ii. The EGB will be the agent of enforcement of all rules and policies of the bylaws, and rulings of the Judicial Panel.
   iii. Any candidate, candidate team, and/or campaign member may appeal to the Office of Student Judicial Affairs on any rulings by the Judicial Panel, but all official rulings will stand until another decision is made by the Judicial Panel.
   iv. Any decision made by the Judicial Panel, which may cause the official election results to differ from the unofficial election results, or which will disqualify a candidate or candidate team must be made by a simple majority vote.
   v. The Judicial Panel will also notify the candidate or candidate team of their ruling via e-mail after their decision on the day of the ruling.
   vi. The Judicial Panel will also notify the candidate or candidate team officially in writing with copies of all rulings to the EGB Director and USG Advisors.
   vii. The Office of Student Judicial Affairs or its designee shall serve as the final authority on matters related to these bylaws.
viii. The EGB reserves the right to correct violations, and also file violations with the Judicial Panel.

D. VIOLATIONS AND FINES

i. All violations must be filed no later than 12:00am the day following the last day of polling.
ii. All violations will be submitted via the EGB website.
iii. If in the event that a slate is found in violation of the EGB bylaws, all violations against a slate shall be brought against a slate as an entity unto itself, not to individual members of said slate.
iv. Candidates, Candidate Teams, or Campaign Members disseminating libelous or slanderous campaign materials against another candidate shall be found in violation of the EGB Bylaws and may be disqualified.
v. No campaigning is to interfere with classroom activities.
vi. No candidate or campaign member shall post a flyer over, conceal, or otherwise deface any material created by the EGB.
vii. The EGB Director reserves the right to designate certain areas off limits prior to campaigning and must notify candidates if such designation occurs.
viii. A candidate team or candidate for office shall be responsible for the actions of any and all campaign members during his/her campaign.
ix. All campaigning must follow guidelines set by Physical Facilities Posting and Chalking Guidelines, Residence Life, Student Code of Conduct, City of Columbus, State of Ohio, and Federal Law.
x. The Physical Facilities Posting and Chalking Guidelines, Residence Life, and Student Code of Conduct will be posted on the EGB website.
xi. Falsification of any campaign document will result in disqualification.
xii. The tampering of voting procedures including, but not limited to, setting up a polling station not sponsored by EGB, the casting of multiple ballots, etc. will result in disqualification.
xiii. All monetary campaign fines will range from $25 up to $200 dollars. The following are common, though not limiting, violations with their explicit fines that will be enforced allowing conviction by the judicial panel:
   a. Failure to submit Campaign Value Report on each Friday by 5:00pm EST and update a campaign’s online monetary profile everyday by 12:00am (midnight) EST will results in a fine of $25 for each report. An additional $15 fine will be applied for each subsequent day.
   b. Failure to submit a final comprehensive campaign member list by the last day of elections: $50 fine.
   c. E-Mails sent after the Friday of the 3rd week of the spring quarter will result in a fine up to $15 per email address.
d. Failure to comply with Physical Facilities Posting Guidelines will result in a fine up to $45.
e. Failure to comply with Residence Education Guidelines will result in a fine up to $75.
f. Any inappropriate website will result in a fine up to $100.
g. If a candidate or candidate team spends in excess of their campaign spending limit or slate limit, they will be disqualified.
h. Omission of a donation, donation in kind value, or campaign expenditure shall result in a fine of $50 plus the value of the omitted item. Further, the omitted value shall be added to the Campaign Value Report.
xiv. Any miscellaneous violations will have a recommended monetary fine given to the Judicial Panel in a report submitted by EGB.
xv. Fines will be counted as expenses in the total Campaign Value. They will be reported in the Campaign Value Reports and Monetary Profile.
xvi. All fines must be paid, in full, within 48 hours of a hearing when they are assigned. If a campaign team cannot meet this requirement, they must immediately contact the Election Governance Board Director.
xvii. Overdue fines will increase by double the amount each day, and after the third day, may result in disqualification.
xviii. If a candidate, or candidate team exceeds the campaigning spending limit as result of fines by more than $200.00 that candidate or candidate team will be disqualified.
xix. All fine revenues will be deposited in the USG/EGB fund.

VII. ELECTION GOVERNANCE BOARD (EGB) PROCEDURES
A. CONDUCT OF THE EGB DIRECTOR AND MEMBERS
i. The EGB Director shall submit evidence or testimony per the request of the USG Judicial Panel to USG Judicial Panel within 24 hours of receiving the report.
ii. No member of EGB can:
   a. Participate as a candidate for any USG position.
   b. Be a member of any campaign team.
   c. Aid any campaign team any time during their term.
iii. All members of EGB must remain neutral in all issues pertaining to election matters and voting throughout their entire term.
iv. EGB shall not contact candidates for any reason other to answer questions.
v. EGB shall not give out private information to any student of administrator on campus.
vi. EGB must adhere to the rules and regulations set forth in the bylaws.
vii. EGB must follow the rules and regulations in the organizational bylaws of USG and the USG constitution.

viii. Each Member of the Elections Governance Board may vote in the USG election.

B. CONTACT WITH EGB

i. Candidates or members of their campaign team may not contact the EGB Director or members to attempt to solicit information other than due dates for petitions and platforms or on procedural matters.

ii. The EGB Director may be contacted via email at usgelections@osu.edu, or by phone at the USG Office 614-292-2101.

C. EGB RESPONSIBILITIES

i. The EGB Director shall have the responsibility of ensuring the overall operation of fair, valid, and nondiscriminatory elections.

ii. The EGB Director shall create a staff of students in order to fulfill the responsibilities of the office of EGB.

iii. The EGB Director shall contact the Office of Student Judicial Affairs for all requests to contest the election, or a recount.

iv. EGB reserves the right to correct all spelling, grammatical, and other trivial errors to the EGB bylaws.

VIII. CHANGES TO THE EGB BYLAWS

A. Any changes to the EGB Bylaws must pass Senate by simple majority vote.

APPENDIX I: GLOSSARY

“Campaigning” is defined as distributing or displaying anything of a tangible, intangible or electronic nature pertaining to the election of a candidate, candidate team, approval of a referendum, or initiative. Campaign actions include, but are not limited to anything printed, posted, written, or spoken information pertaining to the election of a candidate or a candidate team.

“Campaign-Building Activities” are defined as actions involving soliciting individuals for support of a potential candidate campaign. This does not include solicitations for future votes or organized enforcements.

“Campaign Member” is defined as any individual that takes any action in coordination with a campaign team to advance the standing of that candidate or candidate team.

“Campaign Season” is defined as the period lasting from 12:00am EST Monday morning of the second week of Spring Quarter until the end of voting on 11:59pm EST Friday night of the third week of Spring Quarter.
“Campaign Value Report” is defined as a detailed report of all expenditures of the campaign. Expenditures will include all money spent, donated or obtained for any and all material or actions taken on behalf of a candidate or candidate team. This document should include all items purchased and/or donated at their retail value as well as a photocopy of all receipts. This will also include fines, agreed upon monetary values of donations, and individual senator usages (in the case of slate value reports).

“Candidate” is defined as a person who has signed the EGB Official Recognition of Candidacy form and is approved by the EGB.

“Candidate Team” is defined as a single entity composed of a candidate for the office of President and a candidate for the office of Vice President running in tandem, or all members of a senate slate team. Both persons having signed the EGB Official Recognition of Candidacy form.

“Computing Site” is defined as any OSU library, OIT sponsored laboratories, or OSU Residence Halls.

“Donation” is defined as any item that is directly or indirectly attached to the campaign that has been received without cost or at a reduced cost.

“Donation in Kind” is defined as any donation of a finished product or service at no cost to the recipient. Examples include, but are not limited to, stickers, coupons, shirts or other apparel and signs.

“Endorsements” are defined as a written or oral declaration of formal support for a candidate, candidate team, or issue by any group or individual.

“Full Retail Cost” is defined as the stipulated value on the official EGB donation form of the donated item or service. All donations must have a value greater than zero and the value is subject to review of EGB for feasibility and reasonableness.

“Initiative” is defined as an action to be addressed. It may be associated with a campaign or campaign team.

“Monetary Profile” is defined as the online portion of a campaign value report that must be updated daily. It is part of the official USG election’s website and is monitored by EGB on a constant basis.

“Monetary Benefits” are defined as money or monetary value toward a candidate’s election.

“Official Declaration of Intent” is defined as the official EGB recognition by documentation of the intent of an undergraduate student to run for elected
position within USG as well as their understanding and obligation to abide to all EGB election by-laws.

“Official Recognition of Candidacy” is defined as the official EGB recognition by documentation that an undergraduate student is running for an elected position within USG.

“Out-of-Pocket Money” is defined as any money from the candidates, candidate teams or campaign members. This also includes any donations of cash.

“Pre-Campaigning” is defined as the act of seeking endorsements. Actions include but are not limited to: the creation of all materials, seeking endorsements from campaign members, and creating a website but not publishing it. This does not include the posting or displaying of any campaign materials. Or anything defined as campaigning.

“Recount” is defined as a second count of the official votes.

“Slate” is defined as any coalition of willing candidates, each endorsing one another and supporting one another’s views, and pooling funds for campaign expenditure jointly. The candidates are subject to the bylaws regarding sharing of funds but are voted upon as individuals. Slates shall have a director in charge of the posting of finances and defense of violations as outlined in the bylaws. Each member of a slate is responsible for the actions of the slate’s members in the name of the slate. No candidate can be a member of more than one slate.

“USG Election” is defined as any election scheduled for the selection of members to the Undergraduate Student Government (USG) and may include voting on initiatives or referenda.

“Violation” is defined as an infringement on the EGB bylaws.

“Voting Days” are defined as the Thursday and Friday of the third week of Spring Quarter.

“Website” is defined as any domain hosted on the World Wide Web that is registered to a candidate, member of a candidate team or campaign member for the purpose of the election of a candidate.