

# Organizational Bylaws

of the Undergraduate Student Government  
of The Ohio State University

Amended by resolution 49-R-8 of the 49th General Assembly

## *Article I: The General Assembly*

### A. General Assembly Constituency

1. The Undergraduate Student Government General Assembly shall be composed of the following constituency seats
  - a. College of Arts and Sciences – Arts and Humanities – 2 seats
  - b. College of Arts and Sciences – Natural and Mathematical Sciences – 3 seats
  - c. College of Arts and Sciences – Social and Behavioral Sciences – 4 seats
  - d. College of Business – 3 seats
  - e. College of Dentistry – 1 seat
  - f. College of Nursing – 1 seat
  - g. College of Pharmacy – 1 seat
  - h. College of Public Health – 1 seat
  - i. College of Medicine Sciences – 1 seat
  - j. College of Education and Human Ecology – 2 seats
  - k. College of Engineering – 4 seats
  - l. College of Food, Agricultural, and Environmental Sciences – 1 seat
  - m. College of Social Work – 1 seat
  - n. College of Public Affairs – 1 seat
  - o. Exploration – 1 seat
  - p. On-Campus Living Area - 7 seats
  - q. Off-Campus Living Area – 5 seats
  - r. Commuter Living Area – 2 seats
  - s. Regional Campus Living Area – 1 seat
2. Emissaries
  - a. Emissaries may serve on the General Assembly to better represent groups that the body feels are underrepresented.
    - i. The General Assembly may create emissary seats with a two-thirds ( $\frac{2}{3}$ ) vote
      - a. Emissary seats shall be treated as a vacancy
    - ii. Emissary seats shall expire at the end of the General Assembly term in which they were created
  - b. Emissaries shall retain full rights of speech and debate in the General Assembly
  - c. Emissaries may vote for and run for Undergraduate Student Government General Assembly offices
  - d. If emissaries choose to serve on a standing Undergraduate Student Government General Assembly Committee, they shall be held to the same attendance standards as General Assembly members. Emissaries shall retain full speech and debate privileges in committees
3. Undergraduate Student Trustee
  - a. The Undergraduate Student Trustee acts as an ex-officio non-voting member of the Undergraduate Student Government General Assembly
  - b. The Undergraduate Student Trustee shall retain full rights of speech and debate in the General Assembly and in all standing General Assembly Committees
  - c. The Undergraduate Student Trustee may not vote on or sponsor bills or resolutions
  - d. The Undergraduate Student Trustee may not vote for or run for Undergraduate Student Government Assembly officers

### B. General Assembly Officers

1. There shall be three (3) General Assembly officers
2. The Speaker of the General Assembly, who shall serve as the Chair of the General Assembly, is responsible for the following, in addition to their constitutionally mandated responsibilities
  - a. Chair all Undergraduate Student Government General Assembly meetings
  - b. Chair the Undergraduate Student Government General Assembly Steering Committee
  - c. Serve as the Undergraduate Student Government General Assembly's chief spokesperson
  - d. Serve as liaison to the Executive Branch
  - e. Give legislation to the President within twenty-four (24) hours of passage by the General Assembly
  - a. Coordinate efforts relevant to Shared Governance with the Vice President and the Chair of the Undergraduate Caucus
  - f. Coordinate the transition into the next session of the General Assembly
  - g. Request a report from the Undergraduate Student Trustee once per semester
  - h. The speaker will forfeit their right to vote on a resolution or bill except in the case of a tie
  - i. If the Speaker of the General Assembly is one of the sponsors on a resolution or bill, they may nominate a different General Assembly member to serve as the Speaker for the duration of questions and debate of the resolution or bill.
3. The Parliamentarian of the General Assembly is responsible for the following
  - a. Preside as Chair of General Assembly meetings in the absence of the Speaker of the General Assembly
  - b. Preside as Chair of the General Assembly Oversight Committee
  - c. Interpret for the General Assembly the Undergraduate Student Government Constitution, Undergraduate Student Government Organizational Bylaws, and Undergraduate Student Government Standing Rules of the General Assembly, and shall advise the Speaker of the General Assembly on any relevant or applicable rules pertaining to the administration of the duties of Speaker of the General Assembly
  - d. Interpret all legislation, pending or passed, for the General Assembly and aid the Speaker of the General Assembly in acting in accordance with all procedures, rules, and legislation of the General Assembly
  - e. Update all governing documents after amendment and shall notify the General Assembly of any changes to these documents
  - f. Advise members of the Undergraduate Student Government when
    - i. Pending legislation would overturn, nullify, or not comply with existing legislation or the Undergraduate Student Government governing documents
    - ii. Mandated actions from governing documents, passed legislation, or by nature of office are required
    - iii. Violation of the Undergraduate Student Government governing documents or passed legislation has occurred, including recommended corrective action where necessary
4. The Secretary of the General Assembly is responsible for the following
  - a. Provide the minutes of the previous meeting to all members of the General Assembly no less than twenty-four (24) hours prior to the commencement of an Undergraduate Student Government General Assembly meeting
    - i. An extension of that deadline, of any length, may be granted by the Undergraduate Student Government General Assembly Steering Committee
  - b. Take attendance at Undergraduate Student Government General Assembly meetings
  - c. Take all minutes of Undergraduate Student Government General Assembly meetings and submit said minutes for the Undergraduate Student Government General Assembly for approval
  - d. Maintain and collect all Undergraduate Student Government General Assembly records
  - e. Distribute all legislation to appropriate University offices and constituencies
  - f. Shall keep all records of constituency-related organization meetings by each member of the General Assembly each semester, and shall report them to the Vice President
  - g. Report all members of the General Assembly who fail to meet constituency related organization outreach requirements to the Speaker of the General Assembly

- h. Report to the Undergraduate Student Government Chief Financial Officer and Deputy Chief Financial Officer all bills passed by the General Assembly within one (1) week of passage
- C. General Assembly Standing Committees
- 1. Steering Committee
    - a. The Steering Committee shall be comprised of the Speaker of the General Assembly, the Parliamentarian of the General Assembly, the Secretary of the General Assembly, one (1) Director, and all Legislative Coordinators
      - i. The Speaker of the General Assembly shall be a non-voting member, except in the case of a tie
    - b. The Steering Committee shall serve as a supervisory and regulatory committee of the General Assembly Standing Committees, ad-hoc Assembly committees, and independent commissions
    - c. The Steering Committee shall set the agenda for each General Assembly meeting by majority vote of members present
      - i. The Steering Committee shall invite to its meetings the primary sponsor of any legislation or primary circulator of the petition of any initiated legislation being considered at the meeting.
      - ii. The Steering Committee may not make any non-editorial changes to any legislation over which it does not have original jurisdiction without the consent of the sponsor.
      - iii. The Steering Committee may send back to the sponsor or primary circulator by majority vote, any legislation which warrants further review or is in conflict with the Constitution, these Bylaws, or the Standing Rules of the General Assembly
        - a. The Steering Committee may refer non-initiated legislation to a non-originating committee by a two-thirds (2/3) vote of members present
      - iv. Non-initiated legislation not originating in an issue committee must be approved by a two-thirds (2/3) vote of the members present
      - v. The Steering Committee may make editorial changes to legislation
        - a. Should editorial change(s) be made by the Steering Committee, the primary sponsor reserves the sole right to propose said editorial change(s) be restored to as they were before being changed by the Steering Committee, by a simple vote of the General Assembly members present
    - d. Any legislation that goes to the Steering Committee must be placed on a General Assembly agenda in the semester in which it was passed by the committee or commission from which it came
    - e. The Steering Committee may call additional meetings of the General Assembly by a majority vote of the committee, with a twenty-four (24) hour notice given to members of the General Assembly
  - 2. Oversight Committee
    - a. The Oversight Committee shall be comprised of nine (9) voting members of the General Assembly
      - i. The nine (9) members shall be chosen at the first meeting of the General Assembly, after all other Legislative Coordinator and General Assembly officer elections
      - ii. The Oversight Committee shall be chaired by the Parliamentarian of the General Assembly, who shall retain the exclusive authority to regulate membership, including the filling of vacancies and emissaries
    - b. The Oversight Committee shall retain original jurisdiction for the following actions of the Undergraduate Student Government
      - i. Appointments
      - ii. Censures
      - iii. Impeachment
      - iv. Executive Cabinet Structural Changes and Charters
      - v. Constitutional and Bylaw Review Commission Appointments
    - c. The Oversight Committee shall have original jurisdiction over all legislation that pertains to the structure of the Undergraduate Student Government

- i. The Oversight Committee shall evaluate the General Assembly and its committees in order to recommend changes to the body when warranted
      - ii. The Oversight Committee shall proactively seek out methods to improve individual Assembly member accountability and efficiency
    - d. The Oversight Committee shall recommend changes, improvements, or amendments to standing committee charters
  - 3. Allocations Committee
    - a. The Allocations Committee shall be a standing committee of the General Assembly whose responsibilities and rules shall be detailed as Appropriations Procedures
- D. General Assembly Issue Committees
  - 1. Each executive cabinet committee shall have an analogous issue committee in the General Assembly
  - 2. General Assembly Issue Committees shall be responsible for the consideration of all legislation referred to them by a member of the General Assembly, and the preparation of all reports required by these Bylaws or deemed necessary at the discretion of the Chair
  - 3. The primary sponsor of the legislation shall retain full speech and debate rights while the committee is considering their piece of legislation
    - a. In the event the sponsor is the chair of that committee, they shall relinquish their role as chair while the resolution is being considered
  - 4. All General Assembly Issue Committees shall be responsible for keeping their own bylaws, subject to annual approval by the General Assembly Steering Committee by a two-thirds (2/3) vote of members present
  - 5. Committees must consider any legislation sent to them during the semester in which it was sent
  - 6. When legislation is passed out of a committee, the legislation shall be sent to the General Assembly Steering Committee
  - 7. Multiple committees may be assigned to review any given legislation
  - 8. Quorum and standard operating procedure for committee meetings shall be determined in each committee's bylaws
  - 9. All committees shall keep minutes of their meetings
  - 10. Committee membership is as follows:
    - a. Each member of the General Assembly shall be seated on at least one (1) of the General Assembly Issue Committees within two (2) weeks of assuming their seat within the General Assembly
    - b. The Speaker of the General Assembly shall appoint each member of the General Assembly to a General Assembly Issue Committee
      - i. A member of the General Assembly may appeal their placement to the General Assembly Steering Committee, they will be re-placed into a committee of their choice with a two-thirds (2/3) vote of the Steering Committee
    - c. At no time shall any committee be comprised of less than three (3) members, not including the chair of that committee
  - 11. General Assembly Issue Committees shall be chaired by the Legislative Coordinator of that committee elected by the General Assembly
- E. Ad-hoc General Assembly Committees
  - 1. The General Assembly may create ad-hoc committees to concentrate on specific issues of importance to undergraduate students
  - 2. General Assembly ad-hoc committees shall be governed by a charter, evaluated by Steering and passed by the General Assembly with a majority vote of members present
    - a. Ad-hoc Committee charters shall include the following:
      - i. The Committee's purpose or objective
      - ii. The Committee's organization, including but not limited to, its leadership
      - iii. The manner of selection of the chairperson of the committee
      - iv. Method(s) of voting and standing rules of the committee
      - v. Other requirements imposed by the General Assembly
  - 3. Members shall be appointed via mechanisms established in the committee's charter

4. An ad-hoc committee may only be disbanded by a majority vote of members of the General Assembly present
  5. A final report must be presented to the General Assembly within two (2) weeks of the committee's disbandment, including but not limited to
    - a. Purpose of the committee
    - b. Any conclusions drawn from the committee
    - c. Any recommendations from the committee
    - d. Any policy initiatives as a result of the committee and information about them including, if applicable, their vote counts in committee
    - e. Other information, as required per the committee's charter
- F. Conference Committees
1. A conference committee shall be called to order when legislation is assigned to multiple committees simultaneously and conflicting legislation has been passed by each of these committees
    - a. A "conflict" is defined as any differing point between committees' passed version of given legislation
    - b. If there are no conflicts between legislation passed by any committees, the legislation in question shall directly proceed to the Steering Committee to be placed on the agenda
  2. A conference committee shall include the Chair and Vice Chair of any committee that has evaluated the legislation in question
  3. The Speaker of the General Assembly shall chair any and all conference committees
  4. Legislation shall pass from a conference committee by a two-thirds (2/3) vote of members present and shall proceed directly to the Steering Committee to be placed on the agenda
- G. Shared Governance
1. Shared Governance consists of any standing committee or legislative body where USG representatives serve alongside faculty members or administrators. These representatives shall comprise the Undergraduate Caucus
  1. The Undergraduate Student Government shall fill seats in the University Senate pursuant to university rules
    - a. Seats shall be determined by the Vice President of the Undergraduate Student Government and shall be assigned at their discretion
      - i. Only registered undergraduate students in good standing with the university may hold seats in University Senate
    - b. All initial appointments for the University Senate shall be submitted for approval by the second week of the General Assembly session
      - i. Confirmation shall require a two-thirds (2/3) vote of members present
      - ii. Should a vacancy occur, the Vice President must submit a new appointment within two (2) weeks
  2. Shared Governance Committee Representatives
    - a. All initial appointments to Shared Governance Committees shall be submitted for approval by the second week of Autumn Semester
      - i. Confirmation shall require a majority vote of the General Assembly
      - ii. Should a vacancy occur, the Vice President must submit a new appointment within two (2) weeks of the vacancy occurring
- H. Constituency Outreach
1. Every senator in the General Assembly must attend events pertaining to their constituency as a delegate of the Undergraduate Student Government to participate in discussion of issues affecting their constituency
    - a. All constituency outreach events must be based around current service in the General Assembly and may not be campaign-related events or meetings
    - b. Requirements for constituency events for Emissaries and Commuter General Assembly members may be appealed at the discretion of the Vice President
  2. Every senator in the General Assembly must attend meetings with administrators directly related to their constituency as a delegate of the Undergraduate Student Government General Assembly

- to participate in discussion of issues affecting their constituency
3. Every senator in the General Assembly shall report all events and meetings to the Secretary of the General Assembly
    - a. Each report shall detail the makeup of the organization or constituency event, the topics of discussion, the date on which the event occurred, and the contact information for the primary leader of the group
    - b. The same organization or constituency event may be visited multiple times per General Assembly term
      - i. The same organization or constituency event may not be submitted for consecutive reports
    - c. Reports shall be submitted by the following dates and shall reflect events attended during the time period that has elapsed between assumption of office or the prior submission deadline
      - i. Wednesday of the 5<sup>th</sup> week of Autumn Semester
      - ii. Wednesday of the 10<sup>th</sup> week of Autumn Semester
      - iii. Wednesday of the 5<sup>th</sup> week of Spring Semester
- I. Legislation
1. Any legislation that deals with the allocation of funds shall be labeled a bill
  2. Any other non-initiated legislation shall be labeled a resolution
  3. Any legislation submitted via initiative shall be labeled an initiated resolution.
    - a. The procedure for initiating a resolution shall be delineated in the Standing Rules of the General Assembly.
    - b. Any undergraduate student who is not a member of the Undergraduate Student Government may submit an initiated resolution.
    - c. Initiated resolutions may not allocate funds, nor introduce articles of impeachment or censure, nor alter the structure of the Undergraduate Student Government.
  4. All non-initiated legislation shall be referred to an Undergraduate Student Government committee unless the General Assembly votes to bring it directly to the General Assembly as new business by a two-thirds (2/3) vote of members present
    - a. Non-initiated legislation brought to the steering committee without originating in an issue committee must receive a two-thirds (2/3) vote of steering in order to be brought to the floor
- J. Impeachment, Censure, and Resignation
1. Censure shall be defined as the formal condemnation of a member of the Undergraduate Student Government
    - a. Censure shall only be imposed at general meetings of the General Assembly
    - b. Motions for censure shall be initiated by resolution
    - c. Those subject to censure must be notified at least seventy-two (72) hours prior to any vote on the resolution of their censure
    - d. Those subject to censure shall be permitted to speak before the General Assembly in rebuttal to any charges brought against them
  2. Impeachment shall be defined as the initiation of, inquiry into, and arbitration of formal charges against a member of the Undergraduate Student Government
    - a. Grounds for impeachment shall be in accordance with the most recent version of Roberts Rules of Order
    - b. Proceedings shall be initiated by resolution
    - c. Those subject to impeachment shall be notified at least seventy-two (72) hours prior to any vote on the resolution of their impeachment
  3. Impeachment proceedings shall be conducted in general meetings of the General Assembly
    - a. No member may chair their own impeachment or censure
    - b. If the chief justice cannot chair an impeachment, the General Assembly will select a new chair by a two-thirds (2/3) vote
      - a. If there is believed to be a conflict of interest between the chair of the impeachment and the impeached member(s), the General Assembly may vote to select a different member of the General Assembly to chair the impeachment by a two-thirds (2/3) vote

- i. The new chair of the impeachment must be chosen by the majority of quorum present.
    - 4. Any Undergraduate Student Government member who resigns shall do so with a written resignation
      - a. Appointed members of the Undergraduate Student Government shall submit their resignation to the office or body that appointed them
      - b. Members of the General Assembly shall submit their resignation to the Vice President
      - c. The President shall submit their resignation to the Vice President
      - d. The Vice President shall submit their resignation to the President and the Parliamentarian of the General Assembly
    - 5. If any member of the Undergraduate Student Government is no longer an enrolled undergraduate in good standing during Autumn or Spring semesters, that individual forfeits their office or position
  - K. Removal by Cause of the Speaker of the General Assembly, Attendance Policy
    - 1. Any member of the General Assembly may be removed from the Undergraduate Student Government General Assembly for cause by the Speaker of the General Assembly
      - a. The Speaker of the General Assembly shall immediately inform the Secretary and Parliamentarian of all removals from the General Assembly
      - b. Any member removed by Cause of the Speaker of the General Assembly shall be notified immediately and may appeal the removal at the next regular General Assembly meeting
        - i. A member removed may be reinstated in the General Assembly by a two-thirds (2/3) vote of members present
    - 2. The grounds for removal shall be
      - a. Poor Attendance, as described as one of the following
        - i. Five (5) unexcused absences from either General Assembly Meetings or Committee Meetings without sending an alternate (not inclusive of emergency or special meetings called) per General Assembly session
        - ii. Three (3) unexcused absences per semester
      - b. Failure to meet responsibilities of a member of the General Assembly
        - i. Failure to report (2) constituency event and meeting reports to the Secretary of the General Assembly per General Assembly session
        - ii. Failure to submit one (1) constituency report to the Secretary of the General Assembly in one (1) semester
  - L. General Assembly Alternates
    - 1. Members of the General Assembly shall have an acceptable alternate in the case of absence
    - 2. The following may not serve as acceptable alternates
      - a. Persons who are not undergraduate students enrolled at The Ohio State University
      - b. Members of the Judicial branch of the Undergraduate Student Government
      - c. Members of senior staff
      - d. Committee directors
      - e. President and vice president of the Undergraduate Student Government
    - 3. Alternates must be sworn in before they are allowed to serve
    - 4. Alternates may be sent in the place of members of the General Assembly to:
      - a. General Assembly meetings
      - b. General Assembly Committee meetings
        - i. Committee alternates must be a voting member of the General Assembly or otherwise approved by the chair of the committee
    - 5. The Speaker, Parliamentarian, and Secretary reserve the authority to challenge the eligibility of an alternate
      - a. Should an alternate be deemed ineligible, the attendance for the current meeting shall reflect as such, and the alternate shall be sworn in with speaking privileges, but without voting privileges
  - M. Transitions Between General Assembly Sessions
    - 1. General Assembly sessions shall commence on the twelfth Wednesday of Spring Semester
    - 2. Last Regular General Assembly Meeting of each Session

- a. The last regularly scheduled General Assembly meeting of each session must be attended by all members of the General Assembly and General Assembly members-elect for the next General Assembly session
- b. The Speaker and Parliamentarian of the General Assembly are responsible for listing and explaining all duties and responsibilities of all General Assembly offices and committees at the last regularly scheduled general meeting session
- 3. Reports
  - a. All members of the General Assembly are required to submit an annual report to the Secretary of the General Assembly by the penultimate regularly scheduled General Assembly meeting detailing the business conducted by him or her during the Session and any initiatives he or she undertook, including their current status
- 4. All Assembly members-elect shall be provided with a copy of the current Constitution, Bylaws, Elections Bylaws, and all enacted legislation that will still be in effect when they take office
- N. Rules of Order
  - 1. At all times, the General Assembly shall abide by the of order for parliamentary bodies contained in the most recent edition of Robert's Revised Rules of Order, except when they are superseded by the Undergraduate Student Government General Assembly Standing Rules, these Bylaws, or the Undergraduate Student Government Constitution
    - a. Standing Rules of the Undergraduate Student Government General Assembly shall remain in effect in the same manner as the Undergraduate Student Government Constitution and Undergraduate Student Government Organizational Bylaws
    - b. Standing Rules of the Undergraduate Student Government General Assembly may in no way conflict with the Undergraduate Student Government Bylaws or Constitution
    - c. No motion to amend shall be in order unless one or both of the following are true
      - i. The legislation is brought directly to the General Assembly floor by a two-thirds (2/3) vote of members present
      - ii. The legislation requires a two-thirds (2/3) vote of members present for its passage
  - 2. Any ruling on the Undergraduate Student Standing Rules may be initially appealed before the General Assembly and may be overruled with a two-thirds (2/3) vote of members of the General Assembly present
  - 3. Challenges to any ruling on the Undergraduate Student Government Constitution, Organizational Bylaws, or any legislation shall be made solely to the Undergraduate Student Government Judicial Panel

## *Article II: The Executive Cabinet*

- A. The Executive Cabinet serves at the pleasure of the President, who retains the sole authority to dictate the Executive Cabinet's structure
- B. The Executive Cabinet's Policy is dictated by the president, subject to resolutions passed by the General Assembly
- A. Executive Cabinet Committees shall be responsible for making a good faith effort to communicate with university committees, university entities, and student organizations relevant to their focus
- C. The Executive Cabinet shall consist of at least the following issues committees:
  - 1. Academic Affairs
    - a. The Committee on Academic Affairs shall seek out academic issues within the university that should be addressed by the Undergraduate Student Government and educate other members of the executive cabinet on those issues
  - 2. Diversity and Inclusion
    - a. The Committee on Diversity and Inclusion shall be charged with the task of ensuring that the way The Ohio State University implements diversity appropriately reflects the sentiment of the student body
    - b. The Committee on Diversity and Inclusion shall seek out and advocate for issues pertaining to underrepresented students and groups of the student body, with the intent of properly representing its diverse constituency



3. Governmental Affairs
    - a. The Committee on Governmental Affairs shall be charged with advocating on behalf of the undergraduate student body to the government at the local, state, and federal levels
    - b. The Committee on Governmental Affairs shall additionally be responsible for coordinating the Undergraduate Student Government's interaction with outside governmental entities
  4. Health and Safety
    - a. The Committee on Health and Safety shall be charged with promoting the physical and mental well-being of the undergraduate student body, as well as advocating for the continuous implementation of safety measures throughout the university area
  5. Student Affairs
    - a. The Committee on Student Affairs shall seek out non-academic issues that should be addressed by the Undergraduate Student Government
  6. Sustainability and Environmental Affairs
    - a. The Committee on Sustainability and Environmental Affairs shall be charged with advocating on behalf of the undergraduate student body to promote sustainable and responsible environmental practices
- D. Cabinet Directors
1. Cabinet Directors shall be responsible for
    - a. Holding timely committee meetings
    - b. Reporting the business of their committee to the full executive cabinet
    - c. Reporting the business of their committee to the General Assembly when relevant to legislation
    - d. Deciding, in conjunction with the President and Vice President, the direction for their committee
    - e. Submitting a report at the conclusion of the current General Assembly session
      - i. This report shall include
        - a. The business of the committee throughout the session
        - b. Current committee projects
  2. A Cabinet Director's term of office shall commence immediately upon appointment, in an interim capacity, until final approval is complete
    - a. Appointments shall originate in the General Assembly Oversight Committee in the form of a resolution and requires a majority vote
    - b. Final approval shall be conducted by the General Assembly by majority vote
    - c. Director terms shall end with the current General Assembly session, or with their resignation or impeachment
      - i. The President and/or Vice President may not dismiss a Cabinet Director after their approval by the General Assembly except for by cause by the Vice President
- E. Deputy Directors
1. A Deputy Director may be
    - a. Appointed by the President and Vice President
    - b. Appointed from within the committee by its Cabinet Director
  2. Deputy Directors shall be responsible for aiding the Director of the Committee in pursuit of projects

### *Article III: Financial Procedures*

- A. Deputy Chief Financial Officer Reports
1. The Deputy Chief Financial Officer must submit a weekly, up-to-date, itemized report listing all expenditures to the President, Vice President, and General Assembly
  2. The Deputy Chief Financial Officer's weekly report must appear on the agenda for all General Assembly meetings
- B. Disbursement within the General Assembly
1. Should a member or committee of the General Assembly require funds, then he/she/its chair may request funds through a channel set forward by the Deputy CFO as approved by the

#### Allocations Committee

- C. Undergraduate Student Government CFO and Deputy CFO
  - 1. In addition to the duties mandated by the Undergraduate Student Government Constitution, the Chief Financial Officer of the Undergraduate Student Government shall
    - a. Maintain records of all financial transactions
    - b. Work with the appropriate University staff to process the paperwork for transactions
    - c. Ensure that all members of Undergraduate Student Government submit proper paperwork for financial transactions
    - d. Provide financial records to the public when requested
  - 2. The Deputy Chief Financial Officer shall
    - a. Serve as the Chair of the Allocations Committee
    - b. Help maintain records of all financial transactions
    - c. Help ensure that all members of Undergraduate Student Government submit proper paperwork for financial transactions
    - d. Manage the student organization funding process
  - 3. The CFO and/or Deputy CFO shall disburse all expenditures for a committee only from the funds of that committee unless otherwise authorized by the General Assembly
- D. Budget Submission
  - 1. Quarterly budgets must be presented to the Allocations Committee at least one meeting of the committee in advance of the new financial quarter

### *Article IV: Appropriations Procedures*

- A. The Executive Budget
  - 1. The Executive portion of the budget consists of the sum of all committee budgets and the President's budget
  - 2. Executive budgets must be line-itemed
  - 3. No portion of the Executive budget may be allocated to another student organization
  - 4. Only a certain proportion of the Executive budget may be miscellaneous or unallocated
    - a. No more than 7.5% of an Executive Cabinet Committee's portion of the budget may be miscellaneous or unallocated
    - b. No more than 10% of the Executive portion of the budget may be unallocated
- B. The Allocations Committee
  - 1. All allocations of the Undergraduate Student Government shall be administered by the Allocations Committee
  - 2. The Deputy CFO shall serve as Chair of the Allocations Committee
    - a. The Chair of the Allocations Committee shall be non-voting except in the case of a tie
    - b. The voting membership of the Allocations Committee shall consist of six (6) members of the General Assembly
    - c. Cabinet Directors may not alternate for General Assembly members in an Allocations meeting
  - 3. The Allocations Committee shall review all budgets and grants proposed by members of the Executive, Legislative, or Judicial branches
    - a. The Allocations Committee shall create all bylaws and standing rules to govern their review process
      - i. These bylaws and standing rules shall be superseded by the Constitution, Organizational Bylaws, and General Assembly Standing Rules
  - 4. The Chief Financial Officer and Deputy Chief Financial Officer must submit the finalized budget approved by the Allocations committee to all members of the General Assembly within one (1) day of passage
    - a. General Assembly members shall have one (1) week to propose amendments to the finalized budget
      - i. If a General Assembly member proposes an amendment to a line item of the budget, the funds for that line item shall be frozen until the amendment is accepted or rejected by

- the General Assembly, while all other funds shall remain active for use
5. A student organization may appeal any denial of funding by the Allocations Committee
    - a. An appeal must be initiated within seven (7) days of a student organization's receipt of the notice of denial
    - b. All such appeals should be directed electronically to the Deputy Chief Financial Officer, who will forward them to the full General Assembly for consideration
      - i. The appeal shall be submitted to the General Assembly in the form of a bill whose primary sponsor is the President
    - c. The General Assembly may overturn a decision of the Allocations Committee with a two-thirds (2/3) vote
      - i. The General Assembly may not overturn a decision of the Allocations Committee to award an amount less than the amount being appealed.
- C. Student Organization Disbursements
1. Standard Funding Categories
    - a. Events
      - i. The funding limit for events is fifteen hundred (1500) dollars
    - b. Conferences
      - i. The funding limit for conferences is fifteen hundred (1500) dollars
    - c. Trips
      - i. The funding limit for trips is fifteen hundred (1500) dollars
      - ii. No funding for trips may exceed seventy-five (75) dollars per traveler
  2. USG Organizational Development Grants
    - a. Organizational Development Grants are to be given to student organizations to help them develop their organization
    - b. Grants may be provided to organizations that have been founded or restarted within two (2) years of the application for USG Organizational Development Grants
    - c. Organizations may apply for this grant at the beginning of a semester
      - i. The specific deadline is to be set by the Allocations Committee
      - ii. Organizations may only receive one (1) grant
    - d. The grant shall be valued at two hundred fifty (250) dollars
    - e. Any further requirements for the grant and the application process shall be defined by the bylaws of the Allocations Committee
  3. Funding Deadlines
    - a. Allocations requests shall be submitted to the Allocations Committee on a rolling basis
  4. All disbursements to a student organization outside the Undergraduate Student Government must be preceded by completion of the Undergraduate Student Government funding contract
  5. No funding shall be awarded retroactively
    1. No member of Undergraduate Student Government shall present to the Allocations Committee on behalf of another student organization

## *Article V: Record Keeping*

- A. The Undergraduate Student Government shall keep the following records and shall post them on the Undergraduate Student Government website for public viewing
  1. Most updated versions of the Constitution, Organizational Bylaws, Standing Rules of the General Assembly, Organizational Bylaws of all General Assembly Issue Committees, and the Standing Rules of the Judicial Panel
  2. All legislation passed by the General Assembly, failed by the General Assembly, failed in Committee, vetoed by the President with the veto upheld, and vetoed by the President with the veto overridden
    - a. All legislation shall have clear indication of passage or failure in the General Assembly or Committee
    - b. All legislation shall have clear indication of signature or veto by the president
    - c. All legislation shall have clear indication of veto override vote result if applicable

3. Agendas from all Undergraduate Student Government General Assembly meetings
  4. Minutes from all Undergraduate Student Government General Assembly meetings
  5. Minutes from all Undergraduate Student Government General Assembly Committee meetings
  6. Reports from all Undergraduate Student Government General Assembly Issue Committees
  7. Attendance records from all Undergraduate Student Government General Assembly meetings and Committee meetings
  8. All constituency reports from individual members of the General Assembly
  9. All budgetary information
  10. Executive reports from the President and Vice President
  11. Name, contact information, committee, and term expiration date for all University Senate Committee and University Committee appointees
  12. Decisions of the Undergraduate Student Government Judicial Panel
  13. Undergraduate Student Government election results
- B. Records shall be archived at the conclusion of each General Assembly term by the Secretary of the General Assembly, Judicial Panel Clerk(s), the President or designee, and the Chief of Staff

## *Article VI: The Judicial Branch*

- A. Purpose
1. The purpose of the judicial branch is to ensure that the bounds of the constitution are enforced, that the actions of the Undergraduate Student Government adhere to the bylaws, and to mediate in disputes regarding elections and campaigns
  2. All judicial proceedings shall be conducted in accordance with the procedures set forth in the Undergraduate Student Government Judicial Panel Standing Rules
- B. Rights
1. In judicial cases, the following rules apply to both parties
    - a. Both parties shall be given 24 hours' notice of their upcoming hearing
    - b. The defendant is presumed innocent until proven guilty
    - c. The burden of proof is on the plaintiff
    - d. One person may be brought to trial to serve as the plaintiff or defendant's legal counsel
      - i. Legal counsel must be a current undergraduate student at The Ohio State University
      - ii. Each party must notify the Clerk of Court when they have appointed legal counsel
    - e. Either party may question any and all witnesses called
    - f. All rights guaranteed to either party as students of The Ohio State University are applicable in judicial hearings
    - g. All parties retain the right to be present and to question any such witnesses called
  2. In judicial cases, the following rights apply specifically to the defendant
    - a. To stand trial against the plaintiff
    - b. To not be retried for an offense already heard by either the Undergraduate Student Government Judicial Branch or a higher court
    - c. To see all evidence and witness lists to be used against them in the hearing
  3. In judicial cases, the following rights apply to all undergraduate students
    - a. To submit amicus curiae briefs