

Organizational Bylaws

of the Undergraduate Student Government of The Ohio State University

Amended by resolution 56-R-26 and 56-R-36 of the 56th General Assembly

Article I: The General Assembly

- A. The Undergraduate Student Government shall faction itself a legislative branch apportioned therein which shall be comprised of undergraduate students elected by the undergraduate student population affixed within a respective constituency group, as listed in *Sec. B.* of these Bylaws; at The Ohio State University, to serve as senators who shall come together as a General Assembly to legislate on issues of pertinence to the student body.
- B. General Assembly Constituency
 - 1. The Undergraduate Student Government General Assembly shall be composed of the following constituency seats:
 - a. College of Arts and Sciences – Nine (9) seats
 - i. The seats within the College of Arts and Sciences shall be apportioned as follows:
 - a. The Arts and Humanities shall receive two (2) seats
 - b. The Natural and Mathematical Sciences shall receive three (3) seats
 - c. The Social and Behavioral Sciences shall receive four (4) seats
 - b. College of Business – Three (4) seats
 - c. College of Dentistry – One (1) seat
 - d. College of Nursing – One (1) seat
 - e. College of Pharmacy – One (1) seat
 - f. College of Public Health – One (1) seat
 - g. College of Medicine: Health and Rehabilitation Sciences – One (1) seat
 - h. College of Education and Human Ecology – Two (2) seats
 - i. College of Engineering – Four (4) seats
 - j. College of Food, Agricultural, and Environmental Sciences – One (1) seat
 - k. College of Social Work – One (1) seat
 - l. College of Public Affairs – One (1) seat
 - m. Exploration – One (1) seat
 - n. On-Campus Living Area – Seven (7) seats
 - o. Off-Campus Living Area – Five (5) seats
 - p. Commuter Living Area – Two (2) seats
 - q. Regional Campus Living Area – One (1) seat
 - 2. Emissaries
 - a. Emissaries may serve on the General Assembly to better represent large academic or non-academic groups that the body feels are underrepresented in the General Assembly.
 - b. When a resolution to establish an emissary seat is introduced, it must provide evidence the proposed seat will directly represent no less than one hundred and fifty (150) undergraduate students.
 - c. The resolution must be accompanied by a petition from the underrepresented group with a minimum of fifteen (15) signatories.
 - d. All signatories must be current undergraduate students.
 - e. Students in any branch of USG may not sign the petition.
 - f. The speaker shall be responsible for setting guidelines for creating and disseminating the petition and ensuring the validity of the petition.
 - g. The General Assembly may create emissary seats with a two-thirds (2/3) vote of General Assembly members present.
 - h. Elections for emissary seats shall occur in the same manner as those for vacancy seats.
 - i. Emissary Seats shall always expire at the end of the General Assembly term in which they were created.
 - j. Emissaries shall retain full rights of speech, debate, and enfranchisement within the General Assembly.
 - k. Emissaries shall be allowed to sponsor and cosponsor legislation.

- l. Emissaries shall be held to the same attendance standards as Senators.
- m. Emissaries shall be required to submit the same constituency reports as Senators.
- n. Removal of an Emissary shall occur in the same manner as for Senators.
- o.

3. Terms and Term Limits

- a. The term for senators within the General Assembly shall span the equivalence of one (1) full calendar year, or the time which shall elapse between the twelfth Wednesday of the Spring Semester in which they were elected to the twelfth Wednesday of the Spring Semester most succeeding that in which they were elected; whichever is sooner in occurrence.
- b. The term for senators filling vacancies within the General Assembly shall elapse the time in which they were appointed to the General Assembly to the twelfth Wednesday of the Spring Semester subsequent to the day in which they were appointed.
- c. The term for senators who are removed or tender resignation from the General Assembly shall be ceased immediately upon removal or acceptance of resignation by the Speaker of the General Assembly.
- d. Senators may serve no more than four (4) consecutive or nonconsecutive terms within the General Assembly.
 - i. Election or appointment into the General Assembly must be sought and gained thereof after the expiration of each one (1) term.

4. Undergraduate Student Trustee

- a. The Undergraduate Student Trustee acts as an ex-officio non-voting member of the General Assembly.
- b. The Undergraduate Student Trustee shall retain full rights of speech and debate in the General Assembly chamber and in all standing committees of the General Assembly.
- c. The Undergraduate Student Trustee may not vote on or sponsor any pieces of legislation.
- d. The Undergraduate Student Trustee may not vote for or run for any officer or legislative coordinator position within the General Assembly.

C. General Assembly Officers

- 1. There shall be three (3) positions created within the General Assembly who shall serve as officers thereof, and shall duly and honestly execute the divested responsibilities and tasks below therein:
 - a. The Speaker of the General Assembly, who shall serve as the Chair of the General Assembly, in addition to their constitutionally mandated responsibilities, is responsible for to perform each of the following:
 - i. Chair all Undergraduate Student Government General Assembly meetings.
 - ii. Serve as the Chair of the Undergraduate Student Government General Assembly Steering Committee.
 - iii. Serve as the chief spokesperson for the Undergraduate Student Government General Assembly.
 - iv. Signing and delivering all legislation to the President of the Undergraduate Student Government within twenty-four (24) hours of passage by the General Assembly.
 - v. Reporting to the Undergraduate Student Government Chief Financial Officer and Senior Director of Allocations all bills passed by the General Assembly within one (1) week of passage.
 - vi. Coordinating efforts relevant to Shared Governance with the Vice President and the Chair of the Undergraduate Caucus.
 - vii. Coordinating the transition into the next session of the General Assembly.
 - viii. Requesting a report from the Undergraduate Student Trustee once per semester.
 - ix. Forfeiting their right to vote on any pieces of legislation, appointments, motions, or any other matter which should arise in the chamber that would require a vote of any kind; excepting in the case where a necessitated exercise of tie breaking on the floor is applicable.
 - a. Should the Speaker of the General Assembly be a sponsor or co-sponsor of any piece of legislation, they may nominate a different member of the General Assembly to serve as the Speaker Pro-Tempore for the duration of questioning and debate on said legislation.
 - b. Should the Speaker continue to preside throughout the duration in time in which questioning and debate on legislation that they are sponsoring, or co-sponsoring, occurs, the Speaker shall not participate in the voting process for that piece of legislation.
 - b. The Parliamentarian of the General Assembly is responsible for to perform each of the following:

- i. Serving as the Speaker Pro-Tempore in the absence of the Speaker during meetings of the General Assembly or the Steering Committee, or during the time in which the Speaker may relinquish their power during meetings of the aforementioned, not pursuant to other appointments the Speaker may make in these instances, pursuant to *Art. I., Sec. C., sub. sec. 1, sub. sub. sec. ix.* of these Bylaws.
 - a. For the duration in time in which the Parliamentarian shall serve as Speaker Pro-Tempore, all rights, privileges, and responsibilities afforded to the Speaker are bestowed thereto.
- ii. Presiding as Chair of the General Assembly Oversight Committee.
- iii. Interpreting 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 advising the Speaker of the General Assembly on any relevant or applicable rules pertaining to the administration and dispensing of duties relevant thereto.
- iv. Interpreting all legislation, pending or passed, for the General Assembly and aiding the Speaker of the General Assembly in acting in accordance with all procedures, rules, and passed legislation of the General Assembly.
- v. Updating all governing documents after amendment and notifying the General Assembly of any and all changes made to these documents within one (1) week of the changes being enrolled.
- vi. Advising members of the Undergraduate Student Government when:
 - a. Pending legislation would overturn, nullify, or not comply with existing legislation or existing language within the governing documents of the Undergraduate Student Government.
 - b. Mandated actions from governing documents, passed legislation, or by nature of office are required.
 - c. Violation of the Undergraduate Student Government governing documents or passed legislation has occurred, including recommended corrective action wherever necessary.
- c. The Secretary of the General Assembly is responsible for to perform each of the following:
 - i. Providing the minutes of the previous General Assembly session meeting to all members of the General Assembly no later than twenty-four (24) hours prior to the commencement of an Undergraduate Student Government General Assembly meeting.
 - a. An extension of that deadline, of any length, may be granted by the unanimous consent of the Undergraduate Student Government General Assembly Steering Committee.
 - ii. Taking attendance at all meetings of the Undergraduate Student Government General Assembly and of the General Assembly Steering Committee.
 - iii. Taking all minutes of Undergraduate Student Government General Assembly meetings, which shall serve as a written summary of happenstances and occurrences during the meeting, and submitting said minutes to the Undergraduate Student Government General Assembly for approval by a majority of members present.
 - iv. Taking all minutes of the Undergraduate Student Government General Assembly Steering Committee, which shall serve as a written summary of happenstances and occurrences during said meetings and distributing said minutes to the members of the Steering Committee no later than twenty-four (24) hours prior to the commencement of a meeting of the Steering Committee; said minutes of the most previous meeting of the Steering Committee shall be approved by a majority vote of Steering Committee members present.
 - v. Maintaining and collecting all Undergraduate Student Government General Assembly records, including, but not limited to, all session agendas of the General Assembly, all agendas of meetings of every standing, issues, and ad-hoc committees of the General Assembly; all minutes of session meetings of the General Assembly, as well as meetings of all standing, issues, and ad-hoc committees within the General Assembly; all reports from ad-hoc committees within the General Assembly; all pieces of legislation, be they passed, failed, or tabled; records of attendance to meeting of the General Assembly and all standing, issues, and ad-hoc committees within the General Assembly; and constituency reports; and creating a method of public distribution for those records, in collaboration with the Speaker and Parliamentarian of the General Assembly.
 - a. The Secretary shall also maintain an archive of past General Assemblies, contained within it being all records of pertinence to those respective General Assemblies, compiling such together and distributing them clearly and freely to the next administration of General Assembly officers, in conjunction with the Speaker and Parliamentarian of the General Assembly.
 - vi. Managing and organizing orientations of new Senators who join by means of vacancies, emissary seats appointments, or by other appropriate means as listed in the Organizational Bylaws.
 - vii. Reporting all members of the General Assembly who fail to adhere to attendance standards, as set in these Bylaws, to the Speaker of the General Assembly.

- viii. Reporting all members of the General Assembly who fail to meet constituency-related organizational outreach requirements to the Speaker of the General Assembly.
- D. The General Assembly shall be comprised of the following three (3) standing committees within, which shall all be tasked with specific duties to cumulatively serve for the collective sustainability of the General Assembly, and the Undergraduate Student Government, at-large:
 - 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, and all Legislative Coordinators apportioned within the General Assembly, and shall serve as a supervisory and regulatory committee of the General Assembly Standing Committees, ad-hoc Assembly committees, and independent commissions.
 - i. The Speaker of the General Assembly shall be a non-voting member of the Steering Committee, excepting in the case where a necessitated exercise of a tie breaking in committee is applicable.
 - b. The Steering Committee shall set the agenda for each General Assembly meeting by a majority vote of committee 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 a committee 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 primary sponsor.
 - iii. The Steering Committee may, by majority vote of the committee members present, send back to the sponsor or primary circulator, 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 standing or issues committee by a two-thirds (2/3) vote of committee members present.
 - b. Non-initiated legislation not originating in an issues committee must be approved by a two-thirds (2/3) vote of committee members present.
 - c. Legislation which passes out of a standing committee within the General Assembly that is not Steering, through which said standing committee has the original jurisdiction thereof, gains automatic placement on the agenda for the most penultimate General Assembly session meeting upon which said legislation was passed out of said standing committee, and does not require a vote of the Steering Committee.
 - d. Legislation of the type prescribed heretofore in *sub. sub. subsection c.* of these Bylaws may still be presented for a vote by the Steering Committee upon the consent of both the primary sponsor of said legislation and the Chair of the Standing Committee through which said legislation was initiated and passed. Said consent must be submitted in writing to the Speaker of the General Assembly and disseminated to the Steering Committee no later than twenty-four (24) hours prior to the meeting in which said vote may be considered.
 - iv. 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 two-thirds (2/3) vote of General Assembly members present.
 - c. Any legislation passed out of to the Steering Committee must be placed on a General Assembly agenda during in the semester in which it was passed by the committee or commission from which it was initiated.
 - d. The Steering Committee may call additional meetings of the General Assembly by a majority vote of the committee members present, and shall give notice of such within twenty-four (24) hours of such meeting occurring to all members and stakeholders of the General Assembly.
 - i. "Stakeholders", as used above, includes the President and Vice President of the Undergraduate Student Government, and other persons deemed such by the Steering Committee.
 - 2. Oversight Committee
 - a. The Oversight Committee shall be comprised of nine (9) voting members of the General Assembly.
 - i. "Voting members", as used above, shall be defined as the elected or appointed members of the General Assembly who retain full voting rights within the chamber as dictated in these Bylaws.
 - ii. The nine (9) members shall be chosen at the first meeting of the General Assembly, after all other General Assembly officer and Legislative Coordinator elections are held.
 - iii. 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.

- a. No other officer of the General Assembly shall be seated on the Oversight Committee.
- b. The Oversight Committee shall retain original jurisdiction for the following actions of the Undergraduate Student Government:
 - i. Appointments
 - ii. Censures
 - iii. Impeachments
 - iv. Executive Cabinet Structural Changes and Charters
 - v. Constitutional and Bylaw Review Commission Appointments
 - vi. All legislation that pertains to the structure of the Undergraduate Student Government, including, but not limited to, any and all pieces of legislation that amend these Bylaws, the Standing Rules of the General Assembly, and the Election Bylaws of the Judicial Panel of the Undergraduate Student Government.
- c. The Oversight Committee shall evaluate the General Assembly and its committees in order to recommend changes to the body when warranted.
- d. The Oversight Committee shall proactively seek out methods to improve the accountability and efficiency of the General Assembly.
- e. The Oversight Committee shall recommend changes, improvements, or amendments to standing committee charters.
- 3. Allocations Committee
 - a. The responsibilities and rules of the Allocations Committee shall be prescribed in *Article IV* of these Bylaws.
- E. General Assembly Issue Committees
 - 1. Each executive cabinet committee shall have an analogous issue committee affixed within 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 Speaker of the General Assembly.
 - 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 primary sponsor is the chair legislative coordinator of the issues committee, they shall relinquish their role as chair while the resolution is being considered.
 - i. In such an instance, the chair legislative coordinator of the issues committee shall appoint a chair pro-tempore for the duration of discussion, debate, and voting on the piece of legislation.
 - 4. All General Assembly Issue Committees shall be responsible for keeping their own bylaws which shall be subject to annual approval by a two-thirds (2/3) vote of members present of the General Assembly Steering Committee.
 - 5. Committees must consider all 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 the respective bylaws of each committee.
 - 9. All committees shall have a committee secretary appointed therein who shall keep minutes of each committee meetings. The committee secretary shall be responsible for disseminating approved committee meetings to the Secretary of the General Assembly for perpetual retention within one (1) week of the minutes' approval by the respective committee for which said minutes shall correspond.
 - a. Appointment procedures for committee secretaries shall be left to the discretion of the Legislative Coordinator of a respective committee.
 - 10. Committee membership is as follows:
 - a. Each member of the General Assembly shall be seated by the Speaker of the General Assembly on at least one (1) General Assembly Issue Committees within two (2) weeks of assuming their seat within the General Assembly
 - i. A member of the General Assembly may appeal their committee placement to the General Assembly Steering Committee, and may be re-placed into a committee of their choice with by a two-thirds ($\frac{2}{3}$) vote of Steering Committee members present.
 - b. At no time shall any committee be comprised of less than three (3) members, not including the legislative coordinator of that committee.
 - 11. General Assembly Issue Committees shall be chaired by the Legislative Coordinator of that committee

elected by the General Assembly

F. 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 organizational structure, including but not limited to, its leadership.
 - iii. The selection manner of the chairperson of the said committee.
 - iv. Method(s) of voting and standing rules of the committee.
 - v. Other requirements as imposed by the General Assembly.
3. Members shall be appointed via mechanisms established in the committee's charter.
4. An ad-hoc committee within the General Assembly may only be disbanded by a majority vote of committee members present, or upon the final adjournment of the Chair of said committee, or by articulable cause of the Speaker of the General Assembly.
 - a. "Articulable cause" as used above is defined as meeting one of the following criteria:
 - i. The committee, either in mission or act, goes in violation with the governing documents of the Undergraduate Student Government
 - ii. Recommendation is given to do the same by the Oversight Committee
 - iii. The committee is found to have outlived its usefulness and purpose, with such determination being made by both the Speaker and Parliamentarian of the General Assembly, via a parliamentarian inquiry through the Oversight Committee.
 - iv. Any other reason deemed necessary by the Speaker of the General Assembly.
and
 - (v) Given that such a cause has been clearly articulated to the Chair and members ad-hoc committee before definite action is taken.
 - b. Disbandment of an ad-hoc committee by the Speaker of the General Assembly may be appealed via resolution initiated by the Chair of the Committee, and co-sponsored by the Parliamentarian of the General Assembly, requiring a majority vote of General Assembly members present for appeal to be granted.
 - c. Adjournment of all ad-hoc committees must be done by a *sine die* resolution sponsored by the Chair of that committee, which will serve as the final report for said committee. Said resolution must be passed through the Oversight Committee within two (2) weeks after the committee's disbandment, and must be passed through the General Assembly with a majority vote of members present at the most penultimate meeting following its passage out of the Oversight Committee. Said report must contain within it the following:
 - a. Purpose of the committee.
 - b. Any conclusions drawn from the committee.
 - c. Any recommendations from the committee.
 - d. Any policy initiatives as resulting from the committee and information.
about them including, if applicable, their vote counts in committee.
 - e. Other information, as required per the committee's charter.

G. Conference Committees

1. A conference committee shall be called to order by the Speaker of the General Assembly when legislation is concurrently assigned to multiple committees, and results in conflicting pieces of legislation passing from said committees.
 - a. "Conflict pieces of legislation", as used above, is defined as any changes that may occur to a piece of legislation within different committees that result in contradictory language within a piece, or pieces, or 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 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 ($\frac{2}{3}$) vote of members present and shall proceed directly to the Steering Committee after passage.

H. 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.
2. 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 ($\frac{2}{3}$) vote of members present.
 - ii. Should a vacancy occur, the Vice President must submit a new appointment within two (2) weeks of the vacancy occurring.
3. 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 two-thirds ($\frac{2}{3}$) vote of members present.
 - ii. Should a vacancy occur, the Vice President must submit a new appointment within two (2) weeks of the vacancy occurring.

I. Constituency Outreach

1. Every senator in the General Assembly must attend events pertaining to their respective constituency as a delegate of the Undergraduate Student Government or must host events with the same regard in which they participate in discussion of about issues affecting their respective 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.
2. Every senator in the General Assembly must maintain open lines of communications with university administrators directly related to their constituency as a delegate of the Undergraduate Student Government General Assembly in the pursuit of their senatorial duties.
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.
 - i. The same organization or constituency event may be visited multiple times per General Assembly term.
 - ii. The same organization or constituency event may not be submitted for consecutive reports.
 - b. Reports shall be submitted by the following dates and shall reflect events attended during the time period that has elapsed between assumption of office and the submission deadline, or between the time of the prior submission deadline to the next corresponding submission deadline:
 - i. Wednesday of the 5th week of Autumn Semester
 - ii. Wednesday of the 10th week of Autumn Semester
 - iii. Wednesday of the 5th week of Spring Semester

J. Legislation

1. Any legislation that deals with the allocation of funds shall be labeled as a bill.
2. Any other non-initiated legislation shall be labeled as a resolution.
3. Any legislation submitted via initiative shall be labeled as 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. Any legislation submitted via emergency status shall be labeled as an emergency resolution.
 - a. Any senator within the General Assembly shall retain the right to initiate an emergency resolution

on the General Assembly floor by way of parliamentary motion with a vote of two-thirds ($\frac{2}{3}$) of assembly members present.

5. All non-initiated legislation shall be referred to an Undergraduate Student Government committee unless the General Assembly decides that such be brought directly to the General Assembly as under new business by a two-thirds ($\frac{2}{3}$) vote of members present.
 - a. Non-initiated legislation brought to the Steering Committee that did not originate in an issues committee must receive a two-thirds ($\frac{2}{3}$) vote of Steering Committees members present for it to be brought to the floor.
 6. All passed legislation shall be distributed to the appropriate University offices and constituencies by those parties involved in the writing of that legislation.
- K. Impeachment, Censure, and Resignation
1. Censure, as used in this section, is defined as the formal condemnation of a member of the Undergraduate Student Government.
 - a. Censure shall only be introduced at 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 equal time, which shall be equivalent of time utilized by the primary sponsor of a censure resolution, to speak before the General Assembly in rebuttal to any charges brought forth against them.
 2. Impeachment, as used in this section, is 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 include, but are not limited to, the following:
 - i. Dereliction of duty or an abandonment of post for an unreasonably prolonged period of time.
 - ii. Serious and gross misuse or misappropriation of organizational funds or expenditures.
 - iii. Serious and gross abuse of one's position and/or power within the organization.
 - iv. Serious and gross perpetrated violations of the Constitution of the Undergraduate Student Government, the Organizational Bylaws of the Undergraduate Student Government, or the Standing Rules of the General Assembly.
 - b. Impeachment 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 during the portion allotted for new business in a meeting of the General Assembly.
 - a. All impeachment trials within the Undergraduate Student Government shall be presided over by the Chief Justice of the Judicial Panel.
 - i. If the Chief Justice cannot preside over an impeachment, the Speaker of the General Assembly shall serve as the presiding officer thereof.
 - ii. If the Speaker of the General Assembly cannot preside over an impeachment, the General Assembly will select a presiding officer by a two-thirds ($\frac{2}{3}$) vote of members present.
 - iii. No member may chair a meeting in which they are the defendant in their own impeachment trial or censure hearing.
 - iv. If there is believed to be a conflict of interest between the presiding officer of an impeachment proceeding and the subject of an impeachment, the General Assembly may vote to select a different member of the General Assembly to preside over an impeachment proceeding by a two-thirds ($\frac{2}{3}$) vote of members present.
 4. Any Undergraduate Student Government member who resigns must do so through a written resignation.
 - a. Appointed members of the Undergraduate Student Government must submit their resignation to the Chair, Director, Vice Chair, or other head within the office or body that appointed them, who shall then submit those resignations to the Senior Director of Operations of the Undergraduate Student Government.
 - i. The Senior Director of Operations of the Undergraduate Student Government shall be in charge of maintaining all records of resignation and removal within the Undergraduate Student Government.
 - b. The President must submit their resignation to the Vice President and the Speaker of the

General Assembly.

- c. The Vice President must submit their resignation to the President and the Speaker of the General Assembly.
- d. The Speaker of the General Assembly must submit their resignation to the Parliamentarian of the General Assembly.
 - i. Members of the General Assembly must submit their resignation to the Speaker of the General Assembly.
- e. If the President of the Undergraduate Student Government cannot serve in their position for reason of malady, death, or removal from office; the following line of succession is hereby established, in accordance with the Constitution of the Undergraduate Student Government:
 - i. Vice President of the Undergraduate Student Government.
 - ii. Speaker of the General Assembly.
 - iii. A senator within the General Assembly who shall be appointed by a three-fourths ($\frac{3}{4}$) vote of assembly members present.
 - iv. Chief of Staff of the Undergraduate Student Government
 - v. Deputy Chief of Staff of the Undergraduate Student Government, should one exist upon the time in which succession is necessitated.
 - vi. Senior Director of Operations.
 - vii. Any other senior directors within the Senior Staff of the Executive Branch, as decided upon by the advice and consent of the General Assembly.
 - viii. Chair of the Undergraduate Caucus.

This list shall be amended as necessary by the General Assembly.

- 5. If any member of the Undergraduate Student Government is no longer an enrolled undergraduate student in good standing during the Autumn or Spring semesters, that individual shall forfeit their office or position within the Undergraduate Student Government.
- L. Removal by Cause of the Speaker of the General Assembly; Attendance Policy.
 - 1. Any member of the General Assembly may be removed from the General Assembly for cause by the Speaker of the General Assembly
 - a. The Speaker of the General Assembly shall immediately inform the Parliamentarian and Secretary of the General Assembly of all senators who are removed from the General Assembly.
 - b. Any member removed by cause by the Speaker of the General Assembly shall be notified immediately and may appeal the said removal at the most penultimate General Assembly meeting after their removal.
 - i. A member removed may be reinstated into the General Assembly by a three-fourths ($\frac{3}{4}$) vote of members present.
 - 2. Cause for removal from the General Assembly shall include, but is not limited to, the following:
 - a. Poor Attendance, as described as one of the following:
 - i. Five (5) unexcused absences from either General Assembly or committee meetings without sending an alternate (excepting emergency or special meetings) per General Assembly session.
 - ii. Three (3) unexcused absences within one semester.
 - 1. An absence from a General Assembly session may be deemed excused by the Speaker of the General Assembly.
 - 2. An absence from a committee meeting may be deemed excused by the respective Chair of the committee.
 - b. Dereliction of the duties bestowed unto members of the General Assembly.
 - i. "Dereliction of duty", as it is used above, is defined as the abandonment of, or the failure to perform, the duties, responsibilities, and tasks assigned to senators in the General Assembly, which includes, but is not limited to:
 - a. Failing to submit at least two (2) constituency events and meeting reports to the Secretary of the General Assembly in one General Assembly session.
 - b. Failing to submit at least one (1) constituency report to the Secretary of the General Assembly in one (1) semester.
 - c. Failing to attend session, committee, or any other meetings pertaining to the General Assembly without proper notice to the Speaker of the General Assembly or presiding committee chair.
- M. General Assembly Alternates
 - 1. Members of the General Assembly shall have an acceptable alternate in the case of absence, who shall perform

the duties, and retain the rights of the senator for which they are alternating during a General Assembly session.

2. "Acceptable alternates", as used in this section, shall include all but the following:
 - a. People who are not undergraduate students enrolled at The Ohio State University.
 - b. Associate Justices of the Judicial Panel of the Undergraduate Student Government.
 - c. Executive Cabinet Committee Directors.
 - d. The President and Vice President of the Undergraduate Student Government.
 - e. Any other member of the Collaborative Leadership Team of the Undergraduate Student Government not listed heretofore.
3. Alternates must be administered the oath of office of the Undergraduate Student Government before they are afforded the rights of speech, debate, and voting on the floor.
 - a. Said oath of office must be administered by the Speaker of the General Assembly or the presiding officer therein.
 - b. Alternates may serve an unlimited number of times within the same term of one (1) General Assembly.
 - c. Alternates need to be administered the oath of office of the Undergraduate Student Government the first time they serve as such during a term of the General Assembly. Said oath does not need to be administered for the same alternate more than once in one (1) term of the General Assembly. If one alternate serves in more than one (1) term of the General Assembly, said alternate must have the oath of office administered to them by the Speaker of the General Assembly, or presiding officer therein; upon the first time they alternate in each respective term of the General Assembly.
4. Alternates may be sent in the place of members of the General Assembly to:
 - a. General Assembly session meetings
 - b. General Assembly committee meetings
 - i. Alternates for committee meetings must be voting members of the General Assembly or otherwise approved by the respective chair of the committee.
5. The Speaker, Parliamentarian, and Secretary reserve the right to challenge the eligibility of any alternate.
 - a. Should an alternate be deemed ineligible, that alternate shall be excused from the General Assembly, and the senator for which the alternate is being used shall be deemed absent, but excused, from that meeting.
 - i. Alternates deemed ineligible for service to the General Assembly shall be barred from alternating for the remainder of the term of the General Assembly in which they were deemed ineligible.

N. Transitions Between General Assembly Sessions

1. A term of the General Assembly shall commence on the twelfth (12th) Wednesday of the Spring Semester
2. A term of the General Assembly shall end on the eleventh (11th) Wednesday of the penultimate Spring Semester from the commencement of a term of the General Assembly.
 - a. The last regularly scheduled General Assembly meeting of each session must be attended by all members of the General Assembly and all members-elect of the next term of General Assembly.
 - 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. All duly elected senators will be seated at the first general session meeting at the beginning of the term of a General Assembly. "Duly elected senators", as used heretofore, are defined as senators who were verifiably elected to the General Assembly by a majority amount of the undergraduate population within their respective constituency group, subjective vis-à-vis the number of seats apportioned for a specific constituency group. Verifiability comes through the certification of election results and the publication of the election ballot by the Judicial Panel of the Undergraduate Student Government and can be challenged by the same. The duties and responsibilities of duly elected senators shall come into effect immediately after the administration of the oath of office is given by the outgoing Speaker of the General Assembly at the first regularly scheduled meeting of the term of a General Assembly. Said oath shall be the same as prescribed in the Constitution of the Undergraduate Student Government.
 - a. The following oaths shall be specific to the seating of the General Assembly officers and shall be administered by the respective outgoing officer to their incoming successor:
 - i. Speaker Oath
 - a. I [insert name here] do solemnly swear to faithfully execute the duties and responsibilities of the office of Speaker of the General Assembly, and to uphold the Constitution and the Organizational Bylaws of the Undergraduate Student Government, and the Standing Rules of the General Assembly, and to be of fair and impartial benevolence to the senators herein, to

- the best of my ability.
- ii. Parliamentarian Oath
 - a. I [insert name here] do solemnly swear to faithfully execute the duties and responsibilities of the office of Parliamentarian of the General Assembly, and to uphold the governing documents of the Undergraduate Student Government and to maintain the rules of order within the Senate Chamber, at all times, and to be of good advisor to the senators and Speaker of the General Assembly, to the best of my ability.
- iii. Secretary Oath
 - a. I [insert name here] do solemnly swear to faithfully execute the duties and responsibilities of the office of Secretary of the General Assembly, and to uphold the Constitution and Organizational Bylaws of the Undergraduate Student Government, and the Standing Rules of the General Assembly, to the best of my ability.
- b. If an officer is elected to a consecutive term in a respective office, then the Chief Justice of the Judicial Panel shall administer said oath to said officer.
- 4. Reports
 - a. All members of the General Assembly are required to submit an annual report to the Secretary of the General Assembly by the last meeting of the General Assembly term detailing the business conducted by them during the respective session and any initiatives they undertook therein.
- 5. All Assembly members-elect shall be provided with a copy of the current Constitution, Organizational Bylaws, Elections Bylaws, and all enacted legislation that will still be in effect when they take office.
- O. Rules of Order
 - 1. At all times, the General Assembly 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 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
 - 2. Any ruling on the Undergraduate Student Standing Rules may be appealed before the General Assembly and may be overruled with a two-thirds ($\frac{2}{3}$) vote of General Assembly members 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.
- C. 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 respective focuses.
- D. 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.
 - 2. Justice and Equity
 - a. The Committee on Justice and Equity shall be charged with supporting and empowering underrepresented and minoritized students by promoting principles of justice, equity, diversity, and inclusion; and holding The Ohio State University accountable for its actions and inactions pertaining to the aforementioned.
 - b. The Committee on Justice and Equity shall create spaces for marginalized students to have access to university resources and to advocate for and effect policy in the Undergraduate Student Government that serves in the best interests of minoritized and marginalized students.

3. Governmental Relations
 - a. The Committee on Governmental Relations shall be charged with advocating on behalf of the undergraduate student body to the municipal, state, and federal factions of the government.
 - b. The Committee on Governmental Relations shall additionally serve as the liaison committee between the Undergraduate Student Government and external municipal, state, and federal governmental agencies and 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
 - a. The Committee on Sustainability shall be charged with advocating on behalf of the undergraduate student body to promote sustainable and responsible environmental practices on campus and in the greater Columbus Municipal Area.
- E. The Executive Cabinet shall include the following administrative teams:
 1. Research
 - a. The Undergraduate Student Government Research Team shall be charged with gathering, synthesizing, and presenting student opinions and attitudes to provide the organization with informed data to support student needs.
 - b. The Research Team shall be led by a Research Director who shall report directly to the President and Vice President.
 - c. The Research Team shall be comprised of at least two (2) Research Analysts who will be responsible for survey creation, distribution strategy, data analysis, and other activities deemed appropriate by the Research Director.
 - d. All research and data collection efforts undertaken by Undergraduate Student Government will be coordinated by the Research Team.
 - e. All research and data collection must be consolidated into documented findings to be published on the USG website within two (2) weeks of the conclusion of data collection.
 - f. The Research Team shall be charged with completing surveys of the student body at the start and end of each Fall and Spring Semester to measure the effectiveness and responsiveness of the Undergraduate Student Government to the needs of the undergraduate student body.
 - g. The Research Team will present their semesterly findings to the General Assembly via the Executive Update through the President and Vice President of the Undergraduate Student Government.
- F. Cabinet Directors
 1. Cabinet Directors within the Undergraduate Student Government shall comprise the chairs and directors of each existing and future executive cabinet committee within the organization.
 2. Cabinet Directors shall be responsible for:
 - a. Holding timely committee meetings.
 - b. Reporting on the business of their committee to the full executive cabinet.
 - c. Reporting on 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.
 3. A Cabinet Director's term of office shall commence immediately upon appointment by the President, and shall serve in an interim capacity, until final approval by the General Assembly is granted.
 - a. All appointments shall originate in the General Assembly Oversight Committee in the form of a resolution and requires a majority vote of members present.
 - b. Final approval shall be granted by the General Assembly by a majority vote of members present.
 - c. Director terms shall expire concurrently with the current General Assembly session, excepting their resignation or impeachment.
 - i. The President and/or Vice President may not dismiss a Cabinet Director after their approval by the General Assembly excepting by cause by the Vice President
- G. Deputy Directors
 1. A Deputy Director may be:
 - a. Appointed by the President and Vice President.
 - b. Appointed from within the committee by its respective Cabinet Director.

2. Deputy Directors shall be responsible for aiding the Director of the Committee in the pursuit of projects which are relevant to the respective committee in which they serve.

Article III: Black Caucus

- A. The Undergraduate Black Caucus shall consist of Black students enrolled at The Ohio State University who shall act as committee representatives in comprising the Black Caucus.
 - a. The number of members shall be determined by the Black Caucus.
 - b. Committee assignments shall be assigned at the discretion of the Black Caucus.
 - i. Only registered undergraduate students in good standing with the university may hold membership in the Black Caucus.
 - c. The duties of the Black Caucus shall be divested upon the committees of Academic Affairs, Community Relations, Policy, Student Experience, and Systems and Operations, and any other committees which the Chair of the Black Caucus deems necessary to apportion therein.
- B. Chair of the Black Caucus
 - a. Appointments to the Chair of the Black Caucus shall be submitted for approval by the second week of autumn semester.
 - i. The Chair of the Black Caucus shall have been an active member of good standing within the Black Caucus for at least one year prior to their appointment.
 - ii. Confirmation shall require a two-thirds ($\frac{2}{3}$) vote of members present of the General Assembly.
 - iii. Should a vacancy for the Chair of Black Caucus occur, the Vice President must submit a new appointee to the General Assembly within two (2) weeks of the vacancy occurring.
 - b. The Chair of the Black Caucus shall be responsible for:
 - i. Presiding over meetings of the Undergraduate Black Caucus.
 - ii. Serving as the chief spokesperson of the Undergraduate Black Caucus.
 - iii. Appointing Vice Chairs to the respective Black Caucus committees, including filling vacancies, should such arise.
 - iv. Overseeing the placement of Black Caucus members into their respective committees.
 1. The addition and removal of Black Caucus committees shall be determined at the discretion of the Chair of the Black Caucus.
 2. The addition and removal of members from the Black Caucus shall be left to the discretion of the Chair of the Black Caucus.
- C. The Black Caucus shall have legislative representation within the General Assembly, by way of a legislative issues committee, which shall be headed by a Legislative Coordinator elected out of membership of the General Assembly, who shall be seated on the Steering Committee of the General Assembly.

Article IV: Financial Procedures

- A. Senior Director of Allocations
 1. The Senior Director of Allocations must submit a weekly, up-to-date, itemized report listing all expenditures to the President, Vice President, and General Assembly.
 - a. Said 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 they / its chair may request funds through a channel set forward by the Senior Director of Allocations as approved by the Allocations Committee.
- C. Chief Financial Officer and Senior Director of Allocations
 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 pertaining to the organization.
 - b. Work with the appropriate University staff to process the paperwork for said relevant transactions.
 - c. Ensure that all members of Undergraduate Student Government submit proper paperwork for financial transactions.
 - d. Provide financial records to the public upon request.
 2. The Senior Director of Allocations shall:
 - a. Serve as the Chair of the Allocations Committee within the General Assembly.

- b. Help maintain records of all financial transactions of relevance to the organization.
 - 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 Senior Director of Allocations 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. Semesterly budgets must be presented to the Allocations Committee at least one meeting of the committee in advance of the new academic semester.

Article V: 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. No more than one-quarter of the total Executive Budget should be miscellaneous or unallocated, and the following breakdowns in such must occur:
 - a. No more than 7.5% of the portion of the budget allotted to any one (1) Executive Cabinet Committee may be miscellaneous or unallocated.
 - b. No more than 10% of the portion of the budget allotted to the Executive Branch may be miscellaneous or unallocated.
 - c. No more than 5% of the portion of the budget allotted to the General Assembly may be miscellaneous or unallocated.
- B. The Allocations Committee
 - 1. All allocations of the Undergraduate Student Government shall be administered by the Allocations Committee of the General Assembly.
 - 2. The Senior Director of Allocations shall serve as Chair of the Allocations Committee.
 - a. The Senior Director of Allocations shall be a non-voting member of the committee except in the case where a necessitated exercise of tie breaking in committee is applicable.
 - b. The voting membership of the Allocations Committee shall consist of six (6) members of the General Assembly.
 - c. The same rules and limitations for alternating within the Allocations Committee apply as prescribed heretofore in these Bylaws.
 - 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 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
 - ii. Said bylaws and standing rules shall be subject to annual review and approval by a majority vote of members of the General Assembly Steering Committee.
 - 4. The Chief Financial Officer and Senior Director of Allocations 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 against 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, which shall come by a statement written and signed by the Senior Director of Allocations.
 - b. All such appeals should be directed electronically to the Senior Director of Allocations, 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 Senior Director of Allocations.

- c. The General Assembly may overturn a decision of the Allocations Committee with a three-fourths ($\frac{3}{4}$) vote of members present.
 - i. The General Assembly may not, in the overturning of a decision of the Allocations Committee, to award an amount of money to an organization which totals less than the stated amount which is being appealed.
- C. Student Organization Disbursements
 - 1. No one (1) student organization shall receive more than fifteen hundred (1500) dollars through the Allocations Committee of the Undergraduate Student Government in any one (1) semester. This receipt does not include funding received through an USG Organizational Development Grant, as described below. Each organization may request funds in any of the proceeding standard funding categories.
 - 2. Standard funding categories, as used in this section, include all of the following:
 - a. Events
 - i. The funding limit for events is fifteen hundred (1500) dollars for one (1) organization in one (1) semester.
 - b. Conferences
 - i. The funding limit for conferences is fifteen hundred (1500) dollars for one (1) organization in one (1) semester.
 - c. Trips
 - i. The funding limit for trips is fifteen hundred (1500) dollars for one (1) organization in one (1) semester.
 - ii. No funding for trips may exceed seventy-five (75) dollars per traveler.
 - 3. 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 prior to the submitting of an 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 per one (1) organization.
 - 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.
 - 4. Funding Deadlines
 - a. Allocations requests shall be submitted to the Allocations Committee on a rolling basis at the discretion of the Senior Director of Allocations.
 - 5. All disbursements to a student organization outside the Undergraduate Student Government must be preceded by completion of the Undergraduate Student Government funding contract.
 - 6. No funding shall be awarded retroactively.
 - 7. No member of the Undergraduate Student Government shall present to the Allocations Committee on behalf of another student organization unless that member shows a legitimate interest in the financial sustainability of the student organization.
 - a. "Legitimate interest", as used above, is met when the person meets one of the following criteria:
 - i. The person is a member of the Board of Executives of the student organization requesting funds from the Allocations Committee.
 - ii. The person is in charge of most or all of the financial procedures and transactions of a student organization requesting funds from the Allocations Committee.
 - b. No member of the Undergraduate Student Government shall use their title or position within the organization to attempt to procure funds for another student organization from the Allocations Committee.

Article VI: Record Keeping

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, Standing Rules of the Judicial Panel, and the Election Bylaws.
- 2. The following records pertaining to the General Assembly:
 - a. 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.

- i. All legislation shall have clear indication of passage or failure in the General Assembly or Committee.
 - ii. All legislation shall have clear indication of signature or veto by the president.
 - iii. All legislation shall have clear indication of veto override vote result if applicable.
 - b. Agendas from all Undergraduate Student Government General Assembly meetings.
 - c. Minutes from all Undergraduate Student Government General Assembly meetings.
 - d. Minutes from all Undergraduate Student Government General Assembly Committee meetings.
 - e. Reports from all Undergraduate Student Government General Assembly Issue Committees.
 - f. Attendance records from all Undergraduate Student Government General Assembly meetings and Committee meetings.
 - g. All constituency reports from individual members of the General Assembly.
 - h. Name, contact information, and committee assignments for all senators of the Undergraduate Student Government General Assembly.
- 3. All budgetary information.
 - 4. Executive reports from the President and Vice President.
 - 5. Name, contact information, committee, and term expiration date for all University Senate Committee and University Committee appointees.
 - 6. Decisions of the Judicial Panel.
 - 7. 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 VII: 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 Standing Rules of the Undergraduate Student Government Judicial Panel.
- B. Rights
 - 1. In judicial cases, the following rules apply to both parties:
 - a. Both parties shall be given twenty-four (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.
- C. Obligations
 - 1. The Speaker of the General Assembly may compel the Chief Justice of the Judicial Panel to present a judicial report to the General Assembly.
 - a. The Judicial Report will be delivered in the same manner as the Executive Report.
 - b. If the Chief Justice has a reasonable conflict, they must find an alternate to take their place.
 - i. The alternate must be an Associate Justice of the Judicial Panel.
 - c. The Speaker of the General Assembly must inform the Chief Justice at least 48 hours in advance of the General Assembly meeting to which the Chief Justice has been called.

- i. The Speaker of the General Assembly will take reasonable steps to ensure that the Chief Justice or their alternate has enough context to prepare the report.
- d. Failure to appear before the General Assembly upon the speaker's compulsion shall be considered a dereliction of duty.