

# OSGA Bylaws

Revised 11/08/2017

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**Preamble:** The Ohio Student Government Association exists to provide a forum to empower students, to advocate on their behalf, and to improve the student experience throughout the state of Ohio. Together, we will be inclusive of all Ohio institutions of higher learning, coordinate and engage our peers in advocacy for higher education, and provide an avenue for sharing best practices and innovative initiatives.

**Name:** The official name of this organization is “The Ohio Student Government Association”; hereinafter it will be referred to as “OSGA”.

## Article I. Membership

*Section 1.* Membership of OSOA shall include the student government organizations of the universities in Ohio that belong to the Inter-University council of Ohio.

- A. Membership of the Ohio Student Government Association shall be extended but not limited to the following Universities:
  - a. Undergraduate Student Government of University of Akron
  - b. Undergraduate Student Government of Bowling Green State University
  - c. Student Government Association of Central State University
  - d. Student Government Association of University of Cincinnati
  - e. Student Government Association of Cleveland State University
  - f. Undergraduate Student Government of Kent State University
  - g. Associated Student Government of Miami University
  - h. Undergraduate Student Government at The Ohio State University
  - i. Student Senate at Ohio University
  - j. Associated Student Government of Shawnee State University
  - k. Student Government of University of Toledo
  - l. Student Government Association at Wright State University
  - m. Student Government Association at Youngstown State University

## *Section 2. Termination of Membership*

- A. Membership of a delegation to the Ohio Student Government Association may be terminated by:
  - a. Ratifying a statement withdrawing membership from OSOA and submitting the ratified statement

## Article II. The Officers

### *Section 1. The Executive Director*

- A. An Executive Director shall be annually elected by the OSGA delegation at the spring conference by a majority vote of participating member delegations during a Legislative Meeting
- B. The Executive Director shall
  - a. Uphold and support the Constitution and By-Laws of OSGA.
  - b. Implement all appropriate proposals passed by the President's Council
  - c. Submit a detailed agenda of goals and expectations for the upcoming academic year to the President's Council for approval.
  - d. Facilitate the cooperation and relationship of student governments in OSGA within Inter-University Council of Ohio.
  - e. Facilitate the advancement of the legitimacy of OSGA.
  - f. Sit as an ex-officio member of the President's Council.
  - g. Propose a calendar of meetings for the Executive Board.
  - h. Preside as the chair of the OSGA Legislative Meetings and Executive Board meetings.
  - i. Serve a full year term beginning at the close of the spring conference until the close of the following conference.
- C. In the event of resignation of the Executive Director the line of succession shall be:
  - a. The Associate Director
  - b. The Director of Legislative Affairs
  - c. The Director of Internal Affairs

### *Section 2. The Associate Director*

- A. An Associate Director shall be annually elected by the OSGA delegation at the spring conference by a majority vote of participating member delegations during a Legislative Meeting
- B. The Associate Director shall
  - a. Coordinate and facilitate all inter-collegiate communication year-round.
  - b. Coordinate monthly communication to each Student Government (from OSGA delegates)
  - c. Preside as the parliamentarian of the OSGA Legislative meetings.
  - d. Complete any tasks and responsibilities delegated by the Executive Director.
  - e. Serve a full year term beginning at the close of the spring conference until the close of the following conference.
- C. In the event of resignation of the Associate Director the following procedure shall be followed:
  - a. The Executive Director must inform all Delegation Liaisons of the resignation
  - b. The position shall remain vacant until an election is held at the next scheduled legislative meeting

- c. The candidate that achieves a majority vote shall be declared the winner of the special election

### *Section 3. The Director of Legislative Affairs*

- A. A Director of Legislative Affairs shall be annually elected by the OSGA delegation at the spring conference by a majority vote of participating member delegations during a Legislative Meeting
- B. The Director of Legislative Affairs shall
  - a. Coordinate associate wide government advocacy programs at federal and state levels
  - b. Serve a full year term beginning at the close of the spring conference until the close of the following conference.
  - c. Complete tasks as delegated by the Executive Board
- C. In the event of resignation of the Director of Legislative Affairs the following procedure shall be followed:
  - a. The Executive Director must inform all Delegation Liaisons of the resignation
  - b. The position shall remain vacant until an election is held at the next scheduled legislative meeting
  - c. The candidate that achieves a majority vote shall be declared the winner of the special election

### *Section 4. The Director of Internal Affairs*

- A. A Director of Internal Affairs shall be annually elected by the OSGA delegation at the spring conference by a majority vote of participating member delegations during a Legislative Meeting
- B. The Director of Internal Affairs shall
  - a. Take and submit written minutes for all Legislative Sessions and Executive Board meetings.
  - b. Manage file-sharing system to ensure continuity and eboard transition
  - c. Maintain the official list of membership and the contact information for each delegation.
  - d. Maintain the OSGA list of contact information.
  - e. Be responsible for ensuring financial payments for conference expenses are facilitated.
  - f. Be responsible for social media for OSGA
  - g. Post minutes and conference information to the website
  - h. Serve a full year term beginning at the close of the spring conference until the close of the following conference.
- C. In the event of resignation of the Director of Internal Affairs, the following procedure will be followed:
  - a. The Executive Director must inform all Delegation Liaisons of the resignation

- b. The duties of the Director of Internal Affairs will fall under the purview of the Executive Director
- c. The position shall remain vacant until an election is held at the next scheduled legislative meeting
- d. The candidate that achieves a majority vote shall be declared the winner of the special election

#### *Section 5. The Conference Coordinator*

- A. A Conference coordinator shall be annually elected by the OSGA delegation at the spring conference.
- B. The Conference Coordinator shall
  - a. Be responsible for all aspects of planning the conference at their home University
  - b. Act in accordance with the conference guidelines detailed in Article V.
  - c. Update as needed the "OSGA Conference Guide Book."
  - d. Serve a full year term beginning at the close of the spring conference until the close of the following conference.
- C. In the event of resignation, the host University's primary student government organization shall appoint a new Conference Coordinator and notify the Executive Director

#### *Section 6. The OSGA Delegation Liaison*

- A. Each member University of the OSGA shall have an OSGA Delegation Liaison, which shall be appointed in any manner each member University student government sees fit.
- B. The OSGA Delegation Liaison shall
  - a. Serve as the primary contact for OSGA communications and/or coordination between conferences
  - b. Be responsible for providing any necessary information or fulfilling reasonable requests for the Conference Coordinator
  - c. Regularly communicate with the Associate Director
  - d. Fulfill rolling information requests from the Associate Director within 7 days of receiving each request
- C. In the event of resignation, the member University's primary student government organization shall appoint a new OSGA Delegation Liaison and notify the Executive Director

### **Article III. The Executive Board**

#### *Section 1: Membership*

- A. Membership of the Executive Board shall be composed of:
  - a. The Executive Director
  - b. The Associate Director

- c. The Director of Legislative Affairs
- d. The Conference Coordinator
- e. The Director of Internal Affairs
- B. Each member shall have one (1) vote
- C. All candidates for any office must have at least one (1) academic period remaining before their anticipated date of graduation.
- D. Candidates for Executive Board membership shall be from a member University
- E. No member of the President's Council shall also serve as a member of the Executive Board
- F. No more than two (2) Executive Board members may be from any member University
- G. The Executive Board shall
  - a. Serve as the central authority body to manage the business and internal operations of OSGA
  - b. Set and approve the agenda for Legislative Meetings of OSGA
  - c. Act on the behalf of the OSGA with two-thirds ( $\frac{2}{3}$ ) approval of the President's Council
  - d. Submit a semiannual report to all member delegations

#### *Section 2: Meetings*

- A. All Executive Board Meetings shall
  - a. Be conducted in accordance with the latest versions of Robert's Rules of Order
  - b. Achieve a quorum of a majority of eligible voting members in order to conduct official business
- B. Written agendas and minutes shall be kept for all Executive Board Meetings
- C. The Executive Board shall meet on a regular basis as proposed by the Executive Director and approved by the Executive Board

### **Article IV. The President's Council**

#### *Section 1: Membership*

- A. Membership of the President's Council shall be composed of the Student Body Presidents of each member institution and the Executive Director of OSGA (ex-officio)
- B. Each member shall have one (1) vote
- C. The President's Council shall serve as the oversight body for the Executive Board

#### *Section 2: Meetings*

- A. All President's Council Meetings shall
  - a. Be conducted in accordance with the latest versions of Robert's Rules of Order
  - b. Achieve a quorum of a majority of eligible voting members in order to conduct official business
- B. Written agendas and minutes shall be kept for all President's Council

- C. The President's Council shall meet on a regular basis

### *Section 3: President's Council Governance*

- A. The President's Council shall organize, administer, and conduct the business of the President's Council, including the following responsibilities
  - a. Establish and maintain OSGA mission, goal and objectives statements to guide the Executive Board of OSGA and to monitor their implementation
  - a. Develop, with the Executive Board, the long-range strategic plans for OSGA
  - b. Evaluate organizational performance, including the executive board, and the executive director
  - c. Authorize any additional or new positions created on the executive board level
  - d. To approve the annual OSGA operating and conference budget and any membership fees for Inter-University council institutions
  - e. The President's Council may remove any officer of the Executive Board for cause by two-thirds (2/3) vote of all eligible members of the President's Council
  - f. Appoint a Chairman of the President's Council at each spring conference

### *Section 4: Chair of the President's Council*

- A. The President's Council Chairperson shall be annually appointed by the President's Council at the spring conference
- B. The President's Council Chairperson shall
  - a. Act as a liaison between the Executive Board and the President's Council
  - b. In concert with the Executive Director, develop and set agendas for the meeting of the President's Council
  - c. Call special meetings of the President's Council where appropriate
  - d. Act as chair at meetings of the President's Council

## **Article V. Conferences**

### *Section 1. Conference Procedure*

- A. OSGA shall gather semi-annually at Delegate Campuses, once in the fall ("Fall Conferences") and once in the spring ("Spring Conferences").
- B. OSGA shall gather annually in Columbus, OH for a lobbying trip at the statehouse
- C. The Conference host shall be chosen by the Executive Director with consent of the President's Council
- D. The Host University shall
  - a. Notify the Executive Board and all Delegation Liaisons of the date and times of the conference at least three (3) months prior to the conference
  - b. Work with the Conference Coordinator and Executive Board to provide an itinerary for the conference to be distributed no later than two (2) weeks prior to the conference, which must include

- i. A list of selected issue sessions (breakouts) with their descriptions
    - ii. Scheduled time for a Legislative Meeting with consultation of the Executive Board
  - c. Provide speakers and/or facilitators for the issue sessions
- E. All primary student government organizations within the Inter-University Council of Ohio shall
  - a. Be invited to attend each Conference
  - b. Bring up to the set number of people, as decided by the Executive Board and the host university
  - c. Submit members of a University's delegation no later than two (2) weeks prior to the conference

## **Article VI. General Legislative Meetings**

### *Section 1. General Provisions*

- A. All Ohio Student Government Association Legislative Meetings shall be conducted in accordance with the latest versions of Robert's Rules of Order
- B. All proposed legislation requires three (3) weeks notification and must be submitted electronically to the Executive Director.
- C. Written agendas and minutes shall be kept for all Legislative Meetings.
- D. A member University may participate in the Legislative Meeting, including voting, if prior arrangements have been made and approved with the Executive Board, including but not limited to use of
  - a. Phone conference equipment.
  - b. Live streaming video chat services.
- E. In order for the Ohio Student Government Association to adopt an official lobbying agenda, an affirmative vote in support must be made by  $\frac{2}{3}$  of the President's Council. Once adopted, executive board members can lobby on behalf of the OSGA for that specific policy.

### *Section 2. Voting Procedure*

- A. Each attending member University shall receive one (1) vote for all Legislative Meeting business to be cast by their delegation's designee.

## **Article VII. Amendments and Enactment**

### *Section 1. Procedure to Amend*

- A. Amendments to the bylaws must be submitted to the Executive Director no later than three (3) weeks prior to the start of the conference.
- B. Amendments require a two-thirds ( $\frac{2}{3}$ ) vote of all member delegations

*Section 2. Enactment*

- A. These Bylaws shall supersede all previously existing bylaws.
- B. All provisions of these bylaws shall become effective immediately upon ratification.
- C. Of the four-year public institutions in Ohio, two-thirds ( $\frac{2}{3}$ ) of the Presidents Council shall be required to vote in the affirmative in order for this Constitution to be ratified.