

**CONSTITUTION AND BYLAWS
OF
KETTERING STUDENT GOVERNMENT**

CONSTITUTION

ARTICLE I -NAME AND MISSION STATEMENT

Section 1--The name of this organization is Kettering Student Government (KSG).

Section 2--The mission statement of this organization is to provide for the general well-being of the student body; to promote student activities; to grant recognition and aid to student organizations within Kettering; to address the student body's academic issues; and to assist the University administration, faculty, and staff on a variety of initiatives.

ARTICLE II -ORGANIZATION OF STUDENT GOVERNMENT

The Kettering Student Government consists of a Student Senate, an Academic Council, a Finance Council, and an Operations Council.

ARTICLE III -THE STUDENT SENATE

Section 1--Membership and Selection

The Student Senate consists of:

A. Elected Positions:

- A President, who serves as Student Senate Chairperson and is elected by the student body
- A Vice President elected by the student body
- An Administrator elected by the student body
- Two Class Representative elected by each of the four classes
- Two Multicultural Representative elected by multicultural members of the student body as defined by the United States Government
- Non-voting Advisor(s) appointed by the Vice President of Student Life and Dean of Students
- A non-voting Treasurer
- A non-voting Director of Operations
- A non-voting Director of Academics

B. Committees

- Campus Engagement and Programming
- Campus Improvement and Advancement
- Health/Safety/Food Service
- Multicultural Involvement

Each committee will have a Committee Head who must have an elected position on the Student Senate. One representative from Academic Council, Finance Council, and Operations Council is required to serve on each one of the four committees. Any member of the student body can serve on one of the committees granted that they have not been removed from any KSG office during

their tenure at the University.

Section 2--Responsibilities and Powers of the Student Senate

- A. Formulation of policies and guidelines for establishing councils and committees which serve student needs
- B. Review and approval of appointments in accordance with the Bylaws
- C. Review and approval or return for further consideration of the KSG budgets
- D. Faithful interpretation and execution of the Constitution and Bylaws
- E. Communication with the student body and administration about the activities of the Student Government
- F. Compliance with the Kettering Student Code of Conduct and other rules and regulations

Section 3--Procedures

- A. The Student Senate will meet weekly on Thursdays at 12:30 p.m. in the KSG Office.
- B. Regular meetings of the Student Senate will be open to all currently-enrolled Kettering University students.
- C. Decisions of the Student Senate require a majority vote of the total voting membership unless otherwise specified in the Constitution or Bylaws.
- D. Any projects or proposed changes for which Student Senate requires a response or action by a Kettering University administration, faculty, or staff member should be formally documented using KSG Resolution Template.
- E. All KSG Resolutions must be approved by the Student Senate with a majority vote before they are submitted to administration.
- F. All KSG Resolutions should be submitted to the Vice President of Student Life and Dean of Students who will draft a memo of support and pass the resolution on to the appropriate members at Kettering University.
- G. All KSG Resolutions, including KSG Resolution Outcome documentation should be filed in the KSG Resolutions filing cabinet and electronic copies should be uploaded to Blackboard.

Section 4—Duties and Responsibilities of Officers of the Student Senate

- A. President of the Student Senate
 - i. Chair Senate meetings and sit as a non-voting member except in the case of a tie vote
 - ii. Present a written needs analysis report at a meeting of the Executive Committee during the fifth week of the second term of the President's tenure
 - iii. Make appointments in accordance with the Bylaws
 - iv. Communicate Student Senate policies, guidelines, and priorities to Operations Council, Academic Council and Finance Council.
 - v. Represent the interests of the student body and the Student Senate both inside and outside the Kettering community
 - vi. Approve capital expenditures of over \$500 forwarded by the Finance Council
- B. Vice President of the Student Senate
 - i. Represent the President in the President's absence
 - ii. Coordinate and oversee each of the four standing committees
 - iii. Act as a liaison with the Student Life Office and the Vice President of Student Life and Dean

- of Students.
 - iv. Serve as Chief of Justice of any Ad Hoc Judicial Council
 - v. Designate Student Senate members to the Kettering Parking Appeals Board
 - vi. Create and coordinate a calendar for all KSG events prior to the school term's start and maintain throughout the school term
- C. Administrator
- i. Prepare and distribute minutes of all regular meetings of the Senate and make them available to the student body and the other KSG councils
 - ii. Maintain a file of official records of the Senate, the Constitution, Bylaws and Amendments and of Academic Council, Finance Council, and Operations Council policies
 - iii. Communicate useful information to the Senate of the opposite school section
- D. Class Representatives and Multicultural Representative
- i. Serve as non-voting member for a renewable one-year term selected by the Executive Committee with the consent of the Dean of Students. Will act as a communication channel between A and B section students.

Section 5--Special Interest Representative

- A. The Senate will determine the need for a Special Interest Representative in the case that a group which contributes a significant percentage of the Kettering student population is not being represented in the normal election process.
- B. After a need for a Special Interest Representative is determined, a 2/3 vote of the Senate is needed to create such a seat on the Senate.
- C. Should there be a significant decline in the number of students represented by the Special Interest Representative, the Senate may by a 2/3 vote abolish a Special Interest seat.
- D. Special interest groups may petition the Student Senate for a special representative.

ARTICLE IV - FINANCE COUNCIL

Section 1--Membership and Selection

- A. Treasurer
- i. Elected in accordance to the procedures outlined in Article XVI Serve as chair of the Finance Council
 - ii. Appoint an assistant Treasurer, administrator, and asset managers to manage specific areas of the budget with majority consent of Student Senate
 - iii. Organize and coordinate the management of KSG funds and assets
 - iv. Develop operating procedures necessary to manage and distribute funds
 - v. Serve as a liaison to Student Senate and the office of Student Life
 - vi. Present regular reports to Student Senate
- B. Assistant Treasurer
- i. Represent the Treasurer in his/her absence
 - ii. Performs monthly budget audits
 - iii. Oversee all budgets
 - iv. Other duties as assigned by the Treasurer
- C. Administrator
- i. Prepare and distribute minutes of all regular meetings of Finance Council and make them

- available to other KSG councils and the student body
 - ii. Maintain a file of official records of Finance Council policies, procedures, and amendments
 - iii. Communicate useful information to other KSG councils and the councils of the opposite section
 - iv. Other duties as assigned by the Treasurer
- D. Asset Manager(s)
- i. Manage their portion of the budget
 - ii. Approve or disapprove expenditures from their portion of the budget
 - iii. Ensure that all transactions follow Finance Council and the Kettering University Purchasing Department's policies and procedures
 - iv. Act as a liaison between the councils of Operations Council and the Treasurer
 - v. Other duties as assigned by the Treasurer
- E. Non-Voting Advisor(s) appointed by the Vice President of Student Life and Dean of Students
- i. Act as a liaison between KSG and the Kettering Business Office
 - ii. Act as the main communication channel between A and B sections in regard to financial matters, providing consistency in policies and decision making

Section 2--Responsibilities of Finance Council

- A. Will meet weekly on Tuesdays at 12:30 p.m.in the KSG Office
- B. Maintain and track all expenditures and transactions of the operating and capital accounts dealing with KSG
- C. Approve or disapprove any request for a capital expenditure
- D. Track and evaluate all inventory twice each academic term
- E. Make decisions relative to capital expenditures and the budget
 - 1. Process for capital expenditures
 - i. A completed capital expenditure request form must be submitted to the "Capital" Asset manager.
 - ii. The "Capital" Asset Manager will then present the request to the Finance Council for approval.
 - iii. The requestor or representative is required to attend the Finance Council meeting and be prepared to answer questions when their request is being presented.
 - iv. The request will be approved by a 2/3-majority vote.
 - v. Items approved in amounts over \$500 require the approval of the Student Senate President.
 - vi. All requests (approved or denied) will be kept in a file as designated by the Treasurer.
 - vii. All capital requests in excess of \$5000 require the approval of the off-section Treasurer and Student Senate President.
 - viii. If the amount of funds in the Capital Budget reaches 1/2 of the amount in the account at the beginning of the fiscal year, any further expenditure in excess of \$500 must be approved by the off-section Treasurer and Student Senate President by fax or e-mail.
 - 2. Process for development of budget
 - i. The budgeting committee will be chaired by the Treasurer and will consist of the Student Senate President and others at the Treasurer's discretion.
 - ii. Budget Request will be due at a date determined by the Treasurer.

- iii. Allocation of excess funds will be referred to as Battle of the Bucks and will take place at a time designated by the Treasurer.
 - iv. Finance Council will review the budgeting requests and the Battle of the Bucks requests.
 - v. The Executive Council will review budgeting requests and Battle of the Bucks requests and allocate funds.
 - vi. Both Battle of the Bucks and Budget allocations must be brought before Student Senate for approval or returned to the Executive Council for further considerations.
 - vii. Operations Council must approve any appropriation of funds within the operating budget and inform the appropriate Asset Manager.
 - viii. Finance Council reserves the right to withhold funding to comply with Finance Council policies or University Purchasing Department policies for failure of reporting all inventory of any group or non-compliance with Finance Council or Kettering University Purchasing Department's policies or procedures.
3. The following items are the minimum amounts that these councils and organizations should receive. These must be met before any other allocations can be made. Any changes to these amounts must have the approval of the budgeting committee and followed by 2/3-majority vote of Student Senate and Finance Council. In case of conflict, the deciding factor will come from the budgeting committee.
- Capital/Reserve account-5% of gross operating budget
 - Athletics (Intramurals) and Greater of: 21% of operating budget after Capital/Reserve deductions or \$10,000
 - Technician-Minimum of 3 editions; Student Life and Kettering Student Government reserve the right to determine how many issues per edition will be budgeted for
 - Diversity Week (winter, fall term)-\$3,000
 - Flowers/gifts/name plates-\$300
 - Photo copier/sign room supplies- \$450
 - Senior III picnic-\$600
 - WKUF-\$1,625
 - KSG Leadership Development Fund(once per section) - \$1000 annually

ARTICLE V -OPERATIONS COUNCIL

Section 1--Membership and Selection

A. The Director of Operations Council

- i. Elected in accordance to the procedures outlined in Article XVI
- ii. Serve as chair of the Operations Council
- iii. Elected Positions by Director of Operations

The newly-elected Director of Operations may elect chairpersons to address the following functions with majority consent of the Student Senate:

- Entertainment
- Administrator

- Philanthropy
 - Activities
 - BJ's Lounge
 - Public Relations & Communications
 - Other chairs as deemed necessary
- . Functions of the chairpersons may be combined or separated as determined by the Director of Operations as well as the number of persons required to carry out the assigned duties of the position Additional chair persons may be elected on an as needed basis to chair councils .
- iv. Organize and coordinate the progress of activities conducted by the Operations Council
 - v. Develop procedures necessary to carry out the activities and operations of the council
 - vi. Serve as liaison to Student Senate and the office of Student Life
 - vii. Prepare and present reports to Student Senate during the regular meetings
- B. The Assistant Director of Operations
- i. Represent the Director of Operations in his/her absence
 - ii. Any other duties as assigned by the Director of Operations
- C. The Administrator
- i. Prepare and distribute minutes of all regular meetings of the Operations Council and make them available to other KSG councils and the student body
 - ii. Maintain a file of official records of the Operations Council policies and Amendments
 - iii. Communicate useful information to other KSG councils and the councils of the opposite section
 - iv. Keep track of all KSG club pertinent documents including, but not limited to, club Constitutions and weekly sign-in sheets
 - v. Ability to develop operating policies and procedures subject to the approval of the Operations Council
 - vi. Any other duties as assigned by the Director of Operations
- D. Entertainment Chair
- i. Plans and coordinates campus wide activities including, but not limited to, Late Night Breakfast, Wings Night, and additional Student Life activities
 - ii. Any other duties as assigned by the Director of Operations
- E. Philanthropy
- i. Plans and coordinates any campus wide philanthropic activities
 - ii. Plans Diversity Week in coordination with Multicultural representative once per term per section
 - iii. Aides all campus student philanthropic organizations as needed
 - iv. Any other duties as assigned by the Director of Operations
- F. Activities
- i. Holds biweekly meetings with all club presidents and/or representatives; meetings may be in person or electronic as per the discretion of the chair and Director of Operations
 - ii. Communicates all KSG-related policy changes and pertinent information to clubs
 - iii. Any other duties as assigned by the Director of Operations
- G. Public Relations & Communications
- i. Creates advertisements for campus wide activities for KSG and Student Life
 - ii. Publishes and distributes any KSG related information to student body
 - iii. Any other duties as assigned by the Director of Operations

- H. BJ's Lounge
 - i. Forms and heads a committee of at least 4 students
 - ii. Plans a minimum of 1 event per week for BJ's Lounge
 - iii. Coordinates with Student Life for all events
- I. Non-Voting Advisor Appointed by the Vice President of Student Life and Dean of Students

Section 2--Responsibilities of the Operations Council

- A. Will meet weekly on Wednesdays at 12:30 p.m. in the KSG Office
- B. Plan, promote and operate programs and activities which provide social, cultural, recreational, educational, and communication opportunities to the student body.
- C. Act to suspend students from participation in specific KSG events or activities following a 2/3 vote of the Operations Council.
- D. Re-appropriate funds within the current operating budget after consultation with Finance Council.
- E. Oversee activities utilizing the Connie John Millennium Fund

ARTICLE VI – ACADEMIC COUNCIL

Section 1 --Membership and Selection

- A. The Director of Academic Council (DAC)
 - i. Elected in accordance to Article XVI
 - ii. Serve as Academic Council Chair
 - iii. Preside at Academic Council meetings and vote only to break a tie
 - iv. Serve as spokesperson for the Academic Council and present weekly reports to Student Senate
 - v. Facilitate communications between administration, faculty, and students
 - vi. Appoint the following positions:
 - a. Assistant Director of Academic Council
 - b. Feedback Coordinator
 - c. Public Relations Coordinator
 - d. Resources Coordinator
- B. The Assistant Director of Academic Council
 - i. Appointed by the Director of Academic Council and approved by a majority vote of the Student Senate
 - ii. Assume the Director of Academic Council's responsibilities in her/his absence
 - iii. Create an agenda for each Council meeting
 - iv. Record the meeting minutes
 - v. Create the AC budget for the term
 - vi. Accompany the Director of Academic Council to administrative meetings
 - vii. Fulfill any other duties as assigned by the Director of Academic Council
- C. The Feedback Coordinator
 - i. Appointed by the Director of Academic Council and approved by a majority vote of the Student Senate
 - ii. Represent the Academic Council and ultimately the students in policy-making Councils and supporting Committees
 - iii. Communicate the progress of the policymaking groups to Academic Council Committees
 - iv. Fulfill any other duties as assigned by the Director of Academic Council

- D. The Public Relations Coordinator
 - i. Appointed by the Director of Academic Council and approved by a majority vote of the Student Senate.
 - ii. Maintain weekly communication of Academic Council's progress
 - iii. Work in conjunction with members of the Communications Council
 - iv. Develop the means necessary to ensure an exceptionally high degree of visibility of the Council to the student body
 - v. Fulfill any other duties as assigned by the Director of Academic Council
- E. The Resources Coordinator
 - i. Appointed by the Director of Academic Council and approved by a majority vote of the Student Senate.
 - ii. Coordinates all resources required by Academic Council such as room reservations and ordering food.
 - iii. Responsible for the logistics of Academic Council events, particularly forums.
- F. The Project Team
 - i. All other members of Academic Council are assigned to the Project Team by default.
 - ii. Responsible for researching and evaluating projects and creating proposals.

Section 2 – Responsibility of the Academic Council

- A. Will meet weekly on Fridays at 12:30 p.m. in the KSG Office
- B. Investigate issues concerning academic quality for students of the College
- C. Formulate and evaluate proposals pertaining to College policies and practices
- D. Recommend the adoption of resolutions and specific courses of actions concerning academic affairs
- E. Serve as KSG's primary instrument of lobbying for student interest in academic matters

ARTICLE VII -EXECUTIVE COMMITTEE

Section 1--Memberships

- A. President of Student Senate
- B. Vice President of Student Senate
- C. Director of Academic Council
- D. Director of Operations Council
- E. Treasurer of Finance Council

Section 2--Responsibilities

- A. Will meet weekly on Mondays at 12:30 p.m. in the KSG Office
- B. Meet on a regular basis with appropriate university administrators.
- C. Submit recommendations for appointment of Faculty/Staff non-voting members of the Student Senate to the Vice President of Student Life and Dean of Students who will forward the names to the President of the University.
- D. Formally meet with the President of Kettering University once per section to discuss items of concern to the student body.
- E. Review procedures and policies of the Student Government at least once per term.
- F. Provide authoritative resolutions of all conflicts arising with the Constitution and Bylaws and the

policies developed in pursuance thereof.

Section 3--Leadership Development

Each year the Executive Committee, in cooperation with the Vice President of Student Life and Dean of Students will conduct or attend a Leadership Conference or approved equivalent, to develop the student leadership of KSG so that it may better serve the students of Kettering University.

A KSG Leadership & Team Building Seminar may be of approved equivalency to a leadership conference. The seminar shall include all four branches of KSG from both sections in participation and any

Expenses incurred by this event will be charged to the Administration accounts of the Student Senate, Academic Council, Operations Council, and Finance Council respectively for the participation of council members. Expenses incurred on a reservation basis will be charged to any individual who fails to give reasonable notice of his inability to participate.

ARTICLE VIII -AD HOC JUDICIAL COUNCIL

Section 1--Membership of the Ad Hoc Judicial Council is comprised of the Vice President of the Student Senate and four voting members of the Senate selected by the Vice President.

Section 2--An Ad Hoc Judicial Council will be chaired by the Vice President of the Student Senate.

Section 3--An Ad Hoc Judicial Council will be convened to hear any appeals students might bring as the result of an alleged violation of the KSG Constitution or By-laws.

Section 4--A decision by the Ad Hoc Judicial Council may be appealed to the Vice President of Student Life.

Section 5--In the event that the Vice President of the Student Senate is involved in the alleged violation, the President of the Student Senate will designate a non-involved voting member to chair the Judicial Council.

ARTICLE IX -PARLIAMENTARY PROCEDURE

Parliamentary procedure for the Student Senate and other councils will be based on the latest edition of Roberts' Rules of Order. Appeals to a Chair's decision will be decided by the Executive Council.

ARTICLE X -ELECTION OF SENATE

Section 1--Elected Officers and Length of Terms

A. The officers of the KSG Student Senate will be elected annually.

B. All elected officers will serve for one year (equivalent of two academic terms) beginning on the first day of the following term.

Section 2--Duplication of Offices

A. During each regular school year, no member of KSG may hold at one time more than one of the following KSG elected or appointed offices:

- Assistant Director of Academic Council
- Assistant Director of Operations

- Assistant Treasurer
 - Director of Academic Council
 - Director of Operations Council
 - Finance Council Treasurer
 - KSG President
 - KSG Vice President
- B. During each regular school year, no member of KSG will hold any one of the KSG offices and responsibilities listed in item A above, if at the same time he/she is holding one of the following offices or responsibilities without approval from both executive boards from the bodies in which the member is serving:
- President IFC or Pan-Hellenic Council
 - President, Residence Hall Association

Section 3--Candidate Eligibility

1. No member of KSG will seek candidacy for more than one KSG elective office in any given election.
2. Any candidate for any elected office, at the time of election, will have at least one full academic year at Kettering remaining after the election, and will not be on academic probation.
3. Any candidate for the office of President or Vice President must have at least one year (equivalent of two academic terms) of KSG experience.
4. Any candidate for the office of Senior Class Representative will be at least a Junior II.
5. Any candidate for the office of Junior Class Representative will be a Sophomore II or Junior I.
6. Any candidate for the office of Sophomore Class Representative will be a Freshman II or Sophomore I.
7. Any candidate for the office of Freshman Class Representative will be a Freshman I.
8. Any candidate for the office of Multicultural Representative will be:
 - i. A Sophomore I through Senior I
 - ii. A minority, as defined by the Federal Government

Section 4--Voting Eligibility

In the election Kettering Students are eligible to vote as follows:

- A. For the office of KSG President, Vice President, and Administrator: all Kettering Students.
- B. For the office of Senior Class Representative: only students classified as at least a Junior II.
- C. For the office of Junior Class Representative: only students classified as Sophomore II or Junior I.
- D. For the office of Sophomore Class Representative: only students classified as Freshman II or Sophomore I.
- E. For the office of Freshman Class Representative: only students classified as Freshman I.
- F. For the office of Multicultural Representative: all minority Kettering Students, following the Federal definition as defined by

Section 5—Appointments

- A. Appointed positions must be advertised for 5 school days before the interview process can begin.
- B. All applicants, at the time of appointment, must have at least one academic year at Kettering remaining after appointment and must not be on academic probation.

Section 6—Student Senate Election Process

- A. Student Senate elections will take place during the first semester of the year for each section.
- B. Advertising for the elections will begin third week for President, Vice President and Administrator, and fifth week for all other positions.
 - i. Student Senate will be the responsible party for managing advertisement.
- C. An informational session for all prospective candidates will be held during fifth week.
 - i. Student Senate will be the responsible party for organizing and holding the informational session.
- D. Applications will go out at the end of third week for President, Vice President and Administrator, and fifth week for all other positions.
 - i. Student Senate will be responsible for making applications available to those interested.
- E. Application Information Sheet will be due to Student Life, along with essays and signature sheets, on fourth Friday for President, Vice President and Administrator and sixth Friday for all other positions.
 - i. Applications will be handled by Student Life staff to ensure that all candidates meet the eligibility requirements and are submitted by the deadline.
 - ii. Applications will be handled by Student Life staff to ensure that all candidates' information will be posted for elections.
- F. Campaigning may start as soon as sixth Monday for President, Vice President and Administrator and continue through seventh Friday. For all other positions campaigning may start eighth Monday and continue through ninth week Friday.
 - i. Candidates must first receive approval from Student Life that they are indeed eligible to run for a position on Senate.
- G. The student body will be given the opportunity to vote for President, Vice President and Administrator 7th week Monday through Friday. Voting for all other positions will take place ninth week Monday through Friday.
 - i. Student Life and Information Technologies staff will be responsible for posting the ballot online.
- H. The candidates will be informed of the election results by the beginning of eighth week for President, Vice President and Administrator. If not elected and candidates still want to run for a representative position, a new application with essays and all signatures must be submitted by 8th week Friday to student life. All other positions will be notified by the beginning of tenth week.
- I. The newly elected Senate must attend the tenth week meeting for transitional information.
- J. During tenth week, a public oath of office and induction of the new Senate will take place.
 - i. The current Senate will be responsible for organizing this event.
 - ii. The Kettering University President will be responsible for administering the oath of office.
 - a. If the President cannot attend this event, the Vice President of Student Life and Dean of Students will administer the oath of office.

Section 7—Student Senate Election Voting Procedure

- A. For candidates who are running unopposed, students will have an option of voting 'yes' or 'no'. If the candidate receives more 'yes' votes than 'no' votes, they will be elected.
- B. For positions where there are multiple candidates, there will be a ranking system for voting.
 - i. Voters will rank the candidates they would like to vote for with a 1, 2, 3, etc. depending on how many candidates are running.
 - ii. Votes will be tallied by looking at all voters' first choices. The candidate with the lowest

- number of votes will be eliminated.
- iii. All who voted for the eliminated candidate will have their first choice replaced with their second choice. Votes are tallied again and the candidate with the lowest number of votes is eliminated.
- iv. This process continues until one candidate holds a majority of the votes.

Section 8—Student Senate Election Results

A. Election Results will be available for public viewing after the information has been confirmed by the Student Life Office.

- i. Results will include:
 - 1. Total voters from each class (freshman, sophomore, junior and senior)
 - 2. Percentage and tally of student that voted
 - 3. Percentage and tally of students that voted from each class
 - 4. Percentage and tally of votes for each position

ARTICLE XI -PROCEDURE FOR FILLING VACANCIES WITHIN STUDENT SENATE

Section 1--Should the Office of President become vacant the Vice President will become President.

Section 2--The Student Senate will inform the student body of any vacancy and allow 10 days for applications for the position. The Senate will then appoint an applicant to the position by a 2/3 vote of the Senate.

ARTICLE XII –AMENDMENTS

Section 1--Amendments to the Constitution require a 2/3 vote of the Student Senate and a majority vote of the Executive Council in both A and B section.

Section 2--Bylaws made in pursuance of the Constitution requires a majority vote of all voting members in both the A and B Student Senates.

ARTICLE XIII -IMPEACHMENT OF ELECTED OFFICIALS

Section 1--Any time a student code of conduct is violated the impeachment process will be invoked. Impeachment proceedings will also be invoked against any member of the Student Senate, Academic Council, Finance Council, and Operations Council charged with clear and persistent neglect of duties. Clear and persistent neglect of duties may be defined by the point system outlined in Article XV.

Section 2--The initiation of impeachment proceedings will require a majority vote of the Student Senate and must be preceded by a written list of charges presented to the Student Senate by any member of KSG.

Section 3--Any member so charged will have the right to possess the written statement of charges and will be given a minimum of three and a maximum of 10 school days to prepare and present a rebuttal.

Section 4--Any decision in an impeachment case will require a 2/3 vote of the Student Senate.

Section 5--Impeachment proceedings will be conducted by the Advisory member from Student Life.

ARTICLE XIV -REMOVAL OF APPOINTED OFFICIALS

Section 1--Appointed officials may be removed by the appointing official by a written notification to the appointing official's supervisor. Appointed officials include any special interest representatives appointed to any branch or any other official who is not a regularly elected member of a council of senate.

Section 2--Removed officials may appeal to the Student Senate in the case of prejudicial or unjust removal.

ARTICLE XV – ACCOUNTABILITY OF KSG MEMBERS

Section 1: A strike based system will be utilized by all branches with strike given out and tracked by each branch executive head. All strikes shall presented by the issuing head to the executive board for unanimous approval. If a strike is approved, the receiving member shall be notified at the next meeting and has a one week grace period to refute said strike.

If any council members feel a strike should be brought against a branch head, they should notify the appointed advisor for KSG in a timely manner.

Section 2: All strikes will carry over between terms, and the following all exemplify scenarios in which a KSG member would accrue one strike:

- Unexcused absence (less than 24 hours' notice to branch head)
 - Regularly missing a KSG meeting for another club or organization meeting falls under this description
- Failure to follow through with an assigned duty within the assigned time frame
- Failure to complete turnover responsibility
- Unethical action

Section 3: All students are allowed excused absences for academically based reasons such as common hour exams. Due to the fact that conflicts of this nature are published more than 24 hours in advance, members should still report these absences at least 24 hours before a meeting.

Section 4: In the instance of an emergency or tragedy, students will not be accountable for related absences.

Section 5: After two strikes are accrued, the member will be put on probation and will be required to meet with the Executive Board to discuss and develop a plan of action to ensure a third strike is not accrued. Should a member accrue three strikes, they will be removed from their position and the position will be filled as per Article XI.

ARTICLE XVI – ELECTION PROCESS OF BRANCH HEADS AND COUNCIL MEMBERS

Section 1: The branch heads of Academic Council, Operations Council, and Finance Council shall be elected by the respective outgoing council and approved by the in-session executive board.

In the case of a tie at the council level, the candidate(s) shall present to the executive council for approval. In the case of a tie at the executive board level, assistant branch heads shall be included in the election process.

If the in-session executive board denies a candidate that has been approved by the council, it would go back for a re-vote within the council. If the same candidate is put forward to the executive board, the board will reconsider the candidate for office.

Section 2: The branch head positions are not required to be advertised external to each respective council. Any previous members of the councils who wish to run for branch head are responsible for being familiar with the Constitution and deadlines under which this process would fall and contact the current branch in due time.

Section 3: The timeline for the branch head election process shall be as follows:

- A. Applications will go out at the end of fifth week to all current council members and any interested past council members in good standing who have contacted the respective branch head.
- B. The application forms shall be due to Student Life on sixth Friday. All applications will then be forwarded to the current branch head to be assembled for the vote of the council.
- C. Voting within the council shall occur by the end of seventh week.
- D. The approved candidate shall be brought before the executive board eight week for approval. If approved, the candidate shall be notified at the next occurring meeting of the respective branch. If denied, the timeline will be extended as needed until a candidate is chosen.

BYLAWS

Bylaw One

Expenses for Conferences, Conventions, Seminars or Outside Activities

A request for a conference, convention or seminar must be approved through the budgeting process for the term in which the event will take place. The budget submittal should include a breakdown of all costs for the event. The money for the event will be placed in the appropriate budget for the group or other budget as designated by the Treasurer.

Prior to leaving on the trip, the appropriate steps must be taken to address the cost of the trip. Funds requests must be submitted and approved through the current process. With the funds request, a new breakdown of the actual cost must be submitted.

KSG will sponsor registration fees, transportation, necessary rooming, and food cost per the current regulations on travel issued from the Kettering University Accounts Payable department.

Original receipts are to be turned in along with an expense report (Account Payable format) for the event. These items must also be submitted in the case of reimbursement.

Bylaw Two

Turnover Report

A report and evaluation of the past year's terms and an outline of the issues dealt with by Student Senate, Finance Council, Academic Council and Operations Council, will be compiled by the chairs of the respective councils annually and kept for future reference in the KSG offices.

These reports are to be completed by each council by the last meeting of the term.

Bylaw Three
Communications

The Operations Council shall provide the means for informing the membership of KSG about KSG, its policies, activities and programs.

Such communications means shall make this function (the distribution of information about KSG) its foremost priority. This is to ensure that KSG receives its due consideration.

KSG shall further provide for the development and the distribution of student attitudes and opinions.

Bylaw Four
Use of KSG Equipment

In-section students should have priority use of KSG equipment. All users of KSG equipment shall be subject to all guidelines as established by the Operations Council.

Anyone owing a financial obligation from a previous semester will not be allowed to register until such obligation is met or cleared by the Finance Council. It is requested that the administration enforce this clause.

Grievances will be handled in accordance with the Constitution.

Bylaw Five
Disposal of KSG Equipment

Provisions shall be established by the Finance Council for the disposal of all physical KSG assets. A formal procedure of bidding and sale, established by the KSG Treasurer, will ensure maximum return on KSG investments.

There will be adequate publicity prior to bidding.

If the student body has failed to respond to solicitation, bids may be solicited from outside concerns.

Complete records regarding bidding and sales will be maintained by the KSG Treasurer for a period of one year.

Equipment with an assessed value, at the time of sale, of \$30 or more, of significant demand in both sections, shall be bid in A and B sections before a bid is awarded. Assessed value and quality of demand is to be determined by joint decision of the treasurers of both sections.

No item shall be sold to anyone at any time if the sale is in violation of any local, state, or federal law.

Equipment whose use requires certification by a recognized society, agency or organization shall be sold only to bidders holding such a certification. These certifications will be have been completed by the bidder prior to the time of sale.

No equipment will be sold to anyone if such sale creates a reasonable possibility that it will be harmful or dangerous to any person. The Finance Council has the authority to refuse sale to any bidder if this question arises. In such cases, all bids are nullified. A bidder or bidders may appeal the decision of Finance Council to Student Senate. These actions are to be recorded as part of the record of the sale, should the sale be granted.

Bylaw Six
Cash Prizes

Cash shall not be used as a prize, gift or award for any KSG event or program or advertised as such.

Bylaw Seven
Interest Income

All interest earned on KSG funds will be deposited into the capital budget at the beginning of each fiscal year.

Bylaw Eight
Policies Recognizing KSG Clubs and Organizations

KSG, including Student Senate, Operations Council, and Finance Council, each play an integral role in ensuring that student interests are represented through clubs and organizations. The following bylaw outlines the responsibilities of each branch of KSG concerning clubs and organizations.

Recognized organizations will be entitled to all the benefits and services provided by Kettering to such organizations. Recognition does not in itself entitle an organization to KSG funds.

Any club receiving funding from a national organization is not eligible to be recognized as a KSG club or organization. This does not prevent any groups from advertising on campus or holding activities on campus as being recognized as a KSG organization does not grant these privileges.

New Club Recognition Procedure

If student's interests are not met through an existing club or organization, Kettering Students are encouraged to start a new club or organization. KSG will not recognize any organization that discriminates its membership by intent or practice on the basis of sex, race, religion, or national origin. It is suggested that any group confer with the Student Life Advisor before starting the recognition procedure. The following procedure is to be used for recognizing new clubs:

1. Club Request Form

The contact student for the club will fill out a new club request form and present this form to the Operations Council. This form contains basic information: contact student name and number, name of the new club. After the approval process is finished and if approval is granted, the Director of Operations will sign this form. A copy of this form will be kept with the Activities Council Chairperson for Operations Council records and the original will serve as proof of recognition for the club. The new club recognition packet must be approved and presented at the same time as this form.

2. New Club Recognition Packet

The club seeking recognition will organize the following packet:

- a. Executive Summary
 1. One page overview of the club
 2. Basic mission of the club
 3. Explanation of how the organization will benefit Kettering Students
 4. Proposed budget
- b. Constitution
 1. The purpose and objectives of the club
- c. Definition of Membership
 1. Who is the membership open to?
 2. What is required for membership?
- d. Structure of Organization
 1. Definition of officers
 - This must include the designation of one person as a presiding officer through whom all contact with KSG shall be made.
 2. Selection Process
 - Elections must be held at least once a year
- e. Membership List
 1. List of members including Student I.D. numbers
 2. Number of members required to start a new club shall be set by Operations Council
- f. Petition
 1. Petition signed by 100 Kettering Students that do not appear on the club's membership list.
- g. Advisor
 1. All clubs are required to have an advisor and shall fill out the Club Advisor Contract (found in Student Life) and attach a signed letter from the advisor-to-be indicating acceptance of role within the club.
 2. Club Advisor Contract should be attached to the letter mentioned above.
- h. Insurance & Liability
 1. Are there any special safety or insurance concerns?
 2. Letter of support from Risk Management Department

3. Operations Council Approval

- a. Operations Council Presentation

The club contact will arrange with the Director of Operations to present the Executive Summary at an Operations Council meeting and give a brief explanation of the club. New club recognition procedures will be evaluated at this time.
- b. Director of Operations Sign-Off

The Director of Operations, based on input from the Operations Council, will then sign off on the club request form, completing the approval process.
- c. Finance Council Sign-Off

4. Student Senate Presentation

After approval is granted, the executive summary will be distributed to Student Senate maintaining communications between the branches of KSG and enabling Student Senate to convey this information

to the student body. Student Senate has the power to call to question a decision made by Operations Council to recognize a club. With input from the interested parties Operations Council, new club representatives, etc., Student Senate has the authority to veto a decision to recognize a club. This clause shall serve as a system of checks and balances for the branches of KSG.

CLUB REQUEST FORM

New Club Name _____

Contact Student:

Name _____

School Number _____

Please circle when the club will be in operation:

Winter

Spring

Summer

Fall

Are liability issues involved with this club?

Yes

No

Signatures:

Contact Student

Date

Director of Operations

Date

KSG President

Date

Bylaw Nine

Participation of KSG Groups in Activities With Groups Outside Kettering University

All KSG clubs and organizations are encouraged to participate in outside organizations or associations as approved by the KSG Operations Council, consistent with policies and programs established by the Student Senate.

Bylaw Ten

Participation in KSG by Non-Kettering Students

The purpose of KSG is to meet needs of the cooperative student body of Kettering University. Therefore, all KSG events, programs, and equipment will be provided to this group as first priority.

Within any single function, after students have been accommodated, other groups (consistent to Kettering University policies) may be offered the opportunity to participate. Regulations and procedures to this effect will be established and enforced by the Operations Council subject to the approval of the Student Senate.

Bylaw Eleven

Co-Sponsorship of Events

KSG organizations can receive funds or co-sponsor events with non-KSG organizations. The KSG organizations must pay at least 25% of the overall cost and the event must adhere to the rules and regulations that apply to all KSG-sponsored events. The event must have also been approved through the budgeting process or receive approval from the Director of Operations. All funds must be transferred into a KSG account and all paperwork must be submitted through the appropriate KSG personnel. If funds are being received from a non-Kettering and non-KSG organization and the co-sponsoring party is not another university or public institution; they must be transferred into a KSG account through a check. If the party that the KSG organization is co-sponsoring the event with desires to pay an amount greater than 75% of the total cost, the event requires the approval of 2/3 majority of Finance Council.

Bylaw Twelve

Strategic Planning Committee Meetings

The Strategic Planning Committee shall meet at least annually.

Those who are required to attend Committee meetings from both A and B Section, unless otherwise noted:

1. Student Senate: President
2. Student Senate: In-Section Administrator
3. Operations Council: Director of Operations
4. Finance Council: Treasurer
5. Academic Council: Director of Academic Council

Other Student Senate, Operations Council, and Finance Council members are encouraged to attend, in particular the Student Senate Vice President.

Responsibilities of the in-section Student Senate President:

1. Coordinate the meeting date, time, and place
2. Contact those required to attend
3. Set the agenda
4. Act as the presiding officer at the meeting

Items in particular that the Strategic Planning Committee shall address:

- a. Student Senate
 - b. Review of Mission Statement
 - c. Review of Constitution
 - d. Long-term goals and visions
 - e. On-going issues for both A and B Sections
2. Operations Council
 - a. Organizational Improvements
 3. Finance Council
 - a. Review future capital purchases
 - b. Inventory/assets

Bylaw Thirteen
Advertising Policy

KSG shall have an Advertising Committee headed by the Publications chair that will include a member of Finance Council (appointed by the Treasurer), a member of Operations Council (appointed by the Director of Operations), a member of the Technician Staff, and a member of any other KSG-sponsored entity that can generate revenue through advertising. These members will be responsible for soliciting ads to go into KSG publications.

No KSG-sponsored entity is required to advertise for profit. If any decides to do so, the following guidelines shall be adhered to:

Any funds received as payment for advertising in any KSG-funded publication will be handled as follows:

75% of this amount will go into the operating budget for the current term.

25% will go into an operating holding account, in that entity's name, that will roll over into a special capital account.

The funds accumulated in the operating holding account must be allocated through proper Finance Council procedures. The special capital account's funds must have Finance Council approval before being spent.

Bylaw Fourteen
Leadership Conference

Each year the Executive Committee, in cooperation with the Vice President of Student Life and Dean of Students will conduct a Leadership Conference to develop the student leadership of KSG so that it may better serve the students of Kettering University.

Expenses incurred by this event will be charged to the Administration accounts of the Student Senate, Operations and Finance Council respectively for the participation of council members. Expenses incurred on a reservation basis will be charged to any individual who fails to give reasonable notice of his inability to participate.

Bylaw Fifteen
Austerity Plan

The purpose of this plan is to provide KSG with an outline of how to deal with the decrease in funds that might occur. These numbers are based on the current involvement and standings of the councils or organizations as well as the importance of each council to the functioning of KSG and its benefit to the school.

It shall be the right of KSG to promote and encourage group events between KSG organizations. These events will reduce the amount of money issued in budgeting by allocating funds that will be used by more people as at a lesser cost to the consumer. It also stops the need for redundant events by clubs and organizations.

It shall be the right to encourage and promote events co-sponsored by non-KSG and non-Kettering Organizations. This includes events with different offices in Kettering, Fraternities/Sororities, outside businesses, companies, schools, and organizations.

Plan:

The capital/reserve budget will be placed at a maximum of \$50,000.

Bylaw Sixteen

Recognition of a KSG Athletic Club as an Athletic Team

In an effort to distinguish between athletic club sports and athletic team sports, these policies are drafted to collaborate management between sections including budgets. The following guidelines are in effect and will be reviewed annually each winter/spring terms for the succeeding academic year.

1. Organizations must be a currently recognized club by **both** sections and be in good standing with Kettering Student Government (KSG) and Recreation Services/Student Life. Good standing implies that no policy violations (Kettering or KSG) are documented within the current **and** previous academic year. If necessary, a letter from both section KSG Senate Presidents and Recreation Services/Student Life may be required to verify this good standing.
2. The organizations (A/B Section) must **jointly** desire to join an external athletic league in which rules, eligibility, schedules and other athletic management issues are administered by a governing body that has college/university competitions as their mission. This is **not** to be confused with NCAA or any other traditionally recognized intercollegiate athletic organization.
3. The organizations must submit in writing their proposal to both section KSG Presidents and Director of Recreation Services. This proposal should include budget requirements, equipment/facility/travel requirements, timetable, league/team information and other information determined necessary by KSG and the Director of Recreation Services. From this proposal, the athletic club seeking athletic team status must receive a 2/3 vote from KSG Student Senate for their recognition.
4. The KSG Presidents will communicate information to their Director of Operations and Treasurer at every level. Budget matters will be delegated to the KSG Treasurer.
5. Teams must advertise their activities via web, printed materials, and allow open participation in practices by Kettering Students. Teams may restrict rosters for competitions; however, there must be similarity in ratio of players to the budget with regard to A/B Section contributions. The KSG Treasurer and Director of Recreation Services may review this ratio and if necessary impose restrictions on rostered players.
6. If players must contribute money on their own for competition **only** those players rostered are to be asked to contribute.
7. Each year a budget request must be submitted winter/spring term for the successive academic year and KSG/Recreation Services will review and make appropriations.
8. Fundraising may occur for needs above the granted annual budget. Follow fundraising guidelines published by the Student Life Office.
9. Once both sections approve an annual budget, the Director of Recreation Services will place the funds in an account that will be available at the discretion of the team with authorization by the Director of Recreation Services. All Kettering Business Office policies must be followed. **Athletic teams are not permitted access to any KSG funding beyond their annual budget. For example, teams will not have access to the Capital**

Account or Battle of the Bucks.

10. The team may not impose any additional fees on Kettering students. For example, attendance fees at competitions. (**This does not apply to fundraising**)