

CONSTITUTION AND BYLAWS OF KETTERING STUDENT GOVERNMENT

CONSTITUTION

<http://www.kettering.edu/studentactivities/docs/KSGConstitution2011.pdf>

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 cooperate with the University faculty and administration.

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 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 Representatives elected by each of the four classes
- Two Minority Representatives elected by the minority members of the student body as defined by the Office of Multicultural Student Initiatives
- Two faculty/staff members appointed according to the Bylaws
- Non-voting Advisor(s) appointed by the Associate Provost of Student Affairs and Dean of Students
- A non-voting Treasurer appointed in accordance with the Bylaws
- A non-voting Director of Operations

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 normally meet weekly during the school term.
- 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 Associate Provost of Student Affairs, 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 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
- B. Vice President of the Student Senate
 - i. Represent the President in the Presidents' absence
 - ii. Coordinate and oversee all standing committees
 - iii. Act as a liaison with the Student Activities Office and the Associate Provost of Student Affairs
 - iv. Coordinate with the Dean of Students a student-faculty convocation as scheduled by the Faculty Senate
 - v. Serve as Chief of Justice of any Ad Hoc Judicial Council
 - vi. Designate Student Senate members to the Kettering Parking Appeals Board
- 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
 - iv. Serve as Senate web-site liaison to the Student Senate Webmaster
- D. Class Representatives and Multicultural Representatives
 - i. Represent the student body
 - ii. Represent the specific interests of their constituents
- E. Faculty/Staff Representatives
 - i. Serve as non-voting member for renewable one-000ear term selected by the Executive

Committee with the consent of the Dean of Students 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. Appointed by the Student Senate President with the approval of 2/3 of the voting membership of Student Senate
 - ii. Serve as chair of the Finance Council
 - iii. Appoint an assistant Treasurer, administrator, and asset managers to manage specific areas of the budget with majority consent of Student Senate
 - iv. Organize and coordinate the management of KSG funds and assets
 - v. Develop operating procedures necessary to manage and distribute funds
 - vi. Serve as a liaison to Student Senate and the office of Student Activities
 - vii. Present regular reports to Student Senate
- B. Assistant Treasurer
 - i. Represent the Treasurer in his/her absence
 - ii. Oversee all budgets
 - iii. 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
 - 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 Associate Provost of Student Affairs
 - 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. Maintain and track all expenditures and transactions of the operating and capital accounts dealing with KSG
- B. Approve or disapprove any request for a capital expenditure
- C. Track and evaluate all inventory twice each academic term
- D. 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 Director of Operations, 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.

Connie John Millennium Fund (CJMF) -1.5% of gross operating budget

Capital/Reserve account-5% of gross operating budget

Athletics (Intramurals)-Greater of: 19% of operating budget after CJMF and Capital/Reserve deductions or \$10,000

Reflector-One half of the relative percentage of the in section student body population paying the activity fee must be budgeted. For example, if A section contains 40% of the total student body and B section 60%, then A section must budget 20% of the Reflector's annual cost each term and so forth.

Technician-Minimum of 3 editions

Diversity Week (winter, fall term)-\$3,000

Flowers/gifts/name plates-\$300

Photo copier/sign room supplies-\$900

Senior III picnic-\$600

KSG Leadership retreat (annual)-\$1,000

WKUF-\$1,625

ARTICLE V -OPERATIONS COUNCIL

Section 1--Membership and Selection

A. The Director of Operations Council

- i. Appointed by Student Senate President with the approval of 2/3 of the voting members of the Student Senate
- ii. Serve as chair of the Operations Council
- iii. Appointments by Director of Operations

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

- Campus Activities/Entertainment Council
- Athletic
- Web
- Activities
- Tech Staff
- Communications Publications
- Other chairs as deemed necessary

The Council chairperson with approval of the Director of Operations shall decide the name for their individual council. Functions of the councils may be combined as determined by the Director of Operations.

- 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 Activities

- vii. Prepare and present reports to Student Senate during the regular meetings
- B. The Assistant Director of Operations
 - i. Appointed by the Director of Operations Council
 - ii. Represent the Director of Operations in his/her absence
 - iii. Oversee all councils
 - iv. Any other duties as assigned by the Director of Operations
- C. The Administrator
 - i. Appointed by the Director of Operations Council
 - ii. Prepare and distribute minutes of all regular meetings of the Operations Council and make them available to other KSG councils and the student body
 - iii. Maintain a file of official records of the Operations Council policies and Amendments
 - iv. Communicate useful information to other KSG councils and the councils of the opposite section
- D. Council Chairs Appointed by the Director of Operations
 - i. Oversee and preside over meetings for their Council
 - ii. Ensure that all KSG and Kettering rules are adhered to by their respective KSG organizations
 - iii. Supply accurate minutes and reports of their respective Councils, agendas, goals, and activities
 - iv. Ability to develop operating policies and procedures subject to the approval of the Operations Council
- E. Non-Voting Advisor Appointed by the Associate Provost of Student Affairs

Section 2--Responsibilities of the Operations Council

- A. Plan, promote and operate programs and activities which provide social, cultural, recreational, educational and communication opportunities to the student body.
- B. Act to suspend students from participation in specific KSG events or activities following a 2/3 vote of the Operations Council.
- C. Re-appropriate funds within the current operating budget after consultation with Finance Council.

ARTICLE VI – ACADEMIC COUNCIL

Section 1 --Membership and Selection

- A. The Director of Academic Council (DAC)
 - i. Appointed by the Student Senate President with approval of 2/3 of the voting members of the Student Senate
 - 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. Academic Representation Coordinator(s)
 - c. Academic Excellence Coordinator(s)
 - d. Academic Communications Coordinator(s)
- 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 Academic Representation 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 Academic Excellence Coordinator
 - i. Appointed by the Director of Academic Council and approved by a majority vote of the Student Senate
 - ii. Oversee all research done on proposals
 - iii. Prioritize issues to be researched
 - iv. Maintain documentation of all information
 - v. Fulfill any other duties as assigned by the Director of Academic Council
- E. The Academic Communication 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

Section 2 – Responsibility of the Academic Council

- A. Investigate issues concerning academic quality for students of the College
- B. Formulate and evaluate proposals pertaining to College policies and practices
- C. Recommend the adoption of resolutions and specific courses of actions concerning academic affairs
- D. 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. Director of Academic Council
- C. Director of Operations Council
- D. Treasurer
- E. Advisor(s) to Student Senate appointed by Associate Provost of Student Affairs and Dean of Students will serve as a non-voting member(s) of the Council

Section 2--Responsibilities

- A. Meet on a regular basis with appropriate university administrators.
- B. Submit recommendations for appointment of Faculty/Staff non-voting members of the Student Senate to the Associate Provost of Student Affairs who will forward the names to the President of the University.
- C. Formally meet with the President of Kettering University once per section to discuss items of concern to the student body.

- D. Review procedures and policies of the Student Government at least once a year.
- E. Provide authoritative resolutions of all conflicts arising with the Constitution and Bylaws and the policies developed in pursuance thereof.

Section 3--Leadership Conference

Each year the Executive Committee, in cooperation with the Associate Provost of Student Affairs, 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, 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 Affairs.

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 -ELECTIONS AND APPOINTMENTS

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 beginning on the first day of the second term of the academic year elected.

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:
 - ❖ Administrator
 - ❖ Assistant Director of Academic Council
 - ❖ Assistant Director of Operations
 - ❖ Assistant Treasurer
 - ❖ Chairperson of a Council within Operations Council
 - ❖ Director of Academic Council
 - ❖ Director of Operations Council

- ❖ Finance Council Chair
 - ❖ FR Class Representative
 - ❖ JR Class Representative
 - ❖ KSG President
 - ❖ Minority Representative and other Special Interest Representative
 - ❖ Operations Council Administrator
 - ❖ SO Class Representative
 - ❖ SR Class Representative
 - ❖ 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:
- 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 and Vice President will be at least a Freshman II.
4. Any candidate for Administrator will be at least a Freshman I.
5. Any candidate for the office of Senior Class Representative will be at least a Junior II.
6. Any candidate for the Office of Junior Class Representative will be a Sophomore II or Junior I.
7. Any candidate for the office of Sophomore Class Representative will be a Freshman II or Sophomore I.
8. Any candidate for the office of Freshman Class Representative will be a Freshman I.
9. Any candidate for the office of Minority Representative will be:
 - i. A Sophomore II through Senior I
 - ii. A minority, as per the Federal Government definition as determined by the Office of Multicultural Student Initiatives.

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 Minority Representative: all minority Kettering Students, as provided by the Kettering Office of Multicultural Student Initiatives.

Section 5—Appointments

- A. Appointed positions must be advertised for 5 school days before the interview process can begin.
- B. Any KSG member appointed for Director of Operations or Treasurer must have previously served a period of at least one semester as an elected representative of the Student Senate or must have held a responsible position within Operations Council or any of its councils or Finance Council. The KSG President will provide to the Student Senate a written statement of the qualifications and operating

experience of the appointments.

- C. 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.
 - i. Student Senate will be the responsible party for managing advertisement.
- C. An informational session for all prospective candidates will be held during third 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.
 - i. Student Senate will be responsible for making applications available to those interested.
- E. Applications will be due to Student Activities on fifth week Wednesday.
 - i. Applications will be handled by Student Activities staff to ensure that all candidates meet the eligibility requirements and are submitted by the deadline.
- F. Campaigning may start as soon as sixth Monday and continue through eighth week Friday.
 - i. Candidates must first receive approval from Student Activities that they are indeed eligible to run for a position on Senate.
- G. The student body will be given the opportunity to vote from eighth week Monday through eighth week Sunday.
 - i. Student Activities and Information Technologies staff will be responsible for posting the ballot on Blackboard.
- H. The candidates will be informed of the election results by the end of ninth week.
- I. 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 Associate Provost of Student Affairs 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 viewing by the candidates after the Student Life Office has confirmed the information.
 - i. Results will include number of votes and percentage for the candidates’ 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 charged with clear and persistent neglect of duties.

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 Affairs.

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.

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

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, 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.

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 Activities 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 Activities Council Chairperson. 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 Activities Council Chairperson and the Director of Operations will both 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.

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
 - 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. Does the club require an advisor? Why or why not?
 - 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. Activities Council Sign-Off

After the new club recognition procedures are met, the Activities Council Chairperson will sign off on the club request form.
 - b. Operations Council Presentation

The club contact will present the Executive Summary to an Operations Council meeting and give a brief explanation of the club.
 - c. 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.
 - d. Activities Council will provide club president with current operations procedures.
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 Club 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

Activities Council Chairperson

Date

Director of Operations

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:

1. Student Senate
 - a. Review of Mission Statement
 - b. Review of Constitution

- c. Long-term goals and visions
- d. 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, a member of the Reflector 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 Associate Provost of Student Affairs, 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. At the beginning of each term, the balance will be assessed and 5% out of every activity fee will go to the capital fund until it reaches \$50,000. Once this amount is reached, all additional funds will be placed in the Connie John Millennium Fund. In the event that the number of students paying the activity fee is less than 1100 per term, the current KSG will have the authority to access the capital /reserve account to supplement the short fall. Article IV, Section 2, D will govern the access of these funds.

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 Activities. 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 Activities 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 Activities 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)**