

Organizational Bylaws of the Undergraduate Student Government of The Ohio State University

Revised: 02.22.2010 - BNE

Article I: The Senate

- A. Senate Constituency Composition beginning with the election for the 42nd Undergraduate Student Government Senate Assembly
1. The Undergraduate Student Government Senate shall be composed of the following constituency seats:
 - a. College of the Arts – 1 seat
 - b. College of Biological Sciences – 2 seats
 - c. College of Business – 3 seats
 - d. College of Dentistry – 1 seat
 - e. College of Engineering – 3 seats
 - f. College of Food, Agricultural and Environmental Sciences – 1 seat
 - g. College of Education & Human Ecology – 2 seats
 - h. College of Humanities – 2 seats
 - i. College of Math and Physical Sciences – 1 seat
 - j. College of Medicine – 1 seat
 - k. College of Nursing – 1 seat
 - l. College of Pharmacy – 1 seat
 - m. College of Social Work – 1 seat
 - n. College of Social and Behavioral Sciences – 4 seats
 - o. Interdisciplinary Studies - 1 seat
 - p. Exploration- 1 seat
 - q. North Campus Living Area – 2 seats
 - r. Off-Campus Living Area – 5 seats
 - s. Commuter Living Area – 2 seats
 - t. South Campus Living Area – 4 seats
 - u. West Campus Living Area – 1 seat
 2. Regional Campus Emissaries
 - a. Each of the following regional campuses shall have one Regional Campus Emissary seat in the Undergraduate Student Senate:
 - i. Marion
 - ii. Mansfield
 - iii. Lima
 - iv. Newark
 - b. Regional Campus Emissaries shall be elected in the same manner as Senators.
 - c. Regional Campus Emissaries shall retain full rights of speech and debate in the Senate.
 - d. Regional Campus Emissaries may not vote on or sponsor bills, but may vote on and sponsor resolutions.
 - e. Regional Campus Emissaries may vote for and run for Undergraduate Student Government Senate Officers.
 - f. If Regional Campus Emissaries choose to serve on a standing Undergraduate Student Government Senate committee, they shall be held to the same attendance standards as Senators. Regional Campus Emissaries shall retain full speech, debate, and voting privileges in committee. Regional Campus Emissaries may not serve on the Committee on Budget and Finance.
- B. Senate Officers
1. There shall be three Senate officers

- a. The Speaker of the Senate is responsible for the following, in addition to his or her constitutionally mandated responsibilities:
 - i. Chair all Undergraduate Student Government general Senate meetings.
 - ii. Chair Undergraduate Student Government Senate Steering committee.
 - iii. Serve as the Undergraduate Student Government Senate's chief spokesperson.
 - iv. Serve as liaison to the Executive Branch.
 - v. Give legislation to the President within twenty-four hours of passage by the Senate.
 - vi. Coordinate the Senate's efforts in University Senate.
 - vii. Make regular reports to the Senate about the business of the University Senate.
 - viii. Coordinate the transition into the next session of Senate.
 - ix. Request a report from the Undergraduate Student Trustee once per quarter.
 - x. Monitor the attendance of members of Undergraduate Student Government Senate appointed to the University Senate.
 - b. The Senate Parliamentarian shall:
 - i. Be elected by and from amongst the members of the Senate in a manner pursuant to the Standing Rules of the Senate.
 - ii. Preside as Chair of Senate meetings in the absence of the Speaker of the Senate.
 - iii. Interpret for the Senate the Undergraduate Student Government Constitution, Undergraduate Student Government Organizational Bylaws, and Undergraduate Student Government Standing Rules of the Senate, and shall advise the Speaker of the Senate on any relevant or applicable rules pertaining to the administration the duties of the Speaker of the Senate.
 - iv. Interpret all legislation, pending or passed, for the Senate and aid the Speaker of the Senate in acting in accordance with all procedures, rules and legislation of the Senate.
 - v. Update all governing documents after amendment and shall notify the Senate of any changes to these documents.
 - vi. Advise members of the Undergraduate Student Government when:
 - (1) Pending legislation would overturn, nullify, or not comply with existing legislation or the Undergraduate Student Government governing documents.
 - (2) Mandated actions from governing documents, passed legislation or by nature of office are required.
 - (3) Violation of the Undergraduate Student Government governing documents or passed legislation has occurred; recommended corrective action where necessary.
 - c. The Secretary of the Senate shall have the following responsibilities:
 - i. Provide the minutes of the previous meeting to all members of Senate no less than twenty-four hours prior to the commencement of an Undergraduate Student Government general Senate meeting.
 - ii. Take all minutes of Undergraduate Student Government general Senate meetings and submit said minutes for Undergraduate Student Government Senatorial approval.
 - iii. Take attendance at Undergraduate Student Government general Senate meetings.
 - iv. Maintain and collect all Undergraduate Student Government Senate records.
 - v. Distribute all legislation to appropriate University offices and constituencies.
 - vi. Shall keep all records of quarterly constituency related organization meetings by each member of the Senate, and shall report them to the Speaker of the Senate.
 - vii. Report all members of Senate who fail to meet monthly constituency related organization outreach requirement to the Speaker of the Senate.
- C. Constituency Outreach
1. Every member of Senate must attend no less than one constituency related organization meeting per quarter.
 2. Every member of Senate shall report all such meetings for the previous quarter to the Secretary of the Senate. Failure of any member of Senate to meet this requirement may result in removal for cause by the Speaker of the Senate.
- D. Legislation
1. Any legislation that deals with the allocation or expenditure of funds shall be labeled a bill.
 2. Any other legislation shall be labeled a resolution.
 3. All legislation shall be referred to a Standing Senate committee unless Senate votes to bring it directly to the floor as new business by a two-thirds vote of members present.

- E. University Senate
 - 1. Membership
 - a. The Undergraduate Student Government shall fill seats in the University Senate pursuant to University Rules. Seats shall be determined by the Speaker of the Senate of the Undergraduate Student Government, and shall be assigned as follows, in decreasing order, until all seats are filled:
 - i. The Vice President of the Undergraduate Student Government shall hold a seat in the University Senate, with full speaking and voting rights.
 - ii. All members of the USG Senate Steering Committee shall hold seats in the University Senate.
 - iii. All Undergraduate Student Government Senators shall have the option of holding a seat.
 - iv. Regional campus emissaries shall have the option of holding a seat.
 - b. All initial appointments to the University Senate shall be submitted for approval by the second week of the Session.
 - i. Confirmation shall require a two-thirds vote of members present.
 - ii. Should a vacancy occur, the Speaker of the Senate must submit a new appointment within two weeks.
 - c. Representatives of the Undergraduate Student Government who sit concurrently on the University Senate shall be held to the same standards of attendance and decorum set forth in the Senate Standing Rules and these bylaws on the floor of the University Senate.
 - 2. University Senate Committee Representatives
 - a. All initial appointments to University Senate Committees shall be submitted for approval by the second week of fall quarter.
 - i. Should a vacancy occur, the President or the Speaker of the Senate, depending on who made the original appointment, must submit a new appointment within three weeks of the vacancy occurring.
 - b. All University Senate Committee appointees are required to submit an annual report to the Speaker of the Senate by the penultimate regularly scheduled general Senate meeting detailing the business conducted by the committee on which he or she has served during the session and any initiatives he or she undertook, including their current status.
- F. Impeachment, Censure and Resignation
 - 1. Censure shall be defined as the formal condemnation of a member of the Undergraduate Student Government.
 - a. Censure shall only be imposed at general meetings of the Senate.
 - b. Motions for censure shall be initiated by resolution. Those subject to censure must be notified at least 72 hours prior to any vote on the resolution of his or her censure.
 - c. Those subject to censure shall be permitted to speak before the Senate in rebuttal to any charges brought against them.
 - 2. Impeachment shall be defined as the initiation of, inquiry into, and arbitration of formal charges against a member of the Undergraduate Student Government.
 - a. Grounds for impeachment shall be in accordance with the most recent version of Roberts Rules of Order.
 - b. Proceedings shall be initiated by resolution. Those subject to impeachment shall be notified at least 72 hours prior to any vote on the resolution of his or her impeachment.
 - c. Impeachment proceedings shall be conducted in general meetings of the Senate.
 - i. The Speaker of the Senate may not chair his or her own impeachment.
 - 3. Any USG member who resigns shall do so with a written resignation.
 - a. Appointed members of Undergraduate Student Government shall submit their resignations to the office or body who appointed them.
 - b. Members of Senate shall submit their resignation to the Speaker of the Senate.
 - c. The Speaker of the Senate shall submit his or her resignation to the President and the Secretary of the Senate.
 - d. The President shall submit his or her resignation to the Speaker of the Senate.
 - e. The Vice President shall submit his or her resignation to the President and the Speaker of the Senate.
 - 4. If any member of USG is no longer an enrolled undergraduate in good standing during Autumn, Winter, or Spring Quarters, that individual forfeits his or her office.
- G. Removal by Cause of the Speaker of the Senate, Attendance Policy
 - 1. Any member of the Senate may be removed from the USG Senate for cause by the Speaker of the Senate.

- a. The Speaker shall immediately inform the Secretary and Parliamentarian of all removals from Senate.
 - b. Any member removed by Cause of the Speaker of the Senate shall be notified immediately and may appeal the removal at the next regular Senate meeting.
 - i. A member removed may be reinstated in Senate by a two-thirds vote of members present.
2. The grounds for removal shall be:
- a. Poor Attendance, described as one of the following:
 - i. Four unexcused absences from General Senate Meetings without sending an alternate (not inclusive of emergency or special meetings called), per Senate term.
 - ii. Four unexcused absences from Senate Committee Meetings without sending an alternate, per Senate term.
 - b. Failure to meet responsibilities of a Member of Senate
 - i. Failure to report one (1) constituency event to the Secretary of the Senate in two (2) or more quarters.
 - ii. Failure to submit one (1) constituency report to the Secretary of the Senate in two (2) or more quarters.

H. Senatorial Alternates

- 1. Members of the senate shall have an acceptable alternate.
- 2. In the case of a challenge from the floor, Alternates must be ratified by the Senate, by a two-thirds vote of members present.
 - a. If the alternate is a member of the senate the alternate may not be challenged in a Undergraduate Student Government Committee meeting.
- 3. Alternates must be sworn in before they are allowed to serve.
- 4. Alternates may be sent in the place of members of senate only to:
 - a. General Senate meetings.
 - b. Senate Committee meetings.
 - c. Undergraduate Student Government Commission meetings.
- 5. The following may not serve as acceptable alternates:
 - a. Persons who are not undergraduates enrolled at The Ohio State University.
 - b. Members of the Executive and Judicial branches of the Undergraduate Student Government.
 - c. Independent Officers of the Undergraduate Student Government, or their staff.

I. Senate Committees

- 1. General Powers & Responsibilities of Standing Senate Committees
 - a. Standing Senate Committees shall be responsible for the consideration of all legislation referred to them by the Speaker of the Senate, and the preparation of all reports required by these Bylaws or deemed necessary at the discretion of the Chair.
 - b. The primary sponsor of the legislation shall retain full speech and debate rights while the committee is considering their piece of legislation.
 - i. In the event the sponsor is the chair of that committee they shall relinquish their role as chair while the resolution is being considered.
 - c. All Standing Senate Committees shall be responsible for keeping their own Bylaws, subject to annual approval by the Senate Steering Committee by a 2/3 vote of members present.
 - d. Committees must consider any legislation sent to them during the quarter in which it was sent.
 - e. When legislation is passed out of a committee, the legislation shall be sent to the Senate Steering Committee.
 - f. Multiple Committees may be assigned to review any given legislation.
 - g. Quorum and standard operating procedure for committee meetings shall be determined in each committee's bylaws.
 - h. All committees shall keep minutes of their meetings.
- 2. Membership of Standing Senate Committees
 - a. Each member of Senate shall be seated on at least one of the Standing Senate Committees within one (1) week of assuming their seat within the Senate.
 - b. The Speaker of the Senate, with ratification by a majority vote of members present of the Steering Committee and a majority vote of members present of the Senate, shall appoint each member of Senate to a Standing Senate Committee.
 - c. At no time shall any committee be comprised of less than three (3) members, not including the chair of that committee.

3. Committee Chairs
 - a. Committee Chairs shall be responsible for:
 - i. Holding timely committee meetings.
 - ii. Announcing committee meetings in the Senate.
 - iii. Reporting the business of their committee to the full body at the following Senate Meeting.
 - iv. Deciding, in conjunction with the Steering Committee, the direction for their committee.
 - v. Appointing, with the approval of a majority of members present of their committee, a Vice Chair, from the membership of the committee, who shall serve in the Chair's stead in case of an absence.
 - vi. Appointing, with the approval of a majority of members of their committee present, a Secretary, from the membership of the committee, who shall record all minutes and file them with the Secretary of the Senate after approval by the committee.
 - vii. Submitting a report at the conclusion of the current Senate session. This report shall include;
 - (1) The business of the committee throughout the sessions.
 - (2) Current committee projects.
 - b. A Standing Committee Chair's term of office shall commence with his or her election by the Senate and end with the current Senate session, or with their resignation or impeachment.
4. Standing Senate Committees
 - a. Steering Committee
 - i. The Steering Committee shall be comprised of the Speaker of the Senate, the Senate Parliamentarian, the Secretary of the Senate, and the Chairs of each Standing Senate Committee.
 - ii. The Steering Committee shall serve as an oversight committee of Standing Senate Committees, ad hoc senate committees, and independent commissions.
 - iii. The Steering Committee shall set the agenda for each general Senate meeting by majority vote of members present.
 - (1) The Steering Committee may not change any legislation over which it does not have original jurisdiction.
 - (i) The Steering Committee may send back to a committee any legislation which warrants further review or is in conflict with the Constitution, these Bylaws, or the Standing Rules of the Senate.
 - (ii) The Steering Committee may not send legislation to any committee other than that from which it came.
 - (iii) The Steering Committee may make editorial changes to legislation.
 - (a) Should editorial change(s) be made by the Steering Committee, the primary sponsor reserves the sole right to propose said editorial change(s) be restored to as they were before being changed by the Steering Committee, by a simple majority vote of the Senate members present.
 - iv. The Steering Committee shall have original jurisdiction over all legislation that pertains to the structure of the Undergraduate Student Government.
 - (1) The Steering Committee shall evaluate the Senate and its committees in order to recommend changes to the body when warranted.
 - (2) The Steering Committee shall proactively seek out methods to improve individual Senatorial accountability and efficiency.
 - v. Any legislation that goes to the Steering committee must be placed on a Senate Agenda in the quarter in which it was passed by the committee or commission from which it came.
 - vi. The Steering Committee may call additional meetings of the Senate by a majority vote of the committee, with a 24 hour notice given to members of Senate.
 - b. Academic Affairs
 - i. The Committee on Academic Affairs shall have original jurisdiction over all legislation pertaining to academic issues within the university.
 - ii. The Committee on Academic Affairs shall seek out academic issues within the university that should be addressed by the Undergraduate Student Government and educate other members of the Senate on those issues.
 - iii. The Committee on Academic Affairs shall make a good faith effort to meet quarterly with the Student Representatives on the University Committee on Academic Affairs.
 - iv. The Committee on Academic Affairs shall only be comprised of Senators representing Colleges and Regional Campus Emissaries.

- c. Budget and Finance
 - i. The Committee on Budget and Finance shall have jurisdiction over bills and resolutions dealing with fiscal matters.
 - ii. The Committee on Budget and Finance shall monitor the Undergraduate Student Governments finances.
 - iii. The Treasurer shall be a member of the Committee on Budget and Finance, with full speech and debate rights, but shall not vote.
 - iv. The Committee on Budget and Finance shall make a good faith effort to meet quarterly with student representatives on the University Fiscal Committee.
 - d. Policy and Governance
 - i. The committee on Policy and Governance shall have original jurisdiction over all legislation pertaining to:
 - (1) Federal, state, or local governmental action that impacts students.
 - (2) The university's interaction with entities outside it.
 - (3) The Undergraduate Student Government's interaction with other entities.
 - ii. All appointments shall be evaluated by the committee on Policy and Governance.
 - (1) Appointments to Senate Standing committees are the only exception and shall be evaluated by the Steering committee.
 - iii. The committee on Policy and Governance shall make a good faith effort to meet quarterly with student representatives on the University Senate Committee on Governmental Affairs.
 - e. Student Life
 - i. The committee on Student Life shall have original jurisdiction over all legislation pertaining to non-academic student interaction with the university.
 - ii. The committee on Student Life shall seek out non-academic issues that should be addressed by the Undergraduate Student Government and shall educate other members of the Senate about those issues.
 - iii. The committee on Student Life shall only be comprised of Living Area Senators and Regional Campus Emissaries.
 - iv. The committee on Student Life shall make a good faith effort to meet quarterly with student members of the University Committee on Student Life.
5. Ad hoc Senate Committees
- a. The Senate may create ad hoc committees to concentrate on specific issues of importance to undergraduate students.
 - b. Senate ad hoc committees shall be governed by a charter, evaluated by Steering and passed by the Senate with a majority vote of members of senate present.
 - i. Ad hoc Committees charters shall include the following:
 - (1) The Committee's purpose or objective.
 - (2) The Committee's organization, including but not limited to, its leadership.
 - (3) The manner of selection of the chairperson of the committee.
 - (4) Method(s) of voting and standing rules of the committee.
 - (5) Other requirements imposed by the Senate.
 - c. Members shall be appointed via mechanisms established in the committee's charter.
 - d. An ad hoc committee may only be disbanded by a majority vote of members of the senate present.
 - e. A final report must be presented to the Senate within two weeks of the committees disbandment, including but not limited to:
 - i. Purpose of the committee.
 - ii. Any conclusions drawn from the committee.
 - iii. Any recommendations from the committee.
 - iv. Any policy initiatives as a result of the committee (and vote, if applicable).
 - v. Other information, as required per the committee's charter.
6. Conference Committees
- a. A conference committee shall be called to order when legislation is assigned to multiple committees simultaneously and conflicting legislation has been passed by each of these committees.
 - i. A "conflict" is defined as any differing point between committees' passed version of given legislation.

- ii. If there are no conflicts between legislation passed by any committees, the legislation in question shall directly proceed to the Steering committee to be placed on the agenda.
 - b. A conference committee shall include the Chair and Vice Chair of any committee that has evaluated the legislation in question.
 - c. The Speaker of the Senate shall chair any and all conference committees.
 - d. Legislation shall pass from a conference committee by a 2/3 vote of members present and shall proceed directly to the Steering committee to be placed on the agenda.
- J. Transitions Between Senate Sessions
 - 1. Senate sessions shall commence on the sixth Wednesday of spring quarter.
 - 2. Last Regular General Senate Meeting of each Session
 - a. The last regularly scheduled general Senate meeting of each session must be attended by all members of senate, Senators-elect and Emissaries-elect for the next Senate session.
 - b. The Speaker of the Senate and Senate Parliamentarian are responsible for listing and explaining all duties and responsibilities of all Senate Offices and Senate Committees at the last regularly scheduled general meeting of the session.
 - 3. Reports
 - a. All members of senate are required to submit an annual report to the Secretary of the Senate by the penultimate regularly scheduled general Senate meeting detailing the business conducted by him or her during the session and any initiatives he or she undertook, including their current status.
 - 4. All Senators-elect and Emissaries-elect shall be provided with the following, by the last regularly scheduled general Senate meeting:
 - a. A copy of the current Constitution, Bylaws, Elections Bylaws, and all enacted legislation that will still be in effect when they take office.
 - 5. All Senators-elect and all Emissaries-elect must have read the Constitution and Bylaws of the Undergraduate Student Government before the first general meeting of the new Senate session.
- K. Rules of Order
 - 1. At all times, the Senate shall abide by the rules of order for parliamentary bodies contained in the most recent edition of *Robert's Revised Rules of Order*, except when they are superseded by the Undergraduate Student Government Senate Standing Rules, these Bylaws, and the Undergraduate Student Government Constitution.
 - a. Standing Rules of the Undergraduate Student Government Senate shall remain in effect in the same manner as the Undergraduate Student Government Constitution and Undergraduate Student Government Organizational Bylaws.
 - b. Standing Rules of the Undergraduate Student Government Senate may in no way conflict with Undergraduate Student Government's Bylaws or Constitution.
 - c. No motion to amend shall be in order unless one or both of the following are true:
 - i. The legislation is brought directly to the Senate floor by a two-thirds vote of members present.
 - ii. The legislation requires a two-thirds vote of members present for its passage.
 - 2. Any ruling on the Undergraduate Student Government Standing Rules may be initially appealed before the Senate and shall be overruled with a 2/3 vote of members of senate present.
 - 3. Challenges to any ruling on the Undergraduate Student Government Constitution, Organizational Bylaws, or any legislation shall be made solely to the Undergraduate Student Government Judicial Panel.

Article II: Independent Commissions

- A. Independent Commissions
 - 1. The Senate may create independent commissions to concentrate on specific issues of importance to undergraduate students.
 - 2. These commissions shall be used to address specific issues or perform functions that are best served by close communication and joint effort by members of different branches of the Undergraduate Student Government, students unaffiliated with Undergraduate Student Government, and students dedicated to their particular mission or purpose.
 - 3. Independent commissions shall be governed by a charter, evaluated by the Senate Steering Committee and passed by the Senate with a majority vote of members of Senate present.
 - a. Independent commissions' charters shall include the following:

- i. The commission's purpose or objective.
 - ii. The commission's organization, including, but not limited to, its leadership.
 - iii. The manner of selection of the chairperson of the commission.
 - iv. Method(s) of voting and standing rules of the commission.
 - v. Other requirements imposed by the Senate.
4. Members shall be appointed via mechanisms established in the commission's charter.
5. Commissions shall be chaired by the Commission Chair, who shall be selected in a manner stipulated by the Commission Charter.
 - a. A Commission Chair's office shall commence with his or her appointment and end with the current Senate session.
 - b. Unless designated elsewhere within a commission's charter, Commission Chairs shall be responsible for:
 - i. Holding timely meetings.
 - ii. Reporting commission business to the Senate.
 - iii. Keeping and filing board minutes.
 - iv. Serving as the official representative and spokesperson of the commission.
 - v. Recommending, in conjunction with the USG Treasurer and Chairman of the Committee on Budget and Finance, an operating budget for the commission.
 - vi. Submitting a report at the conclusion of the current Senate session on the business of the session and any current commission projects underway.
 - c. The commission may have voting members from the Executive, Legislative or Judicial Branches of Undergraduate Student Government. It may also have voting members who are otherwise unaffiliated with Undergraduate Student Government.
6. An independent commission may only be disbanded by a majority vote of members of the Senate present or a two-thirds vote of the commission.
7. A final report must be presented to the Senate – within two weeks of the commission's disbandment — including, but not limited to:
 - a. Purpose of the commission.
 - b. Any conclusions drawn from the commission.
 - c. Any recommendations from the commission.
 - d. Any policy initiatives resulting from the commission (and vote, if applicable).
 - e. Other information, as required per the commission's charter.

Article III: Financial Procedures

- A. Treasurer Reports
 1. The Treasurer must submit a weekly, up-to-date, itemized report listing all expenditures to the President, Speaker of the Senate, and Chair of the Senate Budget and Finance Committee.
 2. The Treasurer's weekly report must appear on the agenda for all general Senate meetings.
- B. Disbursement within the Senate
 1. Should a member or committee of the Senate require funds less than one hundred dollars to carry out any action necessary to his, her, or its basic function, then he, she, or the committee chair may request the disbursement of such funds.
 - a. The Speaker of the Senate and the Treasurer must approve the request.
 - b. The funds shall not be used for any kind of transportation or lodging.
 2. Should the request be for over one hundred dollars, it must be submitted to the Committee on Budget and Finance in the form of a bill.
- C. Undergraduate Student Government Treasurer
 1. In addition to the duties mandated by the Undergraduate Student Government Constitution, the Treasurer of the Undergraduate Student Government shall:
 - a. Maintain records of all financial transactions.
 - b. Work with the appropriate University Staff to process paperwork for transactions.
 - c. Ensure that all members of Undergraduate Student Government submit proper paperwork for financial transactions.
 - d. Provide financial records to the public when requested.
 2. The Treasurer may appoint up to two deputies to assist with various responsibilities.

- a. The Treasurer shall ensure that the duties of each deputy are clearly defined and shall have oversight over such deputies.
- b. The Treasurer may dismiss a deputy from his or her position.
- 3. The Treasurer shall disperse all expenditures for a committee only from the funds of that committee unless otherwise authorized by the Senate.
 - a. No committee shall be permitted to use funds for a purpose outside of the defined mission and goals of the committee.

D. Budget Submission

- 1. The first budget must be presented to the Senate in the agenda as new business at least two Senate meetings before the last scheduled Senate meeting of the spring quarter.
- 2. All other budgets must be submitted to the Senate in the agenda as new business no later than the twenty-first day of the term to which the budget applies.

Article IV. Appropriations Procedures

- A. The President, with the consent of the Speaker of the Senate, the Chair of the Senate Committee on Budget and Finance, and the Treasurer, may disburse unallocated funds in emergency situations.
 - 1. This overrides all normal appropriations procedures for the Undergraduate Student Government.
- B. Executive budgets must be line-itemed.
 - 1. Only a certain proportion of the Executive budget may be miscellaneous or unallocated.
 - a. No more than 7.5% of an Executive Cabinet Committee's portion of the budget may be miscellaneous or unallocated.
 - a. No more than 10% of the Executive portion of the budget may be unallocated.
 - i. The Executive portion of the budget consists of the sum of all committee budgets and the President and Vice President's budget.
- C. Student organizations shall only receive funds on a reimbursement basis.
- D. All disbursements to a student organization outside the Undergraduate Student Government must be preceded by the Undergraduate Student Government funding contract.

Article V: Record Keeping

- A. Records to Keep
 - 1. The Undergraduate Student Government shall keep the following records and shall post them on the Undergraduate Student Government website for public viewing:
 - a. All legislation passed by the Senate
 - b. Minutes from all Undergraduate Student Government Senate meetings
 - c. Minutes from all Undergraduate Student Government Senate committee meetings
 - d. Reports from all Undergraduate Student Government Senate committees
 - e. Reports from all Undergraduate Student Government Independent Commissions
 - f. Voting records for all members of Senate on all votes when applicable
 - g. Attendance records from all Undergraduate Student Government Senate meetings and committee meetings
 - h. All constituency reports from individual members of Senate
 - i. Minutes from all Undergraduate Student Government Executive Cabinet meetings
 - j. Minutes from all individual Undergraduate Student Government Executive Cabinet committee meetings
 - k. Reports from all Undergraduate Student Government Executive Cabinet committees
 - l. All budgetary information
 - m. Executive reports from the President and Vice President.
 - n. Decisions of the Undergraduate Student Government Judicial Panel.
 - o. Undergraduate Student Government election results
- B. All records shall be kept in the format contained in the of the Undergraduate Student Government Organizational by-laws.
- C. Records shall be archived at the conclusion of each Senate term by the Secretary of the Senate, Judicial Panel Clerk(s), the Vice President and the Press Secretary.

Article VI: Election Bylaws

A. Eligibility

1. Candidate Eligibility

- a. To be a candidate for USG elections, one must be a registered undergraduate student at The Ohio State University and may not be on disciplinary or academic probation or warning from the time nominating petitions are approved and through the first day of the elected term.
- b. No candidate can have a pending application for graduation prior to the first day of the elected term.
- c. Candidates and candidate teams for office who wish to be placed on the official election ballot must collect the necessary number of signatures by the deadline set by the EGB.
- d. Candidates for the Offices of President and Vice President shall run in tandem.
- e. No candidate or candidate team can run concurrently for more than one elected position in any USG general election.
- f. All Living Area Senators must be students at The Ohio State University Columbus campus and live in the area that they represent at the beginning of the Autumn Quarter following the general election and must reside in that area for the remaining term of office.
 - i. Off-campus area: Those areas within the boundary street/lines of Olentangy River, NYC Railroad Tracks, Arcadia Avenue (East of High) through Dodridge Road (West of High), Fifth Avenue, and University Village, excluding Ohio State University residence halls.
 - ii. Commuter Area: All areas outside of the defined off-campus area.
 - iii. The North, South, and West Campus Living Areas exclusively consist of the residence halls designated by University Housing as being within the divisions "North," "South," or "West."
- g. A Regional Campus Emissary must have attended the regional campus that they represent for two full quarters prior to his/her term of office.
 - i. Regional Campus: All Ohio State University campuses outside of the Columbus branch.
- h. A College Senator must be enrolled in the college that they are to represent at the time of petition validation and through his/her elected term.
- i. An Exploration Senator must be designated as "Exploration" by the Ohio State University at the time of petition validation and must have been an Exploration major for two full quarters prior to his/her term of office.
- j. An Interdisciplinary Studies Senator must be enrolled in an Interdisciplinary Major or a Personalized Study Program at the time of petition validation and through his /her elected term.

B. Penalties

1. Violating these bylaws carries a penalty. All penalties are counted as part of a campaign's value and must be reported on Campaign Value Report. These penalties will represent the value of the advantage a candidate, candidate team, or slate has gained through bylaw violation.
 - a. Violating any type I bylaw has a maximum penalty of \$20 per instance of violation.
 - b. Violating any type II bylaw has a maximum penalty of \$100 per instance of violation.
 - c. Violating any type III bylaw has a maximum penalty of \$200 per instance of violation.
 - d. Violating any type IV bylaw has a maximum penalty of disqualification or \$200 per instance of violation.
2. For every Judicial Panel order concurrent with a penalty, the penalty doubles every 24 hours after the parties to the decision have been notified and the concurrent order has not been carried out.
 - a. If the part(y/ies) decide(s) to appeal the decision, this provision is suspended until a decision on the appeal is made.

C. Petitions and Nominations

1. Submission Protocols

- a. All petitions to be submitted shall be subject to the rules and regulations stated in the Elections bylaws.

- b. Signatures contained within the petition must come from registered and active Ohio State University undergraduate students.
 - i. The EGB shall verify and validate all petitions submitted.
 - ii. Any unqualified signatures shall be rejected as invalid, but shall not invalidate other valid signatures on the same petition.
 - c. No petitioner shall allow any undergraduate student to sign any name other than his/her own to all petitions.
 - d. Every page of the petition shall bear the name of the circulator, verifying that he/she identified the purpose of said petition and witnessed that all signatures placed upon it were made by eligible students to the best of his/her knowledge, for that page to be valid.
 - e. Before filing a petition with the EGB, the circulator of a petition may strike out any signature he/she does not wish to present as part of that petition.
 - f. Any person may remove their own signature before it is filed with the EGB by striking out his or her name on said petition.
 - g. A list of official candidates and candidate teams, shall be posted by the EGB on the USG website, within 48 hours of validation of signatures.
 - h. All official candidates, candidate teams, and/or sponsors of official referenda, and initiatives shall be notified in writing and e-mail of their status by the EGB by the eighth Friday of Winter Quarter.
2. Nominating Petitions
- a. The name(s) of the candidate or candidate team must appear on each nominating petition.
 - b. To appear on the official ballot for USG office, a candidate or candidate team must obtain the necessary number of valid signatures on the petition to be submitted for certification by the EGB by the Eighth Week of Winter Quarter:
 - i. For each President/Vice President Candidate Team: 750
 - ii. For each Senator: 50
 - c. By filing a petition with the EGB, candidates and candidate teams agree to abide by the USG bylaws.
3. Initiative Petitions
- a. An initial petition, without any signatures, for an initiative must be submitted to the EGB by the Sixth Week of Winter Quarter for review. This petition must contain intended language for the initiative as it would appear on the ballot. The EGB director shall aid petitioners in phrasing all ballot language initially.
 - i. All ballot language shall be posed in the form of a question (e.g. “Shall the OSU Undergraduate student government...?”).
 - b. After initial submission from the petitioner, the EGB director shall forward all petitions to the Vice-President of Student Life (or designee), and the Advisor of the Undergraduate Student Government for ballot language and feasibility review. They will have until the end of the 7th week of Winter Quarter to return the ballots with revised language. If necessary, these members will consult the petitioners.
 - c. The EGB will then return an official copy of the approved language to the petitioner on or before the Monday of the 8th Week of Winter Quarter, written on official petition forms.
 - d. Final petitions for initiatives must be submitted to the EGB Director by 5pm on the last Friday of Winter Quarter bearing the full text of the approved initiative’s language at the top of the petition along with the signature of the EGB director and at least 300 valid OSU signatures.
- D. Campaign Procedures
1. Candidate Conduct I: Campaign Materials
- a. Candidates, candidate teams, and slates may not disseminate libelous or slanderous information against another candidate. This is a type III bylaw.
 - b. No candidate or campaign member shall post a flyer over, conceal, or otherwise deface any material created by the EGB. This is a type II bylaw.
 - c. No candidate or campaign member shall post a flyer over, conceal, or otherwise deface any material created by another candidate. This is a type II bylaw.
 - d. All websites maintained by a candidate, candidate team, or slate are subject to review by the EGB and must adhere to the rules and regulations in these bylaws. Such websites must have a visible link to the EGB website on their main page. This is a type I bylaw.

- e. All e-mail advertising a specific candidate must include a disclaimer at the bottom of the e-mail that reads, "Please reply to sender requesting removal from e-mail list if you do not wish to receive further e-mail from this candidate. If you still receive e-mail from this candidate please contact the Elections Governance Board at osuelections@gmail.com." Any such request must be honored within 24 hours. This is a type I bylaw.
 - f. No candidate, candidate team, or slate may use supplies, materials, or equipment from the SOURCE for any campaign activity. This is a type IV bylaw.
2. Candidate Conduct II: Campaigning
- a. Campaigning may not interfere with classroom activities. This is a type II bylaw.
 - b. No person may campaign within a student-computing site during voting days. This is a type II bylaw.
 - c. Candidates, teams and slates may not solicit for votes or campaign before campaign season begins. This is a type III bylaw.
 - i. Candidates, candidate teams, and slates may solicit for assistance in campaigning from individuals at any time.
 - ii. Candidates, candidate teams, and slates may produce campaign materials and create, but not publish, a website at any time.
 - d. All campaigning must follow guidelines set by Facilities Operations and Development Posting and Chalking Guidelines, Residence Life, Student Code of Conduct, City of Columbus, State of Ohio, and Federal Law. This is a type I bylaw.
 - i. The EGB will take necessary steps to disseminate this information.
 - e. The EGB Director reserves the right to name areas off-limits for campaigning. No campaigning may be done in these areas. This is a type II bylaw.
 - i. The EGB Director must give all candidates notice of what areas are off-limits and how long they will be considered so at least 24 hours before an area is declared off-limits.
 - f. No campaigning of any sort is allowed in the Undergraduate Student Government office. Furthermore, no person may use any USG resources for any campaign activity. This is a type IV bylaw.
 - g. A candidate team, candidate, and slate are responsible for the actions of any and all campaign members.
 - h. Campaigning shall begin on the Sunday of the 2nd week of spring quarter at 8pm pending the approval of all candidate and candidate teams. Campaigning shall end immediately upon the end of voting at 11:59pm on Friday of the third week of Spring Quarter.
3. Candidate Conduct III: Miscellaneous
- a. Write-in candidates are expected to adhere to the EGB bylaws with regard to campaigning and all other guidelines therein. If, after a write-in candidate has been elected, he/she is found to have been in violation of the elections bylaws, said candidate will be subject to disqualification.
 - b. Only the EGB may maintain polling sites of any sort. This is a type II bylaw.
 - c. All campaigns must submit the names of their campaign manager(s) and treasurer(s). This is a type I bylaw.
 - i. The campaign manager and treasurer can be the same person or the candidate him/herself.
 - ii. This list must be submitted with nominating petitions. Changes or updates must be submitted within 24 hours of said change.
4. Slates
- a. Slates must register with the EGB – by the end of finals week of winter quarter -- a complete list of all member-candidates, campaign managers, and treasurers. Only eligible candidates shall be added to a slate. Slates must inform the EGB director of any membership changes within 24 hours of the change. This is a type I bylaw.
 - i. A candidate may at no time be a member of more than one slate. For the purposes of this rule, slate membership is defined as stated in the glossary of these bylaws, respecting the fact that slates may choose to endorse other slates.
 - ii. Member-candidates reserve the right to withdraw from a slate until the start of campaigning.

- b. A slate is completely liable for any and all bylaws violations of which that slate, member-candidates of that slate, or any other slate campaign members are found guilty.
 - i. Penalties against a slate, slate member-candidate, or slate campaign member are counted as part of the value of the slate's campaign.
 - ii. If, for whatever reason, a slate is disqualified, every member-candidate is disqualified from the election.
 - iii. The exceptions to the above rule are:
 - (1) If, for whatever reason, a member-candidate is individually found ineligible for candidacy, the slate suffers no penalty.
 - (2) If, for whatever reason, a member-candidate is individually found to have falsified a document, the slate suffers no penalty.
- c. Shared campaign expenses involving more than one individual senatorial candidate or slate shall be counted with the full value of each expense used with the intent of influencing an individual's voting decisions toward each candidate or slate's value. This is a type II bylaw.

E. Campaign Finances

1. Reports and Submissions

- a. All individual candidates and slates must maintain an online ledger. This is a type I bylaw.
 - i. Online ledgers must be updated daily beginning on the first day of official candidacy.
- b. The EGB reserves the right to audit a campaign and require the submission of a Campaign Value Report within 24 hours of notification. This is a type III bylaw.

2. Spending Limits

- a. Spending limits shall be determined according to composition of a campaign, as follows:
 - i. No Presidential/Vice Presidential campaign shall be valued at more than \$2000 total. This is a type IV bylaw.
 - ii. No Senatorial candidate's campaign shall be valued for more than \$100. This is a type IV bylaw.
 - iii. No slate's campaign shall be valued for more than \$100 per member-candidate or no more than \$2000 total, whichever is less. Member-candidates of slates do not have individual spending limits. This is a type IV bylaw.
 - iv. Mixed Slate Campaign: A campaign consisting of a Presidential/Vice-Presidential candidate team and one or more senatorial candidates shall observe a base value-limit for a maximum of \$2000 total. Campaigns of this nature are permitted to have more senatorial candidates than financially equitable, but the maximum spending limit shall remain at \$3500 or $\$2000 + (\$100 \times [\# \text{ of Senatorial Candidates}])$, whichever is less. This is a type IV bylaw.
- b. Only campaign expenses used with the intent of influencing an individual's voting decisions, including, but not limited to, campaign materials promoting candidates, slates, and teams such as t-shirts, flyers, and food shall be included in a campaign's value. No internal organizational and operational expenditures shall be included in a campaign's value. However, these expenditures must still be recorded as part of the Campaign Value Report.
- c. No money raised for the purpose of campaigning in an Undergraduate Student Government election may be spent on or affiliated with alcohol, excluding campaigning in any establishment that serves alcohol. This is a type I bylaw.
- d. Any and all campaign expenditures of a slate, member-candidate, or other slate campaign member are counted only once and only towards the value of the slate's campaign. This includes, but is not limited to, t-shirts featuring the names of multiple candidates, chalk, flyers featuring the name of only one senator, and websites.

F. Official Elections Procedures

1. Ballots

- a. Only the candidates and candidate teams that have been certified by the EGB will appear on the ballot.
- b. All initiatives and referenda shall appear on the ballot in the form of an EGB approved summary and hyperlink to the full text.
- c. A space for write-in candidates or candidate teams will be provided.

- d. Candidate names for each position shall be randomized with respect to order on each voter's ballot.
 - e. The EGB reserves the right to add EGB approved slate affiliation information to the ballot.
 - 2. Election Validation
 - a. The official certified results of the election will be announced no later than 10:00pm on Monday of the sixth week of spring quarter, or after all Judicial Panel proceedings have been exhausted, whichever occurs later.
 - b. Any person disrupting the election validity procedures shall be subject to University disciplinary action.
 - c. One person representing a candidate, candidate team, slate, or initiative may be present at the time that votes are counted.
 - d. All ballots of valid voters will be counted.
 - 3. Voter Qualification
 - a. All registered and paid undergraduate students of the Ohio State University are valid voters.
 - b. Each eligible voter shall have the opportunity to vote for the following:
 - i. One President/Vice-President candidate team
 - ii. As many Living Area Senate candidates as there are seats in the constituency in which the voter lives
 - iii. As many College Senate candidates as there are seats in the constituency in which the voter is enrolled
 - c. Each eligible voter may vote yes or no for each initiative or referenda placed on the ballot.
 - 4. Tied Elections
 - a. All ties shall be resolved at the first convening of the newly elected Senate as determined by methods in the Standing Rules of the Senate.
 - 5. Contesting the Election
 - a. The validity of any election or any item on the ballot may be contested by any person by filing a petition to the Undergraduate Student Government Judicial Panel.
 - b. Petitions must be filed with the Judicial Panel no later than seven days following the election certification announcement.
 - c. For a recount, the petition must contain signatures amounting to 10% of the total number of students who voted for the contested election or ballot item.
 - d. The Judicial Panel will act immediately on any valid petition.
 - e. Candidates who are announced as the winners of the election whose elections are contested will be seated unless otherwise determined.
 - 6. Voting Days
 - a. Voting will begin at 12:00 AM EST of the Thursday of the third week of spring quarter and end 11:59 PM EST of the Friday of the third week of spring quarter
- G. Campaign Violations Resolution
 - 1. The Undergraduate Student Government Judicial Panel reserves the sole authority to resolve any conflicts or allegations of violations of these bylaws.
 - 2. Enforcement
 - a. All candidates, candidate teams, and slates are to follow the Election bylaws and any directives given by the EGB.
 - b. The Judicial Panel will notify the EGB Director, USG Advisors, candidates, candidate teams, and slates of their ruling via e-mail of their decision in accordance with the Undergraduate Student Government Constitution.
 - c. The EGB will notify provide all relevant parties with copies of all rulings immediately upon receipt.
- H. Election Governance Board Procedures
 - 1. Conduct of the EGB Director and Members
 - a. No member of the EGB can:
 - i. Be a candidate for any USG position.
 - ii. Aid any candidate, candidate team, or slate, in any way.
 - b. All members of EGB must remain neutral in all issues pertaining to election matters and voting throughout their entire term.

- c. Each Member of the Elections Governance Board may vote in the USG election.
- 2. Contact with EGB
 - a. The EGB Director must publicize a phone number and e-mail address at which he/she can be reached.
 - b. Candidates may not falsify any documents submitted to the EGB at any time. This is a Type IV by-law.
- 3. EGB Responsibilities
 - a. The EGB Director shall have the responsibility of ensuring the overall operation of fair, valid, and nondiscriminatory elections.
 - b. The EGB Director shall contact the Office of Student Judicial Affairs for all requests to contest the election.
 - c. EGB reserves the right to correct any spelling, or grammatical errors to the EGB bylaws.
 - d. The EGB will have a minimum of four candidate information sessions during the winter quarter to inform students seeking candidacy of the EGB rules and election procedures.
 - b. These information sessions may not take place until the after the final day amendments can be made to the EGB bylaws.
 - e. EGB must compile an information webpage with information about each candidate, candidate team, and slate and host them on the EGB's official website.
 - f. The EGB must hold at least one Presidential debate.
 - g. The EGB must create all forms mentioned in these bylaws.
 - h. The EGB must notify the SOURCE of the EGB bylaws.
- I. Changes to the EGB Bylaws
 - 1. Any changes to the Elections Bylaws must pass Senate by simple majority vote.

See Glossary, Next Page

Elections Glossary

“Campaigning” is defined as any action whose purpose is to persuade anyone to vote a certain way in the upcoming Undergraduate Student Government elections. Campaigning specifically does not include the actions of endorsement, defined elsewhere in this glossary.

“Campaign member” is defined as any individual that assists in campaigning.

“Campaign season” the period lasting from 8:00 PM EST Sunday evening of the second week of spring quarter until the end of voting 11:59 PM EST Friday night of the third week of spring quarter.

“Campaign Value Report” is defined as a detailed report of all transactions and penalties of a campaign. This document includes all items purchased and donated in kind as well as a photocopy of all receipts. Value of donated labor shall not be included in a Campaign Value Report.

“Candidate” is defined as a person who has signed the EGB Official Recognition of Candidacy Form and is approved by the EGB.

“Candidate Team” is defined as a single entity composed of a candidate for the office of President and a candidate for the office of Vice President running in tandem. All candidate teams are considered as slates; either “Mixed” or “Presidential” dependent upon composition.

“Classroom Activities” are defined as the instruction or examination of students within a facility on the property of The Ohio State University.

“Computing site” is defined as any OSU Library, or OIT-sponsored Laboratory.

“Endorsement” is defined as a written or oral declaration of formal support for a candidate, candidate team, slate, initiative, or referenda by any group or individual.

“Libel” is a false written statement or report that can injure a candidate’s, candidate team’s or slate’s reputation.

“Member-candidate” is defined as a senate candidate or presidential candidate team (as one entity) who is a member of a slate

“Slander” is a false verbal statement or report that can injure a candidate’s, candidate team’s or slate’s reputation.

“Slate” is defined as any group of candidates (two or more) for the Undergraduate Student Government who campaign together, including Presidential/Vice-presidential teams. A slate is treated by these bylaws as a unitary entity. A **“Presidential Slate”** refers to a slate which only contains a Presidential/Vice-presidential Candidate Team. A **“Senatorial Slate”** refers to a slate which only contains candidates for Undergraduate Student Government Senate. A **“Mixed Slate”** refers to a slate which contains both a Presidential/Vice-Presidential candidate team and candidates for senate.

“USG Election” is defined as the annual process for the selection of members to the Undergraduate Student Government. It may also include voting on initiatives and referenda.

Article VII: Judicial Proceedings

- A. All Judicial proceedings shall be conducted in accordance with the procedures set forth in the Undergraduate Student Government Standing Rules of the Judicial Panel.
- B. The following Rights are guaranteed to parties before the Judicial Panel:
 - 1. Parties shall be considered not in violation until determined otherwise by the Judicial Panel.
 - 2. The burden of proof for all cases is on the complainant.
 - 3. The burden of proof for all proceedings of the judicial panel of appeals is on the appellant.
 - 4. Parties shall be given due notice of all charges and hearings, as outlined in the Undergraduate Student Government Standing Rules of the Judicial Panel.
 - 5. Parties shall have the right to legal counsel.
 - a. Each party must notify the Clerk of Court when they have appointed legal counsel.
 - i. Legal counsel must be a current undergraduate student of the Ohio State University
 - b. Each party is responsible for all actions undertaken by their legal counsel.
 - c. Each party may only have one legal counsel per hearing.
 - 6. All rights guaranteed to them as students of the Ohio State University.
- C. Respondents / defendants shall exclusively have the following rights:
 - 1. Confront accusers and witnesses against them.
 - 2. Refuse to answer any question without the presumption of guilt.
 - 3. Not be subjected to a hearing for an offense against them already heard by the Undergraduate Student Government Judicial Panel.
 - 4. See all evidence and witness lists to be used against them in the hearing.
 - 5. Should multiple defendants be named in one complaint, those parties have the right to separate hearings.
 - 6. All rights guaranteed to them as students of the Ohio State University.
- D. The Judicial Panel reserves the right to call relevant witnesses/authorities for clarification of existing rules, bylaws, or precedent.
 - 1. All Parties retain the right to be present and to question any such witnesses called.

Article VIII: Amendments

- A. These Bylaws, not inclusive of Article VI. Elections Bylaws, can be amended in the form of legislation which requires a two-thirds vote of members present to be enacted.
- B. The Election Bylaws (Article VI) may only be altered by a resolution to amend the Undergraduate Student Government Bylaws.
 - 1. Amendment of Elections Bylaws requires a simple majority vote of the Senate.
 - 2. Amendments to the elections bylaws made after the fifth week of winter quarter shall not be in effect until after a USG general election has occurred.

Article IX: Appendices
Agenda Format



Undergraduate
Student
Government

201 Ohio Union
1739 North High Street
Columbus, OH 43210-1392

Phone 614-292-2101
Fax 614-292-0405

XXth Undergraduate Student Government Senate

Date
Location

- I. Opening**
Call to Order
Attendance
Swearing in of new alternates
Approval of minutes/reports
- II. Open Forum for Public**
Invited Guests
- III. Executive Report**
- IV. Committee Reports**
- V. Consent Agenda**
- VI. Old Business**
XX-B-24:
XX-R-78:
XX-B-27:
- VII. New Business**
XX-R-79:
XX-B-28:
XX-B-29:
- IIIX. Other Business**
- IX. Announcements/Reminders**
Senator of the Week
- X. Adjournment**

MAJOR ANNOUNCEMENTS!

Legislation Format

(All legislation must include line numbers)

Senate #-B/R-XX

Resolution/Bill Title Goes Here

Sponsor’s Name (for himself, John Doe, Jane Doe, Joe Buckeye, and Jane Buckeye) introduced the following resolution/bill; which was referred to the Committee Name (*Vote total from committee shall be added before being sent to Steering*)

* * *

Whereas the Undergraduate Student Government represents all undergraduate students, and

Whereas the Undergraduate Student Government has a great idea to solve all of Ohio State’s problems, and

Whereas we have this, that, and the other great evidence to support our solution, and

Whereas this solution would make The Ohio State University the greatest University in the nation, and

Whereas the Undergraduate Student Government is amazing,

Therefore Let it Be Resolved that the Undergraduate Student Government shall undertake ‘Operation Solve All Problems,’ and

Let it Further Be Resolved that we shall do this, that, and the other to implement this plan.

Floor Vote: Aye: ____ Nay: ____ Present: ____

PRESIDENT’S NAME
President

SPEAKER’S NAME
Speaker of the Senate

Date Adopted: _____

Termination Date: _____

Report Format



Undergraduate
Student
Government

117A Ohio Union
1961 Tuttle Park Place
Columbus, OH 43210

Phone 614-292-2101
Fax 614-292-0405

To: Intended Recipient(s)
From: Person(s) issuing Report
Re: Subject of the Report
Date: mm/dd/yyyy (that Report was issued)

The basic formatting shall be in Times New Roman 12-pt font with 1" margins on all sides. The title of the report shall be underlined, bold, and in size 14 font.

The first section should establish the history of the issue being addressed in the report and the past involvement of Undergraduate Student Government or individual members. This information should include, but not be limited to, the date, place, and participants of a meeting with relevant parties.

The second section should detail the involvement of the author with the subject matter mentioned in the first paragraph. The intent of this section is to summarize the findings of the authors regarding the issue. Bullets or numbered sections would be acceptable. If the report is a summarizing the logic behind a committee decision on a resolution, this section should discuss reasons for the vote on the legislation.

The third section should discuss the conclusions from the meeting or summarize all deliberations and recommendations on the issue. If the report is a committee decision on legislation, this section should convey the committee's concerns or recommendations for the legislation. Any amendments or significant changes to the legislation should be concisely expressed in this paragraph.

General reports should be roughly a page and no more than three pages. Longer reports may be issued as necessary.

Signature

Name of Person Issuing Report

Title of Person

LOGO Placed at TOP

**SECRETARY'S REPORT NO. XX, Month XX, XXXX
REPORT OF ACTIONS TAKEN AT THE MEETING OF THE USG SENATE**

The Student Senate met in Regular Session on Month XX, XXXX at TIME in LOCATION.
Speaker of the Senate _____ presided.

Present: 39 Absent: 8 Alternates: 2

Senator names:

Bold- Present

(A)- Alternate

Plain Text- Absent

OPEN FORUM FOR THE PUBLIC

Person speaking and their topic.

EXECUTIVE REPORT, PRESIDENT SCHARER:

Executive Report and name(s) of person (people) giving the report.

COMMITTEE/CONSTITUENCY REPORTS

Reports and the name of the person giving the reports.

BUSINESS OF THE SENATE

Consent Agenda, New Business, Old Business

ANNOUNCEMENT/ REMINDERS

All Announcements/ Reminders and the person giving said announcements/ reminders

Opinion of the Judicial Panel

**JUDICIAL PANEL
UNDERGRADUATE STUDENT GOVERNMENT
THE OHIO STATE UNIVERSITY**

Joe Buckeye

v.

Jane Buckeye

Month XX, YEAR

Jane Buckeye vs. Joe Buckeye

Opinion of the Judicial Panel

The text of the opinion should go in this space. The Judicial Panel should outline the claim that was filed, the arguments that were presented, and their determinations after considering the case.

When possible, the Judicial Panel should cite sections of the by-laws that aided in making their decision

Undergraduate Student Government Funding Contract

We, the undersigned registered student organization officers and sponsor of the legislation, in return for being the beneficiaries of funding from the Undergraduate Student Government at The Ohio State University hereby resolve to completely follow the stipulations of this contract at risk of losing the approved funding. The registered student organization below as well as the undersigned officers and sponsor agree to:

- 1) Furnish all required receipts for the event, project, trip or program (known henceforth as the “event”) that are necessary to release the approved funds within 15 academic days of the event for which the funds were appropriated. The receipts (in total) are to be for only the amount listed in the approved bill and may not exceed that amount or be for any other purpose beyond the approved event.
- 2) State the date of the event in writing. In the case of multiple day events the day required will be the last day that the event takes place.
- 3) Receive all funds as reimbursement for the dollar amounts specified within the bill and on the supplied receipts.
- 4) Have all necessary completed paperwork to release the funds to the USG treasurer within the same 15 academic days after the event in which the registered student organization is to furnish receipts.
- 5) If the event to be funded occurs before the enactment of the bill, the registered student organization must furnish all necessary paperwork within 15 academic days from the bills enactment

If we the organization, officers or sponsor fail to follow the stipulations provided within this contract we acknowledge that this could impact future funding of our organization from USG and the SOURCE or may void the offer of funding, returning any approved funds back to the USG fund from where the funds were originally allocated.

Date of Event: _____

Registered Student Organization: _____

Organization chair/president: _____

Email: _____

Organization treasurer: _____

Email: _____

Senate sponsor: _____

USG treasurer (upon completion of request): _____