**Organizational Bylaws**

**of the Undergraduate Student Government**

**of the Ohio State University**

*Amended by Referendum – March 2013 – TKB*

**Article I : The General Assembly**

1. General Assembly Constituency
2. Composition shall begin with the election of the 46th Undergraduate Student Government General Assembly
3. The Undergraduate Student Government General Assembly shall be composed of the following constituency seats:
	1. College of Arts and Sciences – Arts and Humanities – 2 seats
	2. College of Arts and Sciences – Natural and Mathematical Sciences – 3 seats
	3. College of Arts and Sciences – Social and Behavioral Sciences – 4 seats
	4. College of Business – 3 seats
	5. College of Dentistry – 1 seat
	6. College of Nursing – 1 seat
	7. College of Pharmacy – 1 seat
	8. College of Public Health and Medicine – 1 seat
	9. College of Education and Human Ecology – 2 seats
	10. College of Engineering – 3 seats
	11. College of Food, Agricultural, and Environmental Sciences – 1 seat
	12. College of Social Work – 1 seat
	13. College of Public Affairs – 1 seat
	14. Exploration – 1 seat
	15. North Campus Living Area – 2 seats
	16. Off-Campus and Commuter Living Area – 6 seats
	17. Commuter Living Area – 2 seats
	18. South Campus Living Area – 3 seats
	19. West Campus Living Area – 1 seat
4. Emissaries
5. The regional campuses shall have one Regional Campus Emissary seat in the Undergraduate Student Government General Assembly
6. There shall be one International Student Emissary seat in the Undergraduate Student Government General Assembly.
7. Emissaries shall be elected in the same manner as General Assembly members
8. Emissaries shall retain full rights of speech and debate in the General Assembly
9. Emissaries may not vote on or sponsor bills, but may vote on and sponsor resolutions
10. Emissaries may vote for and run for Undergraduate Student Government General Assembly offices
11. If Emissaries choose to serve on a standing Undergraduate Student Government General Assembly committee, they shall be held to the same attendance standards as General Assembly members. Emissaries shall retain full speech, debate, and voting privileges in committee
12. The Undergraduate Student Trustee
13. The Undergraduate Student Trustee acts as an ex-officio non-voting member of the Undergraduate Student Government General Assembly
14. The Undergraduate Student Trustee serves for the duration of their trusteeship
15. The Undergraduate Student Trustee shall retain full rights of speech and debate in the General Assembly and in all standing General Assembly Committees
16. The Undergraduate Student Trustee may not vote on or sponsor bills or resolutions
17. The Undergraduate Student Trustee may not vote for or run for Undergraduate Student Government Assembly officers
18. General Assembly Officers
	1. There shall be three (3) General Assembly officers
	2. The Vice President, who shall also serve as the Chair of the General Assembly, is responsible for the following, in addition to his or her constitutionally mandated responsibilities
		1. Chair all Undergraduate Student Government General Assembly meetings
		2. Chair the Undergraduate Student Government General Assembly Steering Committee
		3. Serve as the Undergraduate Student Government General Assembly’s chief spokesperson
		4. Serve as liaison to the Executive Branch
		5. Advise the President on University Committee and University Assembly Committee appointments
		6. Give legislation to the President within twenty-four (24) hours of passage by the General Assembly
		7. Coordinate undergraduate efforts in University General Assembly
		8. Make regular reports to the Assembly about the business of the University General Assembly
		9. Coordinate the transition into the next session of the General Assembly
		10. Request a report from the Undergraduate Student Trustee once per semester
	3. The Assembly Parliamentarian is responsible for the following
		1. Preside as Chair of General Assembly meetings in the absence of the Vice President
		2. Preside as Chair of the General Assembly Oversight Committee
		3. Interpret for the General Assembly the Undergraduate Student Government Constitution, Undergraduate Student Government Organizational Bylaws, and Undergraduate Student Government Standing Rules of the General Assembly, and shall advise the Vice President on any relevant or applicable rules pertaining to the administration of the duties of the Vice President
		4. Interpret all legislation, pending or passed, for the General Assembly and aid the Vice President in acting in accordance with all procedures, rules, and legislation of the General Assembly
		5. Update all governing documents after amendment and shall notify the General Assembly of any changes to these documents
		6. 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, including recommended corrective action where necessary
	4. The Secretary of the General Assembly is responsible for the following
		1. Provide the minutes of the previous meeting to all members of the General Assembly no less than twenty-four (24) hours prior to the commencement of an Undergraduate Student Government General Assembly meeting
			1. An extension of that deadline, of any length, may be granted by the Undergraduate Student Government General Assembly Steering Committee
		2. Take attendance at Undergraduate Student Government General Assembly meetings
		3. Take all minutes of Undergraduate Student Government General Assembly meetings and submit said minutes for the Undergraduate Student Government General Assembly for approval
		4. Maintain and collect all Undergraduate Student Government General Assembly records
		5. Distribute all legislation to appropriate University offices and constituencies
		6. Shall keep all records of constituency-related organization meetings by each member of the General Assembly each semester, and shall report them to the Vice President
		7. Report all members of the General Assembly who fail to meet constituency related organization outreach requirements to the Vice President
		8. Report to the Undergraduate Student Government Treasurer all bills passed by the General Assembly within one (1) week of passage
19. Constituency Outreach
	1. Every member of the General Assembly must attend events pertaining to their constituency as a delegate of the Undergraduate Student Government to participate in discussion of issues affecting their constituency
		1. All constituency outreach events must be based around current service in the General Assembly and may not be campaign-related events or meetings
		2. Requirements for constituency events for Emissaries and Commuter General Assembly members may be appealed at the discretion of the Vice President
	2. Every member of the General Assembly must attend meetings with administrators directly to their constituency as a delegate of the Undergraduate Student Government General Assembly to participate in discussion of issues affecting their constituency
		1. All constituency outreach events must be based around current service in the General Assembly and may not be campaign-related events or meetings
		2. Requirements for constituency events for Emissaries and Commuter General Assembly members may be appealed at the discretion of the Vice President
	3. Every member of the General Assembly shall report all events and meetings to the Secretary of the General Assembly
		1. Each report shall detail the makeup of the organization or constituency event, the topics of discussion, the date on which the event occurred, and the contact information for the primary leader of the group
		2. The same organization or constituency event may be visited multiple times per General Assembly term
			1. The same organization or constituency event may not be submitted for consecutive reports
		3. Reports shall be submitted by the following dates and shall reflect events attended during the time period that has elapsed between assumption of office or the prior submission deadline
			1. Wednesday of the 5th week of Autumn Quarter
			2. Wednesday of the 10th week of Autumn Quarter
			3. Wednesday of the 5th week of Winter Quarter
			4. Wednesday of the 10th week of Winter Quarter
			5. Wednesday of the 9th week of Spring Quarter
20. Legislation
	1. Any legislation that deals with the allocation of funds shall be labeled a bill
	2. Any other legislation shall be labeled a resolution
	3. All legislation shall be referred to an Undergraduate Student Government committee unless the General Assembly votes to bring it directly to the General Assembly as new business by a two-thirds (2/3) vote of members present
21. University General Assembly
	1. The Undergraduate Student Government shall fill seats in the University General Assembly pursuant to University Rules
		1. Seats shall be determined by the Vice President of the Undergraduate Student Government and shall be assigned as follows, in decreasing order, until all seats are filled
			1. The Vice President of the Undergraduate Student Government shall hold a seat in the University General Assembly, with full speaking and voting rights
			2. All members of the Undergraduate Student Government General Assembly Steering Committee shall hold seats in the University General Assembly
			3. All Undergraduate Student Government elected members shall have the option of holding a seat
			4. All Undergraduate Student Government appointed Directors shall have the option of holding a seat
			5. All Undergraduate Student Government Emissaries shall have the option of holding a seat
			6. Any remaining seats may be filled by any registered undergraduate student
		2. All initial appointments for the University General Assembly shall be submitted for approval by the second week of the session
			1. Confirmation shall require a two-thirds (2/3) vote of members present
			2. Should a vacancy occur, the Vice President must submit a new appointment within two (2) weeks
		3. Representatives of the Undergraduate Student Government who sit concurrently on the University General Assembly shall be held to the same standards of attendance and decorum set forth in the General Assembly Standing Rules and ~~these~~ the Undergraduate Student Government bylaws while on the floor of the University Assembly
	2. University General Assembly Committee Representatives
		1. All initial appointments to University General Assembly Committees shall be submitted for approval by the second week of Autumn Semester
			1. Should a vacancy occur, the Vice President must submit a new appointment within three (3) weeks of the vacancy occurring
		2. All University General Assembly Committee appointees are required to submit an annual report to the Vice President by the penultimate regularly scheduled General Assembly 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
22. Impeachment, Censure, and Resignation
	1. Censure shall be defined as the formal condemnation of a member of the Undergraduate Student Government
		1. Censure shall only be imposed at general meetings of the General Assembly
		2. Motions for censure shall be initiated by resolution
		3. Those subject to censure must be notified at least seventy-two (72) hours prior to any vote on the resolution of his or her censure
		4. Those subject to censure shall be permitted to speak before the General Assembly 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
		1. Grounds for impeachment shall be in accordance with the most recent version of Roberts Rules of Order
		2. Proceedings shall be initiated by resolution
		3. Those subject to impeachment shall be notified at least seventy-two (72) hours prior to any vote on the resolution of his or her impeachment
		4. Impeachment proceedings shall be conducted in general meetings of the General Assembly
			1. The Vice President may not chair his or her own impeachment
	3. Any Undergraduate Student Government member who resigns shall do so with a written resignation
		1. Appointed members of the Undergraduate Student Government shall submit their resignations to the office or body who appointed them
		2. Members of the General Assembly shall submit their resignation to the Vice President
		3. The Vice President shall submit his or her resignation to the President and the Secretary of the General Assembly
		4. The President shall submit his or her resignation to the Vice President
		5. The Vice President shall submit his or her resignation to the President and the Parliamentarian of the General Assembly
	4. If any member of the Undergraduate Student Government is no longer an enrolled undergraduate in good standing during Autumn or Spring Semesters, that individual forfeits his or her office
23. Removal by Cause of the Vice President, Attendance Policy
	1. Any member of the General Assembly may be removed from the Undergraduate Student Government Assembly for cause by the Vice President
		1. The Vice President shall immediately inform the Secretary and Parliamentarian of all removals from the General Assembly
		2. Any member removed by Cause of the Vice President shall be notified immediately and may appeal the removal at the next regular General Assembly meeting
			1. A member removed may be reinstated in the General Assembly by a two-thirds (2/3) vote of members present
	2. The grounds for removal shall be
		1. Poor Attendance, as described as one of the following
			1. Six (6) unexcused absences from either General Assembly Meetings or Committee Meetings without sending an alternate (not inclusive of emergency or special meetings called) per General Assembly session
			2. Four (4) unexcused absences per semester
		2. Failure to meet responsibilities of a member of the General Assembly
			1. Failure to report two (2) constituency event and meeting reports to the Secretary of the General Assembly
			2. Failure to submit one (1) constituency report to the Secretary of the General Assembly in one (1) semester
24. General Assembly Alternates
	1. Members of the General Assembly shall have an acceptable alternate in the case of absence
	2. The following may not serve as acceptable alternates
		1. Persons who are not undergraduates enrolled at The Ohio State University
		2. Members of the Judicial branch of the Undergraduate Student Government
	3. Alternates must be sworn in before they are allowed to serve
	4. Alternates may be sent in the place of members of the General Assembly to:
		1. General Assembly meetings
		2. General Assembly Committee meetings
		3. Undergraduate Student Government Commission meetings
25. Transitions Between General Assembly Sessions
	1. General Assembly sessions shall commence on the sixth Wednesday of Spring Semester
	2. Last Regular General Assembly Meeting of each Session
		1. The last regularly scheduled General Assembly meeting of each session must be attended by all members of the General Assembly, General Assembly members-elect, and Emissaries-elect for the next General Assembly session
		2. The Vice President and Assembly Parliamentarian are responsible for listing and explaining all duties and responsibilities of all General Assembly offices and committees at the last regularly scheduled general meeting of the session
	3. Reports
		1. All members of the General Assembly are required to submit an annual report to the Secretary of the General Assembly by the penultimate regularly scheduled General Assembly 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 Assembly members-elect and Emissaries-elect shall be provided with 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 Assembly members-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 General Assembly session.
26. Rules of Order
	1. At all times, the General Assembly shall abide by the rules of order for parliamentary bodies contained in the most recent edition of Robert’s Revised Rules of Order, except when they are superseded by the Undergraduate Student Government General Assembly Standing Rules, these Bylaws, and the Undergraduate Student Government Constitution
		1. Standing Rules of the Undergraduate Student Government General Assembly shall remain in effect in the same manner as the Undergraduate Student Government Constitution and Undergraduate Student Government Organizational Bylaws
		2. Standing Rules of the Undergraduate Student Government General Assembly may in no way conflict with Undergraduate Student Government’s Bylaws or Constitution
		3. No motion to amend shall be in order unless one or both of the following are true
			1. The legislation is brought directly to the General Assembly floor by a two-thirds (2/3) vote of members present
			2. The legislation requires a two-thirds (2/3) vote of members present for its passage.
	2. Any ruling on the Undergraduate Student Government Standing Rules may be initially appealed before the General Assembly and shall be overruled with a two-thirds (2/3) vote of members of General Assembly present
	3. Challenges to any ruling on the Undergraduate Student Government Constitution, Organizational Bylaws, or any legislation shall be made solely to the Undergraduate Student Government Judicial Panel.

**Article II: The Executive Branch**

1. General Powers and Responsibilities of Undergraduate Student Government Committees
	1. Undergraduate Student Government Committees shall be responsible for the consideration of all legislation referred to them by the Vice President, and the preparation of all reports required by these Bylaws or deemed necessary at the discretion of the Chair
	2. The primary sponsor of the legislation shall retain full speech and debate rights while the committee is considering their piece of legislation
		1. In the event the sponsor is the chair of that committee, they shall relinquish their role as chair while the resolution is being considered
	3. All Undergraduate Student Government Committees shall be responsible for keeping their own Bylaws, subject to annual approval by the General Assembly Steering Committee by a two-thirds (2/3) vote of members present
	4. Committees must consider any legislation sent to them during the semester in which it was sent
	5. When legislation is passed out of a committee, the legislation shall be sent to the General Assembly Steering Committee
	6. Multiple committees may be assigned to review any given legislation
	7. Quorum and standard operating procedure for committee meetings shall be determined in each committee’s bylaws
	8. All committees shall keep minutes of their meetings
2. Membership of Committees
	1. Each member of the General Assembly shall be seated on at least one (1) of the Undergraduate Student Government Committees within one (1) week of assuming their seat within the General Assembly
	2. The Vice President, with ratification by a majority vote of members present of the Steering Committee and a majority vote of members present of the General Assembly, shall appoint each member of the General Assembly to an Undergraduate Student Government Committee
	3. At no time shall any committee be comprised of less than three (3) members, not including the chair of that committee
3. Issue Committee Chairs/Directors
	1. Committee Chairs, who shall also serve as Directors, shall be responsible for
		1. Holding timely committee meetings
		2. Announcing committee meetings in the General Assembly
		3. Reporting the business of their committee to the full body at the following General Assembly meeting
		4. Deciding, in conjunction with the Steering Committee, the direction for their committee
		5. Appointing, with the approval of a majority of members of their committee present, a Secretary from within the membership of the committee, who shall record all minutes and file them with the Secretary of the General Assembly after approval by the committee
		6. Submitting a report at the conclusion of the current General Assembly session
			1. This report shall include
				1. The business of the committee throughout the sessions
				2. Current committee projects

2. A Committee Chair’s term of office shall commence immediately upon appointment, in an interim capacity, until final approval is complete

 a. Appointments shall originate in the Oversight Committee in the form of a resolution and require a majority vote of members present

 b. Final approval shall be conducted by the General Assembly by majority vote

c. Director terms shall end with the current General Assembly session, or with their resignation or impeachment

1. Issue Committee Vice Chairs/Deputy Directors
	1. Deputy Directors, who shall also serve as Vice Chairs, shall be responsible for
		1. Aiding the Director of the Committee in pursuit of projects
		2. Serving on the General Assembly Allocations Committee
	2. Deputy Directors shall be elected members of the General Assembly who are chosen by the General Assembly
2. Standing Assembly Committees
	1. Steering Committee
		1. The Steering Committee shall be comprised of the Vice President, the General Assembly Parliamentarian, the Secretary of the General Assembly, one (1) Director, and three (3) Deputy Directors
			1. Elections for the Steering Committee shall follow the elections of the Deputy Directors and take place in the same manner laid out in the Standing Rules of the General Assembly
		2. The Steering Committee shall serve as an oversight committee of Standing Assembly Committees, ad hoc Assembly committees, and independent commissions
		3. The Steering Committee shall set the agenda for each General Assembly meeting by majority vote of members present
			1. The Steering Committee may not change any legislation over which it does not have original jurisdiction
			2. 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 General Assembly
				1. The Steering Committee may not send legislation to any committee other than that from which it came
			3. The Steering Committee may make editorial changes to legislation
				1. 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 General Assembly members present
		4. In the event of a tie vote in the Steering Committee, the issue shall be decided per the preference of the Vice President
		5. 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 General Assembly 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 Assembly member accountability and efficiency
		6. Any legislation that goes to the Steering committee must be placed on a General Assembly Agenda in the semester in which it was passed by the committee or commission from which it came
		7. The Steering Committee may call additional meetings of the General Assembly by a majority vote of the committee, with a twenty-four (24) hour notice given to members of the General Assembly

2. Oversight Committee

a. The Oversight Committee shall be comprised of twelve (12) elected members of the General Assembly

i. The twelve (12) members shall be chosen at the first meeting of the General Assembly, after all other Deputy Director and General Assembly officer elections

ii. The Oversight Committee shall be chaired by the Parliamentarian of the General Assembly, who shall retain the exclusive authority to regulate membership, including the filling of vacancies

b. The Oversight Committee shall retain original jurisdiction for the following actions of the Undergraduate Student Government

i. Appointments

ii. Censures

iii. Impeachment

iv. Executive Cabinet Structural Changes and Charters

v. Constitutional and Bylaw Review Commission Appointments

c. The Oversight Committee shall have original jurisdiction over all legislation that pertains to the structure of the Undergraduate Student Government

i. The Oversight Committee shall evaluate the General Assembly and its committees in order to recommend changes to the body when warranted

ii. The Oversight Committee shall proactively seek out methods to improve individual Assembly member accountability and efficiency

d. The Oversight Committee shall work in conjunction with the Executive Directors to recommend changes, improvements, or amendments to standing Committee Charters

3. Allocations Committee

a. The Allocations Committee shall be a standing committee of the General Assembly whose responsibilities and rules shall be detailed as Appropriations Procedures

1. Undergraduate Student Government Issue Committees
	1. Academic Affairs
		1. The Committee on Academic Affairs shall have original jurisdiction over all legislation pertaining to academic issues within the university
		2. 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 Assembly on those issues
		3. The Committee on Academic Affairs shall only be comprised of General Assembly members representing Colleges and Regional Campus Emissaries
		4. The Committee on Academic Affairs shall make a good faith effort to meet regularly with the Undergraduate Student Government representative on the Council on Academic Affairs
	2. Diversity and Inclusion
		1. The Committee on Diversity and Inclusion shall have original jurisdiction over all legislation pertaining to the implementation of the university nondiscrimination policy, matters related to the proper representation of and accommodation for protected classes and on-campus minorities, and recommend policies that foster an environment of civility, tolerance, and mutual respect
		2. The Committee on Diversity and Inclusion shall be charged with the task of insuring that the way The Ohio State University implements diversity appropriately reflects the sentiment of the student body
		3. The Committee on Diversity and Inclusion shall seek out and advocate for issues pertaining to underrepresented students and groups of the student body, with the intent of properly representing its diverse constituency
		4. The Committee on Diversity and Inclusion shall make a good faith effort to meet regularly with the Undergraduate Student Government representative on the University Assembly Diversity Committee, student organizations that represent the mission of this committee, as well as with members of the Office of Diversity and Inclusion and the Office of Student Life Multicultural Center
	3. Governmental Affairs
		1. The Committee on Governmental Affairs 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 of it
			3. The Undergraduate Student Government’s interaction with other entities
	4. Health and Safety
		1. The Committee on Health and Safety shall have original jurisdiction over all legislation pertaining to
			1. Promoting the physical and mental well-being of the student body
			2. Advocating for the continuous implementation of safety measures throughout the University area
		2. The Committee on Health and Safety shall make a good faith effort to meet regularly with the Wellness Center, OSU Police Department, and the Columbus Police Department to collaborate on projects to the betterment of the student body
	5. Student Affairs
		1. The Committee on Student Affairs shall have original jurisdiction over all legislation pertaining to non-academic student interaction with the university
		2. The Committee on Student Affairs shall seek out non-academic issues that should be addressed by the Undergraduate Student Government and shall educate other members of the Assembly about those issues
		3. The Committee on Student Affairs shall only be comprised of Living Area General Assembly members and Emissaries not otherwise prohibited
		4. The committee on Student Affairs shall make a good faith effort to meet quarterly with student members of the University Committee on Student Life
	6. Sustainability and Environmental Affairs
2. Ad hoc Assembly Committees
	1. The Assembly may create ad hoc committees to concentrate on specific issues of importance to undergraduate students
	2. General Assembly ad hoc committees shall be governed by a charter, evaluated by Steering and passed by the General Assembly with a majority vote of members of Assembly present
		1. 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 General Assembly
	3. Members shall be appointed via mechanisms established in the committee’s charter
	4. An ad hoc committee may only be disbanded by a majority vote of members of the General Assembly present
	5. A final report must be presented to the General Assembly within two (2) weeks of the committee’s disbandment, including but not limited to
		1. Purpose of the committee
		2. Any conclusions drawn from the committee
		3. Any recommendations from the committee
		4. Any policy initiatives as a result of the committee and information about them including, if applicable, their vote counts in committee
		5. Other information, as required per the committee’s charter
3. Conference Committees
	1. 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
		1. A “conflict” is defined as any differing point between committees’ passed version of given legislation
		2. If there are no conflicts between legislation passed by any committees, the legislation in question shall directly proceed to the Steering committee to be placed on the agenda
	2. A conference committee shall include the Chair and Vice Chair of any committee that has evaluated the legislation in question
	3. The Speaker of the Assembly shall chair any and all conference committees
	4. Legislation shall pass from a conference committee by a two-thirds (2/3) vote of members present and shall proceed directly to the Steering committee to be placed on the agenda

i. Undergraduate Student Government Operations Team

1. Internal Affairs

a. The Internal Affairs Director shall serve on the President’s Operations Team and oversee the following areas:

i. The recruitment and overall engagement of the organization’s members

a. The Internal Affairs Director shall appoint additional leads at the discretion of the President to help manage this area

ii. USG Interns Program

a. The President shall appoint directors to manage the program

b. The Internal Affairs Director cannot serve as a director of the Interns Program

**Article III: Financial Procedures**

1. Chief Financial Officer Reports
	1. The Chief Financial Officer must submit a weekly, up-to-date, itemized report listing all expenditures to the President, Vice President, and General Assembly
	2. The Chief Financial Officer’s weekly report must appear on the agenda for all General Assembly meetings
2. Disbursement within the General Assembly
	1. Should a member or committee of the General Assembly require funds less than one hundred (100) dollars to carry out any action necessary to hi, her, or its basic function, then he, she, or the committee chair may request the disbursement of such funds
		1. The Vice President and the Chief Financial Officer must approve the request
		2. The funds shall not be used for any kind of transportation or lodging
	2. Should the request be for over one hundred (100) dollars, it must be submitted to the Allocations Committee in the form of a bill
3. Undergraduate Student Government Treasurer
	1. In addition to the duties mandated by the Undergraduate Student Government Constitution, the Chief Financial Officer of the Undergraduate Student Government shall
		1. Serve as the Chair of the Allocations Committee
		2. Maintain records of all financial transactions
		3. Work with the appropriate University staff to process paperwork for transactions
		4. Ensure that all members of Undergraduate Student Government submit proper paperwork for financial transactions
		5. Provide financial records to the public when requested
	2. The Treasurer shall disperse all expenditures for a committee only from the funds of that committee unless otherwise authorized by the General Assembly
4. Budget Submission
	1. The first budget must be presented to the General Assembly in the agenda as new business at least two (2) General Assembly meetings before the last scheduled General Assembly meeting of the Spring Semester
	2. All other budgets must be submitted to the General Assembly 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**

1. The Executive Budget
	1. The Executive portion of the budget consists of the sum of all committee budgets and the President’s budget
	2. Executive budgets must be line-itemed
	3. No portion of the Executive budget may be allocated to another student organization
	4. Only a certain proportion of the Executive budget may be miscellaneous or unallocated
		1. No more than 7.5% of an Executive Cabinet Committee’s portion of the budget may be miscellaneous or unallocated
		2. No more than 10% of the Executive portion of the budget may be unallocated
2. The Allocations Committees
	1. All allocations of the Undergraduate Student Government shall be administered by the Allocations Committee
	2. The Chief Financial Officer shall serve as Chair of the Allocations Committee
		1. The Chair of the Allocations Committee shall be non-voting except in the case of a tie
		2. The voting membership of the Allocations Committee shall consist of the deputy directors of USG Issue Committees
	3. The Allocations Committee shall review all budgets and grants proposed by members of the Executive, Legislative, or Judicial branches
		1. The Allocations Committee shall create all bylaws and standing rules to govern their review process that shall be superseded by the Undergraduate Student Government Constitution, The Undergraduate Student Government Organizational Bylaws and the Standing Rules of the General Assembly
	4. A student organization may appeal to USG any denial of funding by the Allocations Committee
		1. An appeal must be initiated within seven (7) days of a student organization’s receipt of the notice of denial
		2. All such appeals should be directed in writing to the Chief Financial Officer, who will forward them on to the full Assembly for consideration
		3. The General Assembly may overturn a decision of the Allocations Committee with two-thirds (2/3) vote of members present
3. Student Organization Disbursements
	1. Standard Funding Categories
		1. Events
			1. The funding limit for events is fifteen hundred (1500) dollars
		2. Conferences
			1. The funding limit for conferences is fifteen hundred (1500) dollars
		3. Trips
			1. The funding limit for trips is fifteen hundred (1500) dollars
			2. No funding for trips may exceed twenty-five (25) dollars per traveler
	2. USG Organizational Development Grants
		1. Organizational Development Grants are to be given to student organizations to help them develop their organization
		2. Grants may be provided to organizations that have been founded or restarted within two (2) years of the application for a USG Organizational Development Grants
		3. Organizations may apply for this grant at the beginning of a semester
			1. The specific deadline is to set by the Allocations Committee
			2. Organizations may only receive one (1) grant
		4. The grant shall be valued at two hundred fifty (250) dollars
		5. Any further requirements for the grant and the application process shall be defined by the bylaws of the Allocations Committee
	3. Funding Deadlines
		1. Allocations requests shall be submitted to the Allocations Committee on a rolling basis
	4. All disbursements to a student organization outside the Undergraduate Student Government must be preceded by completion of the Undergraduate Student Government funding contract
	5. No funding shall be awarded retroactively

**Article V: Record Keeping**

1. Student Organization Disbursements
	1. The Undergraduate Student Government shall keep the following records and shall post them on the Undergraduate Student Government website for public viewing
		1. Most updated versions of the Constitution, Organizational Bylaws, Standing Rules of the General Assembly, Organizational Bylaws of all USG Issues committees, and the Standing Rules of the Judicial Panel
		2. All legislation passed by the General Assembly, failed by the General Assembly, failed in Committee or vetoed by the President with the veto upheld, and vetoed by the President with the veto overridden
			1. All legislation shall have clear indication of passage or failure in the General Assembly or Committee
			2. All legislation shall have clear indication of signature or veto by the president
			3. All legislation shall have clear indication of veto override vote result if applicable
		3. Agendas from all Undergraduate Student Government General Assembly meetings
		4. Minutes from all Undergraduate Student Government General Assembly meetings
		5. Minutes from all Undergraduate Student Government Issues committee meetings
		6. Reports from all Undergraduate Student Government Issues committees
		7. Reports from all Undergraduate Student Government Independent Commissions
		8. Voting records for all members of the General Assembly on all votes when applicable
		9. Attendance records from all Undergraduate Student Government General Assembly meetings and committee meetings
		10. All constituency reports from individual members of the General Assembly
		11. All budgetary information
		12. Executive reports from the President and Vice President
		13. Name, contact information, committee, and term expiration date for all University General Assembly Committee and University Committee appointees
		14. Decisions of the Undergraduate Student Government Judicial Panel
		15. Undergraduate Student Government election results
2. Records shall be archived at the conclusion of each General Assembly term by the Secretary of the General Assembly, Judicial Panel Clerk(s), the President or designee, and the Press Secretary

**Article VI: the Judicial Branch**

1. Purpose
	1. The purpose of the judicial branch is to ensure that the bounds of the constitution are enforced, that the actions of the Undergraduate Student Government adhere to the bylaws, and to mediate in disputes regarding elections and campaigns
	2. All judicial proceedings shall be conducted in accordance with the procedures set forth in the Undergraduate Student Government Standing Rules of the Judicial Panel
2. Rights
	1. In judicial cases, the following rules apply to both parties
		1. Either party shall be given 24 hours’ notice of his or her upcoming hearing
		2. The defendant is presumed innocent until proven guilty
		3. The burden of proof is on the plaintiff
		4. One person may be brought to trial to serve as the plaintiff or defendant’s legal counsel
			1. Legal counsel must be a current undergraduate student of the Ohio State University
			2. Each party must notify the Clerk of Court when they have appointed legal counsel.
		5. Either party may question any and all witnesses called
		6. All rights guaranteed to either party as students of The Ohio State University are applicable in judicial hearings
		7. All parties retain the right to be present and to question any such witnesses called
	2. In judicial cases, the following rights apply specifically to the defendant
		1. To stand trial against the plaintiff
		2. To not be retried for an offense already heard by either the Undergraduate Student Government Judicial Branch or a higher court
		3. To see all evidence and witness lists to be used against them in the hearing.
		4. Multiple defendants have the right to separate hearings
	3. In judicial cases, the following rights apply to all undergraduate students
		1. To submit amicus curiae briefs