The Code of Bylaws of the Undergraduate Student Government of the Kent Campus of Kent State University, Adopted on Wednesday, August 28th, 2019.

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**Part I**

**Article I: Names and Definitions**

**Section 1: Names**

Paragraph 1. The Undergraduate Student Government of the Kent Campus of Kent State University is and shall be the undergraduate student government of the Kent Campus, as constituted by the Charter. The Undergraduate Student Senate is and shall be the primary authority of the Undergraduate Student Government. All powers conferred upon the Undergraduate Student Government by the Charter, the Constitution of Kent State University, the Board of Trustees of Kent State University, or otherwise by the University or any law, shall be exercisable by the Undergraduate Student Senate, except where specific prerogatives are reserved to the President of the Undergraduate Student Government, the Executive Cabinet of the Undergraduate Student Government, or other specified officials or bodies.

Paragraph 2. The Undergraduate Student Senate shall include only the twenty-five (25) Senators as voting members as described in Article III of this Code, together organized as a deliberative assembly. The Undergraduate Student Government includes the Undergraduate Student Senate, the Executive Cabinet of the Undergraduate Student Government, all committees of the Senate, all committees of the Cabinet, the staff or employees of the Undergraduate Student Government, all officers of the Senate, the President and Directors in their capacities as President and Directors, the junior Senators in respect of any executive responsibilities which any may have, the Senatorial Committees of all Senators, the website of the Undergraduate Student Government, and all properties and resources of the Undergraduate Student Government.

**Section 2: Definitions**

In this Code, in the hereinafter provided for Code of Special Rules of Order, in the hereinafter provided for Code of Standing Rules, and in all subsequently passed legislation, resolutions, or other USG documents, the following words and expressions shall, have the meanings respectively assigned to them unless there is something in the subject or context inconsistent with such construction or unless it is therein otherwise expressly provided:

“Cabinet” means the Executive Cabinet;

“Chair” means the person actually presiding at the moment over the Senate or any committee thereof;

“Charter” means the UNDERGRADUATE STUDENT GOVERNMENT CHARTER, which was approved by the Board of Trustees of KSU and has the Policy Effective Date of April 1st, 2016;

“Code of Bylaws” means this Code;

“Code of Special Rules of Order” means the Code of Special Rules of Order of the Undergraduate Student Senate of the Kent Campus;

“Code of Standing Rules” means the Code of Standing Rules of the Undergraduate Student Government of the Kent Campus;

“Director” means any person holding one of the eight (8) Director positions provided for in paragraph (G) (2) (a) of the Charter, specifically “Director of governmental affairs” through “Director of finance and administration”;

“Executive Cabinet” means the Executive Cabinet of the Undergraduate Student Government, consisting of the President and Directors, and provided for in paragraphs (G) (5) (b) and (G) (5) (d) of the Charter;

“junior Senator” means any Senator except the President or a Director;

“Kent Campus” means the Kent Campus of Kent State University;

“KSU” means Kent State University in Ohio;

“President” means the President referred to in paragraph (G) (2) (a) of the Charter;

“Presidium” or “Presidium members” means the President, the Vice-Chairman of the USG, the Parliamentarian of the USG, the Chief of Staff to the President, the Secretary of the Senate, and the Administrative Assistant to the President;

“Robert’s Rules of Order” means the current edition of Robert’s Rules of Order Newly Revised;

“Senate” means the Undergraduate Student Senate of the Kent Campus;

“Senator” means any person holding any one of the twenty-five (25) positions listed in paragraph (G) (2) (a) of the Charter, including the President and the Directors;

“Undergraduate Student Government” means the Undergraduate Student Government of the Kent Campus;

“Undergraduate Student Senate” means the Undergraduate Student Senate of the Kent Campus;

“University” means Kent State University in Ohio;

“USG” means the Undergraduate Student Government of the Kent Campus;

“writing” and expressions referring to writing include printing, lithography, typewriting, photography, and other modes of representing or reproducing words or figures in visible form, including sent e-mails.

**Article II: Object**

**Section 3: Object**

The object of the Undergraduate Student Government is:

to provide for the common betterment and general welfare of the undergraduate student body and the University and to insure meaningful student participation in total University governance; and

to carry out, execute, and perform any function, power, or duty imposed or conferred upon the Undergraduate Student Government or the Undergraduate Student Senate by the Charter, the Constitution of Kent State University, the Board of Trustees of Kent State University, or otherwise by the University or any law.

**Article III: Senate Membership**

**Section 4: Senate Membership**

Paragraph 1. The Senate shall have twenty-five (25) members, who shall be the twenty-five (25) Senators. The twenty-five (25) Senators shall be the holders of the positions listed in paragraph (G) (2) (a) of the Charter.

Paragraph 2. The President is and shall be a Senator in addition to being the President. The President is a voting member of the Senate.

Paragraph 3. The Directors are and shall be Senators in addition to being Directors.

Paragraph 4. Officers of the Senate, or members of the staff of the Undergraduate Student Government may be permitted or required to attend meetings of the Senate, as provided for in the Code of Standing Rules, but only Senators may make, second, or vote on motions.

Paragraph 5. The elected Senators shall be elected at a general election each year which shall be conducted according to the provisions of the Charter, the provisions of the Code of Standing Rules, and any rules which may be made from time to time by the Election Commission.

Paragraph 6. The appointed Senators shall be appointed according to the provisions of the Charter, the provisions of the Code of Standing Rules, and any rules which may be made from time to time by the Nominating Committee.

Paragraph 7. A casual vacancy in the seat of an elected Senator may be filled either by a special election or an appointment. The decision to fill the casual vacancy by either a special election or an appointment shall be made in each case by the Senate, but should the vacancy occur after the end of the spring semester in any year but before the beginning of the fall semester, the vacancy shall be filled by an appointment and a special election may not be conducted.

Paragraph 8. In the event of a special election, the election shall be conducted according to the provisions of the Charter, the provisions of the Code of Standing Rules, and any rules which may be made from time to time by the Election Commission.

Paragraph 9. In the event of an appointment to fill a casual vacancy, either in the seat of an elected Senator or an appointed Senator, the appointment shall be made by the Senate by a three fourths (3/4ths) vote. The appointment shall be conducted according to the provisions of the Charter, the provisions of the Code of Standing Rules, and any rules which may be made from time to time by the Nominating Committee.

Paragraph 10. Should any Senator be appointed to fill a casual vacancy in a different seat, the Senator shall be deemed to have vacated his or her previous seat and ceased to hold his or her previous office immediately upon the Senator’s new appointment. The appointment shall take effect immediately upon the Senate making the appointment or the Senator accepting his or her nomination or appointment to the new seat, whichever shall occur second. It shall not be necessary to require, in any form, the resignation of the Senator from his or her previous office. For example, should there be a casual vacancy in the office of Director of Programming, and should that vacancy be filled by the appointment of the Senator for the College of the Arts to the office of Director of Programming, provided that such Senator for the College of the Arts has already agreed to the appointment, such Senator for the College of the Arts shall, upon the necessary vote by the Senate making the appointment, immediately cease to be the Senator for the College of the Arts and immediately become the Director of Programming without any interval and without any need to specially express, in writing or otherwise, his or her resignation as the Senator for the College of the Arts.

**Article IV: Officers**

**Section 5: The President**

Paragraph 1. The President is and shall be the President of the Undergraduate Student Body of the Kent Campus, the President of the USG, and the President of the Senate.

**Section 6: The Vice-Chairman of the USG**

Paragraph 1. There shall be a Vice-Chairman of the USG. A Senator shall be the Vice-Chairman of the USG. The Vice-Chairman of the USG shall be the Vice-Chairman of the Senate. The Vice-Chairman of the USG shall be elected by the Senate.

Paragraph 2. When there is a vacancy in the office of Vice-Chairman of the USG, a Senator may be temporarily appointed by the President to hold office as the Vice-Chairman of the USG until a permanent Vice-Chairman of the USG is elected by the Senate under Paragraph 1 of this Section.

**Section 7: The Parliamentarian of the USG**

Paragraph 1. There shall be a Parliamentarian of the USG. A Senator shall be the Parliamentarian of the USG. The Parliamentarian of the USG shall be the Parliamentarian of the Senate. The Parliamentarian of the USG shall be elected by the Senate.

Paragraph 2. When there is a vacancy in the office of Parliamentarian of the USG, a Senator may be temporarily appointed by the President to hold office as the Parliamentarian of the USG until a permanent Parliamentarian of the USG is elected by the Senate under Paragraph 1 of this Section.

Paragraph 3. When there is a vacancy in the office of Parliamentarian of the USG, a Senator may be temporarily appointed by the Vice-Chairman of the USG to hold office as the Parliamentarian of the USG until a Parliamentarian of the USG is elected or appointed under Paragraph 1 or Paragraph 2 of this Section.

**Section 8: The Chief of Staff to the President**

There shall be a Chief of Staff to the President. The Chief of Staff to the President shall be a member of the staff of the Undergraduate Student Government, in other words, an employee of Undergraduate Student Government. The Chief of Staff to the President shall be appointed by the President, subject to a vote of confirmation by the Senate.

**Section 9: The Administrative Assistant to the President**

There shall be an Administrative Assistant to the President. The Administrative Assistant to the President shall be a member of the staff of the Undergraduate Student Government, in other words, an employee of Undergraduate Student Government. The Administrative Assistant to the President shall be appointed by the President, subject to a vote of confirmation by the Senate.

**Section 10: The Secretary of the Senate**

Paragraph 1. There shall be a Secretary of the Senate. The Secretary of the Senate shall be elected by the Senate. A Senator may serve as the Secretary. An employee of the USG may serve as the Secretary. A person who is neither a Senator nor an employee of the USG may serve as the Secretary.

Paragraph 2. When there is a vacancy in the office of Secretary of the Senate, a person may be temporarily appointed by the President to hold office as the Secretary of the Senate until a permanent Secretary of the Senate is elected by the Senate under Paragraph 1 of this Section.

Paragraph 3. When there is a vacancy in the office of Secretary of the Senate, a person may be temporarily appointed by the Vice-Chairman of the USG to hold office as the Secretary of the Senate until a Secretary of the Senate is elected or appointed under Paragraphs 1 or 2 of this Section.

**Section 11: The Presidium**

The President, the Vice-Chairman of the USG, the Parliamentarian of the USG, the Chief of Staff to the President, the Secretary of the Senate, and the Administrative Assistant to the President shall together constitute the Presidium. They shall be responsible for preparing the proposed agendas and the final draft minutes for all meetings of the Senate.

**Section 12: Additional officers and employees**

Additional officers of the Senate and employees of the USG may be provided for in the Code of Standing Rules.

**Article V: Meetings and Procedures of the Senate**

**Section 13: Meetings**

Paragraph 1. The quorum to do business at any meeting of the Senate shall be thirteen (13) Senators.

Paragraph 2. Unless otherwise provided for in the Code of Standing Rules, the regular meetings of the Senate shall be held, in every year:

a) on the 2nd, 4th, and 5th Wednesdays of January, February, March, and April;

b) on the 2nd Wednesday of May;

c) on the 4th and 5th Wednesdays of August; and

d) on the 2nd, 4th, and 5th Wednesdays of September, October, November, and December.

Paragraph 3. Unless otherwise provided for in the Code of Standing Rules, the regular meetings of the Senate shall be held on the days provided for in Paragraph 2 of this Section at 6:00 pm in the Governance Chambers (the room to the right of room 227) on the 2nd floor of the Kent Student Center (1075 Risman Drive, Kent, Ohio) of Kent State University.

**Section 14: Resolutions and Legislation**

Paragraph 1. Any power exercisable by the Senate may be exercised simply by the adoption of a main motion. The formality of a specific type of resolution, bill, act, or legislation shall not be required for the validity of anything done by the Senate.

Paragraph 2. Acts of the Senate, otherwise known as Legislation or enacted Legislation, are resolutions of the Senate which have been adopted using a standardized form. Bills, otherwise known as proposed Legislation, are draft resolutions.

Paragraph 3. Bills may only be proposed to the Senate by the Executive Cabinet, the President, or Directors. A bill may be proposed to the Executive Cabinet for its consideration by any Senator or employee of the USG.

Paragraph 4. Every bill, in order to be considered by the Senate, must be sponsored by the Executive Cabinet, the President, or a Director. A bill may be co-sponsored by any one or more persons being Senators or employees of the USG.

Paragraph 5. Pursuant to paragraph (G) (5) (b) of the Charter, the requirement for the adoption of any item of Legislation, resolution, or Act of the Senate shall be the same as for the adoption of any main motion, which is and shall be a majority of Senators voting, except when a higher threshold is specifically required by other paragraphs of the Charter, by this Code, or by the rules of order, such as for the appointment or removal of a Senator, the amendment of this Code or the Code of Special Rules of Order.

**Section 15: Electronic Participation**

The Code of Special Rules of Order may make provision for Senators who are not physically present to participate and vote by electronic means, but electronic participation shall only ever be permitted to the extent provided, if at all, in and by the Code of Special Rules of Order, but under no circumstances shall any Senator or Senators participating electronically count towards the quorum to do business, which, as always, is and shall be thirteen (13) or more Senators physically present.

**Article VI: The Executive Cabinet**

**Section 16: Composition of the Executive Cabinet**

Paragraph 1. The Executive Cabinet shall consist of the President and the Directors as voting members.

Paragraph 2. The Vice-Chairman of the USG, if not a Director, may attend all meetings of the Cabinet, but may not vote, unless a Director.

Paragraph 3. The Parliamentarian of the USG, if not a Director, may attend all meetings of the Cabinet, but may not vote, unless a Director.

Paragraph 4. The Chief of Staff to the President may attend all meetings of the Cabinet but may not vote.

Paragraph 5. The Administrative Assistant to the President may attend all meetings of the Cabinet but may not vote.

**Section 17: Meetings of the Executive Cabinet**

Paragraph 1. The quorum to do business at any meeting of the Cabinet shall be five (5) voting members of the Cabinet.

Paragraph 2. Unless otherwise provided for in the Code of Standing Rules, the regular meetings of the Cabinet shall be held, in every year:

a) on the 1st and 3rd Wednesdays of January, February, March, and April;

b) on the 1st Wednesday of May; and

c) on the 1st and 3rd Wednesdays of September, October, November, and December.

Paragraph 3. Unless otherwise provided for in the Code of Standing Rules, the regular meetings of the Senate shall be held on the days provided for in Paragraph 2 of this Section at 6:00 pm in the Governance Chambers (the room to the right of room 227) on the 2nd floor of the Kent Student Center (1075 Risman Drive, Kent, Ohio) of Kent State University.

**Article VII: Committees**

**Section 18: Committees of the Senate**

Paragraph 1. The committee referred to in paragraphs (G) (5) (e), (H) (1) (b), (H) (1) (d), and (H) (1) (e) of the Charter as the “allocations standing committee” hereby is and shall be a standing committee of the Senate. This standing committee shall be called and referred to as the Allocations Committee of the Undergraduate Student Senate, or simply the Allocations Committee of the Senate, or simply the Allocations Committee.

Paragraph 2. The committee referred to in paragraphs (G) (5) (e), (H) (1) (c), (H) (1) (d), and (H) (1) (e) of the Charter as the “programming board standing committee” hereby is and shall be a standing committee of the Senate. This standing committee shall be called and referred to as the Programming Committee of the Undergraduate Student Senate, or simply the Programming Committee of the Senate, or simply the Programming Committee.

Paragraph 3. In addition to the Allocations Committee and the Programming Board, there shall be a Committee on Rules, an Election Commission, a Nominating Committee, and a Committee on Discipline, which shall be standing committees of the Senate. Additional standing committees of the Senate may be established and provided for in the Code of Standing Rules.

Paragraph 4. The Allocations Committee shall consist of not less than seven (7) nor more than twenty-five (25) members. Only undergraduate students of Kent State University may be appointed as or to be members. The members shall be appointed by the Director of Business and Finance, subject to confirmation by the Senate. The said Director shall not be an ex-officio member of the Allocations Committee, but the said Director may, subject to confirmation by the Senate, appoint himself or herself as a member. Members of the Allocations Committee shall be appointed to serve until the next ensuing general election of Undergraduate Student Senators.

Paragraph 5. The Programming Committee shall consist of not less than five (5) nor more than twenty-five (25) members. Only undergraduate students of Kent State University may be appointed as or to be members. The members shall be appointed by the Director of Programming, subject to confirmation by the Senate. The said Director shall not be an ex-officio member of the Allocations Committee, but the said Director may, subject to confirmation by the Senate, appoint himself or herself as a member. Members of the Programming Committee shall be appointed to serve until the next ensuing general election of Undergraduate Student Senators.

Paragraph 6. Unless otherwise provided for in the Code of Standing Rules, the quorum to do business for every standing committee of the Senate shall be five (5), except that, unless otherwise provided for in the Code of Standing Rules, the quorum to do business for the Programming Committee shall be three (3).

Paragraph 7. Other than the Allocations Committee and the Programming Committee, unless otherwise provided for in the Code of Standing Rules, every standing committee of the Senate shall consist of not less than five (5) nor more than twenty-five (25) members, who shall be appointed by the President unless otherwise provided for in the Code of Standing Rules.

**Article VIII: Rules and Parliamentary Authority**

**Section 19: Rules**

Paragraph 1. The paramount rule governing the USG shall be the Charter.

Paragraph 2. The current edition of Robert’s Rules of Order Newly Revised hereby is and shall be the parliamentary authority of the Senate.

Paragraph 3. This Code of Bylaws, except as otherwise provided for in this Section, shall have full force and effect and be binding on the Senate and its members.

Paragraph 4. There shall be a Code of Special Rules or Order, which shall be adopted and amendable as provided for in the current edition of Robert’s Rules of Order Newly Revised. The Code of Special Rules of Order, except as otherwise provided for in this Section, shall have full force and effect and be binding on the Senate and its members.

Paragraph 5. There shall be a Code of Standing Rules, which shall be adopted and amendable as provided for in the current edition of Robert’s Rules of Order Newly Revised. The Code of Standing Rules, except as otherwise provided for in this Section, shall have full force and effect and be binding on the Senate and its members.

Paragraph 6. Any provision or provisions in this Code of Bylaws which is or shall be inconsistent with the Charter shall, to the extent of the inconsistency, be void.

Paragraph 7. Any provision or provisions in Part II of this Code of Bylaws which is or shall be inconsistent with the Charter or Part I of this Code of Bylaws shall, to the extent of the inconsistency, be void.

Paragraph 8. Any provision or provisions in the Code of Special Rules of Order which is or shall be inconsistent with the Charter or this Code of Bylaws shall, to the extent of the inconsistency, be void.

Paragraph 9. Any provision or provisions in the current edition of Robert’s Rules of Order Newly Revised which is or shall be inconsistent with the Charter, this Code of Bylaws, or the Code of Special Rules of Order shall, to the extent of the inconsistency, be void.

Paragraph 10. Any provision or provisions in the Code of Standing Rules which is or shall be inconsistent with the Charter, this Code of Bylaws, the Code of Special Rules of Order, or the current edition of Robert’s Rules of Order Newly Revised shall, to the extent of the inconsistency, be void.

Paragraph 11. Except as otherwise provided for in this Section, the Senate, all meetings of the Senate, and all proceedings and deliberations of and at meetings of the Senate shall be conducted according to the provisions of the Charter, this Code of Bylaws, the Code of Special Rules of Order, the current edition of Robert’s Rules of Order Newly Revised, and the Code of Standing Rules.

Paragraph 12. Except as otherwise provided for in this Section, all Senators and employees of the USG must obey and conform to the provisions of the Charter, this Code of Bylaws, the Code of Special Rules of Order, the current edition of Robert’s Rules of Order Newly Revised, and the Code of Standing Rules.

**Article IX: Amendment of this Code of Bylaws**

**Section 20**

This Code of Bylaws may be amended by the Senate, provided that the general revision or special revision of this Code is approved by two thirds of the Senators present, or a majority of the entire membership of the Senate (counting absent Senators, but not counting vacancies), or both.

**Article X: Miscellaneous**

**Section 21**

All University USG Conferences may be held from time to time if deemed prudent by the Senate.

**Article XI: Transitional Measures**

**Section 22**

Paragraph 1. This Code shall enter into force immediately as soon as it shall have been approved by a two thirds (2/3rds) vote of the Senate.

Paragraph 2. The person who was the Vice-Chairman of the USG at the time of the adoption of this Code shall remain the Vice-Chairman of the USG and shall be deemed to be have been elected by the Senate under Article IV of this Code.

Paragraph 3. The person who was the Parliamentarian of the USG at the time of the adoption of this Code shall remain the Parliamentarian of the USG and shall be deemed to be have been elected by the Senate under Article IV of this Code.

Paragraph 4. The person who was the Chief of Staff to the President at the time of the adoption of this Code shall remain the Chief of Staff to the President and shall be deemed to be have been appointed under Article IV of this Code.

Paragraph 5. The person who was the Administrative Assistant to the President at the time of the adoption of this Code shall remain the Administrative Assistant to the President and shall be deemed to be have been appointed under Article IV of this Code.

Paragraph 6. Should there be any vacancy in the Senate at the time of the adoption of this Code, the Senate may immediately fill the vacancy by a three fourths (3/4th) vote without any need for a recommendation by the Nominating Committee.

Paragraph 7. Should any vacancy in the Senate occur at the meeting of the Senate at which this Code is adopted, the Senate may immediately fill the vacancy by a three fourths (3/4th) vote without any need for a recommendation by the Nominating Committee.

**Part II**

   B. No legislation (except that which is designated as Emergency Legislation, as defined below) shall be voted upon at the meeting at which it is introduced. Such legislation shall instead be presented for first reading at the initial meeting, assigned a legislation code, and placed on the agenda for the following regular meeting. [Bills and resolutions will be read orally unless specifically requested by a unanimous of the Undergraduate Student Government.] Copies of the proposed legislation must be distributed to all members prior to or during the legislation's first reading. DISCUSSION OF THE FIRST READING SHALL BE LIMITED TO CLARIFICATION OF THE LEGISLATION BY THE SPONSER. No action shall be taken until the second reading.

   C. Emergency Legislation shall be defined as legislation, which constitutes unforeseen circumstances or calls for immediate action. Legislation will be designated as Emergency Legislation if so moved by the sponsor and seconded and approved by a majority vote of Senate during the legislation's first reading. Such legislation shall then be on the floor for final disposition, requiring a majority vote of government to pass.

   D. Motions used will be those prescribed in Robert's Rules of Order.

**II**. Operating Procedure

   A. While not a public body, the Undergraduate Student Government's meetings shall be open to the public and will be conducted in a manner consistent with the spirit of the Ohio Open Meetings Law, section 121.22 of the Ohio Revised Code. However, after a majority vote of quorum, by role call, the Undergraduate Student Government reserves the right to hold an executive session for the following purposes.

 1. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a state employee or official, for the investigation of charges or complaints against a state employee, official, licensee, or regulated individual unless the state employee, licensee, or regulated individual request a public hearing;

    2. To consider the purchase of public property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of the information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest;

     3. Conferences with an attorney for the USG that are the subject of pending or imminent court action;

       4. Preparing for, conducting, or reviewing negotiations or bargaining sessions with USG employees concerning their compensation or other terms and conditions of their employment;

       5. Matters required to be kept confidential by federal laws or rules or state statutes;

       6. Specialized details of security arrangements where disclosure of the matter discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law.

    7. For any other reason not listed above, which by quorum vote of the USG, is deemed necessary to be held in executive session.

   B. A bill, resolution, or motion of any kind is invalid unless adopted in an open meeting of the USG: this bill shall apply to committees and subcommittees of the USG.

   G. A period will be designated at the beginning of each meeting during which any interested person may have three (3) minutes to discuss concerns relevant to Kent State University or Senate (Public Contributions). This period may be lengthened following a motion to do so by a member of the Undergraduate Student Government and with approval by a majority vote of members present.

   H. A period of time at the end of each meeting will be reserved for Public Contributions following the same guidelines established in II.G. (See above).

   I. An Undergraduate Student Government member may yield the floor to a spectator at any time except when a motion has been made and properly seconded. However, the meeting Chair must recognize the Undergraduate Student Government member before he/she can recognize a spectator.

   K. Allocation requests to be considered by the Undergraduate Student Government must be submitted to the Director of Business and Finance by the designated day and time noted in the Guidelines for the Allocation and Use of Student Activity Tuition Fees.  The Director of Business and Finance may under extreme circumstances extend the deadline for consideration of a request; this decision may be overruled by a 2/3 majority of the Executive Cabinet of the USG.

       1. Handling Allocation Requests, when the Allocation Committee is not present, the Undergraduate Student Government shall use the following procedure:

           a.  The Executive Cabinet of the USG will be responsible for allocation requests in the absence of the USG Allocation Committee. The President shall recognize the Director of Business and Finance or his/her designee, who will then read the pending request.
           b. The Director of Business and Finance or designee shall then yield the floor to the representative of the organization submitting the request. The representative then has three (3) minutes during which time he/she may explain and justify the request. After the representative has finished speaking, the floor will be open for the USG Directors to address questions to the organization's representative and/or discuss the proper disposition of the request among them.
           c. After a Director has made a motion and the motion has been properly seconded, the discussion will be limited to members of the Executive Cabinet.
           d. If a motion is not seconded or if a properly seconded motion fails, the floor is again open to questions and discussion. (Move to allocation guidelines)

   L. It shall be the policy of the Undergraduate Student Government with regard to the Undergraduate Student Government Staff, University committees, and all other Undergraduate Student Government appointments that no bias will be shown on the basis of race, color, creed, national origin, sex, or sexual preference.  These members shall show no bias based off of other affiliations (i.e. student organizations, work, etc...)

**III**. Responsibilities of the Undergraduate Student Government Executive Cabinet

    A. Formulate a written report to be presented at public meetings and published on the official USG website.

   B. Maintain a minimum of 10 regular office hours per week, to insure sufficient accessibility to constituents and university officials.

   C. Serve on internal committees so as to insure a balanced workload among all twenty-five members.

   D. Participate in the Allocations process at the request of the Director for Business and Finance.

   E. Attend all training workshops and seminars, which are intended to increase proficiency and efficiency in service to one's office.

   F. Attend all briefings and public meetings to include Executive Cabinet and regular USG meetings, and any other required event(s).

           1.  In the event of three unexcused absences an executive session shall be held to take into consideration removal from office.

 G. Hold regular meetings with appropriate counterparts in the university administration

   H. Adhere to all USG rules, regulations, policies, and procedures.

   I. Shall assist every other director and senator in the performance of the duties of the Undergraduate Student Government.

 J. Must have a working knowledge of Robert's Rules of Order.

   K. Must have a working knowledge of the Charter of the Undergraduate Student Body, the Student Government By-Laws, and the Guidelines for the Allocation and the Use of Student Activity Fees.

   L. Shall assume duties one week prior to the beginning of the Fall Semester and be present at the Kent Campus.

    M. Shall attend and participate in all activities of the USG.

   N. Coordinate all publicity pertaining to her/his own position with the Director of Communications and the USG staff.

   O. Oversee the budget of all projects under his/her purview, expending money with the advice and consent of the President to assure that expenditures are supportive of the goals of the USG and within the Guidelines for the Allocation and Use of Undergraduate Student Activity Fees. Shall submit expenditures to the full USG for approval by a majority vote in the event of disagreement with the President as to the appropriateness of the expenditure.

  P. All members assume duties of their elected chair immediately following Inauguration.

   Q. Each outgoing member and member- elect must participate in the transition process.

   R. Review and update as necessary the By-Laws and position descriptions of the USG.

**IV**. Duties and Responsibilities for Directors

           A. President:  the President of the Undergraduate Student Government is responsible for administrative functions of the USG.  As such this director's duties shall include the following:

1.    Function as the chief spokesperson for the USG, representing the views of the USG.

2.    Serve as Chairperson over the Executive Cabinet and the Undergraduate Student Government.

3.    Shall be responsible for bringing to the attention of the Undergraduate Student Government and the appropriate university administration the following:

      a.    Alleged violations of the Charter, By-Laws, USG legislation, and the guidelines for the allocation and use of undergraduate student activities tuition allocations.

      b.    Investigating the alleged violations and ensuing the appropriate actions.

      c.    Implement any sanctions imposed by the USG for such violations.

4.    Coordinate USG's communication with the administration and members of the university community both on and off campus.

5.    Represent the USG at the University Priority Budget Advisory Committee (UPBAC) and report pertinent information to the USG.

6.    Shall act as a liaison between the University Administration, the Board of Trustees and the USG.

7.    Maintain a minimum of 20-40 office hours per week over summer break.

8.    Determine USG absences from regularly scheduled senate meetings, special meetings, or any other required event that is excused or unexcused.

9.   Administer one-year appointments or reviews for the term in which he/she serves for USG employees that include, but are not limited to the Chief of Staff to the President, Clerical Assistant, Administrative Assistant, Public Relations and Marketing Assistant, and Graphic Designer(s).

10. Recommend appointments of the six (6) appointed senators in conjunction with the President-elect. Appointments must be approved by a majority of the outgoing USG executive cabinet.

11.  Orchestrate the transition period of the outgoing and incoming USG.

12. Serve as a member of the Ohio Student Government Association (OSGA) representing Kent State University, and appoint a USG representative to serve as Kent State’s second voting member during OSGA meetings and conferences.

13. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

           B. Director of Programming: the Director of Programming is responsible for USG programming under the programming board standing committee.   As such this director's duties shall include the following:

1.    Oversee the direction and action of the USG Programming Board Standing Committee.

2.     Shall serve as Chairperson of the USG Programming Board Standing Committee. Oversee the implementation of up to five major university-wide events per academic year sponsored by the USG Programming Board Standing Committee.

3.    Submit a report at the first regularly scheduled USG summer meeting that includes proposed events, dates and budget for the academic year in which they are elected to serve.

4.    Operate according to the approved USG Programming Board Standing Committee guidelines.

5.   Shall be responsible for the management, administration and adherence to the USG Charter and By-Laws as they pertain to the USG Programming Board Standing Committee.

6.   Present a programming report at scheduled public meetings.

7.  Coordinate the application and interview process for the USG Programming Board Standing Committee. Recommend appointments in conjunction with the Programming Director-elect. Appointments must be approved by a majority of the outgoing USG Executive Cabinet.

8. Shall be responsible for the management and adherence to the Guidelines and Procedures for the Allocation and Use of the Undergraduate Student Activities Tuition Allocation, as it pertains to the Programming Budget.

9. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

C. Director of Business and Finance: the Director for Business and Finance is the coordinator of the entire allocations process, which includes both summer and yearly allocations.  As such the director’s specific duties include the following:

1.  Formulate a specific allocation process, which is to be presented in the form of a bill for the Allocation’s process.

2. Update the Guidelines for the Allocations and use of the Undergraduate Student tuition allocation dollars, submitting them for approval to the Undergraduate Student Government and forwarding them for review to the Vice Provost and Vice President for Enrollment Management and Student Affairs.

3. Plan and implement a financial workshop for the treasurers, programmers, advisors and other officers of student organizations eligible for funding.

4.  Coordinate the application and interview process for the USG Allocation Committee. Recommend appointments in conjunction with the Director of Business and Finance-elect. Appointments must be approved by a majority of the outgoing USG executive cabinet.

5. Present a financial report to the USG at each public meeting.

6. Represent the USG at the University Priority Budget Advisory Committee (UPBAC) and the Faculty Senate Budget Advisory Committee (FaSBAC), and report pertinent information to the USG.

7. Shall serve as chairman of the Allocation Committee, assuring a strict adherance to all applicable laws, rules and regulations, as defined in the Guidelines and Procedures for the Allocation and Use of the Undergraduate Student Activities Tuition Allocation.

8. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

D. Academic Affairs: the Director for Academic Affairs is responsible for student input into academic policy. As such, this director’s specific duties include the following:

1. Monitor proposals affecting quality and emphasis of academic curriculum and make recommendations as to the USG’s position on these proposals, but limited to advising and academic standards.
2. Assist students with academic problems that are brought to the USG.
3. Shall serve as an ex-officer, non-voting member and liaison between the USG and Faculty Senate. Shall attend all Faculty Senate meetings and give a brief report on USG concerns.
	1. Recommend USG response to all proposals for change in academic policy set forth by the Faculty Senate.
	2. Draw on proposals and submit them to the Senate for approval, then present them to the appropriate body or administrator.
	3. Shall develop programs that strive to achieve the goals of Faculty Senate legislation.
4. Coordinate the duties and responsibilities of the 11 college senators.

     5. Shall promote quality education at an affordable cost.

     6. Shall promote open communication between the students, faculty and
administration.

 7. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

 8. Assist each college Senator in planning Meet the Dean Week for their respective college at least once per semester.

 9. Meet bi-weekly on non-public meeting weeks with the 11 college senators to discuss goals and current events within each individual college.

E. Director of Community Affairs: the Director for Community Affairs is responsible for monitoring all local legislation and acting as a liaison between the community and the students. As such this director’s specific duties include the following:

1. Shall reside off-campus for the year in which he/she serves as director.

2. Shall serve as a liaison to the city of Kent, the city managers, the county of Portage, and other related community organizations.

3. Shall work in conjunction with the Director of Governmental Affairs to consider and recommend positions to the Senate on local matters of a political nature.

4. Shall work in conjunction with the Director of Governmental Affairs to communicate with, monitor, and lobby local bodies and agencies regarding any action that may affect the undergraduate student body.

6. Shall work closely with and hold regular meetings with Kent State University’s Special Coordinator to the City of Kent

7. Shall hold open forums between the students of Kent State and Representatives from the city of Kent at least once a semester.

8. Shall work with the senator(s) of off-campus affairs to maintain a community task force.

9. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

           F. Director of Governmental Affairs: the Director of Governmental Affairs monitors all National and State legislation that may effect the undergraduate student body. As such this director's duties shall include the following:

1. Shall serve as a liaison between the State Legislature and function as a channel of communication between the State Legislature and the campuses of Kent State University.

2. Communicate with, monitor, and lobby state and federal government bodies and regulatory agencies regarding any action that may affect the undergraduate student body.  This is including, but not limited to, recommending positions to the USG on matters of a relevant political nature and tracking current legislation regarding higher education.

3. Shall be familiar with Ohio governmental processes, politics and history.

4. Serve as liaison to the Board of Regents.

5. Shall organize and coordinate a voter registration drive.

6. Work closely with the Director of Community Affairs to organize and conduct open forums with Kent State University Students, and representatives of political, community, and governmental bodies.

7. Shall work with the Director of Community Affairs to help communicate local issues of a political nature to the USG.

8.  Shall communicate regularly and work with the Senior Legislative Officer of Kent State University to stay current on relevant legislative issues.

9. Shall work closely with the representative and senator representing Kent State University in the Ohio General Assembly in order to convey student opinion regarding current or proposed legislation.

10. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

G. Director of Student Advancement: The Director for Student Advancement will coordinate and oversee all areas of projects that would benefit the undergraduate student body. These projects will be inclusive,but not limited to the terms of facilities and capital improvements, as well as the Judicial Advocate program. As such this director's specific duties include the following:

1. Serve as the member on University committees that foresee construction and/or renovations of the campus (e.g. capital projects).
2. Serve as a member of the Student Quality Advisory Committee (SQAC).
3. Maintain a general knowledge of the University's policies, rules and guidelines as well as University services for referral.
4. Shall coordinate the Judicial Advocate program including but not limited to discussion groups and all training sessions, appointments, as well as serving as the liaison to the Office of Judicial Affairs.
a. Shall nominate student advocates to assist students in understanding the processes and possible sanctions of student conduct court. These recommendations shall then be forwarded to USG for final approval. These appointments must be passed by a majority of USG.
5. Shall nominate four undergraduate students to the All University Hearing Board each year. These nominations shall be forwarded to USG for final approval. The selected members must be passed by a majority of the USG.

6. Shall work with the 11 college senators and oversee and maintain the alumni mentorship program within each indiviudal college.
7.. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

H. Director of Student Involvement: The Director of Student Involvement shall be responsible for the coordination of student participation in all university committees and programs sponsored by the USG. As such this director's specific duties include the following:
1. Maintain the USG Message Board and operation of the USG Street Team, and the USG Flashsquad.
3. Shall nominate student members to all university standing committees with the exception of committees serving under the Director of Business and Finance or the Director of Programming. These recommendations shall then be forwarded to USG for final approval. The appointments must be passed by a majority of USG. The committee will be delegated to the appropriate director position.
a. Committee members must complete committee reports for the Undergraduate Student Government after each committee meeting.
4. Coordinate monthly student leader luncheons with student leaders on campus and key administration members.

5. Serve as liason between Kent USG and the 7 regional campus’s USG. Shall be in constant comunication with each indivudal regional campus USG.

6. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

I. Director of Marketing & Communications:  The Director for Communications maintains open communication lines between USG, the student body, and student organizations.  As such this director’s specific duties include the following:
1. Conduct polls, forums, and focus groups of undergraduate students and report the information back to the USG, providing detailed information to the apropriate Director.
2. Communicate with Student Governments at other colleges and universities, through active participation in the Ohio Student Government Association, in order to find ways to better the USG.
3. Oversee USG advertising budget and promotion implementation in conjunction with the Public Relations & Marketing Assistant.
4. Coordinate the dissemination of information pertaining to the actions of the USG to the student body, including disbursement of passed resolutions to the appropriate university community.
5. Develop a USG newsletter as needed to facilitate communication with constituents.
6. Ensure the progress and completion of tasks/projects assigned to the Public Relations & Marketing Assistant.

7. Coordinate the application and interview process for the USG Public Relations team, consisting of 2-3 members who are in the college of College of Communication and Information.

8. Shall work closely with the USG graphics team who operates under the President and Director of Marketing & Communications.

9.. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.
**V**. Responsibilities of the Undergraduate Student Government Senators

A. Formulate a bi-weekly report.

   B. Maintain a minimum of 5 regular office hours per week, to insure sufficient accessibility to constituents and University officials.

   C. Serve on internal committees so as to insure a balanced workload among all twenty-five members.

   D. Participate in the Allocations Process at the request of the Director for Business and Finance.

   E. Attend all training workshops and seminars, which are intended to increase proficiency and efficiency in service to one's office.

   F. Attend all briefings and public meetings to include regular USG meetings, and any other required event(s).

           1.  In the event of three unexcused absences an executive session shall be held to take into consideration removal from office.

    G. Adhere to all USG rules, regulations, policies, and procedures.

   H. Shall assist every other director and senator in the performance of the duties of the Undergraduate Student Government.

    I. Must have a working knowledge of Robert's Rules of Order.

   J. Must have a working knowledge of the Charter of the Undergraduate Student Government, the Undergraduate Student Government By-Laws, and the Guidelines for the Allocation and the Use of Tuition Allocation Dollars.

 K. Shall attend and participate in all activities of the USG.

  L. Coordinate all publicity pertaining to her/his own position with the Director of Communications and the USG staff.

   M. Oversee the budget of all projects under his/her purview, expending money with the advice and consent of the President to assure that expenditures are supportive of the goals of the government and within the Guidelines for the Allocation and Use of Undergraduate Student Tuition Allocation Dollars. Shall submit expenditures to the full government for approval by a majority vote in the event of disagreement with the President as to the appropriateness of the expenditure.

 N. All members assume duties of their elected chair immediately following Inauguration.

    O. Each outgoing member and member- elect must participate in the transition process.

   R. Review and update as necessary the By-Laws and position descriptions of the government.

**VI**. Duties and Responsibilities for Senators

A. Senator for the College of Architecture and Environmental Design: the Senator for the College of Architecture and Environmental Design must have declared a major or be a pre-major for at least one semester prior to elections within the College of Architecture and Environmental Design. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).) The Senator for the College of Architecture and Environmental Design is responsible for student input into the College of Architecture and Environmental Design. As such, this senator’s duties shall include the following:

1.     Shall serve as a liaison between the USG and the College of Architecture and Environmental Design.

2.     Communicate with the dean of the College of Architecture and Environmental Design monthly during the academic year to stay current on events and changes within the College of Architecture and Environmental Design.

3.     Attend Faculty Senate meetings as a guest when items within the College of Architecture and Environmental Design are being discussed.

4.     Recommend USG response to all proposals for change within the College of Architecture and Environmental Design.

5. Work with the USG Director of Academic Affairs to plan and implement events for the College of Architecture and Environmental Design-Meet the Deans Week.

6. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

B. Senator for the College of the Arts: the Senator for the College of the Arts must have declared a major or be a pre-major for at least one semester prior to elections within the College of the Arts. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).)  The Senator for the College of the Arts is responsible for student input into the College of the Arts. As such, this senator’s duties shall include the following:

1.     Shall serve as a liaison between the USG and the College of the Arts.

2.     Communicate with the dean of the College of the Arts monthly during the academic year to stay current on events and changes within the College of the Arts.

3.     Meet with the department chairs within the College of the Arts at least once per semester to stay current on events and changes within the College of the Arts.

4.     Attend Faculty Senate meetings as a guest when items within the College of the Arts are being discussed.

5.     Recommend USG response to all proposals for change within the College of the Arts.

6.     Work with the USG Director for Student Involvement to plan and implement events for the College of the Arts for Meet the Deans Week at least once per semester.

7. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

C. Senator for the College of Arts and Sciences: the Senator for the College of Arts and Sciences must have declared a major or be a pre-major for at least one semester prior to elections within the College of Arts and Sciences. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).) The Senator for the College of Arts and Sciences is responsible for student input into the College of Arts and Sciences. As such, this senator’s duties shall include the following:

1.     Shall serve as a liaison between the USG and the College of Arts and Sciences.

2.     Communicate with the Dean of the College of Arts and Sciences monthly

during the academic year to stay current on events and changes within the College of Arts and Sciences.

3.     Contact the department chairs within the College of Arts and Sciences at least once per semester to stay current on events and changes within the College of Arts and Sciences.

4.     Attend Faculty Senate meetings as a guest when items within the College of Arts and Sciences are being discussed.

5.     Recommend USG response to all proposals for change within the College of Arts and Sciences.

6.     Work with the USG Director for Academic Affairs to plan and implement events for the College of Arts and Sciences for Meet the Deans Week at least once per semester.

7. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

D. Senator for the College of Business Administration: the Senator for the College of Business Administration must have declared a major or be a pre-major for at least one semester prior to elections within the College of Business Administration. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).)

The Senator for the College of Business Administration is responsible for student input into the College of Business Administration. As such, this senator’s duties shall include the following:

1.     Shall serve as a liaison between the USG and the College of Business Administration.

2.     Communicate with the Dean of the College of Business Administration monthly during the academic year to stay current on events and changes within the College of Business Administration.

3.     Meet with the department chairs within the College of Business Administration at least once per semester to stay current on events and changes within the College of Business Administration.

4.     Attend Faculty Senate meetings as a guest when items within the College of Business Administration are being discussed.

5.     Recommend USG response to all proposals for change within the College of Business Administration.

6.     Work with the USG Director for Academic Affairs to plan and implement events for the College of Business Administration for Meet the Deans-Week .

7. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

E. Senator for the College of Communication and Information: the Senator for the College of Communication and Information must have declared a major or be a pre-major for at least one semester prior to elections within the College of Communication and Information. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).)

The Senator for the College of Communication and Information is responsible for student input into the College of Communication and Information. As such, this senator’s duties shall include the following:

1.     Shall serve as a liaison between the USG and the College of Communication and Information.

2.     Communicate with the Dean of the College of Communication and Information monthly during the academic year to stay current on events and changes within the College of Communication and Information.

3.     Meet with the department chairs within the College of Communication and Information at least once per semester to stay current on events and changes within the College of Communication and Information.

4.     Attend Faculty Senate meetings as a guest when items within the College of Communication and Information are being discussed.

5.     Recommend USG response to all proposals for change within the College of Communication and Information.

6. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

F. Senator for the College of Education, Health and Human Services: the

Senator for the College of Education, Health and Human Services must have declared a major or be a pre-major for at least one semester prior to elections within the College of Education, Health and Human Services. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).)The Senator for the College of Education, Health and Human Services is responsible for student input into the College of Education, Health and Human Services. As such, this senator’s duties shall include the following:

1.     Shall serve as a liaison between the USG and the College of Education, Health and Human Services.

2.     Communicate with the Dean of the College of Education, Health and Human Services monthly during the academic year to stay current on events and changes within the College of Education, Health and Human Services.

3.     Meet with the department chairs within the College of Education, Health and Human Services at least once per semester to stay current on events and changes within the College of Education, Health and Human Services.

4.     Attend Faculty Senate meetings as a guest when items within the College of Education, Health and Human Services are being discussed.

5.     Recommend USG response to all proposals for change within the College of Education, Health and Human Services.

6.     Work with the USG Director for Academic Affairs to plan and implement events for the College of Education, Health and Human Services for Meet the Deans Week.

7. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

G. Senator for the Honors College; the Senator for the Honors College must be a member of the Honors College for at least one semester prior to elections. If this senator leaves the Honors College, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).)  The Senator for the Honors College is responsible for student input into the Honors College. As such, this senator’s duties shall include the following:

1.     Shall serve as a liaison between the USG and the Honors College.

2.     Communicate with the Dean of the Honors College monthly during the academic year to stay current on events and changes within the Honors College.

3.     Attend Faculty Senate meetings as a guest when items within the Honors College are being discussed.

4.     Recommend USG response to all proposals for change within the Honors College.

5.     Work with the USG Director for Academic Affairs to plan and implement events for the Honors College for Meet the Deans Week

6. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

H. Senator for the College of Nursing: the Senator for the College of Nursing must have declared a major or be a pre-major for at least one semester prior to elections within the College of Nursing. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).)

The Senator for the College of Nursing is responsible for student input into the College of Nursing. As such, this senator’s duties shall include the following:

1.     Shall serve as a liaison between the USG and the College of Nursing.

2.     Communicate with the dean of the College of Nursing monthly during the academic year to stay current on events and changes within the College of Nursing.

3.     Attend Faculty Senate meetings as a guest when items within the College of Nursing are being discussed.

4.     Recommend USG response to all proposals for change within the College of Nursing.

5.     Work with the USG Director for Academic Affairs to plan and implement events for the College of Nursing for Meet the Deans Week.

6. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

I. Senator for the College of Public Health: the Senator for the College of Public Health must have declared a major or be a pre-major for at least one semester prior to elections within the College of Public Health. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).) The Senator for the Public Health is responsible for student input into the College of Public Health. As such, this senator’s duties shall include the following:

1.     Shall serve as a liaison between the USG and the College of Public Health.

2.     Communicate with the dean of the College of Public Health monthly during the academic year to stay current on events and changes within the College of Public Health.

3.     Attend Faculty Senate meetings as a guest when items within the College of Public Health are being discussed.

4.     Recommend USG response to all proposals for change within the College of Public Health.

5.     Work with the USG Director of Academic Affairs to plan and implement events for the College of Public Health-Meet the Deans Week.

6. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

J. Senator for the College of Technology: the Senator for the College of Technology must have declared a major or be a pre-major for at least one semester prior to elections within the College of Technology. If this senator changes colleges, he or she must resign from his or her seat (see 3342-2-08 Undergraduate Student Government Charter (B) (5).)

The Senator for the College of Technology is responsible for student input into the College of Technology. As such, this senator’s duties shall include the following:

1.     Shall serve as a liaison between the USG and the College of Technology.

2.     Contact the Dean of the College of Technology at least once per month during the academic year to stay current on events and changes within the College of Technology.

3.     Attend Faculty Senate meetings as a guest when items within the College of Technology are being discussed.

4.     Recommend USG response to all proposals for change within the College of Technology.

5.     Work with the Director of Academic Affairs to plan events for the College of Technology for Meet the Deans Week at least once per semester.

6. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

**VII**. Duties and Responsibilities for Appointed Senators

K. Senator for the University College: the Senator for University College must be or have been an exploratory major for at least one semester prior to elections.   The Senator for the College of Undergraduate Studies is responsible for student input into the College of Undergraduate Studies. As such, this senator’s duties shall include the following:

1.     Shall serve as a liaison between the USG and the College of Undergraduate Studies.

2.     Communicate with the Dean of the College of Undergraduate Studies monthly during the academic year to stay current on events and changes within the College of Undergraduate Studies.

3.     Attend Faculty Senate meetings as a guest when items within the College of Undergraduate Studies are being discussed.

4.     Recommend USG response to all proposals for change within the College of Undergraduate Studies.

5.     Work with the USG Director of Academic Affairs to plan and implement events for the College of Undergraduate Studies for Meet the Deans Week.

6. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

L. Senator of the Residence Halls: the Senator of the Residence Halls is responsible for representing on-campus undergraduate students and advocating for their interests to the USG.

1. Shall reside on-campus one semester prior to and while they serve as senator.

2. Shall serve as liaison between the USG and Kent Inter-Hall Council (KIC).

3. Shall attend all KIC meetings.

4. Shall consider and recommend positions to the senate on matters of Residence Life.5. Shall maintain regular meetings throughout the academic term with the President of the Kent Interhall Council (KIC).

6. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

M. Senators of Off-campus and Commuter Students:   Senator for Off-Campus and Commuter Students is responsible for representing students who attend classes at the university, but do not reside on campus, and advocate for their specific interests to the Undergraduate Student Government.  The specific duties include the following:

1. Shall reside off-campus for the semester prior to and while they serve as senator.
2. Shall serve as a liaison between the Undergraduate Student Government and Commuter and Off-campus Student Organization (COSO).
3. Shall consider and recommend positions to the USG on matters regarding off-campus life and commuter issues.
4. Shall attend all Commuter and Off-Campus Student Organization meetings, and report pertenant information to the USG.
5. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.

N.   Senators at Large

1.     Serve as the liaison between the USG and the undergraduate students at the Kent campus. Advocate for and represent their needs and interests.

2.     Have a strong understanding of Kent State demographics of the undergraduate student population.

3.     Research current undergraduate student enrollment for demographic information.

4.   Work closely with all student organizations to raise USG involvement and student awareness.

5.     Bring  to the USG undergraduate student body concerns, ideas and suggestions.

6.     Assigned to special projects as need arises.

1. Shall carryout a positional transistioning including, but not limited to: Preparing a positional manual, and making any applicable updates; providing a briefing of all relavent information for committes and boards that the member sits/sat on; reviewing of positional goals and explaination of why any unaccomplished goals exist; holding at least 3 transitional meetings, to assure that the member-elect has ample opportunity to establish future goals, seek answers and advice regarding any ambiguous elements of positional manual, and ultimately seek to minimize the level of productivity regression due to assimilation period.
2. One of the Senators at Large positions will be expected to:

a. Serve as the liaison between the USG and the international

undergraduate student body.

b. Work with the Office of Global Education to bring international

undergraduate student’s concerns, ideas, and suggestions to the

USG.

c. Assist international students with the complex nature of the

university.

d. Chair the International Student Affairs Advisory Committee

(I.S.A.A.C.).

e. Work closely with the Director of International Student Affairs

under the Division of Student Affairs.

f. Assist in recruiting student helpers for international events in need

of assistance—e.g. the International Student Welcome.

g. Attend a minimum of three events hosted by or for international

Kent State community members—i.e. student organizations, local

community, and university-sponsored events.

h. Promote any programs designed for International students.

**VIII**. Resignation or other vacancy on Senate.

   A. A USG member's resignation is to be submitted in writing to the President, who shall make public notice of the resignation at the next regular USG meeting or briefing. The resignation is considered valid and final upon the presentation to the President and may not be rescinded thereafter by any parties concerned.

   B. Should the President resign his/her position, she/he will submit a written resignation to the USG at the following Public meeting.

   C. Upon public announcement of the resignation or other vacancy, the President or her/his designee shall implement the following procedure:

       1. The USG will follow university policy 3342-2-08 Undergraduate Student Government Charter (B) (5).)

       2. The vacancy shall be publicized through all available media.

       3. Applications are to be made available in the Kent Student Center/Undergraduate Student Government Office with the deadline for applications being made known through all available media.  The deadline is to be established by the President, or her/his designee and shall be no later than fifteen (15) academic class days after the public announcement of the vacancy.

       4. Any undergraduate student who applies for a vacant USG position must be registered in accordance with University Policy on participation in activities.

       5. In the event that a USG chair is not filled during a special election, the USG shall appoint by 3/4-majority vote, a person to fill each vacancy within fifteen academic class days.

    D. No Senate action may be taken to interfere with any resignation.

   E. Should any circumstance arise that compel the President to take a leave of absence or require his/her absence for any reason, the USG shall choose, by majority vote, another director to act as his/her proxy.