

UNDERGRADUATE STUDENT GOVERNMENT  
KENT STATE UNIVERSITY TUSCARAWAS CAMPUS  
Established 2016



**Contact USG:**

Email: [Infotusc@kent.edu](mailto:Infotusc@kent.edu)

**USG Meetings:**

Open to the campus community

**Undergraduate Student Government at Tuscarawas**

**Mission**

We, the members of the Undergraduate Student Government (USG) commit to serving the diverse needs of the student body and supporting the student organizations of Kent State University at Tuscarawas.

Specifically USG will:

- Enhance opportunities for involvement in the campus and community.
- Participate in the allocation of university funding to student organizations.
- Act as a voice between the administration and the student body.
- Represent the student body to the Kent State University at Tuscarawas administration.

**Operating Procedure**

The Undergraduate Student Government meetings shall be open to The Kent State University at Tuscarawas faculty, staff and student community. The Undergraduate Student Government (USG) is the approving body for the allocation of funds to current student organizations.

*It shall be stated as part of the policy of the Undergraduate Student Government at Kent State University at Tuscarawas that there shall be no form or type of discrimination in the USG, whether it be due to race, color, religion, gender, sexual orientation, national origin, ancestry, age, abilities, veteran's status, or social class.*

**Allocations Process**

One purpose of USG is to allocate funds to student organizations upon request. The funds that USG allocates originate from the Office of the Dean and as such are subject to all University rules and policies. USG operates based on a fiscal year beginning July 1 and ending June 30 of the following year. USG reserves the right to set forth procedures for allocations and funding disbursement and will publish these procedures on the USG website. Student organizations will be advised of the approval or denial of funds via email. Funding decisions will be approved upon a simple majority vote of USG members. One half of the total membership must be present at an allocations vote. Voting will take place at USG meetings, and student organizations will be informed of the vote the following Monday after the meeting. A memo describing the allocation

will be emailed to the organization President and advisor, and a copy will be sent to the Business Office.

All voting will be by voice vote. However, a roll call or hand vote may be done at any time at the request of a USG member.

### **USG Structure**

USG operates under the direction of the Office of the Dean. USG will consist of three officers and up to nine additional members. USG members are selected after an interview process by the USG advisor and current members to earn a position on the board. Once appointed, USG members will serve for a full calendar year and will be awarded a Leadership Scholarship of \$500 (\$250 per semester of service). Students will be evaluated annually by USG advisors and may continue for additional terms upon recommendation of the advisors. The advisor will attend all meetings as possible. The advisor is responsible for evaluating each USG member annually and for recommending USG members for service on University committees. The advisor does not vote during allocations discussions except in the case of a tie.

### **Responsibilities and Expectations of the Undergraduate Student Government**

- Be enrolled in at least six credit hours at the Tuscarawas campus during both Fall and Spring semesters of the term of service.
- Maintain a minimum GPA of 2.5.
- Participate in an evaluation annually with the USG advisor.
- Maintain weekly office hours to insure sufficient accessibility to constituents and university officials per individual USG member.
- Adhere to all USG rules, regulations, policies, and procedures.
- Serve on University committees as needed so as to insure a balanced workload among all members.
- Host one event or program each semester.
- Participate in the allocations process at the request of the USG Advisor.
- Attend all (leadership) training workshops and seminars, which are intended to increase proficiency and efficiency in service to one's office.
- Attend all briefings and public meetings to include USG and regular USG meetings, and any other required event(s).
  - In the event of three unexcused absences an special session shall be held to take into consideration removal from office.
- Participate in campus and community events as determined by USG advisor.
- Assist every other member in the performance of the duties of the Undergraduate Student Government and function as a team.
- Attend and participate in all activities of the USG.
- Establish and oversee the USG budget of all projects.
- Review and update as necessary the By-Laws and position descriptions of the USG.
- Maintain confidentiality of University committees.

- Communication with other USG members and USG advisor when missing a meeting. All USG members should check their Kent e-mail every 48 hours and respond in a timely manner.
- Meeting with the Dean on a regular basis, at least once per academic year.
- USG members who are members of the group requesting funds must leave during allocation discussions, and these members may not vote on the funding request.

*Changes may be made to this document upon approval of the USG advisor after consultation with the Office of the Dean.*

## **Duties and Responsibilities for Leadership Positions**

### **President**

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

- Function as the chief spokesperson for the USG, representing the views of the USG.
- Preside over USG meetings.
- Assist in the coordination of USG's communication with the administration and members of the university community both on and off campus.
- Orchestrate the transition period of the outgoing and incoming USG.
- Preside over USG meetings.

### **Vice President**

The Vice- President of the Undergraduate Student Government is responsible for assisting the President and aiding in the administrative functions of the USG. As such this vice president's duties shall include the following:

- Function as the "secondary" chief spokesperson for the USG, representing the views of the USG on a "need" basis.
- Assist in the coordination of USG's communication with the administration and members of the university community both on and off campus.
- Orchestrate the transition period of the outgoing and incoming USG.
- Assist in the operation of USG meetings, presiding in the President's absence.

### **Secretary/Treasurer**

The Secretary/Treasurer of the Undergraduate Student Government is responsible for assisting the President and Vice President in aiding in the administrative functions in addition to the finances of the USG. As such this Secretary/Treasurer duties shall include the following:

- Function as an additional spokesperson for USG, representing the views of the USG on a "need" basis.
- Create and maintain minutes of any votes or formal decisions made by USG. Provide these minutes, via email, to the USG advisor.
- Coordinate the entire allocations process
- Present a financial report to the USG at each weekly meeting.

**General Members**

- Serve as the liaison between the USG and the undergraduate students at the Tuscarawas campus. Advocate for and represent their needs and interests.
- Remain open and willing to represent the diverse voices among the student body.
- Bring the concerns, ideas, and suggestions of the student body to USG.
- Work closely with all student organizations to raise USG involvement and student awareness.
- Participate in special projects as need arises.

**Implementation**

- These By-Laws take effect upon a majority vote of USG.
- These By-Laws supersede all previous legislation.
- Any provision of these By-Laws may be waived by majority vote of the USG for good cause shown.
  - The USG reserves the right to make any grammatical changes as long as it does not affect content.
  - These By-Laws may be amended by a 2/3 vote of the USG.