

UNDERGRADUATE STUDENT GOVERNMENT
KENT STATE UNIVERSITY EAST LIVERPOOL CAMPUS
Established 2016



Contact USG:

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WWW.FACEBOOK.COM/KSUELUSG

USG Meetings:

Monday's at 2:30 p.m.
Dean's Conference Room

Undergraduate Student Government at East Liverpool

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 East Liverpool.

Specifically USG will:

1. Act as a voice between the administration and the student body
2. Enhance opportunities for involvement in the campus and community

Operating Procedure

1. The USG meetings shall be open to The Kent State University at East Liverpool faculty, staff, and student community.
2. Quorum to conduct business shall be 2 officers.
3. USG decisions will be approved upon a simple majority vote of the USG council. 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.
4. USG operates on a fiscal year beginning July 1 and ending June 30 of the following year.

USG Structure

USG operates under the direction of the Office of the Dean. USG will consist of three officers and a student organization council composed of active student organization members. USG officers are selected and appointed after an interview process by the USG Committee. Once appointed, USG officers will serve for a full calendar year and be awarded a scholarship. Officers will be evaluated once per semester by the USG advisor and may apply for additional terms of service. The student organization council will consist of active East Liverpool student organization members. Active student organizations will each have a single vote on the council.

The advisor will attend as many meetings as possible. The advisor is responsible for evaluating each USG member every semester 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 USG

- Be enrolled in at least six credit hours at the East Liverpool campus during both Fall and Spring semesters of the term of service.
- Maintain a minimum GPA of 2.00.
- Participate in an evaluation each semester with the USG advisor.
- Maintain weekly office hours to insure sufficient accessibility to constituents and university officials.
- 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.
- 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.
- Shall assist every other member in the performance of the duties of the USG and function as a team.
- Shall attend and participate in all activities of the USG.
- Establish and oversee the USG budget of all projects.
- Review and update as necessary the bylaws and position descriptions of the USG.
- Maintain confidentiality of university committees.
- Utilize the USG e-mail account for all official USG communication.
- 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.

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

Duties and Responsibilities of Officers

President

The president 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.
- Orchestrate the transition period of the outgoing and incoming USG.
- Develop agenda and preside over all meetings in accordance with Robert's Rules of Order
- Regularly meet with the campus dean
- Attend campus advisory board meetings
- Attend New Student Orientation

- Represent USG at First Year Experience courses

Vice President

The vice president is responsible for assisting the president and aiding in the administrative functions of the USG. As such the vice president's duties shall include the following:

- Function as additional spokesperson for the USG, representing the views of the USG on a "need" basis.
- Preside over meetings in the absence of the president in accordance with Robert's Rules of Order.
- Coordinate USG sponsored events.
- Orchestrate the transition period of the outgoing and incoming USG.

Secretary/Treasurer

The secretary/treasurer 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 the secretary/treasurer duties shall include the following:

- Function as additional spokesperson for the USG, representing the views of the USG on a "need" basis.
- Take and maintain thorough minutes of all USG meetings, presenting copies weekly to the Dean's office.
- Present a financial report to the USG at each weekly meeting.

Student Organization Council Members

- Serve as the liaison between the USG and active student organizations at the East Liverpool campus, and advocate for and represent their needs and interests.
- Work closely with USG to raise student involvement and student awareness.
- Bring to the USG undergraduate student body concerns, ideas, and suggestions.

Implementation

- These bylaws take effect upon a majority vote of USG.
- These bylaws supersede all previous legislation.
- Any provision of these bylaws 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 bylaws may be amended by a 2/3 vote of the USG.