

University of Cincinnati Student Government Bylaws

(Revised 03/8/2018 under the authority of the Speaker of Senate-CAS)
(Revised 07/28/2017 under the authority of the Speaker of Senate-TAK)
(Revised 04/24/2017 under the authority of the Speaker of Senate-TAK)
(Revised 04/17/2017 under the authority of the Speaker of Senate-TAK)
(Revised 7/20/16 under the authority of the Speaker of Senate – JSM)
(Revised 10/14/2015 under the authority of the Speaker of Senate-OTA)
(Revised 8/26/2015 under the authority of the Speaker of Senate-OTA)
(Revised 7/18/2015 under the authority of the Speaker of Senate-OTA)
(Revised 5/7/2015 under the authority of the Speaker of Senate-ADG)
(Revised 1/29/2015 under the authority of the Speaker of Senate-ADG)
(Revised 6/24/2014 under the authority of the Speaker of Senate-ADG)
(Revised 4/17/2013 under the authority of the Speaker of Senate-KMH)
(Revised 6/01/2012 under the authority of the Internal Holdover Senator-GBG)
(Revised 2/22/2011 under the authority of the Internal Holdover Senator-MEI)
(Branded 9/5/2008 under the authority of the Internal Holdover Senator-CJK)

Article I – Membership and Elections

Title I - Membership Requirements

Section 1. The Student Body President, Student Body Vice-President, Speaker of Student Senate, Internal Holdover Senator, External Holdover Senator, Treasurer, and Chief Justice will serve as the executive officers of the Undergraduate Student Government. These executive officers must have attended the University of Cincinnati as full-time or part-time (at least six (6) credit hours), undergraduate, matriculated students with a 2.5 or better cumulative grade point average through the most recently completed academic semester including Summer Semester. None of these executive officers may include Spring Semester, in which the elections occur, as their requirement for a completed academic semester, as inauguration into office occurs by the eleventh week of Spring Semester, and before the semester is completed.

Section 2. All Undergraduate Student Government Members, excluding the aforementioned executives, are required to attend the University of Cincinnati as full-time or part-time (at least six (6) credit hours), undergraduate, matriculated students with a 2.5 cumulative grade point average or maintain a 2.5 grade point average or higher every semester for the preceding 2 academic semesters prior to taking office and every semester thereafter. These requirements shall be checked at the beginning of each academic semester and facilitated by Student Activities and Leadership Development (SALD).

Section 3. A two-thirds (2/3) approval of Student Senate shall be necessary for a:
(a) Senator to be a member of Cabinet or Executive Staff.

- (b) Senator or member of Cabinet or Executive Staff to be an officer, other than Senator, of Student Activities Board, University Funding Board, or Student Safety Board.
- (c) Senator or member of Cabinet or Executive Staff to be an officer, other than Senator, of any College Tribunal.

Section 4. Members of Undergraduate Student Government may be required by these bylaws to fulfill office hours. Office hours are defined as time spent in the Student Government office and in any outside activities pertaining to Student Government business.

Title II – Student Body General Elections

Section 1. The Student Body General Elections shall occur during Spring Semester and shall be regulated by the Election Facilitation Committee (EFC).

- (a) Members of the Elections Facilitation Committee shall convene by the fourth (4th) week of Fall Semester and establish an exact election timeline and size of committee by the sixth (6th) week.
- (b) Petition signing shall last for the duration of two weeks.
- (c) EFC shall establish a timeline for packet turn in and verification with there being no more than a week between the turn in date of packets and the start of campaigning.
- (d) Two weeks of Spring Semester shall be devoted to campaigning, with the last three days of the second week being student body elections.
- (e) Inauguration shall occur two weeks after elections.
- (f) The terms of the Student Body President, Student Body Vice-President, and At-Large Senators terms shall begin at inauguration, terminating at the following year's inauguration.

Section 2. There shall be no formal campaigning (e.g. flyers, buttons, and mailings) during the school year until a general election packet is distributed, collected, and approved by the Elections Facilitation Committee.

Section 3. Funds may be collected three months prior to the first day of the collections of election packets according to the Election Rules and Outline published by the Election Facilitation Committee.

Title III – Election Facilitation

Section 1. A predetermined third party organization shall be responsible for administering the Student Body General Elections. No action shall be taken by the third party that would conflict with the Student Government Constitution or Bylaws.

Section 2. Said third party shall work in conjunction with the Student Government Advisor. The administrative duties of said third party shall include:

- (a) Setting up and running the electronic polling stations,
- (b) Tallying the final results of the Student Body General Election,
- (c) Supplying the final results of the Student Body General Election to the Student Government Advisor as well as the Chair of the Elections Facilitations Committee.

Section 3. The administrative duties of the Election Facilitation Committee shall include:

- (a) Determining the exact time, date, and location of the elections,
- (b) Publishing the Election Rules and Outline,
- (c) Disseminating election information,
- (d) Conducting orientation for all general election candidates,
- (e) Collecting petition packets and verifying that they have been filled out correctly,
- (f) Enforcing the election rules,
- (g) Hosting campaign events.

Section 4. There will be a Chairperson of EFC and they shall:

- (a) Be appointed by the Student Body President and approved by a 2/3 majority of the Student Senate no later than the fifteenth (15th) week of Spring Semester.
- (b) Have at least one year of experience on EFC, a campaign team, or running as a Slate or Candidate in a prior election.
- (c) Be a matriculated full or part-time (at least six (6) undergraduate credit hours) student of the University of Cincinnati, maintaining a minimum cumulative GPA of 2.5 or better.
- (d) Not be running in the general election or a member of a campaign team.
- (e) Act as the presiding officer for all grievance hearings, including: coordinating the activities and materials for grievance hearings, handling correspondence with Slates and Candidates before and after the hearing, and facilitating the hearing. The Chair will have exclusive facilitation privileges but not speaking or voting privileges.
- (f) Give weekly progress reports on the activities of the committee to the Student Senate during the annual Student Body General Election.
- (g) Submit a written document of all proceedings and decisions of EFC to Student Senate both prior to and during the annual Student Body General Election.

Section 5. There will be a Vice-Chairperson of EFC and they shall:

- (a) Be appointed by the Student Body President and then approved by a 2/3 majority of the Student Senate no later than the fifteenth (15th) week of Spring Semester.
- (b) Have at least one year of experience on EFC, a campaign team, or running as a Slate or Candidate in a prior election.
- (c) Be a matriculated full or part-time (at least six (6) undergraduate credit hours) student of the University of Cincinnati, maintaining a minimum cumulative GPA of 2.5 or better.
- (d) Not be running in the general election or a member of a campaign team.
- (e) Serve as the Chair-designate in all cases where the Chairperson is absent, including at grievance hearings with facilitation but not speaking or voting privileges.
- (f) Coordinate EFC's activities, including overseeing subcommittees concerned with elections marketing, candidate education, and elections events.

Section 6. Members of the Elections Facilitation Committee shall:

- (a) Number no less than five, not including the Chairperson and Vice-Chairperson.
- (b) Be confirmed by a 2/3 majority vote of Student Senate as a slate or individually.
- (c) Be a matriculated full or part-time (at least six (6) undergraduate credit hours) students of the University of Cincinnati, who maintain a minimum cumulative GPA of 2.5 or better.
- (d) Not be running in the general election or a member of a campaign team.
- (e) Provide consultation on the EFC Rules & Outline.
- (f) Maintain a non-partisan position in matters pertaining to the committee's work.

Section 7. The members of EFC, under the supervision of the Chairperson, shall create a new set of policies and procedures and a new set of regulations that allow proper enforcement of all infractions of the aforementioned new policies and procedures for the annual Student Body General Election. These new policies, procedures, and regulations shall be completed and submitted via an enactment bill to Senate by Friday of the eighth (8th) week of Fall Semester.

Section 8. The Election Facilitation Committee shall function as follows:

- (a) All decisions made by the committee will be following a vote of the members.

- (b) At least three members of the committee, not counting the Chairperson or Vice-Chairperson, must be present to vote and make a decision.
- (c) The Chairperson will not have a vote.
- (d) The Vice-Chairperson will only have a vote in the advent of a tie.

Title IV – Election Process

- Section 1.** The Student Body President and Student Body Vice-President shall be elected by a plurality of the undergraduate students of the University of Cincinnati voting in the Student Body General Election. Students may vote for only one (1) executive slate. In the case of a tie vote for the offices of an executive slate, the outgoing Student Senate shall decide by majority vote. The newly elected Student Body President and Student Body Vice-President shall be sworn in at the second senate meeting from the date of election.
- Section 2.** Nominations for the Speaker of Student Senate, Internal Holdover Senator, External Holdover Senator, and Treasurer shall be made from the floor during the last meeting of the outgoing Student Senate. Elections shall take place during the first meeting of the newly convened Senate. Majority vote shall be necessary to elect.
- Section 3.** Newly elected officers shall assume office during the week following their election. Any Student Senator elected to an officer position of must resign their respective Student Senate seat.
- Section 4.** The Speaker of Student Senate need not be a Student Senator at the time of election but must have at least nine (9) months of prior experience as a Student Senator.
- Section 5.** The Internal Holdover Senator must have at least six (6) months of prior experience as a Student Senator preceding their term as Internal Holdover.
- Section 6.** The External Holdover Senator must have at least six (6) months prior experience as a Student Senator or Cabinet member preceding their term as External Holdover.
- Section 7.** The Treasurer must have at least six (6) months prior experience as a member of Student Government.
- Section 8.** The At-Large Senators shall be elected by the undergraduate students of the University, voting in the Student Body General Election. Students may vote for up to eight (8) At-Large candidates. In the case of a tie vote for the office(s) of At-Large Senator(s), the outgoing Student Senate shall decide by

majority vote. The newly elected At-Large Senators shall be sworn in at the second senate meeting from the date of election.

Section 9. The College Senators shall be elected by the voting membership of their respective College Tribunal. There shall be two (2) College Senators from each undergraduate college. College Senator elections shall be conducted in accordance with the respective Tribunal's constitution and bylaws.

Section 10. The Undergraduate Funding Board (UFB), Student Activities Board (SAB), and Student Safety Board (SSB) Senators shall be elected by the voting membership of their respective boards. Senator elections shall be conducted in accordance with the respective Board's constitution and bylaws.

Section 11. The Chief Justice of Student Court shall be elected by the voting membership (Associate Justices) of the Student Court. Majority vote shall be necessary to elect.

Section 12. The Chief Justice must be an Associate Justice at the time of election. They must have at least nine (9) months of prior experience as an Associate Justice unless no one on the Court has nine (9) months prior experience.

Article II – Legislative Branch

Title I – Duties of Executives, Senators, and Non-Voting Members

Section 1. The Speaker of Student Senate shall be responsible for:

- (a) Fulfilling fifteen (15) office hours per week, recorded with the Internal Holdover Senator,
- (b) Acting as the presiding officer over Student Senate,
- (c) Serving as the official representative of Student Senate,
- (d) Preparing and distributing Student Senate meeting materials, agendas, and minutes,
- (e) Ensuring that any resolution passed by Student Senate is carried out by the appropriate member of Student Government,
- (f) Ensuring that any enactment passed by Student Senate is shown in the working Student Government Constitution, Bylaws, and/or Rules of Procedure no later than 15 business days after the bill is signed,
- (g) Approving and tracking all office hours recorded by members of Senate,
- (h) Coordinating new Senator Orientation and Re-orientation,
- (i) Planning retreats and social events for Student Senate,
- (j) Appointing and overseeing the Secretary of Senate as required, with the approval of Student Senate,

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- (k)** The following responsibilities shall be shared with the External Holdover Senator:
 - i.** Overseeing all standing and ad-hoc legislative committees,
 - ii.** Determining the chairs and the Senate membership of each legislative committee, with the advice of the Student Body Vice-President and the approval of Student Senate,
 - iii.** Appointing four (4) Senators to the annual Strategic Planning Committee, one from each legislative committee, as outlined in Article I, Title IV, Section VI of these bylaws,
- (l)** Designating legislation to the appropriate committees, councils, or boards for review before being brought before the Student Senate at their discretion,
- (m)** Chairing the Undergraduate Student Trustee Selection Committee,
- (n)** Chairing the Ways and Means Committee,
- (o)** Facilitating an annual review of the Student Government Constitution and Bylaws by the Ways and Means Committee, and
- (p)** Promoting and maintaining the Student Government Brand.

Section 2. The Internal Holdover Senator shall be responsible for:

- (a)** Fulfilling fifteen (15) office hours per week, recorded with the Speaker of Senate,
- (b)** Presiding as the Speaker of Senate pro Tempore,
- (c)** Filling in when necessary in the absence of the Secretary of Senate,
- (d)** Chairing the Tribunal Leadership Council, deciding its membership, and coordinating the council's meetings,
- (e)** Planning retreats and social events for the Tribunal Leadership Council,
- (f)** Sitting on the Ways and Means Committee as a voting member,
- (g)** Promoting and maintaining the Student Government Brand.

Section 3. The External Holdover Senator shall be responsible for:

- (a)** Fulfilling fifteen (15) office hours per week, recorded with the Internal Holdover Senator,
- (b)** Jointly with the Student Speaker of Senate oversees all standing and ad-hoc legislative committees,
- (c)** Overseeing all standing and ad-hoc legislative committees,
- (d)** Designating legislation to the appropriate committees, councils, or boards for review before being brought before the Student Senate at their discretion, with the advice of the Speaker of Senate,
- (e)** Handling the administrative functions of Cabinet,
- (f)** Approving and tracking all office hours recorded by Cabinet members,
- (g)** Providing a Cabinet report at each Student Senate meeting,
- (h)** Aiding in Cabinet initiatives wherever possible,
- (i)** Planning retreats and social events for Cabinet,

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- (j) Sitting on the Ways and Means Committee as a voting member, and
- (k) Promoting and maintaining the Student Government Brand.

Section 4. The Treasurer shall be responsible for:

- (a) Fulfilling fifteen (15) office hours per week, recorded with the Internal Holdover Senator,
- (b) Overseeing and administrating the Student Government budget,
- (c) Preparing and presenting an updated budget for Student Senate each week,
- (d) Reviewing and making recommendations to all appropriation bills prior to their submission to the Speaker of Senate,
- (e) Ensuring all signed appropriation bills are properly executed,
- (f) Submitting all financial paperwork for Student Government expenses, including reimbursements, purchase orders, and executive expenditures,
- (g) Hosting a review of financial processes for Student Government at least once per semester,
- (h) Sitting on the Ways and Means Committee as a voting member,
- (i) Sitting on the Campus Life Committee as a voting member, and
- (j) Promoting and maintaining the Student Government Brand.

Section 5. Each At-Large Senator shall be responsible for:

- (a) Fulfilling six (6) office hours per week, recorded with the Speaker of Senate,
- (b) Serving on a legislative committee, having been appointed to said committee by the Speaker of Senate,
- (c) Adhering to the attendance policy for Student Senate meetings and legislative committee meetings, as outlined in Article II, Title VII of these bylaws, and
- (d) Participating in new Senator Orientation or Re-orientation once per year with the Speaker of Senate.

Section 6. Each College Senator shall be responsible for:

- (a) Fulfilling six (6) office hours per week, recorded with the Speaker of Senate,
- (b) Serving on a legislative committee, having been appointed to said committee by the Speaker of Senate,
- (c) Adhering to the attendance policy for Student Senate meetings and legislative committee meetings, as outlined in Article II, Title VII of these bylaws,
- (d) Attending all tribunal meetings for their respective college with no more than two (2) absences per semester,
- (e) Providing reports on their respective college and tribunal at Student Senate meetings,

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- (f) Participating in new Senator Orientation or Re-orientation once per year with the Speaker of Senate, and
- (g) Fulfilling all additional responsibilities outlined by their respective College Tribunal.

Section 7. The University Funding Board (UFB) Senator shall be responsible for:

- (a) Serving on a legislative committee, having been appointed to said committee by the Speaker of Senate,
- (b) Adhering to the attendance policy for Student Senate meetings and legislative committee meetings, as outlined in Article II, Title VII of these bylaws,
- (c) Reporting approval and denial of budgets of student organizations at each Student Senate meeting,
- (d) Submitting a list of funded groups and events to the Speaker of Senate no later than 4:00 PM on the Monday afternoon prior to each Student Senate meeting,
- (e) Participating in new Senator Orientation or Re-orientation once per year with the Speaker of Senate, and
- (f) Fulfilling all additional responsibilities outlined by the University Funding Board.

Section 8. The Student Activities Board (SAB) Senator shall be responsible for:

- (a) Serving on a legislative committee, having been appointed to said committee by the Speaker of Senate,
- (b) Adhering to the attendance policy for Student Senate meetings and legislative committee meetings, as outlined in Article II, Title VII of these bylaws,
- (c) Reporting approval and denial of student organizations at each Student Senate meeting,
- (d) Submitting a list of approved or denied student organizations to the Speaker of Senate no later than 4:00 PM on the Monday afternoon prior to each Student Senate meeting,
- (e) Participating in new Senator Orientation or Re-orientation once per year, and
- (f) Fulfilling all additional responsibilities outlined by the Student Activities Board.

Section 9. The Student Safety Board (SSB) Senator shall be responsible for:

- (a) Serving on a legislative committee, having been appointed to said committee by the Speaker of Senate,
- (b) Adhering to the attendance policy for Student Senate meetings and legislative committee meetings, as outlined in Article II, Title VII of these bylaws,

- (c) Reporting on all Student Safety Board initiatives at each Student Senate Meeting,
- (d) Participating in new Senator Orientation or Re-orientation once per year, and
- (e) Fulfilling all additional responsibilities outlined by the Student Safety Board.

Section 10. Each Branch Campus Senator shall be responsible for::

- (a) Fulfilling six (6) office hours per week, recorded with the Speaker of Senate,
- (b) Adhering to the attendance policy for Student Senate meetings and legislative committee meetings, as outlined in Article II, Title VII of these bylaws,
- (c) Attending all student government meetings for their respective college/campus with no more than two (2) absences per semester,
- (d) Providing reports on their respective college/campus at Student Senate meetings,
- (e) Participating in new Senator Orientation or Re-orientation once per year, and
- (f) Fulfilling all additional responsibilities outlined by the Student Safety Board.

Section 11. There shall be one Residence Hall Association (RHA) Senator who shall have all of the privileges of a Student Senate non-voting member, including access to executive session. The duties of the RHA Senator shall include:

- (a) Serving on a legislative committee, having been appointed to said committee by the Speaker of Senate,
- (b) Adhering to the attendance policy for Student Senate meetings and legislative committee meetings, as outlined in Article II, Title VII of these bylaws,
- (c) Reporting information from the Residence Hall Association at each Student Senate meeting,
- (d) Participating in new Senator Orientation or Re-orientation once per year, and
- (e) Fulfilling all additional responsibilities outlined by the Residence Hall Association.

Section 12. The Secretary of Senate shall not be a Student Senator. The duties of the Secretary of Senate shall be to record, prepare, and distribute the detailed minutes of Student Senate proceedings. The Secretary of Senate shall have all of the privileges of a Student Senate non-voting member, excluding the access to executive session.

Section 13. There shall be one (1) Undergraduate Trustee. The Undergraduate Trustee will be responsible for informing the body of all Board of Trustee discussions, and gathering input from Student Senate when advising the Board of Trustees on student opinion. The Undergraduate Trustee shall have all of the privileges of a Student Senate non-voting member, excluding the access to executive session.

Title II – Student Senate Meeting Procedure

Section 1. The meeting of the new Student Senate shall convene two weeks after the election.

Section 2. Student Senate shall hold meetings every week during the Fall and Spring Semesters, unless there is an official campus closing, and at least twice during the Summer Semester.

Section 3. A majority of voting Student Senators present shall constitute quorum for the transaction of all business.

Section 4. Additional meetings may be called by: (1) Student Body President, (2) petition of enough Student Senators to constitute quorum given to the Speaker of Student Senate, or (3) majority vote of Student Senate. A demonstrable effort must be made to contact all Student Senators at least twenty-four (24) hours before such a meeting.

Section 5. All meetings of Student Senate shall adhere to the Ohio Revised Code pertaining to public meetings.

Title III – Legislative Committees

Section 1. The standing legislative committees of Student Senate shall be the following: Academic Affairs Committee, Campus Life Committee, Governmental Affairs Committee, and Equity and Inclusion Committee. The Ways and Means Committee shall be an ad-hoc legislative committee.

Section 2. Every Student Senator shall be assigned to one (1) standing legislative committee as a voting member.

Section 3. The chairs are appointed by the President and Vice President and the structure of each standing legislative committee shall be determined by the Speaker of Student Senate and the External Holdover Senator with the advice of the Student Body Vice-President and the approval of Student Senate.

- Section 4.** Each legislative committee shall consist of all underlying cabinet members as well as any assigned Senators. Each cabinet member must be approved by Senate in order to be considered voting members on the committee.
- Section 5.** The legislative committee chair may appoint, with the approval of Student Senate, up to six (6) non-Senators in addition to the respective cabinet directors as Student Senate Legislative Directors to work within the committee to aid in carrying out specified committee priorities as well as serving as voting members on the committee. The length of term of the legislative aid shall be determined by the chair of the respective legislative committee, or shall automatically cease at the end of the term for that year. Should the legislative committee chair find it necessary to have more than six (6) Legislative Directors, then each successive Legislative Director shall be appointed by a two-thirds (2/3) Student Senate approval. The legislative committee chair may remove Legislative Director at their discretion, after which said removal must be reported to Student Senate.
- Section 6.** The legislative committees of Student Senate, including any active ad-hoc committees, are required to report to Student Senate at Student Senate's regularly held meetings.
- Section 7.** The Ways and Means Committee shall be composed of the Speaker of Senate, Holdover Senators, Student Body President, Student Body Vice-President, Treasurer, and the Chairs of each standing legislative committee.
- Section 8.** The Speaker of Student Senate may direct legislation to be reviewed by a council, board, or committee under the jurisdiction of the Student Senate. If the Speaker so designates, the legislation must be reviewed by the designee before being brought before the Student Senate.
- Section 9.** It shall be the responsibility of each legislative committee chair for maintaining a Work History document to detail all past and present initiatives and projects for their committee. The nature of this document shall be determined by the Speaker of Student Senate prior to the appointment of each legislative committee chair.

Title IV – Standing Legislative Committees

- Section 1.** The Academic Affairs Committee shall research and review issues pertaining strictly to the academic environment of the University. The committee shall work directly with University committees and faculty operations that

specifically deal with academic issues. The committee shall investigate general issues that impact student enrollment and retention, as well as academic issues relevant to non-traditional students, commuters, and transfer students. This committee shall initiate legislation, as it deems necessary, and review legislation designated by the Speaker of Senate and External Holdover Senator. The following cabinet directors shall sit on this committee as voting members:

- (a) Director of Career Services
- (b) Director of Scholarships
- (c) Director of Technology

Section 2. The Campus Life Committee shall be responsible for enhancing and expanding the student experience on campus. The committee shall focus on areas for campus improvement in regards to facilities, programming, athletics, and campus spirit. The goal of this committee shall be to cultivate a positive and enjoyable campus experience for all students at the University of Cincinnati. This committee shall collaborate with University offices that deal with these to accomplish goals. This committee shall initiate legislation, as it deems necessary, and review legislation designated by the Speaker of Senate and External Holdover Senator. The following cabinet directors shall sit on this committee as voting members:

- (a) Director of Athletics and Spirit
- (b) Director of Campus Services
- (c) Director of Commuter Services
- (d) Director of Health and Wellness
- (e) Director of Sustainability
- (f) Director of Transportation Services

Section 3. The Governmental Affairs Committee shall be responsible for addressing all Federal, State, and local legislation and lobbying efforts on behalf of the University of Cincinnati Undergraduate Student Government. This committee shall initiate legislation, as it deems necessary, and review legislation designated by the Speaker of Senate and the External Holdover Senator. The following cabinet directors shall sit on this committee as voting members:

- (a) Director of City Relations
- (b) Director of Community Affairs
- (c) Director of Federal Policy
- (d) Director of State Policy

Section 4. The Equity and Inclusion Committee shall review and research issues pertinent to ensuring the protection and promotion of diversity and student rights within the University community. The committee shall investigate

issues that impact diversity on campus as well as issues that impact student rights, both inside and outside of the classroom setting. The goal of this committee shall be to uphold the diversity on the campus, and to strengthen the rights of all students in accordance with the rules of the University developed by the Board of Trustees. This committee shall work directly with University committees and offices that deal with these issues. This committee shall initiate legislation, as it deems necessary, and review legislation designated by the Speaker of Senate and External Holdover Senator. The following cabinet directors shall sit on this committee as voting members:

- (a) Director of African American Student Affairs
- (b) Director of Disability Services
- (c) Director of Ethnic and Cultural Affairs
- (d) Director of International Student Affairs
- (e) Director of LGBTQ+ Affairs
- (f) Director of Women's Affairs
- (g) Director of Veteran's Affairs

Section 5. The Ways and Means Committee shall be responsible for updating and distributing the Constitution, Bylaws and Rules of Procedure.

Title V – Undergraduate Student Trustee

Section 1. There shall be an Undergraduate Student Trustee whose responsibilities shall include:

- (a) Representing the student body at all Board of Trustee meetings,
- (b) Attending committee meetings of the Board of Trustees,
- (c) Attending all meetings of the Undergraduate Student Senate and submitting a summary of the proceedings of the Board meetings,
- (d) Attending all meetings of the College Tribunals Leadership Council and submit a summary of the proceedings of the Board meetings,
- (e) Submitting a summary of the proceedings of the Undergraduate Student Government to the Board of Trustees.

Section 2. The Trustee Selection Committee shall be responsible for the biannual selection committee of the Undergraduate Student Trustee. This Committee shall convene by the first week in November.

- (a) The selection committee shall be composed of:
 - i. The Current Speaker of Senate, serving as Chair,
 - ii. The current Undergraduate Student Trustee,
 - iii. Two (2) undergraduate students appointed by the Student Body President, approved by a majority vote of Student Senate,
 - iv. The chairs of each Student Senate Legislative committees,

- v. The undergraduate Dean of Students will serve as a facilitator with no voting powers.
- vi. A member of the Faculty Advisory Council for Student Senate will serve as an advisor with no voting powers.
- (b)** The selection committee will be responsible for soliciting applicants for the position. The applicants must provide the committee with:
 - i. A letter of intent of not less than one full page,
 - ii. A current resume,
 - iii. A grade release,
 - iv. A disciplinary release form.
- (c)** The process for soliciting applications will include at a very minimum:
 - i. An article written by the committee for the student newspaper about the position,
 - ii. At least three (3) advertisements in the student newspaper,
 - iii. Written notification of the available position to all registered student groups,
 - iv. Written notification of the available position to all college deans.
- (d)** The committee shall be responsible for the development of criteria to judge the candidates and selection of between five (5) and ten (10) of the candidates to interview. The committee will interview the prospective Trustees and subsequently make their decision on which candidates to be recommended to the Governor of the State of Ohio. The committee shall be responsible for recommending at least two (2) and at most five (5) candidates. The committee shall be responsible for compiling interview summaries and its recommendations and forwarding them to the Governor through the proper channels.
- (e)** The Speaker of Senate shall provide monthly reports of the progress of the selection committee to Student Senate.

Title VI – Boards and College Tribunals

Section 1. In the form of an enactment bill, Student Activities Board shall submit to the Student Senate the criteria for registering and regulating student groups. Student Senate shall not be permitted to make any line item changes to said criteria before passage of said bill. Said criteria will expire after a twelve (12) month period, after which it would be subject to re-approval. In the form of an enactment bill, University Funding Board will submit to Student Senate the funding criteria which will be used in allocating funds for the next budgeting cycle. Student Senate shall not be permitted to make any line item changes to said criteria before passage of said bill. Said criteria will expire after a twelve (12) month period, after which it would be subject to re-approval.

Section 2. Any changes to a Student Senate Board's Constitutions and Bylaws shall be submitted in the form of an enactment bill. Said changes will not become effective until Student Senate passes the bill.

Section 3. All College Senators shall be ex-officio officers of their respective College Tribunals.

Section 4. The aforementioned Student Senate Boards and all College Tribunals shall submit their meeting minutes to the Internal Holdover no later than 8pm Monday following the College Tribunals meeting. The Internal Holdover will be responsible for reviewing these minutes and presenting any pressing information to Student Senate at their discretion. The actions of the College Tribunals may be vetoed by two-thirds (2/3) vote of Senate.

- (a) If Student Senate does not approve or veto the minutes, College Tribunals actions shall become effective upon the lapsing of two business meetings of Student Senate from the original submittal of minutes to Student Senate.
- (b) This allotted time shall be reduced to one business meeting of Student Senate when submittal occurs during Summer Semester, or after the last business meeting of the term of Student Senate.
- (c) Student Senate may extend this period for the purpose of further investigation by a majority vote.
- (d) Any disputes concerning actions of the Boards shall be handled within the respective Boards through the conflict management guidelines contained within their Constitutions & Bylaws.

Section 5. Presidents of the aforementioned Boards and all College Tribunals shall be selected in processes stated in their respective constitutions, providing that Student Senate has approved the method of election in the respective constitutions.

Section 6. Any amendments to the bylaws of College Tribunals must be submitted to the Student Senate at least one meeting before they are to be voted upon, in the form of an enactment bill, submitted by a senator from that respective college. Approval of such by-laws will require two-thirds (2/3) approval of Senate.

Title VII – Student Senate Absences

Section 1. A full absence by a member of Student Senate shall be defined as a regularly scheduled Student Senate meeting for which said member of Student Senate is not in attendance for the period that encompasses the full order of business from Roll Call through the completion of New Business, as defined in the

University of Cincinnati Student Senate Rules of Procedure. The accumulation of the full absence is at the discretion of the Speaker of Senate.

Section 2. A half absence by a member of Student Senate shall be defined as either:

- (a) An absence from a regular committee meeting as defined in Section 24 of the *University of Cincinnati Student Senate Rules of Procedure.*
- (b) A regular meeting of Student Senate during which a member of Student Senate appoints an approved alternate as defined in Section 25 of the *University of Cincinnati Student Senate Rules of Procedure.*

Section 3. All members of Student Senate shall be required to follow the annual attendance policy outlined below:

- (a) Each member of Student Senate may not accumulate more than five (5) absences during a twelve (12) month period that begins when said member of Student Senate is sworn into office.
- (b) Each member of Student Senate may not accumulate more than three (3) absences during any academic semester during which said Senator is serving on Student Senate.
- (c) Each member of Student Senate may not accumulate more than three (3) absences that result from the said Senator's appointment of approved alternate during a twelve (12) month period that begins when said member of Student Senate is sworn into office.

Title VIII – Vacancy of Office

Section 1. All Student Senators shall adhere to the attendance policies as defined in Article II, Title VII of the *University of Cincinnati Student Government Bylaws.* If at any point during their elected term a Student Senator violates the attendance policies, that Student Senator shall be automatically expelled from Student Senate, unless another member moves for the expelled member's reinstatement, which shall require a two-thirds (2/3) vote of Student Senate.

Section 2. An office of any member of Student Senate is also considered vacant during an academic term, excluding Summer Semester, in which said member has a constant conflict with regular Senate meetings. Constant conflicts may include, but are not limited to a co-op, an internship, or a class, and shall be determined as such by the Speaker of Senate. When a vacancy of office occurs, the appropriate vacant seat shall be filled as outlined in Article VIII of these bylaws.

Article III – Legislative Process

Section 1. Student Senate shall have the power to approve, by way of an enactment bill, changes to the following documents:

- (a) The University of Cincinnati Student Government Constitution,
- (b) The University of Cincinnati Student Government Bylaws,
- (c) The University of Cincinnati Student Government Rules of Procedure,
- (d) The University of Cincinnati Student Court Rules of Procedure,
- (e) College Tribunal Bylaws and Constitutions
- (f) SAB, UFB, and SSB Bylaws and Constitutions,
- (g) UFB funding criteria,
- (h) SAB student organization criteria,
- (i) EFC Election Rules and Outline,
- (j) Co-sponsorship Funding Criteria.

Section 2. Enactment bills shall require a two-thirds (2/3) majority vote by Student Senate for passage. No enactment bill, attachment, or amended enactment bill may be proposed to Student Senate and voted upon during the same meeting, or sooner than one week after it is proposed. Friendly amendments cannot be made to enactment bills or attachments to enactment bills.

Section 3. Student Senate may adopt a resolution, by way of a resolution bill, by a majority vote. Resolution bills are valid only for the fiscal year in which they are passed.

Section 4. Student Senate shall make budget allocations, by way of an appropriation bill, through the process described in Article V, Section II of this document. Appropriation bills shall require a majority vote by Student Senate for passage.

Section 5. The process for all legislation to officially stand as approved is as follows: (1) the legislation is reviewed by a council, board or committee if designated by the Speaker of Student Senate and External Holdover Senator, (2) Student Senate must approve the legislation, (3) Speaker of Student Senate must personally sign said legislation and direct the signed document to the Student Body President within three days of its approval from Senate, and (4) Student Body President must accept the legislation by personally signing it within seven days of its approval from Student Senate.

- (a) If the Speaker of Student Senate declines to personally sign any legislation within the allowed three (3) days, the signature of a Student Senator who was present and voted upon said legislation will bear sufficient witness of its bona fide confirmation and direct the signed document to the Student Body President.

- (b) The Student Body President may veto any Student Senate legislation by submitting it for reconsideration at the following Student Senate meeting. A two-thirds (2/3) vote of Student Senate shall be necessary to reconfirm all legislation rejected by the Student Body President. If the legislation is reconfirmed by Student Senate, it shall stand as approved.

Section 6. Any enactment bill passed by the Student Senate must be shown in the working Student Government Bylaws, and/or working Student Government Rules of Procedure, no later than fifteen (15) business days after the Student Body President signs the bill.

Article IV – Executive Branch

Title I – Executives

Section 1. The Student Body President shall be responsible for:

- (a) Performing thirty (30) office hours per week, recorded with the Internal Holdover Senator,
- (b) Serving as the official representative of Student Government, together with the Student Body Vice-President,
- (c) Representing the student body on university committees together with the Student Body Vice-President, or appointing other Student Government members to serve in their place,
- (d) Interfacing with The News Record as well as all local and national media,
- (e) Executing approved Student Senate legislation,
- (f) Appointing all Cabinet Chairs, Cabinet Directors, and Executive Staff Directors, with the advice of the Student Body Vice-President and the approval of Student Senate,
- (g) Serving as an undergraduate student representative to Faculty Senate,
- (h) Serving as an undergraduate student representative to the Board of Trustees,
- (i) Sitting on the Ways and Means Committee as a non-voting member, and
- (j) Promoting and maintaining the Student Government Brand.

Section 2. The Student Body President shall be the undergraduate representative on the University Board of Trustees, along with an Undergraduate Student Trustee appointed by the Governor of the State of Ohio. If the Student Trustee appointed by the governor is subsequently elected Student Body President, The Student Body Vice-President shall serve as the other undergraduate representative on the University Board of Trustees.

Section 3. The Student Body Vice-President shall be responsible for:

- (a) Performing thirty (30) office hours per week, recorded with the Internal Holdover Senator,
- (b) Serving as the official representative of Student Government, together with the Student Body President,
- (c) Representing the student body on university committees together with the Student Body President,
- (d) Handling the administrative functions of the Executive Staff,
- (e) Approving and tracking all office hours recorded by Executive Staff members,
- (f) Planning retreats and social events for the Executive Staff,
- (g) Providing advice for the appointment of chairs and the Senate membership of each legislative committee to the Speaker of Senate and External Holdover Senator,
- (h) Providing advice for the appointment of all Cabinet Chairs, Executive Staff Members, and Directors to the Student Body President,
- (i) Sitting on the Ways and Means Committee as a voting member, and
- (j) Promoting and maintaining the Student Government Brand.

Title II – Cabinet & Executive Staff Meeting Procedure

Section 1. All meetings of the Cabinet & Executive Staff shall adhere to the Ohio Revised Code pertaining to public meetings.

Section 2. The Cabinet & Executive Staff shall have the authority to call for an executive session. No official business transactions of any kind shall occur during this closed session.

Title III – Appointments to Cabinet & Executive Staff

Section 1. A majority vote by Student Senate shall be necessary for the confirmation of a nominee to Cabinet or the Executive Staff. Nominees shall be confirmed by Student Senate as a slate or individually at the discretion of Student Senate.

- (a) A nominee may only come before Student Senate twice for confirmation per position.
- (b) A two-thirds (2/3) approval of Student Senate shall be necessary for a nominee to be an officer of Student Activities Board, University Funding Board, or any College Tribunals.
- (c) All nominees must be present at the time of nomination and be prepared to speak for up to two minutes on behalf of themselves in front of the Student Senate body.
- (d) Nominees must be matriculated full or part time (at least six (6) undergraduate credit hours) students of the University of Cincinnati,

who maintain a minimum cumulative GPA of 2.5 or better, which shall be checked at the beginning of each academic semester.

Section 2. The Student Body President may nominate more than one person for any director position in Cabinet or the Executive Staff. If confirmed by Senate, the appointees shall serve as co-directors.

Title IV – Membership of Cabinet

Section 1. The Cabinet of Student Government shall work under the direction of the External Holdover Senator and in collaboration with the concerns of Student Senate. The Cabinet shall advise and assist the elected executives in the performance of all executive duties and in the execution of legislation.

Section 2. The appointed positions shall act as advisors and are required to work with and meet with on a regular basis their University group and Senate committee counterparts.

Section 3. The Cabinet of Student Government shall consist of four committees: Academic Affairs, Campus Life, Equity and Inclusion, and Governmental Affairs. Each group will be led by a Chair.

Section 4. The Chair of the Academic Affairs Committee is responsible for overseeing as well as reporting to the External Holdover Senator all matters concerning the following positions:

(a) Director of Career Services: This director shall be responsible for addressing the needs of students in the area of career education and career services. This includes advocating for students in the planning of both coursework and events as well as interacting with employers to ensure that their needs are being met. This director shall be responsible for maintaining a relationship with the Division of Experiential Learning and Career Education.

(b) Director of Scholarships: This director would work to improve services related to the access of scholarships with the Scholarships & Aid Office and Provost's Office on campus regarding matters of student scholarships.

(c) Director of Technology: This director shall be responsible for initiatives and programming relating to technology on campus. This shall include maintaining a relationship with UCIT and providing input on educational technology resources.

Section 5. The Chair of the Campus Life Committee is responsible for overseeing as well as reporting to the External Holdover Senator all matters concerning the following positions:

- (a) *Director of Athletics & Spirit:*** This director shall be responsible for promoting a greater sense of pride for the University of Cincinnati. This director shall work alongside existing spirit organizations on campus to develop and promote athletics initiatives as well as physical on-and off-campus branding. This director shall be responsible for maintaining a relationship with the Athletics Department.
- (b) *Director of Campus Services:*** This director shall be responsible for issues and concerns that relate to campus services. Campus services include – but are not limited to – residence hall life, dining facilities, MainStreet facilities, libraries, and other auxiliary services. This director shall be responsible for maintaining relationships with UCMainStreet, Office of Housing and Food Services, and Department of Residential Education and Development.
- (c) *Director of Commuter Services:*** This director shall be responsible for addressing the needs of commuter students, improving services relating to commuter students, and serving as an advocate for commuter students. This director shall be responsible for identifying ways to better welcome these students and to include them in campus involvement.
- (d) *Director of Health and Wellness:*** This director shall be responsible for implementing educational programming and policy regarding general health and wellness issues. The director shall maintain a relationship with the Campus Recreation Center, Student Wellness Center, University Health Services, Counseling & Psychological Services, and other health-related departments on campus.
- (e) *Director of Sustainability:*** This director shall be responsible for informing Student Government on issues related to the environment, both at the university and in the surrounding community. This shall include developing programming and initiatives regarding environmental sustainability. This director shall be responsible for maintaining a relationship with the Office of Sustainability and other sustainability groups on campus.
- (f) *Director of Transportation Services:*** This director shall be responsible for issues and concerns relating to transportation, including: the Bearcat Transportation System, parking services, the Cincinnati Metro, and other transportation services. This Director shall be responsible maintaining a relationship with the Office of Transportation.

Section 6. The Chair of the Governmental Affairs Committee is responsible for overseeing as well as reporting to the External Holdover Senator all matters concerning the following positions:

- (a) **Director of City Relations:** This director shall be responsible for maintaining relations with governmental bodies in the city of Cincinnati, including the Cincinnati City Council and CUF (Clifton Heights, University Heights, Fairview) Neighborhood Association. This person shall be responsible for attending meetings of these bodies and reporting on policies relevant to the University of Cincinnati at Undergraduate Student Senate. This director shall help develop Student Government's lobbying strategy for local policy. This director shall also be responsible for maintaining a relationship with the Office of Governmental Affairs.
- (b) **Director of Community Affairs:** This director shall be responsible for keeping current on community activities that affect the student body, including opportunities for partnerships with local schools, business accelerators, and community service organizations. This shall include attendance at Community Council meetings when necessary. This director shall also be responsible for maintaining a relationship with the Office of Governmental Affairs.
- (c) **Director of Federal Policy:** This director shall be responsible for staying current on federal policy initiatives affecting the University of Cincinnati. This director shall help develop Student Government's lobbying strategy for federal policy and work with political groups and governmental offices on campus to educate and activate students, hold voter registration drives, and organize political events for the student body. This director shall also be responsible for maintaining a relationship with the Office of Governmental Affairs.
- (d) **Director of State Policy:** This director shall be responsible for staying current on state policy initiatives affecting the University of Cincinnati. This director shall help develop Student Government's lobbying strategy for state policy and work with the Ohio Student Governance Association (OSGA) and governmental offices on campus to educate and activate students. This director shall also be responsible for maintaining a relationship with the Office of Governmental Affairs.

Section 7. The Chair of the Students Rights and Interests Committee is responsible for overseeing as well as reporting to the External Holdover Senator all matters concerning the following positions:

- (a) **Director of African American Student Services:** This director shall be responsible for implementing educational programming and serving as an advocate for African American and Black student issues and concerns. This director shall also be responsible for informing Student Government of programs, issues, and concerns related to the Black student

communities on campus and in the community. This director shall be responsible for maintaining a relationship with the African American Cultural Resource Center as well as other Black student organizations.

- (b) **Director of Disability Services:** This director shall be responsible for addressing the needs of students with disabilities, improving services related to accessibility, and serving as an advocate for students with disabilities. This director shall be responsible for maintaining a relationship with the Office of Disability Services.
- (c) **Director of Ethnic and Cultural Affairs:** This director shall be responsible for implementing educational programming and serving as an advocate for ethnic and cultural issues. This director shall also be responsible for informing Student Government of programs, issues, and concerns related to ethnic and cultural communities on campus and in the community. This director shall be responsible for maintaining a relationship with the Office of Ethnic Programs & Services as well as other cultural and ethnic organizations and departments.
- (d) **Director of International Student Affairs:** This director shall be responsible for addressing the needs of undergraduate students who travel abroad to study at the University of Cincinnati. This includes exchange students as well as students pursuing a full undergraduate degree. This director shall be responsible for identifying ways to better welcome international students and to include them in campus involvement. This director shall be responsible for maintaining a relationship with UC International Services and International Admissions.
- (e) **Director of LGBTQ+ Affairs:** This director shall be responsible for implementing educational programming and serving as an advocate for the needs of gay, lesbian, bisexual, transgender, queer, and gender non-conforming students. This director shall also be responsible for informing Student Government of programs, issues, and concerns related to the LGBTQ+ community on campus and in the community. This director shall maintain a relationship with the LGBTQ+ Center as well as other organizations and departments representing LGBTQ+ students.
- (f) **Director of Women's Affairs:** This director shall be responsible for implementing educational programming and serving as an advocate for women's issues. This director shall also be responsible for informing Student Government of programs, issues, and concerns related to women's affairs on campus and in the community. This director shall be responsible for maintaining a relationship with the Women's Center as well as other women's organizations and departments.
- (g) **Director of Veteran's Affairs:** This director shall be responsible for implementing educational programming and serving as an advocate for

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Veteran's issues. This director shall also be responsible for informing Student Government of programs, issues, and concerns related to Veteran's issues on campus and in the community. This director shall be responsible for maintaining a relationship with the Office of Veteran's Programs & Services as well as other Veteran's organizations and departments.

Section 8. Members of Cabinet shall be required to complete the following number of office hours per semester, to be recorded with the External Holdover Senator:

- (a) Committee Chairs: 90 office hours (an average of 6 per week)
- (b) Directors: 45 office hours (an average of 3 per week)

Section 9. A full absence by a member of Cabinet shall be defined as a regularly scheduled Legislative Committee meeting for which said member of Cabinet is not in attendance for the period that encompasses the full order of business. The accumulation of the full absence is at the discretion of the Legislative Committee Chair.

Section 10. All members of Cabinet shall be required to follow the annual attendance policy outlined below:

- (a) Each member of Cabinet may not accumulate more than seven (7) absences during a twelve (12) month period that begins when said member of Cabinet is sworn into office.
- (b) Each member of Cabinet may not accumulate more than four (4) absences during any academic semester during which said Cabinet Director is serving on a Legislative Committee.

Title V – Membership of the Executive Staff

Section 1. The Executive Staff of Student Government shall work under the direction of the Student Body Vice-President. The Executive Staff shall serve as a support staff for carrying out the priorities of elected and appointed members of Student Government.

Section 2. The Executive Staff will consist of the following directors:

- (a) **Design Director:** This director shall be responsible for modifying existing media and creating new media for Student Government programming, external communications, and internal operations. This director shall also be responsible for maintaining and protecting the Student Government Brand Identity.
- (b) **Diversity & Inclusion Director:** This director shall be responsible for the continuous development of a policy on diversity and inclusion for Student Government. This director shall be responsible for educating

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Student Government on diversity and inclusion issues and practices as an organization. This director shall also be responsible for identifying and working to fix systems and pipelines to Student Government that marginalize minority groups, such as: election policies, membership policies, internal education, outreach programming, and external communications.

- (c) **Marketing Director:** This director shall be responsible for publicizing Student Government events, programs, and services through the use of traditional media and social media.
- (d) **Outreach Director:** This director shall be responsible for coordinating outreach of all elected and appointed Student Government members to the wider student body. This director shall oversee visits to student groups and Student Government participation in events hosted by other organizations. This director shall also be responsible for planning Student Government Outreach Week.
- (e) **Student Government Mentorship Program Director:** This director shall be responsible for overseeing the Student Government Mentorship Program which provides direction and gives a first-hand experience to first and second year students looking to become involved within Student Government. This director shall conduct the application and interview process, create material for meetings, plan visits to Student Government meetings, and ensure that all members are paired with a Student Government mentor.
- (f) **Web Director:** This director shall be responsible for keeping the Student Government website up-to-date with information, initiatives, and resources. This director shall also be responsible for administering the Student Government Project Portal.

Section 3. In addition to the directors listed above, the Student Body President shall have the ability to appoint, with the advice of the Student Body Vice-President and approval of Student Senate, up to ten (10) Executive Directors. These Executive Directors shall have the responsibility to carry out specific elements of the presidential platform as directed by the Student Body Vice-President.

Section 4. Members of the Executive Staff shall be required to complete the following number of office hours per semester, to be recorded with the Student Body Vice-President:

- (a) Directors: 45 office hours (an average of 3 per week)
- (b) Executive Directors: 45 office hours (an average of 3 per week)

Article V – Judicial Branch (Student Court)

Title I – Membership and Appointments to Student Court

- Section 1.** The Student Court shall consist of up to fifteen (15) but no less than six (6) Justices.
- Section 2.** Justices shall serve from time of appointment to completion of studies, resignation from the Court, recall by a majority vote of the Student Senate, or discovery of ineligibility.
- Section 3.** The Student Body President, with the advice and consent of the Student Government Executive Team, must appoint Associate Justices when vacancies arise during the regular school year.
- Section 4.** A two-thirds (2/3) majority vote by Student Senate shall be necessary for the confirmation of a nominee to the Student Court. Nominees shall be confirmed by Student Senate individually.
- (a)** A nominee may only come before Student Senate twice for confirmation per position.
 - (b)** All nominees must be present at the time of nomination and be prepared to speak for up to two minutes on behalf of themselves in front of the Student Senate Body.
 - (c)** Nominees must meet membership requirements for Student Government as outlined in Article I at the time of nomination.
- Section 5.** Justices may run for elected office without resigning their position on the Student Court. During the election, the Justice will resign their powers until the election is over and results are certified (up to one (1) week following release of election results). If the election is won by the Justice, they will resign from the Student Court.
- Section 6.** The Chief Justice may appoint, with the approval of Student Senate, up to three (3) non-justices as Judicial Aides to assist in carrying out specified Student court priorities.
- (a)** The length of term of the Judicial Aide shall be determined by Chief Justice or shall automatically cease at the end of the term for that year.
 - (b)** Should the Chief Justice find it necessary to have more than three (3) judicial aides, then each successive Judicial Aide shall be appointed by a two-thirds (2/3) Student Senate approval.
 - (c)** The Chief Justice may remove any Judicial Aide at their discretion, after which said removal must be reported to Student Senate.

Title II – Powers of Student Court

Section 1. The Student Court shall have jurisdiction over the following:

- (a) Student Government Constitution and Bylaws interpretation.
- (b) Constitutionality of legislation or decisions made by Student Senate, University Funding Board, Student Activities Board, Student Safety Board, Committee Chairs, Committees, Directors, and any other position or board within Student Government (defined as any Student Government body).
- (c) Elections grievances if EFC decisions are appealed.
- (d) Violation of the Student Government Constitution, Student Government Bylaws, and Student Senate legislation.
- (e) Appeals to decisions made by any Student Government body by a student or recognized student organization.

Section 2. The Student Court shall not have jurisdiction over matters concerning the Student Code of Conduct.

Section 3. The Student Court shall have the following powers and responsibilities:

- (a) The power to review or secure information pertinent to any case before the Student Court.
- (b) The power to issue injunctions or withhold organizational funding as deemed necessary and appropriate in cases within its jurisdiction.
- (c) Except as prohibited by law, all documents possessed by the Student Court must be open to inspection by any and all members of the public. Such documents include, but are not limited to, minutes, decisions, and items used as evidence.
- (d) Proper notice of a hearing must be given to all parties involved in a dispute which is to be heard by the Student Court. Such notice shall be written. If the notice is received less than forty-eight (48) hours in advance of the hearing, either the complainant or respondent can request, and shall be granted, a postponement.
- (e) All meetings of the Student Court including, but not limited to, hearings and regular meetings shall be open to the public and minutes shall be kept and published on the Student Government website. This does not include deliberations and exceptions deemed necessary by the Chief Justice with the approval of all parties involved.

Section 4. The Student Court of Appeals shall have final jurisdiction over any case heard by Student Court. All the powers and responsibilities afforded to the Student Court apply to the Student Court of Appeals.

Title III – Duties of the Chief and Associate Justices

Section 1. The Chief Justice shall be chosen by and from the members of the Student Court by a majority vote in the meeting following the vacancy of the Chief Justice position. The Chief Justice shall serve from the time of appointment to completion of studies, resignation from the Court, recall by a majority vote of the Student Senate, or discovery of ineligibility.

Section 2. The Chief Justice shall be responsible for:

- (a) Performing eight (8) office hours per week, recorded with the Internal Holdover Senator.
- (b) Swearing in the Student Body President, Vice President, Senators, Associate Justices, and all other appointed and elected officials to the Student Government. In the absence of the Chief Justice, the most senior Associate Justice can swear in all appointed and elected officials.
- (c) Presiding over Student Court hearings and meetings.
- (d) Serving as spokesperson for the Student Court at Student Senate meetings and any other necessary meetings and functions.
- (e) Planning and implementing Justice Orientation each year.
- (f) Sole administrative power to Student Court.
- (g) Setting procedure as necessary.
- (h) Providing a transition to the following Chief Justice.
- (i) Vacating their position at least three (3) months prior to graduation or completion of their studies.

Section 3. The Associate Justices shall be responsible for:

- (a) Performing thirty (30) office hours per semester (an average of two (2) hours per week), recorded with the Internal Holdover Senator.
- (b) Hearing cases when their schedule allows.
- (c) Adhering to the attendance policy for Student Court meetings and hearings, as outlined in Article V, Title VII of these bylaws.
- (d) Participating in Justice Orientation with the Chief Justice once per year.
- (e) Remaining impartial and unbiased when hearing cases.
- (f) The senior most associate just must serve in the place of the Chief Justice when they are temporarily unable to fulfill their duties.

Title IV – Student Court Meeting Procedure

Section 1. Student Court shall hold monthly meetings during the Fall and Spring Semesters, unless there is an official campus closing and at least once during the Summer Semester, at the discretion of the Chief Justice.

Section 2. A majority of Justices present shall constitute quorum for the transaction of all business.

Section 3. Additional meetings may be called by: (1) Chief Justice or (2) a majority vote of Student Court. A demonstrable effort must be made to contact all Justices at least twenty-four (24) hours before such a meeting.

Section 4. All meetings of the Student Court shall adhere to the Ohio Revised Code pertaining to public meetings.

Title V – Student Court Hearing Procedure

Section 1. Before the Student Court may hear or decide a case, the complainant shall set out the following in their complaint:

- (a)** Student Status of Party. If any of the parties, whether the complainant or the respondent, is a student.
- (b)** Official Status of Party. If any of the parties, whether the complainant or the respondent, is an officer or organization.
- (c)** Short, brief, and concise written statement as to why the complainant feels they are entitled to relief, including the date on which complainant's cause of action arose.
- (d)** Remedy which complainant seeks.

Section 2. The Student Court may in its discretion grant the complainant permission to amend should a defective complaint be filed. Furthermore, the court shall not be bound to the remedy prayed for in the complaint.

Section 3. The complaint must be filed as follows:

- (a)** A complaint must be addressed to the Chief Justice and filed in the Student Government office.
- (b)** Complaints should be filed during normal operating hours of the Student Government office with the staff member on duty.

Section 4. Upon receiving a complaint, the Student Court Chief Justice should notify the respondent within forty-eight (48) hours and determine an appropriate time for the hearing where both parties are available.

Section 5. Hearings shall consist of two phases: Responsibility and Sanctions. The respondent shall be found either responsible or not responsible by a preponderance of the evidence (meaning they are more likely than not responsible). If found responsible, the Student Court shall impose Sanctions, which should follow Restorative Justice philosophy, at their discretion. The Chief Justice shall ensure the following:

- (a) At least three (3) Justices are able to hear the complaint.
- (b) Both the complainant and respondent can attend. Should a party not be present, the proceedings may continue at the discretion of the Chief Justice.
- (c) All relevant documents and evidence are compiled for the hearing.
- (d) All parties are provided with pertinent information at least twenty-four (24) hours prior to the hearing.
- (e) All hearings are recorded and archived on the Student Government website.
- (f) The complainant and respondent have the opportunity to challenge a Justice's ability to hear a case, up until the start of the hearing. The Chief Justice shall make the final determination on all challenges.

Section 6. The Responsibility Phase shall proceed as follows:

- (a) Overview of the complaint.
- (b) Opening statements by the complainant and respondent.
- (c) Relevant questioning of the complainant, respondent, and any witnesses by the Student Court.
- (d) Closing statements by the complainant and respondent.
- (e) Decision by Student Court on Responsibility.

Section 7. The Sanctions Phase shall proceed as follows:

- (a) Overview of the remedy which the complainant seeks.
- (b) Statements by the complainant and respondent.
- (c) Decision by Student Court on Sanctions

Section 8. Decisions shall be made by Student Court as follows:

- (a) Quorum is three (3) total Justices (includes the Chief Justice).
- (b) Majority vote of Associate Justices present at hearing.
- (c) In the event of a tie between the votes of Associate Justices, the Chief Justice shall vote.

Section 9. The Student Court of Appeals shall operate in the same manner as the Student Court if the complainant or respondent file for an appeal. The Chief Justice must ensure the following (in addition to responsibilities outlined in Article V, Title V, Section 5):

- (a) Different Associate Justices serve on the appeal from the original hearing.

Section 10. Any member of the Student Court shall have responsibility to recuse themselves in any proceeding in which their impartiality may be questioned. In the event the Chief Justice shall recuse themselves, the Chief Justice shall

appoint an Acting Chief Justice from the Associate Justices present at the hearing.

Section 11. Complainants and Respondents shall always speak on their own behalf.

Title VI – Judicial Committees

Section 1. The standing judicial committees shall be the following:
Administrative Committee

Section 2. The Administrative Committee shall aid the Chief Justice in gathering information for hearings, coordinating hearings, and organizing paperwork. It shall consist of at least three (3) Associate Justices. The Chief Justice shall appoint these Associate Justices to the committee.

Section 3. If a need warrants, there shall be a Judicial Reform Study Committee, which shall study the Student Government Judicial System and make recommendations to the Student Senate for any reform it deems necessary of statutory or Constitutional provisions affecting the Judicial Branch. A member need not be on the Student Court to participate. Chief Justice shall form the Judicial Reform Study Committee.

Section 4. The Chief Justice shall chair all committees or appoint an Associate Justice in their place.

Title VII – Student Court Absences

Section 1. A full absence by a Justice of Student Court shall be defined as a regularly scheduled Student Court meeting for which said Justice of Student Court is not in attendance for the period that encompasses the full order of business from Roll Call through the completion of New Business or missing a hearing for which the Justice was scheduled for and did not attend. The accumulation of the full absence is at the discretion of the Chief Justice.

Section 2. All Justices of Student Court shall be required to follow the annual attendance policy outlined below:

(b) Each Justice of Student Court may not accumulate more than three (3) absences during a twelve (12) month period that begins when said Justice of Student Court is sworn into office.

(c) Each Justice of Student Court may not accumulate more than two (2) absences during any academic semester during which said Justice is serving on Student Court.

- (d) Each Justice of Student Court may not accumulate more than one (1) absence related to missing a scheduled hearing.

Title VII – Vacancy of Office

- Section 1.** All Student Court Justices shall adhere to the attendance policies as defined in Article V, Title VII, of the University of Cincinnati Student Government Bylaws. If at any point during their term a Student Court Justice violates the attendance policies, that Justice shall be automatically expelled from Student Court, unless another Justice moves for the expelled member's reinstatement, which shall require a two-thirds (2/3) vote of Student Court.
- Section 2.** An office of any Justice of Student Court is also considered vacant during an academic term, excluding Summer Semester, in which said member has a constant conflict with regular Student Court meetings. Constant conflicts may include, but are not limited to a co-op, an internship, or a class, and shall be determined as such by the Chief Justice.
- Section 3.** When a vacancy of office occurs, the appropriate vacant seat shall be filled as outlined in Article V, Title I of these bylaws.

Title IX – Student Rights

- Section 1.** Students shall have the right to present a case before the Student Court within the scope of Student Court's jurisdiction.
- Section 2.** Students who have a case decided against them shall have the right to one (1) appeal within the same academic year of the first decision, except in cases where the Student Court determines extenuating circumstances are involved.
- Section 3.** Student shall have the right to challenge a Justice's ability to fairly and impartially serve on a hearing in which they are a complainant or respondent. Challenges must be submitted to in writing to the Chief Justice 24 hours in advance of the scheduled hearing time. If the challenge is against the Chief Justice, the challenge shall be submitted to the most senior associate justice.

Article VI – Budget Process

Section 1. The appropriation process of the executive budget shall be as follows:

- (a) The budget shall be prepared by the Treasurer with the advice of the executive board,
- (b) The budget shall include a line item reserved for the funding of Cabinet Expenditures,
- (c) The budget shall be approved by both the Student Body President as well as the Speaker of Student Senate, in written form,
- (d) The budget shall be approved by two thirds (2/3) of Student Senate by way of a resolution bill to be officially adopted as the operating budget of Student Government.

Section 2. The allocations process of the operating budget of Student Government – outside of the line item reserved for Cabinet Expenditures – shall be an appropriations bill consisting of the following:

- (a) A specific description of what the money is going to be spent on,
- (b) A line item budget presented to the Student Senate using the Appropriations Budget Form for the expenditure including a breakdown of all costs, approved by the Treasurer,
- (c) Proper documentation for the expenditure,
- (d) A total of how much money is needed for the said expenditure,
- (e) Ten percent (10%) total cost over-run, except for appropriations providing a monetary co-sponsorship,
- (f) A grand total including the ten (10%) percent cost over-run, if applicable,
- (g) The line(s) of the budget the money will be coming from, and
- (h) An additional proof of monetary amount being spent either in the form of an invoice from the seller and/or written proof that the amount being asked for is correct.

Section 3. The allocation process of funds within the budget line item reserved for Cabinet Expenditures may be used by members of Cabinet, with the following stipulations:

- (a) There must be a specific description of what the money is going to be spent on,
- (b) There must be proper documentation for the expenditure,
- (c) The total amount of the expenditure cannot exceed \$500.00,
- (d) The expenditure must be approved by the Student Body President or Vice President, External Holdover Senator, and the chair of the corresponding committee on which the Cabinet member sits,
- (e) The expenditure may not be used for providing co-sponsorship. Whether an expenditure is considered a co-sponsorship will be determined by the Student Body President, External Holdover Senator, Treasurer, and the

Chair(s) of the Campus Life Committee upon submission of the request for funding.

Section 4. Members of Cabinet are not limited to the Cabinet Expenditure process and can also allocate funds through appropriations bill, following the process described above.

Section 5. In order for Student Government to have an accurate financial standing, the Treasurer shall have the responsibility of generating an itemized written report to present to Student Senate on the status of the Student Government budget.

Section 6. The use of any funds under the amount of \$150.00 need not be put into an appropriations bill. Funds under this amount may be spent with the approval of the Speaker of Student Senate in addition to the approval of either the Student Body President or Vice-President. Amounts over \$150.00 must be approved using the above outlined procedure concerning an appropriations bill. The administrative assistant shall have the ability to procure office supplies without the approval of said executives but shall be documented through the executive expenditure process.

Section 7. Student Senate shall be informed of all Cabinet Expenditures and funds allocated through the expenditure process by the Treasurer at the next assembly of Student Senate.

Section 8. The use of any funds collectively towards any and all retreats for members of Student Government, including members of boards and tribunals who participate, is to be a maximum of 10% of the operating budget during each Student Government administration, beginning every year with the swearing in of a new President and Vice President, and ending with the swearing in of the next. This limit does not apply to tribunal and board funds.

Article VII – Academic Eligibility

Section 1. Student Government members must maintain their respective aforementioned eligibility requirements for each academic semester or a satisfactory for a co-op semester of the officer's term.

(a) The Student Government Advisor shall be responsible for the administration of these requirements.

(b) Any Student Government member who fails to fulfill those eligibility requirements due to extenuating circumstances shall meet with the Student Body President and the Student Government Advisor to discuss their situation. If the member in question is the Student Body President,

the person shall meet with the Student Body Vice-President and the Student Government Advisor. Any other individual may be brought in for consultation upon agreement of all parties involved. Within one (1) week of their meeting, recommendations will be made to Student Senate. A majority vote of Student Senate shall be required to retain the member.

Article VIII – Honoraria

Title I – Recipients

Section 1. The Student Body President shall receive in-state tuition, college fees, and a parking pass for a university garage of their choice for Summer, Fall, and Spring Semesters of their term. The amount of honoraria shall be in accordance with sums established by the University administration.

Section 2. The Student Body Vice-President shall receive in-state tuition, college fees, and a parking pass for a university garage of their choice for Summer, Fall, and Spring Semesters of their term. The amount of honoraria shall be in accordance with sums established by the University administration.

Section 3. The Speaker of Student Senate shall receive an amount equal to 10% of in-state tuition (rounded up to the nearest dollar) for Summer, Fall, and Spring Semesters of their term. The amount of honoraria shall be in accordance with sums established by the University administration.

Section 4. The Internal Holdover Senator and External Holdover Senator shall each receive an amount equal to 10% of in-state tuition (rounded up to the nearest dollar) for Summer, Fall, and Spring Semesters of their term.

Section 5. The Treasurer shall receive an amount equal to 10% of in-state tuition (rounded up to the nearest dollar) for Summer, Fall, and Spring Semesters of their term.

Title II – Process

Section 1. The honoraria for each semester shall be processed and administered through the Student Activities and Leadership Development office.

Section 2. To receive honoraria, each executive must fulfill their respective office hour requirement and fulfill their duties as specified in the Student Government Bylaws. Only executives are obligated to report office hours during the summer.

Section 3. Any disputes over honoraria shall be heard by Student Court.

Section 4. Any changes in honoraria for the Student Body President, Student Body Vice-President, Speaker of Senate, or any other positions receiving honoraria shall be made prior to the inauguration of the officers. The changes in honoraria shall not be effective until the following term.

Section 5. Any appointed or elected Student Government official may submit a written complaint to the Chief Justice of Student Court. The Chief Justice must schedule a hearing within two weeks upon receipt of said complaint.

Article IX – Process to Fill Vacant Positions

Section 1. In the event of a vacancy in the Office of Student Body President, the Student Body Vice-President shall succeed to the Office of Student Body President and fill the remainder of the term.

Section 2. In the event of a vacancy in the Office of Student Body Vice-President, the Student Body President shall select, with the advice and approval of two-thirds (2/3) of Student Senate, a new Student Body Vice-President. Nomination by the Student Body President shall be presented to Student Senate within two (2) weeks of such vacancy.

Section 3. In the event of a vacancy in the Office of the Student Body President and Student Body Vice-President, the Speaker of Senate shall fulfill the role of acting Student Body President until a general election of the student body is held. This election shall be within four (4) weeks of such vacancies. At which time the Speaker will return to their office as Speaker.

Section 4. In the event of a temporary vacancy of the Speaker of Senate, the Internal Holdover shall preside as the acting Speaker of Senate.

Section 5. In the event of a vacancy in the office of the Speaker of Student Senate, Student Senate shall elect a new Speaker of Senate by majority vote. In the absence of a duly elected Speaker of Senate, the Student Body Vice-President shall preside as Speaker of Student Senate pro-tempore. This election shall be within two (2) weeks of such vacancy.

Section 6. In the event of a vacancy in the office of Holdover or At-Large Senator, Student Senate shall elect a new Holdover or At-Large Senator by majority vote. This election shall be within two (2) weeks of such vacancy.

Section 7. In the event of a vacancy in the office of a College Senator, the respective College Tribunals shall elect a new College Senator by majority vote, with the approval of Student Senate. This election shall be within two (2) weeks of such vacancy.

(a) In the case in which a College Tribunals fails to fill a vacancy in a Student Senate seat, the Speaker of Senate may submit a motion for the recommendation of the freezing of the university funds of the respective College Tribunals. The release of these funds shall follow upon the official seating of the new Student Senator.

(b) In the case, that a college senate seat goes unfilled by the respective College Tribunals, on the fourth (4th) week any senator may call for nominations for the election to fill that vacancy. This person must be elected on the following week after nominations with a majority of all present voting members of Student Senate. This new representative must be a member of their respective college, and the College Tribunals may object to this vote by holding a majority vote against the action and submitting their objection in writing to the Speaker of Senate no later than two (2) weeks from the election of the Senator. This new Senator shall have full rights as a Senator from election forward barring a College Tribunals refusal before two (2) weeks have passed.

Section 8. In the event of a vacancy in the office of a UFB, SAB, or SSB Senator, the respective board shall elect a new Board Senator. This election shall be within two (2) weeks of such vacancy.

(a) In the case in which a Board fails to fill a vacancy in a Student Senate seat, Student Senate shall elect a new Board Senator by majority vote from a list of nominations submitted to the Speaker of Senate from the respective Board's executive team.

Article X – Mandatory Trainings

Section 1. Student Government Senate Representative members are the exemplification of the student body and opinion and need to have training on issues that affect our campus. This training shall be required of all members of cabinet, executive staff, Senators, and President and Vice President must attend 6 hours of Cultural Intersectionality training over the course of their term. This training can be offered through different offices on campus, and with approval from the President, Vice President, and Speaker of Senate off campus training, including but not limited to the Office of Equity and Inclusion, Office of Equal Opportunities and Access, Title IX Office, Ethnic Programs and Services, Disabilities Services, OMBUDS, LGBT Office, and the Women's Center.

Section 2. This training is required unless extenuating circumstances arise and absence is verified with the Speaker of Senate and appropriate parties.

Section 3. Training is determined by the President, Vice President, and executive team. Those members will decide the basis of the Cultural and Intersectionality Training and can choose from set options the variety of training necessary to meet the required standards. Training will be offered in various forms in order to accommodate varying schedules. The Office of Equity and Inclusion will be in working partnership with the Undergraduate Student Government to help facilitate some sessions of training.

Section 4. In the event that Student Government member(s) do not attend the training or retreat their position will be called into question and they may face dismissal from their role by the vote of Senate.

Article XI – Non-Hazing Clause

Section 1. The laws of the state of Ohio and the University of Cincinnati policies concerning hazing shall be observed.

Section 2. Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.

Section 3. Actions and activities, which are explicitly prohibited, include, but shall not be limited to the following:

- (a)** Any activity that creates a substantial risk of physical or mental harm.
- (b)** Paddling, beating, or hitting individuals.
- (c)** Wearing anything designed to be degrading or to cause discomfort.
- (d)** Depriving individuals of the opportunity to obtain a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness.
- (e)** Activities that interfere with an individual's academic efforts by causing exhaustion or loss of reasonable study time.

Article XII – Non-Suspension Clause

There shall be no suspending of any clause in these Student Government Bylaws.