

**University of Cincinnati**

**Clermont College**



**Student Government Bylaws**

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## **SECTION 1 - STUDENT OFFICERS**

1. All officers must attend 80% of regularly scheduled meetings.
2. Any officer must submit a notification of absence within 24 hours prior to the meeting.

## **SECTION 2 - ELECTIONS**

1. When an officer's terms have ended due to graduation or term limit of two years, an open election shall be open to the student body. Students shall have the opportunity to vote electronically or in person casting a ballot. If an officer relinquishes his/her position, it is entirely up to the UCCSG body to fill the position by appointing and voting on a new member.
2. Once an election has taken place, and the new officers are elected, it is the duty of the current President to swear in the new officers (even including the new President).

## **SECTION 3 - EXECUTIVE BOARD**

1. The Executive Board shall be composed of THE ELECTED OFFICERS OF THE STUDENT ORGANIZATION AND THE UNIVERSITY ADVISOR.
2. The Executive Board shall DETERMINE THE POLICIES AND THE ACTIVITIES
3. OF THE STUDENT ORGANIZATION, DISCIPLINE MEMBERS, APPROVE THE BUDGET AND HAVE GENERAL MANAGEMENT OF THE STUDENT ORGANIZATION.
4. THE EXECUTIVE BOARD SHALL MEET REGULARLY AT LEAST ONCE EACH MONTH AND AT THE CALL OF THE PRESIDENT.
5. THE IMMEDIATE PAST PRESIDENT, TO BE A VOTING MEMBER OF THE EXECUTIVE BOARD, MUST BE AT THE PRESENT TIME A FULL/PART-TIME STUDENT ENROLLED IN ANY OF THE COLLEGES, SCHOOLS OR DIVISIONS OF THE UNIVERSITY, AND MAINTAINING A 2.3 QUARTERLY GPA, AND IN GOOD ACADEMIC AND DISCIPLINARY STANDING IN HIS/HER RESPECTIVE COLLEGE, SCHOOL OR DIVISION. (UNIVERSITY ORGANIZATIONS MUST HAVE AN AFFILIATION WITH THE UNIVERSITY)

## **SECTION 4 - UNIVERSITY ADVISOR**

1. The UCCSG must have an active advisor, who attends meetings. It is the responsibility of the UCCSG to nominate and approve an advisor. With this being so, it is also the responsibility of the UCCSG to dismiss an advisor if a call to action is required.
2. The University Advisor shall consult with the Student Organization and ensure that the activities of the Student Organization are consistent with the stated purposes of the organization
3. The University Advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advise the treasurer in all financial matters and to co-sign checks.

## **SECTION 5 - SPECIAL COMMITTEES**

1. Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.
2. The Executive Board shall appoint, and may remove, committee members and a Chairperson for each committee.
3. Any student ran organization that will receive funding from the University of Clermont, must be approved by the UCCSG.

## **SECTION 6 - MEETINGS**

1. When meetings are held by the student government, 50% plus one member must be present in order for a meeting to be held (three of the four must be present).
2. UCCSG will follow proper parliamentary procedure when a meeting is called to order. The President will preside over meetings, and in the situation in which the President cannot attend, the Vice President will fill the position for the meeting.
3. If a vote results in a tie, the acting UCCSG advisor will cast the deciding vote.
4. All meeting, once called to order, and the role is called for attendance, members will voluntarily stand for the pledge of allegiance.

## **SECTION 7 – REVENUE**

1. The disbursement of said revenue shall be determined by the Executive Board with the approval of the Student Organization and in accordance with university policies.
2. No member of UCCSG shall make any purchases with funds from the organization, without the approval to do so by voting.
3. Funds may not be spent on any one officer, for any purpose. (Uniforms for officers can be purchased with UCCSG funds, but only one apparel purchase a year for each member).

## **SECTION 8 - DISCIPLINE**

1. Any member charged with conduct not in accord with the purposes of the Student Organization and against who such charges are sustained after due and proper hearing before the Executive Board, may be expelled from membership by a two-thirds (2/3) vote of the entire Executive Board
2. If a member does miss more than 20% of the meetings, the UCCSG members have the right to dismiss the officer of their position. If the situation does occur where an officer needs to be dismissed, the UCCSG will make a motion for an executive session where a discussion will take place, and possibly a vote.

## **SECTION 9 – IMPEACHMENT**

1. Petition Executive Board with signatures of 1/3 of all voting members petition should state reason for removal.
2. Executive Board shall then notify officers and call for removal vote within fourteen days of the filing of the petition.
3. Memberships shall be notified at least one week prior to removal vote meeting. 9(4) At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition. 9(5) Removal from office shall require a vote of 2/3 of all voting members.

## **SECTION 10 - VACANCY OF OFFICE**

1. In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.

2. The President shall call for an election within fourteen days after vacancy of any office.
3. Election shall be conducted as stated in the bylaws.
4. Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President.

## **SECTION 11 - RULES OF ORDER**

1. All policies, meeting minutes, passed resolutions, and expenditures are considered public documents. Anyone seeking these documents shall submit a formal request to the current residing UCCSG secretary. The secretary will follow the proper steps stated in the Ohio Sunshine Law.
2. "Robert's Rules of Order, Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

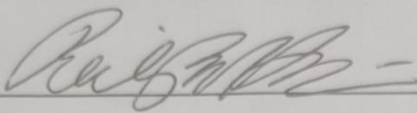
## **SECTION 12 - AMENDMENTS OF BYLAWS**

1. The Student Government of the University of Clermont College (UCCSG) may adopt such policies that are determined by the officers to be considered necessary and appropriate for the effective use of UCCSG. Policies are the governing laws of UCCSG and are binding to the benefit of the student body. Policies are to be written up in a clear fashion and are to include a language that everyone can easily understand. All officers are expected to be aware of the provisions of these laws and understand the responsibilities of holding office.
2. This legislative unit of the student body, shall draft, revise, and update when appropriate. Once a policy has been drafted, revised, and updated the UCCSG shall bring the change to a meeting seeking a motion, second, and a majority vote in favor of the update.
3. When all policies/bylaws are amended, the existing UCCSG body shall have a draft document that each UCCSG member can review and consider for adoption. Each member shall have at the minimum, 48 hours before the next scheduled meeting to review the new policies/bylaws before voting. It is recommended that these policies are reviewed every five years from the day implemented, and placed into effect. This will ensure that the policies/bylaws suit the University of Cincinnati Clermont College to the fullest. On the final page of the policies/bylaws, it is required to have the signature from the UCCSG President, Vice President, Secretary, and Treasurer.

## **Section 13-NON-HAZING CLAUSE**

1. The laws of the state of Ohio concerning hazing shall be observed.
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.
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.

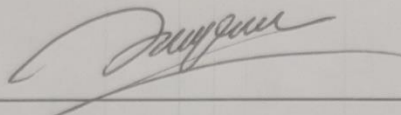
By signing below, each member of the UCCSG acknowledges having read and accepted the policies/bylaws presented. The signatures below also recognize that each member will implement the policies/bylaws to the fullest, and from this point on will recognize these policies/bylaws as the acting constitution grounds for the student government organization to the University of Cincinnati Clermont College.

  
\_\_\_\_\_

(UCCSG President)

3-6-18

(Date)

  
\_\_\_\_\_

(UCCSG Vice President)

3/6/2018

(Date)

Meenam Watson

(UCCSG Treasurer)

3/6/2018

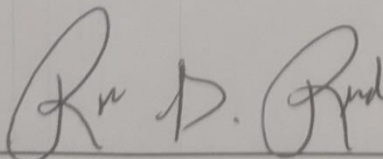
(Date)

Olivia S. Almer

(UCCSG Secretary)

3/6/18

(Date)

  
\_\_\_\_\_

(UCCSG Staff Advisor)

03/06/2018

(Date)

Passed on March 06, 2018.