

UNDERGRADUATE STUDENT GOVERNMENT
KENT STATE UNIVERSITY TRUMBULL CAMPUS
Established 2016

Contact USG:

Email: KSUTrumbullUSG@listserv.kent.edu.

USG Meetings:

Student Union



Undergraduate Student Government at Trumbull

Mission

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

Specifically USG will:

- Enhance opportunities for involvement in the campus and community
- Participate in the allocation of university funding to student organizations
- Act as a voice between the administration and the student body

Operating Procedure

The Undergraduate Student Government meetings shall be open to The Kent State University at Trumbull faculty, staff and student community. The Undergraduate Student Government (USG), in association with the coordinator of student life, is the approving body for all new student organizations on campus and will participate in the allocation of funds to current student organizations.

Appointments with Undergraduate Student Government

- Appointment times are scheduled in 15-30 minute intervals.
- Appointments are scheduled on a first-come, first-served basis.
- Appointments will take place in the Student Union office.
- Materials are due to the Office of Student Life by noon on the determined deadline.
- If your organization would like to present on a specific date, but did not make an appointment in time, your organization will be rescheduled to the next meeting.
- If an organization does not submit the necessary materials by the deadline, the appointment will be canceled.
- To schedule your organizations appointment, contact the Coordinator of Student Life at 330-675-8858 or e-mail USG.

Allocations Process

The purpose of USG is to assist in allocating funds to student organizations upon request and to represent the student body to the Kent State University at Trumbull administration. The funds that USG assists in allocating originate from the Office of the Dean and as such are subject to all University rules and policies. USG operates based on a fiscal year beginning July 1 and ending June 30 of the following year. USG reserves the right to assist in setting forth procedures for allocations and funding disbursement and will publish these procedures on the USG website. Student organizations will be advised of the approval or denial of funds via an email from the USG Email account, and all allocation emails will be copied to the organizations advisor and the Coordinator of Student Life. Funding decisions will be approved upon by a simple majority vote of USG members, with the approval of the Coordinator of Student Life. One half of the total membership must be present at an allocations vote. Voting will take place at monthly meetings, and student organizations will be informed of the vote the following Monday after the meeting. A memo describing the allocation will be emailed to the organization President and advisor, and a copy will be sent to the Coordinator of Student Life and the Business Office. A hard copy of the memo will be placed in the student organizations mailbox.

All voting will be by voice vote. However, a roll call or hand vote may be done at any time at the request of a USG member. It shall be the policy of the Undergraduate Student Government with regard to the Undergraduate Student Government Staff, University committees, and all other Undergraduate Student Government appointments that no bias will be shown on the basis of ethnicity, race, color, creed, national origin, sex, gender, or sexual preference. These members shall show no bias based off of other affiliations (i.e. student organizations, work, etc...)

USG Structure

USG operates under the direction of the Office of the Dean and the Coordinator of Student Life. USG will consist of at least three but no more than 12 members. USG members are selected and hired after an interview process by the USG advisor and current members to earn a position on the board. Once hired, USG members will serve for a full calendar year and be awarded a \$500 scholarship per semester. Students will be evaluated once per semester by USG advisors and may continue for additional terms upon recommendation of the advisors. The Advisor will attend all meetings as possible. The advisor is responsible for evaluating each USG member every semester and for recommending USG members for service on University committees.

Responsibilities and Expectations of the Undergraduate Student Government

- Be enrolled in at least six credit hours at the Trumbull campus during both Fall and Spring semesters of the term of service.
- Maintain a minimum GPA of 2.5.
- Participate in an evaluation each semester with the USG advisor.
- Maintain a minimum of 3 regular office hours per week, to insure sufficient accessibility to constituents and university officials per individual USG member.
- Adhere to all USG rules, regulations, policies, and procedures.
- Serve on University committees as needed so as to insure a balanced workload among all members.

- Participate in the Allocations process at the request of the USG Advisor.
- Attend all (leadership) training workshops and seminars, which are intended to increase proficiency and efficiency in service to one's office.
- Attend all briefings and public meetings to include USG and regular USG meetings, and any other required event(s).
 - In the event of three unexcused absences an special session shall be held to take into consideration removal from office.
- Participate in campus and community events as determined by USG advisor.
- Shall assist every other member in the performance of the duties of the Undergraduate Student Government and function as a team.
- Shall attend and participate in all activities of the USG.
- Establish and oversee the USG budget of all projects.
- Review and update as necessary the By-Laws and position descriptions of the USG.
- Maintain confidentiality of University committees.
- Utilize the USG e-mail account for all official USG communication.
- Communication with other USG members and USG advisor when missing a meeting. All USG members should check their Kent e-mail every 48 hours and respond in a timely manner.
- Meeting with the Dean on a regular basis, at least once per academic year.
- USG members who are members of the group requesting funds must leave during allocation discussions, and these members may not vote on the funding request.

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

Duties and Responsibilities for Leadership Positions

President

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

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

Vice President

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

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

- Assist in the operation of USG meetings

Treasurer

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

- Coordinate the entire allocations process, which includes both summer and yearly allocations. Specific duties include the following:
- Formulate a specific allocation process, which is to be presented in a form for the Allocation's process.
- Update the Guidelines for the Allocations and use of the Undergraduate Student tuition allocation dollars, submitting them for approval to the Undergraduate Student Government and forwarding them for review to the Advisor and Dean as needed.
- Plan and implement a financial workshop for the treasurers, programmers, advisors and other officers of student organizations eligible for funding on an "as need" basis.
- Present a financial report to the USG at each weekly meeting.

General Members

- Serve as the liaison between the USG and the undergraduate students at the Kent campus. Advocate for and represent their needs and interests.
- Have a strong understanding of Kent State demographics of the undergraduate student population.
- Research current undergraduate student enrollment for demographic information.
- Work closely with all student organizations to raise USG involvement and student awareness.
- Bring to the USG undergraduate student body concerns, ideas and suggestions.
- Assigned to special projects as need arises.

Implementation

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