Bylaws

University of Cincinnati Blue Ash College
Student Government

Preface

These bylaws are written in accordance with the bylaws and constitution of the University of Cincinnati Student Senate, the Constitution of the UC Blue Ash College Student Government (herein referred to as the “Constitution”), and the University of Cincinnati “Student Code of Conduct.” If any contradiction is found to exist between these bylaws and the Constitution, the Constitution will be given precedence.

Article I
Membership and Responsibilities

Section 1: The UC Blue Ash College and its membership are defined in the Constitution of the UC Blue Ash College Student Government.

Section 2: Members of the UCBA College Student Government (herein referred to as “UCBA Student Government”) shall conduct themselves and their governmental actions in a manner that protects the best interest of the UCBA College student body.

Section 3: UCBA College Student Government will be administered by an Executive Council consisting of President, Vice President, Committee Speaker, Recording Secretary, and Treasurer.

Section 4: Any student may become a UCBA College Student Government Representative by collecting 20 supporting signatures from currently enrolled students and by meeting the eligibility requirements outlined in section 5 below. Each signature must be accompanied by a printed name and date of birth.

Section 5: To be eligible, each member of the UCBA College Student Government must be a matriculated student, be actively attending UCBA College, and must maintain a 2.0 or better cumulative grade point average at the University. In the event a matriculated student is not actively attending because a course needed to satisfy a degree requirement is not offered, the student will be considered eligible. Students enrolled in their first quarter who do not have a
GPA are eligible to serve for one quarter as a non-voting Student Body Representative, but not a Student Senator to the University of Cincinnati Student Senate or member of the Executive Council.

Section 6: Any member who fails to maintain a 2.0 GPA will be placed on a one quarter probation which removes the right to vote, initiate legislation and participate on internal governmental and college committees. Any member of the Executive Council or a Student Senator who becomes ineligible will be removed from his or her office. Should the member’s GPA recover at the end of the quarter, the member will recover whatever rights were removed except for their position on the Executive Council or as a Student Senator.

Section 7: Each member of UCBA College Student Government is required to:

A. Attend all regularly scheduled meetings of UCBA College Student Government.
B. Serve on at least one but no more than two college committees during any quarter, except for Student Senators.
C. Staff the UCBA College Student Government office at least 2 hours per week.
D. Maintain an active Bearcat Online email account made available to all members.

Section 8: Should any individual desire to serve as both Student Senator and member of the Executive Council; approval of such a dual role shall require a two-thirds majority vote of the University of Cincinnati Student Senate as well as a two-thirds majority vote of the UCBA College Student Government.

Section 9: Members of the Executive Council and the Student Senators are expected to know thoroughly and understand the Constitution and Bylaws.

**Article II**

**Judicial role**

Section 1: The judicial powers of the UCBA College Student Government shall be vested in a non-partisan Student Court. Members of the Student Court shall be appointed by the Assistant Dean of Student Affairs, subject to approval by a majority of UCBA College Student Government membership, from among students otherwise eligible to serve on UCBA College Student Government. In the event approval is not given, the Assistant Dean of Student Affairs may submit a new slate of members. If the second slate is not approved, the Assistant Dean of Student Affairs may request that the Dean of UCBA College appoint the Student Court without approval. Once appointed, the Student Court will select its own Chief Justice from among its members.
Section 2: The Student Court will adjudicate disputes between student(s) and student associations or the administration, but not disputes involving instruction or matters specifically reserved to the Faculty.

**Article III**

**Removal from office**

Section 1: The UCBA College Student Government may impeach any member of the Executive Council who:

1) Violates or fails to meet the obligations of the UCBA College Student Government Constitution and/or Bylaws;

2) Violates the University’s “Student Code of Conduct;”

3) Commits gross dereliction of duty;

4) Misuses or perpetrates unwarranted misuse of UCBA College Student Government funds.

Written charges may be brought forward by one-third of the members in a signed petition. The member who has had charges brought forth shall be notified of all the charges within 24 hours. The member recommended for impeachment has one week to form a reply from the days the charges were issued unless granted a one-week extension by majority vote of the UCBA College Student Government.

Section 2: The UCBA College Student Government shall act as an impeachment court with the Chief Justice of the Student Court presiding. Each member attending shall have one vote. Both the member recommended for impeachment and the UCBA College Student Government may retain professional council. UCBA College Student Government voting members casting a vote for impeachment must be convinced that the charges against the accused are proven beyond a reasonable doubt. Upon a two-thirds majority vote, the impeached individual will be immediately removed from office.

**Article IV**

**Elections of Executive Council and Student Senators**

Section 1: In the spring of each year, elections will be held to select a new Executive Council and two Student Senators. If only one person per position is running for office elections shall not be held. Any matriculated student actively attending UCBA College who has maintained a 2.0 or better cumulative grade point average at the University during the preceding quarter is eligible to run for Executive Council or Student Senate.
Section 2: The election process shall proceed as follows:

A. A timetable for elections, based upon sub sections B – E below, will be prepared by the Vice President and submitted to the Executive Council for approval at its first meeting of the spring quarter. Once approved, it will be sent to the Assistant Dean of Student Affairs and made available to the college community.

B. Third week: candidates will fill out a petition and collect 50 valid signatures, both of which must be delivered to the Vice President by Friday of the third week.

C. Fourth week: verification of both signatures and candidate eligibility. This will be followed by an orientation of each candidate conducted by the Student Affairs Liaison.

D. Fifth week: campaigning.

E. Sixth week: elections, to be held in the beginning of the week, with verification of votes and tallying results completed by the Assistant Dean of Student Affairs and made available to the President. Elections will be held a minimum of two consecutive days for a total of 8 hours per day with a minimum of two hours, between the hours of 4PM and 10PM, of each day.

F. Each newly elected officer will meet with the corresponding outgoing officer to review specific duties before the end of the quarter.

G. Inauguration of new officers will take place at the end of the last regularly scheduled meeting of spring semester [i.e., 4th Thursday of April, usually the 16th week of semester]. New officers must be available for a retreat to be scheduled by the Executive Council and announced during the candidate orientation.

Section 3: Elections shall be conducted by the Assistant Dean of Student Affairs. The Assistant Dean of Student Affairs shall be responsible for tallying the votes and will notify the President of the results no later than the last day of the election week.

Section 4: In the event of a tie vote for an Executive Council position or for Student Senator, UCBA College Student Government members will vote to break the tie as soon as possible after the tie becomes known. The candidates in question may not vote. The candidate receiving the greatest number of votes will be declared the winner.
Section 5: Candidates may submit promotional material to be posted on their behalf to the office of the Assistant Dean of Student Affairs one week prior to the election.

Section 6: Any election which collects votes numbering producing ballots from less than 1% of the full-time students enrolled in the college will be declared invalid. A new election must be held within one week of an invalidated election.

Section 7: In the event of a vacancy in the Executive Council due to resignation, impeachment or inability to fill a position in the spring election, the President, with approval of UCBA College Student Government, will appoint a member to fill the vacancy.

Article V
Meetings

Section 1: The UCBA College Student Government shall hold regular meetings twice a month, with the exception of summer, fall, winter, and spring break periods, summer quarter, and during exam weeks. It is recommended that they be held during the free hour (1 to 2 pm) on the second and fourth Thursday of every month. However, the Executive Council may change time or day of meetings for the term. If a change occurs, Executive Council must produce valid reasons for the change and notify members by the second week of the term. In the event the President and Vice President are unavailable, the President may appoint another officer to preside over the meeting.

Section 2: The Executive Council shall hold biweekly meetings, with the exception of summer, fall, winter, and spring break periods, as well as exam weeks.

Section 3: Additional meetings may be called by a quorum of UCBA College Student Government members or by the President, as long as other members are notified at least 24 hours before the meeting.

Section 4: A member, who is not an officer; may be excused from a meeting by the President in the event that the meeting conflicts with a class, a family emergency, illness or job responsibility. This must be recorded in the minutes of said meeting. A member who has been excused by the President before the meeting may transfer his or her voting privileges to another voting member by written proxy delivered to the President 24 hours before the meeting. Members who miss two consecutive regular meetings without an excuse shall have their voting privileges suspended. They will then have two school weeks to submit a written request to maintain membership, but with a non-voting status. If by the end of the two weeks, a request has not been submitted and approved by majority vote, the representative shall be considered as removed from office. If
not removed from office, voting privileges will be reinstated after attending two consecutive meetings.

**Section 5:** An officer may be excused from a meeting by the President in the event that the meeting conflicts with a class, a family emergency, illness or job responsibility. This must be recorded in the minutes of said meeting. An officer who has been excused by the President before the meeting may transfer his or her voting privileges to another voting member by written proxy delivered to the President 24 hours before the meeting. An officer who misses two consecutive meetings, either executive or regular, with or without an excuse, shall be considered as removed from office and will be replaced by the President with approval of the Executive Council.

**Section 6:** A quorum is the minimum number of members necessary to conduct business. It is one more than half the members’ eligible to vote.

**Article VI**

**Internal UC Blue Ash College Student Government Committees**

**Section 1:** Internal UCBA College Student Government committees shall be formed at the discretion of the Raymond Walters College Student Government for the purpose of investigating special issues and making recommendations concerning those issues to the UCBA Student Government.

**Section 2:** The chairs and the structure of each internal committee shall be determined by the President, with approval of UCBA College Student Government.

**Section 3:** Any student who is not a member of the University of Cincinnati Blue Ash College Student Government may sit and serve on any internal UCBA Student Government committee if he or she is recommended by the President and approved by UCBA College Student Government and the committee in question.

**Section 4:** The UCBA College Student Government will have a standing committee called the Awards Ceremony Committee. The Vice President will oversee and chair this committee. All deadlines of this committee are to be approved by the Director of Student Life. The duties of this committee are as follows:

A. Comply with established policies and procedures regarding mailing invitations.

B. Design the invitation for the Awards Ceremony.

C. Compile the text for the Awards Ceremony program.
D. Select the Service Awards.

E. Recruit Student Government members and any other students to work the event.

**Article VII**

**Approval of legislation**

**Section 1:** Unless otherwise specified by these bylaws, the process for approval of all legislation is as follows:

A. Legislation to be considered for approval should be distributed in writing to all members of UCBA College Student Government at least 24 hours before the meeting in which it is to be considered. Any member may present the legislation, either as its author or sponsor.

B. Legislation is passed by a simple majority vote.

C. Once passed, the legislation will take effect upon receiving the signature of the President or upon receiving the signatures of the majority of the executive officers excluding the President. If signatures are not received within seven working days of passage, the legislation is considered as vetoed.

**Section 2:** After legislation has been signed, it may be repealed by a two-thirds majority vote of the UCBA College Student Government. If legislation has not been signed or has been vetoed, it may still be approved by a two-thirds majority vote of the UCBA College Student Government.

**Article VIII**

**Executive Council officer duties and responsibilities**

**Section 1:** The President of the UCBA College Student Government is the voice of the UCBA College Student Government and the student body. However, the President may not initiate legislation or vote except to break a tie. Specifically, the President is responsible for:

A. Preparing and distributing/posting an agenda at least 24 hours before any regular meeting. This will require that the President call for agenda items prior to preparing the agenda.

B. Leading all UCBA College Student Government meetings.

C. Recommending legislation to UCBA College Student Government.

D. Signing and executing all approved UCBA College Student Government legislation.
E. Organizing the legislative activities of the UCBA College Student Government, including giving all bills and legislation their proper designation.

F. Reporting any and all progress made on the execution of legislation of UCBA College Student Government.

G. Ensuring that the bylaws and constitution of the University of Cincinnati Student Senate, the constitution of the UC Blue Ash College, UCBA College Student Government, and the University of Cincinnati “Student Code of Conduct” are followed.

H. Serving on the University Tribunal Leadership Council or appoint another member of the Executive Council to represent the office of President with approval of UCBA College Student Government.

I. Calling emergency meetings at the request of the Dean of University of Cincinnati Blue Ash College, Faculty Advisor, or a majority of UCBA College Student Government members.

J. Reviewing the annual budget.

K. Representing the UCBA College Student Government at appropriate college functions, e.g., an awards ceremony, and at any meetings of a university student organization other than the Student Senate. The President may appoint a member of the Executive Council to represent the office in event of an inability to attend.

L. Appointing members to fill vacancies on Executive Council and on internal committees.

Section 2: The Vice President shall be the ranking executive with the right to call for motions during meetings and is specifically responsible for:

A. Overseeing all internal UCBA College Student Government committees.

B. Assuming presidential responsibilities, except for the appointment or removal of presidential appointees, when the President is unavailable for meetings.

C. Recruiting new members to the UCBA College Student Government.

D. Developing a timetable for spring elections, and once approved, sending it to the Assistant Dean of Student Affairs and making it available to the college community.
E. Receiving signed petitions from candidates for UCBA College Student Government office and immediately forwarding them to the Assistant Dean of Student Affairs for verification.

F. Proposing an operating budget to meet the needs of their office for the coming year. This must be presented to the treasurer during the spring quarter.

G. Calling for a special meeting to orient newly elected officers in the spring quarter to be held prior to the last regularly scheduled meeting.

H. Facilitating the communication between UCBA College Student Government and Student Life.

I. Overseeing and chairing the Awards Ceremony Committee.

**Section 3:** The Committee Speaker is responsible for maintaining and recording the activities of appointed Student Representatives or Ambassadors on college committees. Specifically, these responsibilities include:

A. Encouraging a professional attitude of the Ambassadors toward their respective college committees.

B. Maintaining an up-to-date roster of committees and their ambassadors.

C. Judging which student issues would be best served by presentation before a college committee and determining which committee would be appropriately able to take action on such student issues.

D. Advising Ambassadors of which student issues are appropriate to take before their committees.

E. Distributing and receiving activity reporting forms on which Ambassadors will record their activities for presentation at UCBA College Student Government meetings.

F. Proposing an operating budget to meet the needs of their office for the coming year. This must be presented to the treasurer during the spring quarter.

G. Ensure student ambassadors must be treated by the code of conduct in the UCBA College faculty handbook.

**Section 4:** The Secretary of the UCBA College Student Government is responsible for all communications within the organization, including:

A. Preparing and distributing all minutes, including providing brief descriptions of service contributed by each member as announced during a meeting. Minutes
shall include names of persons attending, a brief description of each announcement or action and a verbatim statement of each motion, including name of person presenting the motion and a tally of votes.

B. Preparing and distributing all correspondence between Executive Council and all other UCBA College Student Government members.

C. Forwarding a draft of the minutes to all members by email within four days of the meeting.

D. Posting approved minutes within 24 hours of approval on UCBA College Student Government bulletin boards and submitting a copy to the Library.

E. Maintaining a record of the minutes and the membership of the UCBA College Student Government accessible to all members of the college community.

Section 5: The Treasurer of the UCBA College Student Government is responsible for all financial matters of UCBA College Student Government, and must, therefore, follow provisions of the Constitution and these bylaws as closely as possible. Specifically, the Treasurer is responsible for the following:

A. Disbursing, in a timely manner, all money necessary to maintain UCBA College Student Government or its activities.

B. Maintaining all financial documents, including receipts and bills, necessary for periodic audit by any outside agency or persons.

C. Preparing and developing the UCBA College Student Government operating budget based upon the proposals from the other Executive Officers, then presenting said budget at the Student Organization Annual Budget Allocation meeting.

D. Adhering to the approved annual budget.

E. Attending training for all student association treasurers in the spring.

Section 6: Student Senators serve as a liaison to the Student Senate. It is their responsibility to inform the UCBA College Student Government of all impending legislation that may affect UC Blue Ash College.

Section 7: The term of office for the Executive Council and Student Senators shall be one year, commencing at the time of inauguration and ending at the next inauguration. Any officer or senator may run for no more than one additional consecutive term.
Article IX

Appointed student representatives to college committees

Section 1: Ambassadors to college committees are responsible for representing the student body on appropriate college committees in a professional and responsible manner, including:

A. Attending meetings scheduled by the committee on which they serve.

   B. Informing the Speaker of Committee Representation and the chair of the college committee on which they serve, of any conflict between the representative’s class and work schedules and those times selected by the committee for meetings so that another person may be sought.

C. Completing the appropriate committee activity reporting forms in a timely manner and forwarding these to the Speaker of Committee Representation.

Section 2: Any individual appointed as Ambassador by the Speaker of Committee Representation; may be removed for a just cause by the Speaker of Committee Representation; with the approval of UCBA College Student Government.

Article X

Appropriation and disbursement of funds

Section 1: During the Spring Quarter, the Treasurer will submit the prepared operating budget to the UCBA College Student Government for approval. Once approved, the Treasurer will give the operating budget to the Student Affairs Liaison for review. After the review, the treasurer will present the operating budget at the Student Organization Annual Budget Allocation meeting.

Section 2: Funds needed for UCBA College Student Government operation or activities, may be disbursed only by the Treasurer through use of a bank check all disbursements must be signed by the Faculty Advisor, as well as either the Treasurer or the President. All disbursement requests for more than twenty dollars, must be approved by a two-thirds majority at a regular meeting; other requests may be approved at the discretion of the Treasurer or President, subject to the consent of the Faculty Advisor.

Section 3: Funds for each student association may be disbursed only after the treasurer of each association has been trained.
Article XI
Revision of bylaws

These bylaws shall become effective upon approval by a two-thirds majority of the UC Blue Ash College Student Government, and upon approval of the Undergraduate Student Senate, and shall remain in effect until two-thirds of the UC Blue Ash College Student Government shall deem it necessary to alter or replace them.

Approved March 8, 2000.

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