



Morningside Activities Council
Constitution and By-Laws
2021-2022

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Constitution Of MORNINGSIDE ACTIVITIES COUNCIL

Preamble

We, the students of Morningside University, adopt the following, in order to create a Morningside Activities Council that provides quality entertainment as well as educational opportunities to the students of Morningside University.

Article I: Name

The name of this organization is the Morningside Activities Council, hereafter known as MAC.

Article II: Membership

Section 1. Membership in this organization shall consist of any full time or part time student wishing to be an active member of the group. All students enrolled at Morningside University shall enjoy the benefits of MAC.

Section 2. Every active member of the organization shall be a voting member, except in the case of executive council elections or appointments (see Article 3, Section 5.5). Members of the Executive Council will not have voting privileges aside from MAC Executive Meetings.

Article III: Officers

Section 1. The officers of MAC shall be the President, Vice President, Public Relations Coordinator, and Secretary. Officers of MAC must maintain at least full time status on Morningside campus. The only exception to this is as follows: A student who is in their last semester before graduation need not be a full time student and will still be eligible to be a MAC executive.

Section 2. Absences

As MAC seeks to be a student friendly organization, absences will be excused as long as the member is not an executive. If an executive knows in advance of his or her absence it will be counted as an excused absence as long as it is approved by MAC members. If an executive isn't aware of an absence prior to a meeting, a vote will be taken whether or not the absence is excused. An executive may have up to three unexcused absences before impeachment is considered. An excused absence would include any school related activities (i.e. sporting events, field trips, night class). All other absences will be considered unexcused.

Section 3. Duties of the Officers

- 3.11 **President:** The duties and powers of the President shall be:
- a. To be the official representative of MAC.
 - b. To prepare an agenda for all MAC meetings after a weekly meeting with MAC Adviser.
 - c. To preside over meetings of MAC.
 - d. To be the official representative of MAC to the Student Government.
 - e. To appoint special committee members.
 - f. To inform MAC and Student Government Senate of pertinent information.
 - g. To maintain and/or enhance existing networks through consistent dialogue with agencies and stakeholders

- h. To serve on the Executive Board of Morningside University Student Government as Vice President of Student Life
- i. To provide an oral report after each MAC meeting to Student Government, SG Executive Board, and to give an oral report at each SG meeting.
- j. The President shall act as parliamentarian.
- k. Meet with Student Government advisor as needed.
- l. Work with or sit on additional task forces & committees as assigned by MAC Advisor.
- m. To write, present, and submit an end of the semester reports to the SG Advisor and MAC Advisor for permanent storage.

3.12 **Vice President:** The duties and powers of the Vice President shall be:

- a. To assume the office and duties of the President in the event of his/her absence and/or vacancy.
- b. To chair designated MAC Committees as needed.
- c. The Vice President shall assist the President in hosting entertainers and facilitating events.
- d. The Vice President will be in charge of facilitating and planning Homecoming Week. This will include, but not limited to:
 - a. Creating specific committees to help leading up to and during the week.
 - b. Organizing Homecoming Court and voting.
 - c. Organizing the annual talent show and coronation.
- e. The Vice President will be in charge of updating/editing the MAC calendar as need throughout the year.
- f. The Vice President will be in charge of hospitality for artists/performers. This includes, but not limited to:
 - a. Preparing the greenroom.
 - b. Prepping the welcome basket.
- g. The Vice President will be in charge of updating MAC Member of the Month board every month after member is selected by Executive Council.

3.13 **Public Relations Coordinator (PRC):** The duties and powers of the Public Relations shall be:

- a. PRC shall assist in the creation and distribution of marketing materials by overseeing the Graphic Designer of MAC.
- b. To chair designated MAC Committees as needed.
- c. To perform other tasks as assigned by the Advisor.
- d. Public Relations Coordinator will be in charge of social media accounts (Instagram, Snapchat, Twitter, and Facebook).

3.14 **Secretary:** The duties and powers of the Secretary shall be:

- a. Maintain the official minutes of the Executive Council and MAC meetings.
- b. Maintain all other files and records as necessary.
- c. Keep an accurate record of attendance at all MAC meetings and events.
- d. To chair designated MAC Committees when needed.
- e. Secretary will be in charge of MAC meetings if President and Vice President are unable to do so.

3.15 **Advisor:** The duties and powers of the Advisor shall be:

- a. To keep a complete set of records containing all MAC proceedings including: the Constitution, elections, written reports of the MAC officers, and all other records which may be deemed necessary to help the MAC recognize and exercise its duties and powers.
- b. To collect and maintain the schedules and contact information of the elected officials at the beginning of each semester.
- c. To guide and assist the MAC Executives and other members of MAC.

- d. Serve as the contact person for MAC.
- e. Serve as the official university representative on all MAC/entertainer contracts.

Section 4. Election of Executive Officers

- 4.11 Qualifications for the office of President will be as follows:
- a. Having completed two (2) consecutive regular semesters as a student immediately preceding the semester of the election.
 - b. Having completed one (1) semester in Morningside Student Government in good standing as defined in the Student Government Constitution: Article II: Sec 5.2.
 - c. Having completed one (1) semester in MAC in good standing.
 - d. Standing to gain at least junior status at the end of the spring semester in which the election is held.
 - e. Having maintained at least a 2.25 grade point average the semester preceding the semester of the election.
 - f. Maintain at least a 2.25 grade point average through the duration of their term.
- 4.12 Qualifications for the office of Vice President will be as follows:
- a. Having completed two (2) consecutive regular semesters as a student immediately preceding the semester of the election.
 - b. Having completed one (1) semester in MAC in good standing.
 - c. Standing to gain at least sophomore status at the end of the spring semester in which the election was held.
 - d. Having maintained at least a 2.25 grade point average the semester preceding the semester of the election.
 - e. Maintain at least a 2.25 grade point average through the duration of their term.
- 4.13 Qualifications for the office of Public Relations Coordinator will be as follows:
- a. Having completed one (1) semester as a student immediately preceding the semester of the election.
 - b. Having completed one (1) semester in MAC in good standing.
 - c. Standing to gain at least sophomore status at the end of the spring semester in which the election was held.
 - d. Having maintained at least a 2.25 grade point average the semester preceding the semester of the election.
 - e. Maintain at least a 2.25 grade point average through the duration of their term.
- 4.14 Qualifications for the office of Secretary will be as follows:
- a. Having completed one (1) full semester as a Morningside student immediately preceding the semester of the election.
 - b. Having completed one (1) full semester in MAC in good standing.
 - c. Standing to gain at least sophomore status at the end of the spring semester in which the election was held.
 - d. Having maintained at least a 2.25 grade point average the semester preceding the semester of the election.
 - e. Maintain at least a 2.25 grade point average through the duration of their term.
- 4.2 “Good Standing” in MAC is attained by fulfilling at least one of the following requirements:
- a. Attending at least ½ (one-half) of the official MAC meetings.

- b. Assisting with at least $\frac{1}{4}$ (one-fourth) of official MAC events.
- c. Serving as an active member during meetings and events.

Section 5. Selection of a MAC Vice President, Public Relations Coordinator, and Secretary

5.1 Announcement

- a. Immediately following Student Government Executive Council elections in the spring, the newly elected Student Government Vice President of Student Life will arrange for the publicity and selection of MAC executives.

5.2 Petition

- a. Any full-time student, regularly enrolled, and fulfilling class standing qualifications may be eligible to become a candidate for an Executive Council office. A student wishing to become a candidate may do so by submitting a petition for nomination, signed by at least twenty-five (25) voting members of the Student Body, to the MAC President no later than 12:00 Midnight exactly eight (8) days prior to the General Election.

5.3 Campaigning

- a. Each candidate is to deliver a speech no longer than two (2) minutes explaining their qualifications as a candidate for office and fill out the Executive Application form.
- b. Candidates also have the option of creating and publicizing their own appropriate campaign under the condition that they are not within 25 feet of the designated voting area on the day of elections.
- c. All campaigning must be done to the expense of the candidate

5.4 Election Procedures

- a. MAC executive council elections must be held at a regularly scheduled MAC meeting following Student Government Elections.
- b. All candidates must be excused from the meeting, only reconvening once all ballots have been collected.
- c. All candidates will be welcomed into the voting area individually to present a one (1) to two (2) minute speech to share their reasoning as to why they are seeking an executive position on the MAC Executive team. Each speech will be followed by questions from the MAC council that is in attendance
- d. Ballots will be distributed to eligible voters in attendance, being collected and counted immediately upon completion.

5.5 Elections

- a. MAC executive council elections must be held at a regularly scheduled MAC meeting following Student Government Elections.
- b. All candidates must be excused from the meeting, only reconvening once all ballots have been collected.
- c. All candidates will be welcomed into the voting area individually to present a one (1) to two (2) minute speech to share their reasoning as to why they are seeking an executive position in Morningside Activities Council. Each speech will be followed by questions from the MAC audience in attendance.

- d. Ballots will be distributed to eligible voters in attendance, being collected and counted immediately upon completion. Candidates may vote as well in a separate, private voting area.

5.5. Executive Voting Members

One of the following requirements must be met to be eligible to vote in MAC executive council elections:

- 1.1** Attendance of one third (1/3) of all MAC meetings during the current semester.
- 1.2** Assistance of one sixth (1/6) of all MAC events during the current semester.
- 1.3** Attendance of one third (1/3) of all MAC events during the current semester.

Section 6. Officer Salary

6.1 Salaries

The following amounts will be paid for the following position:

- 1.1** President/MSG Vice-President - \$2,450
- 1.2** Vice President - \$1,650
- 1.3** Public Relations Coordinator - \$1,650
- 1.4** Secretary - \$1,650

6.2 Funding

The President, which is a salaried position of Student Government, will be paid directly from Student Government; the portion of the President's pay (maximum of \$150.00) which is to go toward all work completed for Homecoming will come from the MAC budget. The Vice President, Public Relations Coordinator, and Secretary will be paid directly from the overall MAC budget.

Section 7. Vacancies of Officer Positions

- 7.1 If a vacancy should occur in Presidency, the President of Morningside Student Government may fill the vacancy by appointment with two-thirds ($\frac{2}{3}$) consent of Student Senate. If it is not satisfied with the appointment procedure, Student Senate may direct Student Government Vice President to hold an election (within the council)
- 7.2 If a vacancy should occur in the Executive Council other than in the Presidency, the President may fill the vacancy by appointment with a majority vote from MAC members.

Section 8. Impeachment and Removal

- 8.1 In the event that any member of the MAC Executive Council is determined by two-thirds ($\frac{2}{3}$) majority vote for the full voting membership of the Executive Council to be incapable of fulfilling the duties of his or her office and/or found in violation of the MSG Constitution and Bylaws, the member will be impeached, forfeiting their voting rights.
- 8.2 Following an investigation by the MAC members and/or an Ad/hoc committee, an impeached member of the Executive Council may be removed from office upon a conviction passed by the full voting membership of the MAC members with a two – thirds ($\frac{2}{3}$) majority vote.
- 8.3 An impeached member of MAC must give up their office for the entire semester in which they were removed. That member cannot be re-elected as an executive until the following semester.

Article IV: Meeting

- Section 1. MAC shall assemble for one meeting each full school week unless it is determined that there is no business to address.
- Section 2. The meeting schedule for each meeting shall be prepared by the president of the organization, including meeting times.
- Section 3. MAC meetings will be governed loosely by Robert's Rules.
- Section 4. All members in attendance shall have voting rights, except in the case of executive council elections or appointments (Article 3, Section 5.5). MAC officers may only vote in Executive meetings, not during MAC meetings.
- Section 5. A voting member cannot give proxies in the event of his/her absence.
- Section 6. All meetings shall be open meetings in which any student may attend and have their voice heard.

Article V: Budget

- Section 1. The MAC budget shall be allocated from the student activities fee as determined by the Constitution of the Morningside University Student Government.
- Section 2. All expenditures over \$5000 must be approved by Morningside Student Government Senate.
- Section 3. Are we to present the budget for each semester or at the beginning of every year by the fourth meeting.

Article VI: Procedure and Rules

- Section 1. The by-laws shall govern the conduct of the internal affairs and establish procedures and policies deemed necessary by MAC.
- Section 2. By-laws and policies may be established or modified upon a $\frac{2}{3}$ (two-third) majority vote of MAC voting membership. Proposed by by-laws and policies modifications shall be issued at a MAC meeting and voted upon at the following MAC meeting.
- Section 3. The Standing Committees of MAC, their composition, and their function(s) will be specified within the by-laws.
- Section 4. Ad/Hoc Committees may be created at any MAC meeting by simple majority of the voting membership. The President retains the right to have Ad/Hoc Committees file a report upon completion of the task.
- Section 5. In an effort to model a check and balance system, Morningside Student Government has the right to review and change any decision made by MAC by two – thirds ($\frac{2}{3}$) majority vote by senate members.

Article VII: Amendments

Amendments to this Constitution must be voted on and approved by two-thirds ($\frac{2}{3}$) majority vote of Morningside Student Government after cleared by a two-thirds ($\frac{2}{3}$) majority vote of the MAC voting members. Proposed amendments shall be introduced at a MAC meeting and voted upon at the following MAC meeting.

Article VIII: Ratification

This Constitution must first be ratified by Morningside Student Government with a $\frac{2}{3}$ majority vote, followed by a $\frac{2}{3}$ majority vote of the MAC voting members.

Revised and Ratified: 2/26/15

Revised and Ratified: 4/8/14

Revised and Ratified: 11/10/13

Created and Installed: 8/25/12

**By-Laws
Of
Morningside University's
Morningside Activities Council**

Chapter I: By-laws

Section 1. Under authority of Article 6, Section 1 of the MAC Constitution, these by-laws shall govern the conduct of internal affairs and establish procedures and policies as deemed necessary by MAC.

Chapter II: Homecoming Week

Section 1. MAC will be responsible for coordinating and promoting Homecoming week.

Section 2. MAC executives must regularly report to the MAC Adviser on the status of their work.

Section 3. Homecoming preparation activities may be completed at regular MAC meetings or at separate Homecoming committee meetings.

Section 4. MAC will keep accurate and public financial records of all expenditures during Homecoming week.

Section 5. MAC will keep an accurate and public record of attendance for all Homecoming week events.

Chapter III: Standing Committee

Section 1. **Constitution Review Committee (CRC)**

- 1.1 Committee Structure – The MAC Committee within Student Government will be in charge of Constitution Review. Proposed changes will be brought to a MAC meeting and then voted on at the following MAC meeting.
- 1.2 Meetings – Student Government Committee Meetings will be the primary meetings, additional meetings may occur when necessary
- 1.3 Procedures – Constitution is reviewed by committee, amendments being proposed by members are passed to the Executive Committee by a 2/3 (two-thirds) vote of present committee members. Proposed amendment will be brought to the floor by the MAC CRC to be voted upon by MAC members. Refer to Article VII for voting procedures

Section 2. The Executive Committee shall consist of the President, Vice President, Public Relations Coordinator, Secretary and appointed staff member of the university. The Executive Board shall meet weekly. Additional meetings will be held as deemed necessary.

Chapter IV: Campus Policy

Section 1. Refer to Morningside University Student Rights & Responsibilities Handbook

Chapter V: MAC Advisor

Section 1. The Advisor assists the officers with developing agendas, organizing meetings, and with other areas beneficial to MAC. The Advisor will also work with contracts, budgets, and riders. The Advisor can also assist the President in University Administration Representation of MAC.

Homecoming Week Expectations and Best Practices

Note: This is not to be considered a part of the MAC Constitution or Bylaws, but rather recommendations and standards for Homecoming Week.

1. Homecoming week should consist of one event per day, Monday-Saturday
 - a. Events have traditionally included a campus-wide talent show.
2. MAC shall maintain clear communication with the Alumni Office and Advancement Office to coordinate weekend events and avoid scheduling conflicts.
3. MAC executives are expected to maintain professionalism and high ethical standards throughout the entire Homecoming planning and execution processes. Should there be any question of whether an executive member is maintaining high ethical standards, the Advisor reserves the right to strip executive members of any possible prizes, titles, or other privileges which may have come to them through their involvement with Homecoming activities.