



**Morningside Student Government Constitution**  
**Morningside University**  
**2021-2022**

**President:** Garrett Arbuckle – [gja001@morningside.edu](mailto:gja001@morningside.edu)

**Vice President:** Marissa Hernandez – [meh012@morningside.edu](mailto:meh012@morningside.edu)

**Vice President of Student Life:** Emma Hannasch – [emh013@morningside.edu](mailto:emh013@morningside.edu)

**Secretary:** Hannah Capps – [hlc006@morningside.edu](mailto:hlc006@morningside.edu)

**Director of Communication:** Collin Adank – [cra002@morningside.edu](mailto:cra002@morningside.edu)

**Treasurer:** Matthew Hanner – [mjh020@morningside.edu](mailto:mjh020@morningside.edu)

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# **Constitution of Morningside Student Government Morningside University**

## Preamble:

We, the students of Morningside University, do adopt this Constitution establishing a student government to provide and establish student self-government in order to represent the students in matters pertaining to student welfare, student activities, and student participation in Morningside University planning and administration. All students enrolled in Morningside University shall enjoy the benefits, responsibilities, and protection of the Student Government, as set out in this Constitution and its By-laws, unless otherwise specified in the official Morningside University bulletins.

## Article I. NAME

The name of this organization shall be called the Morningside Student Government of Morningside University; hereafter referred to as “MSG”

## Article II. PURPOSE

MSG seeks to promote ethical leadership and civic responsibility by providing opportunities of self-governance in all matters pertaining to the wellbeing of students within the University community.

## Article III. MEMBERSHIP

Membership of the MSG shall consist of an elected Executive Council and Student Senators

## Article IV. EXECUTIVE BRANCH

### **Section 1 Description**

The Executive Branch of MSG will be known as the Executive Council. The Executive Council will administer the Student Constitution and By-laws, propose student committees for approval by the Senate, present proposals at Senate meetings, and preside over the Student Senate meetings.

### **Section 2 Executive Council Members**

The executives of the MSG shall consist of six members: President, Vice President, Vice President of Student Life, Treasurer, Secretary, and Director of Communications. The Ex-Officio member includes the MSG Adviser.

### **Section 3 Requirements of the Executives**

All officers of MSG, both elected and appointed, must have at the time of election/appointment, a GPA of 3.0 and maintain while in office, a cumulative grade point average of 2.5 or above. All Executive Council members will be required to hold a minimum of five set office hours per week, with the exception of the President who holds a minimum of seven set office hours. They will report to the Student Senate each meeting summarizing relevant current business.

### **Section 4 Duties of the Executives**

**4.1 President:** the duties and powers of the president shall be:

- A. Serve as head officer of MSG.
- B. Serve as a voting member of the Board of Directors of Morningside University
- C. Serve as a member of the alumni board.
- D. Call and preside over all meetings of the Executive Council and Student Senate.
- E. Serve as a non-voting member of all committees within MSG.
- F. Be responsible for the selection of student representatives on faculty, student, and joint committees.

**4.2 Vice President:** the duties and powers to the Vice President shall be:

- A. Represent student interests and concerns on the Executive Council.
- B. Be responsible for gathering and responding to student concerns, comments, and suggestions.
- C. Serve as Constitutionalist for MSG.
- D. Act as parliamentarian for the Executive Council and Student Senate.
- E. Counsel students on their rights and responsibilities in academic or disciplinary disputes including referrals to appropriate campus offices.
- F. Supervise and ensure order and fairness in all elections as directed by the Constitution and By-Laws respectively.
- G. Organize internal educational events concerning the Student Senate.
- H. Act as President in the absence of the President

**4.3 Vice President of Student Life:** the duties and powers of the Vice President of Student Life shall be:

- A. Serve as President of the Morningside Activities Council (MAC).
- B. Regularly report business activities concerning MAC to the Student Senate.
- C. Facilitate or delegate appropriate and necessary duties as designated by the President, Executive Council, or Student Senate.

**4.4 Treasurer:** the duties and powers to the Treasurer shall be:

- A. Organize, supervise, and direct the finances of MSG.
- B. Maintain an accurate system of records concerning MSG finances.
- C. Ensure that MSG financial records are available to any interested party.
- D. Countersign all requisitions to be drawn on MSG funds.
- E. Regularly report on financial matters to the Student Senate.
- F. Present all outstanding bills for approval of payment when necessary or requested by Student Senate.
- G. Use the business office of Morningside University as the repository of all MSG funds.

**4.5 Secretary:** the duties and powers of the Secretary shall be:

- A. Maintain the official minutes of the Executive Council and Student Senate.
- B. Organize an official agenda for every scheduled Student Senate meeting.
- C. In capacity as attendance overseer.
- D. Maintain all internal publications, documents, and correspondence.
- E. Oversee and maintain necessary MSG office supplies.
- F. Oversee the selection process of all paid and appointed positions outside of the Executive Council.
- G. Oversee senate and executive office hours

**4.6 Director of Communications:** the duties and powers of the Director of Communications shall be:

- A. Promote MSG through the use of social media pages, campus publications, and/or emails to the Student Body.
- B. Manage the MSG website and social media accounts.
- C. Be responsible for external communications, publications, and marketing.
- D. Distribute all campus-wide MSG emails.
- E. Publicize the mission and purpose of MSG to students.
- F. Oversee public branding and advertising of MSG.
- G. Create and maintain relationships with student organizations.
- H. Oversee groups' registration process.

## **Section 5 Executive Term of office**

All student members of the Executive Council will remain in office for one (1) year beginning with the informal installation which will follow the MSG election in the spring and ending the following year after the formal installation and submission of their respective final reports. If qualified, an officer may seek re-election

Article V.

LEGISLATIVE BRANCH

## **Section 1 Description**

The legislative branch of Morningside University MSG will be known as the Student Senate. A quorum being present, the Senate will initiate and consider legislation, all appointments, and expenditures, from various committees, carry out all other duties, and have such other powers as are necessary for the proper and efficient functioning of the MSG and make decisions representing the best interests of the Student Body.

## **Section 2 Senate Membership**

The Legislative Branch of MSG shall comprise fifteen (15) students enrolled in twelve, or more, credit hours at Morningside University. Four students from the Freshmen, Sophomore, and Junior classes as well as three students from the Senior class will comprise the Student Senate.

## **Section 3 Duties and Requirements**

Each Student Senator will have the following duties:

- A. Attend all Student Senate meetings.
- B. Utilize the right to vote at senate and committee meetings.
- C. Serve and be an active participant on assigned committee(s).
- D. Represent the best interests of the constituency being served.
- E. Serve a minimum of one office hour per week in the MSG Office.
- F. Participate in a minimum of one (1) MSG offered volunteering event each semester they are in office.
- G. Maintain at least a 2.0 grade point average through the duration of term. Freshmen will be given a grace period of one (1) semester before a 2.0 grade point average will be maintained.
- H. Complete one written constituency report per week.

## **Section 4 Vacancies of Senators**

The voting unit will be responsible for the filling of vacancies that may occur. If a vacancy is not filled by the voting unit represented within two (2) weeks of the day the vacancy occurs, the President may fill that vacancy with two-thirds (2/3) consent of the Student Senate. It is the President's responsibility to make the Council and the student body aware of all vacancies.

## **Article VI. MEETINGS, PROCEDURES, AND RULES**

### **Section 1 Texts**

The rules contained within the current edition of the Robert's Rules of Order are adopted as governing MSG meetings, Executive Board meetings, and committee meetings; and in all other cases applicable except when they are inconsistent, or not explicitly stated, within this document, and any bylaws MSG may adopt. Black's Legal Dictionary will define terminology in this document.

## **Section 2    Constitutional Suspension**

This constitution may be suspended upon 2/3 majority vote of the floor.

## **Section 3    Quorum**

A quorum will consist of more than half of the voting membership of the Senate and a quorum must be present before a Senate meeting may be called to order.

## **Section 4    Ad/Hoc Committees**

Ad/Hoc Committees may be created at any MSG meeting by simple majority of the voting membership. Ad/Hoc committees shall file a report, upon completion of task, with the President. Reports shall include purpose of creation, activities, and recommendations.

## **Section 5    Veto**

The Executive Council by four-sixths (4/6) vote may veto legislation passed by the Senate within forty-eight (48) hours of its passage and notify all individual Senators immediately of the veto. The Senate may pass over the veto by a two-thirds (2/3) vote at the next regularly scheduled meeting.

## **Section 6    Meeting Call**

The Senate will meet at least twice during each full month of the academic year and at the request of the President, upon the petition of ten (10) Senators, or upon the petition of twenty-five (25) qualified voting members of the Student Body. Upon presentation of each petition to any member of the Executive Council, a Senate meeting must be called within three (3) school days.

## **Section 7    Observers**

All Student Senate meetings will be considered "open meetings." Observers at MSG meetings will not be allowed voice in the meetings unless they are on the agenda, invited specifically to speak by the Student Senate, or recognized by the President. Observers will be removed from Student Senate meetings if these stipulations are violated.

## Article VII. INITIATIVE, REFERENDUM, RECALL

### Section 1 Initiative and Referendum

The rights of statutory initiative, referendum, and recall may be exercised by the Student Body upon petition of fifteen (15) percent of the qualified voting members of the Student Body. If a valid petition as devised by the Vice President is presented, the MSG will order a student election supervised by the Vice President within two (2) weeks of the receipt of the petition. By majority vote of those participating in the election, a statutory initiative will become part of the Constitution or By-laws of MSG. Further, by majority vote of those participating in the election, any action demanded by a student referendum will be carried out insofar as MSG is lawfully able.

### Section 2 Recall

Recall of a representative of the MSG may be accomplished by a majority vote of the constituency of the representative or of an executive in an election supervised by the Vice President. If the office of the Vice President is in question, a committee selected and approved by the majority of the Student Senate will supervise the recall vote.

## Article VIII. AMENDMENTS AND REVISION

### Section 1 Constitutional Amendments

#### 1.1 Proposal

An amendment must be presented in writing by an Executive and/or a Student Senator to the full MSG voting members to be up for consideration.

#### 1.2 Senate Approval

After an amendment has been presented, it must be tabled until the following full Student Senate meeting. At this time, the Student Senate can approve the amendment with a two-thirds (2/3) majority vote of voting members.

#### 1.3 Ratification

Upon the amendment being approved by the MSG voting membership, it must be ratified by a majority of the students voting in referendum in which at least two hundred (200) members of Student Body participate.

### Section 2 By-Laws



By-laws and policies may be established or modified upon a 2/3-majority vote of MSG voting membership. Proposed bylaws and policies modifications shall be issued at an MSG meeting and voted upon at the following MSG meeting.

### **Section 3 Reporting**

Any proposed changes must be posted publicly immediately following the vote and must contain the results thereof.



**Morningside Student Government Bylaws  
Morningside University 2021-2022**

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# **By-Laws of the Morningside University Student Government**

## Chapter I. BYLAWS

### **Section 1. Description**

Under authority of the MSG Constitution, these by-laws shall govern the conduct of internal affairs and establish procedures and policies as deemed necessary by the MSG.

## Chapter II. STANDING COMMITTEE

### **Section 1 Description**

The Student Senate will be divided into the following standing committees, with the Executive Council officer serving as a non-voting member of their assigned committee.

1. Community Outreach - Director of Communications
2. Constitution and Advocacy- Vice President
3. Student Life – Secretary
4. Finance – Treasurer
5. MAC - Vice President of Student Life
6. Special Projects – President

### **Section 2 Committee Structure**

Each standing committee will consist of two to five (2-5) Student Senators appointed by the Secretary to a specific committee. From among those Student Senators, each committee will select a chairperson and a recorder. The chairperson and the recorder may be one in the same person.

### **Section 3 Area of Concern**

Each standing committee will be concerned with the item(s) in their jurisdiction enumerated below. Items may be added as the need arises:

1. Community Outreach – Enrich the experience on Campus and in the community by volunteerism through various events and service projects, as well as coordinate student groups.

2. Advocacy & Constitution - Work on revisions to the Morningside University Student Government Constitution to better represent the needs of the student body as well as focus on advocating for constituents.
3. Student Life - Create opportunities to promote and improve overall student life on campus.
4. Finance- To maintain a continuing review of allocations, budget, and other financial affairs of Morningside Student Government.
5. MAC - Assist the Vice President of Student Life with MAC duties and attend seven MAC meetings per academic school year and three MAC events a semester.
6. Special Projects – Oversee the planning and coordination of special projects to promote Student Government and the overall wellbeing of all students at Morningside University.

#### **Section 4 Duties**

- 4.1 Each committee will make an oral and/or written report of the activities of that committee at each Student Senate meeting.
- 4.2 All committees will be required to file a written report of their activities with the Secretary at the completion of the year.

#### **Section 5 Student Senate Review**

Student Senate will have the power to approve all committee actions.

#### **Section 6 Student Representatives on Campus Committees**

Students selected to serve on campus committees will submit an oral and/or written report to Student Senate about the activities of their Committee members each semester.

### **Chapter III.**

### **STUDENT ACTIVITY FEE**

#### **Section 1 Description**

Student Senate has the power to establish the Student Activity Fee subject to the approval of the Student Body. Any changes in the amount of the Student Activity Fee must have three (3) readings before Senate, unless unanimous consent is obtained after the first reading. After the third (3) reading of the proposed change, the question will be decided in a second vote requiring a majority to approve the change. Notification of the proposed change in the Student Activity Fee will require a majority vote and be supervised by the Student Vice President. Notice

of a proposed change will be given to the university personnel responsible for any accounts affected prior to the first reading.

## **Section 2 Establishment of fees**

The Student Senate has the power to allocate the Student Activity Fee. The Treasurer will present to the Student Senate on or before November 15 a formal budget listing the allocations of the Student Activity Fee thus far. The method of approval of the budget will be as follows:

- A. First presentation of the budget. Approval of the Student Senate will occur if a two-thirds (2/3) vote is obtained.
- B. Any subsequent presentation of the budget requires two-thirds (2/3) vote of the Student Senate for approval.
- C. Departments will be notified of any allocation changes prior to the next reading.

## **Section 3 Surpluses/Deficits**

Any surpluses and/or deficits in the various departments of student activities will return to Student Government to be resolved. If the deficiencies are unresolved, provisions will be made for their resolution through next year's funds.

## **Chapter IV : MORNINGSIDE ACTIVITIES COUNCIL**

### **Section 1 Establishment of the Morningside Activities Council**

The Branch of the Morningside Student Government dealing with the regulation of student programs and activities will be known as Morningside Activities Council (MAC) and will have its own constitution. MAC is responsible for coordinating with the Student Activities Coordinator to plan well-rounded cultural, recreational, social programs and activities.

### **Section 2 MAC Allocation**

From the breakdown of the Student Activity Fee, MAC will be allocated sixty percent (60%) of said fee per student per semester. MAC will have the authority to spend this allocation according to its planning needs.

### **Section 3 MAC Officers**

Election of officers must be in accordance with the MAC constitution guidelines. A copy of the MAC constitution can be obtained through the Student Vice President.

## Chapter V: BUDGET PROVISIONS

### **Section 1 Uncollectible Rate**

The Student Government's base allocation will be determined upon the basis of student enrollment at registration each semester. From that amount, seven and one-half percent (7.5) is deducted for use in making adjustments necessary due to unpaid or delinquent accounts or withdrawals as determined by the Business Office.

### **Section 2 Student Activity Fee Allocation**

From the breakdown of the Student Activity Fee, the following will be allotted in order:

1. Homecoming - \$7100
2. Orientation - \$6500
3. MAC - 60% remaining
4. Student Government - remaining balance in the Student Activities Fund.

### **Section 3 Audit**

Each summer, Morningside University will undertake an audit of the Student Government's financial records.

### **Section 4 Expenditure Report**

- 4.1 All groups receiving funds from Student Government must present a report to The Finance Committee of Student Senate.
- 4.2 The Treasurer must work directly with the Director of Communications to provide all Morningside Student Government registered student groups information on the allocation process.

### **Section 5 Appropriations Agreement**

#### 5.1 Guidelines

- a. All registered student groups and/or individuals outside the jurisdiction of Student Government requesting monetary allocations from Student Senate must document their needs.
- b. All organizations/individuals must follow up on their allocated funds by reporting back to the Budget Committee, including turning in receipts, to



ensure that the money allocated was spent appropriately. All excess money allocated will be returned to the Student Government.

- 5.2 Groups presenting for Morningside Student Government allocations must turn in a request for monetary allocations prior to a Budget Committee meeting. If the allocations are approved through the Budget Committee, the group/individual may present at the following Senate meeting.
- 5.3 Any group of 2 or more students requesting funds for an overnight event must have a faculty/staff member as a chaperone.

## Chapter VI: STUDENT GROUPS

### Section 1 Registration

- 1.1 All student groups requesting funds from MSG must be registered with Student Government prior to the date set by the Student Government Director of Communications. Any group registering after the set date must present to the senate with 2/3-majority approval for registration.
- 1.2 When registering, names of members, officers, adviser(s) and National Affiliation (if any) must be submitted.
- 1.3 New student groups that are registering for the first time must present to the senate and receive the majority of votes before they become registered.
- 1.4 All student groups must submit a constitution or guidelines to which they adhere as well as the goals and aims of the organization.

### Section 2 Group Guidelines

- 2.1 All student groups must consist of 3 or more members to register the student group
- 2.2 In order for groups on campus to host events, advertise the group or any functions, and allocate for funds they must become a registered group through Morningside Student Government.
- 2.3 Registered student groups must provide a fall and spring inventory list before the date set by the Director of Communications.
- 2.4 All student groups must have a mission statement or purpose that is compatible with the Morningside University mission statement.
- 2.5 All the student groups must have an established meeting schedule.
- 2.6 All student groups must have a faculty/staff adviser currently employed full time by Morningside University and provide the adviser's name and e-mail address.

- 2.7 All student groups will abide by the University's Non-Discrimination policy in that there will be no discrimination on the basis of race, color, national origin, sex, disability, sexual orientation, gender identity, or age in its organization.
- 2.8 All registered student groups must present the Morningside Student Government logo on all printed materials (t-shirts, posters, etc.) upon receiving allocation funds.
- 2.9 All registered student groups must submit a follow-up form of all the activities that they have done throughout the year by the due date by the Student Government Director of Communications.

### **Section 3 Allocation Guidelines and Process**

- 3.1 All registered student groups with Student Government must attend a training session led by the Student Government treasurer when available to learn about the allocation process.
- 3.2 At least one student group member must be in attendance when presenting the request to the Senate. Other members of the organization and/or a faculty or staff adviser may assist the spokesperson in presenting.
- 3.3 Groups presenting for Morningside Student government allocations must turn in a request for monetary allocations prior to a Budget Committee meeting. If the allocations are approved through the Budget Committee, the group must orally present at the following Senate meeting or when scheduled with the Treasurer.
- 3.4 All allocation requests and follow-up forms must be endorsed by both a student and the organization's faculty or staff adviser.
- 3.5 When two or more students are staying overnight on a MSG sponsored trip, a chaperone is required to be present. The chaperone must be a Morningside faculty or staff member. MSG allocations do not pay for the chaperone's expenses.
- 3.6 All allocations must be approved by majority vote of the Student Senate.
- 3.7 All groups receiving Morningside Student Government funds are required to provide a written follow-up report and copies of all receipts to ensure that the money allocated was spent as intended. Morningside Student government also reserves the right to request that any organization present an oral follow-up report on their activities in front of the Student Senate.
- 3.8 All printed materials purchased by allocation funds received from Student Government must contain the Morningside Student Government logo. All materials used to advertise an event that Student Government has allocated to must also contain the Morningside Student Government logo. If on a shirt, the official Student Government logo must be visibly printed.

- 3.9 All printed materials with the Morningside Student Government logo present be presented to and approved by the Director of Communications.
- 3.10 All excess allocated money must be returned to MSG.
- 3.11 All follow-up forms must be turned in within two weeks of the final event or by the due date set by the Student Government Treasurer.
- 3.12 Each registered student group is allowed a \$5,000 academic year limit on Student Government allocations.
- 3.13 Gas expenses will be funded in accordance with the gas policy of Morningside University.
- 3.14 Morningside Student Government allocations do not pay for expenses such as food, alcohol, or any form of reimbursement for a group, with the exception of the Morningside University expense reimbursement on mileage.

#### **Section 4 Group Sanctions**

##### 4.1 Allocations Follow-Up Forms

Failure to turn in an Allocation Follow-Up Form by the date set by the Student Government Treasurer may result in a probationary period set in place where that specific group will be unable to receive additional funds from MSG. The length of this period is to be determined by a two-thirds (2/3) majority vote of the Executive Council.

##### 4.2 Event Follow up Forms

Failure to turn in an Event Follow-Up form by the date set by the Student Government Director of Communications may result in probationary period in which the student organization will not be able to receive additional allocations from MSG. The length of the period is to be determined by a two-thirds (2/3) majority vote of the Student Senate.

#### **Section 5 Contract**

- 5.1 The organization or individual receiving MSG allocations must sign a contract agreeing to the guidelines as stated above.

### **Chapter VII: SPECIFICATION OF EXECUTIVE OFFICE**

#### **Section 1 Specification of Duties**

- 1.1 President: The President shall adhere to the following specifications of office:
  - A. Convene and prepare the Executive Council at the beginning of the term.

- B. Order Executive Council supplies for the semester including name tags, desk plaques, and Executive Council apparel.
- C. Schedule all official meetings.
- D. Promote Student Government at the beginning of the semester by participating in the Freshmen Activities Fair.
- E. Oversee the transition of Executive Councils at the end of the term.
- F. Make contact with the Faculty Senate and convene joint meeting as needed.
- G. Organize and attend a leadership development experience for the Executive Council.
- H. Assist in planning external educational events for the student body as needed.
- I. Act as a representative of the student body in all functions.
- J. Consistently gather data on the Student Body.
- K. Oversee relations with faculty, staff, and other outstanding figures relating to Morningside University.
- L. Attend meetings with the Board of Directors as a representative of the Student Body.
- M. Report to the Board on the status of the Student Body and any specific items concerning the Board.
- N. Report the relevant and public content of meetings with the Board of Directors to the Student Senate and Student Body in any appropriate form.
- O. Regularly attend meetings of the alumni board.
- P. Report to the Senate on matters concerning alumni relations.
- Q. Serve as speaker of the Senate and vote in the event of a tie.
- R. Conduct and engage in any activities or business that could potentially benefit the students of Morningside University.

1.2 Vice President: The VP shall adhere to the following specifications of office:

- A. Prepare and distribute election materials.
- B. Inform the student body on the content of elections.
- C. Confirm the eligibility of all candidates running for positions in Student Government.
- D. Provide a variety of channels for feedback and student concerns such as a suggestion box and online forums.
- E. Consistently gather data on the Student Body.

- F. Ensure each officer on the Executive Council creates a document of best practices for their respective position to be given to their successor in office.
- G. Have a comprehensive understanding of the Constitution and By-laws.
- H. Assist in matters of constitutional interpretation and enforcement.
- I. Ensure the availability of the MSG Constitution and bylaws to any interested party.
- J. Oversee constitutional revisions and amendments.
- K. If an amendment to the Constitution or a change to the bylaws is adopted, ensure the permanent incorporation of the changes or additions to the Constitution or By-laws in the document.

1.3 Vice President of Student Life: The VPSL shall adhere to the following specifications of office:

- A. Prepare for the semester by examining past MAC event calendars, meeting with advisers, and communicating with Student Government and MAC officers.
- B. Promote MAC in accordance with the MAC constitution.
- C. Consistently gather data on the Student Body.
- D. Coordinate and oversee MAC activities and meetings in accordance with the MAC constitution.
- E. Order necessary MAC supplies and apparel.
- F. Inform MSG of any MAC related business and activities

1.4 Treasurer: The Treasurer shall adhere to the following specifications of office:

- A. Present the budget for approval by the Student Senate as outlined in Chapter 3 section II of the Student Government By-laws.
- B. Consistently gather data on the Student Body.
- C. In capacity as allocation and financial overseer:
  - a. Communicate in a clear and timely fashion with groups concerning their request.
  - b. Organize group allocation presentations before the Student Senate.
  - c. Communicate with the Student Government adviser to monitor, organize, and transfer funds.
  - d. Communicate with the MAC adviser regarding the joint rollover fund
  - e. Transfer funds appropriately to groups and return any excess to the Student Government allocation fund.
  - f. Publicize the allocation fund of Student Government and make other financial information accessible to any interested party.

- g. Lead a training workshop at the beginning of the semester when available to inform registered groups about the allocation process.

1.5 Secretary: The Secretary shall adhere to the following specifications of office:

- A. Maintain office functions including but not limited to office hours sheets, Student Senator mailboxes, and the display of registered student organizations.
- B. Internal publications and documents to include an official business informative review sheet to be distributed to the Student Senate at each full Senate Meeting and a packet of the Constitution and By-laws for each senator for regular use.
- C. Office supplies to include general desk supplies, printer supplies, and name tags for each member of the Student Senate.
- D. Frequently check and manage all forms of Student Government mail.
- E. Create the official agenda of each regular Student Senate meeting to be published by email to the student body at least 24 hours prior to the pertinent meeting.
- F. Create minutes of each regular Student Senate meeting to be published by email to the student body within 48 hours after the pertinent meeting.
- G. Keep an accurate record of attendance at all MSG meetings.
- H. Survey and gather data on the Student Body when applicable.
- I. Notify in writing any member who has acquired two (2) unexcused absences in either semester.

1.6 Director of Communications: The Director shall adhere to the following specifications of office:

- A. Update Student Government social media accounts including Facebook, Instagram, YouTube, and Twitter as needed or assigned.
- B. Be in contact with commuter students and send Student Government updates.
- C. Campus-wide emails to the student body include the weekly minutes, agenda, announcements, and advertisements of Student Government.
- D. Market Student Government as a resource to student organizations.
- E. Organize external educational events for the student body.
- F. Consistently gather data on the Student Body.
- G. Create and maintain an accurate list of all registered student organizations.
- H. The Director of Communications must plan or provide at least one (1) campus or community volunteering opportunity every month for senators to fulfill their service requirement.

## **Section 2 Interim**

During the intervening period between the last class day of the spring semester and the first regularly scheduled meeting of the Senate in the following fall semester, the Executive Council will handle the necessary business of the MSG, necessary business including but not limited to immediate financial concerns, correspondence, and orientation. Actions taken during the summer will be reported to the senate.

## **Section 3 Absences**

Executive Council members are allowed (2) excused absences during the academic semester which are to be reported to the President. Excused absences are left to the discretion of the President when informed at least 24 hours prior to the meeting. In the occurrence of an officer accumulation of an excess of four unexcused absences, it will result in immediate removal from office.

## **Section 4 Vacancies in Executive Council**

- 4.1 If a vacancy should occur in the Presidency, the Vice President may assume the office, thus vacating the Vice Presidency. If the Vice President chooses not to step up, the Student Senate may elect a new President or direct the Vice President to hold an election adhering to election procedure.
- 4.2 Vacancies in other executive offices will be filled by an election adhering to election procedure

## **Section 5 Stipends**

The following amounts will be the total amount paid for the following positions:

- 2.1. President - \$2500
- 2.2. Vice President of Student Life - \$2450
- 2.3. Vice President - \$2000
- 2.4. Treasurer - \$2000
- 2.5. Director of Communications - \$2000
- 2.6. Secretary - \$2000

## **Section 6 Payment of Executive Council**

The Executive Council officers will be paid in two equal (50/50) installments upon the completion of their term in office of that semester.

## Chapter VIII: SPECIFICATIONS OF THE LEGISLATIVE BRANCH

### Section 1 Senator Sanctions

#### 3.1 Absences

Senators may have two (2) excused absences and (1) unexcused absence per semester and need to be reported to the secretary. More than the allotted absences may result in impeachment. Unexcused absences will be defined and determined by the President of MSG. A voting member cannot give proxies in the event of his/her absence.

#### 3.2 Tardy Policy

Senators that are late to a meeting without cause will be counted as tardy. Two (2) unexcused tardies count as an entire unexcused absence.

#### 3.3 Cell Phone Policy

During Senate and Committee meetings, senators should be focused on the agenda and should not be on their cell phones. The first offense shall result in a verbal warning. The second offense will be a written warning from a member of the executive council. Upon the third offense the senator will be asked to exit the meeting resulting in an unexcused absence. In emergencies Senators are allowed to have their phones out if pre-arranged beforehand with an executive or may take a point of privilege.

### Section 2 Vacancies of Senators

The voting unit will be responsible for the filling of any vacancies that may occur. If a vacancy is not filled by the voting unit represented within two (2) weeks of the day the vacancy occurs, the President may fill that vacancy with two-thirds (2/3) consent of the Student Senate. It is the President's responsibility to make the Council aware of all vacancies.

## Chapter IX: IMPEACHMENT AND CENSURES

### Section 1 Impeachment

1.1 The Executive Council may issue an impeachment against any member of the MSG by four-sixths (4/6) majority vote if the member is found to be incapable of fulfilling their office, grievously in violation of their duties, and or found to be in breach of the MSG Constitution, By-laws or mission statement of Morningside University.

1.2 One motion of impeachment against any member of MSG during one term will be considered an impeachment and will forfeit the voting rights of the impeached member and initiate removal from office procedures.



1.3 Following an investigation by the Student Senate and/or an ad hoc committee, an impeached member of MSG may be removed from office upon a conviction passed by the full voting membership with a two-thirds (2/3) majority vote.

1.4 A member of MSG found guilty must give up his or her office immediately. An impeached and convicted member will not be permitted to run for any MSG office at any point in time.

1.5 An impeachment is revoked if the full voting membership of the Student Senate does not approve conviction.

1.6 In the event of a conviction of a MSG member, the vacant office will be filled as a vacancy.

## **Section 2 Censure**

2.1 The Student Senate may issue a censure against any member of MSG by two-thirds (2/3) vote if the member is found to be incapable of fulfilling their office, grievously in violation of their duties, and or found to be in breach of the MSG Constitution and By- laws.

2.2 Two motions of censure against any member of MSG Senate during one term will be considered an impeachment and will forfeit the voting rights of the impeached member and initiate removal from office procedures.

## **Chapter X: SELECTION OF STUDENT GOVERNMENT EMPLOYEES**

### **Section 1 Announcement**

The Secretary will arrange for the publicity and selection of Student Government employees, if necessary.

### **Section 2 Application**

Applications will be made available to all parties and received within a two (2) week period. Returned applications will be forwarded by the Secretary to the Executive Council.

### **Section 3 Interviewing Committee**

#### **3.1. Membership**

The Executive Council will consist of the following members:

- a. The Executive Council of Student Government

- b. The MSG Adviser
- c. Two (2) members of the Student Senate, chosen by the executive council.

### 3.2. Responsibility

The responsibility of this committee will be to propose to the student Senate recommendations for these positions based on the interview process.

### 3.3. Non-Discrimination Policy

Morningside University believes in and promotes non-discrimination, and follows its obligation to prohibit unlawful discrimination in all forms. It is our policy and practice to promote equal opportunities without regard to age, sex, religion, creed, race, color, gender identity, sexual orientation, disability, genetic information (employment only), national origin, or other characteristics protected by state and federal law (“protected and immutable characteristics”). This basic philosophy applies not only in searching for new employees, but also in the recruiting of students. It is believed that there should be no discrimination on the basis of these protected and immutable characteristics in the selection or placement of employees, as well as in administration, supervision, compensation, training, promotions, and termination of employment. Every other practice or procedure, both in the areas of academics and business, must subscribe to the intent of this basic philosophy which is inherent in Judeo-Christian principles. The University is committed to providing all of its students, faculty, staff, and visitors with equal access to its programs, activities, and facilities. In compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University has made modifications to some of its buildings and grounds, and will provide reasonable auxiliary aids and modifications in order to allow such equal access to the regular programs, activities, and degree objectives offered by the University, for qualified individuals with disabilities. Persons wishing additional information about this policy or assistance to accommodate individual needs should contact the Equal Employment Opportunity Officer at the Business Office.

### 3.4. Selection Criteria

The following list is the criteria to be used in selecting a candidate for Student Government employment. The list is presented in the approximate order of importance.

- a. Related experience
- b. Knowledge of the office
- c. Ability to perform duties properly
- d. Feasible ideas
- e. Enthusiasm

## **Section 4 Selection**

For the selection of Student Government employees, the Executive Council will present one candidate at a time to the Student Senate, starting with the candidate ranked the highest by the Interviewing Committee and descending to the lowest, only revealing the next candidate if the first candidate is disapproved by the Student Senate. Approval will consist of a simple majority vote of those Student Senators present and voting. More than one (1) person may be named to fill each position.

## **Section 5 Notification**

Immediately following Student Senate approval, the Secretary will notify all interviewees of the decision reached by Student Senate regarding the position to which they applied in writing.

## **Section 6 Review and Removal**

**6.1.** Review the Student Government employee(s) shall make reports and receive guidance from the Student Government Executive Council. A final written report will be submitted upon completion of employment. These Student Government employees shall select and hire any necessary staff with the consent of the Executive Council and Student Senate.

**6.2.** Removal

The Student Senate shall reserve the right to remove any Student Government employee(s) for not fulfilling the stated expectations of their positions with a two-thirds (2/3) majority vote and the consent of the Executive Council.

## **Section 7 Stipends**

Payment of the Student Government employee(s) will be determined by the Executive Council with approval from the MSG Advisor.

# **Chapter XI: ELECTIONS**

## **Section 1 Membership**

Membership of the MSG shall consist of elected Executive Council and Student Senators.

## **Section 2 Election Procedure**

The Vice President and Director of Communications will be responsible for carrying out the following duties and responsibilities concerning the election:

- A. Post an official list of candidates by office in order that the petitions were received on the Student Government bulletin board no fewer than seven (7) days in advance of the election.
- B. Have a list of candidates published on the MSG website by office in order that the petitions were received. This should be done in the week prior to the election as long as the prior week is one in which the paper is published-
- C. Issue such rules and regulations necessary to the proper conduct of election with Student Senate approval and in compliance with the Constitution and these rules will be given to each candidate for office.
- D. Have these rules and regulations published in the student newspaper, posted, or available over e-mail at least three (3) weeks in advance of the election.
- E. The polling place and hours, fewer than eight (8), will be made known at least one week prior to the election.
- F. Provide a secret ballot.
- G. Supervise polling, counting and scheduling unbiased election booth workers.
- H. Declare the election of officers on the basis of a plurality vote.
- I. Any student enrolled in twelve (12) or more hours will be considered a qualified voting member of the Student Body. Obtain a list of these students from the university Registrar so as to determine all officially eligible voters no later than three (3) school days prior to the election.
- J. Prepare the official ballots at least three (3) school days prior to the election.
- K. Provide a system in which to register the votes of those students who are eligible to vote but who will not be present on the polling day. Absentee votes should be accepted during the time of the election. This system would ensure the secrecy of the student's vote as well as ensuring that the student will not be allowed to vote more than once.

### **Section 3 Campaign Material**

All candidates must:

- A. No campaigning or campaign material will be allowed within a twenty-five (25) foot radius of the polling place on the Election Day.
- B. Campaign materials should be posted such that damage is not done to the surface which they are posted.
- C. Campaign material may be used in the Student Center only under the supervision of the Student Government adviser.
- D. Campaign material may be posted in other campus buildings only by the permissions of those individuals in charge of the respective buildings.

- E. Campaign material may only be placed on a resident's door by the resident(s).
- F. All campaign materials should be removed from the buildings in which they are placed within two (2) days after the election.
- G. No campaign material may be used prior to two (2) weeks before the election.

#### **Section 4 Write-In Candidacy**

A student may be elected on a write-in basis, provided the qualifications for the office which elected to are met and the proper certification from the Registrar is presented to the Vice President according to the rules and regulations of the student election procedures. Should a write-in win a plurality for the office, victory may not be announced until the Vice President verifies the qualifications for the office.

#### **Section 5 Final Deadline**

Any student failing to meet the fourteen (14) day deadline may become a qualified candidate by submitting a petition of nomination, signed by at least fifteen (15) percent of the voting student body, to the Vice President no later than 12:00 Midnight exactly seven (7) days prior to the General Election.

#### **Section 6 Violation of Election Procedure**

The Vice President will retain the ballots from any given election for at least seven (7) school days in the event that the election is contested. Charges of violation of the election rules or election provisions of the Constitution and/or bylaws by or on behalf of any candidate must be received by the Executive Council within seven (7) school days after the election results are announced. The complaint must be in the form of a statement signed by the candidate. If the Executive Council feels that evidence of such violation is sufficient, the Student Senate will consider the matter. A decision regarding a reelection must be rendered within seven (7) class days after being considered by the Student Senate. This decision will be final. The Student Senate, if so specified, will direct regulations of the re-election.

#### **Section 7 Disclosure of Election Results**

The Vice President will publicly release the results of the election within forty-eight (48) hours of the election and will contain the percentages of the top candidates' votes.

#### **Section 8 Election of Executive Officers**

##### 8.1 Eligibility

Any full-time student, regularly enrolled, and having maintained at least a 3.0 grade point average the semester preceding the semester of the election may be eligible to become a candidate for an Executive Council office.

8.1.1 Qualifications for the offices of Director of Communications, VP, Secretary, and Treasurer 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) semester on the MSG in good standing.
- C. Standing to gain at least sophomore status at the end of the spring semester in which the election was held.

8.1.2 Qualifications for the office of Vice President of Student Life 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 MSG in good standing.
- 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 was held.

8.1.3 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 two (2) semesters in MSG in good standing.
- C. Standing to gain at least junior status at the end of the spring semester in which the election was held.

## 8.2 Procedure

- A. A student wishing to become a candidate may do so by submitting a petition for nomination, signed by at least seventy-five (75) voting members of the Student Body, to the Vice President no later than 12:00 Midnight exactly fourteen (14) days prior to the General Election.
- B. Executive elections will be held every spring semester no later than the third Wednesday in February.

## 8.3 Elections and Convocation Date

The members of the Executive Council are to be elected by the Student Body at an election before Honors Convocation. The date should be set to allow proper campaigning time. The Vice President will provide a time and place in which all candidates for office will be given an opportunity to address the campus community on the issues of their candidacy. The speech order will be Director of Communications, Vice President, Secretary, Treasurer, Vice President, and President with the candidate order within each office determined by the petitions and certificates were received.

## 8.4 Executive Election Ties

In the event of an executive election tie, the election will be thrown into the student senate. The election will take place at the immediate meeting after the

election. A quorum of senators must be present. The position will be given to the candidate who wins a majority of votes from senators. Discussion occurs before the vote. The candidates cannot be in the room during discussion to allow for clear and honest discussion. Candidates are not allowed to be in the room during the vote to allow for uninfluenced voting. Once the vote is done, candidates are brought back into the room and notified of the results.

## **Section 9 Election of Student Senate**

### 9.1 Eligibility

Candidates must be members of the voting unit they seek to represent. Candidates will have maintained at least 2.0 grade point average the semester preceding the semester of the election. Election will be held on or before September 30.

### 9.2 Petitions

Each voting unit candidate must submit a petition signed by at least fifty (50) members of that voting unit to qualify as a candidate. Petitions must be submitted to the Vice President no later than 12:00 Noon five (5) days prior to the election.

### 9.3 Voting Units

Each voting unit will elect its own Student Senator(s) by a vote of the members of that unit.

#### 9.3.1 Class Voting Units

Freshmen, Sophomore, Junior class voting unit will have four (4) Student Senators. Senior class will have three (3) representatives. The Vice President will conduct election for the class and commuter Student Senators.

### 9.4 Senate Election Ties

In the event of a tie during the election of the senate, the executive council will convene and discuss the viable candidates with the President. The decision to fill the open position(s) will ultimately be determined by the President.

## **Chapter XII: EXECUTIVE COUNCIL OATH OF OFFICE**

## **Section 1 Requirement**

All student members of the Executive Council will take an oath of office administered by the President of the University at a formal installation.

## **Section 2 Installation**

### 2.1. Informal Installation

The newly elected Executive Council Officers will be installed informally at the first Student Government meeting after the election. To enable a more effective orientation, the retiring Executive Council will attend the first two (2) regular meetings of both the Executive Council and Student Senate. The retiring Executive Council will set up an orientation with the new Executive Council and be available for questions thereafter.

### 2.2. Formal Installation

The formal installation of the new Executive Council will take place at the Honors Convocation in the spring. At this time, the following charge will be given by the President of the University or an appointed representative.

## **Section 3 Honors Convocation Speech**

### **Morningside President:**

Good morning. Would this year's officers please rise. Let's have a round of applause for this year's student officers. Would the new Student Government officers please come up on stage.

On behalf of the Board of Directors, the faculty, staff and members of the Student Body of Morningside University, we charge you, the newly elected members of the Executive Council of Student Government.

FIRST: Be aware of your responsibility as one chosen by your peers not only to represent them but the entire university. You are no longer free to speak and to act for yourself alone; you have the responsibility to represent all of us.

SECOND: We charge you therefore to study and know the purposes, the traditions and the aims of this university and to carry out the responsibilities of the Student Government to govern the affairs of the Student Body.

THIRD: We charge you to enlarge the scope of your vision. As Morningside University moves from strength to strength, you must take time to fulfill and enrich the traditions of student life. You must accept leadership in fulfilling the true purposes of the university. If you are willing to assume these responsibilities, will you please repeat after me the following statement by which you accept the responsibilities of your office:

### **Executive Elects:**

"I HEREBY PLEDGE MYSELF TO DISCHARGE FAITHFULLY MY DUTIES AS AN OFFICER OF THE STUDENT GOVERNMENT AND DO HEREBY AFFIRM THAT I WILL DO ALL IN MY POWER TO SUPPORT THE CONSTITUTION AND BYLAWS OF THE MORNINGSIDE UNIVERSITY STUDENT GOVERNMENT."



