



**Morningside Student Government Constitution**  
Morningside University 2022-2023

**President:** Caleb Lubbers  
**Vice President:** Sophie Fill  
**MAC President:** Brett McEachern  
**Treasurer:** Mara Brown  
**Secretary:** Jacob Martin  
**Director of Communication:** Garrett Anderson

## Table of Contents

<b>PREAMBLE</b>	<b>3</b>
<b>ARTICLE I: MEMBERSHIP</b>	<b>3</b>
<b>ARTICLE II: LEGISLATIVE BRANCH</b>	<b>3</b>
SECTION 1: Description	
SECTION 2: Membership	
SECTION 3: Requirements of the Senators	
SECTION 4: Vacancies	4
SECTION 5: Term of Office	
<b>ARTICLE III: EXECUTIVE BRANCH</b>	<b>4</b>
SECTION 1: Description	
SECTION 2: Membership	
SECTION 3: Requirements of the Executive Council	
SECTION 4: Duties and Powers	
SECTION 5: Vacancies	5
SECTION 6: Term of Office	6
<b>CHAPTER IV: MORNINGSIDE ACTIVITIES COUNCIL</b>	<b>6</b>
<b>CHAPTER V: STUDENT ACTIVITY FEE</b>	<b>6</b>
SECTION 1: Description	
SECTION 2: Allocation of Student Activity Fee	
SECTION 3: Surpluses and Deficits	7
<b>ARTICLE VI: MEETINGS AND PROCEDURES</b>	<b>7</b>
SECTION 1: Meeting Call	
SECTION 2: Quorum	
SECTION 3: Definitions and Procedures	
SECTION 4: Constitutional Suspension	
SECTION 5: Veto	
<b>ARTICLE VII: AMENDING PROCESS</b>	<b>7</b>
SECTION 1: Constitution	
SECTION 2: By-Laws	
SECTION 3: Publicity	8

## **PREAMBLE**

We, the students of Morningside University, adopt this Constitution establishing a student government to provide and promote student self-governance; and to represent the students in matters of student welfare, activities, and participation in Morningside University. All full-time, undergraduate students enrolled at Morningside University shall enjoy the benefits, responsibilities, and protection of this student government, as set out in this Constitution and its by-laws.

## **MISSION STATEMENT**

Morningside Student Government seeks to cultivate ethical leadership and civic responsibility by implementing policies and practices that represent and benefit the Morningside University Student Body. The Morningside Student Government strives to encourage collaboration between all areas of campus.

## **ARTICLE I: MEMBERSHIP**

Membership of the Morningside Student Government, known hereafter as the MSG, shall consist of an executive branch, known as the Executive Council; and a legislative branch, known as the Student Senate.

## **ARTICLE II: LEGISLATIVE BRANCH**

### **SECTION 1: Description**

The Student Senate shall make decisions representing the best interests of the Student Body. With a quorum present, the Student Senate shall have the power to initiate and consider legislation, expenditures, actions from various committees, and have such other powers as are necessary for the proper and efficient functioning of the MSG.

### **SECTION 2: Membership**

The Student Senate shall be composed of fifteen full-time undergraduate students. Of these fifteen senators, four shall be elected from the Freshman class, four from the Sophomore class, four from the Junior class, and three from the Senior class.

### **SECTION 3: Requirements of the Senators**

Each Senator shall serve a minimum of one office hour per week. Each Senator shall also participate in a minimum of one volunteering event per semester.

### **SECTION 4: Vacancies**

The class from which the vacancy occurs shall be responsible for electing a replacement according to the election procedures in the by-laws. If a vacancy has not been filled within three weeks from

the date which the seat became vacant, the President may fill that vacancy with simple majority consent of the Student Senate. It shall be the Director of Communication's responsibility to make the Student Body aware of all vacancies.

#### **SECTION 5: Term of Office**

The term of office for Senators shall begin after being sworn in at the first meeting of the Student Senate, determined by the President. The term will continue, warranting no reasons for early leave of office, until the final meeting of the Student Senate.

### **ARTICLE III: EXECUTIVE BRANCH**

#### **SECTION 1: Description**

The Executive Council shall administer the MSG Constitution and by-laws, preside over and may present proposals at Student Senate meetings, and ensure the day-to-day operations of the MSG are being carried out.

#### **SECTION 2: Membership**

The Executive Council of the MSG shall consist of five members: President, Vice President, Treasurer, Secretary, and Director of Communications. Ex-officio members shall include the MSG Advisor and the MAC President.

#### **SECTION 3: Requirements of the Executive Council**

Executive Council members shall be required to hold a minimum of five set office hours per week.

#### **SECTION 4: Duties and Powers**

1. PRESIDENT – The duties and powers of the President are as follows:
  - 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 Morningside Alumni Board.
  - d. Call and preside over all Executive Council and Student Senate meetings.
  - e. Serve as a non-voting member of all committees within MSG.
  - f. Appoint student representatives on faculty, student, and joint committees.
2. VICE PRESIDENT – The duties and powers of the Vice President are as follows:
  - a. Gather and respond to student concerns, comments, and suggestions.
  - b. Supervise and ensure order and fairness in all elections as directed by the Constitution and by-laws respectively.
  - c. Serve as parliamentarian and sergeant-at-arms for the MSG.
  - d. Act as President in the absence of the President.
3. TREASURER – The duties and powers to the Treasurer are as follows:
  - 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 within one week of the request.
  - d. Countersign all requisitions utilizing MSG funds.
  - e. Regularly report on financial matters to the Student Senate.
  - f. Present all outstanding bills for approval of payment when requested by the Student Senate.
  - g. Use the Business Office of Morningside University as the repository of all MSG funds.
  - h. Oversee the allocation process of MSG funds.
4. SECRETARY – The duties and powers of the Secretary are as follows:
- a. Provide the official minutes of the Executive Council and Student Senate.
  - b. Organize an official agenda for every scheduled Student Senate meeting.
  - c. Maintain all internal publications, documents, and correspondence.
  - d. Serve as office manager.
  - e. Oversee the selection process of all paid and appointed positions outside of the Executive Council.
  - f. Oversee Senator and Executive office hours.
5. DIRECTOR OF COMMUNICATIONS – The duties and powers of the Director of Communications are as follows:
- 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. Counsel students on their rights and responsibilities in academic or disciplinary disputes including referrals to appropriate campus offices.
  - e. Oversee the registration process for student groups.

#### **SECTION 5: Vacancies**

1. If the position of the President shall become vacant, the Vice President may assume the office and serve as President for the remainder of the term. If the Vice President elects not to assume the role of President, an election shall be according to the procedures described in the by-laws.
2. Vacancies of positions in the Executive Council shall be filled by holding an election according to the procedures described in the by-laws. The President shall have the power to appoint an interim replacement until such election is held.

#### **SECTION 6: Term of Office**

All members of the Executive Council shall remain in office for one 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.

## **CHAPTER IV: MORNINGSIDE ACTIVITIES COUNCIL**

The branch of the MSG responsible for the regulation of student programs and activities shall be known as Morningside Activities Council, known hereafter as MAC, and shall have its own constitution and regulations concerning its conduct. MAC shall be responsible for coordinating with the Student Activities Coordinator to plan well-rounded cultural, recreational, social programs, and activities. The salaries for the officers of MAC shall be determined by the constitution of MAC. The MAC President, who shall serve as an ex-officio member of the Executive Council, shall submit a report to the Student Senate once a semester detailing MAC's expenditures and events.

## **CHAPTER V: STUDENT ACTIVITY FEE**

### **SECTION 1: Description**

1. The Student Senate shall have the power to establish the Student Activity Fee, subject to the approval of the Student Body.
2. A proposed change to the Student Activity Fee must be presented in writing by a member of the Executive Council or a Senator during a Student Senate meeting. Such proposed change must have three readings before the Student Senate, unless unanimous consent is obtained after the first or second readings. After the third reading, the Student Senate may approve of the proposed change with a simple majority vote.
3. After passage through the Student Senate, the proposed change shall be put to a vote by the Study Body. If a simple majority of those voting approve of the change, it shall be adopted. The Vice President shall supervise the referendum.
4. Notice of a proposed change will be given to the university personnel responsible for any accounts affected after the first reading.

### **SECTION 2: Allocation of Student Activity Fee**

1. The Student Senate shall have the power to allocate the Student Activity Fee. The Treasurer shall prepare and present a proposed budget to the Student Senate during its first regularly scheduled meeting of the term. Upon a two-thirds vote, the budget shall be adopted.
2. The Executive Council shall be responsible for administering the budget, once adopted.
3. Any changes to the budget throughout the year shall require two-thirds consent by the Student Senate.

### **SECTION 3: Surpluses and Deficits**

MSG and MAC shall honor each other's savings and over-expenditures. The spending of rollover funds must have been put in the account by the group which has overspent.

## **ARTICLE VI: MEETINGS AND PROCEDURES**

**SECTION 1: Meeting Call**

The Student Senate shall meet at least twice during each full month of the academic year. It shall meet at the request of the President or upon the petition of fifteen percent of the Student Body. Upon presentation of such a petition to the President, a Student Senate meeting shall be called within three academic days.

**SECTION 2: Quorum**

A quorum shall be a majority of voting members of the Student Senate.

**SECTION 3: Definitions and Procedures**

Parliamentary authority for the Student Senate shall be Robert's Rules of Order Newly Revised, provided those rules are not in conflict with this Constitution or the by-laws. Black's Legal Dictionary shall determine the definitions of terminology within this Constitution and the by-laws.

**SECTION 4: Constitutional Suspension**

This Constitution may be suspended upon a two-thirds majority vote of the MSG.

**SECTION 5: Veto**

The Executive Council, following a successful three-fifths vote, may veto any legislation passed by the Student Senate within forty-eight hours of its passage. The President shall notify the Student Senate of such veto in a timely manner. The Student Senate may override a veto by a two-thirds vote at their next meeting.

**ARTICLE VII: AMENDING PROCESS**

**SECTION 1: Constitution**

1. Any amendments to this Constitution must be presented in writing by a member of the Executive Council or a Senator during a Student Senate meeting.
2. After an amendment has been presented, it shall be tabled until the following Student Senate meeting. At this next meeting, the amendment may be approved by a two-thirds majority vote of all voting members of the MSG.
3. Upon the amendment being approved by the MSG voting membership, the amendment shall be put up for consideration among the Student Body, where it must be approved by a simple majority of those participating in the vote.

**SECTION 2: By-Laws**

1. By-laws may be established or modified in accordance with this Constitution upon a two-thirds majority vote. No by-laws may be enacted which contradict this Constitution.
2. An amendment to the by-laws must be presented in writing by a member of the Executive Council or a Senator during a Student Senate meeting.

3. After an amendment has been presented, it shall be tabled until the following Student Senate meeting. At this next meeting, the amendment may be approved by a two-thirds majority vote of all voting members of the MSG.

**SECTION 3: Publicity**

All adopted amendments to this Constitution shall be made known to the Student Body in a timely manner following the conclusion of the vote.



**Morningside Student Government By-Laws**

Morningside University 2022-2023

## Table of Contents

<b>CHAPTER I: BY-LAWS</b>	<b>4</b>
<b>CHAPTER II: STANDING COMMITTEES</b>	<b>4</b>
<b>CHAPTER III: STUDENT GROUPS</b>	<b>4</b>
SECTION 1: Registration Process	
SECTION 2: Group Guidelines	5
SECTION 3: Allocation Process	
SECTION 4: Contract	6
SECTION 5: Group Sanctions	
<b>CHAPTER IV: SPECIFICATION OF EXECUTIVE OFFICE</b>	<b>6</b>
SECTION 1: Specification of Duties	
SECTION 2: Interim Period	8
SECTION 3: Stipends and Payment	
<b>CHAPTER V: SPECIFICATIONS OF THE LEGISLATIVE BRANCH</b>	<b>9</b>
<b>CHAPTER VI: DISCIPLINARY ACTIONS</b>	<b>9</b>
SECTION 1: Removal for Neglect of Meetings	
SECTION 2: Impeachment	
SECTION 3: Censure	10
<b>CHAPTER VII: BUDGET PROVISIONS</b>	<b>10</b>
SECTION 1: Uncollectible Rate	
SECTION 2: Student Activity Fee Allocation	
SECTION 3: Provisions	
SECTION 4: Annual Audit	
<b>CHAPTER VIII: STUDENT GOVERNMENT EMPLOYEES</b>	<b>10</b>
SECTION 1: Announcement	
SECTION 2: Application	
SECTION 3: Selection Committee	11
SECTION 4: Selection	
SECTION 5: Review and Removal	
<b>CHAPTER IX: ELECTIONS</b>	<b>11</b>
SECTION 1: Election of Executive Officers	
SECTION 2: Election of Student Senators	12
SECTION 3: Campaign Materials and Regulations	
SECTION 4: Election Procedure	13
SECTION 5: Election Disputes and Remedy	
SECTION 6: Write-In Candidacy	

**CHAPTER XI: EXECUTIVE COUNCIL OATH OF OFFICE**

**14**

SECTION 1: Requirement

SECTION 2: Installation

## **CHAPTER I: BY-LAWS**

Under the authority of the Morningside Student Government, known hereafter as the MSG, Constitution, these by-laws shall govern the conduct of internal affairs and establish procedures of the MSG.

## **CHAPTER II: STANDING COMMITTEES**

The Student Senate shall consist of the following Standing Committees, with an Executive Council officer serving as the chair of their assigned committee. Each committee shall have a minimum of two Senators, unless otherwise noted, and shall regularly report their business to the full Student Senate.

1. The Student Life Committee, which shall seek to enrich the experience on campus and in the community through various events and service projects. The committee shall create opportunities to promote and improve overall student life on campus in adherence to the mission statement of both the MSG and Morningside University. The committee shall also be responsible for the creation and regulation of student groups. The Director of Communications shall serve as chair of the Student Life Committee.
2. The Judicial Committee, which shall work on revisions to the MSG Constitution and by-laws to better represent the needs of the Student Body. The committee shall also be responsible for resolving disputes concerning interpretations of the MSG Constitution and by-laws. The Vice President shall serve as chair of the Judicial Committee, which shall have no fewer than three members.
3. The Finance Committee, which shall be charged with the evaluation of the MSG's financial affairs. The committee shall continually oversee and review the budget and expenditures. The committee shall also be responsible for approving requests made by student groups for funding in accordance with the guidelines set out in these by-laws. The Treasurer shall serve as chair of the Finance Committee, which shall have no fewer than three members.
4. The Advocacy Committee, which shall be responsible for collecting data from and about the Student Body to educate, assist, and inform the MSG. The Secretary shall serve as chair of the Advocacy Committee.
5. The Special Projects Committee, which shall oversee the planning and coordination of special projects to promote the MSG and the overall wellbeing of all students at Morningside University. The President shall serve as chair of the Special Projects Committee.

## **CHAPTER III: STUDENT GROUPS**

### **SECTION 1: Registration Process**

1. Student groups registered with the MSG shall enjoy such privileges as the ability to host events on campus, advertise, and to make requests for MSG funds.

2. All student groups who wish to register with the MSG shall submit a form, created by the Director of Communications, to the Student Life Committee that contains the following information: name of the student group; list of members; dates, locations, and times of meetings; the faculty or staff advisor; a constitution; and any national affiliations.
3. If the request is denied by the Student Life Committee, the committee shall notify the student who submitted the request in a timely manner stating their objections.
4. If the request is approved by the Student Life Committee, at least one member from the proposed student group shall present the request to the Student Senate. Group registration requests shall require a simple majority vote of the Student Senate to be approved.
5. Student groups registered in the previous academic year shall not be required to present to the Student Senate, provided they fill out the required group registration form by the date set by the Director of Communications.

## **SECTION 2: Group Guidelines**

1. Student groups shall consist of at least three members.
2. All student groups shall have a mission statement compatible with the Morningside University Mission Statement.
3. All student groups shall have an established meeting schedule.
4. All student groups shall have a full-time faculty or staff advisor currently employed by Morningside University.
5. All student groups shall adhere to the University's Non-Discrimination policy.
6. All registered student groups shall submit a form, furnished by the Director of Communications, detailing all of the events and activities the group sponsored throughout the year. The Director of Communications shall set the date this is due by and provide a reasonable amount of time for student groups to complete such form.

## **SECTION 3: Allocation Process**

1. A representative of a student group seeking to request funds from the MSG must attend an informational session regarding allocation requests, led by the Treasurer, before requesting funds from the MSG.
2. Groups requesting funds from the MSG shall submit an Allocation Request Form, furnished by the Treasurer, to the Finance Committee. The form shall be endorsed by the leader of the student group and the student group's advisor. The allocation request must be approved by the Finance Committee before the Student Senate may consider the request.
3. The Finance Committee shall evaluate allocation requests using the following criteria:
  - a. The completeness of the submitted allocation request form.
  - b. The planned or completed fundraising by the requesting student group.
  - c. The potential impact and/or ramifications on the wider Student Body.
4. Student groups may not request funds from the MSG for the following purposes:
  - a. Food or beverages.
  - b. Any form of reimbursement, except in adherence to the Morningside University expense reimbursement on mileage.
  - c. Expenses incurred by a chaperone attending a trip.

5. If the request is denied by the Finance Committee, the committee shall notify a representative of the student group within 48 hours stating their objections to the request.
6. If the request is approved by the Finance Committee, at least one member from the requesting student group shall present the request to the Student Senate. Allocation requests shall require a simple majority vote of the Student Senate to be approved.
7. When two or more students are staying overnight on a trip funded by the MSG, at least one chaperone shall be present. The chaperone must be a full-time Morningside faculty or staff member.
8. All groups receiving an allocation from the MSG shall provide a written follow-up report, including copies of all receipts and expenditures, to the Treasurer. This report shall be submitted no later than two weeks after the funds have been spent and signed by both the student group leader and advisor. Upon a simple majority vote by the Student Senate, a student group shall present an oral follow-up report on their activities at the following Student Senate meeting.
9. All printed materials, including those advertising an event, purchased by funds received from MSG must contain the MSG logo. If on a shirt, the MSG logo must be visibly printed and approved by the Director of Communications.
10. All unused allocated funds shall be returned to MSG.
11. No student group shall request more than \$5,500 from the MSG in one academic year.

#### **SECTION 4: Contract**

The leader of the student group receiving funds from the MSG must sign a contract agreeing to the guidelines as stated above.

#### **SECTION 5: Group Sanctions**

Failure of a student group to adhere to any of the guidelines stated above shall result in the group losing the ability to request additional funds and/or the loss of registered group privileges for a period of time set by a simple majority vote of the Student Senate.

## **CHAPTER IV: SPECIFICATION OF EXECUTIVE OFFICE**

### **SECTION 1: Specification of Duties**

1. PRESIDENT – The President shall adhere to the following specifications of office:
  - a. Serve as official representative of the MSG and act as a representative of the Student Body in all school-affiliated functions.
  - b. Be responsible for the proper and orderly administration of the business of the MSG.
  - c. Convene and prepare the Executive Council at the beginning of the term.
  - d. Schedule all official MSG meetings.
  - e. Promote Student Government at the beginning of the semester by organizing and participating in the Freshmen Activities Fair.
  - f. Oversee the transition of Executive Councils at the end of the term.
  - g. Make contact with the Faculty Senate and convene a joint meeting as needed.

- h. Organize a leadership development experience for the Executive Council.
  - i. Give final approval on all emails sent to the Student Body.
  - j. Oversee relations with faculty, staff, and other outstanding figures relating to Morningside University.
  - k. Report the relevant and public content of meetings with the Board of Directors and Alumni Board to the Student Senate and Student Body.
  - l. Serve as chair of the Student Senate during meetings and vote in the event of a tie.
  - m. Perform additional duties as prescribed by the Student Senate.
2. VICE PRESIDENT – The Vice President shall adhere to the following specifications of office:
- a. Prepare and distribute election materials, and inform the Student Body on the content of elections.
  - b. Confirm the eligibility of all candidates running for positions in the MSG.
  - c. Provide a variety of channels for feedback and student concerns.
  - d. Maintain internal publications and documents to include an agenda and a packet of the Constitution and by-laws for each Senator for regular use.
  - e. 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.
  - f. Have a comprehensive understanding of the MSG Constitution and by-laws.
  - g. Assist in matters of constitutional interpretation and enforcement.
  - h. Ensure the availability of the MSG Constitution and by-laws to any interested party.
  - i. Oversee constitutional revisions and amendments.
  - j. Ensure the permanent incorporation of changes or additions to the Constitution or by-laws.
  - k. Organize a Senator workshop at the start of each semester.
3. TREASURER – The Treasurer shall adhere to the following specifications of office:
- a. Present the budget for approval by the Student Senate as outlined in these by-laws.
  - b. Oversee all financial matters pertaining to the MSG.
  - c. Communicate in a clear and timely fashion with groups concerning their funding requests.
  - d. Organize group allocation presentations before the Student Senate.
  - e. Communicate with the MSG Advisor to monitor, organize, and transfer funds.
  - f. Communicate with the MAC Advisor regarding rollover funds.
  - g. Transfer funds appropriately to groups and ensure excess funds are returned to the MSG.
  - h. Publicize the allocation fund of the MSG and make other financial information accessible to any interested party.
  - i. Lead a training workshop at the beginning of the semester to inform registered groups about the allocation process.

4. SECRETARY – The Secretary shall adhere to the following specifications of office:
  - a. Maintain office functions including but not limited to office hours sheets, and Student Senator mailboxes.
  - b. Order office supplies to include general desk supplies, printer supplies, and name tags for each member of the Student Senate.
  - c. Order Executive Council supplies for the semester including name tags, desk plaques, and Executive Council apparel.
  - d. 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 meeting.
  - e. Create minutes of each regular Student Senate meeting to be published by email to the Student Body no more than 48 hours following the meeting.
  - f. Keep an accurate record of attendance at all MSG meetings.
  - g. Notify in writing any member who has neglected a Student Senate meeting.
  
5. DIRECTOR OF COMMUNICATIONS – The Director shall adhere to the following specifications of office:
  - a. Maintain and regularly update MSG social media accounts.
  - b. Publicly display registered student groups.
  - c. Distribute campus-wide emails to the Student Body, including Student Senate meeting agendas and minutes, announcements, and advertisements of the MSG.
  - d. Frequently check and manage all forms of MSG mail.
  - e. Market MSG as a resource to student organizations.
  - f. Create and maintain an accurate list of all registered student organizations.
  - g. Plan or provide at least one campus or community volunteering opportunity every month for senators to fulfill their service requirements.

## **SECTION 2: Interim Period**

During the intervening period between the last regularly scheduled Student Senate meeting and the first regularly scheduled meeting of the Student Senate in the following fall semester, the Executive Council will handle the necessary business of the MSG, including but not limited to immediate financial concerns, correspondence, and orientation. No amendments to the By-Laws or Constitution shall occur during this interim period. All actions taken during the interim period shall be reported to the Student Senate in the fall.

## **SECTION 3: Stipends and Payment**

The Executive Council officers shall be paid in two equal installments upon the completion of each semester during their term of office. The following amounts will be the total amount paid for the following positions:

1. President - \$3,500
2. Vice President - \$3,000
3. Treasurer - \$3,000
4. Director of Communications - \$3,000
5. Secretary - \$3,000

## **CHAPTER V: SPECIFICATIONS OF THE LEGISLATIVE BRANCH**

The class from which the vacancy occurs shall be responsible for electing a replacement according to the election procedures in the by-laws. If a vacancy has not been filled within three weeks from the date which the seat became vacant, the President may fill that vacancy with simple majority consent of the Student Senate. It shall be the Director of Communication's responsibility to make the Student Body aware of all vacancies.

## **CHAPTER VI: DISCIPLINARY ACTIONS**

### **SECTION 1: Removal for Neglect of Meetings**

1. Any member of the MSG neglects a meeting if they are found to have missed a Student Senate meeting without cause.
2. Senators that are late to a meeting without cause will be counted as tardy. Two unexcused tardies shall constitute one neglected meeting.
3. Any member of the MSG shall forfeit their membership and pay if they neglect two meetings in the same semester.
4. The President shall have the power to determine whether a meeting was missed for cause.

### **SECTION 2: Impeachment**

1. The Executive Council may issue an impeachment against any member of the MSG by two-thirds majority vote if the member is found to be incapable of fulfilling their office or egregiously in violation of their duties.
2. Within 24 hours of a successful impeachment vote, the impeached member must be notified of the reasons they were impeached.
3. The Vice President, or President in the event the Vice President has been impeached, shall appoint no less than three members of the MSG to an ad hoc committee to investigate and determine whether the reasons for impeachment were warranted and sufficiently justify removal from office.
4. The ad hoc committee shall report to the Student Senate all details found in their investigation and their recommendation as to whether the impeached member should be removed from office.
5. Upon a two-thirds majority vote by the Student Senate, the impeached member shall be removed from office. If the vote fails to gain a two-thirds majority, the impeachment shall be considered no longer valid.
6. No member of MSG may be impeached for a second time for the same actions which were the basis of the original impeachment.
7. Any MSG member impeached and removed from office shall not be permitted to serve on the MSG for the duration of their academic career at Morningside University.
8. The vacancy caused by a member who has been removed shall be filled in accordance with the election procedures outlined in these by-laws.

### **SECTION 3: Censure**

1. The Student Senate may issue a censure against any member of MSG by a two-thirds vote if the member is found to be incapable of fulfilling their office or egregiously in violation of their duties.
2. Two separate motions of censure for distinct actions against any member of the Student Senate during one term shall be considered an impeachment and shall begin impeachment proceedings.

## **CHAPTER VII: BUDGET PROVISIONS**

### **SECTION 1: Uncollectible Rate**

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

### **SECTION 2: Student Activity Fee Allocation**

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

1. MSG Officer Salaries - \$15,550
2. MAC - 60% of the remaining balance in the Student Activities Fund
3. MSG - the remainder of the Student Activities Fund

### **SECTION 3: Provisions**

1. All budgetary subcategories will be finite upon budget approval of the Student Senate.
2. No MSG or MAC budget may total a sum larger than that of the money they receive at the beginning of the year from the Student Activity Fee, in addition to their respective rollover.

### **SECTION 4: Annual Audit**

Each summer Morningside University shall perform an audit of MSG's financial records.

## **CHAPTER VIII: STUDENT GOVERNMENT EMPLOYEES**

### **SECTION 1: Announcement**

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

### **SECTION 2: Application**

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

### **SECTION 3: Selection Committee**

1. The Selection Committee will consist of the following members:
  - a. The Executive Council.
  - b. The MSG Advisor.
  - c. Two members of the Student Senate, chosen by the President.
2. This committee shall propose to the Student Senate recommendations, including their payment, for these positions based on the interview process.
3. The Morningside University Non-Discrimination Policy shall be adhered to during the selection process.

### **SECTION 4: Selection**

For the selection of MSG 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 not approved by the Student Senate. Approval shall consist of a simple majority vote. Immediately following Student Senate approval, the Secretary will notify all interviewees of the decision reached by the Student Senate.

### **SECTION 5: Review and Removal**

1. The MSG employee(s) shall make reports and receive guidance from the Executive Council. A final written report will be submitted upon completion of employment.
2. The Student Senate shall reserve the right to remove any employee(s) for not fulfilling the stated expectations of their positions with a two-thirds majority vote and the consent of the Executive Council.
3. Employees who have been removed shall forfeit all right to payment for their services.

## **CHAPTER IX: ELECTIONS**

### **SECTION 1: Election of Executive Officers**

1. Any full-time, regularly enrolled undergraduate student may be eligible to become a candidate for an Executive Council office, provided they meet the following qualifications:
  - a. Candidates for the offices of Director of Communications, Vice President, Secretary, and Treasurer shall have completed one full semester as a MSG member immediately preceding the semester of the election.
  - b. Candidates for the office of President shall have been a student enrolled at Morningside University for the three previous consecutive semesters and completed two consecutive semesters as a MSG member immediately preceding the semester of the election.
2. Each candidate must submit a petition signed by at least fifty members of the Student Body to qualify to be placed on the ballot. Petitions must be submitted to the Vice President no later than by noon five days prior to the election.

3. Executive elections shall be held every spring semester no later than the third Wednesday in February.
4. The Vice President shall 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 order speeches will be given shall be as follows: Director of Communications, MAC President, Secretary, Treasurer, Vice President, and President, with the candidate order within each office determined by the order the petitions were received.
5. In the event the result of any executive election ends in a tie, the tie shall be resolved by the Student Senate using the following procedure:
  - a. A quorum of senators shall meet the Tuesday following the executive election at a time specified by the President to hold a discussion and vote to resolve the tie.
  - b. Any candidate apart of such tie shall not be allowed in the room and shall not attempt to contact or influence the vote of any Senators once the meeting has commenced.
  - c. The Student Senate shall vote to resolve the tie once the discussion has concluded and the candidate with the plurality of votes shall be declared the winner.

## **SECTION 2: Election of Student Senators**

1. Every full-time undergraduate student may be eligible to become a candidate for the Student Senate, provided they are a member of the class they are seeking to represent.
2. A student is a member of a class as determined by either the amount of credits they have earned or the number of higher education semesters completed. If a candidate qualifies for more than one class, they must select only one to run for. The following four classes shall be used to determine representation:
  - a. Freshman: completed less than two semesters of higher education or completed less than 27 credit hours.
  - b. Sophomore: completed two or more and less than four semesters of higher education or completed between 27 and 57.99 credit hours.
  - c. Junior: completed four or more and less than six semesters of higher education or completed between 58 and 90.99 credit hours.
  - d. Senior: completed six or more semesters of higher education or completed greater than 91 credit hours.
3. Each candidate must submit a petition signed by at least twenty-five members of the class they are seeking to represent to qualify to be placed on the ballot. Petitions must be submitted to the Vice President no later than noon five days prior to the election.

## **SECTION 3: Campaign Materials and Regulations**

1. No campaigning shall be allowed to occur within a 20 foot radius of the polling booth(s) on the day of the election.
2. Campaign materials shall be posted in a manner such that damage is not done to the surface on which they are posted.

#### **SECTION 4: Election Procedure**

The Vice President, or their replacement as chosen by the President if a conflict of interest occurs, shall be responsible for carrying out the following duties and responsibilities for all MSG elections:

1. All full-time students shall be considered a qualified voting member of the Student Body. Obtain a list of these students from the Registrar's Office to identify all officially eligible voters no later than three school days prior to the election.
2. Send an email to all qualified voting members of the Student Body listing all candidates, the offices each candidate is running for, the date of the election, and location and hours of polling place at least three school days prior to the date of the election.
3. Issue such rules and regulations necessary to the proper conduct of the election, with a simple majority vote of approval by the Student Senate, and notify all candidates of such.
4. Prepare and provide the official ballots at least three school days prior to the election.
5. Elections may last no fewer than 24 hours and no more than 72 hours.
6. Supervise the polling booth(s) on the day of the election.
7. Supervise and tally the results of all the ballots within 24 hours of the closing of the election.
8. Declare the election of officers on the basis of a plurality vote and send an email to all members of the Student Body within 24 hours containing the results of each election, including the percentage of votes each candidate received.

#### **SECTION 5: Election Disputes and Remedy**

1. The Vice President shall retain the ballots of every election for at least seven academic days.
2. In the form of a statement signed by a candidate, a written complaint shall be delivered to a member of the Executive Council no later than seven school days after the announcement of results.
3. The Student Senate shall convene on the following Tuesday after a written complaint is received to discuss the merits of the complaint and provide a remedy if the complaint is justified.
  - a. The candidate who filed the complaint may attend the meeting and shall be given time to present why the complaint may be justified.
  - b. The Student Senate may declare void and call for the election to be held again if it is determined the result of the election may have been different, based on a preponderance of evidence, had the proper procedures and protocols been followed.

#### **SECTION 6: Write-In Candidacy**

1. A student may be elected on a write-in basis, provided the qualifications for the office they are to be elected to are satisfied.
2. In the event a write-in candidate receives the plurality of the vote in an election, the Vice President shall confirm with the Registrar's office to ensure the candidate has met all of the requirements for the office before announcing the results.

## **CHAPTER XI: EXECUTIVE COUNCIL OATH OF OFFICE**

### **SECTION 1: Requirement**

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

### **SECTION 2: Installation**

1. The newly elected Executive Council Officers shall be informally installed at the first MSG meeting after the election. To enable a more effective orientation, the retiring Executive Council will attend the first two regular meetings of both the Executive Council and Student Senate. The retiring Executive Council shall organize an orientation with the new Executive Council and be available for questions thereafter.
2. The formal installation of the new Executive Council will take place at the Honors Convocation in the spring. The President of Morningside University, or a representative in their place, shall administer the oath of office to the new Executive Council.