

# Marymount University Student Government Bylaws

## Section 1: Government Organizational Structure

### Section A: Executive Branch

1. The President of the Marymount University Student Government Association:
  - a. Shall be chosen by the majority of the electorate of the undergraduate Student Body
  - b. Shall serve as:
    - i. The Chief Executive Officer of the Marymount University Student Body
    - ii. The chief liaison to all Marymount University Departments
    - iii. A non-voting, ex-officio member of the Marymount University Student Government Association Senate
  - c. Shall have the ability to:
    - i. Sign or veto Senate approved legislation within seven days of receipt from the Senate
    - ii. Nominate students to serve on faculty and staff committees with the approval of the Senate by a two thirds (2/3rds) vote.
    - iii. Nominate Senate Committee Chairs with the approval of the Senate in the form of a simple ( $\frac{1}{2} + 1$ ) majority vote
    - iv. Appoint Senate committee members with the approval of the Executive Cabinet via majority vote
      1. in the event of a tie the Pro-Tempore of the Senate shall cast the breaking vote
    - v. Call and preside over Executive Cabinet and Extended Executive Cabinet Meetings
    - vi. Call the Senate to session
    - vii. Present legislation to the Senate
    - viii. Submit a written summary report to the Student Body, Student Government, and University Administration on the State of the Government each semester
    - ix. Collaborate with the Executive Cabinet to provide leadership for the Marymount University Student Government Association
    - x. Assist the Advisor in facilitating Marymount University Student Government Association Trainings, Retreats and Daily Operations in coordination with the Executive Cabinet
  - d. Shall be available to:
    - i. Serve three hours a week for Marymount University Student Government Association Office Hours
    - ii. Meet Bi-Weekly with the Marymount University Student Government Association Advisor to discuss concerns and overall Marymount University Student Government Association efficiency
    - iii. Convene weekly with the Cabinet to provide leadership for the Marymount University Student Government Association
2. The Vice President of the Marymount University Student Government Association:

- a. Shall be chosen by the majority of the electorate of the undergraduate Student Body
  - b. Shall serve as:
    - i. Non-Voting member, except in the case of a tied vote, ex-officio member of the Senate
  - c. Shall have the ability to:
    - i. Assume the duties of the President upon the vacancy of the position until a Special Election can be held to fill the vacancy, or the end of the academic year occurs
      - 1. The assumption of the duties upon presidential vacancy constitutes this individual's role as that of an Acting-President.
    - ii. Call and preside over Marymount University Student Government Association Senate Meetings
    - iii. Call and preside over all meetings with Committee Chairs
    - iv. Meet regularly with Chairs to review committee work and ensure committee duties are carried out
    - v. Collaborate with the Executive Cabinet to provide leadership for the Marymount University Student Government Association
    - vi. Assist in the coordination of Marymount University Student Government Association training, retreats, and daily operations
  - d. Shall be available to:
    - i. Serve two hours a week for Marymount University Student Government Association Office Hours
    - ii. Meet Bi-Weekly with the Marymount University Student Government Association Advisor to discuss concerns and overall Marymount University Student Government Association efficiency
3. The Treasurer of the Marymount University Student Government Association:
- a. Shall be chosen by the majority of the electorate of the undergraduate Student Body
  - b. Shall serve as:
    - i. The Chief Financial Officer of the Student Body
    - ii. The Chairperson of the Senate Financial Affairs Committee
    - iii. A Non-Voting, ex-officio member of the Senate
  - c. Shall have the ability to:
    - i. Oversee and manage the Annual Budget Appropriation Process
    - ii. Manage the Marymount University Student Government Association Annual Budget in collaboration with the Advisor
    - iii. Review any Student-Led Organization's budget that receives funds from the Student Activities Fee
    - iv. Preside over Appropriations Committee Hearings
    - v. Call a Special Senate Session for Budget Allocation
    - vi. Preside over Student Government Financial Proceedings
    - vii. Present to the Senate applications for Emergency Funding

- viii. Present a Report to the Co-Curricular Counsel (CCC) and Marymount University Student Government Association on the Financial State of the Student Government each semester
      - 1. This may be in writing or in a joint meeting of both institutions
    - ix. Collaborate with the Executive Cabinet to Provide Leadership for the Marymount University Student Government Association
  - d. Shall be available to:
    - i. Serve two hours a week for Marymount University Student Government Association Office Hours
    - ii. Meet Weekly with the Marymount University Student Government Association Advisor to discuss concerns and overall Marymount University Student Government Association efficiency
    - iii. Meet with representatives of the Co-Curricular Counsel when necessary
- 4. The Secretary of the Marymount University Student Government Association:
  - a. Shall be chosen by the majority of the electorate of the undergraduate Student Body
  - b. Shall serve as:
    - i. A Non-Voting ex-officio member of the Senate
    - ii. A Voting, ex-officio member of the Senate Public Affairs Committee
  - c. Shall have the ability to:
    - i. Record and Distribute the Minutes from official Marymount University Student Government Association Meetings
    - ii. Maintain archived Marymount University Student Government Association documents and materials
    - iii. Oversee all Correspondence and Communications for the Marymount University Student Government Association
    - iv. Collaborate with the Executive Cabinet to provide leadership for the Marymount University Student Government Association
  - d. Shall be available to:
    - i. Serve two hours a week for Marymount University Student Government Association Office Hours
    - ii. Meet Bi-Weekly with the Marymount University Student Government Association Advisor to discuss concerns and overall Marymount University Student Government Association efficiency
- 1. Executive Cabinets
  - a. Executive Cabinet
    - i. The Executive Cabinet shall meet upon the request of the President or upon the Request of a Majority of the Cabinet.
    - ii. The Executive Cabinet shall consist of all members of the Executive Branch, meetings shall be mandatory.
    - iii. The President shall serve as the presiding officer of Executive Cabinet Meetings; In the President's absence the Marymount University Student Government Association Vice President shall serve as the presiding officer.

- iv. The Student Government Advisor shall be permitted to attend meetings of the Executive Cabinet, unless agreed upon by unanimous vote of the Executive Cabinet.
  - b. Extended Executive Cabinet
    - i. The Extended Executive Cabinet shall meet upon the request of the Marymount University Student Government Association President.
    - ii. Meetings shall not be mandatory.
    - iii. The Extended Executive Cabinet shall consist of all current members of the Executive Cabinet, the President Pro Tempore of the Senate and all current Senate Standing and Ad-Hoc Committee Chair
    - iv. The President shall serve as the presiding officer of Extended Executive Cabinet Meetings; In the President's absence the Marymount University Student Government Association Vice President shall serve as presiding officer.
    - v. The Student Government Advisor shall be permitted to attend meetings of the Extended Executive Cabinet, unless agreed upon by unanimous vote of the Extended Executive Cabinet.
- 2. Task Force
  - a. A Task Force is a temporary work group, commissioned by a member of the Executive Branch and comprised of internal Marymount University Student Government Association representatives--though not excluding other members of the student body--of various skill sets, bodies of knowledge, and/or relevant background who are called to accomplish a specific task/objective set by the commissioner that requires research in response to a specific circumstance or situation regarding the internal affairs and/or external initiatives of the Marymount University Student Government Association, and/or the University at-large. The commissioner must submit an electronic write-up about the Task Force to the Secretary for archiving purposes. The write-up must detail the purpose, objective, timeline and members of the TaskForce.
    - i. The commissioner is free to welcome qualified members into the Task Force who request a placement.
    - ii. The commissioner(s) is (are) free to transfer leadership of the Task Force to a non-executive Senator, in which case the commissioner(s) would assume an advisory role with no concurring or compulsory authority over the ensuing actions of the Task Force.
  - b. The Task Force is not required to have a set time-frame of existence. Disbandment occurs when the objective of the Task Force has been met or at the end of the Academic year.
  - c. The Task Force is required to submit a written final report to the Executive Cabinet at the conclusion of its research for approval or disapproval on the basis of the research quality. If the Executive Cabinet disapproves of the final report, the expectation is that the Task Force continue working towards higher quality research. If the Executive Cabinet approves of the research quality, the Task Force is required to submit an electronic copy of the Final Report to the entirety of the Marymount University Student Government Association, and also deliver a

summary of their findings and recommendations during a full-body meeting or retreat.

- d. The recommendations of a Task Force, as documented in its final report, must be considered and responded to with feedback--though its recommendations are not concurring or compulsory for the Executive Branch and Senate. In the case that legislation is recommended, the Senators on the Task Force must present the legislation only after the Task Force's disbandment. Once legislation is introduced, any external member of the disbanded Task Force can be called by any member of the Executive Cabinet or Senate to speak and/or be questioned at the full-body meeting(s) or retreat when said legislation is discussed.

## **Section B: Student Senate**

### 1. Composition

- a. The Marymount University Student Government Association Student Senate shall be made up of twenty (20) members, five (5) members are to represent each class of the undergraduate body of students at Marymount University. Members of the Marymount University Student Government Association Senate shall serve a term of one academic year and be eligible to run for re-election.
- b. A member of the Marymount University Student Government Association Senate may attain their seat by election to the Marymount University Student Government Association Senate or by Appointment to the Marymount University Student Government Association Senate
- c. In order to be considered to be a Senator and in order to sit in the Senate, a Senator must have a good academic standing and a good judicial standing as determined by Director of Student Conduct and Academic Integrity and be enrolled at Marymount University as a full time degree seeking candidate.
- d. Candidates must remain a full-time degree candidate, in good academic and judicial standing throughout their tenure in the Marymount University Student Government Association.

### 1. Powers & Responsibilities

- a. Solicit and process the concerns of the Student Body constituency.
- b. Enact all appropriate legislation to promote the general welfare of the Student Body
- c. Collaborate with the University Community, which shall consist of the students, faculty and staff of Marymount University, and the Greater Global Community to ensure the prosperity of the University.
- d. Allocate the Student Activity Fee as it sees as appropriate and necessary based upon the mission of the University by a simple majority vote of the Marymount University Student Government Association Senate
- e. Be available to meet bi-weekly as a Senate body and one hour a week for Marymount University Student Government Association Office hours
- f. Provide transparency in all functions of the Marymount University Student Government Association Senate, including open meetings to the Student Body and access to appropriate Marymount University Student Government Association documents

- g. Quorum would constitute a simple majority of the total seated members of the Senate, a quorum must be maintained in order to continue or finalized the business of the Senate
- h. Form Committees to answer concerns, form legislation and make reports on issues and matters the Marymount University Student Government Association Senate deems necessary via a bylaw amendment requiring majority vote of the senate.
- i. Legislation
  - i. Resolutions
  - ii. Referendums
  - iii. Bylaw
  - iv. Bylaw Amendments
  - v. Budget Allocation
  - vi. Constitutional Amendments
- j. Voting
  - i. In-Session
    - 1. To pass:
      - a. Resolution needs a simple majority ( $\frac{1}{2}+1$ ) vote
      - b. Override a Presidential veto needs a two-thirds ( $\frac{2}{3}$ ) vote
      - c. Annual Student Body Budget for the allocation of the Student Activity Fee needs a two-thirds ( $\frac{2}{3}$ ) vote
      - d. Ratification of Constitution and Bylaws needs three-fourths ( $\frac{3}{4}$ ) Vote
      - e. Amendment to Constitution needs three-fourths( $\frac{3}{4}$ ) Vote
      - f. Amendment to Bylaws needs a simple majority ( $\frac{1}{2}+1$ ) vote
    - ii. Emergency Voting
      - 1. Voting shall begin with a 5 hour waiting period Debate may occur after the resolution is declared to all Senators by an email, in which a Senator may state their opinion on a resolution.
      - 2. After the 5 hour waiting period a Senator will be allowed to motion to vote, table or any other motion which a Senator chooses, upon a second of a motion to vote the Senate will move into a voting time table of 7 hours after the second is declared.
      - 3. The Senate may only move into Emergency Voting Procedures during business hours, 9am-5pm, throughout the week, on all days with the exception of the day of a Senate Meeting, and on all non-business days, weekends and federal holidays, after 11:00am.
- 2. President Pro Tempore
  - a. Definition of Role:
    - i. Shall fulfill the role of Chairperson of the Senate in the event of a vacancy in the Vice Presidency or in the event the Vice President is absent from a Senate Meeting.
    - ii. Shall be filled by a member of the Senate who is selected by the Senate at the beginning of the senates term
  - b. Responsibilities:

- i. Shall only be granted the power to Chair the Senate and not the power to cast a tie-breaking vote
    - ii. Assisting in the creation of the full chamber senate meetings agendas with the Vice President of the student government with the authority of a concurring advisor.
      - 1. A concurring advisor is one whose advice must be taken into account but whose advice has no mandate to be acted on.
    - iii. Shall be the tie breaking vote of the Executive Cabinet.
- 3. Chairpersons
  - a. The Chairperson of a committee will serve as the moderator of discourse within the committee
    - i. The Chair will moderate debate and clarify points of interest within their committee and will act in a manner befitting a compulsory advisor except when tasked with a duty stated in the description of their committee structure.
  - b. Responsibilities:
    - i. Responsible for setting the committee meetings agenda and sending it to committee members by 5pm the day before the designated meeting date;
    - ii. After committee meetings, the chair shall submit the meeting(s) minutes and copy of the original meeting agenda to the secretary of the student government by 4pm the friday before the next full senate meeting;
    - iii. Will write and submit or designate a committee member to write and submit a committee report which shall entail a summary of the goings on of the committee to the President of the Senate during each full senate meeting with a formal written copy submitted to the secretary by the end of the meeting.
- 4. Senators
  - a. Definition of Role
    - i. Senator is a member of the legislative branch of the Marymount University Student Government Association;
    - ii. Senators may be democratically elected by their respective undergraduate class or may be appointed.
  - b. Responsibilities
    - i. Attend regular Senate meeting;
    - ii. Serve at least one hour a week in office hours;
    - iii. Attend respective Committee Meetings.
- 5. Committees
  - a. Permanent Senate Standing Committees: The Senate shall have established Standing Committees who will be charged with overseeing topics of concern in specific areas. Each committee will be chaired by a member of the Marymount University Student Government Association Senate who is appointed by the Marymount University Student Government Association Executive Cabinet and approved by a two-thirds majority vote. The committees are:
    - i. Financial Affairs Committee

1. The Marymount University Student Government Association Treasurer shall maintain the duty of the overall chairship of the Financial Affairs Committee.
  2. Responsible for assisting the Student Government Treasurer in the annual budget allocation process, including but not limited to collecting financial information from campus organizations and attending budget meetings and hearings.
  3. Assists the Student Government Treasurer in allocating funds for Student Government or other large scale campus events.
  4. During its first meeting, the financial affairs committee shall vote for a Senate representative chair of finance committee.
    - a. the Senate Representative Chair of the finance committee shall assume the duties of the Treasurer upon the vacancy of the position until such a time as a new treasurer is voted into office
      - i. The role in the vacancy situation will be that of an Acting-Treasurer.
- ii. Student Affairs Committee
1. Research and mediate co-curricular and safety matters to build and sustain the best possible Marymount co-curricular community
  2. maintain regular communication with:
    - a. The Vice President for Student Affairs;
    - b. The Dean of Student Services;
    - c. The Office of Campus Programs and Leadership Development;
    - d. The Campus Ministry Association
  3. Be the form of contact
    - a. Financial Affairs
    - b. University Advancement
    - c. Student Affairs
    - d. Athletic Department
  4. The chairperson of this committee will serve as the liaison to both the Co-Curricular Council (CCC) and the Association of Campus Events (ACE).
- iii. Public Affairs Committee
1. Communicate regularly with the Marymount community as well as the larger Arlington and global communities.
  2. Work with the Marymount University Student Government Association Secretary to publicize Marymount University Student Government Association events.
  3. Coordinate creative media and distribution of media.
  4. Work with the Government Operations Committee to archive all minutes.
  5. Collect quantitative and qualitative data regarding student concerns.

- iv. Academic Affairs Committee
  - 1. Collaborate with and share academic concerns with the Academic Affairs unit at Marymount, specifically relating to issues about curriculum and classes.
  - 2. The chairperson will be responsible for regularly communicating with the University Provost and other essential academic administrators.
  - 3. Collaborate with the Director of Student Conduct to improve community relations at Marymount, as well as remain informed on issues of student conduct and the judicial process.
  - 4. The chairperson of this committee will serve as the liaison to the Academic Integrity Committee.
- v. Government Operations Committee
  - 1. Review important Student Government documents, such as amendments and Constitution and Bylaws and work on archiving.
  - 2. Assist the Elections Commissioner with the annual election process and procedures.
  - 3. Set dates for all Marymount University Student Government Association Elections.
  - 4. Provide general legislative oversight for the Marymount University Student Government Association.
  - 5. Chairperson shall serve as Parliamentarian for Marymount University Student Government Association senate meetings.
- vi. Service Committee
  - 1. Communicate regularly with the Associate Director of Community Engagement for possible service ideas.
  - 2. Chairperson will be responsible for working with the Public Affairs Committee to publicize service events.
  - 3. Responsible for planning Remembrance Day.
  - 4. Responsible for leading the annual SGA Service Campaign.
- 6. Ad Hoc Committees
  - a. Can only be created or revoked via a Resolution requiring a three fourths (3/4th) majority vote.
  - b. Each committee will be staffed voluntarily by members of the Student Government Senate.
  - c. Each committee will be chaired by the Senator(s) who first introduced the Resolution.
  - d. The length of appointment for each committee shall be stated in the Resolution, but shall be reevaluated after one semester but not to extend one year.
- 7. Campus Collaboration Committee Memberships
  - a. Midnight Madness
  - b. SaintsFest
  - c. International Banquet

## **Section C: Judiciary**

1. The judicial power of the Marymount University Student Government Association, shall be vested in one Court. The court shall only have authority over matters of inter-governmental Constitution, Bylaw and Marymount University Student Government Association Rule disputes that may arise through the functions of the government.
2. The name of the court shall be the Marymount University Student Government Association Constitutional Court.
3. The judicial branch shall consist of three individuals who shall be referred to as Justices, one of the three justices shall hold the position of Chair of the court, and the title of the Court's chairperson shall be Chief Justice.
  - a. The Chief Justice shall be determined by a nomination from the president and the advice and consent of the senate via majority vote
4. A justices term shall last for a time that would be consistent with two academic semesters, beginning upon the date of their appointment to the Judicial Branch. Justices may only serve two terms.
5. The justices of the Marymount University Student Government Association Constitutional Court shall be nominated by the President of the Marymount University Student Government Association on the advice of the Student Development and Campus Programs and Leadership Development Office, and appointed with the advice and consent of a majority vote of the Marymount University Student Government Association Student Senate.
6. Complaint Procedure
  - a. Upon the receipt of a complaint the secretary receives and disseminates said complaint to the chief justice, the accused party(s) and the advisor
  - b. Upon receipt of the complaint the chief justice will notify the judicial branch and inform both parties that an investigation is open. The accuser and the accused party will be given the opportunity to submit evidence and a statement regarding the case.
  - c. The investigation
    - i. Wherein the accuser and the accused will conduct individual investigations gathering evidence and information pertinent to the court will last five business days.
    - ii. After this time period the Justices will meet to determine when and where the case trial should be heard.
    - iii. The chief justice will inform all parties of the date and time of the case trial, which should be determined as the earliest time of convenience for all parties, but shall ultimately be at the chief justices discretion.
    - iv. Both parties will present the chief justice with a list of witnesses that they wish to have present at the case trial. This will need to be given to the chief justice via email by 5pm two days prior to the trial.
  - d. Between the times the investigation has been closed and the case trial takes place, all parties involved will be given the opportunity to view all available evidence from both parties. This evidence will be held in the Marymount University Student Government Association advisors Office. In order to view the evidence, the party must contact the chief justice and the advisor to set up a time to view the

evidence for the case. The advisor and secretary must both be present when parties are reviewing evidence.

#### 7. Trial Procedure

- a. During the case trial, all parties will have time to present their side of the case.
  - b. The accused individual will represent themselves, the accuser will represent themselves and if in the case the of the majority of the legislature or a majority of the executive is one of the parties involved they will select one individual to represent themselves.
  - c. The chief justice shall present the accusations, followed by the accusing and accused party each giving an opening statement that will last no more than 5 minutes.
  - d. The accusing party will then present the evidence they have found, followed by the accused party presenting their information, both lasting no more than thirty minutes.
    - i. Witnesses will wait outside the room, and they will be asked to enter the room upon approval by the Court. Witnesses may only speak if asked a direct question by the Court or if they are asked a question by the accusing or accused party representatives.
      1. justices of the constitutional court may intervene and stop the questioning of a witness by the representatives of the accusing or accused parties if they perceive it to be out of line with court procedure.
  - e. The Justices may ask questions during this time or wait till after the parties have finished their presentation of evidence.
    - i. If the court feels that the questions asked by the justices interfered with the time allotted, then the court can allow either party more time to present.
  - f. First the accusing, then the accused party will be given five minutes to make a closing statement.
  - g. Upon the completion of the hearing, all parties will be asked to leave, and the Justices will deliberate. A majority decision by the justices will constitute a verdict.
  - h. the chief justice will inform all parties of the findings of the Judicial Branch and produce or delegate to an associate justice the production of a written decision to be published and sent out to all individuals in the Marymount University Student Government Association and placed on file alongside current governing documents.
  - i. All results of cases should be found in the Marymount University Student Government Association office and will be available upon request to the secretary of the Marymount University Student Government Association .
8. The Constitutional court shall not be permitted to start judicial proceedings if any seat on the court is vacant. Questions of constitutionality will be referred to a select senate judiciary committee that will only meet on an as needed basis and will operate via the same above stated procedures.
- a. The select committee will be made up of three individuals the Senate shall approve by simple majority vote.

- i. one representative from the Legislative branch
- ii. one representative from the Executive branch
- iii. one representative from the remaining Judicial branch
  - 1. if the judiciary has no seated justices then the senate shall be allowed to select an undergraduate student who maintains a leadership position on record with the CPLD
- b. The Rulings of this committee are set as legal precedent until a verdict by the full judiciary overturns the decision of the committee

**Section D: Advisor**

- 1. Serves as a liaison to University offices, administration and to other Academic Institutions outside of Marymount University
- 2. Advisor to Members of the Marymount University Student Government Association
- 3. Maintains a strong lasting oversight of the financial actions of the Marymount University Student Government Association
- 4. Responsible for assisting in the organizing and directing of Student Government training
- 5. Serves as an Advocate for the Marymount University Student Government Association as an institution to the University
- 6. Administration support within the Marymount University Student Government Association

**Section 2: Budget:**

Section A: Operational Budget:

- 1. The SGA reserves 15 percent of the Student Activities Fee as its Operational Budget. this operational budget will consist of three funds, the Senate Initiative Fund, The Fund for Miscellaneous government Expenses, and the fund for Executive Action
- 2. Senate Initiatives
  - a. A portion of the Operational Budget will be reserved for Senate Initiatives and will consist of 7 percent of the SAF and will require a Senate Sponsored Funding Resolution (SSFR), which will simply be the template of a normal resolution but with the name “Senate Sponsored Funding Resolution”, that outlines the need for the funds and the dollar amount needed, to be drafted by a voting-member of the Senate, and voted upon by the Senate for a simple majority vote to pass. After passage and purchase of any goods or services, receipts and invoices must be given to the office of the Treasurer for accounting purposes, the individual who sponsored the SSFR will be held accountable for any missing receipts or invoices.
- 3. Miscellaneous Government Expenses
  - a. A portion of the Operational Budget will be Reserved for miscellaneous expenses including but not limited to any printing costs, advertising costs, office supplies or anything necessary for daily operations; 3 percent of the SAF and will require a Misc. Request (MFR), from any member of the SGA to the Office Of the Treasurer, who will take it to the advisor who will advise the Treasurer on the necessity of the items in said request.



outlined later in the appropriations packet. Any club requesting funds via this process must be approved and recognized through the Co-Curricular Council and the Office for Campus Programs and Leadership Development. Any funds remaining in this category at the conclusion of the Annual Club Appropriation process will be used for supplemental funding requests.

### **SECTION 3: Elections**

#### **Section A: Eligibility Requirements**

1. Members of the Marymount University Student Government Association shall serve a term of one academic year and be eligible to run for re-election.
2. A Senator may attain their seat by election to the Marymount University Student Government Association Senate or by appointment to the Marymount University Student Government Association Senate.
3. In order to be considered to be a member of the Marymount University Student Government Association and in order to be seated, a member must have a good academic standing and a good judicial standing as determined by Director of Student Conduct and Academic Integrity and be enrolled at Marymount University as a full time degree seeking candidate.
4. Candidates must remain a full time degree seeking undergraduate candidate, in good academic and judicial standing throughout their tenure in the Marymount University Student Government Association.
5. Marymount University Student Government Association members shall be elected for a one-year term by the majority of the electorate of the undergraduate Student Body for all Executive branch offices and by the top five most vote getting candidates for the Senate for each class of the undergraduate Student Body
6. To be eligible to serve as an elected official of the Marymount University Student Government Association, a student must:
  - a. Have and maintain a cumulative grade point average of 2.50 or better;
  - b. Possess a thorough understanding of the duties of the office sought and a willingness to actively perform these duties;
  - c. Be enrolled as a full time degree seeking undergraduate candidate
  - d. Be in good judicial standing as determined by the Director of Student Conduct and Academic Integrity.
  - e. Have no egregious bias to serve in office, which shall be defined as:
    - i. Executive Board:
      1. Membership of a Club or Interest Group Executive Board, University Organization Leadership Role.

2. Expressing excessive Favoritism on multiple occasions
  - ii. Senate:
    1. Expressing excessive Favoritism on multiple occasions
  - iii. Judiciary:
    1. Expressing excessive Favoritism on multiple occasions
7. Any member of the Marymount Undergraduate Student Body who meets the requirements stated above may run for the position of Marymount University Student Government Association Vice President or Marymount University Student Government Association Secretary.
8. Students who choose to run for the position of Marymount University Student Government Association President must meet the requirements stated above and have served as either a member of the Marymount University Student Government Association for at least one semester or have served as a Co-Curricular Council approved Club President for at least one full academic year.
9. Students who choose to run for the position of Marymount University Student Government Association Treasurer must meet the requirements stated above and have served as either a member of the Marymount University Student Government Association Financial Affairs Committee for at least one semester or, have served as a Co-Curricular Council approved Club President or Treasurer for at least one full academic year.

## **Section B: Election Procedure**

1. The Marymount University Student Government Association shall fill its roles by one of three means: Election, Appointment or Special Election. All candidates must meet the requirements stated above for the position they are seeking.
2. The Marymount University Student Government Association Senate shall elect by a simple Majority Vote a retiring member of the Senate, either a Graduating Senior Senator or a Senator who has announced their intention not to run for re-election (at which point they will become ineligible for reelection) to serve as Marymount University Student Government Association Election Commissioner
3. The Marymount University Student Government Association shall hold elections on an Annual Basis in order to fill the roles of the Executive and Legislative Branches.
  - a. Elections for the Executive Branch and for the Senate, with the exception of the Incoming Freshman class, shall be held in the Spring Semester. Dates will be set by the Election Commissioner in coordination with the Marymount University Student Government Association Advisor.

- b. The Freshman Senators shall be elected in the Fall Semester. Dates will be set by the Government Operations Committee in coordination with the Marymount University Student Government Association Advisor.
4. Elections will be supervised by the Marymount University Student Government Association Advisor and the Election Commissioner.
5. The Election Commissioner shall also determine, with the Marymount University Student Government Association advisor, the dates for campaigning, Meet the Candidates, the due date for petitions, and voting dates.
6. Candidates running for the Executive Cabinet or Student Government Senate must submit an Intent-to-Run form and a biography or platform statement to the Marymount University Student Government Association advisor.
7. The Marymount University Student Government Association advisor will check that all candidates are in good academic and judicial standing. Candidates will receive an email informing them if they are eligible or ineligible to run for a position on Marymount University Student Government Association prior the approved campaigning dates.
8. Candidates will be listed in alphabetical order by the legal last and first name on file with the University Registrar. Candidates can email the Student Government in order to have their “common usage” name placed in quotes next to their legal name.
9. A Write In Ballot Line shall appear on every candidate based election ballot. In-order to qualify as a Write-In Candidate to win election the candidate must receive at-least 10% of the vote from the electorate of the chosen seat the candidate is being written in for or and then have the largest number of votes in said election or be within the top five of the Senate candidates in vote getting. The candidate must also qualify under Eligibility requirements set out for the seat they are seeking. If the Write-In Candidate passes all necessary requirements then they shall be offered to accept or decline the election.
10. The Election Commissioner will host a “Meet the Candidates” session prior to the General Election providing candidates the opportunity to address student voters. Structured debates may be held for contested positions at the Executive Cabinet level at the discretion of the Marymount University Student Government Association Advisor and the Election Commissioner. Any candidate who cannot attend may designate a proxy to speak on his or her behalf at the candidate’s forum; a proxy is not authorized to participate in debates, and the candidate must provide a written explanation in regard to their absence. The candidate is responsible for the statements and actions of the proxy and the proxy must meet with the Marymount University Student Government Association Advisor beforehand.
11. Expense reports will be due on the night of Meet the Candidates.
12. The Election Commissioner will document any allegations of violations of election regulations. In the case of serious violations, the Election Commissioner shall be

responsible for bringing charges on behalf of the Association, unless another running candidate does so, within 24 hours of the close of balloting. The Marymount University Student Government Association Advisor and Election Commissioner will investigate and adjudicate any alleged violations and impose appropriate sanctions. Sanctions will be certified by the Dean of Student Services.

13. Barring a contention or violation, those individuals shall send the results to the Dean of Student Services for final certification. The Advisor shall have the power to disqualify or sanction candidates who violate the election regulations. The decisions of the Advisor are final, pending certification by the Dean for Student Services. Candidates will be made aware of the outcome of elections within two business days of the polls closing.
14. All newly elected officials must attend Inauguration.
15. Referendums are the way the Marymount University Student Government Association places issues before the undergraduate student body in order for them to vote for their approval or defeat. Referendums shall be held upon the approval of the Senate. They shall be held on a date set out in the resolution the Senate votes on approving the referendum. In order to hold a referendum it must pass the Senate by a Two-Thirds ( $\frac{2}{3}$ ) Vote and be signed by the President. The Referendum campaign shall last no less than one (1) week and no longer than four (4) weeks. The Government Operations Chair shall oversee the campaign as acting-Elections Commissioner, in the event the Government Operations chair is unwilling the Senate shall elected a member of the Senate to serve as acting-Elections Commissioner. The Student Government Association shall hold at least one public meeting that is advertised at least 2 days in advance of the event to discuss the Referendum. In order for the Referendum to pass at least Twenty-Five (25 percent) of the undergraduate student body must vote in the Election and at least Fifty-Five (55%) percent must vote in favor for the Referendum to be passed.
16. Initiatives are a way for the undergraduate student body to pass the Senate in order to institute a new resolution or amendment for the Marymount University Student Government Association. Initiatives shall be considered valid if they are deemed to be within Marymount University Policy to be enforced by either the Student Government Association Advisor, the Dean of Student Services, or Vice President of Student Affairs and after validation of the signatures of 25% of the Student Body. Upon the approval of the Initiative the Student Government Association Advisor will inform the Student Government Association and that Initiative has been called and the Initiative campaign shall last no less than one (1) week and no longer than four (4) weeks. The Government Operations Chair shall oversee the campaign as acting-Elections Commissioner, in the event the Government Operations chair is unwilling the Senate shall elected a member of the Senate to serve as acting-Elections Commissioner. The Student Government Association shall hold at least one public meeting that is advertised at least 2 days in

advance of the event to discuss the Initiative. In order for the Initiative to pass at least Twenty-Five (25 percent) of the undergraduate student body must vote in the Election and at least Fifty-Five (55%) percent must vote in favor for the Initiative to be passed.

### **Section C: Campaign Procedure**

1. Marymount University Student Government Association will provide \$25 dollars maximum toward printing costs for candidates publicity.
2. Candidates are required to submit all receipts of purchased goods totaling no more than a maximum of \$150. These receipts are to be submitted with the Election Expenses.
3. Each candidate poster will be clearly numbered and will bear a mark of approval from the Office of Campus Programs and Leadership Development.
4. Posters may be no larger than 8 ½” by 11” with a limit of 50 per candidate.
5. Candidates who choose to run as a “ticket” may combine their allotted number of posters to campaign as a unit (100 posters).
  - a. A ticket may include any combination of candidates for the Executive Branch but may not include any more than one candidate for each position.
6. Damaged posters may be replaced with a poster bearing the same number as the original with the letter “R” immediately following the number.
7. Any posters that are found to be damaged or vandalized must be returned to the Election Commissioner.
8. Candidates are limited to 2 large banners, no larger than 3’ x 5’.
9. Candidates may not use “tabletops” or “tents” as publicity.
10. Chalking of any kind is strictly banned on Marymount University Grounds for campaign purposes.
11. Candidates are not allowed to use the Marymount University Student Government Association Office or any Marymount University Student Government Association resources for any campaign related activities.
12. The use of the Internet or other electronic means is authorized.
13. Candidates may only send campaign related e-mails that were expressly solicited from an interested party.
14. Electronic campaigning, to include Web sites and social networking sites (facebook.com groups, etc.) is authorized.
15. Any other means of campaigning not explicitly defined or mentioned in this document must be discussed and cleared by the Election Commissioner prior to executing.
16. Failure to comply may result in disqualification from the election.

### **Section D: Vacancies/ Special Appointments**

1. The Marymount University Student Government Association shall fill all vacancies of the Judiciary Branch by a Nomination from the President and on the advice and consent of the Marymount University Student Government Association Senate
  - a. Advice and Consent shall be considered as a debate and two-thirds (2/3) vote of the Senate
2. The Marymount University Student Government Association shall fill all vacancies of the Executive Branch that occur after the General Elections during the Academic Term

but not after Spring Break by a Special Election to be held no more than four weeks after the vacancy is announced during a meeting of the Senate, with the dates for the election to be set by the Government Operations Committee in coordination with the Marymount University Student Government Association Advisor.

3. The Marymount University Student Government Association shall fill all vacancies of the Marymount University Student Government Association Senate with a Senate Special Appointment
  - a. Any vacancy that occurs after a General Election during the Academic Term but not after Spring Break for Non-Freshman Senators or after the Fall Elections for Freshman Senators may be filled by any full time degree seeking student in good academic standing, even though they may hold another academic class rank. Candidates must be nominated by a member of the Marymount University Student Government Association Senate after submitting their names to the Marymount University Student Government Association Advisor for judicial and academic approval and must pass with a two-thirds vote during a full body meeting of the senate.
  - b. Any vacancies should be declared during a Senate Session and be posted by the Secretary so all Students have the ability to be notified of a vacancy.

#### **Section 4: Rules & Regulations**

##### **Section A: Rules**

1. All Marymount University Student Government Association Legislative and Executive members are expected to attend Marymount University Student Government Association Senate Session meetings. Absences from Marymount University Student Government Association duties will be counted as follows:
  - a. Roll will be taken at all required Marymount University Student Government Association meetings.
  - b. An absence from an Marymount University Student Government Association meeting will be noted as a single (1) absence. Arriving at a meeting fifteen (15) minutes after the meeting is called to order shall constitute as an absence. Unless by notification to the Marymount University Student Government Association Secretary prior to the beginning of the meeting explaining their tardiness
  - c. Three (3) tardies shall constitute one (1) absence.
  - d. Failure to hold one (1) office hour per week will equal one (1) absence.
  - e. The only excusable absences include:
    - i. a required academic credit related presence.
    - ii. a medical emergency
    - iii. a health problem that runs the risk of spreading or is debilitating enough to keep one from participating effectively in discourse
    - iv. attending to matters relating to a death in ones family
    - v. transportation issues
  - f. If a senator is feeling unwell or is visibly sick they may use a point of personal privilege to ask to be dismissed, the President with the advice and consent of the Secretary will then either grant or deny the senators request for dismissal. dismissal will be counted as an absence although the senator in question can

contest this absence with the Government Operations committee in the following 14 days after dismissal who may then vote as a committee to either excuse or stay the absence.

- g. The failure to attend a committee meeting of a standing committee to which a senator has been assigned shall result in a 1 absence.
- h. Not appearing at Marymount University Student Government Association sponsored events, such as leadership training, will result in absence(s), determined by the Executive Cabinet and Marymount University Student Government Association Advisor prior to the event. You must check in with Secretary or the Secretary's designee at these sponsored events.
- i. Two unexcused absences will result in a written warning from the Secretary to be emailed to the member. After the third (3) absence of the semester, the member will be up for the Marymount University Student Government Association's deposition process. Absences will be totaled for the fall and spring semesters separately.
- j. If a meeting is to go past midnight the Commuter Student's may, but do not have to, opt to be excused before midnight due to travel and safety concerns. This shall not be counted as an absence, and the Commuter shall be expected to send a follow up email both to the Executive Cabinet as well as their Committee Chairs if they want to cover any missed material.

## **Section B: Deposition and Removal**

- 1. Grounds for Deposition and Removal from Office:
  - a. Any and all members of the Marymount University Student Government Association are eligible for Deposition and Removal from Office
  - b. The list of offenses that can trigger a Deposition resolution are as follows:
    - i. Violating the established attendance policy
    - ii. Violations of the Marymount University Student Government Association Constitution or Bylaws
    - iii. Violations of the Marymount University Academic Integrity Policy
    - iv. Violations of Marymount University Conduct Code
    - v. Violations of policies set forth by the Senate via Resolution and the Executive via Executive Action
- 2. Deposition and Removal Procedure:
  - a. Deposition Process is begun by either:
    - i. Resolution brought by a member(s) of the Senate through regular Resolution procedure
      - 1. If the Deposition resolution is approved by a majority vote the Senate then the Executive Cabinet will move into Removal Procedures immediately.
    - ii. Recommendation from the Secretary to the Executive Cabinet
      - 1. A member of the student government who has infringed upon the attendance or participation policies laid out in the Governing documents twice will receive a written warning from the Student Government Executive Cabinet.

2. If the individual infringes a third time, there will be a declared final warning to the accused during the next full senate meeting.
  3. The accused individual will be contacted following this meeting and summoned to a mandatory infraction review meeting
  4. If the issues are not resolved after the meeting, the accused will stand for deposition during the next full body meeting.
  5. Failing to attend either the infraction review meeting or the full senate meeting for deposition for a reason other than the exceptions laid out in the attendance policies will give the senate the ability to depose the individual in absentia.
  6. The Secretary presents his/her concerns to the Executive Cabinet during a Senate meeting during regular Resolution procedure at which time the Senate and Executive Cabinet will move into Removal Procedures immediately.
- b. Removal Procedures:
- i. The Senator(s) initiating the approved Deposition resolution or the Secretary initiating a Secretary Recommendation shall act as the prosecuting party. The prosecuting senator(s) can be aided by volunteered non-accused Senators, in the event that more evidence is needed.
  - ii. The member of Marymount University Student Government Association being deposed shall have a chance to defend their actions to the Senate and the Executive Cabinet, if they choose to.
  - iii. Government Operations Chair shall act as the Parliamentarian during the proceedings.
  - iv. If the Chair is being deposed the President Pro Tempore shall act as the Chair.
  - v. The prosecuting party and member under removal may have at minimum 5 minutes each to present their arguments.
  - vi. The Executive Cabinet will then immediately move into voting procedure.
    1. If a member of the Executive Cabinet is being removed, they shall not have the ability to vote and the President Pro Tempore shall take that members vote
  - vii. The Marymount University Student Government Association member facing deposition shall be deposed with a three-fourths majority vote of the Executive Cabinet

## **Section 5: Government Operations Procedures**

### **Section A: Government Handbook**

1. The Marymount University Student Government Association may establish a Government Operations handbook if they deem necessary for the yearly functions of the Marymount University Student Government Association.
2. Each year, the Executive Cabinet and the Government Operations Committee is required to review, revise (if necessary), and vote on the manual for the upcoming academic year.

3. The Government Operations Committee will be required to introduce the manual to the entire senate body within the first two months of the new Senate in the new academic year.

## **Section B: Meetings**

1. Roberts's Rules/ Decorum of Meetings: The Senate shall follow Robert's Rules as its rules for all Marymount University Student Government Association meetings.

## **Section C: Communications**

1. Communications Plan
  - a. Official Modes of Communication
    - i. Internal
      1. Email
        - a. All email related communications of the Marymount University Student Government Association must take place on official Marymount University email accounts
        - b. No personal, non-Marymount University email accounts may be used.
      2. Mobile
        - a. All Marymount University Student Government Association members must have a secondary non-email related means of communication in order to contact all members of the Marymount University Student Government Association
          - i. Means may include but are not limited to:
            1. Phone calling
            2. Text messaging
            3. Messaging mobile applications
    - ii. External
      1. All External Marymount University Student Government Association Communications from official Government sources must be approved by the Secretary or a majority vote of the members of the Public Affairs Committee.
      2. These Official means of communication include:
        - a. Official Marymount University Student Government Association Website
        - b. Official Marymount University Student Government Association Social Media Accounts
        - c. Official Marymount University Student Government Association Email Account
  - d. Crisis Communication -
    - i. Definition
      1. This crisis communication plan serves as an official mode and process of communication within Marymount University Student

Government Association in the event of an emergency or crisis. An emergency constitutes as a serious, unexpected, and often dangerous situation that requires immediate action. Examples include: medical illness or death of an Marymount University Student Government Association member, on campus emergency (active shooter, fire, bomb threat, etc.), etc.

ii. Mass Communication

1. Chain

- a. The President should be contacted by the Advisor, if not by other means or an University official of the news. The President will reach out to all the Executive Cabinet members.
- b. The Vice President will contact all committee chairs.
- c. The Committee Chairs will contact all members of their committees.

2. Student Body

- a. If the University has not released an announcement or the University Administration feels that it is fitting for the Marymount University Student Government Association to make the announcement, the Secretary and Public Affairs Committee will draft an official announcement and have it approved by the Vice President of University Development, who is also the Public Information Officer for the University.
- b. Once approved, it will be distributed through all official Marymount University Student Government Association communication modes listed prior, along with any predetermined University communication channels through the University Development Division.

Section D: Continuity of Government Operations

1. Succession of Power: In the Event of a Vacancy in the Student Government Presidency the line of success shall be used in the event of further vacancies in the Executive Branch. The Line of Succession shall be set in the order of:
  - iii. Vice President
  - iv. Secretary
  - v. Treasurer
  - vi. Senate President Pro-Tempore
8. Inauguration: There shall be a swearing-in that should follow the announcement of officers for the coming school year and be held with appropriate haste at least one week following the announcement and before the end of Final Exam Week.
  - i. Planning the details of the Inauguration should be tasked to the current year's Executive Cabinet, guided by the President-elect
  - ii. The event should be formal and ceremonial in nature.
  - iii. The current President should swear in the President-Elect

- iv. The new President should swear in the new Executive cabinet
  - v. The new Vice President/Senate President should swear in the Senate
  - vi. A Public Inauguration Ceremony shall occur in the new year.
- b. Oath of Office: “I [Full Name] do solemnly swear that I will faithfully execute the office of [Office] of the Marymount Student Government, that I will defend the values of this institution, uphold and defend the Student Government constitution and bylaws, promote unity, spirit, and pride within the Marymount Community, and represent my peers to the fullest extent I can put forth, so help me God.”

#### **Section 6: Amendment and Ratification**

1. Ratification of the Marymount University Student Government Association Bylaws must be approved by a three-fourths (3/4) Vote of the Marymount University Student Government Association Senate.
2. Amendment to the Marymount University Student Government Association Bylaws must be approved by a Majority ( $\frac{1}{2}+1$ ) Vote of the Marymount University Student Government Association Senate.