

## CONSTITUTION OF MARYVILLE STUDENT GOVERNMENT

### PREAMBLE

We, the Student Government of Maryville University of St. Louis, in order to establish a representative student government; to provide an open forum for dialogue and a voice for student opinions concerning the affairs of the University; to uphold the principles of this organization and the mission and goals of Maryville University do hereby ordain and establish this constitution for the service of the Student Body. The name of the organization shall be Maryville Student Government, hereafter referred to as MSG. Whenever the term "University" is used, it should be understood to mean Maryville University of St. Louis.

### PURPOSE

MSG shall:

- A. Act as the official student voice on all appropriate matters concerning the students as a part of the Maryville University community.
- B. Represent the interests of students in the University decision-making processes.
- C. Encourage programs beneficial to the education, welfare, and growth of the students and the University community as a whole.
- D. Provide guidance and support for student organizations and other student programs.

### RIGHTS

Through powers granted by the Vice President of Student Life, MSG shall act as a liaison between the Student Body and the University faculty and administration. MSG shall perform such duties as are appropriate to achieve the missions and goals of the organization so long as they are not in conflict with this constitution or the bylaws of MSG and keep within the goals of the University. MSG was established in 1925.

### RATIFICATION

The Constitution shall be ratified by a simple majority vote of members in Congress.

### AMENDMENTS

The Constitution Review Committee will review and recommend changes to this Constitution on an annual basis. Changes to this Constitution require the approval of a simple majority vote of all members of the Student Body. The bylaws of this document may be changed by a simple majority vote of Congress.

### TEMPORARY AMENDMENTS

Any Cabinet member may bring forth a temporary amendment to the Constitution as necessary to the current operations of MSG. These changes will remain in effect until the end of the academic year. The Constitution Review Committee may elect to include the amendment(s) in their recommended constitution revisions if they deem appropriate and necessary.

## ARTICLE I - THE CABINET

### SECTION 1 - COMPOSITION OF THE CABINET

- A. The Cabinet shall consist of the
  1. Cabinet, which consists of the:
    - a. President,
    - b. Vice President,
    - c. Speaker of the House
    - d. and Speaker of the Senate
  2. and four (4) Secretaries:
    - a. Secretary of Treasury
    - b. Secretary of Student Affairs

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- c. Secretary of Campus Life
- d. and Secretary of Academic Affairs
- B. The advisor serves as an ex-officio member of the Cabinet.

## SECTION II - DUTIES OF CABINET

- A. Act as a liaison between MSG and the University administration.
- B. Oversee the day-to-day operations of MSG.
- C. Assist in establishing and implementing the mission, goals, and objectives of MSG.
- D. Follow MSG constitution and University policies.
- E. Undergo training relevant to individual roles within the Cabinet.
  - a. Including, but not limited to, reporting for Student Leadership Training in May.
- F. Meet one (1) time per week unless reasonable circumstances prevent a meeting from taking place.
  - a. Meeting time: Tuesday at 5pm.
    - i. Unless Cabinet can meet at another time
- G. Provide opportunities for member development.
- H. Coordinate all recruitment activities for MSG.
- I. Keep accurate records of all events and programs implemented by MSG.
- J. Provide financial oversight for MSG by allocating internal spending as well as keeping accurate records of all expenditures and receipts.

## SECTION III - PRESIDENT

- A. The President shall serve a term of one (1) academic year. They shall assume their duties after the Induction Ceremony prior to the year for which they are elected to serve.
- B. QUALIFICATIONS
  - a. In addition to meeting the qualifications of a congress member in Article II Section II, a student must also:
    - i. Be a full time student at the University in good standing.
    - ii. Have served on MSG for four (4) semesters or is currently serving the fourth semester.
    - iii. Be an officer on a previous Cabinet.
    - iv. Be an active member of MSG.
- C. ELECTION
  - a. The Presidential Election shall be held during the Spring General Election.
  - b. In the case of two (2) or more candidates running for President, the Presidential Election shall be decided by a simple majority of all votes cast.
    - i. All Presidential Candidates must follow election campaign guidelines.
  - c. If a candidate loses the election, they are eligible to run for any open Cabinet seat.
    - i. This option is limited to just one (1) open Cabinet seat per election.
  - d. In the event of a tie, the current Congress shall vote to break the tie. The decision shall be subject to a simple majority of all votes cast. The sitting President cannot veto this decision.
- D. DUTIES
  - a. CHIEF OF STATE
    - i. The President must constantly lead the student body and MSG with a consistent perspective as the head of these entities, which currently includes, but is not limited to, the following duties:
      - 1. Exemplify excellence in their daily activities.
      - 2. Seek to provide inclusive leadership with confidence for the student body and MSG.
      - 3. Motivate members of MSG to invest in its work and mission.
      - 4. Plan, compile, and organize an MSG Handbook for their position.
      - 5. Working with the President-elect to ensure a smooth transition of power.
  - b. CHIEF EXECUTIVE
    - i. The President holds executive authority over the Cabinet, and Congress which currently includes, but is not limited to, the following duties, powers, rights, and responsibilities:
      - 1. Provide their vision of MSG to the Cabinet, Congress, and Advisors.

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2. Equip the Cabinet and Congress to carry out their vision.
  3. Supervise the Vice President, Speaker of the House, **Speaker of the Senate** & Secretaries on matters concerning their respective affairs.
  4. Perform a minimum of five (5) office hours per week and ensure that Cabinet members are assigned their office hours.
- ii. Convene Cabinet Meetings on a weekly basis to remain up-to-date with the current events of MSG, known as the Executive Board Meeting.
    1. The President reserves the right to cancel or reschedule these meetings due to holidays or conflicting circumstances.
    2. The President must work with the MSG Advisor to schedule the weekly time for Cabinet Meetings to ensure their consistent attendance and involvement.
    3. Showing a blatant disregard for Cabinet Meetings is valid grounds for impeachment.
  - iii. The President reserves the right to attend the meetings and events of all student groups funded by MSG.
    1. The President may appoint a representative to attend these meetings and events on their behalf.
  - iv. Oversee the operations of MSG to ensure its effectiveness and efficiency.
    1. The President may delegate oversight to the Vice President when appropriate.
  - v. Handle confidential information and documents with the utmost care and discretion.
    1. The President may delegate their handling to the Vice President when appropriate.
    2. The blatant mishandling of confidential information and documents is valid grounds for impeachment.
- c. CHIEF DIPLOMAT
- i. The President must represent the Student Body and MSG to the Staff, Faculty, Administration, Board of Trustees, and broader Maryville University Community, which currently includes, but is not limited to, the following responsibilities:
    1. Represent the interests and concerns of the entire Student Body.
    2. Speak for all students regarding University decisions, policies, or affairs which are relevant to the student body.
      - a. Speech which recklessly harms MSG, students, or any part of the broader University **community** is valid grounds for impeachment.
      - b. Speech is defined as any means by which a message may be communicated.
  - ii. Dialogue regularly with all levels of the University.
    1. **Meet monthly with University President.**
    2. **Meet monthly with Vice President of Student Life.**
- d. CHIEF LEGISLATOR
- i. The President must facilitate the legislative process of MSG to ensure it remains focused, productive, and meaningful to the advancement of student initiatives, objectives, and priorities, which currently includes, but is not limited to, the following duties, powers, rights, and responsibilities:
    1. The President reserves the right to attend the meetings and events of all committees formed within MSG.
      - a. The President may appoint a representative to attend on their behalf.
    2. If the Vice President is unable to serve as Election Commissioner due to running for a position, the President will serve as the Election Commissioner in the Internal Election. **Adviser will serve as Election Commissioner in the Internal Election.**

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3. Call special meetings of MSG when necessary.
  - a. By the direction of the President, MSG may hold Special Meetings for the purpose of addressing specific concerns in timely manner.
  - b. The President shall inform the membership of the date, time, and location of Special Meetings in a timely manner allowing for adequate preparation by the membership or those involved.
  - c. Including but not limited to:
    - i. Student Organization Training
    - ii. Meetings which communicate shared goals and interests to unite the student organizations
4. Upon completion of platform presentations, the Internal Elections will proceed in the alphabetical order by last name.
5. In the case of two (2) or more candidates for Speaker of the House, the election shall be decided by a simple majority of all votes cast.
6. In the event of a tie, the current Congress shall vote to break the tie. The decision shall be subject to a simple majority of all votes cast. This decision cannot be vetoed by the sitting President. (VICE or EC)

## e. VOTING POWERS

- i. The President may only vote in the case of a tie.
- ii. The President shall have the power to veto any decision that is herein reached by Congress. A veto by the President shall send the issue back to the Congress for review, revision, and/or dismissal.
  1. The Congress can override the veto with a two-thirds majority vote.

## SECTION IV - VICE PRESIDENT

A. The Vice President shall serve a term of one (1) academic year and shall assume their duties after the MSG Induction Ceremony prior to the year for which they were elected to serve.

## B. QUALIFICATIONS

- a. In addition to meeting the qualifications of a Congress member in Article II Section II, a student must also:
  - i. Be a full time student at the University in good standing.
  - ii. Have served on MSG for two (2) semesters or is currently serving the second semester.
  - iii. Be an active member of MSG.

## C. ELECTION

- a. The Vice Presidential Election shall be held during Internal Elections after the Spring General Election. Any current member of MSG, who has the ability to fulfill the duties and meets the qualifications stated herein, shall be eligible to run for Vice President. In order to run for the Vice Presidential Office one must:
  - i. Submit an officer application.
  - ii. Interview with the Advisor and current sitting President.
  - iii. Present their platform at a Congress Meeting.
- b. Upon completion of platform presentations, the Internal Elections will proceed in the order determined by the Election Commissioner.
- c. In the case of two (2) or more candidates for Vice President, the election shall be decided by a simple majority of all votes cast by the Congress.
- d. In the event of a tie, the current Congress shall vote to break the tie. The decision shall be subject to a simple majority of all votes cast. This decision cannot be vetoed by the sitting President.
- e. Unsuccessful candidates in the Vice Presidential Election are not eligible to run for any other Cabinet position.

## D. DUTIES

- a. Assist the President in their duties.
- b. Ensure that opportunities for member development are provided.
- c. Be sure that MSG is innovative and share new ideas as they arise.
- d. Coordinate volunteers for activities, events, and initiatives on campus.

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- e. Temporarily assume the Office of President should the President be temporarily unable to fulfill the required duties.
- f. Assume the Office of President for the remainder of the term, should the President be permanently removed from office.
- g. Assume a vacant secretary seat until a new secretary is appointed.
- h. Perform a minimum of five (5) office hours per week.
- i. Meet with University administrators when applicable.
- j. Plan and chair the meetings with Congress, known as Meetings of Congress.
- k. Identify and resolve any communication issues between MSG and on-campus organizations.
- l. Serve as Parliamentarian at cabinet and congressional meetings.
- m. Vote in the Congress only in the case of a tie.
- n. Serve as the Election Commissioner of the Internal Elections.
- o. Archive MSG voting history.
- p. Serve as the voting commissioner in both general body elections.
- q. Plan, compile, and organize an MSG Handbook for their position.
- r. Work with the Vice President elect to ensure a smooth transition of power.
- s. Handle confidential information and documents with the utmost care and discretion.
  - i. The blatant mishandling of confidential information and documents is valid grounds for impeachment.
- t. Develop innovative marketing campaigns for initiatives and students on campus.
- u. Ensure correspondence with the campus community and Administration, which currently includes but not limited to:
  - i. Minutes for Congress and Cabinet meetings.
  - ii. Social media
  - iii. Comments and concerns updates
- v. Collaborate with the other departments to keep the website up to date.
- w. Partner and assess on broader marketing campaigns for campus-wide events, meetings, and initiatives.
- x. Coordinate events related to the sole purpose of the promotion of MSG.
- y. Keep records and report to MSG any pertinent information.
- z. Take photos at all MSG functions excluding meetings.
- aa. Plan, organize and execute Induction Ceremony.
  - i. Take notes this year
- bb. Plan and organize leadership development opportunities, currently including, but not limited to:
  - i. NACA summer institute
  - ii. MSG retreats

## SECTION V -SPEAKER OF THE SENATE

- A. The Speaker of the Senate shall serve a term of one (1) academic year and shall assume their duties after the MSG Induction Ceremony prior to the year for which they were elected to serve.
- B. QUALIFICATIONS
  - a. Qualifications include:
    - i. Be a full time student at the University in good standing.
    - ii. Have served on MSG for two (2) semesters or is currently serving the second semester.
    - iii. Be an active member of MSG.
- C. ELECTION
  - a. The Speaker of the Senate Election shall be held during Internal Elections after the Spring General Election. Any current member of MSG, who has the ability to fulfill the duties and meet qualifications stated herein, shall be eligible to run for Speaker of the Senate. In order to run for the Speaker of the Senate Office one must:
    - i. Submit an officer application.
    - ii. Interview with the Advisor and current sitting President.
    - iii. Present their platform at a Congress Meeting.

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- b. Upon completion of platform presentations, the Internal Elections will proceed in the alphabetical order by last name.
- c. In the case of two (2) or more candidates for Speaker of the House, the election shall be decided by a simple majority of all votes cast.
- d. In the event of a tie, the current Congress shall vote to break the tie. The decision shall be subject to a simple majority of all votes cast. This decision cannot be vetoed by the sitting President. (VICE or EC)
- e.
- f. Unsuccessful candidates in the Speaker of the Senate Election are not eligible to run for any other Cabinet position.

## D. DUTIES

- a. Advocating for the student body's collective voice on all matters related to Campus Life affairs of MSG.
- b. Chairing the meeting of the Senate.
- c. Participating in the functions of MSG.
  - i. Attend all Cabinet Meetings, Congress Meetings, MSG-sponsored campus-wide events, and the Meetings of University Committee(s) and Council(s) to which they are appointed.
  - ii. The President may waive their attendance requirement in the case of a University excused absence.
- d. Delegate Saints Salute.
- e. Delegate Department Thank You's
- f. Be transitioned as a treasurer.
  - i. This is in case that the treasurer becomes unavailable.
- g. Seek creative solutions which are the most beneficial through discussion with all constituencies.
- h. Encourage scholarship, accountability, development, and excellence in the President, Cabinet, and Congress.
- i. Ensure that opportunities for member development are provided.
- j. Perform a minimum of five (5) office hours per week.
- k. Meet with University administrators when applicable.
- l. Vote in Congress.
- m. Assist the President in their duties.
- n. Chair the Senate Executive Meeting once a week.
- o. Handle confidential documents and information as designated by the President.
  - i. The blatant mishandling of confidential documents and information is valid grounds for immediate dismissal.
- p. Plan, compile, and organize an MSG Handbook for the position.
- q. Work with the Speaker of the Senate-elect to ensure a smooth transition of power.
- r. In charge of a committee
  - i. Committee topic must be approved by the majority of the Congress before the beginning of the summer.

## SECTION VI- SPEAKER OF THE HOUSE

- A. The Speaker of the House shall serve a term of one (1) academic year and shall assume their duties after the MSG Induction Ceremony prior to the year for which they were elected to serve.
- B. QUALIFICATIONS
  - a. In addition to meeting the qualifications of a Congress member in Article II Section II, a student must also:
    - i. Be a full time student at the University.
    - ii. Have served on MSG for two (2) semesters or is currently serving the second semester.
    - iii. Be an active member of MSG.
- C. ELECTION

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- a. The Speaker of the House Election shall be held during Internal Elections after the Spring General Election. Any current member of MSG, who has the ability to fulfill the duties and meet qualifications stated herein, shall be eligible to run for Speaker of the House. In order to run for the Speaker of the House Office one must:
  - i. Submit an officer application.
  - ii. Interview with the Advisor and current sitting President.
  - iii. Present their platform at a **Congress** Meeting.
- b. Upon completion of platform presentations, the Internal Elections will proceed in the **alphabetical order by last name.**
- c. In the case of two (2) or more candidates for Speaker of the House, the election shall be decided by a simple majority of all votes cast.
- d. **In the event of a tie, the current Congress shall vote to break the tie. The decision shall be subject to a simple majority of all votes cast. This decision cannot be vetoed by the sitting President. (VICE or EC)**
- e. Unsuccessful candidates in the Speaker of the House Election are not eligible to run for any other Cabinet position.

## D. DUTIES

- a. Advocating for the student body's collective voice on all matters related to the academic and student affairs of Maryville University.
- b. Chairing the meeting of House of Representatives.
- c. Participating in the functions of MSG.
  - i. The structure, purpose, and mission of the MSG Academic Affairs and Student Affairs **Departments** is outlined in Article IV Section VI.
- d. Participate in the functions of MSG.
  - i. Attend all Cabinet Meetings, **Congress** Meetings, MSG-sponsored campus-wide events, and the Meetings of University Committee(s) and Council(s) to which they are appointed.
  - ii. The President may waive their attendance requirement in the case of a University excused absence.
- e. Meet **semesterly as needed** with the Deans of the Colleges under Academic Affairs and Department heads under Student Affairs.
  - i. These meetings may be delegated to the Secretaries or Representatives.
- f. Collaborate with the Center for Teaching and Learning, staff, Representatives, and Administration to continue a dialogue on academic and student department policies **as needed.**
- g. Work to ensure that Maryville University's academic policies and philosophies are consistent with Maryville University's mission statement.
- h. Seek creative solutions which are the most beneficial through discussion with all constituencies.
- i. Encourage scholarship, accountability, development, and excellence in the President, Cabinet, and **Congress.**
- j. Encourage a deep commitment to academic integrity throughout the Maryville University community.
- k. Remind members to take full advantage of numerous course offerings and other opportunities in the University.
- l. Remain informed, vigilant, and focused to advise MSG and the Student Body on concerns which pertain to academic and student affairs.
- m. Learn the general structures for each academic area of the University Campus.
- n. Assist the President in **their** duties.
- o. Ensure that opportunities for member development are provided.
- p. Perform a minimum of five (5) office hours per week.
- q. Meet with University administrators when applicable.

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- r. Vote in Congress.
- s. Handle confidential documents and information as designated by the President.
  - i. The blatant mishandling of confidential documents and information is valid grounds for **impeachment**.
- t. Plan, compile, and organize an MSG Handbook for their position.
  - i. **Supervise transition handbooks of Secretary of Academic Affairs and Student Affairs**
- u. Work with the Speaker of the House-elect to ensure a smooth transition of power.
- v. Assist Secretary of Student Affairs and Secretary of Academic Affairs whenever necessary.
- w. Chair the House Executive Meeting once a week.

## SECTION VII - SECRETARIES OF CONGRESS

- A. The Secretaries shall serve a term of one (1) academic year and shall assume their duties after the MSG Induction Ceremony prior to the year for which they were elected to serve.
- B. Each secretary of a department has the right to appoint an assistant from their Congress member if the Secretary's duties are beyond the scope of one person. The appointment shall be voted upon by the Cabinet. The assistant, if appointed, will remain a Congress member, and shall not be a member of the Cabinet.
- C. QUALIFICATIONS
  - a. In addition to meeting the qualifications of a **congress** member in Article II Section II, a student must also:
    - i. Be a full time student at the University.
    - ii. Have served on MSG for two (2) semesters or is currently serving the second semester.
    - iii. **Be an active member of MSG.**
    - iv. Be in good academic standing.
    - v. Be in good standing with the University.
- D. ELECTIONS PROCEDURES
  - a. The Secretarial election shall be held after the Spring General Election in the Internal Election. Any current member of MSG, who has the ability to fulfill the duties and meet qualifications stated herein, shall be eligible to run for any of the secretary offices. In order to run for a secretary office one must:
    - i. Submit a Cabinet application.
    - ii. Interview with the Advisor and currently sitting President.
    - iii. Present their platforms at a **Congress** meeting.
  - b. Upon completion of platform presentations, the Secretarial elections will proceed in the order determined by the Election Commissioner.
  - c. In the case of two (2) or more candidates for the same Secretary Office:
    - i. The Secretarial election shall be decided by a simple majority of all votes cast.
    - ii. In the event of a tie for the same secretary office, the Election Commissioner shall vote to break the tie. This decision cannot be vetoed by the sitting President.
  - d. Candidates are only eligible to run for one (1) secretary position per election.
  - e. Unsuccessful candidates are not eligible to run for any other Cabinet position.

## SECTION VIII - SECRETARY OF CAMPUS LIFE

- A. The Secretary of Campus Life shall serve a term of one (1) year and shall assume their duties after the Induction Ceremony prior to the academic year for which they were elected to serve.
- B. QUALIFICATIONS
  - a. In addition to meeting the qualifications of a **congress** member in Article II Section II, a student must also:
    - i. Be a full time student at the University.
    - ii. Have served on MSG for two (2) semesters or is currently serving the second semester.
    - iii. **Be an active member of MSG.**



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- iv. Be in good academic standing.
- v. Be in good standing with the University.

## C. DUTIES

- a. Oversee the duties of the Department of Campus Life.
- b. Assist the President and Speaker of the Senate in all duties as assigned.
- c. Chair all Department of Campus Life meetings.
  - i. Call department meetings at least one time per month.
- d. Perform a minimum of five (5) office hours per week.
- e. Address student's **comments, concerns, and questions**.
- f. Seek creative solutions to the comments and concerns of the Student Body.
- g. Give a monthly report of comments and concerns received by the students at Congress Meeting.
- h. Train and develop department Senators.
- i. Plan, compile, and organize an MSG Handbook for their position.
- j. Work with the Secretary of Campus Life-elect to ensure a smooth transition of power
- k. In charge of a committee.
  - i. Committee topic must be approved by the majority of the Congress before the beginning of the summer.
- l. Handle confidential documents and information as designated by the President.
  - i. The blatant mishandling of confidential documents and information is valid grounds for impeachment.
- m. Plan, organize and execute a Town Hall Meeting each semester.
- n. Meet with Senate executives weekly.
- o. **\*\*SECTION IX –CHIEF FINANCIAL OFFICER**
  - i. **A. The Chief Financial Officer shall serve a term of one (1) year and shall assume their duties after the MSG Induction Ceremony prior to the academic year for which they were elected to serve.**
  - ii. **For the purposes of this position, a year is defined as the time period between the last day of school from the year of election to the same time the following year.**
  - iii. **B. QUALIFICATIONS**
  - iv. **a. In addition to meeting the qualifications of a congress member in Article II Section II, a student must also:**
    - v. **Be a full-time student at the University.**
    - vi. **Have served on MSG for two (2) semesters or is currently serving the second semester.**
    - vii. **Be an active member of MSG.**
    - viii. **Be in good academic standing.**
  - ix. **C. DUTIES**
  - x. **a. Oversee duties of the Department of Financial Affairs.**
  - xi. **b. The Chief Financial Officer serves as the President's Chief Accountant which currently includes, but is not limited to, the following duties, powers, rights, and responsibilities:**
  - xii. **c. Ensure the financial well-being of the MSG internal budget.**
  - xiii. **d. Process the financial transactions of MSG and student organizations in a timely manner.**
  - xiv. **e. Encourage MSG and Student Organizations to embrace fiscal responsibility and resourcefulness.**
  - xv. **f. Coach student organization leaders on how to understand and optimize their budgets.**
  - xvi. **g. Direct the proposal for the annual MSG budget alongside the Advisor.**
  - xvii. **i. A secondary budget may be proposed in December based on the needs of MSG for the Spring Semester**

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- xviii. h. Determine, create, and review the form in which budget requests will be submitted, along with any forms deemed necessary by MSG
- xix. i. Plan, compile, and organize an MSG Handbook for their position
- xx. j. Chair the MSG Financial Affairs and Allocations Committee Meetings.
- xxi. k. Handle confidential documents and information as designated by the President.
- xxii. l. The blatant mishandling of confidential documents and information is valid grounds for immediate dismissal.
- xxiii. m. Assist the President in all duties as assigned.
- xxiv. n. Perform a minimum of five (5) office hours per week as assigned by the President or Vice President.
- xxv. o. Report misuse of allocations to Congress and the Cabinet.
- xxvi. i. Any punishments for misuse must be voted on and approved by a 2/3 majority of the Treasury Committee and the Executive Board
- xxvii. p. Train and develop department Senators.
- xxviii. q. Oversee the monthly report of all budget of expenditures and revenues at the Congress Meeting
- xxix. r. Provide and facilitate a yearly evaluation and update of the Funding Policy that will be distributed in the Student Handbook for the upcoming year
- xxx. i. This evaluation should be done in the Spring Semester and finished no later than May 31<sup>st</sup>
- xxxi.
- xxxii. **SECTION X – VICE PRESIDENT OF FINANCIAL AFFAIRS**
- xxxiii.
- xxxiv. A. The Vice President of Financial Affairs shall serve a term of one (1) year and shall assume their duties after the MSG Induction Ceremony prior to the academic year for which they were elected to serve.
- xxxv. a. For the purposes of this position, a year is defined as the time period between the last day of school from the year of election to the same time the following year.
- xxxvi. B. QUALIFICATIONS
- xxxvii. a. In addition to meeting the qualifications of a congress member in Article II Section II, a student must also:
  - i. Be a full-time student at the University.
  - ii. Have served on MSG for two (2) semesters or is currently serving the second semester.
  - iii. Be an active member of MSG.
- iv. Be in good academic standing.
- xxxviii. C. DUTIES
  - 1. The Vice President of Financial Affairs serves under the Chief Financial Officer. Their duties may include, but is not limited to, the following duties, powers, rights, and responsibilities:
    - 2. b. Monitor, track, and record the finances of MSG and eligible Student Organizations
    - 3. Eligible organizations are those that have completed funding training as assigned by the current treasurer
    - 4. c. Process the financial transactions of MSG and student organizations in a timely manner.
    - 5. d. Assisting in running the allocations meeting if the Chief Financial Officer is unavailable
    - 6. e. Assist with responding to communication with Student Organizations and Advisors in a timely manner
    - 7. f. Encourage MSG and Student Organizations to embrace fiscal responsibility and resourcefulness.

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8. Coach student organization leaders on how to understand and optimize their budgets.
9. Handle confidential documents and information as designated by the President.
10. The blatant mishandling of confidential documents and information is valid grounds for immediate dismissal.
11. Perform a minimum of five (5) office hours per week as assigned by the President or Vice President.
12. Assist with the training and development department Senators.

## SECTION X-SECRETARY OF ACADEMIC AFFAIRS

- A. The Secretary of Academic Affairs shall serve a term of one (1) year and shall assume their duties after the Induction Ceremony prior to the academic year for which they were elected to serve.
- B. QUALIFICATIONS
  - a. In addition to meeting the qualifications of a congress member in Article II Section II, a student must also:
    - i. Be a full time student at the University.
    - ii. Have served on MSG for two (2) semesters or is currently serving the second semester.
    - iii. Be an active member of MSG.
    - iv. Be in good academic standing.
    - v. Be in good standing with the University.
- C. DUTIES
  - a. Oversee the duties of the Department of Academic Affairs.
  - b. Assist the President and Speaker of the House in all duties as assigned.
  - c. Chair all Department of Academic Affairs meetings.
    - i. Call department meetings at least one time per month.
  - d. Perform a minimum of five (5) office hours per week.
  - e. Address student comments, concerns, and questions.
  - f. Seek creative solutions to the comments, concerns, and questions of the Student Body.
  - g. Identify and resolve any communication issues between MSG and academic units.
  - h. Give a monthly report of comments, concerns, and questions received by the students.
  - i. Train and develop department Representatives.
  - j. Meet with the Speaker of the House for House Executive Meeting once a week.
  - k. Meet with the Deans of the Colleges as necessary.
  - l. Plan, compile, and organize an MSG Handbook for their position.
  - m. Work with the Secretary of Academic Affairs-elect to ensure a smooth transition of power.
  - n. Handle confidential documents and information as designated by the President.
    - i. The blatant mishandling of confidential documents and information is valid grounds for immediate dismissal.

## SECTION XI- SECRETARY OF STUDENT AFFAIRS

- A. The Secretary of Student Affairs shall serve a term of one (1) year and shall assume their duties after the Induction Ceremony prior to the academic year for which they were elected to serve.
- B. QUALIFICATIONS
  - a. In addition to meeting the qualifications of a congress member in Article II Section II, a student must also:
    - i. Be a full time student at the University.
    - ii. Have served on MSG for two (2) semesters or is currently serving the second semester.
    - iii. Be an active member of MSG.
    - iv. Be in good academic standing.
    - v. Be in good standing with the University.
- C. DUTIES
  - a. Oversee the duties of the Department of Student Affairs.

# BYLAWS OF MARYVILLE STUDENT GOVERNMENT

- b. Assist the President **Speaker of the House** in all duties as assigned.
- c. Chair all Department of Student Affairs meetings.
  - i. Call department meetings at least one time per month.
- d. Perform a minimum of five (5) office hours per week.
- e. **Plan, compile, and organize an MSG Handbook for their position.**
- f. **Work with the Secretary of Student Affairs-elect to ensure a smooth transition of power.**
- g. Address student comments, concerns, and questions.
- h. Seek creative solutions to the comments, concerns, and questions of the Student Body.
- i. Give a monthly report of **comments, concerns, and questions received by the students at the Congress meeting.**
- j. Train and develop department Representatives.
- k. Meet with the Speaker of the House for House Executive Meeting once a week.
- l. Meet with department heads as necessary.
- m. Handle confidential documents and information as designated by the President.
  - i. The blatant mishandling of confidential documents and information is valid grounds for **impeachment.**

## SECTION XII - ADVISOR

### A. QUALIFICATIONS

- a. Be a full-time faculty or staff member of the University.
- b. No additional compensation provided for the Advisor.
  - i. If needed, the Vice President of Student Life may appoint an adviser in collaboration with the Cabinet.

### B. DUTIES

1. Make recommendations to MSG on development and execution of MSG activities.
2. Advise the Cabinet on **University and MSG** policies and procedures.
3. Assist in activities related to leadership development and training.
4. Meet regularly with the Cabinet.

## SECTION XIII - ADMINISTRATION

- A. The interactions between MSG and the University Administration should be a positive relationship built on cooperative dialogue, action, and concern for the University.
- B. MSG's primary function of representing the Student Body requires interaction with the Administration by initiating, continuing, and completing conversations and dialogues that affect the Student Body.
- C. The Administration reserves the right to inform MSG of new and existing policies and to enforce University policies in a supportive manner.
- D. MSG will respectfully converse with Administration regarding both positively and negatively received communications as observed by MSG and the Student Body.

## ARTICLE II - THE SENATE

### SECTION I - TERM

- A. Senators shall serve a term for one (1) full year after the election or upon leaving the University.
  1. Cabinet members do not have to run for re-election as a Senator while in office.
- B. Senators shall assume their duties after being sworn into office.
  1. Appointed Members of MSG must take the Oath of Office at the first meeting following their appointment.
  2. The term in the Oath of Office refers to the first and last name of the individual(s) who are affirming it.
  3. The term in the Oath of Office refers to the following:
    - i. Senator
    - ii. House Representative
  4. The Maryville University Student Government Oath of Office:
    - i. *I, (Insert Full Name), being of sound mind and judgement, before my colleagues and peers, do hereby make the following affirmation: I do hereby solemnly pledge to follow*

# BYLAWS OF MARYVILLE STUDENT GOVERNMENT

*the Maryville Student Government Constitution and bylaws to the best of my ability. In addition, I will promote and uphold the mission statement and vision of Maryville University while striving to be a fair and just student voice and a constant catalyst for change.*

## SECTION II - QUALIFICATIONS

- A. Must be a current student of the University.
- B. Must not be on academic probation at any time during their term.
  - a. A Senator earning probation during their term must meet with the Advisor of MSG. The University reserves the right to remove this Senator.
  - b. MSG reserves the right to check with the Dean of Students for approved admittance into MSG.
- C. Must be in good disciplinary standing with the University.
  - 1. A Senator earning probation or any other reprimanding action during their term must meet with the Advisor of MSG. The University reserves the right to remove this Senator.
  - 2. MSG reserves the right to check with the Dean of Students for approved admittance into MSG.
- B. Must maintain a cumulative GPA of 2.5 or above.
  - 1. A Senator dropping below this cumulative GPA during their term must meet with the Advisor of MSG. The University reserves the right to remove this Senator.
  - 2. MSG reserves the right to check with the Dean of Students for approved admittance into MSG.

## SECTION III - ELECTIONS

- A. There shall be an election held near the beginning of each semester to fill any vacant seats.
- B. In order to run for a Senator position, a student must:
  - 1. Submit a Senator application.
  - 2. Receive a minimum of ten (10) votes in the election.
    - a. If the amount of those elected exceeds the total amount of Senators allowed in Student Government, then the individuals with the most votes shall be elected as Senators.

## SECTION IV - DUTIES

- A. The Senate is the body of elected student leaders which exists to serve the Student Body of Maryville University at-large.
- B. All members of the Senate have the following responsibilities while holding office:
  - a. Represent the interests of the Student Body.
  - b. Follow MSG Constitution and University policies.
  - c. Commit the necessary time for meetings, events, and projects.
    - i. Some examples include working any MSG event, election, meeting with their internal committee outside of the MSG weekly meeting, meeting with a different liaison group, or any other event that the Secretary deems eligible for an office hour.
  - d. The Members of the Senate shall be called Senators and sit on one of the following Departments: Department of Campus Life or Department of Treasury.
  - e. Attend department meetings as established by their Department Secretary.
  - f. Attend the Congress Meeting as established by the Cabinet.
  - g. Vote on all MSG issues presented at meetings.
  - h. Perform all tasks assigned to them by the Cabinet.

## SECTION V - VOTING

- A. Each Senator present at the Congress Meeting will have one (1) vote.
- B. If a Senator is then elected as a Secretary, they retain their one (1) vote.
- C. If a Senator is then elected as Vice President, they forfeit their one (1) vote and vote only in the case of a tie in a simple majority vote in the Senate.
- D. If a Senator is then elected as Speaker of the House or Speaker of the Senate, they forfeit their one (1) vote and vote only in the case of a tie in a simple majority vote in the Senate.

## SECTION VI - ORGANIZATION OF THE SENATE

- A. The Senate shall consist of two (2) departments:
  - 1. The Department of Campus Life

**Commented [4]:** Quorum of the Senate must be met for any matter to be voted upon. Quorum is defined as one (1) senator over half of the total number of senators. A simple majority vote will be required to decide an issue, unless otherwise stated. A simple majority vote is defined as one (1) vote over half of all votes cast. A senator must abstain on an issue if they have a conflict of interest.

# BYLAWS OF MARYVILLE STUDENT GOVERNMENT

## 2. The Department of Treasury

### SECTION VII - DEPARTMENT OF TREASURY

A. The Department of Treasury shall be comprised of its Secretary and the Senators assigned to the committee.

#### B. DUTIES

1. Review and make recommendations regarding the allocation requests made by student organizations.
  - a. The committee reserves the right to amend budget requests once they are proposed and/or approved.
  - b. The committee reserves the right to request hearing student organization financial presentations of student organization leaders in a timely manner.
2. Make accountable to the students those student organizations for all financial transactions involving Student Activity derived funds.
3. Review and track internal MSG spending.
  - a. The committee reserves the right to amend budget requests once they are proposed and/or approved.
  - b. The committee reserves the right to request hearing MSG financial presentations of student organization leaders in a timely manner.
4. Preside over the student organization funding process.
5. Assist potential student organizations with developing and requesting their budgets.
6. Maintain and revise the MSG Funding Policy by developing the rules and regulations which govern Student Organization finances.
  - a. This must be approved by majority of Congress.
7. Meet with organizations regarding the budget process and allocations.
8. Give a monthly report of all budget expenditures and revenues to Congress, at every Congress Meeting.
9. Take complete and accurate minutes at all department meetings.
10. Host a mandatory funding training for all MSG funded organizations each semester.

### SECTION VIII - DEPARTMENT OF CAMPUS LIFE

A. The Department of Student Affairs shall be comprised of its Secretary and the Senators assigned to the department.

#### B. DUTIES

1. The responsibilities of the Campus Life Department include the following:
  - a. Review and acknowledge any and all student concerns.
  - b. Seek creative solutions to issues which pertain to student organizations.
  - c. Interact with students and speak with them regularly regarding their **comments, concerns,** and questions about campus life and the University at large.
  - d. Coordinate activities and events to solicit student feedback.
  - e. Meet with appropriate University administration and University departments in a timely manner to address student **comments, concerns,** and questions.
  - f. If the Secretary of Campus Life is unable to attend their University Committee meetings, then they will designate a member of MSG to attend the committee meetings on their behalf.
  - g. Take complete and accurate minutes at all department **meetings.**
  - h. Work with the Office of Student Life and Student Engagement when necessary.

## ARTICLE III - THE HOUSE OF REPRESENTATIVES

### SECTION I - TERM

- A. House Representatives shall serve a term for one (1) full year after the appointment or upon leaving the University.
- B. Representatives shall assume their duties after being sworn into office.

# BYLAWS OF MARYVILLE STUDENT GOVERNMENT

1. The term in the Oath of Office refers to the first and last name of the individual(s) who are affirming it.
  2. The term in the Oath of Office refers to the following:
    - i. Academic **Affairs** Representative
    - ii. Student **Affairs** Representative
  3. The Maryville University Student Government Oath of Office
    - i. *I, (Insert Full Name), being of sound mind and judgement, before my colleagues and peers, do hereby make the following affirmation: I do hereby solemnly pledge to follow the Maryville Student Government Constitution and bylaws to the best of my ability. In addition, I will promote and uphold the mission statement and vision of Maryville University while striving to be a fair and just student voice and a constant catalyst for change.*
- C. The number of members in the Student House of Representatives is subject to change in response to restructurings throughout the campus. There will be a minimum of one (1) representative per department and a maximum of five (5) per department.

## SECTION II - QUALIFICATIONS

- A. Must be a current student of the University.
- B. Must be a current member of the constituency that they are intending to represent.
  - a. If an Academic Representative changes the major or minor associated with their position during their term in office, then one of following options may occur:
    - i. They may remain in their current position if they are taking at least six credit hours for the remainder of their term within the academic unit with which their positions are associated.
    - ii. If an Academic Representative does not take at least six credit hours within the academic unit which they represent in MSG, then the following action may be taken by the President.
      1. The Congress will decide whether the Academic Representative should maintain their position in MSG by a simple-majority vote.
      2. The Congress will decide whether the Academic Representative should move their position in MSG to a new department by a simple-majority vote.
- C. Must not be on academic probation at any time during their term.
  - a. A Representative earning probation during their term must meet with the Advisor of MSG. The University reserves the right to remove this Representative.
  - b. An Academic Representative earning probation in their major or program during their term must meet with the Advisor of MSG. The University reserves the right to remove this Representative.
  - c. MSG reserves the right to check with the Dean of Students for approved admittance into MSG.
- D. Must be in good disciplinary standing with the University.
  1. A Representative earning probation or any other reprimanding action during their term must meet with the Advisor of MSG. The University reserves the right to remove this Representative.
  2. MSG reserves the right to check with the Dean of Students for approved admittance into MSG.
- E. Must maintain a cumulative GPA of 2.5 or above.
  3. A Representative dropping below this cumulative GPA during their term must meet with the Advisor of MSG. The University reserves the right to remove this Representative.
  4. MSG reserves the right to check with the Dean of Students for approved admittance into MSG.

## SECTION III - ELECTIONS

- A. There shall be an appointment held near the beginning of each semester to fill any vacant seats.
- B. In order to be considered for a Representative position, a student must:
  1. Get **nominated by the Department Head.**
  2. Be **approved by the Cabinet.**

## SECTION IV - DUTIES

- A. The House of Representatives is the body of elected student leaders which exists to serve specific units of campus.

# BYLAWS OF MARYVILLE STUDENT GOVERNMENT

- B. All members of the House of Representatives have the following responsibilities while holding office:
- a. Represent the interests of the student body.
  - b. Follow MSG Constitution and University policies.
  - c. Commit the necessary time for meetings, events, and projects.
    - i. These include working any MSG event, election, meeting with their internal committee outside of the MSG weekly meeting, meeting with a different liaison group, or any other event that the Secretary deems eligible for an office hour.
  - d. The Members of the House of Representatives shall be called Representatives and sit on one of the following Departments: Academic Affairs or Student Affairs.
  - e. Attend department meetings as established by their Speaker of the House.
  - f. Attend the Congress Meeting as established by the Cabinet.
  - g. Actively discuss any and all issues pertaining to MSG.
  - h. Vote on all MSG issues presented at meetings.
  - i. Perform all tasks assigned to them by the Cabinet.

## SECTION V - VOTING

- A. Each Representative present at the Congress Meeting will have one (1) vote.
- B. If a Representative is then elected as a Secretary, they retain their one (1) vote.
- C. If a Representative is then elected as Vice President, they forfeit their one (1) vote and vote only in the case of a tie in a simple majority vote in the Senate.

## SECTION VI - ORGANIZATION OF THE HOUSE OF REPRESENTATIVES

- A. Members of the House of Representatives will be called one of two (2) titles:
1. Student Affairs Representatives
  2. Academic Affairs Representatives

## SECTION VII - ACADEMIC AFFAIRS REPRESENTATIVES

- A. The House of Representatives must contain one Academic Representative from the academic units which currently include, but are not limited to, the following: College of Arts & Sciences, College of Health Professions, College of Education, the Bascom Honors Program, and The John E. Simon School of Business.
- B. Academic Representatives will serve as the elected student leaders of their respective academic areas to Maryville University at large.
- C. DUTIES
  1. The responsibilities of Academic Affairs Representatives include, but are not limited to, the following:
    - a. Facilitate pride and fostering unity within their academic area.
    - b. Hear, understand, and articulate the thoughts, questions, and opinions of their constituents and at large.
    - c. Establish authentic relationships with their constituents.
    - d. Communicate on an as needed basis with the faculty of their academic area.
    - e. Attend all MSG-related meetings and events at which their presence is requested.
    - f. Remain visible and accessible to their constituents.
    - g. Relay information to their constituents in an accurate and timely manner.
    - h. Review and acknowledge any and all student concerns.

## SECTION VII - STUDENT AFFAIRS REPRESENTATIVES

- A. The House of Representatives must contain one Student Representative from the following units which currently include, but are not limited to, the following: Residential Students, Commuter Students, Office of Diversity and Inclusion, International Students, Transfer Students, Athletics, and Club Sports.
- B. DUTIES
  1. Student Affairs Representatives will serve as elected members of MSG



# BYLAWS OF MARYVILLE STUDENT GOVERNMENT

2. The responsibilities of Student **Affairs** Representatives must include, but are not limited to, the following:
  - a. Representatives will meet with the contact person as needed and report meetings to the **Secretary of Student Affairs** and MSG voting body.
  - b. Facilitate pride and fostering unity within their **department**.
  - c. Hear, understand, and articulate the thoughts, questions, and opinions of their constituents on issues which concern their constituency and the **University at large**.
  - d. Establish authentic relationships with their constituents.
  - e. Attend all MSG-related meetings and events at which their presence is requested.
  - f. Remain visible and accessible to their constituents.
  - g. Relay information to their colleagues in an accurate and timely manner.
  - h. Review and acknowledge any and all student concerns.

## ARTICLE IV - STUDENT GOVERNMENT AFFAIRS

### SECTION I - ELECTIONS

- A. There shall be three (3) election days per school year:
  1. A public election in the Fall semester for Senatorial Elections (known as Fall General Election),
  2. A public election in the Spring semester for Senatorial and Presidential Elections (known as Spring General Election),
  3. And an Internal Election in the Spring semester for all other Cabinet positions (known as Internal Election).
    - a. The Internal Election must take place after the Spring General Election.
- B. The elections shall take place as follows:
  - a. Fall General Election: third Tuesday of the fall semester, or on Constitution Day.
  - b. Spring General Election: first Tuesday of March.
  - c. Internal Election: first **Congress** Meeting following the Spring General Election.
- C. Vice President serves as the election commissioner for General and Internal Elections.
  - a. Should the Vice President be running for a position in the election, the President shall assume election duties.
  - b. Should both the Vice President and President be running in the election the Advisor will assume election duties.
- D. Upon completion of platform presentations, the Internal Elections will proceed in the **alphabetical order by last name**.
- E. In the case of two (2) or more candidates, the election shall be decided by a simple majority of all votes cast.
- F. **In the event of a tie, the current Congress shall vote to break the tie. The decision shall be subject to a simple majority of all votes cast. This decision cannot be vetoed by the sitting President. (VICE or EC)**

### SECTION II - CONGRESS VACANCIES

- A. The President may make appointments to fill vacated **Congress** seats and/or appoint up to four (4) persons per year to fill Congress seats left unfilled by elections with approval by a simple majority of all votes cast by the Congress.
- B. The **Congress** shall have a maximum number of seats equal to two percent (2%) of the current number of day students which will be rounded up in case of a decimal. This number may be exceeded during the time between the **Spring General Elections** and the termination of the previously elected senators' terms.

### SECTION III - CABINET VACANCIES

- A. In the event of a vacancy, members of MSG are eligible to be self-nominated for the open office and shall be voted upon by the Congress in an internal election. The self-nominated person must qualify (in terms of this Constitution and bylaws) for the position in which they have nominated themselves.
- B. This internal election shall be held by means of a secret ballot at the discretion of the **Election Commissioner**.

# BYLAWS OF MARYVILLE STUDENT GOVERNMENT

- C. The University Community must be made aware of the new Cabinet member.
- D. The candidate wanting to fill such a vacancy shall be elected and serve for the unexpired term of their predecessor in office.

## SECTION IV - PETITIONS

- A. Petitions to MSG shall be reviewed by the Cabinet to ensure its validity and to develop a plan of action.
- B. A majority of all votes cast is necessary in order to uphold the petition.
- C. A petition for impeachment shall be handled differently than other petitions.

## SECTION V - IMPEACHMENT

- A. Grounds for impeachment of an MSG member shall be:
  - 1. Neglect of duty.
  - 2. Violation of the MSG Constitution.
  - 3. Misuse of funds.
  - 4. Failure to abide by University policy and procedures.
  - 5. Mishandling confidential information within the context of MSG.
- B. The impeachment order must be brought before Congress by a member of the Senate, House of Representatives, or Cabinet in writing. A member of Congress must second the impeachment order.
- C. The Cabinet shall review the impeachment order and vote as to its constitutionality. This process shall be subject to a majority vote. In the case of a tie, the President shall vote to break the tie.
  - 1. If the Cabinet finds the impeachment order to be invalid, the impeachment process shall be hereby ended.
  - 2. If new evidence becomes available, the Cabinet may re-vote as to the impeachment constitutionality.
  - 3. If an impeachment order is brought against a member of the Cabinet, that member is not eligible to participate in the review or the vote.
- D. If the Cabinet finds the impeachment order to be valid, the MSG member against whom the impeachment was brought, shall remain in their position, but shall have all duties suspended pending the hearing.
- E. The hearing will be chaired by the President.
  - 1. If the impeachment is brought against the President, the Advisor shall chair the hearing.
- F. The guilt of the member being impeached shall be decided by a two-thirds (2/3) majority of all votes cast.
- G. If found guilty, the member being impeached shall be immediately removed from office.
- H. In the case that the member being impeached is found not guilty, the impeachment case is hereby closed and shall not be reopened unless new evidence is made available.
- I. In the event of a Cabinet impeachment, the line of succession is as follows:
  - a. President
  - b. Vice President
  - c. Speaker of the Senate
  - d. Speaker of the House
  - e. Secretary of Campus Life
  - f. Secretary of the Treasury
  - g. Secretary of Student Affairs
  - h. Secretary of Academic Affairs

## SECTION VI - STANDING COMMITTEES

- A. All MSG internal standing committees are expected to meet as necessary to fulfill their duties as listed below.
  - a. All committee leaders reserve the right to cancel committee meetings if they deem it necessary.
  - b. Committee leaders must notify the members of the committee digitally or physically of a cancellation at least six hours before a meeting.
  - c. The responsibilities of the committee leader include the following:
    - i. Chair the committee.
    - ii. Determine which one of the members is responsible for recording and reporting the meeting minutes.

# BYLAWS OF MARYVILLE STUDENT GOVERNMENT

- d. The qualifications of a committee leader:
  - i. Enable Congress members to take on a chair position.
  - ii. Encourage leadership among Congress members.
  - iii. Act as an advisor to the committee.
  - iv. Be an existing Cabinet member.
- B. MSG external standing committees are University committees in which MSG members will serve as student representatives.
  - a. External committees will meet at the discretion of the committee chairs.
- C. MSG-chaired ad hoc committees are hereby established as the MSG sees the need to establish them.
  - a. Ad hoc committees will be evaluated at the end of each semester to determine the future of each committee.
- D. The following committees are hereby established:
  - a. Constitution Review Committee:
    - i. The Constitution Committee shall take under discussion and consideration all matters concerning proposed legislation and make recommendations for action to the MSG Voting Body.
    - ii. The Committee shall maintain current records and make the same available to Student inspection.
    - iii. Review, amend, format, and approve amendments to the Constitution.
    - iv. Review, amend, format, and approve amendments to the Bylaws.
    - v. Propose amendments and articles approved by the committee to the Congress in the Spring.
    - vi. If Constitution is amended instead of bylaws, it must be sent to the Spring General Election for approval.
  - b. Food Insecurities Committee:
    - i. Maintain and organize food pantry.
    - ii. Provide education on food insecurities.
    - iii.
    - iv. The Committee shall maintain current records and make the same available to Student inspection.

## SECTION V - MEETINGS

- A. Committee meetings will be held on the first Thursday of every month at 5pm.
  - a. Meeting is open to those who are passionate about our topics.
  - b. Additional meetings may occur on a different day if the participants deem a better arrangement.
- B. Department meetings will be held on the second Thursday of every month at 5pm.
  - a. Internal meeting.
- C. Senate and House meetings will be held on the third Thursday of every month at 5pm.
  - a. Internal meeting.
- D. Congress meetings will be held on the **fourth** Thursday of every month at 5pm.
  - a. Meeting is open to the public.
- E. If a month has a fifth Thursday, meetings may be called when necessary.
- F. Meetings will be held to reasonable parliamentary procedure as defined by Robert's Rules.
- G. Congress is expected to dress in a respectable manner to represent MSG during Congress and Branch meetings.
  - a. Respectable manner is defined as business casual clothing:
    - i. slacks, nice blouses, dresses, khakis, polos
    - ii. slacks, button-ups, khakis, polos
  - b. MSG apparel and nice jeans are also acceptable.
  - c. Any attire questions may be addressed case by case at the Cabinet's discretion.

# BYLAWS OF MARYVILLE STUDENT GOVERNMENT

- H. Voting members of MSG include Secretaries, Senators, and Representatives.
  - a. Speaker of the Senate and Speaker of the House have voting rights during Congress meetings.
- I. All recognized Student Organizations are strongly encouraged to have at least one representative of their organization attend the monthly Congress meeting.

## SECTION VI - ABSENTEE POLICY

- A. Any Congress member who has three (3) unexcused absences in a semester shall have a meeting with their department Secretary who may suggest options to stay actively engaged.
- B. Absences will be recorded by their respective secretaries, and reported on a shared document for the Cabinet.
- C. The definition of an excused absence is: sickness, death in the family, scholastic activities, University sports functions, and others deemed reasonable by the Cabinet.
- D. An absence is considered excused if the member has contacted any Cabinet member at least 1 hour prior to the meeting time and provides one of the valid reasons stated above for the absence.
  - a. In situations where it is not feasible to give notice of an absence, the reason for the absence must be given to the Cabinet, who will decide if the absence is excusable or unexcusable.
  - b. If evidence arises that absences are being falsely excused, the Cabinet reserves the right to investigate and dismiss the Senate or House of Representatives member.

## ARTICLE V - AMENDMENTS

### SECTION I - RATIFICATION OF AMENDMENTS

- A. The Constitution shall be ratified by a simple majority of all members in Congress.
  - a. After ratification by the Congress, the Constitution will be sent to public vote in the Spring General Election.
- B. All amendments to the Bylaws of this Constitution must first be presented to MSG for their consideration.
- C. Amendments will only be ratified after receiving a simple majority vote of all members of Congress.

### SECTION II - TEMPORARY AMENDMENTS

- A. Any Cabinet member may bring forth a temporary amendment to the bylaws of MSG as necessary to the current operations of MSG.
- B. These require simple majority approval by the Cabinet.
- C. These changes will remain in effect until the end of the academic year.
- D. The Constitution Review Committee may elect to include the amendment(s) in their recommended constitution and bylaw revisions if they deem appropriate and necessary.