

1 **MERCYHURST UNIVERSITY STUDENT GOVERNMENT CONSTITUTION**

2 Drafted: August, 1980; Approved: September, 1980; Amended as of: April 27, 1988; Amended as of: March 19, 1989;  
3 Amended as of: May 3, 1990; Amended as of: January 8, 1999; Amended as of: October 18, 1999; Amended as of:  
4 December 13, 1999; Amended as of: February 14, 2000; Amended as of: March 20, 2000; Amended as of: September 18,  
5 2000; Amended as of: May 21, 2001; Amended as of: October 1, 2001. Amended as of: October 6, 2003; Amended as of:  
6 September 17, 2005; Amended as of: January 21, 2005; Amended as of: March 12, 2007; Amended as of: February 4,  
7 2008; Amended as of: March 30, 2009; Amended as of: March 28, 2010; Amended as of: March 28, 2011. Amended as  
8 of: February 6, 2012; Amended as of: May 17, 2012; Amended as of: September 9, 2013; Amended as of: April 7, 2014;  
9 Amended as of: November 17, 2014; Amended as of: February 6, 2015; Amended as of: April 26, 2015; Amended as of  
10 October 19, 2015; Amended as of: March 7, 2016; Amended as of: May 2, 2016; Amended as of: August 29, 2016

11  
12 **Preamble**

13 We, the Mercyhurst Student Government, are committed to preserve, protect and defend the mission of Mercyhurst  
14 University and equally the Constitution of the Mercyhurst Student Government; specifically in promoting the values of  
15 truth, individual integrity, human dignity, mercy, and justice, through the focus and representation of the undergraduate  
16 student body in academic, financial, social, cultural, and political affairs of the Mercyhurst Community.

17  
18 **Article I. Name**

19  
20 The name of this organization shall be The Mercyhurst Student Government, hereinafter referred to as MSG.

21  
22 **Article II. Purpose**

23 MSG serves the undergraduate student body by:

- 24 • Providing needed services;
- 25 • Setting, allocating and dispensing student fees collected by the University;
- 26 • Advocating for student concerns;
- 27 • Providing representation to serve on University Council Committees; and,
- 28 • Serving as the official voice of the undergraduate students.

29  
30 **Article III. Legislative Branch**

31 **Section 1. Name.**

32 The legislative branch of the Mercyhurst Student Government shall be known as MSG Senate.

33  
34 **Section 2. Composition.**

35 Membership in MSG shall be composed of twenty-four (24) elected Senators from the following constituencies:

- 36 **A.** 3 Senators from each of the four Mercyhurst University academic schools = 12 Senators
- 37 **B.** 3 Senators from each of four classes (freshmen through senior) = 12 Senators

38  
39 **Section 3. Advisor.**

- 40 **A.** The Director of the Campus Involvement Center shall serve as the full-time advisor to MSG.
- 41 **B.** MSG may elect a second advisor from among the faculty or administration of the University.
- 42 **C.** The second advisor shall be elected annually by ballot during the second meeting of the Fall Semester. A  
43 majority shall elect.
- 44 **D.** The advisor shall be a member *ex-officio* of MSG and Executive Board. The advisor shall not make motions or  
45 vote in either body.

46  
47 **Section 4. Term in the Office.**

- 48 **A.** Elected Senators shall serve a term of one (1) year, from the meeting they were sworn in until the last MSG  
49 meeting in May, or until their successors are elected and installed. They shall take office upon the validation of  
50 the election results by MSG Advisor.
- 51 **B.** No Senators shall hold more than one office at a time.

52  
53 **Section 5. Duties of Senator.**

54 Senator shall:

- 55 **A.** Attend MSG meetings, student forums and retreats.

- 56 **B.** Participate in at least fifteen (15) MSG event hours in the fall semester and fifteen (15) MSG event hours in the  
57 spring semester
- 58 **C.** Provide two (2) hours of assistance at both Homecoming and Spring Fest. These hours will not count towards  
59 MSG event hours.
- 60 **D.** Serve on at least one MSG Committee.
- 61 **E.** Attend at least two lecture series events and perform all duties deemed mandatory by the Executive Board.  
62 Excuse for absence may be presented to MSG Vice President for consideration.
- 63 **F.** Conduct all aspects of “Constituency” including:
  - 64 1. All Senators will schedule a meeting with three (3) to four (4) Academic and non-Academic RSCO presidents  
65 per term. All Senators will bring the feedback from this meeting to the following MSG meeting and the MSG  
66 Vice President.
  - 67 2. All Senators will present issues most important to the students to MSG for referral to appropriate MSG  
68 Committees.
- 69 **G.** Attend all events deemed mandatory by the executive board unless overridden by a 2/3 body vote.
- 70 **H.** Be responsible for creating and implementing a statement of platform, which shall consist of at least one concern  
71 that Senator intends to resolve as stated in his/her MSG application.
- 72 **I.** Attend the amount of SAC/MAC events per semester deemed necessary by the executive board according to the  
73 bylaws and standing rules. Upon completion of attendance at the event, senators will hand the report to the  
74 SAC/MAC Chair as a point of reference for their spoken reports and event reports.

75  
76 **Section 6. Senator Qualifications.**

- 77 **A.** Both candidates and Senators must be in good academic standing. Good academic standing for Senators shall be  
78 defined as a minimum cumulative grade point average of 2.50.
- 79 **B.** Candidates for Senator must submit a detailed application by the deadline specified by the Election  
80 Commissioner and MSG Vice President.
- 81 **C.** Eligible students may only declare candidacy for one office in the Senator Elections.
- 82 **D.** Senator candidates cannot be members of the Student Activities Council.

83  
84 **Section 7. Election of Senators.**

85 **A. Timing.**

- 86 1. Senator Elections shall be held in April for the Academic School candidates and all the class candidates with  
87 the exception of freshmen. Freshmen elections will be held in September. All elections will be coordinated by  
88 MSG Vice President. All Senator Candidates shall be elected annually by on-line ballot. A plurality shall  
89 elect. Write-in candidates and proxy voting are prohibited.
- 90 2. In the event that two or more candidates receive an equal number of votes for the final available office, the  
91 winner of the office will be determined by a simple majority vote from the newly elected Senators at the next  
92 MSG meeting.

93  
94 **B. Eligibility of voters.**

- 95 1. Only full-time undergraduate Mercyhurst University students matriculating at the main campus who have  
96 paid an activities fee shall be eligible to cast ballots for Senators. "Full-time" shall be defined by the Office of  
97 the Registrar at Mercyhurst University.
- 98 2. All full-time undergraduate Mercyhurst University students may vote for up to three (3) Senator Candidates  
99 from Academic Schools on the first ballot and up to three (3) Senators from class candidates.

- 100  
101 **C. Establishing alternates.** Candidates failing to achieve a plurality of the vote shall be identified as “alternates”.  
102 Candidates shall be ranked incrementally based on the number of votes received within the position they run for,  
103 from greatest to least (e.g. first alternate from one academic school=most votes, second alternate from that same  
104 school=next highest number of votes, etc.). If candidates have received an equal number of votes, a vote by the  
105 newly elected Senators will determine their placement on the alternates list.

- 106  
107 1. If there are no alternates listed to fill a vacant office, the Vice President shall move to notify all students  
108 eligible for the position (e.g. all students attending that academic school).

- 09 2. If there is still no interest for that office, that office will remain vacant until the next semester when the Vice  
10 President shall advertise it again to that specific academic school or class candidates. Letters of intent will be  
11 submitted to the Vice President at a time designated by the Vice President. Current Senators will elect a new  
12 Senator from the pool of individuals who submitted letters of intent at the next MSG meeting  
13

14 **Section 8. Removal, Resignation and Mandatory Event Absence.**

15 **A. Removal.** Members may be removed, by a two-thirds vote at a regular or special meeting of MSG, for the  
16 following reasons:

- 17 1. Absent from more than two (2) meetings in a semester.  
18 2. Absent from more than one (1) Lecture Series event per year.  
19 3. Absent from 2 Committee meetings shall count as one meeting absence.  
20 4. Failure to serve on MSG Committee.  
21 5. Failure to complete fifteen (15) or more event hours in the fall semester or fifteen (15) event hours in the  
22 spring semester.  
23 6. Failure to complete two (2) Homecoming and Spring Fest hours.  
24 7. Failure to complete all three (3) constituency items in a semester. Refer to Section 5, Clause E.  
25 8. Failure to complete MSG cumulative Grade Point Average (GPA) requirements.  
26 9. Failure to complete Mandatory Event requirements.  
27

28 **B. Resignation.** A member in good standing may resign in good standing by sending a letter of resignation to the  
29 Vice President. Resignation will become effective upon acceptance of the letter at the next MSG meeting.  
30

31 **C. Mandatory Event Absence.** The Mercyhurst Student Government shall adopt the following procedure in the  
32 occurrence of an absence from an event deemed mandatory by the E-Board.

- 33 1. Any mandatory event not attended by a Senator, requires that individual to make up the equal time missed at a  
34 later date.  
35 2. All absences require notification to the Vice President six (6) hours prior to the beginning of the event.  
36 3. Any absence in which the Executive Board was not given proper notification, the absent time of service will  
37 be doubled if not excused. The Executive Board will determine the legitimacy of the excuse, and thus  
38 determine whether or not the individual will receive the additional service.  
39 4. It is up to the discretion of the Executive Board as to what the service will be and when it will be done by.  
40 5. The Executive Board retains the right to determine for whatever reason that the cause for which proper  
41 notification was not given is deemed justifiable.  
42

43 **Article IV. Executive Branch**

44 **Section 1. Name**

45 The Executive Branch of Mercyhurst University Student Government shall be known as MSG Executive Board.  
46

47 **Section 2. Officers.**

48 The elected officers of MSG shall be a President and Vice-President. Five additional officers shall be appointed by both  
49 the President and Vice President.

- 50 A. The appointed officers shall be known as the Treasurer, Student Activities Council (SAC) Chair, Multicultural  
51 Activities Council (MAC) Chair, MSG Event Coordinator and PR Coordinator. All officers shall have the rights  
52 and responsibilities of membership in the Mercyhurst Student Government.  
53 B. The Election Commissioner shall advise the President and Vice President elect in the interview process of the  
54 Treasurer and possess a tie-breaking vote on this matter.  
55 C. Following the appointment of the Treasurer, the Treasurer shall possess a vote and advise on the appointment of  
56 all further appointed positions.  
57

58 **Section 3. Term in the Office.**

- 59 **A. Elected Officers.** Elected officers shall serve a term of one (1) year or until their successors are elected and  
60 installed. They shall take office upon the validation of the February/March election results by the MSG Advisor.  
61 **B. Appointed Officers.** Appointed officers shall be appointed following Executive Board Elections and shall take  
62 office immediately upon notification of appointment and approval of MSG Senate. No officer shall hold more  
63 than one office at a time.

54  
55 **Section 4. Responsibilities.**

56 **The Executive Board shall:**

- 57 A. Have the power to conduct the business of MSG except that which is retained by the membership as provided in  
58 this constitution and bylaws;
- 59 B. Set the order of business and agenda for regular meetings of MSG.
- 60 C. Make decisions on behalf of MSG in “emergency situations.” Any such decision must be ratified by the MSG at  
61 its next regular meeting or a special meeting called for such a purpose. “Emergency situations” are defined as  
62 those times when it is either impractical or impossible to call a special meeting of MSG as determined by the  
63 Executive Board.
- 64 D. Determine which MSG sponsored or affiliated events will be considered “mandatory” for its officers and Senators  
65 to attend.
- 66 E. Attend all events deemed mandatory by the Executive Board.
- 67 F. May not exceed 2 regular and 2 Executive Board meeting absences per semester.
- 68 G. Be present minimum 6 hours per week in MSG offices.
- 69 H. Fulfill all of their specific duties and responsibilities assigned and agreed upon MSG.
- 70

71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81 **Section 5. Duties of Officers.**

82 **President.**

83 The President shall:

- 84 1. Serve as chief executive of MSG;
- 85 2. Preside at all meetings of MSG Executive Board;
- 86 3. Perform and coordinate one (1) MSG Executive Board Retreat and one (1) MSG senate retreat per year in  
87 office.
- 88 4. Serve as MSG representative to the Mercyhurst University Board of Trustees;
- 89 5. Serve as a member of the University Council Committee;
- 90 6. May sign all MSG checks. All checks shall have two (2) out of four (4) approved signatures: the Treasurer or  
91 MSG President, and administrative personnel from the Campus Involvement Center;
- 92 7. Appoint members to be representatives on all-university committees with the approval of MSG Senate;
- 93 8. Be ex officio member of all MSG committees;
- 94 9. Organize monthly meetings with the University President and/ or Vice-President of Student Life;
- 95 10. Determine a Senator of the Month through consultation with the Executive Board and work on other internal  
96 recognition;
- 97 11. Work on all the external issues and big projects submitted in the presidential platform.
- 98 12. Serve as the primary student liaison in overseeing EMTA Services.
- 99 13. Create one (1) survey to be conducted online during the Fall Semester.
- 100 14. Serve as the main liaison between the Mercyhurst Student Government and contracted services, such as  
101 Mercyhurst Dining Services, Maintenance and the Print Center, in coordination with the Vice President.
- 102 15. Plan and moderate all public MSG forums, where students can raise questions and concerns to Mercyhurst  
103 Administrators and/or MSG Senators.
- 104 16. Establish all iCard events in coordination with the MSG Executive Board.
- 105 17. Serve as ex-officio member of the Springfest Planning Committee.
- 106 a. The President may contribute ideas within Committee meetings, but may not vote on final decisions.
- 107 18. Serve as Chair of the Student Services Committee
- 108

109 **Vice President.**

110 The Vice-President shall:

- 111 1. Preside at all meetings of MSG Senate, both regular and special, and have a working knowledge of  
112 Parliamentary Procedures and Roberts Rules of Order;
- 113 2. Assume the duties of the President in the absence of the President in the event of vacancy, due to removal,  
114 resignation, or inability to discharge the powers and duties of said office
- 115 3. Serve as a member of the University Council Committee;
- 116 4. Serve as co-chair of the Operations and Facilities Use Committee and propose necessary changes within the  
117 MSG Constitution and By-Laws and Standing Rules documents;

- 18 5. Conduct Senator Elections in the Spring and Fall and Homecoming Elections except in conflicts of interest  
19 (also see Article IV Section 7 Letter C);
  - 20 a. Chairing and conducting President's Club meetings with RSCO officers at least once per semester;
  - 21 b. Collecting feedback on Student Government from RSCO constituencies and work to address any  
22 issues raised in feedback;
  - 23 c. Organize RSCO Christmas Decoration Contest;
- 24 6. Serve as MSG office manager, for both MSG Executive Board and Senator offices by purchasing office  
25 materials, and keeping inventory on all large purchases;
- 26
- 27 7. Improve the relationship between MSG and RSCO's ;
  - 28 a. Chair and conduct Presidents Club meetings with RSCO officers at least once per semester;
  - 29 b. Analyze results from RSCO constituencies and work on those issues;
- 30 8. Manage the Senators' Constituency Service, event hours, and RSCO Reports, with particular emphasis on:
  - 31 a. Organize one-on-one interviews between Senators and Executive Board members at least once per  
32 year and conduct additional one-on-one interviews with Senators that are not fulfilling their duty  
33 requirements;
  - 34 b. Present a monthly update on Senator event hours to Executive Board;
- 35 9. Serve as the main liaison between the Mercyhurst Student Government and contracted services, such as  
36 Mercyhurst Dining Services, Maintenance, and the Print Center, in coordination with the President.

### 37 **Treasurer.**

38 The Treasurer shall:

- 39 1. Collect financial obligations from Mercyhurst University and the student body and receive all moneys  
40 belonging to MSG and to deposit the same in its MSG Bank accounts;
- 41 2. Serve as a member of the University Council Committee;
- 42 3. Pay bills approved by MSG and render a report at MSG Senate and MSG Executive Board meetings monthly;
- 43 4. Prepare a report for the audit that takes place annually and conduct a wrap up report for the incoming  
44 treasurer
- 45 5. May sign all MSG checks. All checks shall have two (2) out of four (4) approved signatures: the Treasurer or  
46 MSG President and administrative personnel from the Campus Involvement Center;
- 47 6. Submit a yearly budget for adoption by MSG at such time designated by the Finance Code;
- 48 7. The Treasurer will be the voting co-chair and serve as a voting member of the Operations and Facilities Use  
49 Committee;
- 50 8. Update and publish the Finance Code as needed with the approval of MSG Executive Board;
- 51 9. Reconcile all accounts with SAC/MAC and the bank on a monthly basis;
- 52 10. Work on RSCO biannual budget application and annual MSG Budget application.
- 53 11. Conduct meetings with all new RSCO treasurers to teach them the Finance Code and conduct any additional  
54 meetings to aid the RSCOs in their understanding of the Finance Code;
- 55
- 56

### 57 **Student Activities Council Chair.**

58 The SAC Chair shall:

- 59 1. Collaboratively select the SAC programmers, MAC programmers, and appointed positions (Outreach  
60 Coordinator and Financial Secretary) with MAC Chair and other representatives from the MSG Executive  
61 Board; these positions will require an approval from both MSG Eboard and Senate;
- 62 2. Oversee, plan, and implement 75% of the weekend programming efforts;
- 63 3. Oversee the planning and conduct of SAC activities;
- 64 4. Oversee the planning and conduct of SAC training and retreats;
- 65 5. Coordinate the planning and conducting of MSG budgeted activities such as, but not limited to: Homecoming,  
66 Fall Formal, Spring Fest, and NACA conference;
- 67 6. Serve as voting member of the Springfest Planning Committee, alongside the Event Coordinator and MAC  
68 Chair; President will serve as ex-officio member of the Springfest Planning Committee (see Article IV  
69 Section 5 Number 17);
- 70 7. Serve as Co-Chair of the Mission and Sustainability Committee
- 71

72 **Multicultural Activities Council Chair**

73 The MAC Chair shall:

- 74 1. Collaboratively select the MAC programmers, SAC programmers, and appointed positions (Outreach
- 75 Coordinator and Financial Secretary) with SAC Chair and other representatives from the MSG Executive
- 76 Board; these positions will require an approval from both MSG Eboard and Senate;
- 77 2. Oversee, plan, and implement 25% of the weekend programming efforts;
- 78 3. Oversee the planning and conduct of MAC activities;
- 79 4. Oversee the planning and conduct of MAC training and retreats;
- 80 5. Coordinate the planning and conducting of MSG budgeted activities such as, but not limited to: Homecoming,
- 81 Fall Formal, Spring Fest, and NACA conference;
- 82 6. Offer programs and activities related to all aspects of diversity (e.g., race, ethnicity, religion, gender, sexual
- 83 orientation, nationality, disability, social economic status, etc.) for members of the Mercyhurst community.
- 84 7. Serve as voting member of the Springfest Planning Committee, alongside the Event Coordinator and SAC
- 85 Chair; President will serve as ex-officio member of the Springfest Planning Committee (see Article IV
- 86 Section 5 Number 17);
- 87 8. Serve as Co-Chair of the Mission and Sustainability Committee
- 88

89 **MSG Event Coordinator.**

90 MSG Event Coordinator shall:

- 91 1. Work with the Campus Involvement Center regarding MSG events and initiatives related to Summer
- 92 Orientation and Welcome Week, at the beginning of the school year;
- 93 2. Oversee the planning and conduct “socials” (e.g., Upperclassmen BBQ, Beer and Wine Tastings, Christmas
- 94 Tree Lighting Ceremony, Monday Night Football, etc.);
- 95 3. Help SAC/MAC Chair and SAC/MAC Board with all MSG/AC co-sponsored events (e.g., Homecoming, Fall
- 96 Ball, and Spring Fest);
- 97 4. Oversee MSG Involvement Fair activities and recruiting of non-MSG volunteers;
- 98 5. Manage and organize Senior Week events (e.g., Senior Dinner Dance, Alumni Reception);
- 99 6. Plan and organize the Lecture Series by bringing at least 2 key-note speakers per year to Mercyhurst
- 100 University;
- 101 7. Serve as voting member of the Springfest Planning Committee, alongside the SAC Chair and MAC Chair;
- 102 President will serve as ex-officio member of the Springfest Planning Committee (see Article IV Section 5
- 103 Number 17);
- 104 8. Serve as the Co-Chair of the Special Events Committee;
- 105 9. Complete reports of all events to be approved by Executive Board and Senate. Make available copies of these
- 106 reports for submission to MSG Treasurer or Advisor.
- 107

108 **PR Coordinator.**

109 The PR Coordinator shall:

- 110 1. Act as an official spokesperson for Mercyhurst Student Government;
- 111 2. Write and disseminate press releases to the university, and outside agencies as necessary;
- 112 3. Serve as Liaison between MSG and The Merciad;
- 113 4. Coordinate and schedule interviews and meetings with the Executive Board and/or other members of MSG
- 114 with outside entities and write official MSG correspondence;
- 115 5. Oversee all MSG publications, as well as PR any request from RSCOs, Mercyhurst University Division of
- 116 Student Life, and other Mercyhurst University organizations;
- 117 6. Oversee and manage the Mercyhurst Student Government website, in correspondence with staff members
- 118 from the Mercyhurst University Information Technology Department.
- 119 7. PR major MSG events and projects and their progression;
- 120 8. Participate in events targeted at freshmen (e.g., Summer Orientation and Welcome Week) or any other
- 121 available venue, to promote MSG;
- 122 9. Keep a record of the proceedings of the meetings of MSG Senate and MSG Executive Board;
- 123 10. Make available a copy of the agendas and minutes of MSG Senate and MSG Executive Board meetings in a
- 124 timely manner;
- 125 11. Serve as the Co-Chair of the Special Events Committee
- 126

27 **Section 6. Qualifications for Elected Officers.**

- 28 A. All candidates must be traditional full-time Mercyhurst University students to be eligible to run for the Executive  
29 Board position. Candidates for the elected positions shall have served a minimum of twenty (20) weeks as an  
30 MSG Senator.
- 31 B. Officers must be in good academic standing. Good academic standing for officers shall be defined as a minimum  
32 cumulative grade point average of 2.50.
- 33 C. Candidates for officer positions must submit a letter of intent by the deadline specified by the Elections  
34 Committee.
- 35 D. Eligible students may only declare candidacy for one office in the March Elections. If not elected they may run  
36 for the Senator Elections. Candidates for the office of President shall have at least 30 credits (including credits to  
37 be completed at the end of semester), and shall not have declared to graduate at the time of the election.
- 38 E. Candidates for the offices of President and Vice President must submit a written "Campaign Platforms" to the  
39 Elections Committee by the date specified by the committee.
- 40 F. Candidates for the offices of President and Vice President must not run as a "ticket". Ticketed candidates for the  
41 positions will be disqualified and evidence of collusion shall be considered a sever election violation.  
42

43 **Section 7. Qualifications for Appointed Officers.**

- 44 A. All traditional full-time Mercyhurst University students may be eligible to run for the Executive Board position.  
45 Candidates for appointed positions shall also have served a minimum of twenty (20) weeks as an MSG Senator,  
46 or SAC/MAC board member.
- 47 B. Officers must be in good academic standing. Good academic standing for officers shall be defined as a minimum  
48 cumulative grade point average of 2.50.
- 49 C. Candidates for officer positions must submit a letter of intent by the deadline specified by the Executive Board  
50 Elect.
- 51 D. Eligible students may only declare candidacy for office in March. If not appointed, they may run for the Senator  
52 Elections.
- 53 E. A resume must be submitted alongside application for appointed officer position.  
54

55 **Section 8. Election of Officers.**

56 **A. Timing.**

57 **1. Primary Election.**

- 58 a. A primary election to determine the top two President and Vice President tickets shall be conducted  
59 annually by ballot in March. A plurality of Senators shall promote the candidates to the General Election  
60 ballot. Write-in candidates and proxy voting are prohibited.
- 61 b. If there are two (2) or fewer candidates, the primary election shall be dispensed with. President and Vice  
62 President candidates shall be promoted to the General Election ballot.  
63

- 64 **2. General Election.** The officers shall be elected annually by ballot in the General Election held during March.  
65 A plurality shall elect. Write-in candidates and proxy voting are prohibited.  
66

- 67 **3. Election Code.** The Election Code shall not be amended in any way between the Candidate Seminar and the  
68 swearing in of the new Mercyhurst Student Government Senate, except in extenuating circumstances.  
69 Extenuating circumstances are defined as any irregular event that has potential to severely disrupt student life.  
70

- 71 **B. Eligibility of voters.** Only full-time undergraduate Mercyhurst University students matriculating at the main  
72 campus who have paid an activities fee shall be eligible to cast ballots for officers. "Full- time" shall be defined  
73 by the Office of the Registrar at Mercyhurst University.  
74

- 75 **C. Conducting Executive Board Elections.** The Election Commissioner shall conduct Executive Board elections.  
76 Further reference MSG Election Code.  
77

78 **Section 9. Removal and Resignation.**

- 79 **A. Removal.** Officers may be removed, by a two-thirds vote at a regular or special meeting of MSG, for the  
80 following reasons:

- 31 1. Failure to attend mandatory events and programs;
- 32 2. Absent from more than two (2) meetings per semester;
- 33 3. Failure to fulfill assigned constitutional duties.

- 34
- 35 **B. Resignation.** An officer in good standing may resign in good standing by sending a letter of resignation to the
- 36 Executive Board. Resignation will become effective upon acceptance of the letter at the next MSG meeting.
- 37 **C.** Any serving member of Student Government, both Executive Board and Senate, who is placed on disciplinary
- 38 probation will be immediately barred from holding office and removed at the next meeting of Mercyhurst
- 39 Student Government.
- 40

#### 41 **Section 10. Vacancy in Office.**

42 A vacancy in elected office shall be filled, by a majority vote, at a regular or special senate meeting, for which notice of

43 the vacancy has been given, except the office of President, which shall be filled by MSG Vice President.

44

### 45 **Article V. Meetings**

#### 46 **Section 1. Senate Meetings and Voting.**

47 Senate meetings of MSG shall be held bi-weekly, September through May, at a time and date determined by MSG, unless

48 otherwise ordered by the Executive Board. All regular meetings shall be open to members of the Mercyhurst community.

49 Each elected Senator of Student Government shall receive one vote. The Vice President is the only Executive Board

50 member that can vote during the Senate Meeting and only in the event of a tie. President shall only be required to state the

51 Executive Board recommendation for the motion made at the regular meeting.

52

#### 53 **Section 2. Senate Special Meetings.**

54 Special meetings may be called by the Vice-President or upon the written request of four (4) members of MSG. The

55 purpose of the meeting, and whether it is open to the Mercyhurst community, shall be stated in the notice.

56

#### 57 **Section 3. Senate Quorum.**

58 The quorum for any Regular or Special Meetings shall be a majority of the total membership of MSG Senate.

59

#### 60 **Section 4. Executive Board Meetings and Voting.**

- 61 **A. Regular Meetings.** Regular meeting of the Executive Board shall be weekly, September through May, at a time
- 62 and place determined by the President, unless otherwise ordered by the Executive Board.
- 63 **B. Special Meetings.** Special meetings of the Executive Board may be called by the President, the Advisor, or by
- 64 any three (3) members of the board. The purpose of the meeting shall be stated in the notice. Notice of the
- 65 special meeting shall be given to members by telephone, in writing, or electronically at least two (2) days before
- 66 the date of the meeting.
- 67 **C. Voting.** All decisions within the Executive Board shall be made by the simple majority of present members (four
- 68 (4) out six (6) when all members present).
- 69

#### 70 **Section 5. Executive Board Quorum.**

71 A quorum shall consist of a majority of the Executive Board members.

72

### 73 **Article VI. Committees**

#### 74 **Section 1. Compositions.**

- 75 **A.** There shall be the following MSG committees: Operations and Facilities Use Committee, Mission and
- 76 Sustainability Committee, Student Services Committee, and Special Events Committee.
- 77 **B.** Each committee shall consist of a Senator Spokesperson appointed by the assigned Executive Board member and
- 78 at least four (4) Senators.
- 79 **C.** Committee members shall serve a term of one year, to correspond with that of the Senators.
- 80 **D.** Senator Spokespersons must sign contracts at the beginning of the academic year in the Fall as to assume the
- 81 position.
- 82

#### 83 **Section 2. Committee Duties.**

36 **The duties and responsibilities applicable to all committees and committee members shall be outlined in the bylaws**  
37 **and standing rules.**

38 The duties of each committee shall be as follows:

39 **A. Operations and Facilities Use Committee**

- 40 a. The Operations and Facilities Use Committee shall be responsible for reviewing MSG Constitution and  
41 MSG By-Laws, and submitting amendments to the membership, and making recommendations on  
42 internal affairs and elections. The committee will also review the governing documents of Recognized  
43 Student Clubs and Organizations (RSCO). Proposed amendments or ratification of club constitutions shall  
44 be included in the minutes of the MSG meeting.
- 45 b. The Operations and Facilities Use Committee shall also prepare the annual budget to be submitted to the  
46 membership for approval at a meeting in April. A copy of the current and proposed budgets will be made  
47 available to any student upon request. The Treasurer shall chair the committee and serve with at least 2  
48 other Senators and the SAC Financial Secretary. All student committee members shall possess voting  
49 capabilities. MSG Advisor and the Campus Involvement RSCO liaison will also serve on the committee  
50 in a non-voting capacity.
- 51 c. The Vice President and Treasurer shall co-chair the Operations and Facilities Use Committee and any  
52 Senator interested shall be eligible to participate, as membership will be open to all Senators.

53 **B. Mission and Sustainability Committee**

- 54 a. The Mission and Sustainability Committee shall coordinate activities and events to promote diversity on  
55 and off the Mercyhurst University campus in cooperation with other RSCOs and university entities. The  
56 committee will also aid in conducting MAC events.
- 57 b. The Mission and Sustainability Committee shall also be responsible for promoting an increased sense of  
58 Spirit throughout the Mercyhurst community. It shall work with the Activities and Spirit Coordinator,  
59 Athletics, SAC/MAC, and any other organizations deemed necessary to carry out this mission.
- 60 c. The MAC Chair and SAC Chair shall co-chair the Mission and Sustainability Committee and any Senator  
61 interested shall be eligible to participate, as membership will be open to all Senators.

62 **C. Student Services Committee**

- 63 a. The Student Services Committee shall address student use concerns in non-residential buildings on the  
64 Mercyhurst University campus and issues dealing with student's health and personal safety on campus.
- 65 b. The Student Services Committee shall also handle and be the mediator between all contracted services.
- 66 c. The Student Service Committee shall also address ideas and concerns of the resident students of  
67 Mercyhurst University with regard to regulations and activities, as well as students' health and personal  
68 safety that affect the living conditions of students.
- 69 d. The President shall chair the Student Services Committee and any Senator interested shall be eligible to  
70 participate, as membership will be open to all Senators.

71 **D. Special Events Committee**

- 72 a. The Special Events Committee shall be responsible for promoting an increased sense of Spirit throughout  
73 the Mercyhurst community. It shall work with the Activities and Spirit Coordinator, Athletics,  
74 SAC/MAC, and any other organizations deemed necessary to carry out this mission.
- 75 b. The Events Coordinator and Public Relations Coordinator shall co-chair the Special Events Committee  
76 and any Senator interested shall be eligible to participate, as membership will be open to all Senators.

77  
78  
79 **Section 3. Appointments to All-University Committees.**

- 80 **A.** The MSG President shall appoint members to be representatives on All-University Committees with the approval  
81 of MSG Senate.
- 82 **B.** The President shall appoint representatives to the University Council committees in the quantity identified in the  
83 University Council by-laws.

84  
85 **Section 4. Additional Committees.**

86 MSG may appoint standing and special ad-hoc committees as deemed necessary to carry on the work of MSG.

87  
88  
89 **Article VII. Student Activities Council**

91 The Student Activities Council shall provide entertainment programming of interest to the Mercyhurst student body. Ten  
92 Executive Board Members of MAC/SAC are to be appointed by the SAC and MAC Chairs under the advisement of MSG  
93 and SAC/MAC Advisors and MSG Executive Board. These appointments include but are not limited to Financial  
94 Secretary, Public Relation Chair(s), and Programmers. SAC/MAC shall abide by their constitution as approved by MSG.  
95

### 96 **Article VIII. Parliamentary Authority**

97

98 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern MSG in all cases to  
99 which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the  
100 organization may adopt.  
101

### 102 **Article IX. Amendments**

103

#### 104 **Section 1. Amendments.**

105 This constitution may be amended by a vote of two-thirds at any special meeting of MSG called for that purpose, provided  
106 that written notice of the proposed amendment shall have been given to the membership of MSG at least six (6) days prior  
107 to the meeting. The notice shall include the complete text of the proposed amendment.  
108

#### 109 **Section 2. Effective date.**

110 Amendments to this Constitution shall take effect at the adjournment of the meeting at which they are adopted unless  
111 otherwise provided.  
112