

MARQUETTE UNIVERSITY STUDENT GOVERNMENT

CONSTITUTION BY-LAWS

APPROVED BY MUSG (FORMERLY ASMU) SENATE 1/26/95
APPROVED BY VICE PRESIDENT FOR STUDENT AFFAIRS 2/9/95
MAJOR REVISION 11/30/00, VPSA APPROVAL 9/26/01

Article I – Executive Board

Section 1

The Executive Board (Constitution, Article IV) shall be responsible for the leadership and direction of MUSG through the implementation of general operating policy.

Section 2

The President may call a vote of the Executive Board. Each member shall have one vote.

Article II – Executive Council

Section 1

The Executive Council (Constitution, Article IV) shall be responsible for overseeing particular projects and services for students.

Section 2

The President or Executive Vice President may call a vote of the Executive Council. Each member shall have one vote.

Section 3

The Executive Council shall be structured as follows:

- A. The following shall be positions within the Executive Council: Administrative Assistant, DogEars Coordinator, Elections Coordinators, Senior Speaker Coordinator, and Student Advocates.
- B. The Executive Vice President, in consultation with the President, may create an *ad hoc* Executive Council position, which shall last no longer than the current term of the Executive Vice President.
- C. There shall be one Executive Coordinator for each position in the Executive Council. Additional students may be appointed by the Executive Vice President to assist the respective Executive Council area.

Article III – Program Board

Section 1

The Program Board (Constitution, Article IV) shall be responsible for implementing student programs.

Section 2

The President or Program Board Vice President may call a vote of the Program Board. Each member shall have one vote.

Section 3

There shall be a Program Board Assistant.

Section 4

The Program Board shall be structured as follows:

- A. The following shall be standing Program Commissions: After Dark, Concerts, Diversity, Films, Senior Week, Speakers, Special Events, and Travel/Recreation.
- B. The Program Vice President, in consultation with the President, may create an *ad hoc* Program Commission, which shall last no longer than the current term of the Program Vice President.
- C. There shall be at least one Program Commissioner for each Program Commission. Additional students may be appointed by the Program Commissioner to assist the respective Program Commission.

Article IV – Financial Department

Section 1

The Financial Department (Constitution, Article IV) shall be responsible for the implementation of the MUSG Financial Policies.

Section 2

The President or Financial Vice President may call a vote of the Financial Department. Each member shall have one vote.

Section 3

The Financial Department shall be structured as follows:

- A. The following shall be positions within the Financial Department: Controller and the Financial Office Assistants.
- B. The Financial Vice President, in consultation with the President, may create an *ad hoc* Financial Department position, which shall last no longer than the current term of the Financial Vice President.
- C. Additional students may be appointed by the Financial Vice President to assist the Financial Department.

Article V – Communications Department

Section 1

The Communications Department (Constitution, Article IV) shall be responsible for the communications needs within all areas of MUSG.

Section 2

The President or Communications Vice President may call a vote of the Communications Department. Each member shall have one vote.

Section 3

The Communications Department shall be structured as follows:

- A. The following shall be positions within the Communications Department: Art Director, Public Relations Director, Multimedia Director, Multimedia Assistants, Art Assistants, Public Relations Assistants, and the Photography Assistant.
- B. The Communications Vice President, in consultation with the President, may create an *ad hoc* Communications position, which shall last no longer than the current term of the Communications Vice President.
- C. Additional students may be appointed by the Communications Vice President to assist the respective Communications Department members.

Article VI – Senate

Section 1

The Senate (Constitution, Article IV) shall be responsible for the following:

- A. Allocate funds as specified by the Financial Policies.
- B. Regulate the operation of MUSG and its components by the consideration of legislation.
- C. Actively seek out and represent the opinion of the student body to the University through the consideration of recommendations and resolutions.
- D. Ensure all policies are being followed in accordance with the Constitution in all areas of MUSG. Senate reserves the right to call upon any member of MUSG to appear before them, with the exception of the Judicial Administrator.

Section 2

There shall be four standing committees of the Senate: Academics, Business and Government, Student Life and Student Organizations. Their duties shall include, but not be limited to the following:

- A. The Academics Committee shall consider issues regarding the academic experience of students.
- B. The Business and Government Committee shall consider financial and governmental issues pertaining to MUSG and the University and shall review appointments of MUSG officers and assistants.
- C. The Student Life Committee shall consider issues regarding the out-of-class experience of students.

- D. The Student Organizations Committee shall review and approve the constitutions of student organizations in accordance with the Student Organization Recognition Procedures and address the concerns of student organizations.

Section 3

The parliamentary procedures of the Senate shall be stated in the Senate Standing Rules.

Article VII – Officer Position Descriptions

Section 1

The President shall:

- A. Serve as the official representative leader of MUSG.
- B. Enforce the Constitution and By-Laws of MUSG.
- C. Delegate responsibilities to other members of MUSG.
- D. Be present at all meetings of the Senate.
- E. Serve as an ex-officio member of Senate and Senate committees.
- F. Take action on legislation upon approval by Senate (Constitution By-Laws, Article XIV).
- G. Be present for at least one meeting of the Program Board, Communications Department, Financial Department, and Executive Council per month.
- H. Serve as a member of the MUSG Budget committee (as defined in the Financial Policies).
- I. Create unpaid *ad-hoc* positions, as deemed necessary, which shall last no longer than the current term of the President.

Section 2

The Executive Vice President shall:

- A. Be responsible for the direction of the Executive Council.
- B. Be responsible for the implementation of all actions of the Executive Council.
- C. Be responsible for duties as assigned by the President.
- D. Be present at all meetings of the Senate. In the case of absence, the Executive Vice President shall arrange for a member of the Executive Council to attend.
- E. Assist the President in the coordination of all areas of MUSG.
- F. Assume all duties of the President in case of a leave of absence.
- G. Report to the President and to the Executive Board.

Section 3

The Program Vice President shall:

- A. Be responsible for the direction of the Program Board.
- B. Be responsible for the implementation of all actions of the Program Board.
- C. Develop job descriptions for all Program Commissioners.
- D. Be present at all meetings of the Senate. In the case of absence, the Program Vice President shall arrange for the Program Board Assistant to attend.
- E. Serve as a member of the MUSG Budget committee (as defined in the Financial Policies).
- F. Report to the President and to the Executive Board.

Section 4

The Financial Vice President shall:

- A. Serve as the chief financial and accounting officer of MUSG and uphold the Financial Policies.
- B. Coordinate all aspects of the budgeting and expenditure processes under the provisions of the Financial Policies.
- C. Serve as chair of the Budget Committee (as defined in the Financial Policies).
- D. Submit budget reports to the Executive Board on a bimonthly basis during the fall and spring semesters.
- E. Prepare for any external audits of MUSG.
- F. Be present at all meetings of the Senate. In case of absence, arrange for the Controller to attend.
- G. Maintain close lines of communication to the Dean of Student Development and the University Comptroller's Office.
- H. Report to the President and to the Executive Board.

Section 5

The Communications Vice President shall:

- A. Be responsible for the direction of the Communications Department.
- B. Be responsible for the oversight of all MUSG communications.
- C. Be present at all meetings of the Senate and Program Board. In the case of absence, the Communications Vice President shall arrange for a member of the Communications Department to attend.
- D. Report to the President and to the Executive Board.

Section 6

The Legislative Vice President shall:

- A. Set the agenda for all meetings of Senate.
- B. Serve as an ex-officio member of all Senate committees.
- C. Appoint and direct Senate committees and chairs.
- D. Submit regular legislative business to all Senators at least two class days before regular Senate meetings. Submit emergency legislation in accordance with Senate Standing Rules.
- E. Create special Senate committees as deemed necessary.
- F. Report to the President and to the Executive Board.

Article VIII – Assistants to the Officers Position Descriptions

Section 1

The Judicial Administrator shall:

- A. Receive all petitions for appeals and justice.
- B. Report all petitions, within ten days of filing, to the Business and Government Committee of the Senate.
- C. Address the rights and concerns of students that arise from the policies of MUSG and the University.
- D. Serve as an ex-officio member of any assembly in MUSG
- E. Report to the MUSG Advisor.
- F. Serve as a constitutional reference on all bills presented to the MUSG Senate.

Section 2

The Assistants to the Executive Vice President are:

- A. The Elections Coordinators, who shall:
 1. Chair the Elections Committee.
 2. Be responsible for the coordination of all MUSG elections and student referenda in accordance with the MUSG Election Rules.
 3. Not report to any officer officially involved in an active MUSG election.
 4. Be responsible for duties as assigned by the Executive Vice President.
 5. Serve as a member of the Executive Council.
- B. The Student Advocates, who shall:
 1. Be responsible for the placement and training of students to All-University Committees and to ensure effective student representation on the aforementioned committees.
 2. Advise student representatives on the committees to consult with Senate on important issues.
 3. Serve as a resource for students in discipline, financial, academic and other matters that could be of concern to students.
 4. Be responsible for duties as assigned by the Executive Vice President.
 5. Serve as a member of the Executive Council.
- C. The Administrative Assistant, who shall:
 1. Oversee the day-to-day operation of the MUSG office.
 2. Coordinate the Receptionists, the number of which shall not exceed five.
 3. Be responsible for the security and maintenance of all MUSG property.
 4. Work with the President and Executive Vice President on individual initiatives.
 5. Be present at every meeting of the Senate and record Minutes.
 6. Present the Legislative Vice President typed minutes of every meeting of the Senate.
 7. Be responsible for duties as assigned by the Executive Vice President.
 8. Serve as a member of, and assist the Executive Council.

- D. The Receptionists, who shall:
 1. Serve as office receptionists during the fall and spring semesters.
 2. Record minutes at any MUSG meetings as assigned by the Administrative Assistant.
 3. Be responsible for duties as assigned by the Administrative Assistant.
- E. The Senior Speaker Coordinator, who shall:
 1. Be responsible for the application and nomination of students for Senior Speaker for both December and May graduation ceremonies.
 2. Coordinate the Senior Speaker Selection Committees.
 3. Be responsible for duties as assigned by the Executive Vice President.
 4. Serve as a member of the Executive Council.
- F. The DogEars Coordinator, who shall:
 1. Oversee and monitor the online community website on a regular basis.
 2. Review, revise, and approve/delete professor and course reviews and their content posted.
 3. Gain sponsorships from community merchants and businesses for the local information section and promotional expenses of the online community.
 4. Be responsible for duties as assigned by the Executive Vice President.
 5. Serve as a member of the Executive Council.

Section 3

The Assistants to the Program Vice President are:

- A. The Program Board Assistant, who shall:
 1. Act as a liaison between the Program Vice President and the Program Board Commissions.
 2. Be present at meetings of the Senate when the Program Vice President cannot attend.
 3. Be responsible for duties as assigned by the Program Vice President.
- B. The Commissioners, who shall:
 1. Be responsible for coordinating, planning, and implementing programs for the University in accordance with their specific Commission.
 2. Be responsible for duties as assigned by the Program Vice President.

Section 4

The Assistants to the Financial Vice President are:

- A. The Controller, who shall:
 1. Be responsible for preparing payroll for the Comptrollers office.
 2. Process all MUSG check requests and bills, verify billing documentation, and prepare financial reports.
 3. Prepare all deposits and income reports in accordance with University procedures as provided for in the Financial Policies and process purchase orders.
 4. Be present at meetings of the Senate when the Financial Vice President cannot attend.
 5. Be responsible for duties as assigned by the Financial Vice President.
- B. The Financial Office Assistants, who shall:
 1. Be responsible for the distribution of paychecks and reimbursement checks.
 2. Be responsible for duties as assigned by the Financial Vice President.

Section 5

The Assistants to the Communications Vice President are:

- A. The Public Relations Director, who shall:
 1. Be responsible for all public relations efforts for MUSG.
 2. Supervise the Public Relations Assistants.
 3. Be responsible for duties as assigned by the Communications Vice President.
- B. The Public Relations Assistants, who shall:
 1. Be responsible for assisting with all public relations efforts for MUSG.
 2. Be responsible for duties as assigned by the Public Relations Director.
- C. The Art Director, who shall:
 1. Be responsible for all arts, graphics design, and advertising efforts for MUSG.
 2. Supervise the Art Assistants.
 3. Be responsible for duties as assigned by the Communications Vice President.

- D. The Art Assistants, who shall:
 1. Be responsible for assisting with all arts, graphics design, and advertising efforts for MUSG.
 2. Be responsible for duties as assigned by the Art Director.
- E. The Multimedia Director, who shall:
 1. Be responsible for all multimedia efforts for MUSG.
 2. Supervise the Multimedia Assistants and the Photography Assistant.
 3. Oversee the Information Technology needs within MUSG.
 4. Be responsible for duties as assigned by the Communications Vice President.
- F. The Multimedia Assistants, who shall:
 1. Be responsible for assisting with the multimedia efforts for MUSG.
 2. Assist with the Information Technology need within MUSG.
 3. Be responsible for duties as assigned by the Multimedia Director.
- G. The Photography Assistant, who shall:
 1. Be responsible for assisting with all photography and video capture efforts for MUSG.
 2. Be responsible for duties as assigned by the Communications Vice President.
- H. The Photography Assistant, who shall:
 1. Be responsible for selling advertisements for the DogEars website.
 2. Be responsible for coordinating marketing projects as needed.

Section 6

The Assistants to the Legislative Vice President and Senators are:

- A. The Parliamentarian, who shall:
 1. Advise the Legislative Vice President and President Pro-Tempore on Senate procedures regarding the conduct of meetings.
 2. Educate the Senate regarding points of parliamentary procedure.
 3. Attend meetings and advise Senate as the Legislative Vice President deems necessary.
 4. Be responsible for duties as assigned by the Legislative Vice President.
- B. The President Pro-Tempore, who shall:
 1. Assist in the discharge of the duties of the Legislative Vice President and, in the event of a leave of absence, shall assume the duties of the Legislative Vice President.
 2. Have the power to vote as a member of any Senate Committee in the event that the Legislative Vice President deems the presence of the President Pro-Tempore necessary to establish a quorum for a given committee.
 3. Ensure accordance of Senate procedures by the Legislative Vice President and shall bring to the attention of the assembly any significant violation thereof.
- C. The Academic and Residential Senators, who shall:
 1. Seek out and represent the opinions, concerns, and interests of constituents.
 2. Attend constituent meetings as applicable.
 3. Inform constituents of important MUSG and University issues, policies, and programs.
 4. Serve as a member of one of the Senate standing committees.
 5. Act in accordance with the Senate Standing Rules.
 6. Be responsible for other duties as assigned by the Legislative Vice President.

Article IX – Eligibility for Office

Section 1

To be eligible for office, a member of MUSG must be in good standing, as defined by the Office of Student Development and the Marquette University Student Handbook.

Section 2

- A. Residential areas, for the purposes of Senate, shall be defined as follows:
 1. Commuter students are defined as students who reside outside of the 53233 zip code or within the 53233 zip code with a parent or guardian.
 2. Off-campus students are defined as students who reside within the 53233 zip code, but do not live in University Residence Halls or with a parent or guardian.
 3. Residence Hall students are defined as students living in University-contracted Residence Halls, as defined by the Office of Residence Life.

- B. The number of representative seats from the residential areas shall be apportioned in accordance with the following formula:
 - 1. Areas with at least one constituent shall qualify for at least one Senator.
 - 2. Those areas with 600 or more constituents shall qualify for a second Senator.
 - 3. An area will qualify for one additional Senator beyond the second Senator for each 500 constituents by which the area exceeds 600 constituents.
- C. Academic areas, for the purpose of Senate, shall be defined as all undergraduate colleges, programs, or schools, with the exception of the School of Education.
- D. The number of representatives' seats from the academic areas shall be apportioned in accordance with the following formula:
 - 1. Areas with at least one constituent shall qualify for at least one Senator.
 - 2. Those areas with 900 or more constituents shall qualify for a second Senator.
 - 3. Areas will qualify for one additional Senator beyond the second Senator for each 700 constituents by which the area exceeds 900 constituents.

Section 3

All Senate candidates must be current members of their academic or residential areas at the time of election. A change in academic area shall result in the removal from that Senate seat. A change in residential area shall also result in removal, with the exception of the period preceding fall elections.

Section 4

No person shall simultaneously hold more than one of the following positions:

- A. MUSG Officer (By-Laws, Article VII)
- B. Assistant to an MUSG officer (By-Laws, Article VIII)
- C. MUSG Senator
- D. MUSG Program Commissioner

Section 5

No MUSG Officer or Senator may simultaneously hold one of the following positions:

- A. College Council President
- B. Coordinating Council President
- C. Residence Hall Association Officer

Section 6

The Judicial Administrator shall not be eligible to be an MUSG Officer for one calendar year following the conclusion of the term for which the appointment was made.

Article X – Attendance

Section 1

When a member of the Executive Board misses three Executive Board meetings without a valid written excuse, the officer shall be automatically removed from the Executive Board and the position declared vacant. All excuses for not attending an Executive Board meeting shall be submitted to the President within two class days following the meeting. The President shall determine validity of excuses for absences from Executive Board meetings.

Section 2

When a member of the Executive Council misses three Executive Council meetings without a valid written excuse, the member shall be automatically removed from the Executive Council and the position declared vacant. All excuses for not attending an Executive Board meeting shall be submitted to the Executive Vice President within two class days following the meeting. The Executive Vice President shall determine validity of excuses for absences from Executive Board meetings.

Section 3

When a member of the Program Board misses three Program Board meetings without a valid written excuse, the member shall be automatically removed from the Program Board and the position declared vacant. All excuses for not attending a Program Board meeting shall be submitted to the Program Vice President within two class days

following the meeting. The Program Vice President shall determine validity of excuses for absences from Program Board meetings.

Section 4

When a member of the Financial Department misses three Financial Department meetings without a valid written excuse, the member shall be automatically removed from the Financial Department and the position declared vacant. All excuses for not attending a Financial Department meeting shall be submitted to the Financial Vice President within two class days following the meeting. The Financial Vice President shall determine validity of excuses for absences from Financial Department meetings.

Section 5

When a member of the Communications Department misses three Communications Department meetings without a valid written excuse, the member shall be automatically removed from the Communications Department and the position declared vacant. All excuses for not attending a Communications Department meeting shall be submitted to the Communications Vice President within two class days following the meeting. The Communications Vice President shall determine validity of excuses for absences from Communications Department meetings.

Section 6

When a member of Senate misses two Senate meetings (Constitution, Article VII) or a total of three Senate or Senate Committee meetings without a valid written excuse, the member shall be issued a warning from the Legislative Vice President. When a member of Senate misses three Senate meetings or a total of four Senate or Senate Committee meetings without written valid excuses, the member shall be automatically removed from Senate and the position declared vacant. All excuses for not attending Senate or Senate Committee meetings shall be submitted to the Legislative Vice President within two class days following the meeting. The Legislative Vice President shall determine validity of the excuses for absences from Senate meetings.

Section 7

The decision on the validity of an excuse can be appealed to the Judicial Administrator.

Article XI—Vacancy in Office

Section 1

In the event of vacancy in the office of the President, the Executive Vice President shall become the President.

Section 2

In the event of vacancy of the Executive Vice President, a successor shall be appointed by the President, subject to approval by a two-thirds affirmative vote of the present Senate.

Section 3

In the event of vacancy in the office of the Legislative Vice President or President Pro-Tempore, a successor shall be selected by the Senate in the same manner as prescribed in Article VI of the Constitution.

Section 4

In the event of vacancy of a Senate seat, the corresponding representative council shall appoint a successor. If no council exists, the Legislative Vice President shall appoint a Senator to fill the seat.

Section 5

In the event of vacancy of any position not previously mentioned in this article, a successor shall be appointed in the same manner as prescribed in Article VI of the Constitution.

Article XII—Impeachment and Removal from Office

Section 1

A two-thirds vote of the seated Senate shall be necessary to impeach any elected member of MUSG, provided that written notice specifying charges is given to all members by the Judicial Administrator five class days prior to the motion.

Section 2

Upon impeachment, a three-fourths vote of the seated Senate shall be necessary to convict any elected member of MUSG.

Section 3

With the exception of MUSG officers and the Judicial Administrator, all appointed members of MUSG may be removed from office by their appointing officer or assistant to an officer. Such a person must be given 10 class days written notice of removal.

Section 4

The Program Vice President, the Financial Vice President, the Communications Vice President, and the Legislative Vice President, may be removed from office by the President with a majority vote of the Program Selection Committee, the Financial Selection Committee, the Communications Selection Committee, or the Senate, respectively. Such a person must be given 10 class days written notice of removal.

Section 5

Any person removed from an elected or appointed office has the right to file an appeal with the Judicial Administrator within 10 class days or during the term of the next Judicial Administrator.

Article XIII—Student Referenda

Section 1

The members of MUSG, by showing sufficient interest, shall have the power to call a student referendum. Sufficient student interest shall be defined as one of the following:

- A. The signatures and ID numbers of one-tenth of the Marquette University full-time undergraduate population attached to a petition outlining the referendum proposal.
- B. A two-thirds vote of the seated Senate

Upon proof of significant interest, the Elections Committee shall place the referendum on the ballot. The referendum shall consist of the proposal and a short summary of the proposal.

Section 2

The referendum proposal shall be submitted to the Elections Committee two weeks before the spring or fall elections. Student referenda shall take place only during the spring and fall elections, except upon special request of two-thirds of the seated Senate, provided that the assembly provides at least 10 class days between the date authorizing the referendum and the referendum itself.

Section 3

The referendum results will be considered binding to MUSG if:

- A. For constitutional and financial matters, one-half of MUSG members vote in favor of the referendum.
- B. For all other matters, one-third of MUSG members vote in favor of the referendum.

If these conditions are not met, the referendum will be considered advisory.

A binding referendum will be treated in the same fashion as legislation passed by the Senate and signed by the President.

Article XIV—Legislation Passed by Senate

Section 1

For any legislation, upon passage by Senate, the President will take one of the following actions:

- A. Sign the legislation, making it effective immediately.
- B. Veto the legislation, and return it to the Legislative Vice President within three (3) class days of receiving the legislation.
- C. Take no action, whereupon the legislation will take effect five (5) class days after receiving it from the Legislative Vice President.

Section 2

If the President vetoes the legislation, the Legislative Vice President shall notify the Senate. This notification shall be made at a regular senate meeting within ten class days and the Legislative Vice President shall seek a motion to consider veto-override procedures for the legislation.

Section 3

If the motion is so made and seconded, the veto-override procedures shall begin.

- A. The original authors of the legislation are given time to reintroduce the motion (Senate Standing Rules, Section IV.A).
- B. Once the authors have concluded, the MUSG President is allowed a period of four minutes to summarize why the decision to veto the legislation was made. The President's time shall not be extended unless approved by a two-thirds majority vote of the present Senate.
- C. Questions on the motion shall follow (Senate Standing Rules, Section IV.B.).
- D. Debate of the motion shall follow (Senate Standing Rules, Section IV.C.).
- E. Once debate is exhausted, voting to override the veto on the legislation shall take place.
 1. Any legislation originally requiring a simple majority vote of either present or seated Senate for approval requires a two-thirds majority vote of seated Senate to override the President's veto.
 2. Any legislation originally requiring a two-thirds majority vote of either present or seated Senate for approval requires a three-fourths majority vote of seated Senate to override the President's veto.

Section 4

If the President's veto is overridden, the signature of the President is no longer necessary, making the legislation effective immediately, pending any other required approvals.

Article XV—Amendment of the MUSG By-Laws

These By-Laws may be amended by a two-thirds vote of the seated Senate. The amendment shall become effective upon approval by the MUSG President and the Vice President for Student Affairs.

Amended 3/22/01 – Executive Council positions

Amended 4/4/02 – Program Board name change, Program Board Commission changes

Amended 1/9/03 – Senate Override of Presidential Veto

Amended 9/18/03 – Senate Standing Committees

Amended 11/6/03 – Addition of second Financial Office Assistant

Amended 2/26/04 – Elimination of Legislative Clerk

Amended 3/18/04 – Addition of DogEars Coordinator

Amended 9/23/04 – Elimination of Comedy/Novelty Commission; rename Late Night Programs Commission to After Dark

Amended 10/28/05 – Revision of responsibilities for Senate Standing Committee on Student Organizations

Amended 3/10/05 – Addition of DogEars Sales Manager