

## **BYLAWS OF THE MARYMOUNT STUDENT GOVERNMENT ASSOCIATION**

### **ARTICLE I. NAME**

The name of this organization is Marymount Student Government Association, hereinafter referred to as MSGA.

### **ARTICLE II. PURPOSE**

The purpose of this organization is to provide an official voice for students while promoting and encouraging leadership, integrity, intellectual, spiritual, moral and social development through individual responsibility within the student body.

### **ARTICLE III. EXECUTIVE BOARD Section One: Term of Office**

The term of office for all elected members of the executive board shall begin after the last day of classes for the spring semester.

#### **Section Two: Responsibilities**

- A. Act as chief executives and official representatives of MSGA to the Marymount California University community.
- B. Coordinate the various functions of the MSGA.
- C. Act in conjunction with the Senate members of the MSGA to enforce the constitution and to administer policies, procedures, and standards for all of MSGA.
- D. Implement all legislation passed by the MSGA senate.
- E. Prepare adequately for each meeting to ensure that it is efficient and well organized.
- F. Act within the best interest of constituents and comply with the MSGA constitution at all times.
- G. Administer the budget in line with the mission of the University.
- H. Provide a forum for discussion on all matters germane to Marymount California University students.

#### **Section Three: Duties of Officers of the Executive Board.**

##### **A. President.** The president shall:

1. Chair meetings of the MSGA and the Executive Board.
2. Serve as a liaison to administration on behalf of the MSGA.
3. Serve as an ex-officio member of all Marymount California University committees.
4. Attend Marymount California University's board of Trustee Meetings as the student representative to the Student Development Services Committee.
5. Represent the MSGA at Marymount California University functions.
6. Perform other duties as prescribed in the Bylaws, or in the parliamentary authority adopted by the MSGA.

**B. Vice President.** The Vice President shall:

- a. Maintain a file of student organization contact information and meeting times.
- b. Chair meetings for the student organization presidents.
- c. Serve as a liaison between students, faculty, and staff for researching and implementing campus wide programs and activities.
- d. Maintain communication with the officers, members, and advisors of Marymount California University student organizations.
- e. Perform other duties as prescribed in the Bylaws, or in the parliamentary authority adopted by the MSGA.
- f. Participate in the MSGA Events Committee as the official chair

**C. Secretary**

- a. Maintain a record of the proceedings of the MSGA.
- b. Attend Marymount California University Board of Trustees meetings as the Student Representative on the Academic Affairs Committee.
- c. Prepare, prior to each meeting, an order of business to be distributed to members of the MSGA, showing the exact order, under the correct headings, matters known in advance that are due to come up and, if applicable, the times for which they are set.
- d. Maintain the MSGA official membership roll and call the roll when it is requested.
- e. Document absences and report them to the body for action.
- f. Maintain record book(s) in which this constitution, the Bylaws, minutes, and any other documents are entered, with any amendments to these documents properly recorded, and have the current record book(s) on hand at every meeting.
- g. Make the minutes and records available to members upon request.
- h. Be responsible for conducting correspondence through my.marymount
- i. Participate in the MSGA Public Relations Committee as the official chair

**D. Treasurer**

- a. Manage funds allocated to MSGA through the Student Association Fee (SAF is \$300 per student each fall – of which MSGA receives approximately 28% for operations, programs and student organizations.
- b. Distribute funds to student organizations for activities and programs approved by the MSGA and render a written report at MSGA and executive board meetings.
- c. Maintain a status of all expenses, deposits, and other transactions for accounts.
- d. Chair meetings of MSGA Finance Committee.

- e. Work in conjunction with the MSGA advisor to record and maintain the correct and up-to-date status of all expenses, deposits, and other transactions for accounts.
- f. Perform other duties as prescribed in these Bylaws, or in the parliamentary authority adopted by the MSGA.

#### **Section Four: Compensation**

1. Stipends are received at the end of the semester upon completion of the full job responsibilities.
2. Stipends amount shall be as follows:
  - a. President shall receive \$1500.
  - b. Vice Presidents shall receive \$1000.
  - c. Senators shall receive \$500.

### **ARTICLE IV. ELECTIONS**

#### **Section One: Qualifications**

- A. To be a candidate for an Executive Board or Senate position, a student must:
  1. File a completed nomination packet by determined deadline to the Office of Student Affairs. The nomination packet shall include at minimum the following:
    - i. A form with the student's ID number, class status, cumulative grade point average, and mailing address. This information must illustrate the candidate is a full-time student at Marymount California University, in good academic and disciplinary standing.
    - ii. A candidate statement indicating why the student wishes to run for the position. This statement will be included on the ballot.
  2. The Office of Student Affairs (or designee) shall verify all nomination packets and eligibility by the determined deadline. The Office of Student Affairs shall confirm with all those who do qualify and inform those who do not.
  3. Only those students whose nomination packets have been verified by the Office of Student Affairs shall be certified as candidates for the position that they are seeking and are permitted to campaign for that position.

#### **Section Two: Campaigning**

- A. Campaigning may not begin until the designated time as determined by the Office of Student Affairs.
- B. All campaign materials must be approved by the Office of Student Affairs.
- C. All materials shall be posted by the Office of Student Life only. Any materials found to be not approved will be removed immediately. Any materials to be posted must be submitted to the appropriate designee in the Office of Student Affairs by the designated time, as determined by the Office of Student Affairs.

- D. No candidate shall actively campaign within ten (10) feet of a polling location.
- E. All campaign materials must be respectful, in line with the university's core values and mission, in good taste, and in accordance with The Anchor. Campaign materials should not speak poorly of other candidates; they should only reflect positive things regarding a candidate and their qualifications.
- F. Failure to comply with the campaigning guidelines can result in charges in violation of The Anchor, removal of campaign materials, and/or disqualification from the election.

### **Section Three: Electoral Process**

- A. In accordance with Marymount California University's commitment to sustainability, the MSGA elections shall be solely conducted via electronic means.
- B. No current Senator, Officer of the Executive Board, or candidate of MSGA shall be responsible for serving at a polling location.
- C. No current Senator, Officer of the Executive Board, or candidate of MSGA shall be found loitering within ten (10) feet of a polling location.
- D. The ballot shall be open for a minimum of five (5) calendar days. Physical polling locations shall be maintained on both the Oceanview and Waterfront campuses for a minimum of three (3) academic days.
- E. Following the closure of the polls, only designated persons will access the results. The designated individuals will include: MSGA advisor, a designee of the Office of Student Life, the Dean of Students, and a student as appointed by the university president or his/her designee.
- F. In the event of a tie, the winner shall be determined by a coin toss.
- G. The candidate with the greatest numerical student ID number shall be heads.
- H. The coin toss shall be done behind closed doors. No persons other than the following will be present at the coin toss: the MSGA advisor, a designee of the Office of Student Affairs, the Dean of Students, and a student as appointed by the university president or his/her designee. These four people shall determine who performs the coin toss.
- I. Election winners shall be announced via email to the campus community from the advisor within 24 hours of the ballots closing.

## **ARTICLE V. FUNDING REQUESTS**

### **Section One: Conditions of Funding**

- A. Any conditional or recognized student organization that has completed all requisite steps may petition the MSGA for funding of approved events.
- B. Any event funded by the MSGA must be open to all students.
- C. Organizations requesting funds must be in good financial standing with the MSGA and not have any outstanding balances from MSGA in order to receive funding.

- D. Requests for funding must be submitted via My.Marymount by Monday at noon the day before the request is to be reviewed and presented at the Finance Committee meeting.
- E. Senators who are a member of another student organization may present and defend, but not vote upon, on a funding request on behalf of that organization.
- F. Organizations that receive funds from the Student Association Fee (SAF) each year may not request additional funding from the MSGA.
- G. Equipment/decorations purchased by an organization for an event with MSGA funds must be returned to MSGA after the event. These items can be reused for future events by other organizations.
- H. Monies allocated will be distributed to the organization treasurer. The treasurer will distribute funds as he/she sees fit to the organization, and is responsible for submitting a completed expense report to the MSGA Treasurer within 48 hours of the event.
- I. If funding paperwork is not completed on time (or there is no communication from the student organization with the Finance/Funding Committee regarding funding paperwork), the student who received the funding on behalf of the student organization will be held responsible for the entire dollar amount of the funding.
- J. All funding expenditures are limited to the purpose for which they were allocated.
- K. One organization member is required to be in attendance at the MSGA Finance Committee meeting to present the request. Requests will not be considered if an organization member is not present at the committee meeting.
- L. After review by the Finance Committee, the request moves to the immediate following regular Senate meeting, at which the Senate shall approve or deny the funding request.
  - a. Student organizations are not required to be present at the Senate meeting.
- M. After approval, funding requests take two business days to process.
- N. If funding is made via check, they will be available for pick up at the Student Info Desk. Checks will be ready after 12 pm on the Friday following the meeting at which the funding was approved.
- O. Approval of funding requests is at the discretion of the MSGA Senate. Adherence to terms and conditions does not guarantee funding in whole or in part.

### **Section Two: Funding for Conferences**

- A. Recognized or Conditional Student Organizations may request funding for (1) one conference per academic year.
- B. Each conditional and recognized student organization may request up to \$1,500 for conference funding per academic year.

1. MSGA will spend up to the appropriated amount for conferences each academic year. Funding will be distributed on a first-come, first served basis according to the date of Funding Request submission. 2. Once the appropriated amount has been fully distributed, no further conference funding requests will be considered by the MSGA.
- C. Conditional and recognized student organizations must submit their request for funding at least 28 days prior to scheduled departure date.
  - D. MSGA will only consider funding for conference registration fees, hotels/lodging, and transportation costs. Each student is responsible for providing their own money for food and miscellaneous spending.
  - E. Requests to attend conferences must be submitted to the MSGA no later than 5 pm Friday two weeks prior to the end of the current semester. Requests to attend conferences submitted past this deadline will not be reviewed.
  - F. Students planning to attend a conference must be able to argue that the conference caters towards university students or that the material presented and the knowledge to be gained at said conference is applicable at the college/university level.
  - G. MSGA will not fund conferences, which would require students to miss any more than two (2) academic days.
  - H. Conferences held out-of-state must be chaperoned by the student organization advisor or Marymount faculty/staff designee. The amount allocated to the organization by the Senate can cover the cost of the advisor.
  - I. Student organizations that attend conferences must send at least 1 representative to the MSGA Senate within 14 days following the final conference day and present what they learned and are bringing back from the conference for the betterment of their organization and the Marymount community.
  - J. Any conference which takes place after midterms week of a given semester cannot be attended by students who are graduating, transferring, or who will not be returning to Marymount the following semester.

## **ARTICLE VI. AMENDMENT OF BYLAWS Section**

### **One. Amendments.**

These By-Laws may be amended by receiving a two-thirds affirmative vote at any regular meeting of the MSGA Senate provided the amendment has been announced to the Senate at least fourteen (14) days prior to the meeting in which it is considered. The notice shall include the complete text of the proposed amendment.

### **Section Two. Effective Date.**

Amendments to these By-Laws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise determined.