

**CONSTITUTION OF
MARYMOUNT CALIFORNIA UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
PALOS VERDES, CALIFORNIA**

PREAMBLE

We, the students of Marymount California University, for the purpose of securing a closer relationship and better understanding between administration, students and faculty; for the purpose of assisting in the supervision of all student activities and Student Association Fees; and for the purpose of promoting Marymount California University's growth, do unite in establishing a government and adopting for its government the following constitution.

ARTICLE I. NAME

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

ARTICLE II. MEMBERSHIP

Section One: Composition.

The MSGA shall be comprised of up to 16 senators – a total of eight (8) Underclass Senators from either the freshmen, or sophomore classes, and eight (8) Upper-class Senators from either the junior or senior classes; four (4) officers of an Executive Board; and an advisor.

MSGA provides elections every April for the subsequent academic year and September for the current year. Executive officers and five (5) upper division and five (5) lower division senators will be elected in April. At least three (3) upper division and (3) lower division senators and any other open positions will be elected in September.

Section Two: Election of Senators.

A. Qualifications. Senators must:

1. Be students of Marymount California University, paying the annual \$300 Student Association Fee as verified by the Registrar/Office of Student Life, and taking classes on the Oceanview and/or Waterfront campuses.
2. Be students in either of the two academic classes (e.g. upper and lower division) they represent at the time of their election. For students running in April they will represent the academic class at the time of the start of the new academic term.
3. Maintain a minimum cumulative grade point average of 2.5. Due to the absence of an earned grade point average, first-semester incoming students (first-year and transfer) are exempt from this policy.
4. Remain in good disciplinary standing as determined by the Office of Residential Life and Student Conduct.

B. Timing and Determination. Senators shall be elected by the student body annually by ballot in September. The eight (8) upper-class and eight (8) underclass candidates receiving the greatest

number of votes shall be elected. In the event that two candidates receive an equal number of votes for the final available office, the winner of the office shall be determined by a coin toss.

- C. **Term of Office.** The term of office shall be one academic year, or until a successor is elected and installed. For April elections, the term shall begin after the last day of classes in the spring semester elections are held. For September, the term shall begin on a candidate's election into office.

Removal and Resignation.

5. **Removal.** A senator shall be removed for the following reasons:
- a. Unexcused absences to three (3) regular meetings of the MSGA.
 - b. Failing to maintain a minimum 2.5 cumulative grade point average, as verified by the University Registrar.
 - c. As a result of successful disciplinary proceedings against a Senator in which removal from office is the recommended sanction.
6. **Resignation.** A Senator may resign by submitting a request in writing to the MSGA Secretary. A resignation is effected upon receiving a majority of the votes cast in a regular meeting at which the request is considered.
7. **Vacancies.** A vacancy in senator shall be filled by the candidate receiving the greatest number of votes at a regular or special meeting for which notice of the vacancy has been given to the students.

Section Three: Duties of Senators.

Senators Shall:

1. Attend all weekly meetings of the MSGA.
2. Have a working knowledge of MSGA governing documents.
3. Complete eight (8) hours of service for MSGA per month.
4. Serve on MSGA and/or institutional committees as appointed by the Executive Board.
5. Participate in all training or retreats scheduled by the MSGA.

Section Four: Compensation.

Senators shall receive monetary compensation for their service as described in the Bylaws of the MSGA.

Section Five: Advisor.

The advisor of the MSGA shall be the Director of Student Life, or his/her designee. The Advisor shall be a non-voting member of MSGA and shall not count toward the determination of quorum.

ARTICLE III. OFFICERS OF THE EXECUTIVE BOARD

Section One: Composition

The officers of the MSGA shall be a President, a Vice President, a Secretary, and a Treasurer.

Section Two: Election.

A. General Qualifications. An officer must:

1. Be regularly enrolled in the University at the Palos Verdes and/or Waterfront Campuses.
2. Maintain a minimum cumulative grade point average of at least 2.70. Due to the absence of an earned grade point average, first-semester incoming students (first-year and transfer) are exempt from this policy.

3. Remain in good disciplinary standing as determined by the Office of Residential Life and Student Conduct.

B. Qualifications for the Office of President. In addition to the general qualifications, the President shall have previously served at least one semester as a senator in MSGA.

C. Timing and Determination. Officers shall be elected by the student body annually by ballot in April. The candidate for each office receiving the greatest number of votes shall be elected. In the event that two candidates for an office receive an equal number of votes, the winner of the office will be determined by a coin toss.

D. Term of Office. The term of office shall be one calendar year, or until a successor is elected. The term shall begin after the last day of classes in the spring semester elections are held.

Removal and Resignation.

1. **Removal.** An officer shall be removed for the following reasons:
 - a. Failing to attend three (3) regular meetings of the MSGA.
 - b. Failing to maintain a minimum 2.70 cumulative grade point average, as verified by the University Registrar.
 - c. As a result of successful disciplinary proceedings against an officer in which removal from office is the recommended sanction.
2. **Resignation.** An officer may resign by submitting a request in writing to the MSGA Secretary. A resignation is effected upon receiving a majority of the votes cast in a regular meeting at which the request is considered.
3. **Vacancies.** With the exception of the position of President, a vacancy in the office of an MSGA officer shall be filled through nomination by the president and approval by the MSGA at its next regular meeting occurring after the vacancy has been announced.

Section Three: Compensation

Officers shall receive monetary compensation for their service as described in the Bylaws of the organization.

ARTICLE IV. MEETINGS

Section One. Regular Meetings.

Regular meetings of the MSGA shall be held weekly each semester on Wednesdays at a time specified in the Bylaws, unless otherwise specified by the membership. The first meeting of each semester shall occur in the second week of classes.

Section Two. Special Meetings.

Special meetings of the MSGA may be called by the MSGA President or upon the written request of five (5) members of the MSGA. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the advisor, at least five (5) days' notice shall be given to members by telephone, in writing, or electronic means.

Section Three. Quorum.

The quorum for regular and special meetings of the MSGA shall be a simple majority of the membership.

Section Four. Dress Code

Each member of MSGA must either wear MSGA polo or utilize business casual style every MSGA Senate meeting. Each member of MSGA must wear their every MSGA Senate meeting. Each member of MSGA must wear the MSGA pin while attending any Marymount California University facility.

Section 5. Attendance Policy

Every member of MSGA is allowed to miss three MSGA Senate meetings. After three absences, a person is subject for MSGA Senate review process and might be removed from his/her position. An excused absence is when a person let the Chair of his/her committee or the Secretary or the Advisor or the President know that he/she will not be there attending.

ARTICLE V. EXECUTIVE BOARD

Section One. Composition.

The executive board shall consist of the elected officers of the MSGA and the Advisor.

Section Two. Powers.

The executive board shall be authorized to conduct the business of the MSGA between academic semesters or in an emergency situation as authorized by the President with the exception of authorizing expenditures in excess of \$4,000.

Section Three. Meetings.

- A. Regular Meetings.** The Executive Board shall meet weekly at a time and place designated by the MSGA President. Members must be provided with at least 24 hours' notice by telephone, in writing, or electronic means.
- F. Special Meetings.** Special Meetings of the Executive Board may be called by the MSGA President or upon the request of two (2) members of the Executive Board or the Advisor. the purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the Advisor, at least two (2) days' notice shall be given to members by telephone, in writing, or electronic means.
- G. Quorum.** The quorum for regular meetings and any special meetings of the Executive Board shall be a majority of the members.

ARTICLE VI. COMMITTEES

Section One. Standing Committees.

- A.** The MSGA shall have the following standing committees; Finance, Events, Campus Outreach, Public Relations.

B. Duties of Standing Committees.

1. The Finance Committee shall be responsible for reviewing Student Organization funding requests prior to presenting them to the MSGA Senate for approval, when necessary. The Treasurer shall chair the committee. It shall be comprised of six (6) Senators and the MSGA Advisor.
2. The Events Committee shall be responsible for scheduling, coordinating, and facilitating events for the Marymount University Student Body as well as for the MSGA. It shall be comprised of four (4) Senators-who shall serve as an ex-officio member of this committee.
3. The campus Outreach Committee shall be responsible for facilitating communication between MSGA and the Student Body through multiple forms of surveying and for maintaining campus wide awareness of issues affecting students. The MSGA President shall be responsible for chairing this committee. It shall be comprised of four (4) Senators.

4. The Public Relations shall be responsible for maintain and promoting the MSGA image and events. This committee shall also be responsible for analyzing MSGA likeness as well as planning publicity strategies and campaigns.

C. Subcommittees. Standing committees are established with the power to appoint such subcommittees as are required to carry out responsibilities.

D. Reporting. Standing committees shall report as necessary, or as called upon to do so by the MSGA. Committees do not have the power to act on their own.

E. Assignment. The officers of the executive board shall assign senators to committees at the beginning of each semester.

Section Two. Special Committees.

The MSGA may establish special committees to assist in the discharge of its responsibilities, undertaking special charges which do not fall within the purview of standing committees. These committees, once formed, shall have a finite lifespan and shall observe the same operational procedures as specified for standing committees.

Section Three. Disciplinary Committee

The MSGA may establish a disciplinary committee to investigate the actions of a member(s), and provide evidence on whether disciplinary action is required in the events of an investigation. This committees, once formed, shall have a finite lifespan and shall observe the same operational procedures as specified for standing committees.

ARTICLE VII. PARLIMENTARY AUTHORITY

The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern the MSGA in all cases to which they are applicable except when inconsistent with this constitution or its Bylaws.

ARTICLE VIII. AMENDMENTS

Section One. Amendments.

This Constitution may be amended by receiving a three-fourths affirmative vote at any regular meeting of the MSGA Senate provided the amendment has been announced to the Senate at least fifteen (15) 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 this Constitution shall take effect at the adjournment of the meeting at which they are adopted unless otherwise determined.