

# MARQUETTE UNIVERSITY STUDENT GOVERNMENT

## CONSTITUTION

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

### Preamble

The role of the Marquette University Student Government is to identify, understand, and actively address and represent students' needs, concerns, and interests through acts of leadership and service which reflect Catholic, Jesuit ideals and contribute to the betterment of the Marquette University community.

### Article I – Name

The name of this organization shall be Marquette University Student Government, hereafter referred to as MUSG.

### Article II – Membership

#### Section 1

The membership of MUSG shall include all full-time undergraduate students of Marquette University.

#### Section 2—Non-discrimination clause

Consistent with all applicable Federal and State laws and University policies, this organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, age, religion, veteran's status, gender, sexual orientation, national origin, or disability in its selection of officers and appointees.

### Article III – Functions

The functions of MUSG shall be the following:

- A. To act as the primary student voice of the Marquette Community.
- B. To manage the MUSG portion of the Student Activity fee and derived funds.
- C. To promote and sponsor services for the student body.
- D. To recognize and support student organizations.

### Article IV – Organizational Structure

#### Section 1

The officers of MUSG shall be the President, Executive Vice President, Program Vice President, Financial Vice President, Communications Vice President, and Legislative Vice President (By-Laws, Article VII).

#### Section 2

There shall be an Executive Board of MUSG, chaired by the President, and comprised of the officers of MUSG (By-Laws, Article I).

#### Section 3

There shall be an Executive Council, chaired by the Executive Vice President, and comprised of the Elections Coordinators, Senior Speaker Coordinator, DogEars Coordinator, Student Advocate, Administrative Assistant, and Receptionists (By-Laws, Article II).

#### Section 4

There shall be a Program Board, chaired by the Program Vice President, and comprised of the Program Board Assistant and the Program Commissioners (By-Laws, Article III).

#### Section 5

There shall be a Financial Department, chaired by the Financial Vice President, and comprised of the Controller and Financial Office Assistant (By-Laws, Article IV).

#### Section 6

There shall be a Communications Department, chaired by the Communications Vice President, and comprised of the Art Director, Public Relations Director, Multimedia Director, Dog Ears Sales Manager, Art Assistants, Public Relations Assistants, Multimedia Assistant, and the Photography Assistant (By-Laws, Article V).

#### Section 7

There shall be a Senate, chaired by the Legislative Vice President, and comprised of the Parliamentarian and Academic and Residential Senators (By-Laws, Article VI).

#### Section 8

There shall be an Elections Committee, chaired by the Elections Coordinators, and comprised of additional Elections Committee members (By-Laws, Article VIII).

#### Section 9

There shall be a Judicial Administrator (By-Laws, Article VIII).

### **Article V – Elections**

#### Section 1

The procedure for MUSG elections is stated in the MUSG Election Rules. Any changes in the Election Rules are subject to a two-thirds affirmative vote of the seated Senate. The Elections Committee shall be charged with the responsibility of the implementation of the MUSG Election Rules for all MUSG elections and student referenda.

#### Section 2

The President, Executive Vice President, and Academic Senators shall be elected annually in the spring election, to be held the fourth week of March. Officials elected in the spring elections shall take office on April 1 and serve for one calendar year.

- A. The President and Executive Vice President shall be elected on the same ticket by the full-time undergraduate student body.
- B. Academic Senators shall be elected by the full-time undergraduate students of their respective colleges.

#### Section 3

Residential Senators shall be elected annually in the fall elections by the full-time undergraduate students living in the respective residential areas. The fall elections shall be held the fourth week of the fall semester and shall take effect on the first day of the fifth week of the fall semester. Officials elected in the fall elections shall serve until the effective date of the fall elections the next calendar year.

#### Section 4

In all elections, a primary election shall be held for any office where the number of candidates exceeds twice the number of positions available. Primary elections shall be held at least one week prior to the final election and shall reduce the number of candidates to twice the number of positions available.

### **Article VI – Appointment of MUSG Officers and Assistants**

#### Section 1

The Executive Council will be selected as follows:

- A. The Executive Vice President shall appoint, in consultation with the President, the Senior Speaker Coordinator, Administrative Assistant, Elections Coordinators, DogEars Coordinator, and the Student Advocates. These officials shall take office May 1 and serve for one calendar year.
- B. The Administrative Assistant shall appoint no more than five MUSG receptionists in consultation with the Executive Vice President and the President. These officials shall take office on May 1 and serve for one calendar year.
- C. The Elections Coordinators shall have the responsibility of appointing additional members to comprise an Elections Committee which will total no more than five people (including the coordinators). These officials shall take office on February 1 and serve until April 15 of the following year.

## Section 2

The Program Board will be selected as follows:

- A. The Program Vice President shall be recommended by the Program Selection Committee comprised of the following: the President as Chair, the current Program Vice President, the Dean of Student Development or designee, one Senator appointed by the Legislative Vice President, and one student at-large appointed by a Student Advocate in consultation with the Executive Vice President. The recommendation shall be presented by the President and is subject to approval by a two-thirds affirmative vote of the present Senate. The Program Vice President shall then take office on February 1 and serve until April 15 of the following year.
- B. The Program Vice President shall appoint, in consultation with the President, a Program Board Assistant and Commissioners for each Program Commission. These officials shall take office March 15 and serve until April 15 of the following year.

## Section 3

The Financial Department will be selected as follows:

- A. The Financial Vice President shall be recommended by the Financial Selection Committee, comprised of the following: the President as Chair, the current Financial Vice President, the Dean of Student Development or designee, a representative from the University Comptroller's Office, one Senator appointed by the Legislative Vice President, and one student at-large appointed by a Student Advocate in consultation with the Executive Vice President. The recommendation shall be presented by the President and is subject to approval by a two-thirds affirmative vote of the present Senate. The Financial Vice President shall take office on January 15 and serve until February 15 of the following year.
- B. The Financial Vice President shall appoint, in consultation with the President, a Controller and no more than two Financial Office Assistants. These officials shall take office on April 15 and serve for one calendar year.

## Section 4

The Communications Department will be selected as follows:

- A. The Communications Vice President shall be recommended by the Communications Selection Committee comprised of the following: the President as Chair, the current Communications Vice President, the Dean of Student Development or designee, one Senator appointed by the Legislative Vice President, and one student at-large appointed by a Student Advocate in consultation with the Executive Vice President. The recommendation shall be presented by the President and is subject to approval by a two-thirds affirmative vote of the present Senate. The Communications Vice President shall then take office on April 15 and shall serve for one calendar year.
- B. The Communication Vice President shall appoint, in consultation with the President, an Art Director, Public Relations Director, Multimedia Director, Multimedia Assistant, Art Assistants, Public Relations Assistants, and the Photography Assistant. These officials shall take office on May 1 and serve for one calendar year.

## Section 5

The appointed members of the Senate will be selected as follows:

- A. The Legislative Vice President shall be elected from the membership of MUSG (Constitution, Article II) by a majority vote of the seated Senate at the first meeting after spring elections take effect, and shall serve until the Legislative Vice President is elected the following calendar year. Such a vote shall require a nomination by Senators and secret balloting to determine the outcome of the election.
- B. The Parliamentarian shall be appointed by the Legislative Vice President and is subject to approval by a majority vote of the seated Senate. The Parliamentarian shall take office on May 1 and serve for one calendar year.
- C. The Senate shall elect from among its members a President Pro-Tempore, who shall be a seated Senator and take office upon election. The election shall be held at the first Senate meeting after the election of the Legislative Vice President, and shall require nomination by Senators and secret balloting to determine the outcome. A majority vote of the seated Senate is required in order to secure the position. The President Pro-Tempore shall hold office until the end of the aforementioned Senator's term.

## Section 6

The President and MUSG Advisor shall appoint a Judicial Administrator, who shall take office on May 1 and serve for one calendar year.

## Section 7

Senate reserves the right to call any appointed member of MUSG, with the exception of the Judicial Administrator, before the assembly for approval by a majority vote of the present Senate. The procedure for Senate review of MUSG appointments shall be conducted as follows:

- A. Appointments reviewed by the Senate
  1. The Program Vice President, Financial Vice President, and Communications Vice President are subject to approval by a two-thirds affirmative vote of the present Senate (as indicated in Section 2, 3, and 4 above). These nominations are presented to the Senate by the President at the first meeting following the meeting of the respective selection committee. Nominees are presented directly to the Senate and are not first presented to a Senate standing committee.
  2. The Legislative Vice President, Parliamentarian, and President Pro-Tempore are approved by the Senate using the procedures outlined in Section 5 above.
- B. Appointments reviewed by the Business and Government Committee (By-Laws, Article VI, Section 2)
  1. MUSG officers and assistants who will be paid a stipend are subject to approval by the Business and Government Committee of the Senate. These nominations are presented to the Committee by the respective Vice President at the first meeting following the date of their selection. The nomination requires a three-fourths vote of the committee for approval. If a three-fourths vote is not reached, the respective Vice President can withdraw the nomination or the matter will automatically be forwarded to the Senate for consideration. In the Senate, the nomination requires approval by a majority vote of the present senators.
- C. Appointments reviewed by the Senate only upon request
  1. Officers and assistants who will be paid an hourly wage or are volunteers are appointed by the respective MUSG Vice President or supervisor. The names of all appointees shall be submitted to the Chair of the Business and Government Committee within one week of selection. These appointments are not subject to approval by the Business and Government Committee or the Senate unless called before the assembly by a three-fourths vote of the Senate. In this case, the nomination is presented to the Senate by the respective Vice President or supervisor. The nomination requires approval by a majority vote of the present senators.

## **Article VII – Meetings**

### Section 1

Meetings of the Executive Board shall be held at least once per month during the fall and spring semesters upon the call of the President. All meetings shall require three class days written notice by the President.

### Section 2

Meetings of the Executive Council shall be held at least once per month during the fall and spring semesters upon the call of the President or Executive Vice President. All meetings shall require three class days written notice by the Executive Vice President.

### Section 3

Meetings of the Program Board shall be held at least once per month during the fall and spring semesters upon the call of the President or Program Vice President. All meetings shall require three class days written notice by the Program Vice President.

### Section 4

Meetings of the Financial Department shall be held at least once per month during the fall and spring semesters upon the call of the President or the Financial Vice President. All meetings shall require three class days written notice by the Financial Vice President.

#### Section 5

Meetings of the Communications Department shall be held at least once per month during the fall and spring semesters upon the call of the President or the Communications Vice President. All meetings shall require three class days written notice by the Communications Vice President.

#### Section 6

The rules for Senate meetings are as follows:

- A. Meetings of the Senate shall be defined as follows:
  1. Senate meetings, regular or special
  2. Senate committee meetings
  3. Any other official meetings of the Senate as designated by the President or the Legislative Vice President
- B. None of the aforementioned meetings may be substituted for another.
- C. Regular meetings of the Senate shall be held at least once per month during the fall and spring semesters. These meetings may be called by the President, Legislative Vice President, or by a motion of the Senate. All regular meetings require three class days written notice by the Legislative Vice President.

#### Section 7

Quorum for all of the aforementioned meetings shall be defined as greater than 50 percent of the current membership. If the quorum is not met, no meeting may be held.

#### **Article VIII – Finances**

The procedures for the collection and distribution of MUSG funds are stated in the MUSG Financial Policies.

#### **Article IX – Advising**

The Vice President for Student Affairs or designee shall be the Advisor of MUSG and the Executive Board. Additional advisors may also be named by the Vice President for Student Affairs or the designated MUSG Advisor.

#### **Article X – Parliamentary Authority**

The current issue of *Robert's Rules of Order, Newly Revised*, shall apply in all parliamentary instances not otherwise provided in this Constitution or its corresponding By-Laws.

#### **Article XI – Amendment of the MUSG Constitution**

This Constitution may be amended by a two-thirds vote of the seated Senate. The amendment shall become effective after approval by the MUSG President and the Vice President for Student Affairs.

*Amended 3/22/01 – Revised Executive Council positions*  
*Amended 4/4/02 – Appointment process, Program Board name change*  
*Amended 11/6/03 – Addition of second Financial Office Assistant*  
*Amended 2/12/04 – Composition of Vice President Selection Committees*  
*Amended 2/26/04 – Elimination of Legislative Clerk*  
*Amended 3/18/04 – Addition of DogEars Coordinator*  
*Amended 3/10/05 – Addition of DogEars Sales Manager*