

MARQUETTE UNIVERSITY STUDENT GOVERNMENT

GOVERNING DOCUMENTS
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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

Marquette University Student Government serves to actively identify, understand, address, and represent students' needs, concerns, and interests through acts of leadership and service that 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 Coordinator, Senior Speaker Coordinator, the Coordinator for Diversity, Inclusion, and Social Justice, the 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 four Program Board Coordinators and Program Board Members (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 Assistants (By-Laws, Article IV).

Section 6

There shall be a Communications Department, chaired by the Communications Vice President, and comprised of the Creative Director, Multimedia Director, Public Relations Director, Graphic Design Assistants, Multimedia Assistants, Public Relations Assistants, 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, Legislative Clerk, and Academic and Residential Senators (By-Laws, Article VI).

Section 8

There shall be an Elections Committee, chaired by the Elections Coordinator, 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 third week of the fall semester and shall take effect on the first day of the fourth 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.

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, the Elections Coordinator, and the Coordinator for Diversity, Inclusion, and Social Justice. 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 Coordinator 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 May 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 or designee, a departmental member of programs appointed by the President, the Vice President for Student Affairs or designee, one Senator appointed by the Legislative Vice President, and one student at-large appointed by 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 January 1 and serve until April 30 of the following year.
- B. The Program Vice President shall appoint, in consultation with the President, four Program Board Coordinators. These officials shall take office February 15 and serve until April 30 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 or designee, a departmental member of finance appointed by the President, the Vice President for Student Affairs or designee, a representative from the University Comptroller's Office, one Senator appointed by the Legislative Vice President, and one student at-large appointed 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 30 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 or designee, a departmental member of communications appointed by the President,

the Vice President for Student Affairs or designee, one Senator appointed by the Legislative Vice President, and one student at-large appointed by 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 February 15 and shall serve until April 30 of the following year.

- B. The Communication Vice President shall appoint, in consultation with the President, a Creative Director, Public Relations Director, Multimedia Director, Graphic Design Assistants, Multimedia Assistants, Public Relations Assistants, and the Photography Assistant. These officials shall take office on April 1 and serve until April 30 of the following 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 second meeting after spring elections take effect and shall serve until April 30 of the following year. Such a vote shall require a nomination by Senators and secret balloting to determine the outcome of the election.
- B. The Parliamentarian and Legislative Clerk(s) shall be appointed by the Legislative Vice President and are subject to approval by a majority vote of the seated Senate. When deemed appropriate by the Legislative Vice President, the Legislative Clerk position may be held by more than one person. The Parliamentarian and Legislative Clerk(s) 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 Administration 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 Administration 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 Administration Committee within one week of selection. These appointments are not subject to approval by the Business and Administration 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*
- Amended 9/14/06 – Reinstatement of Legislative Clerk*
- Amended 11/9/06 – Elimination of DogEars Coordinator and Sales Manager*
- Amended 3/5/09 – Revised titles for Communication Department positions*
- Amended 4/29/10 – Moved residential senator elections forward one week*
- Amended 11/11/10 – Communication VP Selection Timeline and Officer Term Ending Dates*
- Amended 11/8/12 – Program Board structural changes*
- Amended 2/28/13 – Elimination of Student Advocate position*
- Amended 5/2/13 – Eliminate Presidential Primary Elections*
- Amended 2/11/14 – Adjusted Legislative Vice President election timeline*
- Amended 2/11/14 – Changed make-up of VP selection committees*
- Amended 10/28/14 – Addition of Coordinator for Diversity, Inclusion, and Social Justice*
- Amended 11/4/14 – Removed Program Board Commissions, added Program Board Coordinators*

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, Elections Coordinator, Senior Speaker Coordinator, and Coordinator for Diversity, Inclusion, and Social Justice.
- 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 four Program Board Coordinators.

Section 4

There shall be a general Program Board made up of members at large.

Section 5

The Program Board shall be structured as follows:

- A. There shall be four Program Board Coordinators responsible for the organization and execution of programs on and off campus. Their duties shall be presented in writing before they are hired.
- B. There shall be a general Program Board of members at large with open applications throughout the academic year.

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: Creative Director, Public Relations Director, Multimedia Director, Multimedia Assistants, Graphic Design 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 Administration, 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 such as, but not limited to, majors/minors, the Core of Common Studies, and academic support services.
- B. The Business and Administration Committee shall consider issues such as, but not limited to, university vendor relationships, university administrative support areas, and changes to MUSG Governing Documents. This committee will also review appointments of MUSG officers and assistants and serves as the Judicial Committee of the Senate.
- C. The Student Life Committee shall consider issues regarding the out-of-class experience of students such as, but not limited to, student affairs, campus ministry, campus safety, and the student union.
- 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. Serve as chair of the Student Organization Allocations Committee (as defined in the Financial Policies).
- D. Provide training to all members of the SOF Committee on the SOF Process.
- E. Be responsible for duties as assigned by the President.
- F. 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.
- G. Assist the President in the coordination of all areas of MUSG.
- H. Assume all duties of the President in case of a leave of absence.
- I. Report to the President and to the Executive Board.
- J. Be responsible for the placement and training of students to All-University Committees to ensure effective student representation on the aforementioned committees.

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 Board Coordinators.
- D. Be present at all meetings of the Senate. In the case of absence, the Program Vice President shall arrange for a Program Board Coordinator 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 Vice President for Student Affairs or designee 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. 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 Administration 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 Coordinator, 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 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 responsible for duties as assigned by the Executive Vice President.
 6. Serve as a member of, and assist the Executive Council.
- C. 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.
- D. The Senior Speaker Coordinator, who shall:
 1. Be responsible for the application and nomination of students for Senior Speaker for the May graduation ceremony.
 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.
- E. The Coordinator for Diversity, Inclusion, and Social Justice, who shall:
 1. Chair the Committee on Diversity, Inclusion, and Social Justice which shall consist of two Senators (one Academic, one Residential) appointed by the Legislative Vice President, one member of Program Board appointed by the Program Vice President, one representative from the Residence Hall Association (RHA) appointed by the RHA President, and any other representatives from recognized student organizations appointed by the Coordinator for Diversity, Inclusion, and Social Justice. The Committee shall serve as a liaison between different university departments, councils, staff and faculty in order to create a central location for discussion of issues and efforts pertaining to Diversity, Inclusion and Social Justice. Both the Coordinator and the Committee shall be advised by the Vice President for Student Affairs or Designee.
 2. Report to the Executive Board or Senate upon request by the President or Executive Vice President.
 3. Be responsible for duties as assigned by the Executive Vice President.
 4. Serve as a member of the Executive Council.

Section 3

The Assistants to the Program Vice President are the Program Board Coordinators, who shall:

1. Act as liaisons between the Program Vice President and the Program Board Members at large.
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.

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 Creative Director, who shall:
 1. Be responsible for all arts, graphics design, and advertising efforts for MUSG.
 2. Supervise the Graphic Design Assistants.
 3. Be responsible for duties as assigned by the Communications Vice President.
- D. The Graphic Design 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 Creative 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.
 5. Be responsible for posting the voting record of each Senator on the MUSG website after each Senate meeting.
- 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.

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 Legislative Clerk, who shall:
 1. Be present at every meeting of the Senate and record minutes.
 2. Present to the Legislative Vice President typed minutes of every meeting of the Senate.
 3. Maintain updated versions of all MUSG documents.
 4. Be responsible for clerical duties as assigned by the Legislative Vice President.
 5. Be responsible for recording the voting record of each senator for every vote cast and disseminating the information in the minutes of each Senate meeting and to the Communications Department to be posted on the MUSG website.
 6. Serve as the secretary of the SOF Committee recording minutes of all deliberation and decisions on funding requests for distribution to the SOF and Budget Committees.
- C. 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.

- D. 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. Residence Hall students are defined as undergraduate students who reside in the residence halls.
 2. Commuter students are defined as undergraduate students who do not, or did not as freshmen and sophomores, live in university residence halls, but live(d) within 35 miles of campus with a parent or legal guardian.
 3. Off-campus students are defined as undergraduate students who are not residence hall students or commuter students.
- 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.
- 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

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 Program Board Coordinator does not fulfill the duties outlined by the Program Vice President and Advisor, the Program Vice President shall provide them with a document outlining the reasons for their removal, the member shall be automatically removed from the Program Board, and the position declared vacant.

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 – Rename Services Board to Program Board, Program Board Commission changes*
- Amended 1/9/03 – Senate override of presidential veto*
- Amended 9/18/03 – Revision of 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*
- Amended 9/14/06 – Reinstatement of Legislative Clerk*
- Amended 11/9/06 – Elimination of DogEars Coordinator and Sales Manager*
- Amended 11/13/08 – College of Education representation*
- Amended 3/5/09 – Revised titles for Communication Department positions*
- Amended 10/15/09 – Revision of Senate Standing Committees*
- Amended 4/28/11 – Rename Concerts Commission to Major Events*
- Amended 11/8/12 – Program Board changes to commissions and Street Team*
- Amended 2/28/13 – Elimination of Student Advocate position*

- Amended 5/2/13 – Revised definition of commuter, off-campus, and residential students*
- Amended 10/11/13 – Added recording of Senate voting record to Legislative Clerk; added posting of voting record to Multimedia Director*
- Amended 10/27/14 – Addition of Coordinator for Diversity, Inclusion, and Social Justice*
- Amended 11/4/14 – Removed Program Board Commissions, added Program Board Coordinators*
- Amended 12/1/14 – Required EVP to train SOF Committee members, made the Legislative clerk the secretary of the SOF Committee*

MARQUETTE UNIVERSITY STUDENT GOVERNMENT

BUDGET APPROVAL PROCEDURES

REVISED SEPTEMBER 1994

UPDATED APRIL 2001

Section I – Acceptance of Budget as a Whole

- A. Chair entertains a motion to accept the budget (second necessary)
- B. Rationales, as follows:
 - 1. Chair of the Budget Committee (10 minutes)
 - 2. Chairs of the Senate Standing Committees (2 minutes per committee)
- C. Questions
- D. Debate
- E. Vote – two-thirds of seated senate required.
 - 1. If motion passes, the budget is closed.
 - 2. If motion fails, proceed to II.A.

Section II – Acceptance of Sections of the Budget

- A. Chair announces the opening of each section of the budget separately and in the order printed.
 - 1. Rationales
 - a. Chair of the Budget Committee (4 minute time limit)
 - b. Chair of the appropriate Standing committee (2 minute limit)
 - 2. Appropriate MUSG officer, spokesperson, or organization (spokesperson may give personal recommendations – 2 minute limit)
- B. Questions
- C. Chair asks for objections to the section as a whole (all lines).
 - 1. If no objections, the section passes and no further discussion is allowed. Proceed to II.A. for the next section;
 - 2. In one objection and a second;
 - a. Chair asks for objections to line one.
 - i. If no objections, the line passes and no further discussion is allowed. Proceed to II.C.2.a. for the next line;
 - ii. If one objection and a second, chair opens floor to debate regarding only that line. Continue to II.C.2.b.;
 - b. Senate votes on budget recommendation for line – majority of seated senate required.
 - i. If line passes, proceed to II.C.2.a for next line;
 - ii. If line fails, continue to II.C.2.c.
 - c. Chair entertains a motion for a new budget recommendation for that line only (second necessary).
 - i. Questions
 - ii. Debate
 - iii. Vote – majority of seated senate required.
 - 1. If motion passes, the line is closed;
 - 2. If motion fails, proceed to II.C.2.c. for next motion.
 - d. Once all lines of the section are completed, chair will entertain a motion for a new line (if any). If any motions are made, chair will ask for objections to the new line (II.C.2.a.)

Section III – Acceptance of Budget as a Whole (Second Attempt)

- A. Chair entertains a motion to accept the budget as a whole (second necessary)
- B. Debate only (no questions)
- C. Vote – two-thirds of seated senate required
 - 1. If motion passes, budget is closed.
 - 2. If motion fails, proceed as follows:
 - a. Chair entertains a motion to amend any budget line (second necessary).
 - b. Rationale from senator making motion (2 minutes)
 - c. Rationale from appropriate MUSG officer or spokesperson (2 minutes)
 - d. Questions
 - e. Debate
 - f. Vote on amendment – majority of seated senate required.
 - g. Chair will ask if there are any more amendments.
 - i. If yes, proceed to III.C.2.a. for next motion
 - ii. If no, proceed to III.A. and close the budget.

Section IV – Additional Special Provisions

Under no circumstances may the revenue figure be changed without the prior consultation of the Financial Vice President and MUSG Advisor.

- I. Prior to review by the Senate
 - A. The Legislative Vice President shall assign each section of the budget to an individual Senate Standing Committee.
 - B. The committee must review the assigned section and may call upon key people in answering questions.
 - 1. The committee can amend the Budget Committee’s recommendation by a unanimous vote (must have quorum).
 - 2. The Senate Committee recommendation will then become the budget recommendation presented to the Senate.
 - 3. If the Senate Committee passes no recommendations, the Budget Committee’s recommendation is presented to the Senate.
- II. While in Senate
 - A. When differences occur between these Budget Procedures and the Senate Standing Rules, the Budget Procedures shall take precedence over the Senate Standing Rules. In all other accounts, Senate shall operate under the Senate Standing Rules.
 - B. Only one spokesperson per organization will be recognized under II.A.2. and III.C.2.c.
 - C. The chair will choose the appropriate officer to answer questions under I.C., II.B., II.C.2.c.i., and III.C.2.d.
 - D. Any motion for which funds are unavailable must stipulate where funds will be taken.
 - E. The chair is always in order.

Section V – Amendment of the Budget Approval Procedures

These Budget Approval Procedures may be amended by a majority affirmative vote of the seated Senate. The amendment shall become effective after approval by the MUSG President and the Vice President for Student Affairs or designee.

MARQUETTE UNIVERSITY STUDENT GOVERNMENT

ELECTION RULES

APPROVED BY MUSG (FORMERLY ASMU) SENATE 1/18/90

UPDATED 2/13/97

MAJOR REVISION 2/8/01, VPSA APPROVAL 9/26/01

Introduction

These election procedures and rules are written for the purpose of electing the Senators, Executive Vice President, and President of Marquette University Student Government (MUSG). They have been compiled from the experiences of many students over numerous years and have been approved by the MUSG Senate as the official guidelines and rules for the said elections. Generally, the nature of these elections mandates flexibility because some items are absolute and others must be interpreted according to circumstances.

Though the rules are written with the assumption that the reader has never participated in an MUSG election, they should be read carefully and completely. It is expected that a first time reader will have questions; clarification should be sought prior to taking any action in a campaign. Please note that NO CAMPAIGNING MAY BEGIN BEFORE A CANDIDATE IS REGISTERED. These rules, procedures, and their interpretations are governed by the Elections Committee, chaired by the Elections Coordinator. In addition, it is expected that all candidates and campaigns will conduct their activities in accordance with all applicable University policies and procedures.

Section I – Elections Committee

- A. An Elections Committee of five (5) persons, including the Elections Coordinator, shall be appointed in accordance with the MUSG Constitution (Article IV, Section 8). No member of the Elections Committee shall hold any elected or appointed MUSG office during the semester in which the election is being held; shall be a candidate for office; shall be related to any candidate; or shall serve as a campaign manager or registered campaign worker for any candidate in the election.
- B. The Elections Coordinators shall chair all meetings of the Elections Committee.
- C. The Committee shall have authority over administering the election, interpreting the election rules, and overseeing the candidates' campaigns.
- D. The Committee shall make available registration materials and election rules to the potential candidates within a reasonable timeframe in respect to the primary and final election.
- E. The Committee shall make official all candidates for office and schedule any special elections.
- F. During the fall, elections will be conducted for Residential Senate seats. During the spring, elections shall be conducted for the positions of President, Executive Vice President, and Academic Senate seats.
- G. Final results are made official by the Election Coordinator in consultation with the Vice President for Student Affairs or designee.
- H. The Elections Committee is responsible for administering penalties (Section XIV) to candidates who deviate from the election procedures. The penalty shall be imposed according to the severity of the violation and may range to, and include, disqualification.
- I. No member of the Elections Committee or Appeals Committee may serve on a campaign team, wear any partisan campaign material, or in any way campaign for any candidate.

Section II – Definitions

- A. *Full-Time Student*: A Marquette undergraduate carrying twelve or more semester hours.
- B. *On-Campus Student*: Undergraduate students who reside in the residence halls.
- C. *Commuter Student*: Undergraduate students who do not, or did not as freshmen and sophomores, live in university residence halls, but live(d) within 35 miles of campus with a parent or legal guardian.
- D. *Off-Campus Student*: Undergraduate students who are not on-campus students or commuter students.
- E. *All-University Elected Officer*: President and Executive Vice President (will be referred to jointly as a “ticket”).
- F. *Residential Senator*: Representative of: (a) residence hall students; (b) off-campus students; or (c) commuter students.
- H. *Academic Senator*: Representative of the academic college in which he/she is currently enrolled.
- J. *Final Election*: An election conducted to reduce the number of candidates to no more than one candidate per open seat.
- K. *Campaigning*: Any public contact for the solicitation of votes, with the exception of collecting signatures for candidate registration. Personal appearances, meetings, placement of posters, or distribution of any campaign materials are considered campaigning. Any other activity which may be considered to be campaigning shall be determined by the Elections Committee.
- L. *Campaign Material*: Any printed material, radio or television advertisement, email message, website, or other means used to promote the candidate who is seeking an MUSG elected position, with the exception of the candidate registration process (e.g. obtaining signatures).
- M. *Official Campaign Worker*: Any person, acknowledged on the candidate's official list of campaign workers, who in any way aids a candidate in seeking office. (See Section VII)
- N. *Valid Ballot*: A ballot that meets the following criteria:
 - 1. Certified by the Elections Coordinator;
 - 2. Contains a vote(s) for a qualified candidate(s);
 - 3. Contains a vote(s) cast by a qualified voter (See Section II, A through D);
- O. *Standard Candidate*: A student who registers in advance of the deadline necessary to have her/his name printed on the official ballot.
- P. *Write-In Candidate*: A student whose name is not printed on the official ballot, but whose registration (in accordance with Section V B) makes her/him eligible to receive write-in votes.

Section III – Eligibility of Candidates and Voters

- A. CANDIDATES
 - 1. All candidates for office must be full-time students and must be in good standing, as defined by the Office of Student Development and Marquette University Student Handbook.
 - 2. Any person removed from MUSG for excessive absences may not hold office for one academic year.
 - 3. Candidates may run for only one elected position during a semester.
 - 4. Candidates must comply with requests and guidelines from members of the Elections Committee.
 - 5. Graduating seniors are not eligible to run for any Senator or Officer position in the semester they intend to graduate.
- B. VOTERS
 - 1. For All-University elected positions, eligible voters are full-time undergraduate students.

2. For Academic Senate seats, eligible voters are full-time undergraduate students of the appropriate academic college, e.g. only engineering students vote for Engineering Senate seats.
3. For Residential Senate seats, eligible voters are full-time undergraduate students residing in the appropriate area, e.g. only commuter students vote for Commuter Senate seats.
4. The Elections Committee has final determination of eligible voters (in terms of questionable votes) and candidates.

Section IV – Election Dates

- A. Spring Election: The President, Executive Vice President, and Academic Senators shall be elected annually in the spring election, to be held the fourth week of March. (See Constitution, Article V, Section 2)
- B. Fall Election: The Residential Senators shall be elected annually in the fall election, to be held the third week of classes. (See Constitution, Article V, Section 3)

Section V – Candidate Registration

A. Standard Candidates

1. Registration Dates

- a. Spring Election: Mandatory registration for standard candidates running for the two All-University elected positions, those being President and Executive Vice President, and the Academic Senate seats must submit a standard candidate registration packet by a date, approximately three weeks prior to the election, set by the Elections Committee.
- b. Fall Election: Mandatory registration for standard candidates running for the Residential Senate seats must submit a standard candidate registration packet by a date, approximately two weeks prior to the election, set by the Elections Committee.

2. Standard Candidate Registration Packet: All necessary documents are contained in the standard candidate registration packet. Additional copies are available from the Elections Committee and will be available throughout the standard candidate registration period. Nominees must submit this packet to the Elections Committee and it must be approved before a candidate can begin campaigning.

- a. Candidate Registration Form: Official document that contains the candidate's name (as to appear on the ballot), the position sought, candidate certification of eligibility, and candidate acceptance of the election rules and processes.
- b. Ballot Nomination Form: All nominees seeking office are required to obtain signatures from full-time undergraduate students in their respective academic or residential areas. Only signatures of eligible voters accompanied by appropriate MUID numbers will be counted as valid on the Ballot Nomination Form. All-University tickets must obtain three hundred (300) signatures from full-time undergraduate students. The number of signatures required for Senate candidates will equal ten percent of the number of full-time undergraduate students in the respective area, but shall be no fewer than 10 and no more than 100 signatures. Commuter students are not required to submit signatures. The exact number of signatures required for each academic or residential area will be determined by the Elections Committee and printed in the Candidate Registration Packet.
- c. Official Campaign Workers Form: Nominees must submit a complete list of official campaign workers with their registration, which must be approved by the Elections Committee before the workers may begin working on the candidate's campaign. Any updates must be submitted throughout the campaigning period. The Elections Committee must approve all additions before they may begin working on a campaign.

- d. Campaign Materials and Expenditures Forms: Nominees must file campaign materials and expenditures forms as outlined in Section VI.
 - e. Statement of Objectives: Nominees must submit a Statement of Objectives with their registration packet.
- B. Write-In Candidates
- 1. Students may only register as a write-in candidate for the two All-University Elected Officer positions, President and Executive Vice President. Senate races do not include a write-in option.
 - 2. Registration Dates
 - a. Spring Election: Mandatory registration for candidates running for the two All-University elected positions, those being President, Executive Vice President, must submit a write-in candidate registration packet by 5pm the Monday prior to the election.
 - 3. Write-In Candidate Registration Packet: All necessary documents are contained in the write-in candidate registration packet. Additional copies are available from the Elections Committee and will be available until 5pm the Monday prior to election. Nominees must submit this packet that must be approved by the Elections Committee before a candidate can begin campaigning.
 - a. Candidate Registration Form: Official document that contains the candidate's name, the position sought, candidate certification of eligibility, and candidate acceptance of the election rules and processes.
 - b. Official Campaign Workers Form: Nominees must submit a complete list of official campaign workers with their registration, which must be approved by the Elections Committee before the workers may begin working on the candidate's campaign. Updates may be submitted throughout the campaigning period, but the Elections Committee must approve all additions before they may begin working on a campaign.
 - c. Campaign Materials and Expenditures Forms: Nominees must file campaign materials and expenditures forms as outlined in Section VI.
 - d. Statement of Objectives: Nominees must submit a Statement of Objectives with their registration packet.

Section VI – Campaign Expenses

- A. Total campaign expenses for the combined President/Executive Vice President ticket shall not exceed \$500; total campaign expenses for Senate campaigns shall not exceed \$100.
- B. Costs of campaigning materials will be figured at retail value (this includes discounted, purchased at cost, or donated items).
- C. Upon registration, each President/Executive Vice President ticket or Senate candidate will submit an itemized and detailed list of ALL campaign materials and expenditures (*Campaign Materials and Expenditures Forms*); candidates must also include a sample of all campaign materials, as well as original receipts.
- D. If additional campaign expenses are incurred after the initial filing, receipts for these additional expenses along with a sample of the material must be filed with the Elections Committee within two business days of the date of purchase.
- E. An itemized listing of those campaign costs for each candidate can be made available upon request for the knowledge of voters.
- F. Campaign material used by more than one candidate must be listed on each candidate's expense list at a cost equal to the total retail cost.
- G. All campaign costs lists are subject to review by the Elections Coordinator and Elections Committee. If the retail value of campaign materials is questioned, the Elections Committee will

obtain three estimates for comparable materials, from comparable suppliers and average them to estimate reasonable retail value of the materials used.

- H. No MUSG equipment, resources, or facilities may be used for the creation or distribution of campaign materials or for campaign-related activities.

Section VII – Campaigning

A. CAMPAIGN WORKERS

1. Each candidate must submit a list containing the signatures of all official campaign workers, including names, MU ID numbers, and current telephone numbers. This list must be submitted at candidate registration.
2. Only registered campaign workers can campaign for a candidate.
3. Additions to the list may be submitted during the campaign period, but must be submitted and approved by the Elections Coordinator before any additional campaign workers may campaign for a candidate.
4. Candidates are responsible for the actions of each of their campaign workers. It is the responsibility of the candidates to educate their workers fully so that they understand the Election Rules. Election Rules violations committed by registered campaign workers will count against the candidates.

B. CAMPAIGN MATERIAL

1. All campaign materials **MUST**:
 - a. Be approved by the Election Coordinator before their use;
 - b. Adhere to standards set by the Elections Committee;
 - c. Not be physically damaging to others' personal property or grounds;
 - d. Not slander opponents or their campaigns;
 - e. Comply with Marquette University positing guidelines established by the Offices of Residence Life and Student Development, as well as ordinances of the City of Milwaukee;
 - f. Include the candidate's name, position(s) sought, MUSG acronym, and voting URL;
 - g. Not use Marquette, MUSG, or other trademarked logos.
2. Additional specific conditions:
 - a. The following are **ABSOLUTELY PROHIBITED**:
 - i. Painting, or spray painting, any name or slogan on University buildings or grounds (including snow banks);
 - ii. Use of adhesive backed materials, e.g. stickers;
 - iii. Chalking on blackboards in academic buildings or sidewalks on campus;
 - iv. Mass distribution of material;
 1. **EXCEPTIONS** to this prohibition are:
 - The entrances of Engineering Buildings for Engineering Senator candidates and candidates for All-University offices;
 - The west entrance of David Straz Jr. Hall for Business Senator candidates and candidates for All-University offices;
 - The north entrance of Emory T. Clark Hall for Nursing Senator candidates and candidates for All-University offices;
 - The north entrance of Lalumiere, east entrance of Todd Wehr, east entrance of Wehr Life Sciences; and the west entrance of William Wehr Hall for Arts and Sciences Senator candidates and candidates for All-University offices;
 - The east entrance of Schroeder Health Complex for Health Sciences and Education Senator candidates and candidates for All-University offices;

- The west entrance of Johnston Hall for Communication Senator candidates and candidates for All-University offices;
- All city public sidewalks, in accordance with current Milwaukee city ordinances, for all MUSG candidates, including residential and academic senator candidates, and candidates for All-University offices;
- The West Towne Square area, but at least 50 feet away from the entrances located on the west side of the Alumni Memorial Union;
- The east entrance of the Alumni Memorial Union, but no closer than 50 feet from the doors.

2. These exceptions will be controlled at the discretion of the Elections Committee in accordance with current administrative policy and city ordinances.

- v. Posting in all campus libraries;
- vi. Posting and distribution of campaign materials within the Bradley Center or on the city blocks within which it is located.
- vii. Campaign material within twenty feet of any university-owned computer terminal that can be used for voting.
- viii. Distribution of unsolicited mass email or electronic messages.

- b. All campaign materials must be approved by the Elections Committee before they can be distributed or posted.
- c. In accordance with the Office of Residence Life policies, posting is allowed only in designated areas in each hall as appointed by the hall director or apartment manager. Each hall director or apartment manager will be asked to identify one posting area per floor/wing and one posting area per lobby. Clarification should be sought from the respective hall director or apartment manager before posting.
- d. Campaign material may appear on the door of a student's room in the residence halls and university apartments, provided permission has been granted by at least one of the occupants.
- e. MUSG campaign posters do not require a stamp of approval from the Office of Student Development or from the Office of Residence Life.
- f. Candidates are responsible for the removal of all campaign material within two school days after the election.
- g. Candidates are allowed only one poster per posting area. Posters will only be allowed in the residence halls and university apartments, academic buildings, and the Union in proper posting areas. Posters will be allowed on campus only on designated posting areas. This will apply to all blocks between 11th and 16th Streets and Clybourn and Wells Streets, and all blocks on which residence halls and university apartments are located.
- h. Email messages, websites, and other forms of electronic communication must comply with the Policy on Acceptable Use of Marquette University Computer, Network, Telephony, and Other Electronic Resources.

C. CAMPAIGN ACTIVITIES

- 1. Use of university facilities for campaign activities must occur through the reservation process designated by the Elections Committee.
- 2. The following activities are **PROHIBITED**:
 - a. Disruption of classes or scheduled university activities;
 - b. Solicitation of votes by direct or indirect mailings (electronic or otherwise) or phone calls of any kind, unless the recipients individually and expressly request to receive such solicitations;

- c. Door-to-door campaigning in the residence halls and university apartments(a candidate may speak before a floor, and/or hall meetings, and reserve rooms to speak in, with permission from the hall director or apartment manager);
- d. Campaigning in residence hall rooms reserved for another purpose (e.g. cafeterias, floor lounges, computer labs, bathrooms, elevators, stairwells, etc.).

Section VIII – Election Staff

- A. The Elections Coordinator shall recruit a necessary number of staff for the MUSG Election Help Desk. It is highly encouraged that there be a minimum of two election staff at the Election Help Desk during hours of operation.
- B. No election staff member shall be a candidate for office in the election being conducted; be related to any candidate; or serve as a campaign manager or worker for any candidate in the election.
- C. Election staff members are prohibited from engaging in solicitation of votes or any partisan activity at the MUSG Election Help Desk.

Section IX – Voting Procedures

- A. Any full-time undergraduate student may vote during an election upon submitting appropriate credentials (e.g. eMarq username and password). Each student may only vote once during an election.
- B. Fall Election: voters vote only for their respective Residential Senate candidates during election.
- C. Spring Elections: voters vote only for their respective Academic Senate candidates; only students who have applied for May commencement vote for senior speaker finalists; furthermore, all voters may vote for All-University tickets during the election.
- D. Eligibility of voters will be verified by the online voting system before ballots are received. This eligibility shall be based on information in the student information system with the Office of the Registrar at the time of the election.

Section X – Ballots and Balloting

- A. Voting will take place via the internet from 12:00am until 10:00pm the day of the election. There will be an MUSG Election Help Desk located in the Alumni Memorial Union from 9:00am until 10:00pm to assist voters with technological concerns and issues regarding voting irregularities.
- B. Additional voting areas may be designated only by the Elections Committee. Candidates, campaigns, and/or individual students may not set up polling stations for voting during elections (e.g. laptops or computer stations used for voting by multiple individuals).
- C. All voting shall be done by secret ballot. There will be no proxy or absentee voting. A valid ballot is a ballot that meets the criteria in Section II.N.
- D. Each ballot shall be uniform in appearance.
- E. A candidate's name shall appear on the ballot as it appears on his/her registration form. Nicknames shall be allowed at the discretion of the Elections Coordinator.
- F. Ballot positions will be alphabetical based on the last names of the candidates.
- G. No campaigning or campaign materials other than clothing shall be allowed on Election Day within twenty (20) feet of university-owned computer terminals that can be used for voting or MUSG Election Help Desk in the Union.
- H. In the event there are more than two tickets running for President and Executive Vice President, procedures for instant runoff voting will be used. Students will rank their preferences on the ballot. If no ticket receives a 50 percent majority of votes, the last place ticket will be dropped and the second place choices from those votes will be redistributed as first place votes to the

remaining tickets. Tickets will be dropped and votes redistributed until a majority is reached and a winner is declared.

- I. A minor error (e.g. slight misspelling) shall not be considered grounds for delay or invalidation of an election.
- J. The database of voting information will be retained by the Office of Student Development until the candidates have taken office.

Section XI – Tabulation of Votes

- A. After the polls have closed, all election materials will be returned to an area designated by the Elections Committee.
- B. All information will be kept secure by the Elections Committee and the Office of Student Development before, during, and after the tabulation and verification process. At least one member of the Elections Committee shall be present during the verification process.
- C. The Elections Committee will rely solely on the computer tabulation of votes to determine the tally for the non write-in candidates.
- D. All valid write-in votes shall be hand tabulated twice by the Election Committee with the Vice President for Student Affairs or designee present at all times. If there are any discrepancies, the write-in votes shall be re-tabulated.
- E. The addition of the computer vote tally and the write-in vote tally will determine the winners of the MUSG elections.
- F. The official results shall include the votes each candidate received, including all write-in votes.
- G. The official results of the election will be released to the candidates and public within twenty-four hours after polling ends. If necessary, due to extenuating circumstances, the official results may be withheld up to seventy-two (72) hours after polling ends. The Elections Committee makes the decision with the consent of the Vice President for Student Affairs or designee.
- I. If there is a tie, the election shall be decided by a majority vote of the seated Senate.
- J. Candidates have the right to challenge the validity of the tabulation process of any election within twenty-four (24) hours after the release of the final results. This must be done in written form and submitted to the Judicial Administrator.

Section XII – Violation Submission

The Election Rules and Procedures are under the jurisdiction of the Elections Committee, which serves as the hearing board.

- A. Filing an Alleged Election Rule Violation Report
 - 1. Any full-time undergraduate student may file a report.
 - 2. The alleged violation must be submitted in writing. Two copies of the report must be submitted (one for the Elections Coordinator and one for the public file).
 - 3. The violation must be submitted within 24 hours of gaining reasonable knowledge that the violation has occurred.
 - 4. The Elections Committee shall notify the parties involved of the charge(s), as well as the time and location of the hearing as soon as they are determined.
 - 5. Election Rule violations must be reported before the accused candidate takes office.

Section XIII – Violation Hearing

The following shall be completed within two school days of receiving the Alleged Voting Irregularity Report:

- A. The Elections Committee Hearing:
 - 1. The individual(s) filing the report is to be given the burden of proof.

2. The candidate shall have the right to be present at the hearing in his/her own defense.
 3. If the individual(s) who filed the report fails to attend the hearing, the charges will be dropped. Exceptions can be made at the discretion of the Elections Committee.
 4. The participants in the hearing shall be restricted to the Elections Committee (3/4 of the Elections Committee must be present), the individual(s) who filed the alleged violation, the candidate, witnesses, and Vice President for Student Affairs or designee.
 5. Both parties shall be allowed to present and argue their respective positions.
- B. Upon the conclusion of both arguments, the Elections Committee shall conduct a closed session to deliberate and decide upon the information presented.
 - C. The Elections Committee shall decide whether a violation has taken place, according to the evidence presented. If the vote in favor of responsibility for a violation is unanimous, the Elections Committee shall then decide upon the appropriate action to be taken in consultation with the Vice President for Student Affairs or designee. The Committee's decision shall be presented to the candidate.
 - D. If the Elections Committee determines that a violation has occurred, the party found responsible for the violation has the right to appeal the decision. See Section XV for the Appeal Process.

Section XIV – Rules Enforcement

- A. A deduction of percentage of votes to be determined by the Election Committee based on the severity of the violation shall be used as recourse of action against an offending candidate.
 1. This deduction would be taken from the total of overall votes for the offending candidate.
 2. The Elections Committee may receive and/or file grievances during the course of the campaign (i.e. the time of registration through the close of the polls of the final election).
 3. The Elections Committee must determine the percentage to be deducted prior to the final count of votes so that the results will not influence the determination of the percentage of votes to be deducted.
- B. If conduct during the time of an election is under question, a member of the Elections Committee may launch an immediate investigation into the conduct in question.
- C. Any act of cheating that may affect the election results may result in the disqualification of the candidate.

Section XV – Appeals

- A. An appeal of the Elections Committee decision regarding a violation can be submitted within 24 hours of the committee's decision.
- B. The appeal must be submitted in writing to the Judicial Administrator.
- C. Appeals are not rehearings and they are not granted on the basis of disagreement with the decision.
- D. The candidate against whom the action was brought may appeal the decision of the Elections Committee. The basis for appeal is limited to the following:
 1. There was insufficient evidence to establish responsibility;
 2. The sanction can be shown to be arbitrary or capricious.
- E. The Appeals Committee shall consist of the following: the Judicial Administrator, the Business and Administration Chairperson, and the Legislative Vice-President. No member of the Appeals Committee shall be a member of the Elections Committee, be related to a candidate, be a candidate for office, or serve as a campaign manager or a worker for any candidate in the elections. If a member of the Appeals Committee is an individual who filed an alleged violation, is unable to be present, or conflicts with any of the previous mentioned restrictions, that person shall be replaced in the following manner:

1. The Judicial Administrator shall be replaced by the Financial Vice-President;
 2. The Business and Administration Chairperson will be replaced by an impartial member of the Business and Administration Committee, previously being selected by the Business and Administration Committee;
 3. The Legislative Vice-President would be replaced by the President Pro-Tempore of the Senate, or, if necessary by an impartial committee chairperson.
- F. The Appeals Committee shall review the ruling of the Elections Committee and the information complied.
 - G. The Appeals Committee must reach a unanimous consent on their decision.
 - H. The decision to hear an appeal will be decided by the Appeals Committee itself.
 - I. The decision stated by the Appeals Committee closes the case.

Section XVI – Amendment of the Election Rules

These Election Rules may be amended by a two-thirds affirmative vote of the seated Senate. The amendment shall become effective after approval by the MUSG President and the Vice President for Student Affairs or designee.

Amended 2/14/02 – On-line voting

Amended 1/22/04 – Campaign Materials updates

Amended 2/9/06 – Wording revisions and updates

Amended 2/19/09 – Change regarding solicitation messages

Amended 2/5/09 – Education Senator campaign material posting

Amended 4/2/09 – Candidate eligibility; good standing & seniors

Amended 12/3/09 – Wording revisions and updates; Elimination of write-in option for Senate races

Amended 4/29/10 – Moved residential senator elections one week earlier

Amended 9/6/12 – Election changes for Marquette Involvement Link

Amended 5/2/13 – Elimination of presidential primary election (instant runoff voting); Elimination of commuter senator signature requirement

MARQUETTE UNIVERSITY STUDENT GOVERNMENT

FINANCIAL POLICIES

APPROVED BY MUSG (FORMERLY ASMU) SENATE 2/28/95
APPROVED BY VICE PRESIDENT FOR STUDENT AFFAIRS 6/1/95
UPDATED 11/23/98
MAJOR REVISION 2/1/01, VPSA APPROVAL 9/26/01
MAJOR REVISION (Organization Funding) 11/8/01, VPSA APPROVAL 1/14/02
MAJOR REVISION (Organization Funding) 12/1/14, VPSA 12/16/14

Section I – Authority

The Marquette University Student Government (MUSG) Financial Policies define the policies and procedures which pertain to the collection and distribution of MUSG funds, as mandated by Article VIII of the MUSG Constitution.

Section II – Definitions

- A. *MUSG Annual Operating Budget* – Comprised of revenues from the MUSG portion of the Student Activity Fee (SAF) and derived funds and their disbursement for the fiscal year of July 1 to June 30.
- B. *MUSG Budget Committee* – Standing committee of MUSG responsible for compiling and submitting annual budget recommendations in accordance with the Financial Policies (Section VI). Voting members shall be the Financial Vice President as Chair, President, Program Vice President, one Academic Senator, one Residential Senator and the Vice President for Student Affairs or designee. In the case of an emergency absence of the Financial Vice President, the Controller shall serve as Chair. Member senators shall submit an application to the Legislative Vice President, which in turn would be distributed to the Senate as a whole before elections. Upon reviewing said applications, the Senate will appoint a candidate by an affirmative vote of a majority of the present Senate. Academic and residential member senators shall be appointed at the second Senate meeting following the spring and fall elections respectively and shall serve for one calendar year. In the case of a vacancy, another Senator shall be appointed in the same manner at the first Senate meeting following the vacancy and shall serve the remainder of the original term.
- C. *Student Organization Funding Committee (SOF)* – Standing committee of MUSG responsible for compiling and overseeing the periodic allocations of the Student Activity Fee as it pertains to club sports teams and registered student organizations in accordance with the Financial Policies (Section VI). Voting members shall be the Executive Vice President as Chair, Financial Vice President, Program Vice President designee, two Academic Senators, and two Residential Senators. The Vice President for Student Affairs or Designee shall serve as advisor to the committee and must be in attendance for deliberation and voting on all non-Spot Funding allocations. Should the SOF Committee Advisor be unable to attend a deliberation on Spot Funding requests, before any deliberation or voting may occur he or she must contact all voting SOF Committee members with his or her thoughts on the submitted requests. The Legislative Clerk shall serve as secretary. Member senators shall submit an application to the Legislative Vice President, which in turn would be distributed to the Senate as a whole before elections. Upon reviewing said applications, the Senate will appoint candidates by an affirmative vote of a majority of the present Senate. Academic and residential member senators shall be appointed at

the second Senate meeting following the spring and fall elections respectively and shall serve for one calendar year. In the case of a vacancy, another Senator shall be appointed in the same manner at the first Senate meeting following the vacancy and shall serve the remainder of the original term. No Senator may occupy seats on both the Budget Committee and Student Organization Funding Committee at the same time.

- D. *Student Activity Fee (SAF)* – Shall be assessed by the University against the membership of MUSG (Constitution, Article II). The MUSG portion of the SAF shall be collected by the University for MUSG, subject to a reasonable collection fee agreed upon by the University Comptroller and the Financial Vice President. Changes to the amount of the MUSG portion of the SAF shall be subject to approval by a two-thirds affirmative vote of the seated Senate and action by the President. Any proposal to change the MUSG portion of the SAF for the upcoming fiscal year must be approved by the Vice President for Student Affairs and submitted to the University Budget Committee no later than October 1. The change must then be approved by the University Budget Committee.
- E. *Derived Funds* – Funds derived from MUSG-sponsored qualifying student services, or any interest earned on the investment of MUSG funds in the Reserve Fund.
- F. *Capital Good* – Any physical item whose useful life is more than one event and whose purpose solely serves the organization or its mission.
- G. *Personal Good* – Any good whose purpose serves an individual or individual's personal interests.
- H. *Operating Expense* – Any current expense not directly related to a qualifying student service. This includes, but is not limited to, national and/or regional membership dues, any costs associated with internal meetings, and service fees (websites, organizational tools, etc.)
- I. *Travel Expense* – Any expense incurred while an organization is traveling. This includes, but is not limited to, food, lodging, auto, bus, train, air transportation, and gas.
- J. *University Expense* – Any expense incurred for a service provided by a department of the University or the University's contracted food service provider (e.g. AMU services, catering, printing, etc.)
- K. *Qualifying Student Service* – Any service, event or activity open and free to the entire membership of MUSG that is beneficial to the University community.
- L. *Recognized Student Organization* – Any student organization, including MUSG, which has been fully approved by MUSG, and has been recognized by and is in good standing with the Office of Student Development.
- M. *Reserve Fund* – A fund created by MUSG and the University to maintain excess funds remaining from the annual operating budget and any funds set aside from the annual operating budget (Section IV).
- N. *Sponsor* – Any recognized student organization, including MUSG, which sponsors a qualifying student service.
- O. *Charitable Contribution* – Any donation of monetary funds to a person or an organization.
- P. *Conference* – An event in which students, organizations, and/or independent parties gather to discuss a specific topic, engage in educational and/or developmental trainings, and/or promote awareness of a specific issue.
- Q. *Tournament* – Any inter-collegiate competition.
- R. *Recurring Event* – Any event, activity, or service that occurs on a daily, weekly, or monthly basis. This does not include events, activities, or services held on an annual basis.
- S. *Spot Funding* – Funds allocable to recognized student organizations during the semester after the initial funding period decisions.

Section III – Funding for Recognized Student Organizations

- A. The sponsorship of a qualifying student service does not guarantee financial support, but ensures only that the requirements of a proposal shall be considered when an organization applies for financial support from MUSG. The organization must describe, in detail, the proposal itself, its monetary requirements and its benefit to the University community.
- B. A recognized student organization may only apply for funding after the organization's acting President or acting Treasurer has completed the Student Organization Funding (SOF) training offered by MUSG at the beginning of each semester and have submitted a copy of the organization's semester budget to the FVP. A separate training shall be offered during each semester available only to newly recognized student organizations. These trainings are good only for the academic year in which they are offered. Failure to attend the training will result in a rejection of all funding requests.
 - 1. Should both the President and Treasurer of a recognized student organization be unable to attend the SOF training, the President and Treasurer must submit in writing why she or he cannot attend at least one week in advance to the EVP for approval. Upon approval, it shall then be the responsibility of those individuals to schedule a time with the EVP when they can meet in person and go through the training.
- C. MUSG may only fund requests for food, University Expenses, capital goods, conference registration fees, tournament fees, tournament travel expenses, service trip travel expenses, publicity, and qualifying student services from recognized student organizations other than MUSG. MUSG cannot fund conference travel, operating, and miscellaneous expenses for any organization other than MUSG.
- D. MUSG cannot fund any requests for personal goods or recurring events.
- E. Expenses for club sports organizations which may be considered for funding shall be: team, coach, and fan transportation and lodging, field or facility rental, officials, salaries for non-playing coaches, first aid supplies, league fees, entry and tournament fees and publicity for events.
- F. MUSG reserves the right to request the financial records of a recognized student organization prior to the allocation of funds.
- G. The Student Organization Funding (SOF) Committee shall review applications for disbursement of the SAF as it pertains to registered student organizations and club sport teams.
 - 1. Any funding request application for the allocation of the SAF shall be submitted to the Financial Vice President no less than one week prior to its consideration by the Committee.
 - 2. No sponsor may apply for the same event in more than one funding period.
 - 3. Allocation cannot be approved for qualifying student services that have already taken place (e.g. an event that occurred before the consideration of the funding request application).
 - 4. A recommended allocation receiving four of seven possible affirmative votes from members of the Committee shall be considered approved for funding.
 - 5. A recommended allocation that is greater than or equal to \$2,500 will be forwarded directly to the Senate for consideration at the next scheduled Senate meeting. The recommendation must be approved by a majority vote of the seated Senate.
 - 6. A report of the decisions of the SOF Committee shall be made by one of the senators on the Committee at the next scheduled meeting of the Senate.
- H. Any qualifying student service that receives funding through the SAF is also subject to approval through the appropriate process managed by the Office of Student Development. Any sponsor of a qualifying student service that receives a funding allocation but does not subsequently receive event approval from the Office of Student Development cannot receive funding.

- I. Any publicity for qualifying student services sponsored by recognized student organizations other than MUSG and funded by the SAF must include the phrase “Supported by the MUSG Student Activity Fee.” Failure to do so may result in denial of funding.
- J. On April 1, the FVP, in consultation with the SOF Committee, shall publish and distribute to all recognized student organizations the calendar of deadlines for funding request applications during the following fiscal year and all financial practices pertinent to the SOF Process.
 - 1. There shall be two funding opportunities for non-club sports organizations with one in the fall term and one in the spring term. The funding deadlines shall occur in April for the following fall semester and in October for the following spring semester.
 - 2. There shall be two funding opportunities to consider requests from club sport organizations with one in the fall term and one in the spring term. The funding deadlines will occur in April for the following fall semester and in November for the following spring semester.
- K. In addition to these funding periods, there shall be Spot Funding available to recognized student organizations. The requests for Spot Funding shall be considered by the SOF Committee on a rolling basis throughout the course of the funding period. All Spot Funding requests for travel expenses must be submitted at least one month in advance in order to properly coordinate with the Office of Student Development.
 - 1. A recommended Spot Funding allocation greater than or equal to \$2,500 will be forwarded directly to the Senate for consideration at the next scheduled Senate meeting. The recommendation must be approved by a majority vote of the seated Senate.
 - 2. Any funds not allocated by the SOF Committee each period shall be allocable as Spot Funding.
 - 3. Any Spot Funds remaining at the end of the fall semester shall be added to the available Spot Funding for the spring semester.
 - 4. A sponsor may not apply for Spot Funding for an event that was approved or denied in the fall or spring funding periods.
- L. On an annual basis prior to the first funding deadline for the fall semester, the SOF Committee shall create a set of criteria upon which it shall judge all funding requests, which must be approved by a majority vote of the seated Senate. On February 1, the EVP shall publish and distribute these attributes to all recognized organizations.
- M. As the sponsor of a qualifying student service, a recognized student organization may approach the Program Vice President in order to propose co-sponsorship of a service. The Program Vice President shall then present the proposal to the Program Board. In order to receive funding from both the Program Board and the Student Organization Funding Committee, a qualifying student service must have the approval of both the Program Vice President and the Financial Vice President.
- N. No MUSG funds shall be used for fundraising or charitable contributions, nor to offset the expenses related to fundraisers for charitable organizations. This clause does not apply to qualifying student services that are service projects for Marquette undergraduate students.

Section IV – Payments and Reimbursements for SOF Allocations

- A. Should a recognized student organization receive funding for a University Expense (e.g. AMU expenses, catering, printing, etc.) or a purchase from a University approved vendor, MUSG shall pay that on behalf of the recognized student organization. All other approved expenses must be reimbursed.
- B. All financial documentation pertaining to qualifying student services must be submitted with the sponsor’s External Check Request Form no later than thirty (30) days after the event has taken place or by June 1 of the fiscal year during which the funding was allocated, whichever occurs

first. All financial documentation pertaining to food, University expenses, capital goods, conference registration fees, tournament fees, tournament travel expenses, service trip travel expenses, or publicity must also be submitted with the sponsor's External Check Request Form no later than thirty (30) days after the purchase or by June 1 of the fiscal year during which the funding was allocated, whichever occurs first. Any documentation received after these deadlines will result in denial of reimbursement relating to those expenses.

- C. Any funds that are not utilized by a sponsor shall return to the collective portion of the SAF that is designated for Student Organization Funding.

Section V – SOF Appeals

- A. Any recognized student organization shall be able to appeal a decision of the SOF committee if they can demonstrate that:
 - 1. The SOF Committee incorrectly deemed its application insufficient.
 - 2. The decision of the SOF committee was arbitrary and not consistent with similar funding decisions and practices.
 - 3. MUSG did not follow its stated application procedures and policies.Any other reason shall not be considered grounds for an appeal. All appeals must be submitted in writing no later than one week of notification of the allocation decision. The Budget Committee shall hear all appeals and with four of six possible affirmative votes can overturn a decision of the SOF Committee. Without four of six possible affirmative votes, the appeal is considered to be rejected.
- B. The Budget Committee shall not consider any information not available to the SOF Committee at the time of the original decision.
- C. If an allocation greater than or equal \$2,500 is rejected by the Senate, the organization may submit a written appeal to the Budget Committee within one week of the Senate's vote. The Budget Committee shall review the decision and upon four of six possible affirmative votes can recommend the Senate reconsider the allocation, but shall not have the power to overturn the vote of the Senate.
- D. Should the Budget Committee overturn a decision of the SOF Committee for an allocation greater than or equal to \$2,500, the decision must be approved by a majority vote of the seated Senate.
- E. All decisions of the Budget Committee and Senate are final and close the appeals process.

Section VI – The Reserve Fund

- A. The Reserve Fund shall be available to purchase capital goods or other office related equipment for MUSG. The minimum amount allocable for such a purchase shall be \$500.00.
- B. The Reserve Fund shall be available to solely sponsor or to subsidize the sponsorship of a qualifying student service.
 - 1. The service shall be sponsored by MUSG.
 - 2. Any service not sponsored by MUSG on an annual basis may be solely sponsored by this fund.
 - 3. Any service sponsored by MUSG on an annual basis may be subsidized, but not solely sponsored by, this fund.
 - 4. The service may generate revenue, but shall not generate profit. Any net revenue shall be divided proportionally to the amount of co-sponsorship/guarantee.
- C. To allocate any funds from the Reserve Fund, a proposal shall require a majority affirmative vote of the Budget Committee before it is submitted to the Senate in the form of a bill. A two-thirds affirmative vote of the present Senate and action by the President are necessary to approve the bill. Upon approval by MUSG, the Vice President for Student Affairs, or designee, must approve the bill before any funds from the Reserve Fund may be allocated.

- D. If the balance of the Reserve Fund falls below ten percent (10%) of the MUSG annual operating budget, a budget line shall be included in the next annual operating budget to set aside funds for the Reserve Fund. This budget line shall not be greater than five percent (5%) of the annual operating budget and shall continue on an annual basis until the balance of the Reserve Fund is equal to or greater than ten percent (10%) of the annual operating budget.
- E. If the balance of the Reserve Fund amasses to greater than fifty percent (50%) of the MUSG annual operating budget at the close of any fiscal year, a cap will be initiated. Following the initiation of the cap process, any additional funds that would have been transferred to the Reserve Fund, at the end of a fiscal year, will be transferred to a holding account established by the Marquette University Office of the Comptroller. The Financial Vice President is hereby authorized to oversee the transfer of the rollover funds into the holding line at the end of the fiscal year. The allocation of the funds in the holding account shall follow the financial policy as outlined in Section V subsection H.
- F. If the amount of funds in the MUSG Reserve Fund falls below the instituted cap level, the cap shall be lifted. With the lifting of the cap, at the end of a fiscal year, any remaining funds shall be transferred into the MUSG Reserve Fund until said reserve fund reaches its capped limit thus instituting the cap procedures.

Section VII – The Annual MUSG Budget Process

- A. Each department of MUSG must submit a budgetary request application for all qualifying student services. Budgetary request applications for the next fiscal year shall be made available by the Financial Department no later than the first week of December and must be submitted to the Financial Department no later than the first week of February. The application must detail each category of expenditure or anticipated commitment, and revenue or anticipated revenue from the service. Failure to complete the application accurately and promptly may result in the denial by the Budget Committee to review the application.
- B. The Budget Committee will prepare a statement of the projected annual operating budget for the next fiscal year. The statement shall list the following:
 - 1. The projected revenue from the MUSG portion of the SAF, as agreed upon by the Budget Committee and the University’s Office of Finance.
 - 2. The projected amount of revenue from derived funds, as agreed upon by the Budget Committee and the Office of Student Development. These funds shall be allocable only to MUSG.
 - 3. The total funds allocable, which shall equal the total revenues minus the University collection fee and any funds set-aside for the Reserve Fund.
 - 4. The amount of funds available for the allocation to recognized student organizations by the Student Organization Funding Committee through the process outlined in Section III.
 - a. This amount shall be divided into two sums, one for club sports organizations and one for non-club sports organizations, and the total for both shall be a figure that is not less than 30% of the SAF.
 - b. MUSG shall set aside no less than \$5,000 from both the Non-Club Sports and Club Sports lines for Spot Funding each semester.
- C. The Financial Vice President shall then prepare a consolidated statement of the budgetary requests proposed by all internal MUSG departments. The Budget Committee shall then be responsible for adjusting budget requests and all projected expenses and revenues until the aggregate of all budgeted expenses is equal to projected revenues.
- D. Upon submission of the final recommendation of the Budget Committee, the Senate shall consider the acceptance of the budget, in accordance with the Budget Approval Procedures. To

accept the budget as submitted shall require a two-thirds affirmative vote of the seated Senate. To amend the recommendations of the Budget Committee shall require a majority affirmative vote of the seated Senate. In no event may the budgeted SAF revenues, the University collection fee or any funds set aside for the Reserve Fund, as established by the Budget Committee, be amended by the Senate. The Senate may approve less than the other budgeted revenues.

- E. Senate budgetary approvals shall not be open to reconsideration, except upon a three-fourths affirmative vote of the seated Senate. Such action shall not affect the obligations already incurred pursuant to the initial approval.
- F. The sponsors of a qualifying student service desiring to modify the approved request for funding may request to redirect funds between budget lines in the approved budgetary allocation of that sponsor. Budgetary reallocations of up to \$100.00 may be made by the Financial Vice President. Budgetary reallocations greater than \$100.00 but less than \$500.00 may be made by the Budget Committee. These reallocations shall not require the approval of the Senate, if the Senate is informed of the reallocation no later than the first Senate meeting following the reallocation. Any budgetary reallocations exceeding \$500.00 in a given year shall be recommended by the Budget Committee and require approval by a two-thirds affirmative vote of the seated Senate.
- G. In a year in which student enrollment is higher than expected, there may arise unanticipated revenue from the MUSG portion of the SAF. The amount of unanticipated revenue which shall be available for allocation shall be determined by the Budget Committee. After the unanticipated revenues have been deposited into the MUSG account, all sponsors of qualifying student services shall be notified of the unanticipated revenues and shall receive no less than five class days notice of the deadline for submitting applications for additional funding. The Budget Committee shall review the applications and submit to the Senate a recommendation for the allocation of these funds. A two-thirds affirmative vote of the seated Senate shall be required to approve the recommendation.
- H. In a year in which the Reserve Fund cap has been instituted, the rollover funds that have been deposited into the holding account shall become allocable by the Budget Committee. All sponsors of qualifying student services shall be notified of the funds in the holding account and shall receive no less than five class days' notice of the deadline for submitting applications for additional funding. The Budget Committee shall review the applications and submit to the Senate a recommendation for the allocation of these funds on the Senate's third Fall Semester meeting. A two thirds affirmative vote of the seated Senate Shall be required to approve the recommendation.

Section VIII – Expenditure Procedures

- A. All revenues to the credit of MUSG shall be deposited into an authorized MUSG account by the Financial Department in the identical form in which it was received. The Financial Vice President shall ascertain the account which is entitled to the revenues, under the approved budget, and shall transfer the deposit accordingly to the appropriate accounts.
- B. Final budgetary allocations to sponsors of qualifying student services may be expended or obligated only to the extent that balances are available in the current MUSG account of the sponsor, and that the balance is properly attributable to the particular expense or obligation incurred. Obligations incurred by a contract, purchase requisition or other deferred payment arrangement must be approved, in advance, by the Financial Vice President and shall act as encumbrances against the budget balance.
- C. A sponsor of a qualifying student service having adequate funds available in its account, and seeking reimbursement for cash paid out on behalf of the sponsor, may apply to the Financial Vice President for repayment, via check, out of the appropriate budget line, only if the purchase

is deemed in accordance with the MUSG Financial Policies by the Financial Vice-President and sufficient documentation is presented. Cash vouchers must be signed first by the Financial Vice President, and countersigned by the Vice President for Student Affairs or designee. When the application is for reimbursement, a receipt, invoice, or contract must accompany the application. If a receipt, invoice, or contract is not available, then detailed proof of payment, such as a canceled check, bank statement, or credit card statement must accompany the application. Cash vouchers shall be charged, upon issuance, to the account of the respective sponsor.

- D. Any sponsor of a qualifying student service, having an adequate balance remaining in its budget allocation and seeking to contract or procure facilities, goods or services authorized by the budget, must apply to the Financial Vice President for a purchase requisition or contract approval. University approval shall be secured for any such contract or agreement.
1. Prior to any contractual agreements being made, the approval of the Program Vice President is necessary to ensure that an adequate balance remains in the appropriate account. With this approval, the sponsor may request the contract from the vendor, which then must be submitted to an authorized Student Development administrator. If the contract amount exceeds the signature authority for this individual, he/she will mark the contract and forward it to the University's General Counsel and to the Vice President of Finance for approval. It shall be the responsibility of the sponsor submitting the contract to provide all cooperation, documents and data necessary to ensure the prompt and efficient processing of such procurement applications. The sponsor shall be solely responsible for obtaining payment for an approved contract.
 2. Applications for a purchase requisition shall be obtained from the Financial Department. Applications must include complete specification of the facilities, goods or services to be procured, a statement of the approved budgetary categories to which they relate and a statement of the net cost to be paid. The Financial Department shall submit the documents for regular processing through the Office of Student Development to the University Purchasing Department or University Comptroller's Office, as appropriate.
- E. Upon actual receipt of any goods or services, the Financial Department shall verify the receipt of the goods or services, determine the approved budgetary categories to which the expense relates and begin the appropriate check processing procedures. A check request form shall then be prepared by the sponsor unless a purchase requisition but has been filed. A check authorization form shall be completed and signed by the Financial Vice President and countersigned by the Vice President for Student Affairs or designee. The process is completed when the Financial Vice President obtains the signature from the University's Office of Finance on a University check by which all accounts are paid.
- F. Applications for funding or expenditures for qualifying student services submitted by a recognized student organization shall be processed only if signed by the organization's president or financial officer, or both. The signatures of these officers shall be on file by the Financial Department. At no time shall total amount of funding allocated to a particular group be exceeded.
- G. On a continual basis, the Financial Vice President shall review the transactions of each MUSG – funded sponsor. If it is determined that the sponsor did not monitor the respective budget accurately by overspending or by failing to earn anticipated revenues, the Financial Vice President shall issue a written warning indicating that any further deviation from accepted procedures shall result in the termination of the sponsor's spending privileges in all budget lines. If the deviation continues, the Financial Vice President shall enact the warning. The decision of the Financial Vice President may be appealed to the Budget Committee. Reinstatement of

budgetary privileges may be authorized by the Financial Vice President when all deviations from accepted procedures have been corrected.

Section IX – Annual Audits

- A. The financial records of MUSG shall be made available at the close of every other fiscal year to an internal auditor who shall prepare an annual audit report. This will require the assistance of the current and immediate past Financial Vice Presidents to the extent and for the purposes requested by MUSG, the University or the outside auditing firm.
- B. External audits may be conducted by an External Auditor as requested by MUSG or the University.

Section X – General Provisions and Violation of the Financial Policies

- A. The Financial Policies do not authorize MUSG, any student or organization to incur any fixed or contingent liability, or to pledge or encumber the assets or credits of MUSG, the University or any recognized student organization. The authority to incur a liability is granted only when written authorization is issued, via the signature of the Financial Vice President and an authorized Student Development administrator, in accordance with the accepted procedures of the Office of Student Development. No student or group shall ever represent itself as having such authority, or attempt to contract directly in the name or on the credit of MUSG, the University or any student organization.
- B. All verbal and written contractual agreements made by MUSG, any student or group with outside organizations providing goods or services for a fee must be made pursuant to University Business Policies and Procedures. In arranging for such delivery of goods and services neither MUSG, nor any student or group shall attempt to directly enter into such a contract in the name or on the credit of the University or any student group, or represent itself as having the authority to do so. All students or student groups making such arrangements are legally and ethically responsible for payment until University approval of such arrangements is secured by the processing and signing of the contractual agreements through the Office of Student Development.
- C. No student or organization shall be entitled to claim any form of monetary compensation for time, work or services spent or performed on behalf of any qualifying student service, except in accordance with the terms of any contractual agreement for fair and mutual consideration.
- D. No service funded by, sponsored by or under the auspices of MUSG shall be directed or controlled by any person or organization other than MUSG, the University or a participating recognized student organization, except in accordance with the terms of a contractual agreement for fair and mutual consideration.
- E. No service funded by, sponsored by or under the auspices of MUSG shall contribute, either directly or indirectly, to the economic or political benefit of any person or organization other than MUSG, the University or a participating recognized student organization, except in accordance with the terms of any contractual agreement for fair and mutual consideration.
- F. Violation of the Financial Policies may result in action taken by MUSG and/or the University. MUSG action may include, but not be limited to, a written warning, limitation of responsibilities or the impeachment and removal from office. University action may be taken through the student conduct process.

Section XI – Amendment of the Financial Policies

These Financial Policies may be amended by a two-thirds affirmative vote of the seated Senate. The amendment shall become effective after approval by the MUSG President and the Vice President for Student Affairs or designee.

- Amended 5/1/03 – Auditing Timeline*
- Amended 9/23/04 – Executive VP replacing Financial VP as SOA Committee Chair*
- Amended 2/10/05 – Increased portion of Activity Fee to SOA to no less than 33%*
- Amended 9/15/05 – Appointment process for SOA and Budget Committee Senators*
- Amended 10/27/05 – Elimination of SOA \$750 Limit Lift Form and clarification of receiving funding from both SOA and the Program Board*
- Amended 12/1/05 – Clarification of charitable contributions*
- Amended 5/3/07 – Modified voting procedure for SOA and Budget Committee Senators*
- Amended 9/6/07 – Reimbursement documentation requirements*
- Amended 3/6/08 – Increased portion of Activity Fee to SOA to no less than 35%, modified funding deadlines for club sports, and clarified that organizations may only apply once for an activity.*
- Amended 3/26/09 – Increased SOA threshold for Senate approval to \$2500*
- Amended 2/24/11 – Renamed Student Organization Funding Process, removed FVP discretion to extend exceptions to application deadline, removed cap of three funding allocations per year per organization, reduced number of funding deadlines, restricted conference travel for non club sports organizations to conference registration fees only, and decreased required portion of Activity Fee to SOF to 33%*
- Amended 3/21/12 – Decreased required portion of Activity Fee to SOF to 30%*
- Amended 3/24/14 – Added a Reserve Fund cap*

MARQUETTE UNIVERSITY STUDENT GOVERNMENT

SENATE STANDING RULES

UPDATED 8/1/01, VPSA APPROVAL 9/26/01

Section I – Parliamentary Authority

- A. The parliamentary authority of the MUSG Senate shall be *Robert's Rules of Order, Newly Revised*, except whereas amended in these standing rules. The most current version of the Senate standing rules shall be in effect at all Senate meetings.
- B. When differences occur between the Constitution, Senate Standing Rules, and *Robert's Rules*, the Constitution shall take precedence over the Senate Standing Rules, and the Senate Standing Rules shall take precedence over *Robert's Rules*.
- C. Ambiguous issues and/or errors in procedure contained within Senate Standing Rules that prevent the MUSG Senate from conducting its business in a normal and ordinary fashion shall be subject to Parliamentarian interpretation and Legislative Vice President (LVP) final decision.

Section II – Members of the Senate

- A. The MUSG Senate shall be defined for parliamentary purposes as duly elected or appointed Senators, the Legislative Vice-President, the Administrative Assistant, and the Parliamentarian.
- B. Additional members of the Senate shall be designated as ex-officio. Ex-officio members of the Senate shall be designated in the MUSG Constitution or by the LVP (Chair) with three-fourths consent of the present Senate.
 1. Ex-officio members, with the consent of the LVP (Chair), shall be permitted to answer questions when directed towards them during periods of the questioning, but shall not have rights of speaking during debate.
 2. Ex-officio members shall be permitted to attend meetings unless the meeting held is executive session.
- C. MUSG Senate meetings, unless held in executive session, are to be considered held in the public forum where all members of the public at large are invited to attend and observe.
- D. Representatives to the MUSG Senate from other coordinating councils such as Residence Hall Association, Interfraternity Council, National Pan-Hellenic Council, or the Panhellenic Association shall not be considered members of the Senate, but rather observers of it.
- E. Each branch of the MUSG shall have the right of having a representative at any MUSG Senate meeting. There may be more than one representative; however, only one person per meeting shall act in an official capacity and shall be granted exclusive privileges of speaking in accordance with Standing Rules and parliamentary procedure.
- F. The use of written notes by Senators while speaking shall be permitted.

Section III – Voting Procedure

- A. The seated senate shall consist of all senators currently holding office.
- B. The present senate shall consist of all senators actually present at the time a vote is taken on a motion.
- C. The present and voting Senate shall consist of all senators voting in approval or denial of a motion. Abstentions shall not be considered in the calculation of the percentage needed.
- D. Votes shall not be made by proxy vote. (Reaffirmation)

- E. In the event quorum is not met at the time of a vote:
 - 1. The legislation under consideration shall be tabled indefinitely by the Chair.
 - 2. The remaining legislative part of the meeting will be removed from the agenda and placed on the next agenda.
 - 3. The meeting will then move into the non-legislative part of the meeting (announcements, etc.)
 - 4. Finally, the meeting will be adjourned by the Chair.
- F. All votes, unless explicitly defined otherwise, shall be considered to be present votes. The type of vote necessary shall be outlined in the latest version of the MUSG Constitution, its By-Laws, *Robert's Rules of Order*, or within the Senate Standing Rules.
- G. The method of voting shall be left to the discretion of the chair, but the use of secret ballot votes shall be prohibited unless constitutionally mandated. Each senator's vote, either in the affirmative, negative, or an abstention, will be recorded by the Legislative Clerk and included in the meeting minutes and posted on the MUSG website.

Section IV – Consideration of a Motion

- A. Motions properly moved for consideration shall be introduced by up to four authors of the legislation taken in order of their listing on the motion. This introduction shall be immediately after the motion receives a second. During this time, each author shall have four minutes to speak on behalf of the motion. Time is transferable only to any of the other three authors. The authors' introductory time period shall not be extended.
- B. Following the introduction there shall be a period of questions.
 - 1. Questions shall be asked only by senators. There shall be no time limit to the questions period; however, senators shall only be allowed to ask questions on two occasions for ten (10) minutes each. Rhetorical questions shall not be permitted.
 - 2. The LVP (Chair) has the discretion to alter these limits on questions if announced prior to consideration of the motion.
 - a. An objection to the change in limits shall require an immediate vote both irrespective of where the Senate is on its agenda or at what step of parliamentary procedure.
 - b. A 2/3 vote in the *negative* of the present Senate will sustain the limits as written in Standing Rules. Failure of the Senate to reach a 2/3 vote in the *negative* permits the LVP's (Chair's) modification to be used in consideration of the immediate next motion *only*.
 - 3. The LVP (Chair) shall:
 - a. Maintain a speaker's list and monitor the time expended.
 - b. Intervene and select who shall ask questions if, in the opinion of the LVP (Chair), there is need to do so and facilitate the process of inquiry.
- C. After the time for questions has been expended or if there are no further questions, the Senate shall move into debate.
 - 1. Only senators are permitted to speak in debate.
 - a. Each senator is permitted three (3) times in which to speak on a motion during debate.
 - b. Each time a senator speaks, s/he shall be limited to a time period of five (5) minutes. A senator's right to speak longer shall be granted only by two-thirds affirmative vote of the present Senate.
 - 2. Senators shall be permitted to speak either on behalf or against a motion and then make a motion effectively ending debate on the motion. The introduction of an amendment shall be considered in order.

3. The LVP (Chair) will actively seek an opposite perspective after three consecutive speeches on one side of a motion have been heard by the Senate. After the LVP (Chair) seeks an opposing viewpoint at least twice verbally, the Senate shall vote on the motion.

Section V – Executive Session

- A. In executive session, those present shall be the MUSG Senate and any people invited by the Senate and approved by three-fourths affirmative vote of the present Senate to be present during executive session.
- B. Non-Senate authors for any legislation to be considered shall be present during the introduction of their motion and questions of it. They shall be excused during debate on the motion unless otherwise invited by the Senate.

Section VI – Committee of the Whole

- A. While within Committee of the Whole, the MUSG Senate shall be considered within its meeting structure and Standing Rules shall apply to it. Any rules concerning subcommittee structure shall not apply to the Senate while in Committee of the Whole unless specifically stated below.
- B. The LVP (Chair) shall step down as chair of the Senate meeting and designate a new chair, selecting from individuals present in the following order:
President Pro-Tempore
Committee Chair (Standing Committees)
Senators at large
 1. The LVP shall be permitted to sit in the place of the Senator designated with full rights pertaining to a senator.
 2. The Senator shall immediately lose all rights of questions, debate and voting in consideration of the motion before the Senate.
- C. Decisions of procedure shall be made by the new chair without influence from the LVP.
- D. The period of questions shall be open to the entire Marquette University community. The length and duration of such a period shall be left to the discretion of the chair or by a motion to end questions and enter debate. Members of Senate shall be permitted to ask questions of any person, but questions shall not be asked of any member of Senate.
- E. After questions come to a close, the Committee of the Whole shall move into debate. Ex-officio members do not have the privilege of debate.
- F. Upon returning to the formal Senate:
 1. There shall be a period of questions not previously asked, followed by debate.
 2. A newly arriving senator, not present for questions in Committee of the Whole, shall be given ten (10) minutes to ask questions in general.
 3. The authors' introductory time period shall be omitted.
 4. In the event that the Chair of Committee of the Whole becomes the Chair of the Senate, the rights of questions and debate shall be withheld; however, the chair shall be permitted to vote on the motion. No voice vote may be called, and the Chair must vote last.

Section VII – Subcommittee Structure

- A. Subcommittees, standing or special, shall conduct business as detailed in this section.
- B. A subcommittee shall consist of all Senators appointed to it plus any ex-officio members of the Senate who choose to be present.

- C. The President Pro-Tempore shall be an ex-officio member of all subcommittees of the Senate but does not have rights of debate and voting except as outlined in the MUSG Constitution.
- D. All subcommittees shall begin the meeting in public forum.
- E. After the meeting is called to order, the subcommittee shall conduct its business in parliamentary fashion according to Robert's Rule of Order, Newly Revised, except where these Standing Rules conflict.
- F. The authors of the item to be considered shall be given a time to speak on behalf of their item in a fashion similar to the MUSG Senate.
- G. The period of questions shall be open to the entire Marquette University community. The length and duration of such a period shall be left to the discretion of the chair or by a motion to end questions and enter debate. Members of Senate shall be permitted to ask questions of any person, but shall not be asked of any member of Senate.
- H. After questions come to a close, the subcommittee shall move into debate. Ex-officio members do not have the privilege of debate.
- I. The LVP shall be an ex-officio member of all subcommittees of the Senate and shall be permitted to attend all subcommittee meetings except if held in executive sessions.

Section VIII – Public Forum

- A. The Senate may wish to hold a public forum concerning any issues that may come before it. The LVP, with consensus of the President Pro-Tempore and the Chairs of the standing committees, shall then announce a public forum notice using local media at least three (3) class days in advance of the forum.
- B. The forum is an opportunity for dialogue between the Marquette University community and the MUSG Senate.
- C. The forum shall not be considered part of the meeting and notes need not be kept. Attendance will also be optional.
- D. The forum shall begin by announcement of the LVP (Chair) and may end at the chair's discretion.
- E. Any procedure to be followed shall be announced by the LVP (chair), prior to the introduction of any item to be discussed or questioned but after the forum has started.
- F. Members of the Marquette University community may:
 - 1. Ask questions of the Senate
 - 2. Speak freely on any item on the forum's agenda.
- G. The Senate may ask questions of the Marquette University community.
- H. The LVP (Chair) is always in order and may interrupt any speaker.

Section IX – Disciplinary Procedures

- A. The MUSG President shall have the power to direct the Judicial Committee of the Senate, with the LVP's concurrence, to investigate any issue internal or external to MUSG.
 - 1. The investigation may not include any issue which falls under the domain of the Office of Student Development, Office of Residence Life, or any other Marquette University office.
 - 2. This type of investigation may not be focused on a member in any branch of MUSG.
 - 3. The Judicial Committee shall have as an officio member the President Pro-Tempore.
 - 4. The committee shall report its activities only to the Judicial Administrator.
 - 5. The LVP and the President shall only be informed of the start and end of the committee's activities.
 - 6. All meetings held by the committee shall be in executive session.
 - 7. The committee shall have the power of subpoena of any member in MUSG.

8. The LVP, President, and Judicial Administrator, determine the merit of the committee's findings.
 - a. If there is no merit, no action shall be taken.
 - b. If there is merit, the committee shall report its findings to the Senate for trial.
- B. The MUSG LVP shall direct the Judicial Committee of the Senate to investigate any MUSG member (s) only after Senate has formally affirmed his/her impeachment (ordered a trial).
 1. The Judicial Committee shall have as an officio member the President Pro-Tempore.
 2. The committee shall report only to the MUSG Senate and LVP; however, the committee may receive some guidance from the Judicial Administrator.
 3. All meetings held by the committee shall be in executive session.
 4. The committee shall have the power of subpoena of any member in MUSG.
- C. In the event a trial is to be held concerning the reprimand, suspension, or expulsion of a member/group, loss of recognition by MUSG, loss or reduction of funding, suspension or termination of employment or contract, or any other issue, the committee shall summarize its findings and report to the MUSG Senate. The Senate shall then function as the trial body and render a verdict. A conviction requires a three-fourths affirmative vote of the seated Senate.

Section X – Amendment of the Senate Standing Rules

These Senate Standing Rules may be amended by a two-thirds affirmative vote of the seated Senate. The amendment shall become effective after approval by the MUSG President and the Vice President for Student Affairs or designee.

Amended 10/11/13 – Banned use of secret ballot votes unless constitutionally mandated

MARQUETTE UNIVERSITY STUDENT GOVERNMENT

SENIOR SPEAKER SELECTION PROCEDURES

APPROVED BY MUSG SENATE 9/18/03; VPSA APPROVAL 10/8/03

Introduction

The following procedures have been established to outline the process by which the student speaker is selected May Commencement. The student selected through this process is recommended to the University President for confirmation and final approval.

Section I – Eligibility

- A. The Senior Speaker must be a graduating student who has been a full-time undergraduate student for at least five (5) semesters at Marquette and has a cumulative GPA of 2.5 or higher.
- B. The Senior Speaker shall not have been on academic or disciplinary probation at any point in his/her enrollment at Marquette.
- C. No present or former member of the MUSG Executive Board or Senior Speaker Selection Committee may serve as Senior Speaker.

Section II – Selection Committee Composition

- A. The Senior Speaker Selection Committee shall be chaired by the Senior Speaker Coordinator and shall consist of students, administrators, and faculty.
- B. Student representatives shall be selected as follows:
 1. One student with senior standing shall be selected from each undergraduate college to serve on the committee.
 2. One student with junior standing and/or one student with sophomore standing may be selected to serve on the committee.
 3. No member of the committee may be serving as a volunteer or paid officer or assistant with MUSG.
 4. No member of the committee may be on academic or disciplinary probation at the time of their selection or throughout their term of membership on the committee.
 5. Members of the committee are selected by the Senior Speaker Coordinator through an application process after applications have been made available to all qualifying undergraduate students.
 6. Student appointments to the Selection Committee must be approved by the Executive Vice President.
- C. Administrator and faculty representatives shall be selected as follows:
 1. The Senior Speaker Coordinator shall select three representatives from the university administration or faculty.
 2. No two representatives may be from the same department or college.
 3. It is strongly suggested that at least one of the three representatives be a member of the Jesuit community.
 4. The Selection Committee shall also have a non-voting advisor, the Vice President for Student Affairs or designee. All meetings and deliberation of the committee must have the advisor present.

Section III – Nominations and Applications

- A. Nominations for Senior Speaker shall be solicited as follows:
 - 1. Nominations for Senior Speaker may come from any member of the graduating class or from faculty, administrators, or staff.
 - 2. The request for nominations must be available to the university community at least four weeks prior to the nomination deadline.
- B. Applications for Senior Speaker shall be solicited as follows:
 - 1. Any member of the graduating class who has been nominated for Senior Speaker may apply.
 - 2. Nominees shall be notified by electronic and standard mail and invited to complete an application.
 - 3. Only those nominees who submit a completed application by the application deadline may be considered for selection.

Section IV – Selection Process

- A. Prior to the application deadline, the Selection Committee shall meet to develop criteria for reviewing applications and selecting finalists.
- B. After the application deadline, the Selection Committee shall evaluate all applications from eligible candidates using the criteria established by the committee. From the pool of all eligible applicants, ten semi-finalists shall be selected.
- C. The names of all ten semi-finalists shall appear on the final ballot for the Spring Election. Students with senior standing may vote for up to three candidates. The three semi-finalists receiving the highest number of votes shall be selected as finalists.
- D. The Selection Committee shall conduct an interview with all three finalists. The interviews shall include a live presentation of the applicant's proposed speech.
- E. Following the interviews and speech presentations, the Selection Committee shall meet to select one applicant for recommendation to the University President. The committee shall forward its recommendation, along with a copy of the application and speech, to the Vice President for Student Affairs, who will forward the recommendation to the University President.

Section V – Amendment of the Senior Speaker Selection Procedures

These Senior Speaker Selection Procedures may be amended by a majority affirmative vote of the seated Senate. The amendment shall become effective after approval by the MUSG President and the Vice President for Student Affairs or designee.

Amended 9/6/13 – Removed December Commencement Procedures

MARQUETTE UNIVERSITY STUDENT GOVERNMENT

STUDENT ORGANIZATION RECOGNITION PROCEDURES

APPROVED BY MUSG SENATE 2/14/02

Introduction

The following procedures have been established to clarify MUSG's role regarding approval of student organization constitutions, a responsibility delegated in accordance with the Marquette University Student Handbook, *At Marquette*.

Section I – Committee Structure

- A. The Student Organizations Committee, a standing committee of the Senate shall be appointed by the Legislative Vice President in accordance with Article VI, Section 2 of the MUSG By-Laws.
- B. The Vice President for Student Affairs or designee shall serve as a non-voting advisor to this committee and should be present for the committee deliberations.

Section II – Responsibilities

- A. The Committee will be responsible for review of all constitutions that are forwarded by the Office of Student Development to MUSG for approval of constitution updates.
- B. The Committee will review and approve or deny all requests for recognition of new organizations that are forwarded by the Office of Student Development to MUSG.

Section III – Procedure

- A. A quorum of committee members is required for consideration of a request.
- B. Approval of constitution updates for a currently recognized organization requires a majority vote of the committee members present. If a majority does not approve the requested changes, the organization may appeal this decision by requesting consideration by the Senate. This request for appeal must be made to the Legislative Vice President within two weeks of the vote of the Student Organizations Committee.
- C. Requests for recognition of a new organization must be approved by a three-fourths vote of the committee members present. If a three-fourths vote is not reached, the matter will automatically be forwarded to the Senate for consideration. In the Senate, the request for recognition requires approval by the majority of the present senators. If approval by a majority of the Senate is not reached, MUSG shall officially recommend to the Office of Student Development that the organization should be denied recognition at Marquette University.
- D. For purpose of this procedure, any organization which has failed to register with the Office of Student Development for two consecutive academic years shall be considered a new organization and the request for recognition will be considered under the procedure for recognition of a new organization (letter C above).

Section IV – Amendment of the Student Organization Recognition Procedures

These Student Organization Recognition Procedures may be amended by a majority affirmative vote of the seated Senate. The amendment shall become effective after approval by the MUSG President and the Vice President for Student Affairs or designee.

MARQUETTE UNIVERSITY STUDENT GOVERNMENT

UNIVERSITY COMMITTEE STUDENT REPRESENTATION PROCEDURES

APPROVED BY MUSG SENATE 9/6/01

APPROVED BY VICE PRESIDENT FOR STUDENT AFFAIRS 9/26/01

Introduction

The following procedures have been established to ensure adequate representation of student opinion on All-University Committees. MUSG's goal is to maintain adequate student opinion in University decisions.

Section I – General

- A. An All-University Committee is defined as one appointed by the President of the University or a Vice President of the University. These can be standing committees, ad hoc committees, or task forces.
- B. Committee appointments are open to full-time undergraduate students unless otherwise specified.
- C. Students appointed to committee positions should have a minimum 2.0 GPA and not be on disciplinary probation both at the time of appointment and throughout their term.

Section II – Open Committee Seats

- A. MUSG should gather information from Committee chairs as to their needs and vacancies for the upcoming academic year in the early Spring.
- B. Committee chairs can also submit requests to the Executive Vice President at any time for student representation on their committee. They will be strongly encouraged, however, to submit requests in the early spring for the following academic year.

Section III – Application & MUSG Nomination

- A. MUSG will create a pool of possible students for committee placement. The students will fill out an application detailing their basic information, such as college, year in school, their experiences and involvement at Marquette, and the committees that they are interested in serving on. Also, the student should provide their schedule, to the best of their knowledge for the term in which they are applying.
- B. The Executive Vice President will nominate students from the applicant pool for open committee positions.
- C. The nominations should reflect the interests and experiences of the students and the needs of the committee.
- D. The nominations will be forwarded to the Vice President for Student Affairs or designee for approval and eligibility verification.

Section IV – Vice President for Student Affairs or Designee Appointments

- A. The Vice President for Student Affairs or designee will review the MUSG nominations.
- B. Students approved for their committee nominations will be sent a letter from the Vice President for Student Affairs or designee notifying them of the appointment. The letter will also include contact information for the chair of the committee to which they have been appointed.

- C. The Vice President for Student Affairs or designee will also send a memo to each respective committee chair notifying them of the student appointments. The memo should detail the student's contact information and instruct the committee chair to contact the student representatives.
- D. MUSG and the Vice President for Student Affairs should be copied on all communication sent to students and committee chairs.

Section V – Communication

- A. MUSG should strive to maintain communication between the committee chairs, appointed students, and the Executive Vice President.
- B. The Executive Vice President should contact the appointed students and the committee chairs once a semester.
- D. Appointed students should also submit copies of meeting agendas and minutes to an MUSG representative with a meeting feedback form.

Section VI – Student Training

- A. MUSG should conduct a training session each semester for appointed students.
- B. The training sessions should focus on how to effectively represent student opinion in University decision-making, the importance of regular attendance to the committee, and the proper way to communicate business of the committee to MUSG.

Section VII – Timeline for Appointment

- A. MUSG will solicit applications in the early Spring and forward a list of nominations to the Vice President for Student Affairs or designee by April 1. Nominations should be approved and officially appointed by May 1.

Section VIII – Vacancies

- A. If vacancies occur in appointed committee positions, MUSG should seek to fill the position as soon as possible. MUSG should nominate students from the applicant pool who did not originally receive a nomination or seek out new applicants.
- B. If not all open committee seats are appointed in the Spring by May 1 the Executive Vice President should make nominations by September 15.

Section IX – Amendments

These University Committee Student Representation Procedures may be amended by a majority affirmative vote of the seated Senate. The amendment shall become effective after approval by the MUSG President and the Vice President for Student Affairs or designee.

Amended 2/28/13 – Elimination of Student Advocate position