

Bylaws
of the
Marietta College
Student Government
Association

ARTICLE I: Requirements for Votes of Approval

Section A: Votes of Approval Requiring a Simple Majority

1. A simple majority is defined as 50% of voting members, plus one.
 - a. In an MCSGA meeting in which all members are present, a majority vote requires votes of approval from 10 out of the 18 voting members.
 - b. In the event of a tie, the President will serve as the tiebreaking vote.
2. The following actions and procedures require a simple majority vote of approval:
 - a. Approval of minutes from the previous meeting.
 - b. Approval of Awards.
 - i. This includes Faculty of the Month, Staff of the Month, The William Bay Irvine Award, The Outstanding Faculty Award, The Michael J. Conte Excellence in Leadership Award, and any other awards that MCSGA introduces.
 - c. Election Procedures.
 - i. This includes procedures for Freshman Elections, Upperclassman Elections, Executive Board Elections, Special Elections, and campaign rules and procedures for all elections.

Section B: Votes of Approval Requiring a Two-Thirds Super Majority

1. In an MCSGA meeting in which all members are present, a two-thirds super majority vote requires votes of approval from 12 out of the 18 voting members.
2. The following actions and procedures require a two-thirds super majority vote of approval:
 - a. Proposals to Amend the Constitution.
 - b. Amendments to the Bylaws.
 - c. Approval and dismissal of non-MCSGA committee members on the Appropriations Committee.
 - d. Approval of MCSGA appointments.
 - i. This includes the appointment of the Secretary, the Parliamentarian, both Advisors, and in the event that an MCSGA Class Representative is appointed to fill a vacant Executive Board Officer position.
 - e. Rescinding any MCSGA appointments.
 - f. Approval of the budget and appropriations.

Section C: Votes of Approval Requiring a Three-Fourths Super Majority

1. In an MCSGA meeting in which all members are present, a three-fourths super majority vote requires votes of approval from 14 out of the 18 voting members.
2. The following action requires a three-fourths super majority vote of approval:
 - a. Impeachment of a Class Representative or Executive Board Officer.

ARTICLE II: Procedures for Meetings

Section A: Procedures for Meetings

1. Quorum must be present in order for MCSGA to hold a meeting in which votes are counted.
 - a. Quorum is three-fourths, or 14 out of the 18 voting members of MCSGA.
2. All meetings will follow Robert's Rules of Order to the extent deemed appropriate by the Executive Board.
3. The Executive Board will set the agenda prior to the meeting.
 - a. The agenda does not need a vote of approval from the MCSGA body.
 - b. The agenda must allow time for all Executive Board Officers, Advisors, Class Representatives, and guests to present a report that they may have.
4. The Secretary must take attendance at the beginning of each meeting.
5. Minutes from the previous meeting must be approved by a simple majority vote, according to Article I, Section A.2.a of the Bylaws.

ARTICLE III: Attendance Policy

Section A: Attendance Policy for Class Representatives

1. Each MCSGA Class Representative is required to be present for the duration of the meeting.
 - a. Leaving prior to that time without a valid excuse will count as an unfilled-absence.
 - i. A “valid excuse” is an excuse considered severe enough to miss an MCSGA meeting without giving prior notice to the Executive Board.
 - ii. The Executive Board will determine if the provided excuse is “valid”.
2. If the member is more than 10 minutes late, an alternate must be present, or an unfilled absence will be levied against the member.
3. If a member is absent, the responsibility rests on that member to send an alternate in his or her place.
 - a. If an alternate fails to attend the meeting, an unfilled-absence will be levied against the elected member.
4. All Class Representatives are allowed two (2) unfilled absences per year.
5. All Class Representatives are allowed six (6) filled absences per year.
 - a. Along with a valid excuse, the name of the substitute must be given to an Executive Board Officer two hours prior to the start of the meeting.
 - i. The Executive Board will determine if the provided excuse is “valid”.
 - b. Substitutes must be a constituent of the Class Representative they are substituting for.
6. If a Class Representative is levied an unexcused absence, he/she must meet with the Executive Board to discuss the absence.
7. If a Class Representative is levied a second unfilled absence, he/she must again meet with the Executive Board to discuss the absence, and then discuss the absence with the MCSGA body.
8. A third unfilled absence by a Class Representative will result in the automatic disqualification of his/her seat.
 - a. This action does not require a vote of approval and is effective immediately.

- b. The vacated seat will be filled according to Article V, Section E of the Bylaws.

Section B: Attendance Policy for Executive Board Officers

1. Each Executive Board Officer is required to be present for the duration of the meeting.
 - a. Leaving prior to that time without a valid excuse will count as an unfilled-absence.
 - i. A “valid excuse” is an excuse considered severe enough to miss an MCSGA meeting without giving prior notice to another Executive Board Officer.
 - ii. The remaining Executive Board Officers will determine if the provided excuse is “valid”.
2. If the Officer is more than 10 minutes late, an unfilled absence will be levied against the Officer
3. Executive Board Officers are not required to send an alternate in the event of an absence.
 - a. The absent Executive Board Officer must inform another Executive Board Officer of his/her report prior to the meeting, which is to still be presented to the MCSGA body.
4. All Executive Board Officers are allowed one (1) unfilled absence per year.
 - a. Because Executive Board Officers are not required to send an alternate in the event of an absence, an absence without a valid excuse will be deemed “unfilled”.
 - i. The remaining Executive Board Officers will determine if the provided excuse is “valid”.
5. All Executive Board Officers are allowed six (6) filled absences per year.
 - a. Because Executive Board Officers are not required to send an alternate in the event of an absence, an absence with a valid excuse will be deemed “filled”.
 - i. The remaining Executive Board Officers will determine if the provided excuse is “valid”.
6. If an Executive Board Officer is levied an unfilled absence, he or she must meet with the rest of the Executive Board to discuss the absence, and then discuss the absence with the MCSGA body.
8. A second unfilled absence by an Executive Board Officer will result in the automatic disqualification of his/her seat.
 - a. This action does not require a vote of approval and is effective immediately.
 - b. The vacated seat will be filled according to Article VIII of the Bylaws.

ARTICLE IV: Procedures for Impeachment

Section A: Procedure for Impeachment Petitions

1. Impeachment is to be reserved for special cases in which an MCSGA member is placed on disciplinary probation, or in the event that he/she is not fulfilling the elected/appointed responsibilities as defined in the Constitution.
2. In the event that a Class Representative no longer meets the eligibility requirements outlined in Article IX, Section D of the Constitution, he/she will automatically and immediately be vacated from office.
3. In the event that an Executive Board Officer no longer meets the eligibility requirements outlined in Article III, Section E of the Constitution, he/she will automatically and immediately be vacated from office.

4. Impeachment of an MCSGA Class Representative or MCSGA Executive Board Officer is permitted only after the Impeachment Petition Process outlined in this Article is carried out correctly and completely.

- a. All Impeachment Petitions must be reviewed by the MCSGA body.
5. A student who desires to impeach a member of MCSGA must first draft an Impeachment Petition.
- a. The Petition must contain the following items.
 - i. The name of the petitioner (Plaintiff).
 - ii. The name of the MCSGA member who is being targeted by the Petition (Defendant).
 - iii. A detailed explanation as to why Impeachment is being sought.
 - iv. Signatures from 150 undergraduate Marietta College students.
 - b. The Petition must then be submitted to the MCSGA Parliamentarian.
 - i. If the MCSGA Parliamentarian is the Defendant, then the Plaintiff must submit the Petition to the MCSGA Secretary.

Section B: Procedure for Impeachment Petition Review in the Case that the Defendant is a Class Representative

1. In the event that the MCSGA Parliamentarian receives an Impeachment Petition that meets all of the requirements listed in Article IV, Section A.5.a of the Bylaws, he/she must present the Petition to the rest of the Executive Board.
2. During the first session of the Impeachment Petition Review, The Executive Board shall present the Impeachment Petition to the MCSGA body in an objective manner.
 - a. Once the Impeachment Petition is presented to the MCSGA body, each Executive Board Officer shall have the opportunity to speak to the MCSGA body regarding his/her recommendation for action regarding the Impeachment Petition.
 - b. Following the presentation of recommendations by the Executive Board Officers, discussion shall be postponed until the next MCSGA meeting.
 - i. At this time the President has the authority to call for a special MCSGA meeting without a vote of approval, if so desired.
3. Following adjournment of the first session of the Impeachment Petition Review, the MCSGA Secretary shall produce a sign-up sheet so Class Representatives can speak regarding the Impeachment Petition at the second session.
 - a. Once all Class Representatives have been given the opportunity to sign up for speaking slot, the Secretary shall send an email to the undergraduate student body containing the following:
 - i. The original Impeachment Petition drafted by the Plaintiff.
 - ii. Minutes from the first session of the Impeachment Petition Review.
 - iii. The ability for any undergraduate student to sign up to speak for a pre-determined amount of time at the second session of the Impeachment Petition Review.
4. The second session will begin following the regularly scheduled MCSGA meeting, unless the MCSGA President schedules a special meeting, according to Article IV, Section B.2.b.i of the Bylaws.

- a. The second session will consist of statements made by those who signed up to speak, according to Article IV, Section B.3.a.iii of the Bylaws.
 - b. The second session will conclude following the final speaker.
- 5. The third session will be the session during which the MCSGA body votes to decide whether or not the Defendant's seat is to be vacated.
 - a. The third session will take place during an originally scheduled MCSGA meeting.
 - i. The Defendant will have the opportunity to speak on his/her behalf one final time during the Old Business portion of the agenda.
 - ii. Voting will occur during the New Business portion of the agenda.
 - iii. The vote for Impeachment requires a three-fourths super majority vote of approval, according to Article I, Section C.2.a of the Bylaws.
 - iv. If the vote passes, the Defendant's seat will be vacated effective at the end of the third session.
 - v. The vacated seat will then be filled according to Article V, Section E of the Bylaws.
- 6. All documents including minutes and the Impeachment Petition must be kept on file indefinitely by the MCSGA Secretary.
- 7. An impeached Class Representative is eligible for election for the next academic year, so long as he/she fulfills the eligibility requirements laid out in Article IX, Section D of the Constitution.
 - a. The impeached Class Representative is only eligible to run for a Class Representative Seat, and therefore disqualified to be an Executive Board Officer.
 - b. If the impeached Class Representative chooses to run for election for the next academic year, he/she must submit a letter of apology to the current MCSGA body.
 - c. A letter of apology and explanation must also be submitted to the newly elected Executive Board, following Executive Board elections in the spring.

Section C: Procedure for Impeachment Petition Review in the Case that the Defendant is an Executive Board Officer

- 1. In the case that an MCSGA Executive Board Officer is the Defendant, duties of Office of the Defendant will be reassigned as follows until the Impeachment Petition Review has concluded. This includes responsibilities during MCSGA meetings and at special sessions of the Impeachment Petition Review. The Executive Board Officer who inherits the duties of Office of the Defendant will then possess the duties of two Executive Offices until the Impeachment Petition Review has concluded.
 - a. If the President is the Defendant, the Vice President will assume all duties and voting rights of the Office of President.
 - b. If the Vice President is the Defendant, the Treasurer will assume all duties and voting rights of the Office of the Vice President.
 - c. If the Treasurer is the Defendant, the Secretary will assume all duties and voting rights of the Office of the Treasurer.
 - d. If the Secretary is the Defendant, the Parliamentarian will assume all duties of the Office of the Secretary.
 - e. If the Parliamentarian is the Defendant, the Secretary will assume all duties of the Office of the Parliamentarian.

2. When the MCSGA Parliamentarian receives an Impeachment Petition that meets all of the requirements listed in Article IV, Section A.5.a of the Bylaws, he/she must present the Petition to the rest of the Executive Board.
 - a. In the event that the MCSGA Parliamentarian is the Defendant, the Plaintiff must submit the Petition to the MCSGA Secretary, according to Article IV, Section A.5.b.i of the Bylaws.
 - b. The MCSGA Secretary will then present the Impeachment Petition to the rest of the Executive Board.
3. During the first session of the Impeachment Petition Review, The Executive Board shall present the Impeachment Petition to the MCSGA body in an objective manner.
 - a. Once the Impeachment Petition is presented to the MCSGA body, each Executive Board Officer, excluding the Defendant, shall have the opportunity to speak to the MCSGA body regarding his/her recommendation for action regarding the Impeachment Petition.
 - b. Following the presentation of recommendations by the Executive Board Officers, discussion shall be postponed until the next MCSGA meeting.
 - i. At this time, the President has the authority to call for a special MCSGA meeting without a vote of approval, if so desired.
4. Following adjournment of the first session of the Impeachment Petition Review, the MCSGA Secretary shall produce a sign-up sheet so Class Representatives can speak regarding the Impeachment Review at the second session.
 - a. Once all Class Representatives have been given the opportunity to sign up for a speaking slot, the Secretary shall send an email to the undergraduate student body containing the following:
 - i. The original Impeachment Petition drafted by the Plaintiff.
 - ii. Minutes from the first session of the Impeachment Petition Review.
 - iii. The ability for any undergraduate student to sign up to speak for a pre-determined amount of time at the second session of the Impeachment Petition Review.
5. The second session will begin following the regularly scheduled MCSGA meeting, unless the MCSGA President schedules a special meeting, according to Article IV, Section C.3.b.i of the Bylaws.
 - a. The second session will consist of statements made by those who signed up to speak, according to Article IV, Section C.4.a.iii of the Bylaws.
 - b. The second session will conclude following the final speaker.
6. The third session will be the session during which the MCSGA body votes to decide whether or not the Defendant's seat is to be vacated.
 - a. The third session will take place during an originally scheduled MCSGA meeting.
 - i. The Defendant will have the opportunity to speak on his/her behalf one final time during the Old Business portion of the agenda.
 - ii. Voting will occur during the New Business portion of the agenda.
 - iii. The vote for Impeachment requires a three-fourths super majority, according to Article I, Section C.2.a of the Bylaws.
 - iv. If the vote passes, the Defendant's seat will be vacated effective at the end of the third session.

- v. The vacated seat will then be filled according to Article V, Section E of the Bylaws.
- 6. All documents including minutes and the Impeachment Petition must be kept on file indefinitely by the MCSGA Secretary.
- 7. An impeached Executive Board Officer is disqualified for election of any MCSGA seat in the future.

ARTICLE V: Procedures for Elections

Section A: Procedures for Election of Freshman Class Representatives

1. The election of Freshman Class Representatives shall take place online no later than the fourth week of classes during the fall semester.
2. The MCSGA Parliamentarian must be responsible for establishing election procedures prior to Freshman Class Representative Elections.
 - a. Campaign and election procedures must be approved by a simple majority vote of approval of the MCSGA body prior to distribution of the candidate packets, according to Article I, Section A.2.c.i of the Bylaws.
3. Candidate packets shall be constructed and distributed by the MCSGA Parliamentarian for potential candidates to use as a resource. Candidate packets shall include the following:
 - a. A blank table with 75 blank boxes. Each candidate must obtain 75 signatures from 75 different undergraduate students, or 1 signature per box.
 - b. A complete list of the official campaign regulations.
 - c. The responsibilities of the MCSGA body as well as the responsibilities of an MCSGA Class Representative.
 - d. Application questions to be completed by the candidate.
 - i. The MCSGA Parliamentarian is then to distribute the candidates' answers to the undergraduate student body.
4. Candidate packets shall be made available to the freshman class two weeks before the first day of elections.
5. Candidate packets must be turned in to the front desk of Andrews Hall by 5:00 p.m. Eastern Time on the Wednesday before elections are to be held.
6. Write-ins will be accepted during elections.
7. The 4 students receiving the most votes shall be the Class Representatives.
 - a. In the event of a tie, there will be a runoff election between the tied candidates to begin the night of the original election and to end within 72 hours.
8. Campaign Advertisements must be appropriate and adhere to the following regulations:
 - a. Candidates may begin advertising only after their candidate application has been turned in to the front desk of Andrews Hall and the MCSGA Parliamentarian has sent a confirmation email to the candidate.
 - b. Any student not turning in a candidate application but wishing to run as a write-in may begin advertising only after the deadline for turning in the campaign packets has passed.
 - c. All campaign disputes will be considered and resolved by the MCSGA Parliamentarian.

- d. Freshman Class Representative candidates are prohibited from campaigning as a ticket or endorsing other candidates publically. Doing so will result in possible disqualification, at the discretion of the MCSGA Parliamentarian.
- 9. The ballots must be retained for a period of two (2) weeks after the elections.

Section B: Procedures for Election of Executive Board Officers

1. The election of Executive Board Officers, that is, the President, Vice President, and Treasurer, shall take place online during the last week of March.
2. The MCSGA Parliamentarian must be responsible for establishing election procedures prior to Executive Board elections.
 - a. Campaign and election procedures must be approved by a simple majority vote of approval of the MCSGA body prior distribution of the candidate packets, according to Article I, Section A.2.c.i of the Bylaws.
3. Candidate packets shall be constructed and distributed by the MCSGA Parliamentarian for potential candidates to use as a resource. Candidate packets shall include the following:
 - a. A blank table with 150 blank boxes. Each candidate must obtain 150 signatures from 150 different undergraduate students, or 1 signature per box.
 - b. A complete list of the official regulations for campaigning.
 - c. The responsibilities of MCSGA.
 - d. The responsibilities of the Executive Board.
 - e. The responsibilities of the President, Vice President, and Treasurer.
 - f. Application questions to be completed by the candidate.
 - i. The MCSGA Parliamentarian is then to distribute the candidates' answers to the undergraduate student body.
4. Candidate packets shall be made available to the undergraduate student body two weeks before the first day of elections.
5. Candidate packets must be turned in to the front desk of Andrews Hall by 5:00 p.m. Eastern Time on the Wednesday before elections are to be held.
 - a. Students studying abroad may fill out and submit candidate packets directly to the MCSGA Parliamentarian electronically.
6. Write-ins will be accepted during elections.
7. The candidate running for President receiving the most votes shall be the President-elect.
 - a. In the event of a tie, there will be a runoff election between the tied candidates to begin the night of the original election and to end within 72 hours.
8. The candidate running for Vice President receiving the most votes shall be the Vice President-elect.
 - a. In the event of a tie, there will be a runoff election between the tied candidates to begin the night of the original election and to end within 72 hours.
9. The candidate running for Treasurer receiving the most votes shall be the Treasurer-elect.
 - a. In the event of a tie, there will be a runoff election between the tied candidates to begin the night of the original election and to end within 72 hours.
10. Campaign Advertisements must be appropriate and adhere to the following regulations:
 - a. Candidates may begin advertising only after their candidate application has been turned in to the front desk of Andrews Hall and the MCSGA Parliamentarian has sent a confirmation email to the candidate.

- b. Any student not turning in a candidate application but wishing to run as a write-in may begin advertising only after the deadline for turning in the campaign packets has passed.
 - c. All campaign disputes will be considered and resolved by the MCSGA Parliamentarian.
 - d. Executive Board candidates are prohibited from campaigning as a ticket or endorsing other candidates publically. Doing so will result in possible disqualification, at the discretion of the MCSGA Parliamentarian.
11. The ballots must be retained for a period of two (2) weeks after the elections.

Section C: Procedures for Appointment of the Secretary and Parliamentarian

1. The appointment of the new MCSGA Secretary and Parliamentarian shall occur during the week following Executive Board elections.
2. The current MCSGA Parliamentarian must be responsible for constructing and distributing Secretary and Parliamentarian Applications prior to the week of appointment.
 - a. Secretary and Parliamentarian application packets must be approved by a simple majority vote of approval of the MCSGA body prior to distribution of the application packets, according to Article I, Section A.2.c.i of the Bylaws.
3. Application packets shall include the following:
 - a. The responsibilities of MCSGA.
 - b. The responsibilities of the Executive Board.
 - c. The responsibilities of the Secretary and Parliamentarian.
 - d. Application questions to be completed by the candidate.
4. Application packets shall be made available to the student body two weeks before the application deadline.
5. Application packets must be turned in to the front desk of Andrews Hall by 5:00 p.m. Eastern Time on the Wednesday in the week following Executive Board elections.
 - a. Students studying abroad may fill out and submit application packets directly to the MCSGA Parliamentarian electronically.
6. The applicants for Secretary and Parliamentarian will be interviewed individually by at least one member of the Executive Board-elect.
7. The Executive Board-elect will then appoint the Secretary-elect and the Parliamentarian-elect.
 - a. These selections must be unanimous.
8. The Secretary-elect and Parliamentarian-elect appointments must be approved with a two-thirds super majority vote of approval by the MCSGA body, according to Article I, Section B.2.d.i of the Bylaws.
 - a. In the event that one or both appointments fail to be approved, the application and appointment process will be carried out in full again beginning in the following week.

Section D: Procedures for Election of Upper Class Representatives

1. The election of Upper Class Representatives shall take place online in the second week following Executive Board elections and in the week following the appointment of the Secretary-elect and Parliamentarian-elect.

2. The current MCSGA Parliamentarian must be responsible for establishing election procedures prior to Upper Class Representative elections.
 - a. The current MCSGA Parliamentarian is not to be confused with the Parliamentarian-elect.
 - b. Campaign and election procedures must be approved by a simple majority vote of approval of MCSGA prior to candidate packets being distributed, according to Article I, Section A.2.c.i of the Bylaws.
3. Candidate packets shall be constructed and distributed by the current MCSGA Parliamentarian for potential candidates to use as a resource. Candidate packets shall include the following:
 - a. A blank table with 75 blank boxes. Each candidate must obtain 75 signatures from 75 different undergraduate students, or 1 signature per box.
 - b. A complete list of the official regulations for campaigning.
 - c. The responsibilities of the MCSGA body as well as the responsibilities of an MCSGA Class Representative.
 - d. Application questions to be completed by the candidate.
 - i. The MCSGA Parliamentarian is then to distribute the candidates' answers to the undergraduate student body.
4. Candidate packets shall be made available to upperclassmen two weeks before the first day of elections, or during the week of Executive Board elections.
5. Candidate packets must be turned in to the front desk of Andrews Hall by 5:00 p.m. Eastern Time on the Wednesday before elections are to be held.
 - a. Students studying abroad may fill out and submit candidate packets directly to the MCSGA Parliamentarian electronically.
6. Write-ins will be accepted during elections.
7. The 4 students from the rising senior class receiving the most votes shall be the Senior Class Representatives.
 - a. In the event of a tie, there will be a runoff election between the tied candidates to begin the night of the original election and to end within 72 hours.
8. The 4 students from the rising junior class receiving the most votes shall be the Junior Class Representatives.
 - a. In the event of a tie, there will be a runoff election between the tied candidates to begin the night of the original election and to end within 72 hours.
9. The 4 students from the rising sophomore class receiving the most votes shall be the Sophomore Class Representatives.
 - a. In the event of a tie, there will be a runoff election between the tied candidates to begin the night of the original election and to end within 72 hours.
10. Campaign Advertisements must be appropriate and adhere to the following regulations:
 - a. Candidates may begin advertising only after their candidate application has been turned in to the front desk of Andrews Hall and the current MCSGA Parliamentarian has sent a confirmation email to the candidate.
 - b. Any student not turning in a candidate application but wishing to run as a write-in may begin advertising only after the deadline for turning in the packets has passed.
 - c. All campaign disputes will be considered and resolved by the MCSGA Parliamentarian.

- d. Upper Class candidates are prohibited from campaigning as a ticket or endorsing other candidates publically. Doing so will result in possible disqualification, at the discretion of the MCSGA Parliamentarian.
- 9. The ballots must be retained for a period of two (2) weeks after the elections.

Section E: Procedures for Special Elections

1. Special elections to fill a vacated seat shall take place online no later than the second academic week following the day when the seat became vacated.
2. The current MCSGA Parliamentarian must be responsible for establishing election procedures prior to the special election.
 - a. Campaign and election procedures must be approved by a simple majority vote of approval of MCSGA prior to candidate packets being distributed, according to Article I, Section A.2.c.i of the Bylaws.
3. Candidate packets shall be constructed by the current MCSGA Parliamentarian for potential candidates to use as a resource. Candidate packets shall include the following:
 - a. A blank table with 75 blank boxes. Each candidate must obtain 75 signatures from 75 different undergraduate students, or 1 signature per box.
 - b. A complete list of the official regulations for campaigning.
 - c. The responsibilities of the MCSGA body as well as the responsibilities of an MCSGA Class Representative.
 - d. Application questions to be completed by the candidate.
 - i. The MCSGA Parliamentarian is then to distribute the candidates' answers to the undergraduate student body.
4. Candidate packets shall be made available to members of the class that the vacated seat represents one week before the special election is to occur.
5. Candidate packets must be turned in to the front desk of Andrews Hall by 5:00 p.m. Eastern Time on the Friday before elections are to be held.
 - a. Students studying abroad may fill out and submit candidate packets directly to the MCSGA Parliamentarian electronically.
6. Write-ins will be accepted during elections.
7. The student receiving the most votes will fill the vacated seat.
 - a. In the event of a tie, there will be a runoff election between the tied candidates to begin the night of the original election and to end within 72 hours.
8. Campaign Advertisements must be appropriate and adhere to the following regulations:
 - a. Candidates may begin advertising only after their candidate application has been turned in to the front desk of Andrews Hall and the current MCSGA Parliamentarian has sent a confirmation email to the candidate.
 - b. Any student not turning in a candidate application but wishing to run as a write-in may begin advertising only after the deadline for turning in the packets has passed.
 - c. All campaign disputes will be considered and resolved by the MCSGA Parliamentarian.
 - d. Potential candidates are prohibited from campaigning as a ticket or endorsing other candidates publically. Doing so will result in possible disqualification, at the discretion of the MCSGA Parliamentarian.

9. The ballots must be retained for a period of two (2) weeks after the elections.

Section F: Elections to Ratify the Constitution

1. New Constitutions and Amendments to the current Constitution will be ratified with a simple majority vote of approval by the undergraduate student body.
2. Elections to Ratify the Constitution will follow the Special Election Procedures, outlined in Article V, Section E of the Bylaws.

ARTICLE VI: Procedure for Inauguration of the Executive Board-Elect

Section A: Procedure for Inauguration of the Executive Board-Elect

1. The current MCSGA body will inaugurate the Executive Board-Elect at the last meeting of the MCSGA body in the spring term.
2. The Appointments of the Secretary-elect and the Parliamentarian-elect will be approved by the MCSGA body with a two-thirds super majority vote of approval, according to Article I, Section B.2.d.i of the Bylaws.
3. The final meeting of the MCSGA body will be during the week of Class Representative Elections.
 - a. The newly elected and approved Executive Board and MCSGA body will take office at the first meeting following Class Representative Elections.
4. The exact procedure by which the current Executive Board transfers responsibilities to the Executive Board-elect is decided by the current Executive Board.

ARTICLE VII: Procedure for the Approval of the Appointment of Advisors

Section A: Procedure for the Approval of Appointments of Advisors

1. Recommendations for Advisors will be made by the Executive Board and presented to the MCSGA body at the first meeting of the newly elected MCSGA body during the spring term.
2. Advisors will take office upon approval during the second meeting following Class Representative Elections.
 - a. Approval of the appointment of Advisors requires a two-thirds super majority vote of approval by the voting members of MCSGA, according to Article I, Section B.2.d.i of the Bylaws.

Section B: Vacancy of the Advisor Position

1. In the event that an Advisor becomes unable to fulfill his/her duties, the Executive Board shall propose a new selection within two weeks.
 - a. After the Executive Board proposes a selection, the appointment process will be carried out as stated in Article VII Section A.2 of the Bylaws.

ARTICLE VIII: Procedure for Filling Vacant Seats

Section A: Filling the Vacant Office of the President

1. In the event that the President becomes unable to fulfill his/her duties, the Vice President shall assume the Office of President effective at the next MCSGA meeting.

- a. The Vice President seat will then be filled according to the process outlined in the Article VIII, Section B.1 of the Bylaws.

Section B: Filling the Vacant Office of the Vice President, Treasurer, Secretary, and Parliamentarian

1. In the event that the Vice President, Treasurer, Secretary, or Parliamentarian becomes unable to fulfill his/her duties, the remaining Executive Board Officers will appoint an MCSGA Class Representative to the vacant office.

- a. In the event that the Vice President assumes all duties of the Office of the President, the Office of the Vice President will be filled in this manner as well.
- b. The vacated Class Representative seat will be filled through special election, according to the process outlined in Article V, Section E of the Bylaws.

Section C: Filling a Vacant Class Representative Seat

1. Vacant Class Representative seats will be filled by special election, according to the process outlined in Article V, Section E of the Bylaws.

ARTICLE IX: Procedures for Appropriation

Section A: Procedures for Appropriation

1. The Treasurer is responsible for determining the deadlines for Appropriation applications as well as the dates for the Appropriations Workshop, the Pre-Application Interviews, and the presentation of Appropriations to the MCSGA body.
2. Appropriations shall be held once per semester, totaling twice per academic year.
3. Where MCSGA chooses to appropriate its budget is at the discretion of the Treasurer, the Budget Committee, and the Appropriations Committee.
4. Appropriations must remain consistent, showing no signs of bias towards any campus organizations.
5. The Treasurer is responsible for keeping well-documented records of the Appropriations decisions and handing those records down to successive Treasurers.
6. The Budget and Appropriations must be approved by the MCSGA body with a two-thirds super majority vote of approval, according to Article I, Section B.2.f of the Bylaws.

ARTICLE X: Honors and Awards

Section A: William Bay Irvine Award

1. The William Bay Irvine Award shall be granted annually to an outstanding member of the graduating class on the basis of degree and extent of involvement in campus activities.
2. Participation in student activities should be spread over three or four years.
 - a. Examples of participating activities are as follows: all aspects of student government, staff work on the various publications, radio, political and religious organizations, studio drama, debate, sports, Greek life, etc.
3. Student must have a minimum cumulative grade point average of 2.5.
4. Student must have attended Marietta College for at least six semesters, including the senior year.
5. Any member of the undergraduate student body is permitted to submit a nomination for the William Bay Irvine Award to the Student Body President.
6. The MCSGA President shall present the nominations to the MCSGA body once the submission deadline has passed.
 - a. The submission deadline will be pre-determined by the SGA Executive Board.
7. A vote will then be carried out by the MCSGA body to determine the recipient.
 - a. The Student Body President shall be responsible for determining informal voting procedures after nominations have been made, based on the number of nominees.
8. If any member of the MCSGA body is nominated for this award, he/she must excuse him/herself from the MCSGA meeting and return after a decision has been made, or decline the nomination and remain a voting member for the duration of the meeting.
9. Once the recipient has been decided, the MCSGA body must approve the selection with a simple majority vote of approval, according to Article I, Section A.2.b of the Bylaws.

Section B: Outstanding Faculty Award

1. The Outstanding Faculty Award shall be granted annually to a faculty member on the basis of involvement with students, enthusiastic presentation of coursework, degree and extent of involvement in college activities, and fairness and ethicality of teaching practices.
2. Any member of the MCSGA body, voting or nonvoting, is permitted to submit a nomination for the Outstanding Faculty Award.
3. The MCSGA Parliamentarian shall record the names of the nominees.
4. A vote will then be carried out by the MCSGA body to determine the recipient.
 - a. The MCSGA Parliamentarian shall be responsible for determining informal voting procedures after nominations have been made, based on the number of nominees.
5. If either of the two advisors is nominated for this award, he/she must excuse him/herself from the MCSGA meeting and return after a decision has been made.
6. Once the recipient has been decided, the MCSGA body must approve the selection with a simple majority vote of approval, according to Article I, Section A.2.b of the Bylaws.

Section C: Michael J. Conte Excellence in Leadership Award

1. Established in the Spring of 2005 in memory of Michael J. Conte, Student Body President, this award is given to a sophomore, junior, or senior whose contributions to the College have been positive, salutatory, and inspirational. The recipient maintains a 3.0 cumulative grade

point average or better. At the time of the award demonstrates campus wide leadership and involvement, and creates a legacy of positive impact on future student leaders.

2. Any member of the MCSGA body, voting or nonvoting, is permitted to submit a nomination for the Michael J. Conte Excellence in Leadership Award.
3. The award cannot be given to the person selected to receive the MJC Leadership in Education Award.
4. This honor does not have to be awarded every year.
5. The current Student Body President shall record the names of the nominees.
6. The MCSGA Executive Board shall determine the recipient of the Michael J. Conte Excellence in Leadership Award from the list of nominees submitted by voting and nonvoting members of the MCSGA body and their advisors during their weekly Executive Board meeting.

Section D: Faculty and Staff of the Month Awards

1. The Faculty of the Month and Staff of the Month Awards shall be granted monthly to one faculty member and one staff member based on positive contribution to the campus community within the last month.
2. Any member of the MCSGA body as well as guests to the meeting are permitted to submit a nomination for Faculty of the Month and Staff of the Month Awards.
3. The MCSGA Parliamentarian shall record the names of the nominees.
4. A vote will then be carried out by the MCSGA body to determine the recipient of each award.
 - a. The MCSGA Parliamentarian shall be responsible for determining informal voting procedures after nominations have been made, based on the number of nominees.
5. Once the recipient has been decided, the MCSGA body must approve the selection with a simple majority vote of approval, according to Article I, Section A.2.b of the Bylaws.

ARTICLE XI: Amendments to the Bylaws

Section A: Amendments to the Bylaws

1. All proposed amendments to the Bylaws must be submitted in writing to the Parliamentarian.
 - a. Amendment proposals may be submitted at any time throughout the academic year.
2. The Parliamentarian will then discuss the proposed amendment with the Constitution and Bylaws Committee.
3. The Parliamentarian shall then present the proposed amendment and the recommendation of the Constitution and Bylaws Committee to the MCSGA body.
4. The proposed amendment shall become a part of the Bylaws by a two-thirds super majority vote of approval by the MCSGA body, according to Article I, Section B.2.b of the Bylaws.