

Constitution
of the
Marietta College
Student Government
Association



Preamble

We, the undergraduate students of Marietta College, in order to serve as the principal governing body, represent ourselves through the regulation of various social and academic concerns, protect the rights and freedoms of all students, promote the democratic process, and exemplify the Seven Core Values of Marietta College, do hereby establish this Constitution of Marietta College Student Government Association.

ARTICLE I - Name

Section A - Name

The name of this organization by the Constitution shall be Marietta College Student Government Association, henceforth abbreviated by its initials, MCSGA. The members of the MCSGA body will be referred to as Executive Board Officers and Class Representatives.

ARTICLE II – Purpose of MCSGA

Section A – Purpose of MCSGA

The purpose of MCSGA is to provide a channel through which the opinions, views, and actions of the Marietta College undergraduate student body may become positive contributions toward the policies of Marietta College and to offer financial assistance to organizations for the betterment of the student body and the college as a whole.

Section B – Responsibilities of MCSGA

1. MCSGA and its members shall:

- a. Serve as the official representative group of the undergraduate student body to Marietta College administration, staff, and faculty, and other agencies in matters pertaining to the campus community.
- b. Initiate and respond to proposals deemed beneficial to the general welfare of the campus community.
- c. Receive and investigate student complaints and work toward their satisfactory resolution.
- d. Serve as a liaison in the coordination and support of activities sponsored by other student organizations.
- e. Appropriate funding to campus organizations once per semester.
- f. Promote greater communication and cooperation between the administration, faculty, staff, and students of Marietta College.
- g. Communicate to the student body any recommendations, appointments, directives, etc. made by MCSGA.
- h. Protect the rights and freedoms of the student body to the best of its ability.
- i. Discuss in open assembly any student activities, changes, or recommendations affecting the student body.

ARTICLE III: The Executive Board

Section A: Definition of Office

1. The Executive Board is the executive authority of MCSGA and is designed to help MCSGA fulfill its duties as the primary representative group of the undergraduate student body.
2. The Executive Board shall consist of the following elected officers:
 - a. President
 - b. Vice President
 - c. Treasurer
3. The Executive Board shall consist of the following appointed officers:
 - a. Secretary
 - b. Parliamentarian

Section B: Responsibilities of the Executive Board

1. Each Executive Board Officer shall:
 - a. Assign Class Representatives to at least one committee (Campus Concerns, Service and Senior Send-Off, Appropriations, Budget, Communications, Constitution and Bylaws, and The Marietta College Culinary Committee).
 - b. Attend all MCSGA meetings and present a weekly report at each meeting.
 - c. Maintain communication with Marietta College faculty and administration.
 - d. Complete two office hours per week.
 - e. Have a working knowledge of all committees and executive board positions.
 - f. Be prepared to represent MCSGA under any circumstance.
 - g. Perform all other duties appropriate to this Office that may not be specified in the Constitution and Bylaws.

Section C: Voting Rights of the Executive Board

1. The Vice President and Treasurer shall serve as voting members at all MCSGA meetings.
2. The Secretary and Parliamentarian shall serve as non-voting members at all MCSGA meetings.
3. The President will serve as a non-voting member at all MCSGA meetings, however in the event of a tie, the President shall submit the tiebreaking vote.

Section D: Honoraria

1. Honoraria shall be a percentage of the current year budget of MCSGA.
2. Honoraria shall be granted in the form of two payments, once per semester, at a time deemed appropriate by the Treasurer.
3. Honoraria for each member of the Executive Board is listed in that member's respective article of this Constitution.

Section E: Eligibility of the Executive Board Officers

1. Executive Board Officers must maintain a minimum grade point average (GPA) of 3.00 on a 4.00 scale.

2. Executive Board Officers must be in good standing with Marietta College.
3. Candidates that meet the previously stated requirements may run for any position regardless of class standing, with the exception of President, for which the applicant must be a rising Junior or rising Senior.
4. Candidates running for the Office of President, Vice President, or Treasurer that are not elected are still eligible to apply for Office of Secretary or Parliamentarian, and/or run for a Class Representative seat.
5. Executive Board candidates must have not been impeached from an MCSGA seat in the past, according to Article IV, Section C.7 of the Bylaws.
6. In the event that an Executive Board Officer no longer meets the eligibility requirements outlined in this Section, he/she will automatically and immediately be vacated from office.

Section F: Vacancies

1. In the event that the President becomes unable to fulfill his/her duties, the Vice President shall assume the Office of President.
 - a. The Office of Vice President will then be filled according to the Special Election process outlined in Article VIII, Section A of the Bylaws.
2. In the event outlined in Article III, Section F.1 of the Constitution, or in any other event that the Office of Vice President, Treasurer, Secretary, or Parliamentarian becomes vacant, the vacated Office will be filled according to the Special Election process outlined in Article V, Section E of the Bylaws.

ARTICLE IV: The President

Section A: Definition of Office

1. The President is an elected officer who will serve as the chief representative of the Marietta College Executive Board, MCSGA, and the Marietta College undergraduate student body.

Section B: Responsibilities of the President

1. The President shall:
 - a. Chair all MCSGA meetings.
 - b. Chair the Campus Concerns committee.
 - c. Ensure that all MCSGA responsibilities laid out in Article II, Section B of this Constitution are appropriately executed.
 - d. Ensure that all Executive Board responsibilities laid out in Article III, Section B of this Constitution are appropriately executed.
 - e. Represent the student body at ceremonial functions.
 - f. Ensure a smooth transition and turnover of all documents and processes to the newly elected President after Executive Board Elections are held in the spring.
 - g. Serve as the tiebreaking vote in any vote held at an MCSGA meeting and in elections.

Section C: Election and Term of the President

1. The President shall be elected during Executive Board Elections in the last week of March according to Article V, Section B of the Bylaws.
2. The President shall serve a term of one year, beginning at the second meeting following Executive Board Elections in the spring, according to Article VI of the Bylaws.
3. The President is eligible for re-election.

Section D: Honoraria

1. The President shall receive an amount equal to 1.6% of the current year budget of MCSGA.

ARTICLE V: The Vice President

Section A: Definition of Office

1. The Vice President is an elected officer who will serve as the primary advisor to the President and assume all presidential responsibilities in the absence of the President.

Section B: Responsibilities of the Vice President

1. The Vice President shall:
 - a. Chair the Philanthropic Service and Senior Send-Off Committee.
 - b. Inherit all presidential responsibilities in the absence of the President.
 - c. Have working knowledge of MCSGA Presidential duties in order to provide for a smooth transition in the event that the Office of the President is vacated.
 - d. Be responsible for planning philanthropic service events held and/or attended by MCSGA.
 - e. Be responsible for planning and coordinating Senior Send-Off activities.
 - f. Ensure a smooth transition and turnover of all documents and processes to the newly elected Vice President after Executive Board Elections are held in the spring.

Section C: Election and Term of the Vice President

1. The Vice President will be elected during Executive Board Elections in the last week of March according to Article V, Section B of the Bylaws.
2. The Vice President will serve a term of one year, beginning at the second meeting following Executive Board Elections in the spring, according to Article VI of the Bylaws.
3. The Vice President is eligible for re-election.

Section D: Honoraria

1. The Vice President shall receive an amount equal to 1.2% of the current year budget of MCSGA.

ARTICLE VI: The Treasurer

Section A: Definition of Office

1. The Treasurer is an elected officer who will serve as the chief fiscal advisor of MCSGA and will oversee the distribution of funds while serving as the chair of the Budget Committee and the Appropriation Committee.

Section B: Responsibilities of the Treasurer

1. The Treasurer shall:
 - a. Chair the Budget committee.
 - b. Chair the Appropriations committee.
 - c. Keep all financial records of and certify all expenditures from the student body active and reserve accounts.
 - d. Report to the MCSGA body at weekly meetings regarding recent student organization spending, appropriations and funding re-purposing activities, and the overall status of the various MCSGA budget accounts.
 - e. Maintain communication with the financial officers of the various student organizations financed through MCSGA.
 - f. Present appropriation recommendations to the MCSGA body for deliberation and final approval.
 - g. Present a budget proposal for the following academic year to the MCSGA body for review and approval by the end of February, to be submitted as an MCSGA budget request to the Marietta College Office of Administration and Finance before Spring Break.
 - h. Attend or appoint a Budget Committee member to visit at least one PAC meeting per month in order to gather information on their financial standing.
 - i. Ensure a smooth transition and turnover of all financial records and processes to the newly elected Treasurer after Executive Board Elections are held in the spring.

Section C: Election and Term of the Treasurer

1. The Treasurer shall be elected during Executive Board Elections in the last week of March according to Article V, Section B of the Bylaws.
2. The Treasurer will serve a term of one year, beginning at the second meeting following Executive Board Elections in the spring, according to Article VI of the Bylaws.
3. The Treasurer is eligible for re-election.

Section D: Honoraria

1. The Treasurer shall receive an amount equal to 1.2% of the current year budget of MCSGA.

ARTICLE VII: The Secretary

Section A: Definition of Office

1. The Secretary is an appointed officer who will be the primary medium through which MCSGA will communicate announcements and information to other organizations and the rest of the Marietta College faculty, staff, and student body.

Section B: Responsibilities of the Secretary

1. The Secretary shall:
 - a. Chair the Communications committee
 - b. Take attendance at every meeting and let the Executive Board know of any attendance policy violations
 - c. Be responsible for recording and distributing minutes every week.

- d. Maintain all avenues of communication between MCSGA and the college community.
- e. Ensure a smooth transition and turnover of all documents and processes to the newly appointed Secretary after the Executive Appointment process in the spring, according to Article V, Section C of the Bylaws.

Section C: Election and Term of Secretary

1. In the week following Executive Board elections, the Executive Board-elect will appoint a Secretary after an application and interview process, as stated in Article V, Section C of the Bylaws.
2. The Secretary will serve a term of one year, beginning at the second meeting following Executive Board Elections in the spring, according to Article VI of the Bylaws.
3. The Secretary is eligible for re-appointment.

Section D: Honoraria

1. The Secretary shall receive an amount equal to 0.50% of the current year budget of MCSGA.

ARTICLE VIII: The Parliamentarian

Section A: Definition of Office

1. The Parliamentarian is an appointed officer who shall be the primary author, editor, and enforcer of all procedures carried out by MCSGA.
2. The Parliamentarian shall work to ensure the use of Robert's Rules of Order at MCSGA meetings, to an extent deemed appropriate by the Executive Board.

Section B: Responsibilities of the Parliamentarian

1. The Parliamentarian shall:
 - a. Chair the Constitution and Bylaws committee.
 - b. Chair the Marietta College Culinary Committee.
 - c. Possess expert knowledge on Robert's Rules of Order and bring forth knowledge to MCSGA when a question arises about parliamentary procedure.
 - d. Count any informal votes taken during an MCSGA meeting.
 - e. Draft all election procedures and campaign rules.
 - f. Oversee any amendments that are needed to the Constitution and/or Bylaws.
 - g. Run all student body elections and hold candidates responsible for any sanctions that may arise.
 - h. Plan the MCSGA Constitutional Convention each fall semester.
 - i. Ensure that newly elected Freshman Class Representatives have working knowledge of the Constitution and Bylaws.
 - j. Ensure a smooth transition and turnover of all documents and processes to the newly appointed Parliamentarian after the Executive Appointment process in the spring, according to Article V, Section C of the Bylaws.

Section C: Election and Term of the Parliamentarian

1. In the week following Executive Board elections, the Executive Board-elect will appoint a Parliamentarian after an application and interview process, as stated in Article V, Section C of the Bylaws.
2. The Parliamentarian will serve a term of one year, beginning at the second meeting following Executive Board Elections in the spring, according to Article VI of the Bylaws.
3. The Parliamentarian is eligible for re-appointment.

Section D: Honoraria

1. The Parliamentarian shall receive an amount equal to 0.50% of the current year budget of MCSGA.

ARTICLE IX: Class Representatives

Section A: Definition of Office

1. Class Representatives are members of MCSGA elected by the undergraduate student body.
2. Each class (Freshman, Sophomore, Junior, Senior) shall elect four (4) representatives to fill a seat in the MCSGA body, according to Article V of the Bylaws.

Section B: Responsibilities of Class Representatives

1. The Class Representatives Shall:
 - a. Actively participate in and contribute to MCSGA discussions.
 - b. Make valuable contributions to their committee, as assigned to them by the Executive Board.
 - c. Possess expert knowledge of the workings of their committee in case appointment to the Executive Board is required.
 - d. Respect the rights and freedoms of Marietta College faculty, staff, students, the Executive Board, and fellow MCSGA Class Representatives.
 - e. Be responsible for attending all meetings and, when unable, send an alternate.
 - f. Actively participate in MCSGA meetings, bringing forth constituents' concerns and needs.
 - g. Relay messages each week to constituents concerning MCSGA decisions and questions.

Section C: Election and Term of Class Representatives

1. Elections for rising Senior, Junior, and Sophomore Class Representatives will take place two weeks following Executive Board elections, in the academic year preceding the term of office, according to Article V, Section D of the Bylaws.
2. Elections for Freshman Class Representatives will take place no later than the fourth week of the fall semester, in the same academic year as the term of office, according to Article V, Section A of the Bylaws.
3. All Class Representatives are eligible for re-election.

Section D: Eligibility of Class Representatives

1. Class Representatives must maintain a minimum grade point average (GPA) of 2.8 on a 4.00 scale.
2. Class Representatives must be in good standing with Marietta College.

Section E: Vacancies

1. In the event that a Class Representative becomes unable to fulfill his/her duties, the vacated seat will be filled by Special Election, according to Article V, Section E of the Bylaws.

ARTICLE X: Advisors

Section A: Definition of Office

1. MCSGA will have two advisors with whom the Executive Board and MCSGA can discuss the authority of MCSGA as well as the feasibility of the proposals made by MCSGA.
 - a. There shall be one administrative advisor and one faculty advisor.

Section B: Selection and Term 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 in the spring term, according to Article VII, Section A.1 of the Bylaws.
2. Advisors will take office upon approval during the second week after Class Representative Elections, according to Article VII, Section A.2 of the Bylaws.
3. The term of the Advisors will be one academic year in length.
4. Advisors shall be eligible for re-appointment.

Section C: Vacancies

1. In the event that an Advisor becomes unable to fulfill his or her duties, the Executive Board shall propose another selection within two weeks, according to Article VII, Section B of the Bylaws.

ARTICLE XI: Committees

Section A: Membership

1. The Executive Board is to assign MCSGA Class Representatives to at least one committee. Each committee is to consist of a Chair from the Executive Board and a number of MCSGA Class Representatives, allocated at the discretion of the Executive Board.
2. Committee Chairs are required to hold meetings with their respective committee throughout the year.
 - a. The frequency of the meetings is at the discretion of the Chair of the committee.

Section B: Campus Concerns Committee

1. The Campus Concerns Committee shall be chaired by the President, according to Article IV, Section B.1.b of the Constitution.
2. The Campus Concerns Committee shall:
 - a. Consist of MCSGA members only.
 - b. Address and work towards the resolution of all student concerns not directly addressed by the other committees.
 - c. Actively search for issues on campus through interaction with the campus community and through social media.

Section C: Philanthropic Service and Senior Send-Off Committee

1. The Philanthropic Service and Senior Send-Off Committee shall be chaired by the Vice President, according to Article V, Section B.1.a of the Constitution.
2. The Philanthropic Service and Senior Send-Off Committee shall:
 - a. Consist of MCSGA members only.
 - b. Be responsible for promoting philanthropic service activities on campus and throughout the Marietta community.
 - c. Collaborate with other organizations regarding philanthropic service events not sponsored by MCSGA.
 - d. Plan events for the senior class after final exams and before graduation in the spring.
 - i. This is a time for seniors to enjoy their last moments as students in the Marietta community and transition to the status of alumni. The culmination of Senior Send-Off is Commencement, the official point where a Marietta College student becomes a member of the Long Blue Line.

Section D: The Budget Committee

1. The Budget Committee shall be chaired by the Treasurer, according to Article VI, Section B.1.a of the Constitution.
2. The Budget Committee shall:
 - a. Consist of MCSGA members only.
 - b. Assist in the management and planning of the yearly academic budget through meetings as needed.
 - c. Review funding philosophy and policy regarding the Appropriations process.
 - d. Set rules regarding what to fund and what not to fund and other related regulations.
 - e. Offer input on appropriations re-purposing requests, with the Treasurer deciding final approval after consultation with the Office of Campus Involvement liaison.
 - f. Attend at the discretion of the Treasurer at least one PAC meeting per month in order to gather information on their financial standing.
 - g. Collaborate to submit a final suggested MCSGA budget to the MCSGA body for the following academic year by the end of February.

Section E: The Appropriations Committee

1. The Appropriations Committee shall be chaired by the Treasurer, according to Article VI, Section B.1.b of the Constitution.

2 The Appropriations Committee shall:

- a. Consist of two non-MCSGA members and at least two MCSGA members, at the discretion of the Treasurer.
 - i. The Treasurer shall submit nominations for the two non-MCSGA members to the MCSGA body.
 - ii. The nominations will be approved by a two-thirds super majority vote of approval by the MCSGA body, according to Article I, Section B.2.c of the Bylaws.
 - iii. Dismissal of a non-MCSGA member of the Appropriations Committee shall occur under recommendation of the Treasurer and with a two-thirds super majority vote of approval by the MCSGA body, according to Article I, Section B.2.c of the Bylaws.
- b. Review student organization applications for appropriations funding.
- c. Assist in interviews of student organization representatives.
- d. Consult with the Treasurer during appropriations process to ensure fair, consistent, responsible allocation of appropriations funding.
- e. Submit a final report to the MCSGA body detailing recommended appropriations allocations for each event-funding request made by student organizations.

Section F. The Communications Committee

1. The Communications Committee shall be chaired by the Secretary, according to Article VII, Section B.1.a of the Constitution.
2. The Communications Committee shall:
 - a. Consist of MCSGA members only.
 - b. Be in charge of releasing information regarding actions taken by MCSGA.
 - c. Maintain official MCSGA social media outlets, as well as announcement boards throughout campus.
 - d. Ensure that the campus community is aware of MCSGA events and meetings.

Section G: The Constitution and Bylaws Committee

1. The Constitution and Bylaws Committee shall be chaired by the Parliamentarian, according to Article VIII, Section B.1.a of the Constitution.
2. The Constitution and Bylaws Committee shall:
 - a. Consist of MCSGA members only.
 - b. Continuously examine the Constitution and the MCSGA Bylaws to determine if the documents are efficiently and effectively serving MCSGA and the undergraduate student body.
 - c. Be responsible for drafting election procedures prior to each election.
 - d. Be responsible for addressing and reviewing any proposed amendments to the Constitution and/or Bylaws.

Section H: The Culinary Committee

1. The Culinary Committee shall be chaired by the Parliamentarian, according to Article VIII, Section B.1.b of the Constitution.
2. The Culinary Committee shall:
 - a. Consist of the Parliamentarian, three MCSGA class representatives, two Marietta College students, the Marietta College Dining Services General Manager, the

- i. It is at the discretion of the Parliamentarian how the two Marietta College students shall be elected to the committee.
- b. Meet biweekly to discuss the Marietta College dining experience, including, but not limited to service, hours of operation, and quality of food.
- c. Collaborate with the Marietta College Dining Services to better communicate dining features such as specials and menus through social media and advertising campaigns.
- d. Work closely with the Campus Concerns Committee to understand the current dining needs and desires of the community.

ARTICLE XII: Ratification of the Constitution

Section A: Ratification

1. Ratification by a simple majority of properly cast ballots by the Marietta College undergraduate student body shall be sufficient for the adoption of this Constitution, according to Article I, Section A.2.d of the Bylaws. This Constitution shall supersede any previous Constitutions of the Marietta College Undergraduate Student Body. All elections held under previous constitutions shall be considered valid under this Constitution. All appointments, directives, etc., made by the MCSGA Executive Board shall remain valid so long as they do not contradict this Constitution. All bylaws existing under previous constitutions shall be in effect so long as they do not contradict this Constitution.

ARTICLE XIII: Amendments to the Constitution

Section A: Amendment Proposal

1. MCSGA can propose an Amendment to this Constitution with a two-thirds super majority vote of MCSGA approval, according to Article I, Section B.2.a of the Bylaws.
2. The Marietta College undergraduate student body can propose an amendment to this Constitution with a petition signed by at least ten percent of the student body.

Section B: Amendment Ratification

1. All proposed amendments to this Constitution shall be valid to all intents and purposes when ratified by a simple majority of the properly cast ballots by the Marietta College undergraduate student body, according to Article V, Section F of the Bylaws.