

M A R Q U E T T E U N I V E R S I T Y
S T U D E N T G O V E R N M E N T

GOVERNING DOCUMENTS

CONSTITUTION

CONSTITUTION BY-LAWS

BUDGET APPROVAL PROCEDURES

ELECTION RULES

FINANCIAL POLICIES

SENATE STANDING RULES

SENIOR SPEAKER SELECTION PROCEDURES

STUDENT ORGANIZATION RECOGNITION PROCEDURES

UNIVERSITY COMMITTEE
STUDENT REPRESENTATION PROCEDURES

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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, Financial Vice President, Communication Vice President, Legislative Vice President and Outreach 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 Department, chaired by the Executive Vice President, and comprised of the Chief of Staff and the Campus Activities Board Liaison (By-Laws, Article II).

Section 4

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 5

There shall be a Communications Department, chaired by the Communications Vice President, and comprised of Three (3) Directors, Graphic Design Assistants, Multimedia Assistants, and Public Relations Assistants (By-Laws, Article V).

Section 6

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

Section 7

There shall be an Outreach Department, chaired by the Outreach Vice President, and comprised of the Senior Speaker Coordinator, the Administrative Assistant, the Coordinator for the Diversity, Equity, and Social Justice Committee, the Coordinator for the Community Engagement Committee, the Coordinator for Sustainability, and the Office Receptionists.

Section 8

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

Section 9

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

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, which will be held on a date set by the Elections Coordinator in consultation with the Executive Board. Officials elected in the spring elections shall take office on April 1st

upon the inauguration of the newly elected President and Executive Vice President and serve for one calendar year.

Section 3

Residential Senators shall be elected annually in the fall elections by the full-time undergraduate students living in the respective residential areas. The fall elections shall be held the fourth week of the fall semester. Officials elected in the fall elections shall take office the day following fall elections and serve until the date of the following year's fall elections.

The fall election timeline may be altered as needed to fall after the fall Organization Fest to best support the student body.

Article VI – Appointment of MUSG Officers and Assistants

Section 1

The Executive Department will be selected as follows:

- A. The Executive Vice President, in consultation with the President, shall appoint the Chief of Staff and the Campus Activities Board Liaison. This official shall take office May 1 and serve until April 15 the following year.

Section 2

The Outreach Vice President and Outreach Department will be selected as follows:

- A. The Outreach Vice President shall be recommended by the Outreach Selection Committee comprised of the following: the President as Chair, the current Outreach Vice President or designee, 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 Outreach Vice President shall then take office on February 15 and shall serve until April 30 of the following year.
- B. The Outreach Vice President shall appoint, in consultation with the President, the Senior Speaker Coordinator, Coordinator for Diversity, Equity, and Social Justice, the Coordinator for Sustainability, and the Coordinator for the Community Engagement Committee. These officials shall take office May 1 and serve for one calendar year.
- C. The Outreach Vice President shall appoint no more than five MUSG receptionists and one Administrative Assistant. These officials shall take office on May 1 and serve for one calendar 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 Communications Vice President shall appoint, in consultation with the President, Three (3) Directors, Graphic Design Assistants, Multimedia Assistants, and Public Relations Assistants. 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.
 - 1. In the event there are more than two candidates running for Legislative Vice President, procedures for instant runoff voting will be used. Senators 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. In the event of a tie for last place when using instant runoff voting procedures, Maximize Affirmed Majorities (MAM) will take place. The candidate(s) who is/are not in last will advance to the next round of voting. The candidate who advances is determined by looking at the percentage of total voters who ranked one over another.
- B. The 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 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 to secure the position. The President Pro-Tempore shall hold office until the end of the aforementioned Senator's term.
1. In the event there are more than two candidates running for President Pro-Tempore procedures for instant runoff voting will be used. Senators 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. In the event of a tie for last place when using instant runoff voting procedures, Maximize Affirmed Majorities (MAM) will take place. The candidate(s) who is/are not in last will advance to the next round of voting. The candidate who advances is determined by looking at the percentage of total voters who ranked one over another.

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 Financial Vice President, Outreach 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 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 Department 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 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 4

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 5

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.
- D. Meetings of the Senate standing committees (By-Laws, Article VI, Section 2) shall be held a minimum of twice per month during the fall and spring semesters excluding holiday and exam breaks. Meetings of all other special Senate committees shall be held as often as deemed necessary by the Legislative Vice President. All Senate committee

meetings, standing or special, require three days written notice and may be called by their respective chairs in consultation with committee members or by the Legislative Vice President.

Section 6

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

Article XII – Exemptions and Suspensions of the MUSG Constitution

Section 1

Any exemption from or suspension of any section of the MUSG Governing Documents must be approved;

- a) Any violations of the MUSG Governing Documents without prior approval are subject to the proper judicial proceedings;
- b) Any violations of the MUSG Governing Documents with prior approval are not subject to judicial proceedings.

Section 2

The process for gaining approval for an exemption is detailed in the following subsections;

- a) All suspensions must be approved by the Judicial Administrator and a majority vote of the Judicial Committee;

- b) After approval by the Judicial Administrator and the Judicial Committee, the proposed suspension or exemption proposal shall be brought before the Senate where it will be introduced, debated, and voted on (as detailed in the Senate Standing Rules).
 - 1. In order to be passed by the Senate, the suspension or exemption proposal must receive a 2/3 majority affirmative vote from the members of the seated senate;
- c) Upon passage by the Senate, the exemption or suspension proposal shall be treated as a piece of legislation passed by the Senate (as detailed in Article XII of the Constitution);
- d) Upon the approval of MUSG president or a Senate overrule of the presidential veto, the exemption or suspension proposal shall be presented to the Vice President of Student Affairs or designee.

- 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*
- Amended 3/23/15 – Changed Communications Department Director Structure*
- Amended 4/20/15 – Addition of a Coordinator for Community Engagement*
- Amended 2/14/16 – Spring Election Timeline Update*
- Amended 4/25/16 – Vice President of Outreach*
- Amended 7/12/17 – LVP Election Process*
- Amended 7/12/17 – Spring Elections Timeline*
- Amended 7/12/17 – PPT Election Process*
- Amended 9/9/19 – Updated SOF Allocation and Reimbursement Process, Updated MUSG Budget Process, Dissolved the Executive Council, Added Chief of Staff Position, Removed Administrative Assistant Position, Revised Removal From Office Procedure, Merged Parliamentarian into the Legislative Clerk, Moved the Elections Coordinator and Elections Committee under the Legislative Vice President, Added Emergency Leave of Absence Policy, Removed Requirement for Off-Campus Senators to Collect Signatures to be Eligible to Run for Office, & Clarified MUSG Senator Appointment Time for Spring Elections*

Amended 11/25/19 – Added Constitutional Exemptions and Suspensions & Reformed SOF Committee Membership

Amended 5/25/19 – Removed any mention of the Parliamentarian position in accordance with the 9/9/19 update, Changed all use of she/her and he/him pronouns to they/them

Amended 12/1/21 – Revised Senate Committee meeting requirements

Amended 11/27/23 – Revised Fall Elections timeline

Amended 6/24/24 – Removes the Programs Department

Amended 7/22/24 – Removes the Good Neighbor and Good Tennant Program, adds Administrative Assistant

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, Section 2) 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 Department

Section 1

The Executive Department (Constitution, Article IV, Section 3) shall be responsible for overseeing Student Organization Funding process (Constitution, Financial Policies).

Section 2

The President or Executive Vice President may call a vote of the Executive Department. Each member shall have one vote.

Section 3

The Executive Department shall be structured as follows:

- A. There shall be two assistant positions: Chief of Staff and Campus Activities Board Liaison.
- B. There shall be one standing committee of the Executive Department: Student Organization Funding Committee (SOF).
- C. The Executive Vice President, in consultation with the President, may create an ad hoc Executive Department position, which shall last no longer than the current term of the Executive Vice President.”

Article III – Financial Department

Section 1

The Financial Department (Constitution, Article IV, Section 5) 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 IV – Communications Department

Section 1

The Communications Department (Constitution, Article IV, Section 6) 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: Three (3) Communications Directors, Multimedia Assistants, Graphic Design Assistants, and Public Relations Assistants.
- 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 V – Senate

Section 1

The Senate (Constitution, Article IV, Section 7) 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. The 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 be a resource for all student organizations by providing outreach. Members of the Student Organizations Committee shall write emails, each semester, to a leader of every recognized organization, offering assistance. Committee members shall periodically attend student organization meetings, be available as a primary contact for issues regarding the functioning of student organizations and address the concerns of student organizations by providing an open forum style meeting for organizations to attend.

Section 3

The parliamentary procedures of the Senate shall be stated in the Senate Standing Rules.

Article VI – Outreach Department

Section 1

The Outreach Department (Constitution, Article IV, Section 8) shall be responsible for MUSG outreach initiatives and activities.

Section 2

The President or Outreach Vice President may call a vote of the Outreach Department. Each member shall have one vote.

Section 3

The Outreach Department shall be structured as follows:

- A. The following shall be positions within the Outreach Department: Senior Speaker Coordinator, DESJ Committee Coordinator, CEC Coordinator, and Receptionists.
- B. The Outreach Vice President, in consultation with the President, may create an *ad hoc* Outreach Department position or committee, which shall last no longer than the current term of the Outreach Vice President.
- C. Additional students may be appointed by the Outreach Vice President to assist the Outreach Department and/or respective Outreach Department committees.

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 (By-Laws, Article XVI).
- G. Be present for at least one meeting of the 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.
- J. Be responsible for the placement and training of students to All-University Committees to ensure effective student representation on the aforementioned committees.

Section 2

The Executive Vice President shall:

- A. Be responsible for the direction of the Executive Department.
- B. Serve as chair of the Student Organization Allocations Committee (as defined in the Financial Policies).
- C. Provide training to all members of the SOF Committee on the SOF Process.
- D. Be responsible for duties as assigned by the President.
- E. 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.
- F. Assist the President in the coordination of all areas of MUSG.
- G. Assume all duties of the President in case of a leave of absence.
- H. Report to the President and to the Executive Board.

Section 3

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 4

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 5

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. Be responsible for oversight of the Elections Coordinator and Elections Committee.
- F. Create special Senate committees as deemed necessary.
- G. Report to the President and to the Executive Board.

Section 6

The Outreach Vice President shall:

- A. Report to the President and to the Executive Board.
- B. Be present at all meetings of the Senate. In case of absence, the Outreach Vice President shall arrange for a member of the Executive Council to attend

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 Assistant to the President is:

- A. The Campus Activities Board Liaison, who shall:
 1. Sit on the Campus Activities Board on behalf of MUSG.
 2. Attend every meeting of the Campus Activities Board.
 3. Report on and promote Campus Activities Board activities to the MUSG and the President.
 4. Report to the President and perform any duties assigned to them by the President or Executive Vice President.

Section 3

The Assistant to the Executive Vice President is:

- A. The Chief of Staff, who shall:
 - a. Assist with SOF training preparation;
 - b. Assist in managing SOF correspondence;
 - c. Assist with drafting of SOF allocation letters;
 - d. Take minutes for the SOF committee, as a non-voting member;
 - e. Assist the President and Executive Vice President in managing student organization communications, scheduling, fulfillment of platform initiatives, and all other duties as assigned by the President and/or Executive Vice President;
 - f. Be present at Senate meetings when the Executive Vice President cannot attend;
 - g. Report to the Executive Board or Senate upon request by the President or Executive Vice President.

Section 4

The Assistants to the Outreach Vice President are:

- A. The Receptionists, who shall:
 - 1. Serve as office receptionists during the fall and spring semesters.
 - 2. Perform other duties as assigned by the Outreach Vice President or Administrative Assistant.
- B. 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 Outreach Vice President.
 - 4. Serve as a member of the Executive Council.
- C. The Coordinator for Diversity, Equity, and Social Justice, who shall:
 - 1. Chair the Committee on Diversity, Equity, and Social Justice which shall consist of two Senators (one Academic, one Residential) appointed by the Legislative Vice President, and any other representatives from recognized student organizations appointed by the Coordinator for Diversity, Equity, 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, Equity, 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 Outreach Vice President.
 - 3. Be responsible for duties as assigned by the Outreach Vice President.
- D. The Coordinator for Community Engagement, who shall:
 - 1. Chair the Committee on Community Engagement which shall consist of one Academic Senator, One Off Campus Senator, and one non-Off Campus Resident Senator appointed by the Legislative Vice President, and any other representatives appointed by the Coordinator for Community Engagement. The Committee shall

develop sustainable partnerships with community stakeholders to foster collaborative efforts focused on community engagement. The Committee shall execute long-term initiatives with the goal of furthering Marquette's connection with its surrounding neighborhood.

2. Report to the Executive Board or Senate upon request by the President or Outreach Vice President.
3. Be responsible for duties as assigned by the Outreach Vice President.

Section 5

The Assistants to the Financial Vice President are:

- A. The Controller, who shall:
 1. Be responsible for preparing payroll for the Comptroller's 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 6

The Assistants to the Communications Vice President are:

- A. Three (3) Communications Directors, who shall:
 1. Supervise a team of Public Relations Assistant(s), Graphic Design Assistant(s), and Multimedia Assistant(s).
 2. 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 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.
- D. The Multimedia Assistants, who shall:
 1. Be responsible for assisting with the multimedia efforts for MUSG.
 2. Be responsible for duties as assigned by the Multimedia Director.

Section 7

The Assistants to the Legislative Vice President and Senators 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 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. Advise the Legislative Vice President and President Pro-Tempore on Senate procedures regarding the conduct of meetings.
 7. Educate the Senate regarding points of parliamentary procedure.
- 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.
 4. The Marquette University Evans Scholars are defined as undergraduate students who reside in the Marquette University Evans Scholarship house.

- 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 4

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 5

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 6

No MUSG Officer or Senator may simultaneously hold one of the following positions:

- A. College Council President
- B. Coordinating Council President

Section 7

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 Department does not fulfill the duties outlined by the Executive Vice President and Constitution (By-Laws, Article VIII), the Executive Vice President shall provide them with a document outlining the reasons for their removal, the member shall be automatically removed from the Executive Department, and the position declared vacant.

Section 3

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 4

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 5

When a member of Senate misses two Senate meetings (Constitution, Article VII), or a total of three Senate or Senate Committee meetings, 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.

- A. Senator attendance at constituent council meetings is up to the discretion of each council. When a Senator in violation of their constituent council's attendance policy, the Senator shall be removed by the Legislative Vice President and the position declared vacant.
 - 1. Documented proof of the attendance policy violation must be presented by the constituent council to the Legislative Vice President before a Senator is removed.
 - 2. Proof of a Senator attendance policy violation is only valid if the constituent council is fully recognized organization by MUSG and the attendance policy is defined in the organization's constitution

Section 6

When a member of the Outreach Department does not fulfill the duties outlined by the Outreach Vice President and Constitution (By-Laws, Article VII), the Outreach Vice President shall provide them with a document outlining the reasons for their removal, the member shall be automatically removed from the Outreach Department, and the position declared vacant.

Section 7

The decision on the validity of an excuse can be appealed to the Judicial Administrator.

Section 8

When a member of the Executive Board (President, Executive Vice President, Outreach Vice President, Communications Vice President, Financial Vice President, and/or Legislative Vice President) misses two Senate meetings without a valid excuse, the member shall be issued a warning from the Legislative Vice President, Chair of the Senate.

When the Legislative Vice President misses two Senate meetings without written valid excuses sent to the President or without a replacement Senate chair (President Pro-Tempore), the Executive Board Member shall be issued a warning from the President.

All Executive Board attendance falls within the discretion of the President.

When a member of the Executive Board misses three Senate meetings without written valid excuses, the member shall be automatically removed from the Executive Board (By-Laws, Article VIII) by the President, and the position declared vacant.

All excuses for not attending the Senate shall be submitted to the President within two class days following the meeting and shall determine the validity of the excuses for absences from Senate meetings.

The President will inform the Legislative Vice President of excused or unexcused absences within two days after the Senate meeting.

A. When an Executive Board member is in violation of their constitutional attendance policy, the Executive Board member shall be removed by the President, and the position declared vacant.

B. When the President is in violation of their constitutional attendance policy, the Executive Board member shall be removed by the judicial administrator.

1. Documented proof of the attendance policy violation must be presented to the President by any full-time undergraduate student before removing an executive board member.

a. Documented proof of the attendance policy violation must be presented by any full-time undergraduate student to the Judicial Administrator before the President is removed.

2. Proof of an Executive Board's attendance policy violation is only valid if the attendance policy is defined in the organization's constitution

Article XI – Emergency Leave of Absence Policy

Section 1

In the event that an elected or appointed member of MUSG has a physical or mental health related emergency, is hospitalized, has a prolonged family-related emergency, or has another similarly serious occurrence in their life, the member shall inform their respective department head that they intend to take an Emergency Leave of Absence.

Section 2

The Emergency Leave of Absence shall be no longer than four MUSG Senate meetings or the equivalent of four weeks. After a period of either four MUSG Senate meetings or four weeks, the member shall be expected to either return to their position in MUSG or resign their position.

Section 3

A member of the MUSG Executive Board may take an Emergency Leave of Absence only with approval from the MUSG Advisor, the MUSG President, and the MUSG Executive Board.

Section 4

No MUSG department chair shall be allowed to require documented medical proof or otherwise to determine whether a member of their department is eligible for Emergency Leave of Absence. Any MUSG member requesting Emergency Leave of Absence may, at their discretion, provide their department chair with documented proof.

Section 5

If an elected or appointed member of MUSG requests and is granted Emergency Leave of Absence, they may appoint a temporary member to serve in their place during their Leave. Such an appointment shall require the consultation and approval of the respective department head.

Any member serving as a temporary elected or appointed member of MUSG shall receive no compensation for their service. Any member serving as a temporary elected or appointed member of MUSG shall retain all other full rights and responsibilities of a duly elected or appointed member.

If a member of the MUSG Executive Board requests and is granted Emergency Leave of Absence, they are not allowed to appoint a temporary replacement.

Upon the conclusion of the original member's Emergency Leave of Absence, the member shall resume their place as the official elected or appointed member. The temporary member shall at this point no longer be considered an elected or appointed member of MUSG.

Section 6

Any member that feels that their request for Emergency Leave of Absence was unfairly denied may appeal to the Judicial Administrator.

Article XII – 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 the removal or absence of both the President and the Executive Vice President, the Legislative Vice President shall ascend to the level of President under the title Ascended President (AP). They shall then after resign their role as Legislative Vice President. The AP will have all the responsibilities of the President as if they were elected by the student body, with the same access to materials.

Section 6

In the event that the President, EVP, and LVP are all absent from their posts by either resignation or removal, a special election will take place at the following senate session. Included in the event of the LVP's absence, the President Pro Tempore of the Senate (PPT) shall chair the session. In the event of the absence of the LVP and PPT, the senator who chairs the Business and Administration Committee (BA) shall chair the session. In the event of the LVP's, PPT's and BA chair's absence, the Executive Board (E-Board) of Student Government shall select from among themselves a temporary chair of that single meeting. The winner of the special election shall be selected by majority vote, and that in the event that a majority is not reached, a runoff vote shall commence containing only the two candidates with the highest votes.

Section 7

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 XIII – Removal from Office

Section 1

Any member of MUSG may submit a Removal from Office request to the Judicial Administrator for consideration by the Senate. All such requests must include specific charges of misconduct or failure to execute the duties of office.

Section 2

A two-thirds vote of the seated Senate shall be necessary to facilitate the removal of any person holding an elected position in MUSG, provided that written notice specifying charges is given to all members by the Judicial Administrator five class days prior to the motion.

Section 3

Upon a two-thirds vote of the seated Senate facilitating the removal from office, a three-fourths vote of the seated Senate shall be necessary to formally remove any elected member of MUSG.

Section 4

With the exception of MUSG officers and the Judicial Administrator, all appointed members of MUSG may be removed from office by their appointing official. Such a person must be given 10 class days written notice of removal.

Section 5

The Financial Vice President, the Communications Vice President, the Outreach Vice President, and the Legislative Vice President may be removed from office by the President by a two-thirds vote of the Financial Selection Committee, the Communications Selection Committee, the Outreach Selection Committee, or the Senate, respectively. In addition, the Senate reserves the right to remove any officer of MUSG by a two-thirds vote after Presidential recommendation. Such a person must be given 10 class days written notice of removal.

Section 6

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 XIV – 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 XV – 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, Item 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, Item B).
- D. Debate of the motion shall follow (Senate Standing Rules, Section IV, Item 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 XVI – 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*
- Amended 3/2/15 – Updated Impeachment Policies*
- Amended 3/23/15 – Updated Communications Department Structure*
- Amended 4/20/15 – Addition of a Coordinator for Community Engagement*
- Amended 4/20/15 – Transfer of All-University Committee Responsibilities*
- Amended 4/18/16 – Addition of Evans Scholars as a Residential Location*
- Amended 4/25/16 – Vice President of Outreach*
- Amended 7/12/17 – Senator Attendance Guidelines*
- Amended 6/15/24 – Programs Department Removed, Executive Council Removed, Residence Hall Association Removed*
- Amended 7/22/24 – Removes Programs Department, removes RHA mentions*

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 Budget Approval Procedures Section II, Item 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 Budget Approval Procedures Section II, Item 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 Budget Approval Procedures Section II, Item 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 Budget Approval Procedures Section II, Item C 2.b.;
 - b. Senate votes on budget recommendation for line – majority of seated senate required.
 - i. If line passes, proceed to Budget Approval Procedures Section II, Item C 2.a. for next line;
 - ii. If line fails, continue to Budget Approval Procedures Section II, Item 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 Budget Approval Procedures Section II, Item 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 (Budget Approval Procedures Section II, Item 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 Budget Approval Procedures Section III, Item C 2.a. for next motion
 - ii. If no, proceed to Budget Approval Procedures Section III, Item 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 Budget Approval Procedures II, Item A 2. and Budget Approval Procedures III, Item C 2.c.
- C. The chair will choose the appropriate officer to answer questions under Budget Approval Procedures Section I, Item C, Budget Approval Procedures Section II, Item B, Budget Approval Procedures Section II, Item C 2.c.i., and Budget Approval Procedures Section III, Item 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 February 2021

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 9). 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 Coordinator 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 monitoring campaign material at their discretion, administering penalties (Election Rules, 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; (c) commuter students; or (d) Marquette University Evans Scholarship students.
- G. *Academic Senator*: Representative of the academic college in which they currently enrolled.
- H. *Final Election*: An election conducted to reduce the number of candidates to no more than one candidate per open seat.
- I. *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.
- J. *Campaign Material*: Any printed material, radio or television advertisement, email message, website, or other means, that doesn't fall under the definition of social media, used to promote the candidate who is seeking an MUSG elected position, with the exception of the candidate registration process (e.g. obtaining signatures).
- K. *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. (Election Rules, Section VII)
- L. *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 (Election Rules, Section II, A-D);
- M. *Standard Candidate*: A student who registers in advance of the deadline necessary to have her/his name printed on the official ballot.
- N. *Write-In Candidate*: A student whose name is not printed on the official ballot, but whose registration (Election Rules, Section V, B) makes her/him eligible to receive write-in votes.
- O. *Social Media*: Any websites and applications that enable campaigns to create and share content related to the MUSG elections or candidates, with the exception of the candidate registration process (e.g. obtaining signatures).

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.
6. All incumbent senators who choose to be a part of MUSG must run for election and collect signatures, unless the constitution specifies that signatures are not required.

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. The President, Executive Vice President, and Academic Senators shall be elected annually in the spring election, which will be held on a date set by the Elections Coordinator in consultation with the Executive Board. (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. (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 set by the Elections Coordinator, in consultation with the Executive Board, that allows for an adequate and effective campaign period for all candidates.
- 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. Candidates for Commuter Senator and Off-Campus Senator 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 Election Rules, 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 Election Rules, 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 posing 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 Student Engagement Services 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.).

D. SOCIAL MEDIA

1. All Social Media must;
 - a. Adhere to standards set by the Elections Committee;
 - b. Not slander opponents or their campaigns;
 - c. Comply with Marquette University positing guidelines established by the Offices of Residence Life, Student Engagement Services (Office of the Alumni Memorial Union), and Marquette University, as well as ordinances of the City of Milwaukee;
 - d. Not use Marquette, MUSG, or other non-approved logos;
2. Other Specific Conditions
 - a. Each candidate must submit a list identifying all social media accounts associated to the campaign. This list must be submitted at candidate registration;
 - i. All registered accounts must be made public during the entire election period;
 - ii. All registered accounts must identify which campaign they are tied to and what platforms and usernames they will be under;
 - iii. If a campaign chooses to add or terminate a social media account, or chooses to change the platform or username, they must notify the elections committee.
 - b. Any campaign/election material must be posted by a candidate or registered campaign worker through a registered social media account;
 - i. Any campaign/election material posted by a candidate or campaign worker that is not through a registered social media account can be subject to review by the Elections Committee;
 - ii. The entire ticket will be held responsible for all media posted by any registered person on the campaign ticket.
 - c. Any campaign material must originate from a registered person on a campaign ticket from a registered social media account;
 - i. Campaigns cannot be penalized for material created independently or shared and reposted by non-campaign workers
 - ii. Candidates and campaign workers cannot request non-campaign workers to post campaign materials and social media posts through non-registered accounts.

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 Election Rules, Section II, L.
- 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 Engagement and 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 Student Engagement Services 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 compiled.
- 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*
- Amended 2/14/16 – Spring Election Timeline Update*
- Amended 4/18/16 – Addition of Evans Scholars as a Residential Location*
- Amended 7/12/17 – Spring Elections Timeline*
- Amended 2/23/21 – Definitions of Campaign Material and addition of rules governing social media as it pertains to campaigning*

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
MAJOR REVISION (Organization Funding) 04/08/21, VPSA 04/08/21

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, 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 by the Legislative Vice President 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; Coordinator for Diversity, Equity, and Social Justice; 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 funding allocations. Should the SOF Committee Advisor be unable to attend a deliberation on funding requests, before any deliberation or voting may occur, they must contact all voting SOF Committee members with his or her thoughts on the submitted requests. A note taker shall be present during all

funding meetings and shall take notes regarding the reasoning behind all allocation decisions. 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 simple 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 by the Legislative Vice President 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 purpose solely serves the organization or its mission. Such an item must have a useful life for greater than one semester or be essential to the operation of the organization. Such determinations will be made at the discretion of the Student Organization Funding Committee.
- 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, that has been officially 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 (Financial Policies, 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 or weekly basis or is the normal meeting activity of the organization. This does not include events, activities, or services held on an annual or semi-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 a member of the organization has completed the Student Organization Funding (SOF) training offered by MUSG at the beginning of each semester. The training shall include an implicit bias training, which shall be administrated by a trained individual(s) and/or organization. Organizations who missed training may be offered a time to make up training at the discretion of the EVP. These trainings are good only for the semester 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 they 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 operating expenses and miscellaneous expenses for any organization other than MUSG.
- D. MUSG cannot fund any requests for personal goods, recurring events, shipping costs for capital goods, tips for services, events involving charitable contributions, speaking fees for declared political candidates, events that occur outside of the funding periods, events which have already occurred, prizes for events, capital goods which were purchased prior to submitting a funding application, or non-campus events which are not qualifying student services.
- 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, capital goods, 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 Executive Vice President no less than 14 days before the event occurs.
 2. No sponsor may apply for the same expense more than once within one funding period.
 3. Allocation cannot be approved for a request that does not have accompanying proof of cost.
 4. The Student Organization Funding Committee must have a quorum of 4/7 members present in order to vote on allocations.
 5. A recommended allocation receiving affirmative votes from a majority of members of the Committee present shall be considered approved for funding.
 6. Allocations greater than or equal to \$2,500 will be forwarded directly to the Senate for consideration at the next scheduled Senate meeting. The recommendations must be approved by a majority vote of the seated Senate.
 7. A report of the total amount requested by all sponsors, the total amount allocated for all organizations by the SOF Committee, or the number of organizations who applied for funding will be made available by the EVP at the request of an MUSG senator.
- H. Any qualifying student service that receives funding through the SAF is also subject to approval through the appropriate process managed by Student Affairs. Any sponsor of a qualifying student service that receives a funding allocation but does not subsequently receive event approval from the Student Engagement Services (Office of the Alumni Memorial Union) cannot receive funding.
- I. During SOF training, the EVP shall publish and distribute to all recognized student organizations the calendar of deadlines for funding request applications for the current funding period and practices pertinent to the SOF Process.
1. There shall be two funding opportunities for organizations with one in the fall term and one in the spring term.
- J. The requests for funding shall be considered by the SOF Committee on a rolling basis throughout the course of the funding period.
1. All recommended allocations 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 remaining at the end of the fall semester shall be added to the available funding for the spring semester.
 3. A sponsor may reapply for funding for a capital good that was approved in the previous funding period but was not purchased.
- K. 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.
- B. Should a recognized student organization receive funding for a Capital Good, an office or department within Student Affairs may purchase the Capital Good on behalf of the student organization and facilitate a department transfer with the MUSG Finance Office. The SOF Committee will forward all allocations for Capital Goods to OEI prior to any student organizations requesting OEI purchase any Capital Good(s).
- C. 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.
- D. 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 any allocations greater than or equal to \$2,500 are 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 appeal request, the Senate's decision, and provide to Senate a written letter of support or opposition to the Senate's vote. If the Budget Committee stands in opposition to the appeal, the process is considered closed and the recommended allocation rejected. If the Budget Committee stands in support of the appeal, the Senate shall then be required to reconsider the rejected recommended allocation and reach a final decision of approval or rejection.
- D. 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 VII 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 chair of MUSG shall submit a departmental budget for all qualifying student services. Departmental budget forms 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 the expected budget for the department for the next fiscal year; including each expenditure and the anticipated financial commitment of each

- expenditure. Failure to complete the application accurately and timely will result in the Budget Committee determining the final budget for that department.
- 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 Student Affairs or designee. 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 allocation to recognized student organizations by the Student Organization Funding Committee through the processes 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. The total for both shall be a figure that is not less than 30% of the SAF.
 - b. The amount set aside for non-club sports organizations shall exceed the amount set aside for club sports organizations by at least 5%.
- 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. Following the Budget Committee's adjustment of MUSG departmental requests, the initial budget draft shall be presented before the MUSG Executive Board for approval. An affirmative vote of at least 4 members of the Executive Board shall be required for approval of the budget. If the MUSG Executive Board rejects the initial budget proposal, the Budget Committee shall draft another proposal, in consultation with the MUSG Executive Board.
- E. 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.
- F. 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.
- G. 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.

- H. 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.
- I. 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. 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 Student Engagement Services (Office of the Alumni Memorial Union) 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 Affairs administrator, in accordance with the accepted procedures of the Division of Student Affairs. 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*
- Amended 4/27/15 – Removal of Senate SOF Appeal Review Clause*
- Amended 7/22/24 – Removed Programs Department*

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 interpretation of the Legislative Vice President (LVP) for final decision.

Section II – Members of the Senate

- A. The MUSG Senate shall be defined for parliamentary purposes as duly elected or appointed Senators and the Legislative Vice-President.
- 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 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, they 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 a meeting is called to order, the subcommittee shall conduct business using a procedure determined by the chair excluding all procedures otherwise decided within Section VII.
- 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:
 6. Ask questions of the Senate
 7. 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 – Judicial Procedures

- 3. 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.
 - 3. The investigation may not include any issue which falls under the domain of the Student Engagement Services, Office of Residence Life, or any other Marquette University office.
 - 4. This type of investigation may not be focused on a member in any branch of MUSG.
 - 5. The Judicial Committee shall have as an officio member the President Pro-Tempore.
 - 6. The committee shall report its activities only to the Judicial Administrator.
 - 7. The LVP and the President shall only be informed of the start and end of the committee’s activities.
 - 8. All meetings held by the committee shall be in executive session.
 - 9. The committee shall have the power of subpoena of any member in MUSG.
 - 10. The LVP, President, and Judicial Administrator, determine the merit of the committee’s findings.
 - 3. If there is no merit, no action shall be taken.
 - 4. If there is merit, the committee shall report its findings to the Senate for trial.
- 4. The MUSG LVP shall direct the Judicial Committee of the Senate to investigate any MUSG member (s) only after Senate has formally affirmed their ament (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 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.
- 5. 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

Amended 3/2/15 – Renamed Article IX “Judicial Procedures”

Amended 5/25/21 – Removed any mention of the Parliamentary position in accordance with the 9/9/2019 update

Amended 12/1/21 – Removed Robert’s Rules requirement from subcommittee meeting procedure

Amended 7/15/24 - Removed the Residence Hall Association

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 student graduating in December, May, or August who is eligible to participate in the May commencement ceremony of their graduating year and who has been a full-time undergraduate student for at least (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 three 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
Amended 2/14/16 – Spring Election Timeline Update

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 Engagement and Inclusion 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 Engagement and 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 Engagement and 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 Engagement and 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.~~

Amended 11/27/17 – Student Organization Recognition Procedures be removed from the Governing Documents.

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 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 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 President.
- B. The 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 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

Amended 4/20/15 – Transfer of All-University Committee Responsibilities

