



**Constitution
of
The McMurry Student Government**

Ratified 05.02.2023

**THIS ORGANIZATION SHALL HENCEFORTH BE KNOWN AS MCMURRY
STUDENT GOVERNMENT**

PREAMBLE

We, the students of McMurry University, in order to realize our responsibilities in setting the educational, social, and spiritual atmosphere of the University, to communicate effectively with the faculty and the administration, to provide a field for practical citizenship and leadership, and to ensure academic freedom for the entire University community, do hereby ordain and establish the Constitution of the Student Association of McMurry University.

PURPOSE

This body shall meet once weekly at a time and place determined by consensus of the Governing Body. The purpose of McMurry Student Government shall be to advocate for students and promote the betterment of the entire University. McMurry Student Government shall act as the chief liaison between the Student Association, The Board of Trustees, the faculty, and the administration.

GOVERNING BODY

The Governing Body shall be comprised of a class president from each class, four Senators from each class, the Executive Board,¹ a Chief Supreme Court Justice, and four Supreme Court Justices. All positions within the Governing Body shall be elected positions,² with the exception of the Secretary. All meetings of the Governing Body, be it an open or closed session shall follow Parliamentary Procedure.³

STUDENT ASSOCIATION OF MCMURRY UNIVERSITY

The Student Association is composed of all McMurry students enrolled for at least 12 semester hours.⁴ The McMurry Student Government consists of those students elected by the entire Student Association.

Article 1. Membership.

¹ The Executive Board shall be comprised of a Student Body President, Vice-President, Treasurer, Attorney General, Secretary, and Traditions Chair.

² The process for election is outlined in **Article 5. Elections.**

³ Parliamentary Procedure is outlined in **Article 3. Parliamentary Procedure.**

⁴ Those carrying less than twelve semester hours shall be considered Affiliate Members of the Student Association.

Section 1.1. Qualifications.

- A. Anyone who is considered a part of the Student Association shall be deemed eligible for membership of McMurry Student Government.⁵
- B. The candidate must have a cumulative grade point average of 2.0 or better on hours taken at McMurry University.⁶
- C. Members shall abide by the Code of Conduct as outlined in the McMurry Student Handbook.

Section 1.2. Classification of Members.

- A. Class membership shall be defined according to class of entry. A student desiring to become a candidate for a student government office will apply for class council according to their class of entry⁷, as specified by official Registrar records. A student may vote and be a candidate for office in that class of which the student is a member, or, in the case of spring elections, a member of the class in which the student will be by the following fall semester.
- B. Exceptions are as follows:
 - a. If a candidate is classified higher than their entry class and their entry class senate is full, the president may appoint them to the senate of their classification with the approval of the whole senate as long as there are no other candidates willing to take the position.

Section 1.3. Revocation of Membership.

- A. Membership shall be revoked for any of the following reasons:
 - a. Failure to meet attendance standards as enforced by the Attorney General and defined as follows.
 - i. Failure to maintain a total of 75% attendance of meetings in one month.⁸
 - ii. Absences shall be considered Excused at the discretion of the Attorney General.⁹ If an individual exhibits multiple absences without notification, a Closed Session of the Executive Board¹⁰ shall be held to determine whether further action need be taken against the individual.

⁵ Affiliate members are entitled to all rights of a Student Associate member except the right to vote, right to run for position in the Governing Body, or be associated with a Fraternity and Sorority in any capacity.

⁶ If it is found that a Member's GPA has fallen below 2.0, a consensus decision shall be made by the Governing Body on how to proceed.

⁷ Class of Entry shall be defined as four plus the year of entry. For example, a student entering in the fall of 2020 would be a member of the Class of 2024.

⁸ Each meeting shall hold an equal percent of all total meetings in one month. Not being present at either roll call shall constitute one-half an absence.

⁹ Excused absences include but are not limited to death in the family, sickness that prevents regular attendance to classes, or those extenuating circumstances as determined by the Attorney General.

¹⁰ The individual whose attendance is in question shall not be permitted to attend this closed session.

- iii. A member's loss of good standing with the university as addressed by either a sponsor or member of McMurry staff.
 - iv. Any sanctions that force removal that have been placed by a ruling of the MSG Supreme Court.
- B. If a member of the Governing Body is thought to be incapable of carrying out their responsibilities, any member may call for an Impeachment hearing.
- a. If a member wishes to call for Impeachment against a member of the Governing Body, a petition to do so must be filed with the Attorney General. This petition must contain a writ of intent¹¹ and the signatures of at least two thirds of the Governing Body, excluding the Executive Board¹². Additional signatures obtained from MSG Members may also be submitted with the petition, and will be taken into consideration.
 - b. If a petition for Impeachment is submitted, an Impeachment Hearing Committee shall be formed, consisting of the Supreme Court and Executive Board. A closed hearing session between the Impeachment Committee and the accused individual must be held within 10 days, at a time that is found to be acceptable to all parties.
 - i. If the impeachment has been filed against a member of the Supreme Court or Executive board, they shall recuse themselves from their duties and responsibilities until a decision has been reached, and shall only attend the closed session to plead their case. A member of the Supreme Court or Executive Board shall be asked to leave the closed session after pleading their case and shall be barred from obtaining any materials regarding the impeachment hearing.
 - ii. When a decision has been reached, the person against whom the impeachment was filed shall be notified within twenty-four hours.
 - iii. A decision will be considered final only after consensus of the Impeachment Committee has been reached.
 - c. If an individual is found to have committed no impeachable offense, they shall be reinstated immediately following their notification of the decision, and shall continue to carry out their duties and responsibilities until the end of their term.¹³ If an individual is found guilty of committing an impeachable offense, they will be removed from their position, and barred from holding any position within the Governing Body for one calendar year effective immediately.

Section 1.4. Vote of No Confidence.

¹¹ A Writ of Intent shall be used to detail the grounds on which one is intending to file a petition for impeachment against a member.

¹² A member of the Governing Body shall be barred from initiating impeachment against any member of McMurry Student Government.

¹³ A term shall be defined as the length of one academic year (i.e. one fall and one spring semester served consecutively.)

- A. If a member of the Governing Body feels as though another member of the Governing Body is for whatever reason unable to carry out their duties and responsibilities as assigned, they may at any time submit a written request¹⁴ to the Attorney General and President for a Vote of No Confidence.¹⁵ It shall be the duty of the Attorney General and President to determine if the request for a Vote of No Confidence is based on adequate grounds¹⁶. If the request is found to have been made on adequate grounds, it must be presented to the rest of the Governing Body within forty eight hours.
 - a. Upon notifying the Governing Body, a closed session shall be scheduled within 10 days to take the Vote of No Confidence.
- B. The individual against whom the Vote of No Confidence shall be taken must be notified within forty eight hours. They are to recuse themselves of their duties and responsibilities until a decision has been made.
 - a. The individual against whom the Vote of No Confidence is to be taken shall be entitled to prepare a written statement to submit in their defense. This statement shall be submitted to the Attorney General to be distributed during the closed session, in addition the individual against whom the Vote of No Confidence has been brought shall also reserve the right to appear in the closed session to give their defense orally,¹⁷ but shall not be allowed to remain within the closed session after their oral defense has been made.
- C. If the Vote of No Confidence passes, the individual against whom it was brought shall be removed from their position, and barred from holding any position within the Governing Body for one calendar year effective immediately.

Article 2. Branches and Positions.

Section 2.1 Branches.

- A. The McMurry Student Government shall consist of an Executive Body, a Legislative Body, and a Judiciary Body.
 - a. The Executive Body shall be composed of the Executive Board. All members of the Executive Board shall reserve the right to vote on all matters, especially those pertaining to the ongoing of the Executive Board.¹⁸
 - i. To propose with the Treasurer a budget for the Academic Year.

¹⁴ The identity of the individual who submits this request will be kept confidential between the Attorney General and the President.

¹⁵ If the request for a Vote of No Confidence is brought against either the President or the Attorney General, the Vice-President shall preside in their place.

¹⁶ A request for a Vote of No Confidence shall be determined to be based on adequate grounds if any of the scenarios mentioned in Section 1.1 or 1.2 are deemed to be possible.

¹⁷ An oral defense shall not exceed a time of ten minutes and must be accompanied by a written statement.

¹⁸ Being a position obtained via appointment and not through an election process, the Secretary shall retain no right to vote on matters exclusive to the Executive Board.

- ii. To plan the dates for elections to be held during its term of office with regard to any events or unforeseen conflicts which may arise.
 - iii. To disseminate information, publicize information pertaining to the Student Association, and to advocate for those ideals pertinent to the Student Association.
 - iv. To delegate the activities and responsibilities of the McMurry Student Government to those committees, officers, and individuals specified by the Constitution, and as deemed necessary by the Executive Board.
 - v. To coordinate and execute the provisions stated within this constitution in the manner deemed most appropriate by the Executive Board, with the input of the Attorney General in his/her capacity as Parliamentarian.
 - vi. To act as the chief liaison between the McMurry Student Government and the Student Association to the Board of Trustees, the faculty, and the administration.
 - vii. To appoint two student members of the Governing Body to the Judicial Review Board, with the consensus of the Executive Body.
 - viii. The Executive Body shall abide by parliamentary procedure in all meetings as outlined in **Article 3. Parliamentary Procedure.**
- b. The Legislative Body shall consist of the Governing Body. The Attorney General shall serve within the Legislative Body as an advisor for all matters related to the interpretation of the Constitution, but will hold no voting power in legislative proceedings. The Governing Body shall have the power to approve all appointments and make motions to approve all topics brought up by either the Executive Board or by the Student Association.
- i. All legislative actions shall be enacted in the following manner:
 - 1. Legislative actions shall be initiated in the Governing Body through a motion to open the floor for discussion on whichever legislative action is being discussed.
 - 2. When a legislative action has been passed by majority vote of the present membership, the Secretary shall read the law before the Governing Body and shall enter it into the Minutes.
 - ii. A legislative action shall automatically enter into effect when it is approved by a motion to vote by the Governing Body.
 - iii. All legislative actions shall be recorded and kept on file. This file shall be open to all students and to the campus press at all times.
 - iv. The Legislative Body shall abide by parliamentary procedure in all meetings as outlined in **Article 3. Parliamentary Procedure.**
- c. The Judiciary Body shall consist of the Attorney General and a Student Supreme Court of four justices and one chief justice. The Chief Justice shall only vote if a majority decision cannot be reached, and his/her vote is required to break a tie

The Attorney General shall retain no voting power, and serve only as general council.¹⁹ The responsibilities of the Judiciary Body are as follows:

- i. To certify all election results in conjunction with the Attorney General, if an issue²⁰ arises during the result certification process²¹ the Supreme Court shall convene within forty-eight hours, and assume total control of the Certification Process.
- ii. To hear and hand down a ruling on cases dealing with violation of the procedures, guidelines, and laws of elections.
- iii. To interpret this constitution in conjunction with the Attorney General in their capacity of Parliamentarian and to decide on the constitutionality of any Governing Body or Executive Board action when petitioned to do so, such decision being binding upon the Student Association.
- iv. The Judiciary Body shall abide by parliamentary procedure in all meetings as outlined in **Article 3. Parliamentary Procedure**.

Section 2.2 Positions.

- A. The Dean of Students & Campus Life shall be a representative of the Student Association. They shall be invited to sit on every open and closed²² session of McMurry Student Government, and serve as primary advisor to the Governing Body.
- B. Each year, a number of faculty advisors, as determined by consensus of the Executive Board, shall be appointed, never to exceed two faculty advisors. These faculty advisors shall serve to aid the Governing Body whenever called upon and provide guidance when applicable.
- C. Happy Member
 - a. Any member of the Student Association who has attended two consecutive McMurry Student Government meetings and maintains a cumulative grade point average of 2.0 or above shall be considered a *Happy Member*.
 - b. Happy Members in Good Standing shall be entitled to vote on all matters brought before the Governing Body during open meetings.
 - c. The Secretary shall maintain an attendance record to determine continued eligibility, and voting privileges shall be granted after the second consecutive meeting attended.
 - d. If a Happy Member in Good Standing is absent from three (3) consecutive meetings without an excused absence, the Executive Board of MSG reserves the right to revoke their standing as a Happy Member, thereby suspending their voting privileges until the qualifications in Subsection A are met again.

¹⁹ General Council is to be defined as matters of the constitution, those matters which concern student interests, or scenarios in which the Attorney General deems it necessary, in an unbiased manner, to inform the Judiciary Body. ²⁰ An issue shall be defined as occurring when there is adequate suspicion that election results may not be certified under the Attorney General.

²¹ The Certification Process is outlined in **Article 5. Elections**.

²² Open session shall refer to all regularly scheduled meetings of MSG and all those open to the Public. Closed sessions shall refer to meetings closed to the public. This may include, but is not limited to, sessions of the Governing Body, sessions of the Executive Board, and those sessions that may arise out of necessity or unforeseen circumstances as determined by the Executive Board.

D. Class Senator.

- a. There shall be a number of five Senators for each class.
- b. A class Senator is elected by their fellow students to represent their class as a member of the Governing Body. As such, they shall have a responsibility to listen to their classmates' concerns and bring these issues to the attention of MSG.
- c. Class senators are expected to attend and actively participate in all meetings of the
- d. MSG. This includes attending committee meetings, voting on resolutions, and participating in debates and discussions. Class Senators may be assigned to serve on specific committees within the student government. They are responsible for attending committee meetings, providing input and feedback, and reporting back to their class about any decisions or actions taken by the committee.
- e. Class Senators are expected to advocate for the interests of their class within the Governing Body and the Student Association. This may involve, but is not limited to lobbying for changes to university policies and advocating for increased funding for student programs and activities.
- f. Class senators are responsible for communicating with their class about MSG decisions and activities. They should work to promote transparency within the student government by making information about its activities and decisions readily available to the Student Association.
- g. Class Senators shall be familiar with the MSG's constitution and bylaws and ensure that all actions and decisions align with these governing documents.
- h. If at the closure of the Elections for Class Senate, there are less than four Senators, Petitions may be accepted at the discretion of the Attorney General and appointments to the position may be made by consensus of the Executive Board.

E. Class President.

- a. There shall be a President for each of the four classes.²³
- b. The Class President serves as the official representative of their class and shall be a voice for their peers. They should be approachable and accessible to their classmates and should actively seek out their opinions and feedback.
- c. The Class President is responsible for organizing and leading class meetings once a semester in conjunction with the Class Senators. An agenda shall be made public beforehand. It shall be the responsibility of the Class President to disseminate information regarding class meetings in a manner that is accessible to the entirety of the Governing Body and Student Association.
- d. The Class President should work with their senate²⁴ to plan and execute events that promote class unity and school spirit. This can include, but is not limited to planning charitable fundraisers, social events, or other community service projects.

²³ The four classes shall be the Freshmen, Sophomore, Junior, and Senior classes.

²⁴ The Senate Shall be comprised of the four Class Senators, and is led by the Class President.

- e. The Class President shall be the main advocate for their respective class of the Student Association in the proceedings of the Governing Body.
- f. The Class President shall be familiar with the MSG's constitution and bylaws and ensure that all actions and decisions align with these governing documents.

Supreme Court Justice.

- g. There shall be a number of four Supreme Court Justices.
- h. The Supreme Court Justice is responsible for upholding the constitution and bylaws of the student government.
- i. A Supreme Court Justice in their capacity as a member of the Supreme Court shall be responsible for hearing and adjudicating any disputes or complaints that arise within MSG. They shall be tasked with providing a fair and impartial hearing for all parties involved and making a ruling based on the evidence presented.
- j. The Supreme Court Justices are required to maintain strict confidentiality with respect to any information they may receive during their role. This is especially important when dealing with sensitive matters such as disputes and complaints.

F. Chief Justice of the Supreme Court.

- a. Call sessions of the Supreme Court into order, and maintain parliamentary procedure²⁵ throughout. They shall also be tasked with maintaining any documents of the Supreme Court in a readily accessible manner.
- b. The Supreme Court Justice is responsible for upholding the constitution and bylaws of the student government.
- c. A Supreme Court Justice in their capacity as a member of the Supreme Court shall be responsible for hearing and adjudicating any disputes or complaints that arise within MSG. They shall be tasked with providing a fair and impartial hearing for all parties involved and making a ruling based on the evidence presented.
- d. The Supreme Court Justices are required to maintain strict confidentiality with respect to any information they may receive during their role. This is especially important when dealing with sensitive matters such as disputes and complaints.
- e. The Chief Justice shall be responsible for presenting all findings, rulings, and any general decisions to the Executive Board and Dean of Students & Campus Life.

G. Secretary.

- a. The Secretary shall be appointed via consensus of the Executive Board. As such, they shall hold no power to vote in matters exclusive to the Executive Board. They shall be allowed to vote on all other matters of MSG.

²⁵Parliamentary procedure is outlined in **Article 3. Parliamentary Procedure.**

- b. The Secretary is responsible for maintaining accurate and up-to-date records of all meetings, decisions, and actions taken by MSG. This includes, but is not limited to, taking minutes at meetings and keeping copies of all official documents.
- c. The Secretary is often the primary point of contact for communicating with members of the student government and with external parties. This may involve responding to emails, phone calls, and other inquiries, as well as distributing information and announcements to members.
- d. The Secretary is typically responsible for preparing the agenda for meetings of the student government. This involves working with other members to determine what topics should be discussed and organizing the agenda in a logical and efficient manner.
- e. The Secretary is responsible for keeping track of attendance via roll call at the start and end of a meeting of MSG.
- f. The Secretary shall be incharge of maintaining multimedia outlets and promoting the actions of MSG. This shall include, but is not limited to managing social media accounts, disseminating and obtaining information content via the official MSG email, and disseminating and obtaining information via physical Email.
- g. A journal of all official proceedings of the Governing Body shall be kept by the Secretary. The Secretary shall be responsible for keeping a record of all minutes on file in the McMurry Student Government office. These records will also be kept in an easily accessible manner such that any member of the Student Association can access these records if requested.
- h. All members of the Governing Body, the Dean of Students & Campus Life, and Faculty Advisors shall receive the minutes of any previous proceedings²⁶ at least forty-eight hours prior to the next meeting. This shall be the responsibility of the secretary to disseminate.
- i. The minutes shall be an essentially verbatim account of all proceedings of MSG, be it an open or closed session. Minutes should be formatted in a manner that is clear, legible, and concurrent with the format of this constitution.

H. Tradition Chair.

- a. The Traditions Chair shall be responsible for organizing and coordinating events that are pertinent to the Student Association and Governing Body. This includes but is not limited to, Homecoming, Spring Thing, and other various events that celebrate the history of the university. They shall also assist the President in the planning and execution of the End of Year Banquet.

²⁶ An exception shall be for those recorded minutes of closed sessions. Minutes of closed session shall be released at the discretion of the Executive Board, within a period not to exceed three full weeks.

- b. The Traditions Chair shall work with the Student Life Committee, of which they are the head, and with student organizations outside MSG to plan and execute events. This may include, but is not limited to, Fraternities, Sororities, and other Special Interest Clubs.
 - c. The Traditions Chair shall be familiar with the MSG's constitution and bylaws and ensure that all actions and decisions align with these governing documents.
 - d. The Traditions Chair is responsible for ensuring that the traditions and culture of McMurry University are inclusive and respectful of all members of the greater community.²⁷ This may involve working to promote diversity and inclusivity in events and activities, and ensuring that all members of the community feel welcome and valued
- I. Attorney General.
- a. The Attorney General must be well-versed in the constitution of the student government and in their capacity as Parliamentarian, and must interpret it accurately for other members of MSG.
 - b. The Attorney General, in their capacity as Parliamentarian, must ensure that all actions and decisions of MSG are in compliance with the Constitution.
 - c. The Attorney General, in their capacity as Parliamentarian, must advise MSG on the legality of matters related to the constitution and any other relevant action, decision, and regulations put in place by MSG.
 - d. The Attorney General must investigate any complaints made against MSG or its members in conjunction with the Supreme Court, and take appropriate action if necessary.
 - e. The Attorney General shall be responsible for carrying out elections in a manner concurrent with **Article 5. Elections.**
 - f. The Attorney General may be called upon to represent MSG and its members in legal proceedings, such as in cases involving disputes with other student organizations or individuals.
 - g. The Attorney General shall attend McMurry Board of Trustees meeting with the Vice-President
 - h. The Attorney General shall be responsible for establishing and executing elections as defined in **Article 5. Elections.**

²⁷ The greater community shall be defined as the Student Association, Faculty and Staff of McMurry University, members of the Governing Body, and, when appropriate, Alumni, those persons with past or present ties to McMurry University, and residents of Abilene.

J. Treasurer.

- a. The Treasurer shall be responsible for keeping a complete, accurate, and current record of all Student Association funds as appropriated by the official McMurry Student Government budget. A complete account of each debit and credit shall be reported at the first monthly session of MSG, as requested by any member of the Governing Body, or as deemed appropriate by the Treasurer.
- b. The Treasurer shall be tasked with re-structuring the annual budget after large events like Homecoming, and any other action or event that affects the budget to a great enough extent as determined by the Treasurer
- c. The Treasurer will have the power to sign all Student Association checks.
- d. The Treasurer shall serve on any McMurry University committee to which the Treasurer is invited.
- e. The Treasurer will have the power to make McMurry Student Government check requests.
- f. The Treasurer shall serve as the chairperson of the Appropriations Committee as outlined in **Article 4. Committees.**
- g. The Treasurer shall be familiar with the MSG's constitution and bylaws and ensure that all actions and decisions align with these governing documents.

K. Vice-President.

- a. The Vice-President shall assume the duties of the President in the absence of the President or in the event of the President's resignation or removal from office.
- b. The Vice-President shall coordinate and oversee the activities of committees when appropriate within MSG.
- c. The Vice-President shall assist the President in preparing and delivering speeches and reports.
- d. The Vice-President shall work with the President to develop and implement policies and initiatives that benefit the Student Association.
- e. The Vice-President shall attend and participate in all meetings of the student government and its committees.
- f. The Vice-President shall assist the President in recruiting and training new members of MSG and the Executive Board.
- g. The Vice-President shall attend McMurry Board of Trustees meeting with the Attorney General.
- h. The Vice-President shall be familiar with the MSG's constitution and bylaws and ensure that all actions and decisions align with these governing documents.

L. Student Body President.

- a. The Student Body President shall have the power to call the Governing Body into session, both special, regular and closed.

- b. Shall have the power to call special elections for the Executive Board.²⁸
- c. The Student Body President is responsible for representing the interests and concerns of the student body to the university administration, faculty, and staff. This involves attending meetings, advocating for student needs, and being a voice for the student body.
- d. The Student Body President is the leader of the MSG and the Governing Body, and is responsible for managing its affairs related to such.
- e. The Student Body President is responsible for promoting student involvement in campus activities and encouraging student participation. The Student Body President is responsible for seeing that events benefit the student body during meetings.
- f. The Student Body President shall be familiar with the MSG's constitution and bylaws and ensure that all actions and decisions align with these governing documents.
- g. The Student Body President shall initiate a vote to approve the previous meeting minutes at the beginning of each open session.
- h. The Student Body President shall be given the responsibility to act as an ex-officio member of the McMurry Board of Trustees.
- i. The Student Body President shall be responsible with the assistance of the Tradition Chair for the planning and execution of the End of Year Banquet.

Article 3. Parliamentary Procedure.

- A. The Rules for Parliamentary Procedure are as follows:
 - a. The basic principle of decision is majority.
 - b. The minority have certain rights that only a supermajority, such as a two-thirds vote, can overrule. Such rights include introducing new business and speaking in debate.
 - c. Members of MSG have the right to attend meetings, speak in debate, make (and second) motions, and vote. A member of MSG cannot be individually deprived of these rights except through disciplinary procedure such as Impeachment or through a Vote of No Confidence.
 - d. Members of MSG have the right to know what they are deciding on.
 - e. The Governing Body shall act in fairness and good faith.
 - f. All members of MSG are to be treated equally.
 - g. Members of MSG are expected to be of honorable character.
 - h. Only one main motion can be pending at a time. According to *Robert's Rules of Order Newly Revised* (RONR), this rule is considered to be a "fundamental principle of parliamentary law."

²⁸ In the case of a cy of the Vice-President, a member of the standing Executive Board may be appointed to the position of Vice-President, and a special election shall be held to fill the new vacancy on the Executive Board.

- i. Each member has a vote and each vote is weighted equally, according to RONR, this rule is considered to be a "fundamental principle of parliamentary law". Exceptions to this rule, such as cumulative voting, must be expressly provided for in the organization's rules.
- j. The decisions made by MSG members present at a meeting are the official acts in the name of the organization. Exceptions for absentee voting would have to be expressly provided for in the organization's rules.
- k. MSG non-members are not allowed to vote.
- l. Under RONR, the requirements for changing a previous action are greater than those for taking the action in the first place. A motion to rescind, repeal or annul or amend something already (previously) adopted, for instance, requires a two-thirds vote, a majority with previous notice, or a majority of the entire membership. However, under The Standard Code of Parliamentary Procedure, a repeal or amendment of something already adopted requires only the same vote (usually a majority) and notice that was needed to adopt it in the first place.
- m. The group must have the authority to take the actions it purports to take.
- n. To be valid, any action or decision of a body must not violate any applicable law or constitutional provision. Actions cannot be in conflict with a decision previously made unless that action is rescinded or amended.
- o. The body can change the rules it wants to follow as long as it follows the rules for making such changes.
- p. Certain actions require previous notice, which protects the rights of absentees. This includes notice of the meetings.
- q. There must be a quorum, or the minimum number of members of the Governing Body to be present at a meeting.²⁹
- r. Under RONR MSG non-members have none of these rights and the assembly can exclude any or all of them from the proceedings.
- s. Meetings shall abide by RONR in regards to making motions, points of order, and all other similarly related procedures.³⁰

Article 4. Committees.

- A. Committees shall be defined as organizations that operate independently within the realm of MSG.
- B. Committees shall be created at the discretion of the Executive Board in conjunction with the Vice-President.
- C. Committees shall have access to MSG funds as deemed appropriate by the Executive Board, in conjunction with the Treasurer.³¹

²⁹ Quorum shall be defined as being met if there are three members of the Executive Board present, and at least one additional member of the Governing Body. At the discretion of the Executive Board, Dean of Students & Campus Life, and any Faculty Advisors, temporary changes may be made for individual meetings if it is deemed necessary.

³⁰ A simplified version of RONR may be found in the Addendum.

D. Permanent Committees shall be as follows:

a. Student Life.

- i. This committee shall be headed by the Traditions Chair.
- ii. This committee shall be in charge of assisting in the promotion and execution of all MSG events and activities. This shall include, but is not limited to assisting in Homecoming, Spring Thing, and general events throughout the year.
- iii. This committee shall also be responsible for selecting and training leaders of any and all student sections of athletic events as well as coordinating themes and activities for any athletic events that require them, as decided by the committee chair.
- iv. This committee shall not be given any set budget, but be given funds via appropriation if deemed necessary.

b. Student Health.

- i. This committee shall be responsible for upholding the standards of food services, exercise & wellness, mental health, and any future programs that pertain to student health.
- ii. On food, this shall include but is not limited to the taste, appearance, and accessibility of food served in any campus dining facilities.
- iii. On exercise & wellness, this shall include but is not limited to the accessibility and quality of campus exercise facilities, equipment, or programming.

c. Political Awareness.

- i. This committee shall be headed by an individual as appointed by consensus of the Executive Board, in conjunction with the Treasurer and the Attorney General.
- ii. The Political Awareness Committee shall be tasked with the dissemination of information regarding all aspects of Political Life as they pertain to students. This may include promoting and assisting in Student Government Elections, promoting local elections, promoting national or statewide elections, and other events as they occur.
- iii. They shall promote and execute events and actions with the purpose of educating students and faculty to advance participation within the political sphere.
- iv. This shall include, but is not limited to hosting voter registration events, promoting politically themed holidays, and encouraging students to participate in their civic duties.
- v. This committee shall be allotted a budget of three hundred fifty dollars and zero cents a semester. If this budget should be exhausted, funding may be

obtained via the appropriations procedure as established by the Treasurer.

- d. Finance.
 - i. This committee shall be headed by the Treasurer and shall be responsible for disseminating funds through an established appropriations process.
 - ii. Additionally, members of this committee shall head any and all financial-related programs including MSG-approved fundraisers.
- e. Beautification and Maintenance.
 - i. This committee shall be responsible for addressing and taking actions in regards to any student concerns that are in relation to the betterment of campus infrastructure. This includes but is not limited to, the addition of new sidewalks, improvement of parking lot efficiency, and residence hall improvements.
- f. Organizational & Regulations.
 - i. This committee shall be headed by the Attorney General in conjunction with the Secretary for cases where record-keeping is required.
 - ii. This committee shall be responsible for any organizational components of student government, such as recording minutes, conserving constitutional integrity, and overseeing active position vacancies within the Supreme Court, Executive Board, and Senate.
- g. Public Relations & Communication.
 - i. This committee shall be responsible for the branding and communication of MSG with other campus organizations and the community.
 - ii. This committee will head any alumni and community outreach projects.
 - iii. This committee will head any and all social media and internet accounts.
 - iv. This committee shall be responsible for the capturing and documentation of any and all MSG events and affairs.

Article 5. Elections.

- A. The first step of the election process is to announce the elections and call for petitions³¹ from eligible candidates. This announcement should be widely publicized, including on the student government website, social media channels, and other relevant platforms.
- B. Once the announcement is made, eligible students can submit their petitions for various positions in the Governing Body. Other requirements for petitions may be required as deemed appropriate by the Executive Board in conjunction with the Attorney General.
- C. After petitions are received, the Attorney General should verify the eligibility of each candidate. This may involve checking their academic standing, enrollment status, signatures they have received, and other criteria to ensure that they meet the requirements for running for office.

³¹ Forms for Petitions are to be distributed by the Attorney General in a manner that is easily and readily accessible to all members of MSG.

- D. Once the eligibility of candidates is verified, they are allowed to start campaigning for their respective positions. Campaigning may include making speeches, distributing campaign materials, and holding events to engage with the student body. The total cost of a Campaign may not exceed the amount of fifty dollars.³²
- E. Throughout the duration of the election,³³ eligible students are given the opportunity to vote for their preferred candidate(s). This may involve using an online voting system, paper ballots, or other methods deemed appropriate by the Executive Board in conjunction with the Attorney General.
- F. After the voting period is over, votes shall be tallied by the Attorney General. This should be done in a transparent and fair manner to ensure that the results are accurate and acceptable to all parties. The tallying of votes shall begin the Certification Process.³⁴
- G. Once the votes are counted, and the results have been certified the results are announced to the Student Association and the Governing Body. The victors are officially declared, and given the responsibility to take office and serve within the Governing Body for the coming term. At this time, the Oath of Office shall be administered to those newly elected.³⁵
- H. The outgoing members of the Governing Body should assist in the transition process, ensuring that the new members are properly oriented and trained to take on their roles effectively. This process shall begin immediately after the certification of election results with a period of mentorship in which the newly elected shall shadow the outgoing members. The newly elected shall officially take office at the End of Year Banquet.
- I. The elections process for McMurry Student Government should be conducted with integrity and transparency to ensure a fair and democratic outcome. The Governing Body of MSG should take all necessary steps to provide equal opportunities to all candidates, promote student engagement, and ensure that the process is free from any form of malpractice.

³² \$50.00 USD.

³³ Elections shall be open for school week. They shall begin on Monday, 08:00 CST, and remain open through Friday, 17:00 CST of that same week. Dates for the commencement of election shall be decided by the Attorney General in conjunction with the Executive Board and Supreme Court. Dates for an election shall not coincide with holidays, breaks, or any other form of diversion from the standard school week.

³⁴ The Certification Process shall be defined as the five day period after all votes have been counted. If during this time any issues regarding the election should arise from the Student Association or Governing Body, the Supreme Court shall convene within forty-eight hours of the issue being brought forth, and shall assume complete and total control of the Certification Process. Once a decision has been made by the Supreme Court and has been handed down, the results of an election may be considered Certified. If deemed necessary, a special election may be called and run by the Supreme Court to determine the victor of the election. If no issues are brought forth, the Supreme Court shall certify the results of the election, and the individual elected may be considered the victor.

³⁵ The Oath of Office and procedure for its administration may be found in **Article 7. The Oath of Office.**

Article 6. Vacancies.

- A. In the event that a vacancy occurs in the office of the Student Body President, the Vice-President shall assume the office of President.
 - a. Once the Vice-President has assumed the President's office, the new President shall appoint a member from the current Executive Board in their stead.
 - b. A Special Election, following the procedure of the Election Process as outlined in **Article 5. Elections.** shall be held to fill the position of whomever has been appointed to Vice-President.
- B. Other vacancies will be filled by an appointment of the President in conjunction with the Executive Board, and with the approval of the Governing Body. The appointed individual must have previously been a member of the Governing Body.³⁶

Article 7. The Oath of Office.

- A. Elected and Appointed members of the Governing Body, before commencing their respective terms of office, shall take the following Oath of Office: *"Realizing the high honor and responsibility conferred upon me by my fellow members of the Student Association of McMurry University, I solemnly and honorably promise, to execute to the best of my ability and in accordance with the constitution the duties of my position to which I have been elected (appointed)."*
- B. Whenever the administration of the Oath of Office is required, it shall be administered by the Chief Justice and witnessed by the Executive Board.
- C. If the Chief Justice is unavailable, the Oath of Office may be administered by the Student Body President.

³⁶ The only exception to the requirement of previous membership shall be for those who are appointed to the position of Class Senate. Those who were not previously members of the Governing Body shall be required to fill out a petition and present it to the Attorney General before they may assume the duties and responsibilities of the office to which they have been appointed.

Article 8. Amendments.

- A. The Process for Amendments shall be as follows:
 - a. Proposal: Any member of the Governing Body may propose an amendment to the constitution. The proposal must be in writing and include the proposed changes to the constitution.
 - b. Review: The proposed amendment is reviewed by the Executive Board in conjunction with the Supreme Court to ensure that it complies with the requirements of the constitution and is proposed with the intent to better the whole of the Student Association.
 - c. Discussion: The proposed amendment is then discussed at the next regular open meeting of MSG. Members of the Student Association and Governing Body are invited to attend and provide feedback.
 - d. Voting: After discussion, the proposed amendment is put to a vote. The amendment must receive a two-thirds majority vote from the present members of the Governing Body in order to pass.
 - e. Ratification: If the amendment passes, it is then sent to the Student Body President for final approval. The Attorney General should assist the President in assuring the Amendment is in line with the constitution, and does not in any way violate said constitution. Once the amendment is ratified by the President, it immediately becomes a permanent part of the constitution.³⁷

Article 9. Non-Governing Body Elections.

Section 9.1. Mr. McMurry and Ms. McMurry.

- A. Mr. and Ms. McMurry shall be **nominated by the Student Association, faculty, and staff of McMurry University, then** chosen each fall preceding Homecoming in a general election by all classes of the Student Association, with the victors being determined via plurality of the total votes cast.
- B. Candidacy requirements for Mr. McMurry & Ms. McMurry are as follows:
 - i. Fulfillment of a petition, with each petition being signed by at least 30 members of the Student Association and by the nominee stating his/her interest to run for the honor.
 - ii. A letter to the executive board of MSG, detailing their involvement at McMurry and why they would be a good representative of the University.
 - iii. A selection of appropriate photos of the candidate to be submitted to the Traditions Chair for Homecoming festivities.
 - iv. A letter of recommendation from one member of Faculty & Staff at McMurry.

³⁷ Permanent shall mean that it is a part of the constitution unless it is amended or otherwise changed or removed.

- v. A candidate for Mr. or Ms. McMurry must be a member of the Student Association of McMurry and be of senior status³⁸ with the intent to graduate within the semester or academic year;
- vi. The candidate must have an overall grade point average of 2.0 or better in total semester hours of work completed at McMurry.

Section 9.2. Class Favorites.

- A. A candidate for Class Favorite must be a member of the Student Association of McMurry and In good standing with the University. The candidate must have an overall grade point average of 2.0 or better in total semester hours of work completed at McMurry.
- B. Nomination of candidates shall be by petition, each petition being signed by at least 20 members of the Student Association and by the nominee stating his/her interest to run for the honor.

Addendum

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

- A. Obtaining and assigning the floor.
 - a. A member raises hand when no one else has the floor.
 - b. The chair³⁹ recognizes the member by name.
- B. How the Motion is Brought Before the Assembly.
 - a. The member makes the motion: I move that (or "to") ... and resumes his seat.
 - b. Another member seconds the motion: I second the motion or I second it or second.
 - c. The chair states the motion: It is moved and seconded that ... Are you ready for the question?
- C. Consideration of the Motion.
 - a. Members can debate the motion.
 - b. Before speaking in debate, members obtain the floor.
 - c. The maker of the motion has first right to the floor if he claims it properly
 - d. Debate must be confined to the merits of the motion.
 - e. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

³⁸ To be confirmed via signature from the McMurry registrar's office.

³⁹ The term chair shall refer to whomever presides over a meeting. In most, but not all scenarios, the Student Body President shall act as the chair.

- D. The chair puts the motion to a vote.
 - a. 1. The chair asks: Are you ready for the question? If no one rises to claim the floor, the chair proceeds to take the vote.
 - b. The chair says: The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.
- E. The chair announces the result of the vote.
 - a. 1. The ayes have it, the motion carries, and ... (indicating the effect of the vote) or
 - b. 2. The nays have it and the motion fails.

WHEN DEBATING YOUR MOTIONS

- A. Listen to the other side.
- B. Focus on issues, not personalities.
- C. Avoid questioning motives.
- D. Be polite.

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

- A. Main Motion
 - a. You want to propose a new idea or action for the group.
 - i. After recognition, make a main motion.
 - ii. Member: "Madame Chairman, I move that _____."
- B. Amending a Motion.
 - a. You want to change some of the wording that is being discussed.
 - i. After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
 - ii. After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
 - iii. After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."
- C. Refer to a Committee.
 - a. You feel that an idea or proposal being discussed needs more study and investigation.
 - i. After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."
- D. Postpone Definitely.
 - a. You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.
 - i. After recognition, "Madame Chairman, I move to postpone the question until _____."
- E. Previous Question.

- a. You think discussion has gone on for too long and you want to stop discussion and vote.
 - i. After recognition, "Madam President, I move the previous question."
- F. Limit Debate.
 - a. You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.
 - i. After recognition, "Madam President, I move to limit discussion to two minutes per speaker."
- G. Postpone Indefinitely.
 - a. You want to kill a motion that is being discussed.
 - i. After recognition, "Madam Moderator, I move to postpone the question indefinitely."
 - b. You are against a motion just proposed and want to learn who is for and who is against the motion.
 - i. After recognition, "Madame President, I move to postpone the motion indefinitely."
- H. Recess.
 - a. You want to take a break for a while.
 - i. After recognition, "Madame Moderator, I move to recess for ten minutes."
- I. Adjournment.
 - a. You want the meeting to end.
 - i. After recognition, "Madame Chairman, I move to adjourn."
- J. Permission to Withdraw a Motion.
 - a. You have made a motion and after discussion, are sorry you made it.
 - i. After recognition, "Madam President, I ask permission to withdraw my motion."
- K. Call for Orders of the Day.
 - a. At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.
 - b. Without recognition, "Call for orders of the day."
- L. Suspending the Rules.
 - a. The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.
 - i. After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."
- M. Point of Personal Privilege.
 - a. The noise outside the meeting has become so great that you are having trouble hearing.
 - i. Without recognition, "Point of personal privilege."
 - 1. Chairman: "State your point."
 - 2. Member: "There is too much noise, I can't hear."
- N. Committee of the Whole.

- a. You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and any non-MSG members
 - i. After recognition, "Madame Chairman, I move that we go into a committee of the whole."
 - ii. Committee of the whole may refer to the Governing Body or the Executive Board.
- O. Point of Order.
 - a. It is obvious that the meeting is not following proper rules.
 - i. Without recognition, "I rise to a point of order," or "Point of order."
- P. Point of Information.
 - a. You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.
 - i. Without recognition, "Point of information."
- Q. Point of Parliamentary Inquiry.
 - a. You are confused about some of the parliamentary rules.
 - i. Without recognition, "Point of parliamentary inquiry."
- R. Appeal from the Decision of the Chair.
 - a. Without recognition, "I appeal from the decision of the chair."

ORGANIZATIONAL RECOGNITION

- A. Official recognition of a student organization grants many privileges (see Creating a Student Club or Organization). Some of these include the use of college facilities for meetings and social gatherings, scheduling of events to avoid conflicts, and the use of the University name. These privileges are afforded only to organizations of students who have secured recognition as a campus organization. Students who wish to be recognized as an organization must seek recognition from the Governing Body by submitting the following information on forms provided by the McMurry Student Government office on a yearly basis within the first month of the Fall Semester:
 - a. A constitution, bylaws, and a statement of purpose which includes:
 - b. Intention of the group
 - c. Those eligible for membership
 - d. Membership selection process
 - e. Offices and the functions of those offices
 - f. Names of officers
 - g. Names of faculty advisors
 - h. Names of members.
- B. Temporary recognition will be granted to a group seeking permanent recognition for a period of four weeks provided that group supplies the Governing Body with the following:

- a. Name of organization
 - b. Purpose of the group
 - c. Name, address, and telephone number of the student representing the group
 - d. Name of the faculty advisor
 - e. Advisors to be chosen by each organization are required. However, McMurry Student Government recognition will not be withheld solely because of the inability of a student organization to secure an advisor. Advisors are to be considered as a resource for advice; they do not have the authority to control the policy of the organization
- C. All campus organizations must be open to all students without respect to race, creed, national origin, religion, sexuality, or gender. Organizations may limit their membership to one gender if they justify such limitations in their constitution and that constitution is not rejected by the Governing Body.
- D. In all cases, recognition must be cleared by the Governing Body
- E. Any person or organization wishing to file a complaint against any other organization may do so by filing said complaint in the McMurry Student Government office for assignment to the Supreme Court and Attorney General for review.

CAMPUS LIFE: STUDENT CLUBS AND ORGANIZATIONS

- A. Through active involvement in University activities, students benefit themselves as well as McMurry. There are many different organizations at McMurry, each with different objectives. Students, who are interested in any of these organizations should not hesitate to stop by the MSG Office to obtain more information. Also, look for information booths of the different organizations throughout the semester. Students can join most student organizations at any time during the year; simply attend a meeting or call the Campus Center. Students who have a special interest that isn't already a focus of a student organization have the opportunity to create a new student organization. One of the most important factors in modern liberal arts education is the education students receive from each other. Whatever a student's interests, whether academic or extra-curricular, there are student organizations eager to welcome you to membership. These groups offer opportunities for service, professional growth, and social life.
- B. McMurry encourages students to associate with recognized organizations. Becoming and remaining a recognized Student Organization at McMurry has many privileges. Besides the student camaraderie, the organizations may:
- i. Schedule and use University facilities, equipment, and services for purposes related to organizational goals.
 - ii. Conduct fundraising events among students with proper approval from University staff.
 - iii. Establish dues to acquire funds that will be used for purposes beneficial to the organization and its members.
 - iv. Participate as a group in University events.

- v. Invite speakers and sponsor activities.
 - vi. Recruit new members from the student body within the established guidelines.
 - vii. Receive information and resources necessary to function appropriately and effectively as an organization.
 - viii. Properly and appropriately use the University mailing address and/or name.
- C. There are specific responsibilities and expectations that accompany the student privilege to organize. In order to obtain and maintain recognition, an organization's goals, purposes, values and behavior are to be consistent with the goals and values of McMurry. This means that student organizations, through their activities and actions, are expected to always meet the following responsibilities:
- a. Respect normal University operations (i.e. class schedules, movement of traffic,
 - b. Participate in Homecoming and Spring Thing.
 - c. Promote through events and activities, the betterment of the Student Association.
 - d. Strive for the betterment of McMurry University and engage with Faculty, Staff, the Student Association, and the greater community to achieve such betterment.