MOLLOY COLLEGE STUDENT GOVERNMENT

PREAMBLE
We, the students of Molloy College, recognize that the primary purpose of this organization is to train men and women in the principles of leadership. We realize that our hopes and aims can be attained only through harmonious cooperation with the college administration and community. Therefore, we do hereby declare the following principles and procedures to constitute our government.

ARTICLE I: NAME
The governing body of the Molloy Student Association shall be called the Molloy Student Government, hereinafter referred to as M.S.G.

ARTICLE II: PURPOSE
The purpose of this government is to:
A. Coordinate and encourage all student activities within the scope of M.S.G.
B. Work with the administration in all matters affecting the welfare of the student body.
C. Establish reasonable standards for recognition of all organizations on campus.
D. Encourage and promote a closer relationship between students and faculty in matters of policy formation.
E. Stimulate and develop good citizenship and democracy amongst students.
F. Encourage social development through participation in campus life.
G. Encourage leadership through service.

ARTICLE III: MEMBERSHIP
Eligible members of this organization include any matriculated student who pays the designated student activities fee for each semester. Once elected or appointed, each member must hold an official position on M.S.G., either voting or non-voting, in coherence with Article VII: The Legislature or Article VIII: Non-voting Members of this document.

ARTICLE IV: RESPONSIBILITIES OF M.S.G.
This organization shall:
1. Carry out the provisions of the M.S.G. constitution.
2. Transact all business during the weekly meeting.
3. Fully understand all aspects of the constitution and its bylaws and be able to defer to this knowledge when necessary.
4. Oversee all elections according to the procedures outlined in Article IX of this document.
5. Announce all pertinent and upcoming events to the student body.

ARTICLE V: GOVERNANCE
This organization shall have two branches: the Executive Board and the Legislature.
ARTICLE VI: EXECUTIVE BOARD

Section 1
The Executive Board shall be comprised of the President of M.S.G., Vice President of M.S.G., Treasurer of M.S.G., Secretary of M.S.G., Student Activities Coordinator, and Programming Coordinator.

Section 2
All executive powers herein granted shall be vested in those Executive Board officers who shall be elected as prescribed in this constitution.

A. The Executive Board shall be responsible for administering the policies and programs of the M.S.G.
B. The Executive Board shall be responsible for submitting recommended policies to the legislature.
C. The Executive Board shall act on behalf of the M.S.G. in cases of extraordinary emergencies. Any actions taken by the Executive Board in lieu of the Legislature must be placed on the next M.S.G. agenda as a special order of business for ratification. An extraordinary emergency shall be defined as one whereby immediate action must be taken prior to the next regularly scheduled M.S.G. meeting. Extraordinary emergencies will only include issues that arise unexpectedly for events and/or situations that have followed proper planning procedures as determined by the Executive Board.
D. The Executive Board shall meet at least twice a month.
E. The Executive Board shall maintain order during all M.S.G. meetings.
F. The Executive Board shall have the authority to veto legislation with a majority vote of the Executive Board, provided it is done within ten days of its passage by the Legislature. Such legislation, along with written rationale shall be returned to the Legislatures. A two-thirds vote of the Legislature is shall be required to override this veto.
G. In the event that an Executive Board position remains unfulfilled or is vacated, the remaining Executive Board members have the responsibility to collectively distribute the unfulfilled responsibilities amongst themselves until the position is filled.

Section 3
The voting members of the Executive Board shall be:
A. The Vice President of M.S.G.
B. The Treasurer of M.S.G.
C. The Secretary of M.S.G.
D. The Student Activities Coordinator
E. The Programming Coordinator

Section 4: The President of M.S.G.
The powers and responsibilities of the President of M.S.G. shall be to:
A. Serve as the chief executive officer of M.S.G.
B. Call all meetings of M.S.G., the Executive Board, and the student body.
C. Address M.S.G. on a regular basis for the purpose of answering questions for clarification.
D. Serve as ex-officio member of all committees.
E. Serve as a voting member of the Legislature only in the event of a tie.
F. Prepare the agenda for all Executive Board and M.S.G. meetings in consultation with members of the Executive Board.
G. Serve as the liaison between the Vice President for Student Affairs and M.S.G.
H. Co-sign with the Treasurer on all monetary transactions of M.S.G.
I. Not be the president of any other club or publication, unless deemed necessary and approved by a majority vote of M.S.G.

Section 5: The Vice President of M.S.G.
The powers and responsibilities of the Vice President of M.S.G. shall be to:
A. Serve as President of M.S.G. in the absence or incapacity of the President of M.S.G.
B. Meet with all Class Presidents at least once a month to discuss details of class events.
C. Monitor the classes to see they fulfill their responsibilities throughout the academic year.
D. Represent any class where there are no Class Presidents until positions are filled.
E. Assist the President of M.S.G. in carrying out all executive duties.

Section 6: Treasurer of M.S.G.
The powers and responsibilities of the Treasurer of M.S.G. shall be to:
A. Be financially responsible for the monies of M.S.G.
B. Chair the Budget Committee.
C. Provide a current statement of income and expenditures weekly to M.S.G.
D. Keep accurate financial records that must be retained in the Office of Student Affairs.
E. Oversee and execute all financial transactions of M.S.G.
F. Be available for all club treasurers and Class Presidents of Finance throughout the year and hold meetings with club treasurers and Presidents of Finance of each class at least once a semester.
G. Not be president or treasurer of any other club or publication, unless deemed necessary and approved by a majority vote of M.S.G.
H. Co-sign with the President of M.S.G. on all monetary transactions of M.S.G.
I. Freeze the budget of a class that is not in compliance with the Financial Operating Policies by a majority vote of M.S.G.

Section 7: Secretary of M.S.G.
The powers and responsibilities of the Secretary of M.S.G. shall be to:
A. Maintain a roll call of the members of M.S.G. at all meetings and events.
B. Record, file, and post minutes of M.S.G. meetings, after acceptance, on the M.S.G. section of the Molloy College website.
C. Post all amendments to the constitution that have been submitted to M.S.G.
D. Maintain a record of all votes by the M.S.G.
E. Maintain and keep up-to-date supplies for M.S.G.

Section 8: Student Activities Coordinator
The powers and responsibilities of the Student Activities Coordinator are to:
A. Represent all club and publication interests on M.S.G. and inform M.S.G. of all upcoming events.
B. Supervise the organization of Mary E. Lilly club recognition dinner.
C. Work with students who wish to form a new student organization recognized by M.S.G.
D. Call one mandatory meeting per semester with club presidents of all organizations recognized by M.S.G.
E. Collect and evaluate Organization Monthly Reports.
F. Not serve as an officer of any other club or publication, unless deemed necessary, and approved by majority vote of the M.S.G.
G. Be a presence at all major club events and activities.

M.S.G. Constitution 3
H. Freeze the budget of a club or publication that is not in compliance with the Financial Operating Policies or other club duties in conjunction with the Treasurer of M.S.G. by a majority vote of the Executive Board of M.S.G.

Section 9: Programming Coordinator
The powers and responsibilities of the Programming Coordinator are to:
A. Organize social events and activities including, but not limited to, socials, novelties, and comedians.
B. Inform M.S.G. of all upcoming events and activities.
C. Assist the Public Relations Coordinators in publicizing events to the entire student body.

Section 10: Term of Office
The term of office for the Legislators shall be the year beginning June 1st and ending May 31st.

ARTICLE VII: LEGISLATURE
Section 1
The Legislature shall consist of all voting members of M.S.G.

Section 2
The powers and responsibilities of the Legislature shall be to:
A. Interpret this constitution.
B. Legislate on all matters of concern to the undergraduate student body.
C. Formulate amendments for approval following the guidelines in Article XIII of this document.
D. Review and vote to approve all constitutions and charters of all registered student clubs and publications.
E. Have the power to override a Executive Board’s veto through a two-thirds majority of its voting membership.
F. Implement programs and policies to establish and maintain the conditions of campus life conducive to good scholarship, intelligent citizenship, benevolent service and individual growth.
G. Act as a liaison between their constituents and M.S.G.
H. Have the power to impeach any M.S.G. officer in accordance with the guidelines stated in Article XII Section 1 and Section 2. Under special circumstances, the Vice President of Student Affairs also has the power to remove any M.S.G. officer.

Section 3
The duties of each Legislature shall be to:
A. Attend all regularly scheduled and additionally called meetings of M.S.G.
B. Vote on all motions and proposals before the body.
C. Draft appropriate legislation as deemed necessary.
D. Hold at least one regularly scheduled office hour per week in the M.S.G. office.
E. Communicate the ideas and concerns of the student body, specifically those of their constituents, to M.S.G.

Section 4
The voting members of the Legislature shall be:
A. Vice President of M.S.G.
B. Treasurer of M.S.G.
C. Secretary of M.S.G.
D. Student Activities Coordinator
E. Programming Coordinator
F. Academic Programming Coordinators (2)
G. Molloy Life Media Representatives (2)
H. Community Service Coordinators (2)
I. Residence Life Representative (2)
J. Senior Class Presidents (5)
K. Junior Class Presidents (5)
L. Sophomore Class Presidents (5)
M. Freshman Class Presidents (5)

Section 5: Academic Programming Coordinators
The powers and responsibilities of the Academic Programming Coordinators are to:
A. Establish and maintain a close relationship with the Vice President of Academic Affairs.
B. Serve on the Undergraduate Academic Policies and Programs committee.
C. Oversee the evaluation process of all undergraduate courses and professors.
D. Make the results of all course and professor evaluations readily available during registration periods.
E. Organize at least two (2) academic events per semester for the student body (i.e.: academic speakers, student resume evaluations, etc.).
F. Maintain the academic programming email and respond to all emails accordingly.
G. Prepare the agenda for and facilitate the Academic Forum each semester.
H. Actively post all Academic Programming events on M.S.G. social media accounts

Section 6: Public Relations Coordinators
I. The powers and responsibilities of the Molloy Life Media Representatives are to:
J. Be active and participating members of Molloy Life Media
K. Attend all meetings of Molloy Life Media
L. Represent M.S.G. on Molloy Life Media
M. Not hold any other position on Molloy Life Media
N. Be responsible for the creation of posters and electronic board slides for M.S.G. and club events.
O. Post monthly event schedule throughout the campus as well as emailing to all students.
P. Publicize all major events sponsored by clubs commissioned by M.S.G. to the campus community.
Q. Assist in publicizing all events hosted by M.S.G.

Section 7: Community Service Coordinators
The powers and responsibilities of the Community Service Representatives are to:
A. Organize and host at least two charity events for the student body each semester.
B. Chair the Blood Drives (does not count toward the two event quota).
C. Serve as the team captains of the M.S.G. team for Relay For Life.
D. Keep the Molloy community cognizant of the community service activities performed by publishing a list of charities and organizations donated to at the end of each semester.
E. Actively post all Community Service events on M.S.G. social media accounts

Section 8: Residence Life Representative
The powers and responsibilities of the Residence Life Representative are to:
A. Reside in a residence hall on campus.
B. Attend all meetings of the Residence Hall Council.
C. Represent M.S.G. on the Residence Hall Council.
D. May not hold any other position on the Residence Hall Council and may not be a Resident Assistant.

E. Must hold at least two events per semester: one on his or her own and one in conjunction with the rest of the Residence Hall Council.

F. Actively post all M.S.G. sponsored Residence Life events on social media accounts

G. Representative must hold at least sophomore standing.

H. If possible by virtue of housing assignments, priority will be given towards having one Residence Life a representative in each residence hall.

Section 9: Class Presidents

The powers and responsibilities of the Class Presidents are to:

A. Serve as their classes’ voices on M.S.G. and vote accordingly.

B. Hold monthly class meetings to keep the class advised of M.S.G. events and help address and solve any student and academic issues.

C. Organize and host two events and one fundraising event each semester. The class must raise at least 20% of their budget by the end of the academic year through class fundraisers.

D. Provide a report at the end of each year of class activities for the incoming class presidents.

E. Senior Class Presidents will serve as representatives on the Alumni Board. If permitted, one of the other Class Presidents (i.e.: sophomore) shall also sit on the Alumni Board.

F. Meet with Vice President of M.S.G. at least once a semester to discuss details pertaining class events.

G. The duties of the five Class Presidents shall be divided amongst the following sectors:
The President of Finance, The President of Public Relations, The President of Clerical Duties, The President of Fundraising, The President of Affiliation.

a. The President of Finance is responsible for setting up a working document of the class’s yearly budget and being cognizant of said budget. This Class President must also meet with the Treasurer of M.S.G. at the beginning of each semester if necessary.

b. The President of Public Relations is responsible for publicizing class events by any means necessary including, but not limited to, emails, electronic board slides, posters, and social media etc.

c. The President of Clerical Duties is responsible for sending agendas and updates, composing minutes from class meetings, and maintaining a record of all class event sign-up sheets.

d. The President of Fundraising is responsible for heading any fundraising efforts conducted by the class.

e. The President Affiliations is responsible for being the liaison between the other Class Presidents and their constituents and passing on the yearly class report to the succeeding Class Presidents.

H. The five elected Class Presidents shall choose their specific duties two weeks after being elected. If conflict arises, all Class Presidents of that sector shall consult with the Executive Board and the Director of Campus Life.
Section 10: Term of Office
The term of office for the Legislators shall be the year beginning June 1st and ending May 31st.

ARTICLE VIII: NON-VOTING MEMBERS

Section 1
All non-voting members of M.S.G. shall be appointed by the Vice President of Student Affairs following Fall Special Elections.

Section 2
The non-voting members of M.S.G. shall consist of:
   A. Hospitality – O.P.: the Dominican Way - for Everyone Representative (H.O.P.E.)
   B. Student Athletic Advisory Committee Representative (S.A.A.C.)
   C. Programming Assistant(s)
   D. Academic Programming Assistant(s)
   E. Community Service Assistant(s)

Section 3
The appointment of the non-voting members as assistants shall be as follows:
   A. After the coordinators of Programming, Academic Programming, and Community Service are elected, they shall present a proposal outlining the number of assistants they wish to have appointed for the year.
   B. After the proposal is approved by the Vice President of Student Affairs, the Director of Campus Life, and the Executive Board, all potential candidates shall submit a request for which assistantship they wish to be appointed as.
   C. After candidates are chosen by the Vice President of Student Affairs and the Director of Campus Life, each candidate shall sit for an interview with the Vice President of Student Affairs, the Director of Campus Life, the President of M.S.G., and the corresponding coordinators.
   D. Pending a positive outcome from the interview, nominee will then go before the legislature of M.S.G. to be approved.

Section 4
The appointment of the non-voting positions of H.O.P.E. and S.A.A.C. representatives shall be in consultation with the corresponding sector, being The Office of Campus Ministries and The Athletic Department.

Section 5
The duties of each non-voting member shall be to:
   A. Attend all regularly scheduled and additionally called meetings of M.S.G.
   B. Hold at least one regularly scheduled office hour per week in the M.S.G. office.
   C. Communicate the ideas and concerns of the student body, specifically those of their constituents, to M.S.G.
   D. Report to his or her corresponding sector for additional duties.

Section 6
Additional non-voting positions may be established as necessary and at the approval of M.S.G. Legislature.

Section 7: Appointment of Other Non-voting Members
Appointment of newly created, non-voting positions shall be appointed by the Vice President of Student Affairs.

Section 8: Term of Office
The term of office for non-voting members shall be the year beginning June 1st and ending May 31st.

**ARTICLE IX: ELECTIONS**

**Section 1**
The undergraduate student body shall elect the officers of M.S.G. in general elections established in accordance with the election procedure outlined below.

**Section 2**
The election procedure is as follows:

A. To run for a position on M.S.G., an election packet needs to be completed in its entirety.
   a. A member of M.S.G. seeking reelection for the following year must obtain an election packet at his or her end-of-the-year evaluation with the Vice President of Student Affairs, the Director of Campus Life and the current President of M.S.G.
   b. All other students must obtain their election packet at an interest meeting, unless conflict arises and will therefore obtain their packet from the Director of Campus Life.

B. Interest meetings shall be established each semester to encourage new members to join M.S.G. These meetings will provide a means for students to gain knowledge about M.S.G. as well as each position and what it entails. Candidates who were not members of M.S.G. the previous year must attend at least one of these meetings prior to election.

C. Students running for Class President positions must collect at least twenty signatures from peers in his or her corresponding class. Students running for all other positions on M.S.G. must collect at least forty signatures from the entire student body.

**Section 3**
All candidates for officers qualify on the basis of leadership, ability, participation in M.S.G., and/or class activities and scholarship at the discretion of the Vice President of Student Affairs.

General requirements for all candidates are:

A. No person shall be a candidate for more than one position in the same election.

B. All candidates for any position must be a full-time, matriculated, undergraduate student at Molloy College.

C. No candidate may be on academic or disciplinary probation.

D. An overall G.P.A. of 2.5 by the semester in which the candidate declares nomination.

E. Attendance at all M.S.G. meetings between the time of the interest meetings and elections.

F. All Executive Board members must have attended Molloy College and have been a member of M.S.G. for at least one year. In addition, candidates running for the President of M.S.G. and Treasurer of M.S.G. must have a total of two years experience on M.S.G.

G. The Vice President of Student Affairs, after conferring with S.E.R.C., reserves the right to waive qualifications for any position.

**Section 4**
Those members elected in the Spring shall be installed at the annual Mary E. Lilly Night Ceremony. Those members elected in the fall shall be installed at the next regularly scheduled M.S.G. meeting. All appointed members shall be sworn in by the Vice President of Student Affairs at the next regularly scheduled M.S.G. meeting. Any officer elected or appointed to serve out the remainder of the term of a vacated position shall be sworn in at the next regularly scheduled M.S.G. meeting following his or her election or appointment.
ARTICLE X: MEETINGS
Section 1
All meetings of M.S.G. shall be carried out according to the most recent edition of Robert’s Rules of Order.
Section 2
A quorum shall be required for M.S.G. to transact business, however, a smaller number of the voting membership may adjourn. A quorum is defined as a majority (half plus one) of the voting members of M.S.G., not including vacancies.

Section 3
The order of business of M.S.G. meetings shall be as follows:
1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Guests
5. Committee Reports
6. Legislative Officer Reports
7. Executive Board Reports
8. Old Business
9. New Business
10. Announcements
11. Adjournment

Section 4
All members of M.S.G. are required to attend each meeting and all meetings of their sector. In the event that a M.S.G. member is unable to attend a meeting or series of meetings, an Absence Excusal Form must be filled out 24-hours before the meeting.
A. An excused absence is an absence whereby the Secretary of M.S.G. has been notified in advance via the online Absence Excusal Form.
B. An unexcused absence is an absence whereby either the Secretary of M.S.G. or the President of M.S.G. has not been notified in advance.
C. Over the course of a semester, any more than four excused absences will be brought to the Executive Board’s attention by the Secretary of M.S.G. The Executive Board will review the member in question and, if deemed necessary, will therefore meet with said member.

ARTICLE XI: COMMITTEES
Section 1: Standing Committees
There shall be four standing committees: Points, Budget, Constitution, and Student Election Review Committees.
Section 2: Points Committee
A. The Secretary of M.S.G. shall chair Points Committee.
B. The member of Points Committee shall consist of the President of Affiliation for each class as well as one other coordinator position.
C. The points system shall be determined each year by the members of the committee for the corresponding academic school year. This system shall be approved by the Legislature at Fall Conference by a two-thirds vote.

Section 3: Budget Committee
A. The Treasurer of M.S.G. shall chair Budget Committee.
B. The members of the Budget Committee shall consist of the President of M.S.G., the Vice President of M.S.G., and the Student Activities Coordinator.
C. The Budget Committee shall determine the annual budgets for each sector of M.S.G. as well as all clubs funded by M.S.G.
D. The Budget Committee shall also handle all monetary issues that arise during the year.
E. The M.S.G. will not fund any club or organization that does not have an approved constitution nor will it fund any club or organization with a restricted or closed membership. In addition, newly approved clubs will not receive a budget until they are active for one academic year.

Section 4: Constitution Committee
A. The Vice President of M.S.G. shall chair Constitution Committee.
B. The members of the Constitution Committee shall be chosen at the discretion of the Vice President of M.S.G.
C. The Constitution Committee shall handle all matters arising that are relevant to the constitution.
D. The Constitution Committee is responsible for recommending any potential amendments to the Legislature.
E. The Constitution Committee is responsible for reviewing the document each year to keep it up to date as well as interpreting the document at the benefit of the entire M.S.G.

Section 5: Student Election Review Committee (S.E.R.C.)
A. The President of M.S.G. shall chair the Student Election Review Committee. If the President of M.S.G. is not a graduating senior, the Senior Class President of Affiliations will chair the committee.
B. The members of S.E.R.C. will consist of all graduating members of M.S.G.
C. S.E.R.C. shall be in charge of determining election rules and procedures and shall conduct all elections.
D. Members of S.E.R.C. will evaluate members seeking re-election in conjunction with Points Committee.

Section 6: Ad Hoc Committees
A. Ad Hoc Committees shall be created by the Legislature to conduct business of a pressing, short-term nature, or to facilitate the efficient functioning of the student body. A simple majority vote of the Legislature is required for the established or termination of such committees.
B. Ad Hoc Committees shall have the equivalent status and duties as other committees with the exception that the committee elects its own chair.

ARTICLE XII: REMOval AND SUCCESSION OF OFFICERS
Section 1: Impeachment
Any member of M.S.G. may be impeached for any of the following reasons:
A. Non-fulfillment of duties and obligations of his or her position outlined above.
B. Abuse of power and/or privileges of M.S.G. and/or Molloy College regulations.
Section 2: Impeachment Procedure
A. The case must be presented to the Vice President of Student Affairs and the Director of Campus Life.
B. The case must be presented to the Legislature. An Ad Hoc Judiciary Committee must be formed to investigate the case within five school days and make a presentation to the Legislature. The committee must have a three-fourths vote to recommend. It is then put to the voting membership of M.S.G. for a three-fourths vote. At this time, all evidence gathered by the judiciary Committee is open to review by all voting members of M.S.G. With this motion being passed, the officer in question is impeached.
C. Until the committee makes a ruling on the case, the student charged with impeachment must perform the duties of the office.
D. If an M.S.G. member has been removed from office, he or she may not run again for one year and may only run again in the future with the approval of the S.E.R.C. and the Director of Campus Life.

Section 3: Removal
A. Throughout the academic school year, one unexcused absence will result in a warning. Two unexcused absences will result in probation. After a third unexcused absence, the member in question will be removed from their position on M.S.G. The Secretary of M.S.G. will present all these ramifications in writing to the member in question.
B. If a student is placed on academic or disciplinary probation, that member must be removed from his or her position effective immediately.

Section 4: Vacancies
A. Vacancies occurring in any M.S.G. office shall be filled within 30 days by a special election of the Molloy College student body. All special election candidates must attend one M.S.G. meeting prior to election. If special elections conflict with annual elections, the position will remain vacant.
B. In the event the President of M.S.G. leaves office before the completion of his or her term, the Vice President of M.S.G. shall immediately assume the office of the President of M.S.G. He or she shall nominate a current member of M.S.G., no later than fourteen days after the position has been vacated for any reason. The position that was vacated by the new Vice President of M.S.G. must be filled by special elections as soon as possible.
C. In disciplinary cases, where sanction of probation is imposed upon any M.S.G. member holding an elected position, the President of M.S.G. will recommend a replacement and the Legislature must approve with a majority vote, unless a replacement is designated in the M.S.G. constitution.

ARTICLE XIII: AMENDMENTS
Proposed amendments to the constitution shall require previous notice to M.S.G. for discussion. The amendment will then be voted on at the next scheduled meeting. A proposed amendment must receive a two-thirds vote in M.S.G. before it is presented to the student body for a vote. This election, held no less than two weeks after M.S.G. approval, will be advertised to the student body. These amendments will become part of the existing constitution pending a two-thirds vote of the ballots cast.

ARTICLE XIV: DATE OF IMPLEMENTATION
This constitution went into effect on June 1, 2013.
ARTICLE XV
This document is under the discretion of the Vice President of Student Affairs