

Morningside Student Government By-Laws

Morningside University 2026-2027

As amended 9/30/2025

President: Kinsey Alt
Interim Vice President: Landry Reynoldson
Treasurer: Roman Fude
Secretary: Laisha Rascon Bencomo
Director of Communication: Jaelonni Small

Table of Contents

CHAPTER I: BY-LAWS **3**
CHAPTER II: STANDING COMMITTEES **3**
CHAPTER III: STUDENT GROUPS **4**
SECTION 1: Registration Process 4
SECTION 2: Group Guidelines 4
SECTION 3: Allocation Process 4
SECTION 4: Contract 5
SECTION 5: Group Sanctions 5
CHAPTER IV: SPECIFICATION OF EXECUTIVE OFFICE **5**
SECTION 1: Specification of Duties 5
SECTION 2: Interim Period 7
SECTION 3: Stipends and Payment 8
CHAPTER V: SPECIFICATIONS OF THE MORNINGSIDE ACTIVITIES COUNCIL **8**
Section 1: Adherence to Constitution and By-Laws 8
Section 2: Duty to Review 8
Section 3: Expenditures 8
Section 4: MAC Officers 8
Section 5: Amendment Procedure 8
CHAPTER VI: DISCIPLINARY ACTIONS **9**
SECTION 1: Removal for Neglect of Meetings 9
SECTION 2: Impeachment 9
SECTION 3: Censure 9
CHAPTER VII: BUDGET PROVISIONS **10**
SECTION 1: Uncollectible Rate 10
SECTION 2: Student Activity Fee Allocation 10
SECTION 3: Provisions 10
SECTION 4: Annual Audit 10
CHAPTER VIII: MEETING PROCEDURES **10**
SECTION 1: Student Senate Meetings 10
CHAPTER IX: ELECTIONS **11**
SECTION 1: Election of Executive Officers 11
SECTION 2: Election of Student Senators 11
SECTION 3: Campaign Materials and Regulations 12
SECTION 4: Election Procedure 12
SECTION 5: Election Disputes and Remedy 12
SECTION 6: Write-In Candidacy 13
CHAPTER X: EXECUTIVE TRANSITION **13**
SECTION 1: Requirement 13
SECTION 2: Installation 13

CHAPTER I: BY-LAWS

Under the authority of the Morningside Student Government, known hereafter as the MSG, Constitution, these by-laws shall govern the conduct of internal affairs and establish procedures of the MSG.

CHAPTER II: STANDING COMMITTEES

The Student Senate shall consist of the following Standing Committees, with an Executive Council officer serving as the chair of their assigned committee. The President shall have the power to select the Senators to serve on committees. Each committee shall have a minimum of two Senators, unless otherwise noted, and shall regularly report their business to the full Student Senate.

1. The Student Life Committee, which shall seek to enrich the experience on campus and in the community through various events and service projects. The committee shall create opportunities to promote and improve overall student life on campus in adherence to the mission statement of both the MSG and Morningside University. The committee shall also be responsible for the creation and regulation of student groups. The Director of Communications shall serve as chair of the Student Life Committee.
2. The Judicial Committee, which shall work on revisions to the MSG Constitution and by-laws to better represent the needs of the Student Body. The committee shall also be responsible for resolving disputes concerning interpretations of the MSG Constitution and by-laws. The Vice President shall serve as chair of the Judicial Committee, which shall have no fewer than three members.
3. The Finance Committee, which shall be charged with the evaluation of the MSG's financial affairs. The committee shall continually oversee and review the budget and expenditures. The committee shall also be responsible for approving requests made by student groups for funding in accordance with the guidelines set out in these by-laws. The Treasurer shall serve as chair of the Finance Committee, which shall have no fewer than three members.
4. The Advocacy Committee, shall be responsible for collecting data from and about the Student Body to educate, assist, and inform the MSG. The Secretary shall serve as chair of the Advocacy Committee.
5. The Special Projects Committee, shall oversee the planning and coordination of special projects to promote the MSG and the overall wellbeing of all students at Morningside University. The President shall serve as chair of the Special Projects Committee.

CHAPTER III: STUDENT GROUPS

SECTION 1: Registration Process

1. Student groups registered with the MSG shall enjoy such privileges as the ability to host events on campus, advertise, and to make requests for MSG funds.
2. All student groups who wish to register with the MSG shall submit a form, created by the Director of Communications, to the Student Life Committee that contains the following information: name of the student group; list of members; dates, locations, and times of meetings; the faculty or staff advisor; a constitution; and any national affiliations.
3. If the request is denied by the Student Life Committee, the committee shall notify the student who submitted the request in a timely manner stating their objections.
4. If the request is approved by the Student Life Committee, at least one member from the proposed student group shall present the request to the Student Senate. Group registration requests shall require a simple majority vote of the Student Senate to be approved.
5. Student groups registered in the previous academic year shall not be required to present to the Student Senate, provided they fill out the required group registration form by the date set by the Director of Communications.

SECTION 2: Group Guidelines

1. Student groups shall consist of at least three members.
2. All student groups shall have a mission statement compatible with the Morningside University Mission Statement.
3. All student groups shall have an established meeting schedule.
4. All student groups shall have a full-time faculty or staff advisor currently employed by Morningside University.
5. All student groups shall adhere to the University's Non-Discrimination policy.
6. All registered student groups shall submit a form, furnished by the Director of Communications, detailing all of the events and activities the group sponsored throughout the year. The Director of Communications shall set the date this is due by and provide a reasonable amount of time for student groups to complete such form.

SECTION 3: Allocation Process

1. A representative of a student group seeking to request funds from the MSG must attend an informational session regarding allocation requests, led by the Treasurer, before requesting funds from the MSG.
2. Groups requesting funds from the MSG shall submit an Allocation Request Form, furnished by the Treasurer, to the Finance Committee. The form shall be endorsed by the leader of the student group and the student group's advisor. The allocation request must be approved by the Finance Committee before the Student Senate may consider the request.
3. The Finance Committee shall evaluate allocation requests using the following criteria:
    a. The completeness of the submitted allocation request form.
    b. The planned or completed fundraising by the requesting student group.
    c. The potential impact and/or ramifications on the wider Student Body.

4. Student groups may not request funds from the MSG for the following purposes:
    a. Food or beverages.
    b. Any form of reimbursement, except in adherence to the Morningside University expense reimbursement on mileage.
    c. Expenses incurred by a chaperone attending a trip.
    d. Expenses arising from or relating to activities not directly sponsored or hosted by student organizations, such as, but not limited to: May terms, academic department events, and competitions for athletic teams.
5. If the request is denied by the Finance Committee, the committee shall notify a representative of the student group within 48 hours stating their objections to the request.
6. If the request is approved by the Finance Committee, at least one member from the requesting student group shall present the request to the Student Senate. Allocation requests shall require a simple majority vote of the Student Senate to be approved.
7. When two or more students are staying overnight on a trip funded by the MSG, at least one chaperone shall be present. The chaperone must be a full-time Morningside faculty or staff member.
8. All groups receiving an allocation from the MSG shall provide a written follow-up report, including copies of all receipts and expenditures, to the Treasurer. This report shall be submitted no later than two weeks after the funds have been spent and signed by both the student group leader and advisor. Upon a simple majority vote by the Student Senate, a student group shall present an oral follow-up report on their activities at the following Student Senate meeting.
9. All printed materials, including those advertising an event, purchased by funds received from MSG must contain the MSG logo. If on a shirt, the MSG logo must be visibly printed and approved by the Director of Communications.
10. All unused allocated funds shall be returned to MSG.
11. No student group shall request more than $4,000 from the MSG in one academic year.

SECTION 4: Contract

The leader of the student group receiving funds from the MSG must sign a contract agreeing to the guidelines as stated above.

SECTION 5: Group Sanctions

Failure of a student group to adhere to any of the guidelines stated above shall result in the group losing the ability to request additional funds and/or the loss of registered group privileges for a period of time set by a simple majority vote of the Student Senate.

CHAPTER IV: SPECIFICATION OF EXECUTIVE OFFICE

SECTION 1: Specification of Duties

1. PRESIDENT – The President shall adhere to the following specifications of office:

a. Serve as official representative of the MSG and act as a representative of the Student Body in all school-affiliated functions.
b. Be responsible for the proper and orderly administration of the business of the MSG.
c. Convene and prepare the Executive Council at the beginning of the term.
d. Schedule all official MSG meetings.
e. Promote MSG at the beginning of the semester by organizing and participating in the Freshmen Activities Fair.
f. Oversee the transition of Executive Councils at the end of the term.
g. Make contact with the Faculty Senate and convene a joint meeting as needed.
h. Organize a leadership development experience for the Executive Council.
i. Give final approval on all emails sent to the Student Body.
j. Oversee relations with faculty, staff, and other outstanding figures relating to Morningside University.
k. Report the relevant and public content of meetings with the Board of Directors to the Student Senate and Student Body.
l. Serve as chair of the Student Senate during meetings and vote in the event of a tie.
m. Perform additional duties as prescribed by the Student Senate.

2. VICE PRESIDENT – The Vice President shall adhere to the following specifications of office:
    a. Prepare and distribute election materials, and inform the Student Body on the content of elections.
    b. Confirm the eligibility of all candidates running for positions in the MSG.
    c. Provide a variety of channels for feedback and student concerns.
    d. Maintain internal publications and documents to include an agenda and a packet of the Constitution and by-laws for each Senator for regular use.
    e. Ensure each officer on the Executive Council creates a document of best practices for their respective position to be given to their successor in office.
    f. Have a comprehensive understanding of the MSG Constitution and by-laws.
    g. Assist in matters of constitutional interpretation and enforcement.
    h. Ensure the availability of the MSG Constitution and by-laws to any interested party.
    i. Oversee constitutional revisions and amendments.
    j. Ensure the permanent incorporation of changes or additions to the Constitution or by-laws.
    k. Organize a Senator workshop at the start of each semester.

3. TREASURER – The Treasurer shall adhere to the following specifications of office:
    a. Present the budget for approval by the Student Senate as outlined in these by-laws.
    b. Oversee all financial matters pertaining to the MSG.
    c. Communicate in a clear and timely fashion with groups concerning their funding requests.
    d. Organize group allocation presentations before the Student Senate.
    e. Communicate with the MSG Advisor to monitor, organize, and transfer funds.
    f. Communicate with the MAC Advisor regarding rollover funds.

g. Transfer funds appropriately to groups and ensure excess funds are returned to the MSG.
h. Publicize the allocation fund of the MSG and make other financial information accessible to any interested party.
i. Lead a training workshop at the beginning of the semester to inform registered groups about the allocation process.

4. SECRETARY – The Secretary shall adhere to the following specifications of office:
    a. Maintain office functions including but not limited to office hours sheets, and Student Senator mailboxes.
    b. Order office supplies to include general desk supplies, printer supplies, and name tags for each member of the Student Senate.
    c. Order Executive Council supplies for the semester including name tags, desk plaques, and Executive Council apparel.
    d. Create the official agenda of each regular Student Senate meeting to be published by email to the Student Body at least 24 hours prior to the meeting.
    e. Create minutes of each regular Student Senate meeting to be published by email to the Student Body no more than 48 hours following the meeting.
    f. Keep an accurate record of attendance at all MSG meetings.
    g. Notify in writing any member who has neglected a Student Senate meeting.

5. DIRECTOR OF COMMUNICATIONS – The Director shall adhere to the following specifications of office:
    a. Maintain and regularly update MSG social media accounts.
    b. Publicly display registered student groups.
    c. Distribute campus-wide emails to the Student Body, including Student Senate meeting agendas and minutes, announcements, and advertisements of the MSG.
    d. Frequently check and manage all forms of MSG mail.
    e. Market MSG as a resource to student organizations.
    f. Create and maintain an accurate list of all registered student organizations.
    g. Plan or provide at least one campus or community volunteering opportunity every month for senators to fulfill their service requirements.
    h. Notify the Student Body of all vacancies within the MSG.

6. MAC MAIN COMMITTEE COORDINATOR – The MAC MAIN COMMITTEE COORDINATOR shall adhere to the following specifications of office:
    a. Communicate with the MSG President about events planned for the year as well as any changes that may be made throughout the semester.
    b. Adhere to both MSG and MAC constitutions and by-laws.
    c. Ensure the meeting minutes from all MAC meetings are distributed to the Student Body within 48 hours of the conclusion of the meeting.
    d. Make the MAC budget available within three business days of being requested by any member of the MSG.

SECTION 2: Interim Period
During the intervening period between the last regularly scheduled Student Senate meeting and the first regularly scheduled meeting of the Student Senate in the following fall semester, the Executive Council will handle the necessary business of the MSG, including but not limited to immediate financial concerns, correspondence, and orientation. No amendments to the Constitution or by-laws shall occur during this interim period. All actions taken during the interim period shall be reported to the Student Senate in the fall.

SECTION 3: Stipends and Payment
The Executive Council officers shall be paid in two equal installments upon the completion of each semester during their term of office. The following amounts will be the total amount paid for the following positions:

1. President - $3,500
2. Vice President - $3,000
3. Treasurer - $3,000
4. Director of Communications - $3,000
5. Secretary - $3,000

CHAPTER V: SPECIFICATIONS OF THE MORNINGSIDE ACTIVITIES COUNCIL

Section 1: Adherence to Constitution and By-Laws
The Morningside Activities Council, or MAC, Constitution and By-Laws shall be set out within the bounds of the MSG Constitution and By-Laws. MAC shall also ensure that due process is afforded to all of its members in any disciplinary and impeachment proceeding.

Section 2: Duty to Review
MSG has the duty to review, amend, or nullify any decision made by MAC through a two–thirds majority vote by the Student Senate.

Section 3: Expenditures
Any proposed MAC expenditure over $7,500, in the aggregate for the same event or trip, must be approved by a simple majority vote of the Student Senate.

Section 4: MAC Officers
MAC shall establish any officers it deems necessary to work with the MAC Main Committee Coordinator. All officers that receive compensation shall be elected by popular vote among the Student Body. These officers shall be elected during the same election as the MSG officers. MAC may establish its own requirements for the eligibility of these officers. The MAC Main Committee Coordinator shall notify the MSG Vice President of who will be on the ballot for these elections at least one week prior to the date of the election.

Section 5: Amendment Procedure
The MAC Constitution may be amended by the Student Senate with a two-thirds majority vote. Proposed amendments shall be introduced at a Student Senate meeting and be voted upon at the following Student Senate meeting. MAC may establish internal procedures for amending its constitution, provided those procedures call for a two-thirds majority vote on final approval by the Student Senate.

CHAPTER VI: DISCIPLINARY ACTIONS

SECTION 1: Removal for Neglect of Meetings

1. Any member of the MSG neglects a meeting if they are found to have missed a Student Senate meeting without cause.
2. Senators that are late to a meeting without cause will be counted as tardy. Two unexcused tardies shall constitute one neglected meeting.
3. Any member of the MSG shall forfeit their membership and pay if they neglect two meetings in the same semester.
4. The President shall have the power to determine whether a meeting was missed for cause.

SECTION 2: Impeachment

1. The Executive Council may issue an impeachment against any member of the MSG by two-thirds majority vote if the member is found to be incapable of fulfilling their office or egregiously in violation of their duties.
2. Within 24 hours of a successful impeachment vote, the impeached member must be notified of the reasons they were impeached.
3. The Vice President, or President in the event the Vice President has been impeached, shall appoint no less than three members of the MSG to an ad hoc committee to investigate and determine whether the reasons for impeachment were warranted and sufficiently justify removal from office.
4. The ad hoc committee shall report to the Student Senate all details found in their investigation and their recommendation as to whether the impeached member should be removed from office.
5. Upon a two-thirds majority vote by the Student Senate, the impeached member shall be removed from office. If the vote fails to gain a two-thirds majority, the impeachment shall be considered no longer valid.
6. No member of MSG may be impeached for a second time for the same actions which were the basis of the original impeachment.
7. Any MSG member impeached and removed from office shall not be permitted to serve on the MSG for the duration of their academic career at Morningside University.
8. The vacancy caused by a member who has been removed shall be filled in accordance with the election procedures outlined in these by-laws.

SECTION 3: Censure

1. The Student Senate may issue a censure against any member of MSG by a two-thirds vote if the member is found to be incapable of fulfilling their office or egregiously in violation of their duties.
2. Two separate motions of censure for distinct actions against any member of the Student Senate during one term shall be considered an impeachment and shall begin impeachment proceedings.

CHAPTER VII: BUDGET PROVISIONS

SECTION 1: Uncollectible Rate

The MSG's base allocation will be determined upon the basis of student enrollment at registration each semester. From that amount, seven and one-half percent is deducted for use in making adjustments necessary due to unpaid or delinquent accounts or withdrawals as determined by the Morningside Business Office.

SECTION 2: Student Activity Fee Allocation

From the breakdown of the Student Activity Fee, the following will be allotted in order:

1. MSG Officer Salaries
2. The remaining balance shall be split evenly between MAC and MSG.

SECTION 3: Provisions

1. All budgetary subcategories will be finite upon budget approval of the Student Senate.
2. No MSG or MAC budget may total a sum larger than that of the money they receive at the beginning of the year from the Student Activity Fee, in addition to their respective rollover.

SECTION 4: Annual Audit

Each summer Morningside University shall perform an audit of MSG's financial records.

CHAPTER VIII: MEETING PROCEDURES

SECTION 1: Student Senate Meetings

1. No Senator shall speak on a given motion more than four times. No Senator can speak for a fourth time on the motion as long as any member desires to do so who hasn't spoken for a third time. Senators may not yield their allotted time to another. The Chair may approve exceptions to these requirements to ensure questions are answered.
2. The text of any proposed amendment to the Constitution or By-Laws must be submitted to the Vice President in a legible written or typed format no later than 48 hours before the meeting at which the amendment is to be considered. The Vice President shall distribute the text of all proposed amendments to every MSG member before the meeting.

SECTION 2: Suspension of Meeting Procedures
The Student Senate may, through a two-thirds majority vote, suspend the procedures outlined in this Chapter for the duration of the present meeting, with all procedures resuming their effect upon the meeting's conclusion. No more than one motion to suspend shall be entertained per meeting.

CHAPTER IX: ELECTIONS

SECTION 1: Election of Executive Officers

1. Any full-time, regularly enrolled undergraduate student may be eligible to become a candidate for an Executive Council office, provided they meet the following qualifications:
    a. Candidates for the offices of Director of Communications, Vice President, Secretary, and Treasurer shall have completed one full semester as a MSG member immediately preceding the semester of the election.
    b. Candidates for the office of President shall have been a student enrolled at Morningside University for the three previous consecutive semesters and completed one full semester as a MSG member immediately preceding the semester of the election.
2. Each candidate must submit a petition signed by at least fifty members of the Student Body to qualify to be placed on the ballot. Petitions must be submitted to the Vice President no later than by noon five days prior to the election. A student may only submit a petition for one position.
3. Executive elections shall be held every spring semester no later than the third Wednesday following spring break.
4. The Vice President shall provide a time and place in which all candidates for office will be given an opportunity to address the campus community on the issues of their candidacy. The order speeches will be given shall be as follows: Director of Communications, MAC Main Committee Coordinator, Secretary, Treasurer, Vice President, and President, with the candidate order within each office determined by the order the petitions were received.
5. In the event the result of any executive election ends in a tie, the tie shall be resolved by the Student Senate using the following procedure:
    a. A quorum of senators shall meet the Tuesday following the executive election at a time specified by the President to hold a discussion and vote to resolve the tie.
    b. Any candidate apart of such tie shall not be allowed in the room and shall not attempt to contact or influence the vote of any Senators once the meeting has commenced.
    c. The Student Senate shall vote to resolve the tie once the discussion has concluded and the candidate with the plurality of votes shall be declared the winner.

SECTION 2: Election of Student Senators

1. Every undergraduate student taking at least eight credit hours may be eligible to become a candidate for the Student Senate, provided they are a member of the class they are seeking to represent and have at least a 2.50 cumulative grade point average.
2. A student is a member of a class as determined by either the amount of credits they have earned or the number of higher education semesters completed. If a candidate qualifies for more than one class, they must select only one to run for. The following four classes shall be used to determine representation:
    a. Freshman: completed less than two semesters of higher education or completed less than 27 credit hours.
    b. Sophomore: completed two or more and less than four semesters of higher education or completed between 27 and 57.99 credit hours.
    c. Junior: completed four or more and less than six semesters of higher education or completed between 58 and 90.99 credit hours.
    d. Senior: completed six or more semesters of higher education or completed greater than 91 credit hours.
3. Each candidate must submit a petition signed by at least twenty-five members of the class they are seeking to represent to qualify to be placed on the ballot. Petitions must be submitted to the Vice President no later than noon five days prior to the election.
4. In the event of a vacancy in the Student Senate, the affected class shall be responsible for electing a replacement. This special election should be held in accordance with the regulations set forth in these By-Laws. If a vacancy has not been filled within three weeks, the President may fill that vacancy with a simple majority vote of the Student Senate.

SECTION 3: Campaign Materials and Regulations

1. No campaigning shall be allowed to occur within a 20 foot radius of the polling booth(s) on the day of the election.
2. Campaign materials shall be posted in a manner such that damage is not done to the surface on which they are posted.

SECTION 4: Election Procedure

The Vice President, or their replacement as chosen by the President if a conflict of interest occurs, shall be responsible for carrying out the following duties and responsibilities for all MSG elections:

1. All full-time students shall be considered a qualified voting member of the Student Body. Obtain a list of these students from the Registrar's Office to identify all officially eligible voters no later than three school days prior to the election.
2. Send an email to all qualified voting members of the Student Body listing all candidates, the offices each candidate is running for, the date of the election, and location and hours of polling place at least three school days prior to the date of the election.
3. Issue such rules and regulations necessary to the proper conduct of the election, with a simple majority vote of approval by the Student Senate, and notify all candidates of such.
4. Prepare and provide the official ballots at least three school days prior to the election.
5. Elections may last no fewer than 24 hours and no more than 72 hours.

6. Supervise the polling booth(s) on the day of the election.
7. Supervise and tally the results of all the ballots within 24 hours of the closing of the election.
8. Declare the election of officers on the basis of a plurality vote and send an email to all members of the Student Body within 24 hours containing the results of each election, including the percentage of votes each candidate received.

SECTION 5: Election Disputes and Remedy

1. The Vice President shall retain the ballots of every election for at least seven academic days.
2. In the form of a statement signed by a candidate, a written complaint shall be delivered to a member of the Executive Council no later than seven school days after the announcement of results.
3. The Student Senate shall convene on the following Tuesday after a written complaint is received to discuss the merits of the complaint and provide a remedy if the complaint is justified.
    a. The candidate who filed the complaint may attend the meeting and shall be given time to present why the complaint may be justified.
    b. The Student Senate may declare void and call for the election to be held again if it is determined the result of the election may have been different, based on a preponderance of evidence, had the proper procedures and protocols been followed.

SECTION 6: Write-In Candidacy

1. A student may be elected on a write-in basis, provided the qualifications for the office they are to be elected to are satisfied.
2. In the event a write-in candidate receives the plurality of the vote in an election, the Vice President shall confirm with the Registrar's office to ensure the candidate has met all of the requirements for the office before announcing the results.

CHAPTER X: EXECUTIVE TRANSITION

SECTION 1: Requirement

All student members of the Executive Council shall take an oath of office administered by the President of the University at a formal installation ceremony.

SECTION 2: Installation

1. The newly elected Executive Council Officers shall be informally installed at the first MSG meeting after the election. To enable a more effective orientation, the retiring Executive Council will attend the first two regular meetings of both the Executive Council and Student Senate. The retiring Executive Council shall organize an orientation with the new Executive Council and be available for questions thereafter.
2. The formal installation of the new Executive Council will take place at the Honors Convocation in the spring. The President of Morningside University, or a representative in their place, shall administer the oath of office to the new Executive Council.