

Constitution

McCourt Student Association The McCourt School Of Public Policy Georgetown University

Ratified September 6, 2011

As amended November 8, 2011; March 19, 2012; April 23, 2012; September 4, 2012; January 14, 2013; March 11, 2013; April 15, 2013; April 29, 2013; September 3, 2013; October 7, 2013; February 3, 2014; November 2016; March 13, 2018; October 9, 2018

Preamble

We, the graduate students of the McCourt School of Public Policy of Georgetown University, establish this Constitution of the McCourt Student Association to promote the interests of graduate students, represent graduate students before the administration and faculty of the McCourt School of Public Policy and Georgetown University, and create opportunities for graduate students to develop professionally, socially, and academically.

Article I: Definitions

§1. Terms used in this constitution are defined as follows:

- A. MSA: McCourt Student Association.
- B. Academic Year: the period between the day following the graduation ceremony at the end of spring semester, as scheduled by McCourt and the day of the graduation ceremony in the following spring semester, as scheduled by McCourt (approximately one calendar year later).
- C. Class Gift Campaign: the fundraising effort by each graduating class, in partnership with the Georgetown University Office of Advancement, to collect donations from fellow members of the McCourt graduating class for school operations/student initiatives.
- D. Director: any returning McCourt student that has been elected to a MSA position, or appointed to such a position under Article VI (each a “Director,” and together, the “Directors”).
- E. MSA Executive Board (“Executive Board”): comprised of all Officers and Directors of MSA.
- F. McCourt: the McCourt School of Public Policy at Georgetown University.
- G. Dean: the Dean of McCourt or any person acting in this capacity, including but not limited to an interim Dean.
- H. Members: all McCourt students, unless they have requested removal of their own membership under Article III.
- I. Officer: the President, Vice-President, Secretary, and Treasurer, elected or appointed under Article V (each an “Officer,” and together, the “Officers”).
- J. Orientation: the period prior to the fall semester of each Academic Year, designated as such by McCourt.
- K. Representative: any non-graduating student that has been appointed by MSA Officers to their respective position (each a “Representative,” and together, the “Representatives”).
- L. Summer Session: the period during the Academic Year between the last day of spring semester classes and the first day of fall semester classes, as recognized by the McCourt calendar.

- M. Town Hall: a meeting, forum, or event where the McCourt Dean is present in-person to respond to student questions/concerns.

Article II: Name

§1. The name of the organization shall be the Georgetown University McCourt School of Public Policy Student Association, commonly referred to as the McCourt Student Organization (MSA).

Article III: Purposes

§1. The MSA General Assembly shall be the student government and council of McCourt. Its purposes are as follows:

- A. Serve as the representative body of McCourt students;
- B. Act as a channel for expression of McCourt student ideas and opinions;
- C. Provide a medium of communication among McCourt students;
- D. Serve as a liaison between McCourt students and administration/faculty;
- E. Manage and allocate MSA funding to MSA-affiliated student groups/activities.

§2. MSA understands and is committed to fulfilling its responsibility of abiding by Georgetown University policies.

Article IV: Membership

§1. All enrolled McCourt students are hereby declared Members of MSA, unless they have otherwise provided written notice to the Secretary specifically stating that they do not wish to be a member of MSA.

§2. MSA does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender expression and/or identity, family responsibilities, political affiliation, source of income, disability, or any other basis prohibited by law in the administration of its policies or in the provision of access to its programs, services, and activities.

Article V: Officers

§1. Composition

- A. The Officers of MSA shall be: President, Vice President, Secretary, and Treasurer.

§2. Eligibility and tenure

- A. Each Officer must be a Member as defined in Article I, §1.
- B. No Officer may hold more than one office within the Executive Board at any one time.
- C. Each Officer shall be elected as provided in the by-laws and shall hold tenure in their elected office for one Academic Year or until a successor is elected or appointed and sworn in.
- D. An Officer's tenure shall also end if they are removed from their position, for any reason, however, the Officer may still be eligible for Membership if the conditions in Article IV are met.

§3. Duties and privileges

- A. General duty of good faith: each Officer shall perform their duties in good faith, in a manner the Officer believes to be in the best interest of MSA, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances.
- B. General duties and privileges
 - a. Each Officer shall attend all General Assembly meetings.

- b. Each Officer shall attend regular meetings with representatives of the McCourt administration/faculty as stipulated by the McCourt Associate Director of Student Affairs.
 - c. Officers may serve on ad-hoc committees or ad-hoc roles.
 - d. Officers may co-host events with other Officers, Directors, Representatives, Policy Interest Co-Chairs, Policy Interest Representatives, student organizations, committees, or individuals.
 - e. Each Officer shall submit General Assembly meeting agenda items to the Secretary in a timely manner as defined by the Secretary.
 - f. Each Officer shall submit funding/reimbursement requests to the Treasurer in a timely manner as defined by the Treasurer.
 - g. Any Officer may request funding for events and/or programs by submitting a request to the Treasurer in accordance with the funding procedures.
- C. Transition of elected Officers
- a. Each Officer shall prepare a transition document for the student elected to their respective position before the conclusion of the current Academic Year.
 - b. Each Officer shall hold an informational, in-person meeting with the student elected to their respective position before the conclusion of the Academic Year.
- D. President
- a. The President shall serve as the official spokesperson of MSA and shall serve as a liaison between MSA and all other Georgetown University and non-university bodies or representatives.
 - b. The President shall work in conjunction with relevant student groups and/or an ad-hoc committee to ensure that MSA and McCourt initiatives and activities are carried out with consideration for environmental sustainability.
 - c. The President shall work in conjunction with The Director of Diversity and International Programs, in addition to relevant student groups and/or ad-hoc committees, to ensure that MSA and McCourt initiatives and activities are carried out with consideration for diversity and equal access.
 - d. The President shall preside over and conduct General Assembly and Executive Board meetings.
 - e. The President shall submit to the McCourt Dean, in coordination with the Treasurer and Associate Dean of Student Affairs MSA's annual budget request.
 - f. The President may appoint, in consultation with the Executive Board, any unfilled General Assembly positions following a reasonable application period, as determined by the Executive Board.
 - g. The President shall be responsible for appointing representatives to Georgetown University committees, boards or any other representative bodies for which MSA would like McCourt representation, or to those committees, boards, or other representative bodies that have contacted MSA requesting a representative.
 - h. The President shall be responsible for seeing that the duties of any ad-hoc committees are carried out.
 - i. The President shall attend regular meetings with the McCourt Associate Director of Student Affairs.

- j. In the event that the President is unable to fulfill their duties in the ordinary course of business, those responsibilities shall fall to the Vice President.

E. Vice President

- a. The Vice President shall serve as liaison to the Georgetown University and McCourt alumni communities by serving on the Georgetown University Board of Governors and the McCourt Alumni Board.
- b. The Vice President shall serve as a liaison to MSA-affiliated student groups/activities and any other student organizations at McCourt and shall also represent the interests of these groups/activities during meetings with McCourt leadership and administrators.
- c. The Vice President shall oversee and support all MSA-affiliated student groups and activities and serve as the point-person for executive officers of those organizations.
- d. The Vice President shall facilitate one annual Town Hall meeting, in consultation with the McCourt Dean and the President.
- e. The Vice President shall manage academic affairs initiatives, including working with the McCourt Associate Director of Student Affairs to discuss McCourt student academic concerns.
- f. In the event that the Vice President is unable to fulfill their duties in the ordinary course of business, those responsibilities shall fall to the Executive Board as determined by the discretion of the Executive Board.

F. Secretary

- a. The Secretary shall record attendance at, take minutes of, and record all votes taken during General Assembly meetings.
- b. The Secretary shall solicit items for and disseminate General Assembly meeting agendas.
- c. The Secretary shall manage MSA elections, including working with the McCourt Associate Director of Student Affairs to determine electioneering rules and procedures and oversee elections.
- d. The Secretary shall advertise to and solicit applications from any eligible McCourt students for any unfilled General Assembly positions in a timely manner.
- e. The Secretary shall be responsible for MSA email correspondence with the McCourt student body.
- f. The Secretary shall maintain the MSA calendar of events and shall assist other student groups/activities in their posting of events on such a calendar.
- g. The Secretary shall oversee the maintenance of the MSA website and social media platforms.
- h. The Secretary shall manage MSA communication initiatives, including working with the McCourt Associate Director of Student Affairs to discuss student concerns in this area.
- i. The Secretary shall submit the McCourt Student Organization Renewal Form for MSA in accordance with the McCourt Student Organization Policy. The Secretary shall also submit the Student Organization Renewal Form necessary to register MSA with the Georgetown University Graduate Student Government (GradGov) every year according to the relevant deadlines set by GradGov.

- j. In the event that the Secretary is unable to fulfill their duties in the ordinary course of business, those responsibilities shall fall to the Executive Board as determined by the discretion of the Executive Board.

G. Treasurer

- a. The Treasurer shall develop, keep, maintain, and make publicly available the budget of MSA.
- b. The Treasurer shall provide the Executive Board with regular discretionary and contingency fund balance updates.
- c. The Treasurer shall manage the MSA reimbursement system and provide support to MSA-affiliated student groups/activities and other McCourt student organizations on budgetary matters.
- d. The Treasurer has the authority to create and manage measures for reimbursement to ensure the expedient disbursement of MSA funds, whereas such procedures are in good faith, and made in a manner the Treasurer believes to be in the best interest of MSA, and undertaken with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances.
- e. The Treasurer shall attend regular meetings with the McCourt Associate Director of Student Affairs.
- f. The Treasurer shall create the annual budget proposal for MSA-affiliated student groups/activities who wish to receive McCourt funding in coordination with the treasurers of these student groups/activities, and shall submit it to the McCourt Dean of Finance and Administration for review.
- g. The Treasurer shall coordinate with the President to allocate McCourt funds designated to MSA to specific program areas.
- h. The Treasurer shall make the MSA annual budget proposal available on the MSA website at least two weeks prior to the first day of classes of the fall semester as designated by the Academic Year.
- i. The Treasurer shall make semesterly budget updates available on the MSA website.
- j. In the event that the Treasurer is unable to fulfill their duties in the ordinary course of business, those responsibilities shall fall to the other three Officers on the Executive Board as determined by the discretion of the Executive Board.

Article VI: Directors

§1. Composition

- A. The Directors of MSA shall be: Director of Alumni and External Outreach, Director of Diversity and International Programs, Director of Service Programs, Director of Social Programs, Director of Incoming and First Year Student Relations, MPP Evening Director, MPM Director, MIDP Director, and MSDSPP Director.

§2. Eligibility and tenure

- A. Each Director must be a Member as defined in Article I, §1.
- B. No Director may hold more than one position within Executive Board at any one time.
- C. All Directors listed in Article VI, §1 *except* the MPM Director shall be elected as provided in the by-laws and shall continue in office for one Academic Year or until successors are elected or appointed and sworn in.

- D. A Director's tenure shall also end if they are removed from their position, for any reason. In such case, a Director may still be eligible for Membership under MSA if the conditions in Article IV are met.
- E. The Representatives, *except* the MPM Director, shall be appointed by the Secretary in consultation with the Executive Board as provided in the by-laws and shall continue in office through the end of the Academic Year.
- F. The MPM Director shall be appointed by the Master of Policy Management Faculty Director, as provided in the by-laws, prior to the first MSA General Assembly meeting of the Academic Year and shall continue in office through the end of the Academic Year as designated by the Georgetown University main campus calendar.

§3. Duties and privileges

- A. General duty of good faith: Each Director shall perform their duties in good faith, in a manner the officer believes to be in the best interest of MSA, and with such care, including reasonable inquiry as an ordinary prudent person in a like position would use under similar circumstances.
- B. General duties and privileges
 - a. Each Director shall attend General Assembly meetings.
 - b. Each Director may serve on ad-hoc committees and ad-hoc committees.
 - c. Directors may co-host events with other Directors, Officers, Representatives, student organizations, committees, or individuals.
 - d. Each Director shall submit General Assembly meeting agenda items to the Secretary in a timely manner as stipulated by the Secretary.
 - e. Each Director shall submit funding/reimbursement requests to the Treasurer in a timely manner as stipulated by the Treasurer.
 - f. Any Director may request funding for events and/or programs by submitting a request to the Treasurer in accordance with the funding procedures.
- C. Director of Alumni and External Outreach
 - a. The Director of Alumni and External Outreach shall report to the Vice President.
 - b. The Director of Alumni and External Outreach shall act as representative to GradGov.
 - c. The Director of Alumni and External Outreach shall act as representative to the Graduate Public Affairs Council (GPAC).
 - d. The Director of Alumni and External Outreach shall organize two McCourt student/alumni event per Academic Year in conjunction with the McCourt Alumni Board.
 - e. In the event that the Director of Alumni and External Outreach is unable to fulfill their duties in the ordinary course of business, those responsibilities shall fall to the Executive Board.
- D. Director of Diversity and International Programs
 - a. The Director of Diversity and International Programs shall be responsible for the promotion and celebration of diversity and inclusion at McCourt and shall serve as the diversity liaison to other McCourt student organizations, task forces, initiatives, and individual McCourt students.
 - b. The Director of Diversity and International Programs shall be responsible for responding to McCourt international student concerns and for representing their interests at General Assembly meetings.

- c. The Director of Diversity and International Programs will attend regular meetings with McCourt student organizations to develop feedback channels from all students, notably those from underrepresented groups, including but not limited to home country, race, ethnicity, sexual orientation, gender and gender identity, religious affiliation, and political orientation.
 - d. In the event that the Director of Diversity and International Programs, for whatever reason, is unable to fulfill their duties in the ordinary course of business, those responsibilities shall fall to the Executive Board as determined by the discretion of the Executive Board.
- E. Director of Service Programs
- a. The Director of Service Programs shall be responsible for overseeing all MSA service activities, including a service project during Orientation.
 - b. The Director of Service Programs shall co-sponsor one service event with each one of MSA-affiliated student groups/activities during the Director of Service Programs' tenure, contingent on the consent of the MSA-affiliated student group(s)/activities(s) for the event.
 - c. In the event that the Director of Service Programs is unable to fulfill their duties in the ordinary course of business, those responsibilities shall fall to the Executive Board.
- F. Director of Social Programs
- a. The Director of Social Programs shall be responsible for overseeing all social and student activities by MSA.
 - b. The Director of Social Programs shall be responsible for overseeing activities during Orientation, ensuring that at least one MSA-sponsored activity is held during Orientation.
 - c. The Director of Social Programs shall be responsible for managing and planning the student-managed portions of graduation and the graduation ceremony, including but not limited to the Class Gift Campaign.
 - d. The Director of Social Programs shall be responsible for planning a homecoming event in the fall semester of the Academic Year.
 - e. The Director of Social Programs shall be responsible for planning the McCourt Gala in the spring semester of the Academic Year.
 - f. The Director of Social Programs shall be responsible for planning two social events open to all McCourt students per Academic Year.
 - g. In the event that the Director of Social Programs, for whatever reason, is unable to fulfill their duties in the ordinary course of business, those responsibilities shall fall to the Executive Board as determined by the discretion of the Executive Board.
- G. Director of Incoming and First Year Student Relations
- a. The Director of Incoming Student and First Year Relations shall coordinate the Mentor Program for incoming students, beginning the summer prior to the arrival of the incoming students.
 - b. The Director of Incoming Student and First Year Relations shall, in addition to appointed Representatives, represent the interests of First Year students at General Assembly meetings.
 - c. The Director of Incoming Student and First Year Relations shall hold one event during Orientation.

- d. The Director of Incoming Student and First Year Relations shall hold one event focusing on inter-class relations during the fall semester, and one such event during the spring semester.
 - e. In the event that the Director of Incoming and First Year Student Relations Representative is unable to fulfill their duties in the ordinary course of business, those responsibilities shall fall to the Executive Board as determined by the discretion of the Executive Board.
- H. Master of Public Policy Evening Director
- a. The MPP Evening Program (MPP-EP) Director shall be responsible for responding to MPP student concerns relating to the MPP Evening Program at General Assembly meetings.
 - b. The MPP-EP Director shall work with the Executive Board members to organize events and involve MPP Evening Program students in McCourt activities.
 - c. The MPP-EP shall, with the President, bring MPP Evening Program student input regarding the program curriculum, course selection, course content, and other academic concerns to the attention of any and all relevant McCourt administration/faculty.
 - d. In the event that the MPP-EP Director is unable to fulfill their duties in the ordinary course of business, those responsibilities shall fall to the Executive Board as determined by the discretion of the Executive Board.
- I. Master of International Development Policy (MIDP) Director
- a. The MIDP Director shall be responsible for responding to MIDP student concerns relating to the MIDP Program at General Assembly meetings.
 - b. The MIDP Director shall work with the Executive Board to organize events and involve MIDP students in activities.
 - c. The MIDP Director shall, with the President, bring MIDP student input regarding the program curriculum, course selection, course content, and other academic concerns to the attention of any and all relevant McCourt administration/faculty.
 - d. In the event that the MIDP Director is unable to fulfill their duties in the ordinary course of business, those responsibilities shall fall to the Executive Board as determined by the discretion of the Executive Board.
- J. Master of Policy Management (MPM) Director
- a. The MPM Director shall be responsible for responding to MPM student concerns relating to the MPM Program at General Assembly meetings.
 - b. The MPM Director shall work with the Executive Board to organize events and involve MPM students in activities.
 - c. The MPM Director shall, with the President, bring MPM student input regarding the program curriculum, course selection, course content, and other academic concerns to the attention of any and all relevant McCourt administration/faculty.
 - d. In the event that the MPM Director is unable to fulfill their duties in the ordinary course of business, those responsibilities shall fall to the Executive Board as determined by the discretion of the Executive Board.
- K. Master of Science in Data Science for Public Policy (MSDSPP) Director

- a. The MSDSPP Director shall be responsible for responding to MSDSPP student concerns relating to the MSDSPP Program at General Assembly meetings.
- b. The MSDSPP Director shall work with the Executive Board to organize events and involve MSDSPP students in activities.
- c. The MSDSPP Director shall, with the President, bring MSDSPP student input regarding the program curriculum, course selection, course content, and other academic concerns to the attention of any and all relevant McCourt administration/faculty.
- d. In the event that the MSDSPP Director is unable to fulfill their duties in the ordinary course of business, those responsibilities shall fall to the Executive Board as determined by the discretion of the Executive Board.

Article VII: The Executive Board

§1. Composition

- A. The Executive Board shall consist of the Officers and Directors of MSA.

§2. Executive Board duties and privileges

- A. The Executive Board shall have primary responsibility for the implementation and execution of the programs approved by the General Assembly and/or its committees and is accountable to the General Assembly for these purposes.
- B. The Executive Board shall conduct the day-to-day operations of MSA, subject to review by the General Assembly.
- C. The Executive Board shall meet regularly for the purposes of approving event proposals from individuals and groups, including student groups/activities.
- D. Each Executive Board member shall submit General Assembly meeting agenda items to the Secretary in a timely manner.
- E. Each Executive Board member shall submit funding/reimbursement requests to the Treasurer in a timely manner.
- F. Any Executive Board member may request funding for events and/or programs by submitting a request into the Treasurer in accordance with the funding procedures.
- G. All other duties and responsibilities shall fall to the General Assembly.

Article VIII: Representatives

§1. Composition

- A. The First Year (“FY”) Representatives of MSA shall be: FY President, FY Vice President, FY Secretary, FY Treasurer, FY Alumni and External Outreach Representative, FY Diversity and International Programs Representative, FY Service Representative, FY Social Representative, FY Incoming and First Year Student Relations Representative, FY MIDP Representative, FY MPP-EP Representative, and FY MSDSPP Representative

§2. Eligibility and tenure

- A. Each Representative must be a Member as defined in Article IV.
- B. Each Representative shall be appointed by the Vice President in consultation with the Executive Board as provided in the by-laws and shall continue in office for one Academic Year or until successors are elected or appointed and sworn in.
- C. A Representative’s tenure shall also end if they are removed from their position, for any reason. In such case, a Representative may still be eligible for Membership under MSA if the conditions in Article IV are met.

§3. Duties and privileges

- A. General duty of good faith: Each Representative shall perform their duties in good faith, in a manner the officer believes to be in the best interest of MSA, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances.
- B. General duties and privileges
 - a. Each Representative shall attend General Assembly meetings.
 - b. Representatives may serve on ad-hoc committees and ad-hoc committees.
 - c. Representatives may co-host events with other Representatives, Officers, Policy Interest Co-Chairs, Policy Interest Representatives, student organizations, committees, or individuals.
 - d. Each Representative shall submit General Assembly meeting agenda items to the Secretary in a timely manner.
 - e. Each Representative shall submit funding/reimbursement requests to the Treasurer in a timely manner.
 - f. Any Representative may request funding for events and/or programs by submitting a request to the Treasurer in accordance with the funding procedures.
- C. All Representatives shall assist their respective Executive Board members in carrying out the duties of the relevant Executive Board position as defined in Article VI.
- D. Representatives will attend regular meetings with their Executive Board counterpart in order to plan and carry out initiatives, in addition to advocating for the interests of First Year McCourt students as relevant to their MSA position.

Article IX: Other General Assembly Positions

§1. Temporary Positions

- A. Definition
 - a. “Temporary Position” is defined as a position that will only exist for the remainder of the current Academic Year.
 - b. Any appointee to a temporary position shall be a non-voting member unless expressly granted voting privileges by a successful motion in a General Assembly meeting.
- B. Application and Appointment
 - a. New Temporary Positions may be established with a successful motion in a General Assembly meeting.
 - b. The President shall advertise such positions to eligible McCourt students.
 - c. Interested McCourt students may express interest in such positions by submitting a written application of interest.
 - d. The establishment of such positions shall be introduced as a motion in the first General Assembly meeting.
 - e. Upon a successful motion, such positions become members of the General Assembly until the end of the Academic Year.

§2. Ad-hoc committees

- A. Definition
 - a. “Ad-hoc committee” is defined as a non-voting committee of the General Assembly that will exist for the duration of Academic Year during which it is created, unless an earlier end-date is otherwise specified.

- b. Any non-Officer, non-Director, or non-Representative appointee to an ad-hoc committee shall be a non-voting member unless expressly granted voting privileges by a successful motion in a General Assembly meeting.
- B. Application and Appointment
 - a. Any Officer, Director, or Representative may propose a new ad-hoc committee to the General Assembly.
 - b. New ad-hoc committees may be established with a successful motion in a General Assembly meeting.
 - c. The Officer, Director, or Representative who proposes the ad-hoc committee shall chair the committee unless otherwise specified.
 - d. Upon approval of the ad-hoc committee, the chair of the ad-hoc committee may appoint members, or solicit applications for members. If the chair elects to solicit applications, such applications must be made available to the entire McCourt community.

§3. New permanent positions

- C. Definition
 - a. “Permanent Position” is defined as a position on the General Assembly that will exist year to year.
 - b. New Permanent Positions may be established via constitutional amendment, the process of which is stipulated in the by-laws.

§4. Elimination of positions

- A. Any General Assembly position except President and Treasurer may be eliminated.
- B. A position may be eliminated via the constitutional amendment process, except temporary positions, which may be eliminated upon a successful motion in a General Assembly meeting.
- C. There will be a minimum of three officers in the General Assembly, including President and Treasurer.

Article X: The General Assembly

§1. Composition and general duties

- A. The General Assembly shall be composed of the Officers, Directors, and Representatives.
- B. No member of the General Assembly may hold more than one position within the General Assembly.
- C. The General Assembly shall be responsible for enacting and administering all MSA programs and functions.
- D. General Assembly meetings are open to all Georgetown University graduate students.

§2. Voting privileges

- A. Excepting the Presiding Officer, who may cast a tie-breaking vote only, each Officer, Director, and Representative shall have one vote with respect to all matters voted on in a General Assembly meeting.
- B. Temporary voting privileges may be granted to any other General Assembly members upon an affirmative three-fourths majority roll call vote of the membership.
- C. Temporary voting privileges shall not extend beyond the end of the Academic Year in which voting privileges are granted.

§3. Meetings

- A. Purpose

- a. General Assembly meetings shall be the business meetings of MSA and all matters pertaining to the functioning of MSA shall be taken up at each meeting.
- B. Schedule and frequency
 - a. The first General Assembly meeting of the year shall be scheduled as early in the Academic Year as feasible and must be held during the months of August or September.
 - b. Meetings shall be held monthly throughout the Academic Year.
 - c. General Assembly meetings shall not occur during examinations periods, McCourt recognized school holidays/breaks, or summer sessions unless approved in advance by the General Assembly.
 - d. The Executive Board may schedule additional General Assembly meetings.

Article XI: Impeachment

§1. Impeachment

- A. Any Officer, Director, Representative or other MSA officeholder (including but not limited to temporary positions and ad hoc committee members) may be impeached for improper conduct or failure to execute their duties.
- B. To begin impeachment proceedings against any Officer, Director, Representative or other MSA officeholder) including but not limited to temporary positions and ad hoc committee members), a written petition signed by one-third of all voting Officers, Directors, and Representatives must be submitted to the McCourt Associate Director of Student Affairs, who shall make the petition public.
- C. The petition shall be read by its originators, and the Officer, Director, or Representative in question shall have the opportunity to rebut all claims.
- D. After debate has ended, the Presiding Officer shall call a vote. A majority of those Officers, Directors, and Representatives present shall vote whether to impeach.
- E. An impeached Officer, Director, or Representative shall be removed from office by a two-thirds vote of those Officers, Directors, and Representatives present.

Article XII: Vacancies

§1. President

- A. If the President resigns, is removed from office, or otherwise vacates the office, the Vice President shall become President.

§2. Other offices

- B. If any Officer, Director, or Representative besides the President resigns, is removed from office, or otherwise vacates a position, the President shall advertise the position to Members.
- C. Eligible Members may apply for unfilled or vacant positions by submitting a written application of interest to the President.
- D. The President, in consultation with the Executive Board, shall appoint eligible Members to vacant positions at the earliest time possible in accordance with the by-laws.

Article XIII: Amendments

§1. Procedure

- A. Amendments to the MSA Constitution may be proposed by any Member, as defined in Article I.

- B. Proposed amendments to the MSA Constitution must be submitted in writing to the President.
- C. Proposed amendment(s) shall be advertised by the Secretary at least one week in advance of the next regularly scheduled General Assembly meeting to all MSA members.
- D. The Secretary shall add all eligible proposed amendments to the agenda of the next regularly scheduled General Assembly.
- E. The President shall endorse, reject, or abstain from comment on the amendment under consideration prior to a vote by the General Assembly.

§2. Voting

- A. A vote by the General Assembly shall proceed if a quorum exists as defined in the by-laws.
- B. If a quorum does not exist at the time of introduction, then the proposal shall be introduced during the next regularly scheduled General Assembly meeting.
- C. Proposed amendment(s) shall be ratified with an affirmative roll call vote of two-thirds of the present voting Officers, Directors, and Representatives of the General Assembly.
- D. Ratified amendments shall go into effect immediately unless an effective date is specifically indicated.

BY-LAWS

Ratified September 6, 2011; Ratified September 4, 2012; Ratified September 3, 2013; Amended October 7, 2013; Amended March 17, 2014; Amended November 2016; Amended March 13, 2018.

Article I: Review of By-Laws

§1. These by-laws shall be reviewed annually and amended or revised as necessary.

Article II: Elections

§1. List of Elected Positions

- A. Officers
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
- B. Directors
 - a. Director of Alumni and External Outreach
 - b. Director of Diversity and International Programs
 - c. Director of Service Programs
 - d. Director of Social Programs
 - e. Director of Incoming and First Year Student Relations
 - f. MPP-EP Director
 - g. MIDP Director
 - h. MPM Director

§2. Election of Officers and Directors

- A. Timing

- a. Elections of Officers and Directors shall take place no earlier than February and no later than April of each Academic Year.
- b. Notification of annual elections shall be publicized to all Members.
- B. Voting Eligibility
 - a. Any non-graduating Member may vote in the election for Director of Alumni and External Outreach, Director of Diversity and International Programs, Director of Service Programs, Director of Social Programs, Director of Incoming and First Year Student Relations.
 - b. Any non-graduating MPP Evening Program student may vote in the election for MPP-EP Director.
 - c. Any non-graduating MIDP Program student may vote in the election for MIDP Director.
- C. Nominations
 - a. Any non-graduating Member may nominate themselves for any of the Executive Board positions *except* for MPM Representative by submitting a candidate statement to the Secretary.
 - b. Any non-graduating MPP Evening Program Member may nominate themselves for MPP-EP Representative by submitting a candidate statement to the Secretary.
 - c. Any non-graduating MIDP Program Member may nominate themselves for MIDP Representative by submitting a candidate statement to the Secretary.
- D. Elections
 - a. Candidates will present a statement of candidacy to the McCourt community.
 - b. The Executive Board, as applicable, shall be elected by a simple majority vote of all Members eligible to vote.
 - c. If no candidate receives a simple majority vote during the first polling, a runoff election between the top two vote receivers shall immediately follow and a simple majority vote shall determine the winner.
 - d. The Secretary shall supervise and coordinate the election in consultation with the Associate Director of Student Affairs. Electioneering rules and procedures shall be promulgated a minimum of 10 days prior to candidate statement deadlines.
 - e. Candidates shall abide by electioneering policies and rules as stipulated by the Secretary, who confirms these policies and rules prior to each election cycle with the McCourt Associate Director of Student Affairs.
 - f. Election results shall be certified by the Secretary and the McCourt Associate Director of Student Affairs and shall not be released until certified.

Article III: Appointments

§1. Appointment of Directors

A. MPM Director

- a. The McCourt Associate Dean of Student Affairs shall solicit applications for MPM Director to ensure the position is filled prior to the first General Assembly meeting of the Academic Year.
- b. Only eligible MPM students may serve as MPM Director.

§2. Appointment of Representatives

- A. The Secretary shall advertise all Representative positions prior to the second General Assembly meeting of the Academic Year.

- B. All non-graduating Members are eligible to apply for Representative positions.

Article IV: General Assembly Meetings

§1. Quorum

- A. A quorum shall consist of half of the membership of the General Assembly.
- B. Unless called, a quorum is assumed to exist.
- C. If a quorum is called and quorum requirements are not met, the meeting is suspended without debate.

§2. Open Meeting Clause

- A. All meetings of the General Assembly are expressly open to all Georgetown University graduate students.
- B. The President or Presiding Officer reserves the right to deny entry or eject any individual at General Assembly meetings, for whatever reason, in adherence to the good faith in which they conduct their role.

§3. Frequency

- A. The first General Assembly meeting of the year shall be scheduled as early in the fall semester of the Academic Year as feasible, and must be held in August or September.
- B. Meetings shall be held monthly throughout the academic school year, except for winter break.
- C. Meetings shall not occur during examinations periods, McCourt recognized school holidays/breaks, or summer sessions unless provided for by special resolution in each case.
- D. General Assembly meetings will be scheduled by the President in consultation with the Executive Board.

§4. Attendance

- A. Attendance at General Assembly meetings is mandatory for its members.
- B. The Secretary shall keep meeting attendance records.
- C. A member who misses more than two General Assembly meetings during a semester due to unexcused reasons may be subject to impeachment proceedings.

§5. Procedures

- A. Definitions of Simple Majority
 - a. A “simple majority” is defined as half of the membership of the General Assembly present plus one, excluding the presiding Officer.
- B. Voting Procedure
 - a. Definition of Voice Vote
 - i. Upon the introduction of a regular motion, each member shall indicate his or her vote verbally as directed by the presiding Officer.
 - b. Definition of Roll Call Vote
 - i. A roll call vote shall consist of a show of hands or other method as directed by the Presiding Officer.
 - c. Regular Motions
 - i. Regular motions may pass with a voice vote.
 - ii. Any member may request a roll call vote in lieu of a voice vote.
 - iii. If the Secretary cannot determine a majority, a roll call vote shall be held immediately.
- C. Motions
 - a. Motions may be introduced by any member of the General Assembly
 - i. Regular motions require a second.

- ii. The motion shall be followed by a short debate period.
 - iii. The motion passes with a simple majority.
 - b. Appealing a ruling of the presiding Officer
 - i. A motion to appeal does not require a second.
 - ii. The motion shall be followed by a short defense by the presiding Officer a short rebuttal by the opposition.
 - iii. The motion to appeal passes with a simple majority.
 - c. Motions to table discussion or close debate
 - i. Motions to table or close debate require a second.
 - ii. A statement in favor of closing the discussion shall be followed by a short defense of the discussion and a short rebuttal.
 - iii. A motion to table or close debate passes with a simple majority.
 - d. Motion to reopen tabled issues
 - i. Motions to reopen an issue to require a second.
 - ii. A statement in favor of reopening the issue shall be followed by a short statement in defense of keeping the issue closed and a short rebuttal.
 - iii. A motion to reopen a tabled issue passes with a two-thirds majority approval.
- D. Presiding Officer
 - a. The President is the Presiding Officer of the General Assembly.
 - b. In the absence of the President, the Vice President shall be the Presiding Officer.
- E. Public Posting
 - a. At least one week prior to a regular meeting, the President shall post, in a location freely accessible to the general membership, a meeting notice containing the date, time, and location of the meeting.
 - b. At least 24 hours prior to a regular meeting, the Secretary shall post, in a location freely accessible to Officers, Directors, and Representatives, an agenda containing the date, time, and location of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting.
 - c. The President may reschedule a posted General Assembly meeting in the event of inclement weather or other extraordinary circumstances, provided that notice of any rescheduled meeting is given in accordance with these by-laws. The rescheduled meeting must take place within the current Academic Year.
- F. Non-Agenda Items
 - a. Items not on the agenda may be considered at the discretion of the Presiding Officer or after a successful motion.