

MCSG BYLAWS

Revised and approved by the LB in May 2005.

Article I. THE STUDENT ASSEMBLY

Section 1. Meeting Rules.

- A. All Student Assembly (SA) meetings shall be limited to one hundred and twenty (120) minutes.
- B. The SA shall meet:
 1. As called for by petition bearing the names of a minimum of twenty (20) percent of the student body. This petition must be received by the Macalester College Student Government (MCSG) President at least five (5) school days prior to the proposed date.
 2. The SA may also meet when approved by a 2/3 majority of the Legislative Body.
- C. All members of the Macalester College Community may enjoy the privilege of the floor at the SA meetings.
- D. The rules contained in Robert's Rules of Order, Newly Revised, as summarized by the MCSG Parliamentarian, shall govern in cases where the Constitution and/or Bylaws do not contain provisions dealing with the question before the SA.
- E. Only those persons classified as being enrolled by the College Registrar and who have paid all or part of the Student Activity Fee shall be allowed to vote.
- F. There shall be no quorum at SA meetings called for by petition. In cases where the SA is called for by the LB, a quorum of ten (10) percent of the student body is required for the voting to be legitimized.
- G. There shall be no proxies at the SA meetings.
- H. All members of the Legislative Body and the MCSG Parliamentarian must attend the SA meetings, unless in cases of emergency or if the secretary of the MCSG is notified prior to the SA meeting.

Section 2. Agenda.

- A. All motions, resolutions, and reports which request specifications must be in writing and on the agenda to receive final approval with the following exceptions:
 1. Procedural motions.
 2. Amendments of less than ten words.
 3. Emergency motions, status of which shall be determined by the Chairperson of a meeting, subject to appeal to the SA. The decision of the Chairperson may be overruled by a two-thirds (2/3) vote.
- B. Any community member may submit an issue for discussion at the SA meeting.
 1. These issues must be delivered to the MCSG President at least three school days prior to the SA meeting.
 2. If time permits, other issues may be brought up at the meeting after the items on the preset agenda have been discussed.

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- C. The Legislative Body and members of the external committees may place issues on the SA agenda. These issues must be delivered to the MCSG President at least three days prior to SA meeting.
- D. Any student may submit to the SA a resolution for action bearing the valid signatures of at least five (5) percent of the student body.
 - 1. These resolutions must be delivered to the MCSG President at least four (4) days prior to the SA meeting.
 - 2. No ad hoc resolutions shall be permitted in the SA.
- E. The Legislative Body and members of the external committees may place resolutions on the SA agenda without petition.
- F. The agenda and relevant materials, such as reports, shall be made public no later than twenty-four (24) hours prior to the SA meeting.

Article II. THE LEGISLATIVE BODY

Section 1. Meeting Rules.

- A. The Legislative Body shall consist of the elected student representatives and the Executive Board divided as follows:
 - 9 First and Second Year Representatives distributed among campus dormitories
 - 9 Third and Fourth Year Representatives distributed evenly into the three following categories: Humanities & Fine Arts, Social Sciences, and Natural Sciences
 - 1 Transfer Student Representative
 - 6 Executive Board Members
- B. All Legislative Body (LB) meetings shall be limited to one hundred and twenty (120) minutes.
- C. Regular LB meetings will be held once every week.
- D. The rules contained in Robert's Rules of Order, Newly Revised, as summarized by the MCSG Parliamentarian, shall govern in cases where the Constitution and/or Bylaws do not contain provisions dealing with the question before the LB.
- E. Each member shall have one vote at the LB meetings.
- F. There shall be no proxies at the LB meetings.

Section 2. Agenda.

- A. All motions, appointments, and reports which request specifications must be summarized in writing and on the agenda to receive final approval with the following exceptions:
 - 1. Procedural motions.
 - 2. Amendments of less than ten words.
 - 3. Emergency motions, status of which shall be determined by the Chairperson of the meeting, subject to appeal to the LB. The decision of the Chairperson may be overruled by a two-thirds (2/3) vote.
- B. The LB may place issues on its own agenda without the approval of the SA.
- C. Any member of the Macalester College Community may submit to the LB a proposed resolution, bylaw, or other issue for discussion at least 24 hours prior to the LB meeting at which it is to be discussed. This submission shall be

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considered to have been already introduced and seconded for parliamentary purposes.

- D. The LB shall discuss a year-long plan of action to be used as an ideological guide within the first two weeks of the Fall elections.
- E. All agenda items, pre-submitted motions, and written reports from the Legislative Body shall be turned in to the MCSG President at least twenty-four (24) hours prior to each LB meeting to be dispersed to the Parliamentarian and the Secretary.

Section 3. Taking office.

- A. The regular spring MCSG elections for Executive Officers shall take place no later than the last week of April.
- B. The regular MCSG elections for the Legislative Body shall take place no earlier than one week after MCSG Executive Officers are elected. Elections for positions open to First-Years shall take place no later than the sixth week after the first day of classes as determined by the College Registrar.
- C. All candidates who have been certified as winners by the Election Procedure Committee shall be sworn in within two weeks of their seats' elections.
- D. The LB members shall serve a term of a full year, turning over their seats upon the elections to fill them, unless an LB member elects to leave the college.
- E. Both the MCSG Executive Officers and the new LB members will train in new Executive Officers and LB members within twenty (20) school days after their election. The purpose of this training-in session shall be to educate new members about MCSG and to ensure a smooth transition.
- F. In the second meeting of the LB, newly elected members shall be separated into the following commissions:
 - 1. Academic Affairs Commission.
 - 2. Student Services Commission.
 - 3. External Relations Commission.
- G. The MCSG President shall mediate the separation process to ensure that each commission consists of no more than one third of the elected LB representatives.

Section 5. Office work.

- 1. No member of the LB or the MCSG officers may hold an MCSG work-study position.

ARTICLE III. THE MCSG EXECUTIVE OFFICERS

Section 1. General powers and duties.

- A. All Executive Officers shall be elected annually, sworn into their office in the spring, and serve a term of a full fiscal year.
- B. Executive Officers shall attend one meeting each week convened by the President that shall allow them to report on and prepare for the weekly meetings of the LB and the Commissions.
 - 1. Executive Officer meetings are limited to sixty (60) minutes.
 - 2. Any member of the Macalester College Community may enjoy the privilege of the floor at the Executive Officers' meetings.
 - 3. Each member of the Executive Committee will have one vote.
 - 4. There will be no proxies at the Executive Committee meetings.

Section 2. President.

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The duties of the President shall be as follows:

- A. To report on the state of the Macalester College community at the Opening Convocation, Trustee business meetings, and once a year to the LB.
- B. To appoint and supervise the MCSG Parliamentarian with the advice and consent of the LB.
- C. To act as a spokesperson for the student body.
- D. To serve as a mediator in separation of the LB into commissions and committees.
- E. To set the agenda and arrange the meeting structure for the Executive Committee, Legislative Body, and Student Assembly.
- F. To call weekly Executive Staff meetings.
- G. To act as *ex officio* member of the Commissions.
- H. To serve on the Board of Trustees Admissions Committee as a student representative and on the Campus Life Committee as an *ex officio* member.
- I. To work closely with the Financial Affairs Commissions (FAC) and Student Services Commission (SSC) Chairs to inform chartered student organizations of the policies, deadlines, and practices of the yearly evaluation and budgeting process as well as weekly budgeting and loan procedures.
- J. To work at least ten (10) office hours per full school week, of which at least five (5) must be regularly scheduled.
- K. To assign to the commission chairs any external committees that exist.
- L. To enter the governing body into binding agreements only with the consent of the SA.
- M. In the event that the President cannot speak on the students' behalf, s/he is responsible for securing space on the respective meetings agenda and appointing a substitute.

Section 3. Vice President.

The duties of the Vice President shall be as follows:

- A. To advertise the LB meetings and special events sponsored by MCSG.
- B. To assume the duties of the President when the President is absent which includes running the Legislative Body and the Executive Committee meetings, acting as MCSG spokesperson, etc.
- C. To assume the powers of the President's office if the President cannot complete his/her term.
- D. To disseminate student polls and to compile student feedback regarding the actions of MCSG.
- E. To appoint, advise, and remove the MCSG office staff. This entails submitting work-study time sheets and semester evaluations for the Secretary, the Information Officer, and the Office Manager.
- F. To appoint the Election Procedures Committee and Chair, and to supervise the administration of the LB elections.
- G. To facilitate the production and maintenance of the LB contact list.
- H. To serve on the Board of Trustees Building and Grounds Committee as a student representative.
- I. To work a minimum of ten (10) office hours per full school week, of which five (5) must be regularly scheduled.

Section 4. Student Services Commission Chair.

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The duties of the Student Services Commission Chair shall be as follows:

- A. To assume management of the responsibilities of the Student Services Commission (SSC) as stipulated within the Constitution of the MCSG.
- B. To convene weekly Commission meetings and produce the agenda for those meetings.
- C. To serve as a key spokesperson for the SSC by publicizing the actions of the Commission and reporting the actions of the SSC to the larger Legislative Body.
- D. To serve on the Board of Trustees Campus Life Committee as a student Representative.
- F. To solicit formal input from the student community and the Legislative Body concerning the operations of college-provided student services.
- G. To work closely with the President and FAC Chair to inform chartered organizations of the policies, deadlines, and practices of the bi-annual evaluation and budgeting processes as well as weekly budgeting and loan procedure.
- H. To work at least ten office hours per full school week, of which at least five (5) must be regularly scheduled.

Section 5. Academic Affairs Commission Chair

The duties of the Academic Affairs Commission Chair shall be as follows:

- A. To assume management of the responsibilities of the Academic Affairs Commission (AAC) as stipulated within the Constitution of the MCSG.
- B. To convene weekly commission meetings and produce the agenda for those meetings.
- C. To serve as a key spokesperson for the AAC by publicizing the actions of the Commission, reporting the actions of the AAC to the larger Legislative Body.
- D. To serve on the Board of Trustees Academic Affairs Committee as a student representative.
- E. To work at least ten office hours per full school week, of which at least five (5) must be regularly scheduled.

Section 6. Financial Affairs Commission Chair

The duties of the Financial Affairs Commission Chair shall be as follows:

- A. To assume management of the responsibilities of the Financial Affairs Commission (FAC) as stipulated within the Constitution of the MCSG.
- B. To convene weekly commission meetings and coordinating discussion of yearly and weekly budget requests and proposals.
- C. To appoint the members of the FAC, with the advice and consent of the LB.
- D. To serve as a key spokesperson for the FAC by publicizing the decisions of the Commission, reporting the rules and actions of the FAC to the Executive Committee and the larger LB.
- E. To serve on the Board of Trustees Finance Committee as a student representative.
- F. To coordinate office hours of the FAC members.
- G. To work closely with the Information Officer to maintain sound financial records.
- I. To work with the President and SSC Chair to inform chartered organizations of the policies, deadlines, and practices of the bi-annually evaluation and budgeting processes as well as weekly budgeting and loan procedure.
- J. To work at least ten office hours per full school week, of which at least five (5) must be regularly scheduled.

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Section 7. Program Board Chair

The duties of the Program Board Chair shall be as follows:

- A. To assume financial and personnel management of the Program Board (PB) as stipulated by the constitutions of the PB and MCSG.
- B. To convene weekly PB meetings and produce the agenda for those meetings.
- C. To hire PB Committee Coordinators with the assistance of the PB advisor and outgoing coordinators.
- D. To foster collaboration with student organizations.
- E. To supervise the Office Assistant with the assistance of the PB advisor.
- F. To serve on the Board of Trustees Campus Life Committee as a student representative.
- G. To coordinate office hours of PB members.
- H. To act as a key spokesperson for the PB, working with committees to publicize upcoming events.
- I. To survey the student body semi-annually to determine if the PB is meeting student needs and expectations.
- J. To work at least ten (10) office hours per full school week, of which at least five (5) must be regularly scheduled.

Article IV. MCSG EXECUTIVE STAFF

Section 1. The MCSG Secretary shall:

- A. Record the agenda and minutes of the SA, Executive Committee, and the LB meetings and keep a record of all documents of the MCSG and its Commissions.
- B. Send out the minutes of the SA, Executive Committee, and the LB meetings to the MacWeekly.
- C. Report to the Vice President concerning all work-study responsibilities.

Section 2. The MCSG Office Manager shall:

- A. Maintain the LB office and records.
- B. Produce and make publicly available phone numbers and office hours of the members of the Executive Committee.
- C. Produce and distribute, under advisement of the Vice President, publicity regarding the MCSG meetings, events, and elections.
- D. Report to the Vice President concerning all work-study responsibilities.

Section 3. The MCSG Information Officer shall:

Article V. COMMISSIONS

Section 1. General powers and duties.

- A. Initiate, coordinate, and administer policies and programs within their areas of responsibility.
- B. Communicate with the student body on a regular basis.

Section 2. The Student Services Commission (SSC).

- A. The duties of the SSC shall include:
 1. Representing the student community in policies, programs, and practices in areas relating to student services offered by the College, such as health service, food service, etc.

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2. Representing students in policies, programs, and procedures relating to student services offered directly by the MCSG.
3. Chartering student organizations.
4. Conducting student organization evaluation process which shall include the following duties:
 - (a) The Chair will announce to student organizations the deadlines of the evaluation process at least one week in advance.
 - (b) Evaluation forms will be distributed to organizational chairs that will detail the status and programming of the organization.
 - (c) The SSC shall conduct a programming evaluation of each student organization. Programming evaluations shall end no later than seven (7) weeks before the end of the school year and will last no longer than two weeks. During the programming evaluation, the SSC shall perform the following duties:
 - 1) Assigning each student organization active, probational, or inactive status.
 - 2) Evaluating student organization's performance based on the following criteria:
 - (a) Impact on Macalester College Community
 - (b) Past Performance
 - (c) Leadership
 - (d) Consistency with past year's projected programming.
 - (e) Any other criteria the SSC shall submit to the LB for approval.
- B. The SSC programming audits' results shall be presented in the form of a report to the LB for its approval, rejection, amendments, or recommendation of changes.
- C. The SSC will meet with the FAC to discuss each organization's status and the performance report, which will be used by the FAC in the budgeting process.
- D. The SSC, in conjunction with the President, the FAC, and Campus Programs office, shall organize the training program for new student organization leaders.
- E. The SSC shall advise the FAC on weekly Operating and Capital Fund allocations.

Section 3. The Academic Affairs Commission (AAC).

- A. The AAC shall represent the student body in the following areas:
 1. Curriculum and academic policy questions.
 2. Relations with the faculty, including tenure, personnel policies, and faculty awards.
 3. Academic support services, such as the advising system.
 4. Course and faculty evaluation process.
- B. The AAC shall be responsible for advertising for, gathering nominations for, and selecting the educator of the year.

Section 4. Financial Advisory Commission (FAC)

- A. FAC members shall apply through an open application process. No less than three (3) FAC members shall be nominated by the FAC chair and approved by the LB no later than the fourth week after the start of the academic year.
- B. At least one member of the FAC should attend each LB meeting to assist the FAC Chair in presenting the details of financial business, including budget and additional allocation proposals.

C. The duties of the FAC shall be:

1. Conduct budget hearings each semester to allocate the student activity fee funds.
 - a. The FAC Chair shall announce to student organizations the deadlines for budget requests at least one week in advance.
 - b. The requests shall detail how the budget will be used.
 - c. The FAC shall audit each organization requesting a budget allocation.
 - d. The FAC will use each student organization's programming evaluation presented by the SSC as a guideline for funding.
 - e. The FAC can submit any other guidelines it considers pertinent for funding to the LB for approval.
 - f. The FAC shall not fund:
 1. Groups that provide services identical to those provided by existing groups;
 2. Competitive athletic groups;
 3. Activities specifically supporting a particular political candidate or party, excepting nominal advertising costs for on-campus speakers.
 - g. Maintain a Contingency Fund.
2. Develop financial procedures for student organization with the approval of the LB. It shall be the responsibility of the FAC to inform student organizations of all approved financial procedures.
3. Audit student organization at least once a semester. Results of audits must be reported at the following LB meeting. The FAC may also request that the SSC hold disciplinary hearings for any organization in which infractions are discovered.
4. Each FAC Member shall hold at least three (3) office hours per week, during which they will be responsible for administering distribution of budgeted funds to student organizations. The FAC members will have the power to authorize the redistribution of allocated funds not exceeding two hundred and fifty dollars (\$250). Redistribution of funds exceeding two hundred and fifty dollars (\$250) are subject to review by the full commission. Redistribution decisions made by the FAC are subject to review by the SSC and the LB.
5. Administer investment and allocation of the Capital Fund, as outlined in Article IX of this document.

D. All FAC budget allocations shall be submitted to the LB which shall approve, reject, amend, or return these recommendations to the FAC with suggested changes.

Section 5. The External Relations Commission (ERC).

The ERC is responsible for the following duties:

1. Solicitation of the appointed committee members to report to the LB.
2. Advertising and informing the student body about open committee positions, as well as the actions of the MCSG.

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3. Make recommendations to the LB for removal of committee appointees when necessary.
4. Appointments, appointee removals, and supervision of the student representatives on any external committees and the following trustee committees:
 - (a). Buildings and Grounds
 - (b). Campus Life
 - (c). Academic Affairs
 - (d). Admissions
 - (e). Development
 - (f). Finance
 - (g). Honorary Degree
5. Monitor attendance for commissions

ARTICLE VI. COMMITTEES OF THE LEGISLATIVE BODY

Section 1. General operational procedures of committees.

- A. A standing committee shall be the Election Procedures Committee (EPC). Other committees may be created by the LB.
- B. Standing committee members shall be appointed by the VP with the advice and consent of the LB.
- C. Each committee chairperson shall organize and conduct the meeting of the committee and see to it that all relevant materials are distributed to members.
- D. The duties of the standing committees shall include:
 1. Initiate and receive legislation within its respective areas of jurisdiction.
 2. Report regularly to the LB.
 3. Make reports on all matters referred to it by the next meeting of the LB, unless otherwise stated in the original mandate.

Section 2. Election Procedures Committee (EPC)

- A. Two (2) committee members shall be appointed by the VP for a one (1) semester term with the advice and consent of the LB. A student seeking an elected office in MCSG, under the jurisdiction of the MCSG Election Code, may not serve on the EPC.
- B. The purpose of the EPC is to supervise all the MCSG elections. This includes elections for positions listed in the MCSG Election Code and all referendums, initiatives and recalls. The EPC may select other students to carry out various functions mandated to it by the MCSG Election Code or by the LB. No student, when operating a polling place, may in any way try to obtain votes for a particular candidate or proposition.

ARTICLE VII. EVALUATION PROCESS

Section 1. Organization status.

- A. During the evaluation process, the SSC shall assign one of the following statuses to each student organization:
 1. Active.
 2. Probational.
 3. Inactive.
 4. Unchartered.
- B. A student organization will receive an active status if:
 1. It requests an active status.

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2. It attends the programming audit.
 3. It fulfills the mission set for the current academic year.
 4. It determines student leaders for the next academic year before the programming audit.
 5. It sets a clear mission and goals for the next academic year.
- C. If a student organization does not request an active status, it will remain inactive for one (1) full academic year. If after the inactive year the student organization requests an active status and fulfills the above listed criteria, it will undergo a probational period of one (1) academic year.
- D. If a student organization requests an active status, but fails to fulfill any other criteria, the SSC will assign probational status for one (1) academic year.
- E. Organization under probational status will be overseen by the SSC throughout the year. They will enjoy all the privileges of the chartered organizations.
- F. Inactive organizations will enjoy all the privileges of the chartered organizations except for the right to request and receive Operating and Capital Funds from the MCSG sponsored programs.
- G. If an organization remains inactive for three (3) consecutive years, it will become an unchartered organization and will lose all the privileges of chartered organizations.

ARTICLE VIII. TRANSITION PROCESS

Section 1. Training Program.

- A. New student organization leaders shall attend a mandatory training program which shall take place between evaluation and budgeting processes.
- B. The training program will cover the following topics:
1. MCSG Constitution and Bylaw interpretation.
 2. Evaluation process.
 3. Budgeting process.
 4. Elections.
 5. Programming.
 6. Any other topics of concern to new student organization leaders.

ARTICLE IX. BUDGETING PROCESS

Section 1. The Operating Fund.

- A. The Student Activity Fee (as assigned by the Board of Trustees of Macalester College) less ten dollars (\$10) for the Capital Fund, less 26.50 each semester for the Program Board, and less the contracted amount for MPIRG, paid by each individual student during the fall semester, will be placed in the Operating Fund, which shall be administered by the Financial Advisory Committee (FAC) of the MCSG.
- B. The Operating Fund will pay for:
1. Expenses of programming events organized by student organizations, including but not limited to organization meetings, conference fees, dances, speakers, other special guests, etc. Guest costs shall not exceed five thousand dollars (\$5,000).
 2. Reasonable physical and tangible assets necessary for the organization's operations, such as copies, office supplies, decorations, etc.
 3. Van trips.
 4. Any other expenses approved by the LB.

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- C. The Operating Fund shall not pay for:
 - 1. Events and activities for which Macalester Students will be charged a fee, unless exempted by the LB.
 - 2. Civil War Reenactments.
 - 3. Anything that smells funny.
- D. Administration and procedures of the Operating Fund:
 - 1. Each student organization with either active or probational status may submit a budget request to the FAC during the budgeting process. The budget request will outline the projected events and other programming expenditures the organization anticipates during the next academic semester.
 - 2. After receiving budget requests, the FAC will audit each organization and discuss the programming audit report presented by the SSC.
 - 3. To the best of its ability, the FAC shall attempt to allocate the available Operating Fund to student organizations based on the budget requests they submit and the evaluations each organization receives during the audits conducted by the SSC and the FAC. The FAC will recommend these amounts to the LB to be allocated to the organizations.
 - 4. The LB will then approve, reject, amend, or return these recommendations to the FAC with suggested changes.
 - 5. The FAC will also accept budget requests for additional events and expenditures anticipated by the organization throughout the year in the form of additional allocations.
 - 6. Budget requests must be submitted to the FAC Chair at least thirty-six (36) hours before weekly FAC Meetings. The FAC will make a recommendation by consensus on the budget request. If the amount of the budget request does not exceed two hundred and fifty dollars (\$250), the FAC can make a recommendation to the Executive Officers. In all other cases, the recommendation must be made to the LB. The Executive Officers or the LB will then approve, reject, amend, or return these recommendations to the FAC.
 - 7. All student organizations requesting funds through additional allocations must be present at the LB meeting for which their allocation is to be voted on.

Section 2. The Contingency Fund.

- A. At least ten percent (10%) of the Operating Fund resources shall be allocated to the Contingency Fund.
- B. The Contingency Fund will be used for the following:
 - 1. Additional budget requests received by the FAC Chair during the year.
 - 2. Discovered needs.
 - 3. Emergency needs.
 - 4. Candy.
 - 5. Loans.
 - 6. Sea Creatures.
 - 7. Other normal reserve requirements.

Section 3. Loans.

- A. The Contingency Fund will be used to give out loans.
- B. All loans shall be interest free and shall be paid back in full amount within a designated period of time decided by the Executive Officers or the LB.
- C. Administration and procedures:
 - 1. Organizations with active or probational status can submit a loan request to the FAC Chair for a specific event or expenditure.

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2. The FAC shall make a recommendation by consensus to the LB. The FAC recommendation will then be approved, rejected, amended, or returned to the FAC with suggested changes.
3. The criteria for loan allocations will include:
 - a. The necessity of the loan to the student organization;
 - b. Student organization's ability to pay back the loan during the designated period of time;
 - c. Any other criteria submitted by the FAC and approved by the LB.

Section 4. The Capital Fund.

- A. Ten dollars (\$10) of the Student Activity Fee paid by each individual student during the fall semester shall be allocated into the Capital Fund, which will be administered by the FAC of the MCSG.
- B. The Capital Fund shall pay for physical and tangible goods whose useful life exceeds two years.
- C. Administration and procedures:
 1. Requests for Capital Fund allocations may be made by student organizations with active or probational status. The organization shall submit the Capital Fund request to the FAC Chair at least forty-eight (48) hours before the weekly FAC Meeting.
 2. Organizations presenting Capital Fund requests must anticipate costs associated with the equipment such as insurance costs, risk exposure, and regular and extraordinary maintenance, and submit proposals for managing such expenses.
 3. The requests shall include all secondary and indirect costs, such as building modifications or extraordinary utility costs.
 4. The FAC will make a recommendation by consensus to the LB. The FAC can choose to consult the Dean of Students, the Comptroller, and other relevant administrators for review and recommendation of the Capital Fund request. The FAC shall then submit these recommendations to the LB for acceptance, rejection, amendment, or recommendation of changes.

Section 5. Investment.

- A. The Capital Fund will be invested by the Macalester College Comptroller, as directed by the FAC Chair. The Chair shall direct investments according to the approved recommendations of the FAC.
- B. The Comptroller shall not approve any investments which do not meet the following criteria:
 1. The maximum investment in any non-government issue cannot exceed twenty-six thousand dollars (\$26,000).
 2. The investment shall be of quality no lower than B-1 or its equivalent.
 3. The FAC has the authority to invest the Capital Fund in a money market mutual fund.
 4. Certificates of deposit must trade in the secondary market.
- C. The Macalester College Community will be socially responsible for all its investments.
- D. If the FAC adopts additional position papers on investment guidelines of the College, they will be concurrently adopted as criteria for Capital Fund investments by the LB.

ARTICLE X. CHARTERED STUDENT ORGANIZATIONS

Section 1. Chartering process.

- A. Proposed charters for student organizations shall be submitted in writing to the SSC and shall contain the following:
 1. Name and purpose of the student organization.

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2. Description of how and by whom decisions are made within the group.
 3. Conditions of becoming a member of the group and duties and rights of members.
 4. Amendment and ratification process.
 5. Clause on group belongings retrieval process by the MCSG after the organization becomes unchartered.
 6. Other items deemed relevant by the group seeking to be chartered.
- B. The charter shall in no way conflict with the rights of the members of the Macalester College Community, as defined in the Rights, Freedoms, and Responsibilities document.
 - C. Before a charter is proposed to the LB, it must be reviewed by the SSC, which shall interview the group chair and determine any possible conflicts and answer any questions the organization members might have.
 - D. The SSC has the right to propose changes in a charter presented to it. Should the group in question refuse to accept the changes, the LB may refuse to charter the group. The LB will also maintain the power to revoke the charter with a two-thirds (2/3) majority vote.
 - E. After a new organization is chartered, it will undergo the period of one (1) academic year, during which it will receive one hundred dollars (\$100) for expenditures on sponsored programs. The new organization has the right to request additional funds during its initial period.

Section 2. Privileges of chartered organizations.

- A. The use of Macalester College facilities (i.e. rooms, equipment, publicity, media).
- B. The use of the College name in connection with programs.
- C. To be recognized by the campus judicial system as a legal entity.
- D. The right to request calendar dates and listings for sponsored programs.
- E. The right to request Operating and Capital Funds allocations from the MCSG for sponsored programs.

Section 3. Responsibilities of chartered organizations.

- A. To schedule all of the organization's events and activities through the Campus Programs office.
- B. To observe all College policies, standards, and regulations.
- C. To follow the rules of their charter.
- D. To submit signature forms with the names and signatures of members of the organization who are granted the authorization power for any organization expenditures.
- E. To keep accurate and up-to-date financial records, including the ledger provided by the FAC.
- F. To consent to financial audits by the FAC.
- G. To consent to program audits by the SSC concerning expenditures outside the charter of the organization.
- H. To pay for any damages caused by their events and/or activities.
- I. A new organization will consent to the SSC program audit during the first full academic year of its existence.
- J. Mandatory communication between organization chair(s) and the SSC Chair of MCSG and the Director of Campus Programs each time a new chair is chosen.

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K. To follow any other guidelines issued by the SSC, FAC, and the LB.

Section 4. External activity fee account policy.

- A. The external student activity fee fund account is an account containing any amount of student activity fee money, or money guaranteed by application of student activity fee money, held in a savings, checking, or certificate account at a financial institution.
- B. All groups allocated student activity fee funds are expected to use standard procedures of the MCSG and the College administration for the disbursement of those funds. No group unable to meet the requirements of the section below may operate an external account. The SSC shall approve the creation of an external student activity fee fund account.
- C. To obtain the privilege of operating on external account, a group must prove that the majority of purchases made with the requested account meet the following conditions:
 - 1. Exceedingly frequent.
 - 2. Made well outside the posted FAC office hours.
 - 3. Impossible to foresee as to their precise dollar amount and point in time.
- D. If an external account is created, the organization must:
 - 1. Submit copies of monthly statements of the account to the FAC.
 - 2. Not apply any revenue generated by the organization's actions, in any form or under any name, unless otherwise authorized by the FAC.

Section 5. External non-activity fee account policy.

- A. External non-activity fee money account is an account containing money controller or spent by a group not associated with the student activity fee fund, held in a savings, checking, or certificate account at a financial institution.
- B. Student organizations are encouraged to obtain funding outside the activity fee. If an organization has an external student activity fee account, any revenue generated by the organization must be placed in a separate account and used by group members according to the conditions listed below:
 - 1. No student activity fee funds may be placed in a non-activity fee account.
 - 2. The FAC must receive a copy of monthly statements of this account.
 - 3. To finance activities specific to political parties or candidates, organizations must use funds from non-activity fee accounts.

Section 6. Violations of the guidelines.

- A. Failure to adhere to the guidelines of this article will result in an SSC hearing. The SSC shall have the power to place the organization on probation, fine, or freeze the organization's account(s), or recommend to the LB the removal of the charter.

Section 7. End of the year.

- A. Any funds remaining in the organization's account at the end of the year will be reverted back to the Operating Fund, except for revenues raised without the use of the Operating Fund.

ARTICLE XI. CHARTERED STUDENT MEDIA

Section 1. Policies.

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- A. The student press shall remain free of censorship and advance approval of copy. Editors and managers are to develop their own editorial policies and new coverage format.
- B. Each editor or manager shall be responsible for the journalism and reporting (e.g. harassment, slander, libel, etc.)
- C. Each editor or manager shall be removed from office only for proper and stated causes, such as failure to avoid the items listed above. Each editor or manager shall be removed only by a two-thirds (2/3) vote of the LB.
- D. The Macalester College Community shall have the opportunity to respond to previous editorials and/or reported statements.
- E. The Media Board shall act as a grievance board for the student media.

ARTICLE XIII. BYLAW CHANGES

Section 1. Bylaws may be changed by a two-thirds (2/3) majority vote of the LB.