**Preamble:**

We, the Program Board Design Committee of Macalester College hereby establish the Constitution of the Mac "Program Board." The purpose of this document is to guide the Program Board’s actions in providing the students of Macalester College with cultural, social and educational events. Actions shall be in accordance to the conditions and intentions stated below.

**Article I - Name and Purpose**

**Section I**

Name:

The name of this organization shall be "Program Board," or PB, of Macalester College.

**Section II**

Purpose:

The purposes for which this board was formed include:

- To provide cultural, educational, and social events for the students of Macalester College.
- To strive for the highest quality, variety and diversity in all events.
- To create and implement multiple shared experiences per year for the Macalester College student body.
- To responsibly utilize student activity fees allocated to the Program Board and maintain accountability to the student body.
- To promote and foster collaboration between Macalester Student College Government (MCSG) Chartered student organizations.
- To promote and foster leadership opportunities for Macalester students.

**Article II**

**Section I**

Establishment:

The Program Board shall be established as a branch of the Macalester College Student Government. As a branch of the Student Government, the Program Board shall be reviewed every four years of operation. This review will provide the leadership of the Program Board with the opportunity to demonstrate the impact it contributes to the student experience. The next year
that the Program Board is up for review will be in 2015. The Associate Director for Campus Programs will serve as the reviewer of the Program Board.

**Section II**

Dissolution of the Program Board

Any student may initiate a petition calling for the dissolution of the PB. In the event that the petition is signed by 30% of enrolled students, an all-campus referendum must be held within ten days.

Should a majority of those voting approve the referendum, the current members of the PB shall retain their positions and powers granted by this Constitution until a new Constitution is drafted and approved by a majority of enrolled students.

The current PB shall be responsible only for overseeing the vote on the referendum. The person(s) who present the petition for dissolution is/are responsible for presenting the PB with a draft of a new Constitution.

Upon the approval of a new Constitution, all PB members and student representatives to programming committees appointed by the PB are removed from their positions.

In the event that the proposal is to disband the PB as a body, the procedure mentioned above shall be followed.

Upon the approval of the dissolution of the PB, all PB members and student representatives to programming committees appointed by the PB are removed from their positions and the entirety of the remaining PB budget will be transferred to the Contingency Fund.

**Article III - Membership, Composition, Positions and Responsibilities**

**Section I**

Membership:

The Program Board shall, at all times, consist of a chairperson, student program coordinators, committee members and an advisor(s). Every member of the PB shall hold PB membership for one academic year upon payment of the required Student Activities fee for the period which said fee covers.

**Section II**

Composition:

The Program Board shall be composed of seven (7) to ten (10) students. The composition shall be as follows:

The Program Board Chair shall be elected by the student body during Macalester College
Student Government Executive Board elections. The remaining Program Coordinators shall be appointed in accordance with the appointment and interview procedures in Article Five and shall not be members of the MCSG Executive Board. The position of advisor shall be entitled to the Assistant Director or Director of Campus Programs or their designee, and selected by the institution’s administration according to institutional procedures.

Section III

Board Positions and Duties:

The Program Board shall consist of the following:

**Chairperson** — To represent the board to the student government, by serving on the MCSG executive board, being a liaison to administration and to ensure meetings are planned and effectively run. The Chair shall organize training and supervise all other members of the Program Board. The Chair shall also serve as the treasurer, managing and being accountable for all student activity fees. The Chair shall act as a liaison to other student organizations and MCSG to foster collaboration.

**Two (2) Concerts and Festivals Coordinators** — To be responsible for the Concert Committee. They shall lead the committee’s effort to organize PB sponsored music festivals including Springfest. The coordinators are responsible for all details pertaining to the planning and execution of these concerts and Springfest.

**Lectures Coordinator** — To be responsible for the Lectures Committee and serve as chairperson to the Lectures Coordinator Board. This coordinator is responsible for all details pertaining to the planning and execution of all lectures at Macalester College.

**Off-Campus Coordinator** — To be responsible for all events taking place outside Macalester. They will also promote and organize excursions including but not limited to dances, sporting events, theatres, art galleries and physical activities.

**On-Campus Coordinator** — To be responsible for many community unifying events on campus. s/he will plan events such as the Bingo for Books, Pushball, and Capture the Flag.

**Two (2) Traditions Coordinators** — To be responsible for all traditional PB events, including but not limited to Winter Ball, Mac Idol and Family Fest Petting Zoo.

**Cinema Coordinator** — To be responsible for the Cinema Committee. This coordinator is responsible for the programming of the MacCinema movie series, and for providing a diverse selection of cinema programming throughout the year. This person will provide support to all cinema related events of the program board.

**First-Year Representative** — To be a voice for the First Year class. Help plan and implement events catered towards the First Year class. Collaborate with other PB coordinators as needed.

i. **Selection Process of FY Rep**: Within the first three weeks of the Fall semester, an application will be sent to the First Year class. The Program Board will then interview up to 8 qualified candidates. By the end of the three weeks the position will be filled.
If committees are established by the Coordinators, all Coordinators are responsible for recruiting fellow Mac students to their and other Program Board Committees. Each Coordinator is responsible for managing funds allocated for program implementation. Each Coordinator shall delegate tasks and motivate committee members. Coordinators shall collaborate with and support one another’s programming efforts. All Coordinators shall also foster collaborative programs celebrating differences based on race, gender, sexuality, religion and political ideology.

Each semester, Coordinators shall participate in retreats to conduct training and establish goals and objectives. Coordinators are encouraged to attend the regional NACA conference held each year following the criteria explained in Article VII. Adhere to the PB Constitution. Adhere to the group’s goals and expectations. Meet with the PB advisor weekly. Accept responsibility for the planning, promotion, execution and evaluation of respective events. Meet with Committee no less than every other week. Maintain two office hours per week during normal business hours. No coordinator shall receive any monetary or non-monetary rewards by their own authority.

**Committee Members** — Committee members of the PB are defined as members of the PB that work in conjunction with the PB to successfully organize and execute programming. Members are required to follow committee guidelines established by their respective committee and the PB Constitution. Required to attend periodic training as established by Coordinators and Chairperson.

**Program Board Office Manager** – The office manager shall be selected by the Chair of the Program Board, the PB advisor, and current Office Manager. The PB Office Manager shall adhere to all duties set forth by the MCSG bylaws.

**Article IV - Meetings and Voting**

**Section I**

Meetings:

The Program Board Chair shall plan and distribute the agenda and serve as facilitator for PB Meetings. If the Chair is absent, the Office Manager shall serve in their absence. A quorum consists of a minimum of five members. Meetings will be held weekly on Tuesdays at 4:45pm. In the event of an unexcused absence, the absent Coordinator may designate a proxy from their committee. The program board shall meet for a long-range planning session to broadly discuss fiscal, event-content, and other concerns twice each year: (1) the first long-range planning session will occur after the board is elected and appointed and no later than the end of the spring semester, and (2) the second long-range planning session will occur no later than the fall MCSG retreat.

**Section II**
Voting:

All Coordinators shall have voting rights and the Chair shall vote in cases of a tie. A majority vote will consist of one half of the voting Coordinators plus one.

**Article V — Qualifications/Selection Process**

**Section I**

Qualifications:

All candidates must be a full time student with a cumulative minimum g.p.a. of 2.75. Shall limit their extra-curricular activities to such an extent that it is possible to perform the duties of their office effectively and efficiently.

**Section II**

Program Board Chair Selection:

The Program Board Chair shall be elected along with the Executive Board of MCSG. See MCSG bylaws for details regarding this process and procedure.

**Section III**

Selection of Program Board Coordinators:

The Program Board Coordinators shall be selected by application and interviewed by the existing Program Board, newly elected Program Board Chairperson, and PB Advisor. They shall be chosen by a one half plus one majority of the Board. Applications for Coordinator positions shall be due no later than Spring Break. Interviews will be conducted for all qualified applicants no later than the end of March.

**Section IV**

Succession:

If for any reason the Program Board Chair is unable to complete their term of office, an academic year, the Office Manager shall facilitate the weekly meetings until a new Chair is elected. No Program Board member shall succeed themselves more than once. They may apply for a different position on the Program Board nearing completion of term in office.
Section V

Replacement:

Should a vacancy occur within a Program Board Coordinator position, the Program Board Chair shall open and post the position for a minimum of two weeks. All qualified applicants will be interviewed by the Program Board no later than the first meeting following the two week posting of the position.

Section VI

Removal and Appeals:

Any Program Board Member will be allowed two unexcused absences from Program Board meetings per year. Upon the third absence the Program Member must be evaluated at the following Program Board Meeting. The meeting will go into closed session to deal with issues of personnel. The member may account and answer questions from the Program Board pertaining to each of their absences. The member will vacate the room during the deliberation of removal from the Board. Member may be removed by a 2/3 vote of remaining members of the Program Board. Any Program Board member may also be removed from the Board for conduct not consistent with the best interests of the Board or for not carrying out their duties of office as stated in this Constitution. Any member not fulfilling his/her duties will be notified by the Program Board Chair. Following verbal notification of deficiency of performance, the Program Board Chair will document in writing performance deficiencies and all members of the Program Board will be carbon copied. Any Program Board member may move removal of member following the lack of positive change in documented performance deficiencies of a Program Board member. Removal based upon a member not fulfilling their duties may be taken by a 2/3 majority of the Program Board.

The dismissed Program Board member may appeal the decision of the Program Board to the Executive Board of MCSG based only upon errors of due process. A majority vote of the MCSG Executive Board may override the decision of the Program Board.

Section VII

Resignation:

Any Program Board Member may resign by notifying the Program Board in writing of their intent. The resignation shall take effect two weeks after submission and acceptance by the Program Board. The resigning Program Board Member is still responsible for the events they planned until
their resignation becomes effective.

Section VIII

Advisor:

The Advisor to the Program Board shall include the Assistant Director of Campus Programs or, in their absence, a full-time exempt staff member of Campus Center/Programs. Advisor Duties include: attending the weekly Program Board meetings and program committee meetings when possible; offering assistance and advice to Coordinators and Committee members of the Program Board regarding program, event management and leadership; assisting in planning quality Program Board events; submitting offers for speakers/artists/bands etc. and negotiate all contractual agreements for the Program Board. The advisor is also expected to meet monthly with individual Program Board Coordinators and weekly with the Program Board Chairperson.

Article VI - Co-Sponsorships with Chartered Macalester Student Organizations

Section I

The Program Board shall collaborate with student organizations by sharing expertise, knowledge, fiscal and human resources. Equal recognition will be given to all organizations involved in co-sponsored activities/events. The Program Board is not solely a funding source but may participate in program development with another organization. Co-Sponsorship Procedures include:

Any group or organization that Program Board coordinators choose to collaborate with can discuss the collaboration at a PB meeting. The visit from collaborators is not mandatory for the co-sponsorship to occur.

Article VII - Conference Attendance

Section I

Conference attendance:

A conference for PB attendance shall be selected according to the following guidelines:

The PB shall determine conference attendance budget in advance at the beginning of the year. The proposal shall include the information requested in the attached form.

Each proposal may be amended by the PB and each proposal shall be treated individually.

The PB shall firstly vote on the proposal and secondly determine the attendants to the proposed conference. (the proposal may include suggested attendants). The PB shall consider conference proposals based on the following criteria (in no particular order):
Relevance in terms of programming.
Information available on the conference; credibility and potential benefit from attendance.
Similarity to other conferences already attended by PB members.
General interest shown by the PB.
Cost (given that there will be a conference-specific budget, we can be more liberal about cost, as long as the proposal merits the expense)
The attendants will be selected based on the following criteria (in order):
Whether the PB member has already attended a conference in the present year.
The relevance of the content of the conference to the specific work of the PB member.
The benefit (as expressed by the PB member) that the PB member will draw from attending the conference.
Class standing (Whenever possible, a balance of upper and lower class standing should be procured)
Cost-related considerations (such as a PB member’s membership to the organizing group, a member’s ability to find housing or other facilities such that the cost of their attendance would be considerably lower than what the proposal stipulates)

**Article VIII - Public Auditing**

**Section I**

Public Audit:

Every year the PB shall make a detailed description of their expenses accessible to the student body.
The audit shall be performed by the PB Chair and the Office Manager or
This audit shall include information on expenses per event, and information on the status of the budget at the end of the year. If necessary, projected expenses for those events taking place after the release of the audit will be included.
The audit's release will be announced and shall occur no later than 3 weeks before the end of the Spring semester.

**Article IX - Student Feedback**

**Section I**

Program Board Evaluation and Feedback:

Every semester the PB will seek the opinion and input of a representative sample of the student population on the following:
The programming performed by the board from the time of the last evaluation to the present
The accessibility and visibility of the board.
Student's satisfaction with the PB as a whole.
Suggestions and expectations about programming and the PB for the following semester. The Student feedback shall be obtained by the Program Board. The student feedback shall be obtained formally and in writing. The results of this survey shall be made public no later than 2 weeks before the end of the semester.

*Article X - Amendments*

*Section I*

Amendments:

Amendments to this Constitution may be proposed by any one of the following:
Any voting member of the Program Board.
By petition of ten of the Program Board Committee members.
A week after the amendment is proposed, a vote shall be taken by the voting members of the Program Board. A two-thirds vote needed for approval.