

MCSG BYLAWS

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Revised and approved by Legislative Body:

These by-laws take effect on September 16th, 2014

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Article I. THE LEGISLATIVE BODY

Section 1. Meeting Rules.

1. The Legislative Body shall consist of the elected student representatives as per constitution and the executive committee.
2. All Legislative Body (LB) meetings shall be limited to one hundred and twenty (120) minutes.
3. Regular LB meetings will be held once every week.
4. 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.
5. Each member shall have one vote at the LB meetings.
6. There shall be no proxies at the LB meetings.
7. Absences:
 - a. Each LB member shall be allowed no more than two unexcused absences for LB meetings for the year.
 - b. Each LB member shall be allowed no more than two unexcused absences for MCSG meetings for the year.
 - c. Violations of these attendance policies shall result in a Judicial Council review of the LB member.
8. Every LB meeting shall be open to the all students. LB representatives should encourage constituents to attend to the LB meetings.
9. Legislation numbering will not reset from term to term. At the beginning of the Fall 2014 term, bills and resolutions will start at B0001 and R0001, respectively.
10. At the first LB meeting of each semester, the MCSG President will solicit names of class representatives interested in serving as the 'Speaker of the Body'. Having compiled the names of interested individuals, the MCSG President will immediately run an informal secret ballot election. The individual with a plurality of votes of Legislative Body members present will assume the position in the following week.
 - a. The Speaker of the Body
 - i. Must be an elected class representative.
 - ii. Shall retain all responsibilities of their class representative position including exercising a vote in the LB and serving on a standing committee, pursuant to Article VI, Section 2 of the MCSG Constitution.
 - iii. Shall moderate the agenda and all discussion.
 - iv. Shall defer to the MCSG Chief of Staff in questions of Robert's Rules of Order.
 - v. While not an official member of the Executive Board pursuant to the MCSG Constitution Article VIII, the Speaker ought to be allowed to exercise a tie-breaking vote on matters decided by the Executive Board in the case of tie.

Section 2. Agenda.

1. 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:

- a. Procedural motions.
 - b. Amendments of less than ten words.
 - c. Emergency motions, the status of which shall be determined by the President of the meeting, subject to appeal of the LB.
2. It is recommended that a member of the Macalester College Community consult and coordinate with an LB member before the submission of resolution, bylaw or issue for discussion.
3. MCSG shall generate a set of community norms each year.
4. All agenda items, pre submitted motions, and written reports from the Executive Board members and LB members shall be turned in to the MCSG Chief of Staff at least twenty four (24) hours prior to each LB meeting to be dispersed to the LB.

Section 3. Taking office.

1. The regular spring MCSG elections for Executive Board members shall take place no later than the last week of April.
2. The regular fall MCSG elections for the Legislative Body positions shall take place no later than the sixth week after the first day of classes as determined by the College Registrar.
3. All candidates who have been certified as winners by the Election Procedure Committee shall take office by the next LB meeting.
4. The LB members shall serve a term of a full academic year.
5. 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 the MCSG and to ensure a smooth transition.
6. Newly elected members shall be separated into the following committees:
 - a. Academic Affairs Committee (AAC).
 - b. Student Services and Relations Committee (SSRC).
 - c. Financial Affairs Committee (FAC).
 - d. Student Organization Committee (SOC).

Article II. THE STUDENT ASSEMBLY

Section 1. Meeting Rules.

1. All Student Assembly (SA) meetings shall be limited to one hundred and twenty (120) minutes.
2. The SA shall meet as called for by petition bearing the names of a minimum of ten (10) percent of the student body.
3. This petition must be received by the Macalester College Student Government (MCSG) President at least five (5) school days prior to the proposed date.
4. All members of the Macalester College community may enjoy the privilege of the floor at the SA meetings
5. The rules contained in Robert's Rules of Order, Newly Revised, as summarized by the MCSG Parliamentarian, shall guide in cases where the Constitution and/or Bylaws do not contain provisions dealing with the question before the SA.
6. 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.

7. There shall be no quorum at the SA meetings.
8. All members of the Legislative Body 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.

1. All motions, resolutions, and reports which request specifications must be in writing and on the agenda to receive final approval with the following exceptions:
 - a. Procedural motions.
 - b. Amendments of less than ten words.
 - c. Emergency motions, status of which shall be determined by the Chairperson of a meeting, subject to appeal to the SA. The decision will be voted on by majority vote.
2. Any community member may submit an issue for discussion at the SA meeting.
3. These issues must be delivered to the MCSG President at least three school days prior to the SA meeting.
4. If time permits, other issues may be brought up at the meeting after the items on the preset agenda have been discussed.
5. The Legislative Body and student members of campus 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.
6. 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.
7. These resolutions must be delivered to the MCSG President at least three (3) days prior to the SA meeting.
8. No ad hoc resolutions shall be permitted in the SA.
9. The agenda and relevant materials, such as reports, shall be made publicly available no later than twenty four (24) hours prior to the SA meeting.

Article III: MCSG EXECUTIVE BOARD

Section 1: General Powers and Duties

1. The MCSG Executive Board shall consist of the MCSG President, MCSG Vice President/SSRC Chair, Student Organization Committee Chair, Academic Affairs Committee Chair, Financial Affairs Committee Chair and the Program Board Chair.
2. All Executive Board members shall be elected annually, sworn into their office in the spring, and serve a term of a full academic year.
3. All Executive Board members shall attend at least one meeting every week convened by the President that shall allow them to report on and prepare for the weekly meetings of the LB and the Committees.
4. Any member of the Macalester College Community may enjoy the privilege of the floor at the Executive Board meetings.
5. Each member of the Executive Board will have one vote.
6. There will be no proxies at the Executive Board meetings.
7. Each Executive Board members shall work at least five hours, must be regularly scheduled.

8. Each Executive Board member shall serve as a spokesperson for their committee by publicizing the actions of their respective committee and reporting the actions of their committee to the full Legislative Body.
9. The Executive Board must submit a bill to the LB by the third meeting of the Fall semester affirming or amending the MCSG bylaws.

Section 2. MCSG President

1. Reports on state of the Macalester College community at opening Convocation.
2. Can enter the MCSG into binding agreements only with the consent of the LB.
3. May appoint an MCSG parliamentarian with the advice and consent of the LB.
 - a. The parliamentarian must be a registered student at Macalester College.
4. Acts as a spokesperson for the student community.
5. Serves as a mediator in separation of the class representatives into committees.
6. In the event that the President cannot speak on the students' behalf, they are responsible for appointing a substitute.
7. Convenes weekly Executive Board meetings.
8. Serves as ex officio member of the committees.
9. Serves as a student representative on the Admissions Committee and the Campus Life Committee of the Board of Trustees.
10. Shall lead the selection process of campus committee representatives for the following year, in consultation with the current and incoming Executive Boards.
 - a. The selected campus committee representatives shall be presented to the newly elected Legislative Body at the end of the spring semester, for their approval or rejection.
11. Shall convene an Election Procedures Commission (EPC) no later than the first day of classes in the Fall semester to manage and oversee all MCSG election processes. See Article XIII for further details.
12. Each semester, at least once or twice, the President shall convene a student meeting on "Building a Better Mac."
 - a. This meeting shall serve to allow the president to engage students beyond MCSG representatives and to set an agenda for the semester.
13. Responsible for appointing, advising, and removing the MCSG office staff.
 - a. The President shall conduct evaluations each semester for the MCSG Secretary, Communications and Public Relations Manager, and Office Manager.
 - b. The President shall arrange weekly meetings with MCSG office staff (Secretary, Communications and Public Relations Manager, and the Office Manager).
14. Shall meet weekly with a member of the Student Affairs Staff and the Vice President.
15. Shall prepare and distribute an agenda for each LB and Executive Board meeting.
16. If the President disagrees with the LB's passing of a bylaw or resolution, they can refer the bylaw or resolution to the Judicial Council for review. The Judicial Council would examine the LB-passed document and determine whether the document passes. If the Judicial Council deems with the LB's decision incongruent with the constitution, the document is invalid.

Section 3. MCSG Vice President

1. Assumes the duties of the President when the President is absent which includes running the Legislative Body and the Executive Board meetings, spokesperson duties, etc.
2. Assumes the powers of the President's office if the President cannot complete their term.
3. Serves as a student representative on the Infrastructure Building and Grounds Committee of the Board of Trustees.
4. Chairs the Student Services and Relations Committee (SSRC).
5. Responsible for convening weekly SSRC meetings and producing the agenda for those meetings.
6. Shall meet weekly with a member of the Student Affairs Staff and the MCSG President.

Section 4. Student Organization Committee Chair

1. Chairs the Student Organization Committee (SOC).
2. Serves as the chief liaison between student organizations and MCSG.
3. Responsible for convening weekly SOC meetings and producing the agenda for those meetings.
4. Serves as a student representative on the Campus Life Committee of the Board of Trustees.
5. Works closely with the FAC chair to inform chartered student organizations of the relevant policies, deadlines, and requirements for student organizations.
 - a. SOC and FAC chairs shall meet at least twice a month to facilitate open and consistent communication between the SOC, FAC, and student organizations on campus.
 - b. SOC and FAC chairs shall coordinate the auditing and budgeting schedules.
6. Shall meet weekly with a member of the Campus Programs Staff.
7. Within 48 hours of the chartering of a new student organization, the SOC and FAC chairs shall communicate with Campus Programs, Reservations, and Business Services to ensure all relevant documentation is processed.
8. Shall coordinate the allocation of spaces on campus for exclusive use by student organizations.
9. Coordinate the 'Adviser of the Year' nomination and selection process in March of each year.
10. Coordinate the meal donation program with Bon Appetit each semester (prior to fall break and spring break).
11. Assists with the development and implementation of the Student Organization Leadership Orientation (SOLO) at the beginning of fall semester.
12. Assigns the SOC members as liaisons to orgs.
13. The SOC is responsible for initiating and/or supporting an involvement campaign to encourage student participation in orgs. With Campus Programs, they will co-sponsor the Involvement Fair, which happens the Friday of Welcome Week. The SOC is responsible for a second campaign/program at the beginning of Spring semester to encourage students to consider ways to get involved at the start of a new semester.

Section 5. Academic Affairs Committee Chair

1. Chairs the Academic Affairs Committee (AAC).
2. Responsible for convening weekly AAC meetings and producing the agenda for those meetings.
3. Serves as a student representative on the Academic Affairs Committee of the Board of Trustees.
4. Shall serve as the MCSG representative to the Education Policy and Governance Committee

5. Coordinates the Textbook Reserve Program.
 - a. If unable to serve, the AAC Chair will appoint a member of the AAC to serve in their place, with the advice and consent of the LB.
6. Shall meet at least once a semester with a member of the Academic Programs staff.
7. Shall promote institutional memory of all committee-member projects to pass on to their successor in a transition packet.

Section 6. Financial Affairs Committee Chair

1. Chairs the Financial Affairs Committee (FAC).
2. Responsible for convening two (2) weekly committee meetings and coordinating discussion of budget and Additional Allocations requests.
3. Shall be responsible for appointing the members of the FAC, with the advice and consent of the LB.
4. Works closely with the SOC chair to inform chartered student organizations of the relevant policies, deadlines, and requirements for student organizations regarding budgeting.
 - a. FAC and SOC chairs shall meet at least twice a month to facilitate open and consistent communication between the FAC, SOC, and student organizations on campus.
 - b. FAC and SOC chairs shall coordinate the auditing and budgeting schedules.
5. Ensures that the FAC Bookkeeper accurately communicates FAC decisions and recommendations to student organizations within twenty-four (24) hours of an FAC decision or recommendation being rendered.
6. Shall maintain regular communication with the Business Services Office.
7. Shall meet weekly with the FAC advisor.
8. Within forty-eight (48) hours of the chartering of a new student organization, the SOC and FAC chairs shall communicate with Campus Programs, Reservations, and Business Services to ensure all relevant documentation is processed.
9. Within forty-eight (48) hours of the chartering of a new student organization, the SOC and FAC chairs shall communicate with Campus Programs, Reservations, and Business Services to ensure all relevant documentation is processed.
10. Shall supervise the FAC Bookkeeper.
11. Present semesterly reports of spending to the LB.

Section 7: Program Board Chair

1. Chairs the Program Board (PB).
2. Shall select the Coordinators to serve on the Program Board.
 - a. All positions will be filled in Spring for the following academic year with the advice and consent of the current Program Board.
 - b. Shall fill vacancies as needed.
3. Shall meet weekly with a member of the Campus Programs Staff.
4. Shall organize training and supervise all other members of the Program Board.
5. Shall be accountable for all student activity fees allocated to Program Board.
 - a. Must present the state of their budget two (2) times each semester no sooner than the third (3rd) week of the semester with a minimum of six (6) weeks between each presentation.

- b. This information must be published on the MCSG website and in the MacWeekly.
6. Shall act as a liaison to other student organizations and to MCSG to foster collaboration.
7. Shall, with a minimum of two other leaders from either Student Government Executive Board or Program Board Coordinators select the PB Office Manager.
8. Shall plan and distribute the agenda and serve as facilitator for PB meetings. The Chair votes only in cases of a tie.
9. Shall notify any member not fulfilling their duties.
 - a. If removal from the board is necessary, this decision will be made by a vote of the Program Board.

Article IV: MCSG OFFICE STAFF

Section 1: MCSG Chief of Staff

1. Shall serve as parliamentarian during Legislative Body meetings.
2. Shall make a schedule of office hours of all office staff and MCSG executives publicly available.
3. Shall create and maintain a contact list for all MCSG members and staff.
4. Shall report to the MCSG President concerning all work-study responsibilities.
5. Shall attend Executive Board and Legislative Body meetings.
6. Shall solicit agenda items for the Legislative Body meetings and compile an agenda.
7. Shall send the agenda to all Legislative Body members at least 24 hours in advance on the meeting.
 - a. Shall publicize Legislative Body agendas on the MCSG website and in the Daily Piper.
 - b. Shall coordinate agendas with guests.
 - c. Shall have an intimate knowledge of the Robert's Rules of Order.
8. Shall be in charge of the MCSG email account and coordinator all communication with necessary parties.
9. Shall work with the Executive Board and other MCSG office staff to prepare transition documents for the new MCSG Chief of Staff at the end of each academic year.
10. Catalogue by-law changes, resolutions, bills, and proposals considered and passed by MCSG for the MCSG Secretary to include on the website.
11. The chief of staff shall be responsible for ensuring that MCSG and it's various committees are meeting all deadlines prescribed by the MCSG constitution and by-laws. The chief of staff shall be required to inform the Executive Board of each deadline at least one week in advance of the deadline in question.

Section 2. The MCSG Secretary

1. Shall be required to receive website management training from the Communications/Public Relations and/or ITS departments at Macalester College.
2. Shall be required to keep the MCSG website up-to-date.
3. Shall record the agenda and minutes of the SA and LB meetings and keep a record of these documents.
 - a. Minutes shall be posted on the MCSG website after each SA and LB meeting.
4. Shall report to the MCSG President concerning all work-study responsibilities.

5. Shall distribute all MCSG legislation to the relevant parties.
 - a. All legislation shall be presented to the Mac Weekly.
 - b. All legislation shall be posted on the MCSG website.
6. Shall maintain weekly office hours.
7. Shall maintain the MCSG office and records, to include the following tasks:
 - a. Purchase office supplies as requested by the Executive Board.
 - b. Maintain, clean, and organize the MCSG office.
 - c. Maintain up-to-date copies, physical and digital, of the MCSG constitution and by-laws.
 - d. Shall update and organize the MCSG office computers.
 - e. Shall collect mail in the office and sort through it.
8. Shall compile, in collaboration with the SSRC, a weekly MCSG update that highlights recent MCSG debates, discussion topics, and decisions. The update shall include information about Additional Allocations approved during the week and total funds allocated that week.
 - a. The update shall be published on the MCSG website, MacWeekly, and the Daily Piper.

Section 4: PB Office Manager

1. Shall, in conjunction with the Program Board Chair, be responsible for student activity fees by:
 - a. Tracking all expenses and receipts.
 - b. Completing and filing paperwork with student government.
 - c. Providing budget reports to the Program Board every two weeks.
2. Shall record the minutes at every meeting and email to all PB members within 24 hours.
3. Shall be responsible for the design and maintenance of the PB website.
4. Shall work with the Publicity Coordinator to effectively publicize and market PB events.
5. Shall maintain the PB office and records, to include the following tasks:
 - a. Purchase office supplies as requested by the Chair.
 - b. Maintain, clean and organize the PB office.
 - c. Catalogue proposals considered by PB.
 - d. Update and organize the PB office computer.
 - e. Work with the Chair to maintain an inventory of capital purchases.
 - f. Create and maintain a contact list for all PB members and staff.
6. Shall coordinate all publicity, applications and interviews for open positions.
7. Shall make schedule of office hours publicly available.
8. Shall report to the Chair and Advisor concerning all work study responsibilities.
9. Shall maintain a positive image branding of PB.
10. Shall maintain weekly office hours.

Section 5. FAC Bookkeeper

1. Shall attend all FAC meetings and record minutes and agendas of meetings. Minutes will be shared with FAC members and posted on the Organization Management System.
2. Shall meet weekly with the FAC Chair.
3. Shall maintain weekly office hours.
4. Shall maintain the FAC email.

5. Shall work with the FAC Chair to oversee financial aspects of the Organizational Management System including, but not limited to:
 - a. Entering budgets.
 - b. Monitoring checkbooks.
 - c. Corresponding with orgs.
6. Shall report to the FAC Chair concerning all work-study responsibilities.
7. Shall work with FAC Chair to accurately communicate FAC decisions to student organizations within 24 hours of an FAC decision or recommendation being rendered.
8. Shall create a semesterly report of MCSG's spending.
 - a. The semesterly report will be submitted to The Mac Weekly and made available on the Organizational Management System.
 - b. The FAC Chair will present the report to the LB in the fall semester and both the FAC Chair and the FAC Chair Elect will present the report in the spring semester.
 - c. The semesterly report will be used to help the FAC make future budgeting decisions.
9. Shall maintain regular communication with the Business Services Office.
10. Create a weekly report of MCSG's Operating, Capital, and Reserve Funds' running totals to announce at the LB meeting along with the Additional Allocation running total.

Article V. STANDING COMMITTEES OF MCSG

Section 1. General powers and duties.

1. Initiate, coordinate, and administer policies and programs within their areas of responsibility.
2. Communicate with the student community on a regular basis.
 - a. Once each semester, MCSG shall hold a forum for the entire campus in which each committee will highlight their work and solicit feedback and opinions.

Section 2. The Student Organizations Committee (SOC).

1. The duties of the SOC shall include:
 - a. Chartering
 - i. When a new student organization is chartered, it will be designated as either a budgeting or non-budgeting student organization.
 1. A budgeting student organization is defined as a student run institution that has one of the following:
 - a. Demonstrated history of large, re-occurring, specific events that necessitate future planning and budgeting
 - b. Consistent capital needs
 - c. Demonstrably large active member base (10 + members)
 2. A non budgeting student organization is defined as a student run institution that fails to meet the requirements for being a budgeting student organization.
 - ii. Shall charter student organizations using the procedure laid out in article XI.
 - b. Auditing

- i. Each year, 1/3rd of student organizations will be audited for the following information:
 1. A list of current leadership.
 2. Inventory of capital purchases.
 3. Recent and upcoming events and activities.
 4. Assignment of each student organization active, probational, or inactive status.
 5. Any other information that the SOC Chair and/or SOC Committee members see fit.
- ii. Student Organizations that fail to audit are not eligible to receive \$200 in Flexifunds or the ability to file additional allocation requests.
- iii. The SOC may audit organizations at any time.
 1. To conduct an audit, the SOC must fulfill two stipulations. First, a majority vote of the SOC must be achieved. Second, the SOC must ensure the organization under consideration for an audit meets one (or more) of the following criteria:
 - a. The organization experienced, or is experiencing, either intra-organization or inter-organization conflict that inhibits the proper functioning of a/an organization(s).
 - i. In regards to individuals (intra-organization conflict), conflict is defined as: when a member, or members, of the organization experienced, or are experiencing, harassment, bullying, or are otherwise made to feel uncomfortable.
 - ii. In regards to multiple organizations (inter-organization conflict), conflict is defined as either: (1) when the organization or its members, through actions conducted in relation to their organization, fulfill the definition of intra-organization conflict supplied above, or (2) the organization or its members, through actions conducted in relation to their organization, infringe on another organization's ability to fulfill its purpose.
 - b. The organization fails to respond to three (3) or more communication attempts by the SOC or SOC staff advisor.
 - c. The organization misuses space, capital, or their funding.
 - d. The organization failed to submit a budget to the FAC and did not get approval from the FAC.
 - e. The organization failed to send a representative to SOLO training.
 2. In conducting the audit, the SOC must notify the organization to be audited of their need to appear before the SOC within fourteen (14) days.
 - a. The SOC must provide the organization with the following courtesies:

- i. The SOC must inform the organization as to the above criteria (under section 2, subsection c, point i) that necessitated their summoning.
 - ii. The SOC must inform MCSG's LB of the audit during the next LB meeting following the auditing decision.
- iv. Guidelines for Auditing
 - 1. Each student organization will be audited once every three years, with newly-chartered organizations being audited at the end of their one-year trial period.
 - 2. The student organizations will be split into three on a rotating yearly basis, with one group being audited in the spring of each year.
 - 3. The Chair will announce to student organizations the deadlines of the evaluation process at least two weeks in advance.
 - 4. Evaluation forms will be distributed to organizational chairs that will detail the status and programming of the organization.
 - 5. The Student Organization Committee will evaluate each 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 SOC shall submit to the LB for approval.
 - 6. The results of the audits shall be presented in the form of a report to the LB for its approval.
 - 7. The SOC 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.
- c. The SOC in conjunction with the President, the FAC, and Campus Programs office, shall organize the training program for new student organization leaders in the fall of each year.
- d. The SOC and the FAC shall collaborate in the following points:
 - i. The SOC shall advise the FAC on funding decisions.
 - ii. The SOC shall follow up with student organization leaders on their events to determine their success and what changes may need to occur in the future.
 - iii. The SOC shall work with the FAC to keep an up-to-date catalog of capital purchases available on at Org Management Tool.
- e. The SOC shall allocate available student spaces in consultation with the Campus Programs office.
 - i. The SOC shall publicize available student spaces to student organizations at least once a semester.
 - ii. The timing of space allocations will be made at the discretion of the SOC chair.
 - iii. Space allocation requests will be made using the appropriate form on OrgSync.
- f. Membership
 - i. Five (5) LB members will be assigned to the SOC.

- ii. These five (5) SOC members will be assigned as liaisons to groups of orgs; each org will have one liaison.
- g. The SOC will coordinate the 'Org Adviser of the Year' nomination and selection in March of each year.
- h. The SOC shall coordinate the meal donation program with Bon Appetit each semester (prior to fall break and spring break).

Section 3. The Academic Affairs Committee (AAC)

1. The duties of the AAC shall include:
 - a. The AAC shall represent the student community in the following areas:
 - i. Curriculum and academic policy questions.
 - ii. Relations with the faculty, including tenure, personnel policies, and faculty awards.
 - iii. Academic support services, such as the advising system and library services.
 - iv. Admission and financial aid policies.
 - v. Course and faculty evaluation process.
 - vi. Study abroad/away policy.
 - vii. Student academic life.
 - b. The AAC shall be responsible for advertising for, gathering nominations for, and selecting the Educator of the Year. The winner's name shall be inscribed on the Educator of the Year plaque located in the Harmon Room of the DeWitt Wallace Library.
 - c. The AAC shall promote textbook affordability among other efforts to ensure textbook affordability, the AAC shall assist the AAC Chair in administering the Textbook Reserve Program to complete the following tasks:
 - i. Contact professors teaching classes that are included in the program well in advance of the start of each semester to make sure professors are willing to participate and to encourage professors to publicize the program to their students.
 - ii. Visit classes participating in the program in the first week of class each semester to promote the program.
 - iii. Coordinate with the library reserve specialist to monitor the program.
 - iv. Work with the textbook manager at the Macalester Bookstore to maintain and expand the program's collection of textbooks.
 - d. Membership
 - i. Five (5) LB members will be assigned to the AAC.

Section 4. Financial Affairs Committee (FAC)

1. The duties of the FAC shall include:
 - a. Block Budgeting
 - i. Each spring semester the FAC will construct a budget for the following year.
 - ii. The FAC shall establish a budgeting timeline by the end of the first full month of spring semester.

- iii. The FAC shall solicit from all student organizations a detailed budget request by no later than the date established by the FAC timeline.
 - iv. The FAC shall adhere to ARTICLE X when making budgeting decisions.
 - v. The FAC Liaisons shall hold budget meetings with each student organization that submits a budget.
 - vi. The FAC shall present the budget to the LB for its approval by no later than the second to last LB meeting of each spring semester.
- b. Additional Allocations
- i. The FAC shall consider Additional Allocation requests throughout the year.
 - ii. Additional Allocation requests less than or equal to five hundred dollars (\$500) may be approved by a majority vote of the FAC.
 - 1. The FAC will make a recommendation on all Additional Allocation requests over five hundred dollars (\$500). The recommendation then goes to the LB, which will vote on the Additional Allocation request.
 - 2. The FAC can recommend that the LB fund the full request, a partial amount of the request, or no amount.
 - iii. Student organizations may appeal FAC decisions to the full LB by contacting the MCSG President or FAC Chair at least twenty-four (24) hours in advance of the next LB meeting.
 - iv. Student organizations leaders will be informed of FAC decisions over the Organizational Management System.
 - v. The FAC must report a list of expenditures at LB meetings each week. The following information must be presented to the LB:
 - 1. Student organization name.
 - 2. Date and time of event.
 - 3. Event/capital description.
 - 4. Purpose of the event/capital purchase.
 - 5. FAC decision/recommendation and rationale for decision.
 - vi. Additional Allocation request information must be posted in the Daily Piper following LB meetings.
- c. Membership
- i. The FAC shall consist of five (5) members from the LB and four (4) members selected from the general student body through an application process.
 - ii. The FAC chair will conduct an application process for the four (4) at-large positions and will, with the advice and consent of the LB, appoint four (4) candidates to serve on the FAC for a term of one (1) fiscal year.
 - 1. The FAC chair will attempt to form a diverse FAC through the selections of at-large members.
 - iii. The members of the FAC will each serve as liaisons to assigned students organizations and will be responsible for communicating with their assigned orgs in regards to Additional Allocations and Block Budgeting.
- d. FAC relationship with the SOC
- i. The FAC and SOC shall collaborate to make educated funding decisions for student organization budgeting requests.

- ii. The FAC and SOC committees shall meet at least once between the auditing and budgeting processes.
- e. The following are the guidelines that inform FAC recommendations:

Procedural Guidelines:

- i. The FAC shall consider funding in accordance with Amendment 1 of the MCSG Constitution.
- ii. The FAC shall not fund requests that have been rejected by the Program Board.
- iii. The FAC shall not fund groups that provide services identical to those provided by existing groups
- iv. The FAC shall not allocate funds retroactively.
- v. Recommendations of the FAC must come out of committee in order to be voted on by the Legislative Body of MCSG.
- vi. Any organization can appeal a decision made by the FAC. Appeals can be made to the Legislative Body, and require a simple majority for the FAC decision to be overturned.
- vii. Budgets and additional allocations must be submitted fourteen (14) days prior to the date of the event through the Organizational Management System.

The FAC shall not:

- i. Fund activities specifically supporting a particular political candidate or party, with the exception of advertising costs for on-campus speakers.
- ii. Fund competitive athletic groups.
- iii. Fund gifts or prizes to students; the FAC cannot pay students, and this is effectively a payment.
- iv. Fund gift cards.
- v. Fund requests for bottled water.
- vi. Support events where additional fees for admission are charged; a suggested donation may be acceptable.
- vii. Fund donations in-kind to a charity, as MCSG stipulates. The FAC shall consider funding for on-campus events with a fundraising component, provided the events themselves are value-added for the Macalester Community and create an opportunity for student engagement.

The FAC shall:

- i. Consider funding up to five dollars (\$5) per person for clothing.
- ii. Consider funding up to ten dollars (\$10) per person for meals, when food is integral to the event and adds a substantive piece to the event; food cannot be strictly for the purpose of gaining attendance to an event. The FAC will not fund food for events that are specifically for a celebration within the org (i.e. Senior Dinners) that do not contribute to the campus at large and is not in the org's charter.

1. This does not apply to cultural or religious meals that don't allow flexibility with the menu or catering services.
- iii. Consider additional allocation requests from student orgs that have their own accounts. This is because those accounts are designated for specific purposes other than student activity fee funded events.
- iv. Consider funding up to one hundred dollars (\$100) for alumni networking events. unless the event is collaborated on by multiple organizations. Obtaining sponsorship by Alumni Relations Office and the Career Development Center (CDC) is encouraged.
- v. Consider subsidizing up to half of the cost for tickets and fees for frequently repeated events.
- vi. Fund travel in accordance with Resolution 001 (2011-2012). This applies to Travel Grant as well.

Section 5. The Student Services and Relations Commission (SSRC).

1. The duties of the SSRC shall be the following:
 - a. Representing the student community in policies, programs, and practices in areas relating to student services offered by the College.
 - b. Shall work with the MCSG Communications and Public Relations Manager to ensure that the publication of MCSG's actions occurs in a timely manner, and is consistent and coordinated.
 - c. Actively reach out to the campus to solicit feedback, complaints, and general comments regarding the student experience at Macalester. Examples of these concerns might include areas of sustainability, health services, food services, information technology, general campus infrastructure.
 - i. Will then in turn work to take these comments and ideas and disseminate them to the appropriate groups to ensure student concerns and ideas are addressed.
 - ii. The SSRC will be the primary organ through which student concerns and ideas are addressed.
 - d. Solicit feedback from the student body on MCSG actions and policies.
 - e. One member of the SSRC will be appointed to serve on the Student Affairs Advisory Committee.
 - f. A member of the Student Affairs Staff shall serve as an advisor to the whole committee and will come to the SSRC's meetings, when appropriate, to advise.
 - g. Membership
 - i. Seven (7) LB members will be assigned to the SSRC.
 - h. Community Chest
 - i. The SSRC shall consider Community Chest requests throughout the semester.
 - ii. The SSRC shall be allowed to allocate \$5,000 per semester to allocate for Community Chest requests effective January 1, 2013.
 1. The SSRC may continue reviewing Community Chest requests after the \$5,000 has been allocated.
 2. The FAC Chair and a majority vote in the SSRC must approve any requests that exceed the semesterly budget of the Community Chest.

3. The SSRC shall notify the FAC Chair of the amount of all Community Chest allocations.
- iii. Community Chest requests may be approved by a majority vote of the SSRC.
 1. The SSRC will make a recommendation on all Community Chest requests over \$500.00. The LB will vote on all SSRC recommendations.
 2. The SSRC can recommend funding the full request, a partial amount of the request, or no amount.
- iv. Requestors may appeal SSRC decisions to the full LB by contacting the MCSG President or SSRC Chair at least twenty-four (24) hours in advance of SSRC decisions and recommendations being presented to the LB.
- v. The following are guidelines that inform SSRC recommendations:
 1. The SSRC shall not allocate funds retroactively.
 2. Recommendations of the SSRC must come out of committee in order to be voted on by the Legislative Body of MCSG.
 3. Any requestor can appeal a decision made by the SSRC. Appeals can be made to the Legislative Body (meeting times can be found on the MCSG website), and require a simple majority for the SSRC decision to be overturned.
 4. The SSRC shall not consider requests made by student organizations.
 5. The SSRC shall not fund competitive athletic groups.
 6. The SSRC shall not fund gifts or prizes to students.
 7. The SSRC shall not fund gift cards.
 8. The SSRC shall not fund requests for bottled water.
 9. The SSRC shall not fund donations in-kind to a charity. active status and fulfills the above listed criteria, it will undergo a probational period of one (1) academic year.
1. Organization under probational status will be overseen by the SOC throughout the year. They will enjoy all the privileges of any active chartered organization.
2. 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 IX. BUDGETING PROCESS

Section 1. The Budgeting Process.

1. MCSG funds student organizations using a system of block budgeting.
2. All budgeting orgs must submit a budget to the FAC in the spring semester. Non-budgeting orgs are not required to budget.
3. After the LB votes on the budget, orgs are given a lump sum for the following academic year. This sum includes the org's flexifund of two hundred \$200 which can be used throughout the year.
4. Orgs may choose to spend their funds differently than originally anticipated.

5. Orgs are responsible for tracking their spending using the Checkbook tool of the Organizational Management System. Orgs must track their spending and upload receipts in order for the FAC to accurately make decisions about additional allocation requests. The FAC may choose not to additionally allocate to orgs that do not track their spending.

Section 2. The Operating Fund.

1. The Student Activity Fee (as assigned by the Board of Trustees of Macalester College) less:
 - a. Ten dollars (\$10) per student to the Capital Fund annually,
 - b. the contracted amount for MPIRG paid by each individual student during the fall semester,
 - c. fees associated with the Organizational Management System,
 - d. fifty thousand dollars (\$50,000) annually to the Lectures Coordination Board,
 - e. sixty thousand dollars (\$60,000) annually to Program Board,
 - f. and ten thousand dollars (\$10,000) annually to the Textbook Reserve Fund will be placed in the Operating Fund, which shall be administered by the Financial Affairs Committee (FAC) of the MCSG.
2. The Operating Fund will pay for:
 - a. 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 generally not exceed five thousand dollars (\$5,000).
 - b. Reasonable physical and tangible assets necessary for the organization's operations, such as copies, office supplies, decorations, etc.
 - c. Consumables, which shall not exceed one hundred dollars (\$100) per year or ten percent (10%) of the organization's budget if the budget exceeds one thousand dollars (\$1,000).
 - d. Travel Grant Requests.
 - e. Any other expenses approved by the LB.
3. The Operating Fund shall not pay for:
 - a. Events and activities for which Macalester Students will be charged a fee, unless exempted by the LB.
4. After receiving budget requests, the FAC will audit each organization and discuss the programming audit report presented by the SOC.
5. 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 SOC and the FAC. The FAC will recommend these amounts to the LB to be allocated to the organizations.
6. The LB will then approve, reject, amend, or return these recommendations to the FAC with suggested changes.
7. The FAC will also review Additional Allocation requests for additional events and expenditures anticipated by the organization throughout the year, based on justification and necessity for additional funds.
8. All student organizations requesting funds through additional allocations are encouraged to be present at the LB meeting for which their allocation is to be voted on.
9. Part of the operating fund will go towards the MCSG's portion Travel Grant each year.

Section 3. The Reserve Fund.

1. The Reserve Fund shall begin each academic year with twenty thousand dollars (\$20,000).
2. The Reserve Fund will be used for the following:
 - a. Additional budget requests received by the FAC Chair during the year.
 - b. Discovered needs.
 - c. Emergency needs.
 - d. Loans.

Section 4. Loans.

1. The Reserve Fund will be used to give out loans.
2. All loans shall be interest-free and shall be paid back in full amount within a designated period of time decided by the FAC.
3. Administration and procedures:
 - a. Organizations with active or probational status can submit a loan request to the FAC Chair for a specific event or expenditure.
 - b. 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.
4. 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 5. The Capital Fund.

1. 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.
2. The Capital Fund shall pay for physical and tangible goods whose useful life exceeds two years.
3. Administration and procedures:
 - a. 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 FAC meetings.
 - b. 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.
 - c. The requests shall include all secondary and indirect costs, such as building modifications or extraordinary utility costs.

ARTICLE X. THE LECTURES COORDINATION BOARD (LCB)

1. The duties of the LCB are:

- a. Plan and implement campus-wide lecture events designed to engage the entire student body.
 - i. Recognize a wide diversity of interests and identities on campus through their programming, including, but not limited to, race, gender identity, socioeconomic status, ethnicity/nationality, religion, sexual orientation, ability, academic interest, etc.
 - ii. Communicate with Reservations to ensure that any lectures planned do not overlap with other high-profile campus events.
 - b. Solicit community feedback on what type of speakers to fund.
 - i. Survey the student body on speakers they would like to see on-campus.
 - ii. Consult with different departments including, but not limited to, the Department of Multicultural Life, the Center for Religious and Spiritual Life, different academic departments, and other areas in order to ensure a wide variety of programming exists across campus.
 - iii. Promote lecture events funded by the LCB.
 - iv. Allocate funding for the LCB in a manner that provides for a few large-scale lectures, rather than many small-scale ones.
2. Membership
- a. There will be five (5) student members of the LCB.
 - i. Students will apply to the LCB and be selected through the Campus Committee selection process, with the advice and consent of the Legislative Body.
 - ii. Those selecting applications shall aim to create as diverse and qualified a board as possible.
 - iii. Applications will be solicited at the conclusion of each spring semester, in order to have a full board in place at the beginning of the following year.
 - 1. The newly-selected members of the LCB will be required to meet at least once before the conclusion of the school year.
 - b. There will be two (2) staff members of the LCB to serve in an advisory role:
 - i. A representative from Campus Activities and Operations.
 - ii. The Director of Academic Programs.
 - iii. The LCB may solicit the opinion of other faculty or staff members in an advisory role as they so choose.
3. Funding
- a. The LCB will have a budget of \$50,000, to be funded annually by the Student Activities Fee.
 - b. Any unused funds at the end of each academic year will be returned to the Operating Fund.
4. Accountability
- a. The LCB shall be required to report their progress to the LB at the first LB meeting of each month.
 - b. In the event that the LB feels that the LCB is acting irresponsibly, they may recommend that the Judicial Council review their actions by a $\frac{2}{3}$ vote.

ARTICLE XI. COMMISSIONS OF THE LEGISLATIVE BODY

Section 1. General operational procedures of commissions.

1. Ad hoc or standing commissions may be created by the LB to address temporary needs identified by the LB, Executive Board, or Student Assembly.
 - a. The LB may create a commission. The LB may disband a commission of the LB with a 2/3 majority vote.
 - b. All commissions of the LB are disbanded at the end of a new LB takes office.
2. The standing commission shall be the Election Procedures Commission (EPC). Other commissions may be created by the LB.
3. Each commission chair shall organize and conduct the meeting of the commission and see to it that all relevant materials are distributed to members.
4. The duties of the commissions shall include:
 - a. Initiate and receive legislation within its respective areas of jurisdiction.
 - b. Report regularly to the LB.
 - c. 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 Commission (EPC).

1. For duties and composition see Article XII, Section I.

Article XII. ELECTION CODE

Section 1. Purpose.

1. This election code shall govern all elections for all elected offices and student body referendums within the Macalester College Student Government (MCSG).
2. The members of the Election Procedures Commission (EPC) shall be nominated by the Dean of Students or their designee through an application process in the Spring Semester prior to the year of appointment similar to the Campus Committee's process outlined in Article VII, Section 2. Preference should be made to include all class years on the commission, if possible. All nominations must be approved by a majority vote in the Legislative Body.
 - a. Voting members of the EPC will be comprised of four current students. The Dean of Students or their designee will advise the EPC to ensure consistency and fairness in running the elections process.
 - b. The MCSG President will serve as the chair of the EPC during Representative Committee elections and a member of the Representative Committee will serve as the chair of the EPC during Executive Board elections. The chair serves as a non-voting member.
 - c. No candidate for any position may serve on the EPC during their election.
 - d. In the event of a resignation from the EPC, the Dean of Students or their designee will present their new EPC nominations to the Legislative Body at least three (3) weeks before the FAC and PB election period for reapproval.
 - e. EPC will work with the Legislative Body and community members in promoting the election process.

Section 2. Candidacy.

1. Any person classified as being enrolled by the College Registrar and who has paid all of the student activity fee shall be eligible for office.
 - a. In the event that a Representative Committee seat becomes vacant (e.g. if someone resigns or is recalled), the MCSG President will work in cooperation with the EPC to hold a special election unless it is within two (2) month of the end of the academic year. All decisions regarding special election arrangements and rules will be communicated to EPC members for review.
 - b. If an Executive Board position is vacated, the EPC will hold a special election within three (3) weeks.
 - c. If a student is running for Representative Committee seat and is planning on not serving for one semester, they must run with another student who is planning to serve the opposite semester. They will be considered to be one candidate in terms of campaigning and balloting procedures.
2. Additional restrictions applying to all offices governed by this document:
 - a. No person may seek candidacy for more than one position at one time.
 - b. Candidates wishing to withdraw from candidacy after filing may do so by informing any member of the EPC.
 - c. No seat will be filled with less than two months left in the academic year.
3. Filing for Candidacy
 - a. Timeline
 - i. A candidates meeting shall take place on a Monday. Campaigning may not begin until the candidates meeting concludes.
 1. The candidates meeting for PB Chair and FAC Chair shall take place on the second Monday of spring semester.
 2. The candidates meeting for President, Vice President, SOC Chair, and AAC Chair shall take place the Monday following spring break.
 3. The candidates meeting for non-first year class representative committee elections shall take place four weeks after first Monday after spring break.
 - ii. The EPC shall send out a filing form to the office's constituency fourteen (14) days prior to the candidates meeting. All filings must be received by 11:59 p.m. the night before the candidates meeting.
 - iii. Campaigning shall begin immediately following the candidates meeting. The campaigning period shall end at the end of the sixth day, a Sunday.
 - iv. The ballot shall be sent out seven (7) days after the candidates meeting. The election period shall be at least two full days.
 - b. The EPC will include the MCSG Election Code bylaws in the initial communication with the filing form, and direct any and all candidates to refer to said bylaws immediately after filing.
 - c. The EPC should make it clear that by completing the Filing for Candidacy documents, the prospective candidate assumes all responsibility to abide by the Election Code bylaws. No exceptions will be made.

- d. The Filing for Candidacy document submissions must be publicly accessible for the Student Body and interested parties to view seven (7) days before the filing period ends.
- e. Before the election period begins, the chair of the EPC will send the list of prospective candidates to the Registrar's office, who will then determine which students are eligible to participate in accordance with college policy.

Section 3. Right to Vote.

1. Campus-wide Offices
 - a. All registered students shall be eligible to vote for these offices.
 - b. Exceptions to this can be made by the EPC on a case-by-case basis.
 - c. The EPC will send a list of approved exceptions to the Registrar's office when the official ballot is sent out.
2. Representative Offices
 - a. Only students directly represented by the position in question may vote.

Section 4. Campaigning.

1. Campaigning shall be defined as:
 - a. The distribution and/or publication of any type of written, printed, drawn on any surface, or electronic material by a candidate or their proxy.
 - b. Any formal discussions, debates, speeches, or advertising by any candidate.
 - c. Be it noted that all posters, and chalking, so long as they are completed prior to the end of the campaigning period, are allowed to remain during the voting period.
2. Campaigning Period
 - a. The campaigning period cannot begin until after a candidate's meeting organized by the EPC.
 - b. The campaigning period ends once the election ballot has been distributed to the entire student body.
 - c. Any new/active [except those explicitly stated in Section 4] campaigning activities outside of this time period may result in disqualification at the discretion of the EPC. Any additional violations will result in automatic disqualification.
3. Spending.
 - a. No more than \$75 may be spent on any individual campaign.
 - b. If requested at the discretion of the EPC, an accurate report of all campaign spending must be submitted to the EPC.
4. Responsibility.
 - a. Candidates shall be responsible for all activities relating to their campaign.
 - b. The candidates shall observe all building regulations. Candidates should especially be aware of Residential Life policies regarding posting in dorms.
 - c. Candidates shall not damage, cover, or deface others' campaign material.
 - d. No statements shall be made by candidates, verbal or nonverbal, that grossly distort statements, proposals, or actions made by themselves, another candidate, or other students.

- e. If the candidate is not currently studying on campus during the election process, they may appoint only one (1) official proxy that must be directly communicated to the EPC via the Dean of Students or their designee before the filing period ends.
 - f. Candidates shall be responsible for the accuracy and truthfulness of their campaign statements.
 - g. Violations of campaign responsibilities should be reported directed to the EPC for review.
5. Restrictions
 - a. There shall be no campaigning of any form in the Campus Center. Exceptions to this rule will be made at the discretion of the EPC.
 - b. MCSG Staff, MCSG Executive Board members, and EPC members are prohibited from publicly endorsing any candidates, which includes serving as a proxy in a debate.
 - c. All faculty and staff shall not be contacted or ask to participate in any way in the campaigning and/or the elections process.
 6. Candidate Information Sheet
 - a. All candidates running for both Representative Committee and Executive Board positions will be required to submit a brief personal statement and platform description, the length of which will be determined by the EPC.
 - b. The EPC will collect and format these statements and make them widely available to the student body.
 7. Election Process Summary
 - a. The EPC will produce the election code, the student handbook, important dates, and any other relevant information about entire election process to be distributed to all candidates running for office and/or their proxies for candidates not currently studying on campus

Section 5. Balloting.

1. Contents of the ballot must contain the following items:
 - a. The classification (general, special, delayed runoff, etc.), season, and year of the election.
 - b. Clear Instructions for using the ballot.
 - c. The names of all candidates who have filed with the EPC grouped by the office, which they seek.
 - d. Names of candidates in alphabetical order by last name.
 - e. A write in provision for each seat that is up for election.
 - f. Any ballot measures (i.e. referendums) if the appropriate petition is submitted within twenty-one (21) days of an election period.
 - g. The EPC will determine the most appropriate method (e.g. Google Documents) for conducting voting and implement it consistently across all elections it conducts.
 - h. For Representative Committee elections, each voter will be able to vote for up to five (5) candidates.
 - i. For Executive Board elections, each voter will be able to designate their top three (3) ranked choices.
2. Hours of Voting

- a. The Chair of the EPC will email the ballots to the appropriate constituencies immediately when the election period begins; the emails will be approved for distribution promptly in the morning by the moderator of the list servs.
 - b. The period of voting must last for forty-eight (48) hours.
3. Study Away Voting Considerations
 - a. Voting will be open to those studying abroad/away at least two (2) days before the election date.
 - b. The EPC will communicate with those studying abroad/away this window of voting at least seven (7) days prior to the election day.
4. Additional Polling Places: In addition to conducting the election through email, the EPC will set up computers in a convenient location in the Campus Center to encourage voting. The polling place will be run in the following manner:
 - a. Hours of operation
 - i. The polling place shall be open for at least Cafe Mac meal hours.
 - b. Supervision
 - i. The polling place shall be supervised at all times by at least two (2) persons who are not directly involved in the election.
5. Voter Validation
 - a. The Registrar's office will verify the voter eligibility and any votes determined to be ineligible will be removed by the Registrar's office.
6. Declaring a Winner
 - a. Ballots for Executive Board elections will be counted using ranked choice voting methods.
 - b. In a Legislative Body Representative election, the five candidates who receive the most votes will be the winners.

Section 6. Candidates' Debate and Forum.

1. Executive Candidates' Debate
 - a. The EPC will organize a debate in which all the candidates running for executive positions will be required to attend. Failure to attend will be treated as a violation and shall be dealt with through the sanction process outlined in Article VIII Section 9 on the authority of the EPC. Exceptions to this rule will be made for those candidates not currently studying on campus and on a case-by-case basis.
 - b. There will be no proxies for the candidates allowed, except those candidates who are not currently studying on campus. Proxies may not be current candidates themselves.
 - c. The debate will be held in a central, public space and will be moderated by members of the EPC. The EPC will make an effort to include other interested community members in the debate process and moderation.
 - d. The format of the debate will be determined by the EPC, ensuring that each candidate receives equal opportunities to speak.
 - e. The EPC will publicize the debate thoroughly to ensure that student turnout is high, and schedule the debate at a time when there are no classes. The EPC is additionally responsible to attempt to avoid official school-sponsored conflicts that may limit attendance (i.e. Varsity athletic competition, Choir concert, etc.).

- f. The Executive Candidates' Debate will be held during the campaigning window for Executive elections, and must take place at least three (3) days prior to the election period.
2. Representative Committee Candidates' Forum
 - a. The EPC will organize a forum in which all the candidates running for Representative Committee positions will be required to attend. Failure to attend will be treated as a violation and shall be dealt with through the sanction process outlined in Article VIII Section 9 on the authority of the EPC. Exceptions to this rule will be made for those candidates not currently studying on campus and on a case-by-case basis.
 - b. There will be no proxies for the candidates allowed, except those candidates who are not currently studying on campus. Proxies may not be a current candidate themselves.
 - c. The Forum will be held in a central, public space and will be moderated by members of the EPC. The EPC will make an effort to include other interested community members in the forum process.
 - d. The format of the forum will be determined by the EPC, ensuring that a space is provided for candidates and their prospective constituents to meet and converse.
 - e. The EPC will publicize the forum thoroughly to ensure that student turnout is high, and schedule the debate at a time when there are no classes. The EPC is additionally responsible to ensure there are no official school-sponsored conflicts that may limit attendance (i.e. Varsity athletic competition, Choir concert, etc.).
 - f. The Representative Committee Candidate's Forum will be held during the campaigning window for Representative Committee elections, and must take place at least three (3) days prior to the election period.

Section 7. First-Year Representatives Committee Elections.

1. The MCSG President will convene the first meeting of the EPC by the first day of classes in the Fall semester in order to run the First-Year elections.
 - a. Prior to the first day of classes, the MCSG President will work with other members Legislative Body to promote filing for First-Year elections, beginning with the First-Year Orientation Process.
2. Filing
 - a. Filing for First-Year elections will begin no later than the first day of classes in the Fall Semester and remain open for at least fourteen (14) days.
3. Campaigning
 - a. Campaigning will last for at least seven (7) days.
 - b. All aforementioned rules regarding candidacy and campaigning still apply for First-Year elections.
4. Candidates' Forum
 - a. The EPC will host a Candidates' Forum similar to the Representative Committee Candidates' Forum held in the Spring Semester for First-Year elections.
5. Voter Validation and Balloting Process
 - a. The same processes that govern the other MCSG elections will apply to the First-Year elections.
6. Election Process Summary

- a. The EPC will produce a summary of the entire election process, to be distributed to all candidates running for office, with special consideration for First-Year candidates, who are more unfamiliar with the process.
7. Additional Considerations
 - a. Any rules or guidelines previously mentioned in the Election Code apply to the First-Year Representative elections as well.

Section 8. Elections for Program Board and Financial Affairs Committee Chair.

1. The EPC will conduct elections for the PB and FAC Chair positions no later than one (1) month into the spring semester.
2. The EPC shall follow all guidelines pertaining to the Executive Board election during the elections for the PB and FAC chairs.
3. Winners will serve the remainder of the spring term as Chair-elect of their respective Committee before assuming the role of Chair.
 - a. While serving as Chair-elect, the winners shall have no official vote in MCSG proceedings, but may hold the floor and conduct business on behalf of their respective committee.
 - b. Chairs-elect shall lead the selection and application process for future at large FAC/PB members.
 - c. Chairs-elect must attend their respective committee meetings and any additional meetings.
 - d. Chairs-elect shall have the option to attend Legislative Body meetings.

Section 9. Student Body Referendums.

1. The process of calling a referendum must be in pursuant to the MCSG Constitution
2. All campaigning rules for elections are in place for referendums. In this case, the candidate is the party proposing the referendum.

Section 10. Interpretations and Violations.

1. Appeals
 - a. Interpretations concerning this document, and choices made by the EPC, may be appealed to the Student Judicial Council. The Dean of Students or their designee will also ensure that the EPC conducts elections in a consistent and fair manner, and will work to resolve any potential conflicts of interest.
 - b. The EPC shall not finalize and distribute election results until all pending EPC appeals have been processed by the Judicial Council.
2. Violations
 - a. Any violations of this document shall be reported to the MCSG email as a formal complaint. The EPC shall decide whether the formal complaint is a violation of the Election Code and appropriate sanction based on the number and severity of the

complaint. Any violation of the Election Code by a candidate shall be explained in a student announce email from EPC and posted on the MCSG website and must result in one or more of the following:

- i. Suspension of specific campaigning privileges.
 - ii. Removal from the election ballot.
 - iii. Disqualification of eligibility to serve.
- b. Any decision in response to a reported violation must receive a unanimous vote by the EPC. All members must be present in person to reach a quorum.
 - c. If the EPC cannot reach consensus, the formal complaint is sent to the MCSG Judicial Council for a final majority decision.

ARTICLE XIII. TRANSITION PROCESS

Section 1. Training Program.

1. All student organization leaders must attend a mandatory training program, which shall take place at the beginning of each fall semester.
2. The training program will cover the following topics:
 - a. MCSG Constitution and Bylaw interpretation.
 - b. Evaluation process.
 - c. Budgeting process.
 - d. Elections.
 - e. Programming.
 - f. Any other topics of concern to new student organization leaders.

Section 2. Students Representatives to Campus Committees.

1. The MCSG President shall lead the selection process of campus committee representatives for the following year, in consultation with the current and incoming Executive Boards.
 - a. The selected campus committee representatives shall be presented to the newly elected Legislative Body at the end of the spring semester, for their approval or rejection.
2. MCSG shall appoint student representatives to the following committees:
 - a. Conduct Board.
 - b. Classroom and Learning Facilities Advisory Committee.
 - c. Educational Policy and Governance Committee (EPAG).
 - d. Honorary Degree Committee.
 - e. Library and Media Services Advisory Committee (LMS).
 - f. Judicial Council.
 - g. Media Board.
 - h. Resource and Planning.
 - i. Social Responsibility committee.
 - j. Student Affairs Advisory Committee.
 - k. Student Employment Advisory Committee.
 - l. Student Learning Committee.
 - m. Sustainability Advisory Committee.

- n. Technology Advisory Group (TAG).
 - o. Travel Fund.
 - p. Web Advisory Committee.
 - i. The MCSG President shall work with student affairs to confirm this list of campus committees prior to the selection process.
3. At the beginning of each semester, the MCSG President shall convene a meeting of all the campus committee representatives. The purpose of the meeting shall be to discuss each representative's responsibilities.
 4. The MCSG President shall invite all of the representatives to campus committees to give a presentation before the LB at least once a semester.
 - a. The semesterly presentations shall be required for the representatives to the following campus committees:
 - i. Educational Policy and Governance Committee.
 - ii. Resources and Planning Committee.
 - iii. Social Responsibility Committee.
 - iv. Student Affairs Advisory Committee.
 - v. Sustainability Advisory Committee.
 - vi. Travel Fund.
 - b. For the committees with more than one representative, all the representatives shall collaborate in making their presentation to the LB.
 5. All campus committee representatives, with the exception of representatives to Conduct Board, shall be required to provide the MCSG President with a monthly report. The format of this report shall be left to the discretion of the MCSG President.

ARTICLE XIV. BYLAW CHANGES

Section 1.

- i. Bylaws may be changed by a two thirds (2/3) majority vote of the LB.
 - ii. The SSRC shall consider subsidizing food only when integral to the request.
 - iii. The SSRC shall consider subsidizing clothing only when necessary for the request.
 - iv. The SSRC shall consider subsidizing the cost for tickets and fees for frequently repeated events.
2. The SSRC shall be Responsible for the dissemination of student polls and the compilation of student feedback regarding the MCSG's actions.
 - a. The SSRC must conduct at least one student poll per semester.
 - b. The SSRC shall be required to formally present their survey results to the LB as well as publicize them for the benefit of the student body. For example they may be sent to The Mac Weekly and posted on the official MCSG website.
 - c. The SSRC is required to share whether or not the survey results are statistically significant.

Section 6. The Program Board (PB).

1. All Program Board responsibilities and guidelines are found in Appendix 1.

ARTICLE VI. CHARTERED STUDENT ORGANIZATIONS

Section 1. Chartering process.

1. Proposed charters for student organizations shall be submitted in writing to the SOC and shall contain the following:
 - a. Name and purpose of the student organization.
 - b. Description of how and by whom decisions are made within the group.
 - c. Conditions of becoming a member of the group and duties and rights of members.
 - d. Amendment and ratification process.
 - e. Clause on group belongings retrieval process by the MCSG after the organization becomes unchartered.
 - f. Other items deemed relevant by the group seeking to be chartered.
2. 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.
3. Before a charter is proposed to the LB, it must be reviewed by the SOC, which shall interview the group chair and determine any possible conflicts and answer any questions the organization members might have.
4. The SOC 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.
5. After a new organization is chartered, it will undergo the period of one (1) academic year, during which it will receive two hundred dollars (\$200) for expenditures on sponsored programs. The new organization has the right to request additional funds during its initial period. At the end of the initial period, the organization will undergo its first audit, after which it will be inserted into the three-year audit rotation.
6. A new organization must meet the following criteria:
 - a. It must not fill the same purpose as an already-existing student organization.
 - b. It must have a minimum of ten founding members and maintain that membership through its first year.
 - i. Except in the case of cultural or religious organizations where 10 is preferred but not mandatory.
 - c. It must submit its charter on or before October 15 for the fall semester and March 15 for the spring semester. If submitted after said dates the SOC chair reserves the right to not review the charter

Section 2. Privileges of active chartered organizations.

1. The use of Macalester College facilities (i.e. rooms, equipment, publicity, media).
2. The use of the College name in connection with programs.
3. To be recognized by the campus judicial system as a legal entity.

4. The right to request calendar dates and listings for sponsored programs.
5. The right to request Operating and Capital Funds allocations from the MCSG for sponsored programs.

Section 3. Responsibilities of chartered organizations.

1. To schedule all of the organization's events and activities through the Campus Programs office.
2. To observe all College policies, standards, and regulations
3. To follow the rules of their charter.
4. To submit signature forms with the names and signatures of members of the organization who are granted the authorization power for any organization expenditures.
5. To keep accurate and up to date financial records.
6. To consent to financial audits by the FAC.
7. To consent to program audits by the SOC concerning expenditures outside the charter of the organization.
8. To pay for any damages caused by their events and/or activities.
9. Mandatory communication between organization chair(s) and the SOC Chair of MCSG and the Director of Campus Programs each time new organizational leadership is chosen.
10. To be responsible for the cleanliness and organization of designated storage or office space.
11. To follow any other guidelines issued by the SSRC, FAC, and the LB.

Section 4. External activity fee account policy.

1. 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.
2. 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 SOC shall approve the creation of an external student activity fee fund account.
3. 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:
 - a. Exceedingly frequent.
 - b. Made well outside the posted FAC office hours.
 - c. Impossible to foresee as to their precise dollar amount and point in time.
4. If an external account is created, the organization must:
 - a. Submit copies of monthly statements of the account to the FAC.
 - b. 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.

1. 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.

2. 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:
 - a. No student activity fee funds may be placed in a non- activity fee account.
 - b. The FAC must receive a copy of monthly statements of this account.
 - c. To finance activities specific to political parties or candidates, organizations must use funds from non- activity fee accounts.

Section 6. Violations of the guidelines.

1. Failure to adhere to the guidelines of this article will result in an SOC and/or Executive Board hearing. The SOC and/or the Executive Board 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.

1. 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 VII. CHARTERED STUDENT MEDIA

Section 1. Policies.

1. 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.
2. Each editor or manager shall be responsible for the journalism and reporting (e.g. harassment, slander, libel, etc.)
3. The Macalester College Community shall have the opportunity to respond to previous editorials and/or reported statements.
4. The Media Board shall act as a grievance board for the student media.
5. Each chartered student media organization shall send one representative to the Media Board. If they fail to do so, they shall receive no funding from MCSG.

ARTICLE VIII. EVALUATION PROCESS

Section 1. Organization status.

1. During the evaluation process, the SOC shall assign one of the following statuses to each student organization:
 - a. Active.
 - b. Probational.
 - c. Inactive

- d. Unchartered.
2. A student organization will receive an active status if:
 - a. It requests an active status.
 - b. It attends the programming audit.
 - c. It fulfills the mission set for the current academic year.
 - d. It determines student leaders for the next academic year before the programming audit.
 - e. It submits an inventory to the FAC.
 - f. It sets a clear mission and goals for the next academic year.
 3. 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