

MCSG BYLAWS

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Revised and approved by Legislative Body:

These bylaws take effect on September, 2015

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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 LB.
5. Each elected 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 committee 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 all students. LB representatives should encourage constituents to attend the LB meetings.
9. Legislation numbering will not reset from term to term.
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 election procedure used will be ranked choice.
 - 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 serve as the MCSG parliamentarian.
 - iv. 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.
 - c. Emergency motions, the status of which shall be determined by the Speaker of the Body.
2. It is recommended that a member of the Macalester College community consult and coordinate with an LB member before the submission of a resolution, bylaw or issue for discussion.
3. MCSG shall generate a set of community guidelines 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 every 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 forth week after the first day of classes.
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 LB members will train 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).

Section 4. Student Representative Responsibilities

1. Networking with Constituents
 - a. The class representatives for each class year must coordinate an event to network and solicit feedback from their class members each semester.
2. Communicating with Constituents
 - a. The class representatives for each class year must communicate both their individual efforts and MCSG-wide efforts to their constituents each month.
3. Class Representative Meetings
 - a. The class representatives for each class year must meet together for at least 60 minutes at the beginning of each semester.
 - b. The purpose of this meeting will be to discuss goals for the semester, plan for class networking events, determine means of communicating MCSG initiatives to the represented class, and exchange information, ideas, and opinions of committee agendas.
4. Institutional Memory for Class Representative Groups
 - a. The class representatives for each year must create a transition document that will be passed down to the next set of class representatives.
 - i. This transition document should include identified concerns of the student body and any effort made by the representatives to address these issues.

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 twenty (20) percent of the student body.
3. This petition must be received by the Macalester College Student Government (MCSG) President at least fourteen days (14) 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 10% of the Macalester student enrollment.

8. All members of the Legislative Body must attend the SA meetings.

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 representatives 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 fifteen (15) percent of the student body.
7. These resolutions must be delivered to the MCSG President at least seven (7) 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. Macalester College community members may attend Executive Board meetings, but must give the President three (3) days notice.
5. Every member of the Executive Board will have one vote.
6. There will be no proxies at the Executive Board meetings.
7. Every Executive Board members shall work at least five hours per week; these hours must be regularly scheduled and made publicly available.
8. Every 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. Acts as a spokesperson for the student community.
4. Serves as a mediator in separation of the class representatives into committees.
5. In the event that the President cannot speak on the students' behalf, the President is responsible for appointing a substitute.
6. Convenes weekly Executive Board meetings.
7. Serves as ex officio member of the committees.
8. Serves as a student representative on the Admissions Committee and the Campus Life Committee of the Board of Trustees.
9. 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.
10. 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.
11. At least once a semester 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.
12. Responsible for appointing, advising, and removing the MCSG office staff.
 - a. The President shall conduct evaluations each semester for the MCSG Secretary, Chief of Staff, and Sustainability Officer.

- b. The President shall arrange weekly meetings with MCSG office staff.
13. Shall meet weekly with a member of the Student Affairs Staff and the Vice President.

Section 3. MCSG Vice President

1. Assumes the duties of the President when the President is absent.
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. Responsible for meeting with student organization leaders for audits.
6. Works closely with the FAC chair to inform chartered student organizations of the relevant policies, deadlines, and requirements in place for smooth transition, budgeting, auditing, and other relevant processes.
 - 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.
7. Shall meet weekly with the advisor of the SOC.
8. Within 48 hours of the chartering of a new student organization, the SOC Chair shall communicate with the FAC Chair, Campus Activities and Operations, Reservations, and Businesses Services, to ensure all relevant documentation is processed on the organization management tool.
9. In coordination with the advisor of the SOC, the SOC Chair shall coordinate the allocation of spaces on campus for exclusive use by student organizations.

10. Coordinate the 'Advisor of the Year' nomination and selection process in March of each year.
11. Assists with the development and implementation of the Student Organization Leader Orientation (SOLO) at the beginning of fall semester.
12. It is the responsibility of the SOC Chair to delegate work among the SOC and involve the entire committee to participate in initiatives and activities supported by the SOC, and MCSG as a whole.

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.
6. Shall meet at least once a month 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.
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. Shall supervise the FAC Bookkeeper.
10. 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 (10) 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 plan and distribute the agenda and serve as facilitator for PB meetings. The Chair votes only in cases of a tie.
8. 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 make a schedule of office hours of all office staff and MCSG executives publicly available.
2. Shall create and maintain a contact list for all MCSG members and staff.
3. Shall report to the MCSG President concerning all work-study responsibilities.
4. Shall attend Executive Board and Legislative Body meetings.
5. Shall solicit agenda items for the Legislative Body meetings and compile an agenda.

6. 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.
7. Shall be in charge of the MCSG email account and coordinator all communication with necessary parties.
8. 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.
9. Catalogue by-law changes, resolutions, bills, and proposals considered and passed by MCSG for the MCSG Secretary to include on the website.
10. The Chief of Staff shall be responsible for ensuring that MCSG and its various committees meet all deadlines prescribed by the MCSG Constitution and Bylaws.
11. 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 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 five office hours per week.
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 Bylaws.
 - 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 3: 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.
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 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.
5. Shall make schedule of office hours publicly available.
6. Shall report to the Chair and Advisor concerning all work study responsibilities.
7. Shall maintain a positive image branding of PB.
8. Shall hold weekly office hours.

Section 4. 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 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.
5. Shall report to the FAC Chair concerning all work-study responsibilities.
6. Shall work with FAC Chair to accurately communicate FAC decisions to student organizations within 24 hours of an FAC decision or recommendation being rendered.
7. 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.
8. Shall maintain regular communication with the Business Services Office.
9. 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.

Section 5. MCSG Sustainability Officer

1. Shall monitor Macalester's progress on institutional sustainability goals by monitoring current college commitments. These goals include (but are not limited to) promoting sustainability as an educational priority of the college, Zero Waste by 2020, Climate Neutrality by 2025, the Real Food Challenge, and adherence to the Apparel Code of Conduct.
 - a. Shall bring knowledge of the [Sustainability Plan](#) to Legislative Body meetings advise accordingly to ensure that MCSG decisions fall into alignment with these goals.
 - b. Shall identify gaps in progress on sustainability goals and recommend possible solutions to the student government to be presented to the LB and submitted to the Executive Board for campuswide distribution at the end of each semester.
2. Shall serve on the Sustainability Advisory Committee as one of the designated student representatives.
3. Shall act as liaison between the Sustainability Office and MCSG.
 - a. Shall be required to meet with the Macalester College Sustainability Manager at least once per month to discuss possible coordination between the Sustainability Office and MCSG.
 - b. Shall be an active participant in the Sustainability Student Network to understand what students in different departments across campus are doing in this area. They will be expected to meet with the network coordinators in the Sustainability Office and Facilities Services monthly plus attend all Sustainability Network meetings.
 - c. Shall act as liaison between MCSG and Residential Life on Sustainability issues to identify opportunities for enhanced sustainability education and initiatives.
 - d. Shall be required to meet with the Director of Residential Life within the first four (4) weeks of each semester and within the last four (4) weeks of each semester.

4. Shall work with the Financial Affairs Committee and Student Services and Relations Committee Chairs to ensure student activity fee dollars are being spent with holistic sustainability in mind.
 - a. Shall write and update a sustainable allocation and purchasing document for the FAC to use as a guide when making decisions.
 - i. The Sustainability Officer will directly review and comment on all requests over \$500.
 - ii. Shall meet with the FAC Chair on an as-needed basis.
 - iii. Shall meet with the FAC Chair at the end of each semester to recap and evaluate the state of sustainable spending.
 - b. Shall comment on all Community Chest requests made to the SSRC.
5. Administer the discounted compostable dishware program for student organizations (See B0005)

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.

Section 2. The Student Organizations Committee (SOC).

1. The duties of the SOC shall include:
 - a. Chartering
 1. 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. Planned specific events that necessitate future budgeting.
 - b. Consistent capital needs.
 - c. Will require funds to pay instructors or speakers.
 - d. Demonstrably large active member base (10 + members).
 2. A non budgeting student organization is defined as a student run institution that does not meet the requirements for being a budgeting student organization.
 - ii. Shall charter student organizations using the procedure laid out in the Student Organization/Media Policy.
 - 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 status as: active, probational, or inactive/frozen status.
 5. Any other information that the SOC Chair and/or SOC Committee members see fit.
- ii. 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 (3) groups 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.
- iii. Student Organizations that fail to audit are not eligible to receive \$200 in Flexifunds or will not have the ability to file budgets or additional allocation requests. The student organization will not have access to any funds that have already been allocated, and will not be able to reserve

space. The student organization will have access to its above privileges only after completing the audit process with the SOC Chair..

- iv. 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.
- v. 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.
 1. The SOC must provide the organization with the following courtesies:
 - a. The SOC must inform the organization as to the above criteria (under section 2, subsection c, point i) that necessitated their summoning.

- b. The SOC must inform MCSG's LB of the audit during the next LB meeting following the auditing decision.
- c. The SOC in conjunction with the President, the FAC, and Campus Activities and Operations, shall organize the training program for new student organization leaders in the fall of each year.
- d. The SOC and the FAC shall collaborate on 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 the org management tool.
- e. The SOC shall allocate available student spaces in consultation with the Campus Activities and Operations 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 Advisor 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.

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.
 - viii. Alumni Relations
- 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. Should read "The AAC shall promote textbook affordability by assisting 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. Coordinate with the library reserve specialist to monitor the program.
 - iii. Select the textbooks and other materials that are to be purchased for the Textbook Reserve Program.
 - 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 the FAC Chair, four 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. 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.
- c. Solicit feedback from the student body on MCSG actions and policies.
- d. One member of the SSRC will be appointed to serve on the Student Affairs Advisory Committee.
- e. 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.
- f. Membership
 - i. Seven (7) LB members will be assigned to the SSRC.
- g. 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 probationary period of one (1) academic year.
 10. The SSRC shall consider subsidizing food only when integral to the request.
 11. The SSRC shall consider subsidizing clothing only when necessary for the request.
 12. The SSRC shall consider subsidizing the cost for tickets and fees for frequently repeated events.
- vi. The SSRC shall be responsible for the dissemination of student polls and the compilation of student feedback regarding the MCSG's actions.
1. The SSRC must conduct at least one student poll per semester.
 2. 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.
 3. 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 the Program Board Bylaws.

Section 7. Student Athlete Advisory Committee (SAAC).

1. Voting membership to SAAC:
 - a. Shall include two individuals from each of the 19 varsity sports
 - b. Shall be nominated by previous SAAC voting members or by coaching staff.

- c. Shall be compiled into a roster for each academic year and sent to the MCSG Chief of Staff by the end of the second full week of classes in the Fall and made available on the MCSG website.
 - d. May change as long as a update roster is sent to the MCSG Chief of Staff within 48 hours of the change
2. Leadership to SAAC shall include:
- a. a seven person executive board that consists of the following members and their respective responsibilities:
 - i. President - The president is responsible for presiding over all SAAC meetings (setting meeting dates, reserving space, creating each meeting agenda, and leading meetings). The president will act as liaison to the Athletic Department.
 - ii. Vice-President - The vice-president is responsible for assisting in all presidential responsibilities and serving a president in an absence.
 - iii. Secretary - The secretary is responsible for maintaining the SAAC roster, keeping meeting minutes, and tracking attendance. The secretary will send each meeting minutes to the MCSG secretary within 48 hours of the meeting to be posted on the MCSG website.
 - iv. Treasurer - The treasurer is responsible for creating and maintaining the SAAC budget the received from the Athletic Department on our student organization management system.
 - v. Communications Liaison The communications liaison is responsible for organizing and sending weekly sports updates to the athletic community.
 - vi. Publicity Officer The publicity officer is responsible for advertising for all SAAC events in coordination with the communications liaison.
 - vii. Kofi Cup Facilitator - The Kofi Cup facilitator is responsible for arranging the Kofi Cup and Kofi Cup competition between the different teams.
 - b. Each executive board member is responsible for hosting one SAAC event each semester as determined by the entire executive board (i.e. Dig Pink/Kick Cancer, National Student Athlete Day, Strike Out Heart Disease, etc.).
 - c. The SAAC Executive Board will be elected at least two weeks before the previous academic semester ends by the current voting members.
 - d. At least one SAAC member will be required to present to the MCSG Legislative Body at least once a month. This presentation shall be focused on areas of concern identified by the student athlete community. At the time of the presentation, SAAC will provide an updated, short, written summary of past,

ongoing, and upcoming events for the year. This report shall be published on the MCSG website.

3. Meetings for SAAC will be held at least once per month but may meet more often as needed. Specific meeting times will be set by the SAAC President and communicated to the MCSG Chief of Staff promptly. The voting members of SAAC and the MCSG Executive Board must be notified of the upcoming meeting agenda at least 48 hours prior to the start of the meeting.
4. A nonstudent athlete representative from the Legislative Body shall be appointed to attend every SAAC meeting as a nonvoting member.

ARTICLE VI. 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 Election Code.

ARTICLE VII. 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. Union Park District Council Board
 - q. Web Advisory Committee.
3. The MCSG President shall confirm this list of campus committees prior to the selection process.
 - a. For on-campus committees, they will consult with Campus Activities and Operations to confirm the list of campus committees. For off-campus committees, they will consult with the respective off-campus entity.

- i. During the selection process for the Union Park District Council Board, some preference should be shown to students who live within the geographic boundaries of the Union Park District Council.
4. 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.
5. 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.
6. All campus committee representatives, with the exception of representatives to Conduct Board, shall be required to provide the MCSG President with a semesterly report.

ARTICLE VIII. BYLAW CHANGES

Section 1.

1. Bylaws and other MCSG policies including the Election Code, Student Organizations/Media Policy, and the Lectures Coordination Board Policy may be changed by a two thirds (2/3) majority vote of the LB.