

Authors: Joel Sadofsky, Ryan Connor, Else Gerber

Bill No: B0047

Fall 2024 Omnibus Bill: A Bill to Amend the MCSG Bylaws

WHEREAS, The MCSG Bylaws require yearly revision and reaffirmation,

Be it enacted by the Macalester College Student Government Legislative Body, by a two-thirds (2/3) majority vote:

That the current MCSG Bylaws shall be amended to reflect approved edits, additions, and changes.

MCSG BYLAWS

Macalester College Student Government (MCSG) Room 117, Weyerhaeuser Hall

Phone: (651) 696-6842

Email: mcs@macalester.edu

Revised and approved by the Legislative Body: October 3rd, 2024

Table of Contents:

ARTICLE I. THE LEGISLATIVE BODY

Section 1. Meeting Rules

Section 2. Agenda

Section 3. Taking Office

Section 4. Student Representative Responsibilities

Section 5. Speaker of the Legislative Body

ARTICLE II. THE STUDENT ASSEMBLY

Section 1. Meeting Rules

Section 2. Agenda

ARTICLE III: MCSG EXECUTIVE BOARD

Section 1: General Powers and Duties

Section 2. MCSG President

Section 3. MCSG Vice-President

Section 4. Student Organizations Committee Chair

Section 5. Academic Affairs Committee Chair

Section 6. Financial Affairs Committee Chair

Section 7: Program Board Chair

Section 8: Cabinet Chair

Section 9: Communication & Engagement Committee

ARTICLE IV: MCSG OFFICE STAFF

Section 1: Chief of Staff

Section 2. Secretary & Treasurer

Section 3. FAC Bookkeeper

Section 4. Media and Outreach Coordinator

ARTICLE V. STANDING COMMITTEES OF MCSG

Section 1. General Powers and Duties

Section 2. The Student Organizations Committee (SOC)

Section 3. The Academic Affairs Committee (AAC)

Section 4. Financial Affairs Committee (FAC)

Section 5. The Cabinet

Section 6. The Program Board (PB)

Section 7. The Communication & Engagement Committee (CEC)

ARTICLE VI. COMMISSIONS OF THE LEGISLATIVE BODY

Section 1. Ad Hoc Commissions

Section 2. Election Procedures Commission (EPC)

ARTICLE VII. TRANSITION PROCESS

Section 1. MCSG Transitions

Section 2. Student Organization Leader Orientation (SOLO)

Section 3. Student Representatives to Campus Committees

ARTICLE VIII. BYLAW CHANGES

Section 1. General Procedures

Section 2. Strategic Plan

ARTICLE IX. ANTI-DISCRIMINATION CLAUSE AND EXPECTATIONS

Section 1. Anti-Discrimination Clause

Section 2. Expectations Regarding Accusations of Hate Speech

ARTICLE I. THE LEGISLATIVE BODY

Section 1. Meeting Rules

1. The voting members of the Legislative Body (LB) shall consist of all members elected by the student body (the Executive Board, four Class Representatives per class, and all issue-based Liaisons).
2. All LB meetings shall be limited to one hundred and twenty (120) minutes, but may be extended by a simple majority vote.
3. Regular LB meetings will be held once every week.
4. A quorum of two-thirds (2/3) of elected members shall be required in order for the weekly LB meeting to be held.

5. The rules contained in Democratic Rules of Order, 10th Edition, as applied by the Speaker of the LB, shall govern in cases where the Constitution and/or Bylaws do not contain provisions dealing with the question before the LB.
6. For each motion put forward before the LB, each elected member shall have one vote.
7. There shall be no proxies at the LB meetings.
8. Absences:
 - a. Each LB member shall be allowed no more than two (2) unexcused absences from either LB, Executive Board or standing committee meetings for the year.
 - b. Each LB member shall be allowed no more than four (4) unexcused late arrivals during meetings for the year.
 - c. Members should email the Chief of Staff at least twenty-four (24) hours in advance of weekly LB meetings for all anticipated absences. Members should copy the MCSG email account on each email.
 - i. Should an emergency situation arise less than twenty-four (24) hours in advance of a meeting, members should email the Chief of Staff and MCSG email as soon as they are able.
 - ii. Excused absences may be granted depending on individual circumstance and at the discretion of the MCSG Vice President and Chief of Staff.
 - d. Violations of these attendance policies shall result in a Judicial Council review of the LB member.
 - i. All complaints should be directed to the MCSG Vice President & Chief of Staff, who will refer them to the Judicial Council.
9. Every LB meeting shall be open to all students. MCSG representatives should encourage constituents to attend the LB meetings.
 - a. For in-person meetings, the time and location of the meeting should be publicized by the Media & Outreach Coordinator to the campus community on a weekly basis.
 - b. For virtual meetings, the link (and login information, if applicable) should be made available to all individuals with a @macalester.edu email address.
 - c. LB meetings are to be held in person unless doing so would threaten the health & safety of the campus community.
10. Legislation numbering will not reset from term to term.
11. MCSG shall generate a set of internal community guidelines each year.

Section 2. Agenda

1. It is recommended that an LB member consult and coordinate with concerned member(s) of the Macalester community before the submission of a resolution, bylaw, or issue for discussion.

2. 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 by the end of the day preceding an LB meeting to be distributed to the LB, unless there is an urgent matter brought up between the time the agenda is set and the LB meeting, subject to approval by the Vice-President or Chief of Staff. The agenda is to be sent to the LB by 6 pm on the day preceding the LB meeting.

Section 3. Taking Office

1. All candidates who have been certified as winners by the Election Procedures Commission shall take office by the next LB meeting. This excludes members elected in regular spring semester elections for the following academic year who will act as members-elect until taking office at the last LB meeting of the semester.
2. The LB members shall serve a term of one full academic year.
 - a. Students who ran on a split ticket are expected to serve the full semester.
 - b. Students elected by special election to fill a vacancy mid-year shall serve only until the conclusion of the current academic year.
3. All LB members will train their incoming successor within twenty (20) school days after an election. The purpose of this training shall be to educate new members about MCSG and to ensure a smooth transition.
4. Class Representatives elected during the spring semester will be separated into the following committees by the end of the spring semester in which they are elected.
 - a. Academic Affairs Committee (AAC).
 - b. Financial Affairs Committee (FAC).
 - c. Student Organizations Committee (SOC).
 - d. Communications & Engagement Committee (CEC).
5. Class Representatives elected during the fall semester will be added to each standing committee during the Fall Retreat.
6. Class Representatives and Liaisons may choose to join an additional committee following their initial assignment as long as this responsibility does not impede them from attending and fully participating in either committee, at the approval of both committee chairs involved (including the Cabinet Chair for matters concerning liaisons). Committee chairs may not join an additional committee.

Section 4. Class Representative Responsibilities

1. Networking with Constituents
 - a. The Class Representatives for each class year should work with Program Board (PB) or CSLE, to coordinate an event to network and build community with their class members each semester.

2. Communicating with Constituents
 - a. The Class Representatives for each class year must communicate semesterly (at least) both their individual efforts and MCSG-wide efforts to their constituents.
3. Class Representative Meetings
 - a. The Class Representatives for each class year must meet at the beginning of each semester to discuss goals for the semester, plan for class networking events, determine the means of communicating MCSG initiatives to their 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 stored in the LB Team Drive that will be passed down to the next academic year's set of Class Representatives.
 - i. This transition document should include identified concerns of the student body and any effort(s) made by the Representatives to address these issues.
5. Class Representative Listening Sessions for the Community
 - a. Class Representatives will hold casual listening sessions ("forums") once per semester for their constituents to bring issues and questions.
 - i. Representatives will bring this information back to the LB.
 - ii. Representatives will make an effort to publicize these sessions in advance to as many of their peers as possible.
 - b. Each class will be given \$250 in order to buy food for the forum. This spending must follow the Financial Code. Class representatives can request additional funding through the additional allocations process.
6. Class Lead
 - a. Class Representatives from each year will choose a class lead.
 - b. The class lead will facilitate group work during LB meetings.
 - c. The class lead will hold their cohort of Class Representatives responsible for their duties and obligations as specified by the bylaws.
 - i. The class lead will be the Executive Board's point of reference for issues regarding a member in their class year.
 - ii. The class lead is responsible for bringing issues, petitions, or reports from their class year to the Executive Board.
 - d. The class lead is responsible for convening regular meetings of Class Representatives from their class year.
 - e. The class lead will assume primary leadership for organizing class nights for the year group.

Section 5. Speaker of the Legislative Body

1. Responsibilities
 - a. Serves as parliamentarian at LB meetings.
 - b. Remains a full member of their MCSG committee and a voting and contributing member of the Legislative Body (LB)
 - c. Responsibilities include:
 - i. Facilitating LB meetings.
 - ii. Representing the LB at Executive Board meetings.
 - iii. Determining emergency motions.
 - d. While not an official member of the Executive Board pursuant to the MCSG Constitution Article VIII, the Speaker of the LB shall exercise a tie-breaking vote on matters decided by the Executive Board.
2. Selection Process
 - a. The Speaker must be an elected Class Representative or Liaison.
 - b. An interim Speaker of the LB shall be appointed by the Executive Board at the beginning of the academic year. The interim Speaker will serve until the LB has voted for the Speaker of the LB for the new academic year.
 - a. At the first LB meeting after the first-year Class Representatives have been elected, the MCSG Vice-President will solicit names of Class Representatives or Liaisons interested in serving as Speaker of the LB.
 - i. Only Class Representatives and Liaisons may nominate candidates for Speaker of the LB.
 - ii. Class Representatives and Liaisons may nominate themselves for the position of Speaker of the LB.
 - iii. After the end of this meeting, no further nominations may be accepted.
 - b. The MCSG Vice President will run a secret ballot election at the meeting following the announcement and initial nominations.
 - i. The ballot shall use ranked-choice voting.
 - ii. Only Class Representatives and issue-based Liaisons may vote.
 - iii. Voting will take place one (1) week after nominations are made.

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, but may be extended by a simple majority vote.
2. The SA shall meet as called for by a simple majority vote of the LB or a petition bearing the names of at least twenty (20) percent of the student body.

3. A quorum of five (5) percent of the student body shall be required in order for the SA to be held.
4. This petition must be received by the MCSG President at least fourteen days (14) days prior to the proposed date of the SA.
5. All members of the student body may enjoy the privilege of the floor at the SA meetings.
6. The rules contained in Democratic Rules of Order, 10th Edition, Newly Revised, as applied by the MCSG President or the Speaker of the LB (if the President is unable), shall guide in cases where the Constitution and/or Bylaws do not contain provisions dealing with the question before the SA.
7. Only those persons classified by the Office of the Registrar as degree-seeking or international exchange students shall be allowed to vote.
8. All members of the LB must attend the SA meetings or inform the Chief of Staff of their absence at least twenty-four (24) hours prior to the SA. They shall copy the MCSG account on this email to the Chief of Staff.

Section 2. Agenda

1. All motions, resolutions, and reports must be in writing and on the agenda to receive final approval with the following exceptions:
 - a. Procedural motions.
 - b. Amendments.
 - c. Emergency motions, status of which shall be determined by the Chairperson of the meeting, subject to appeal to the SA. The decision will be voted on by simple majority vote.
2. Any degree-seeking or exchange student 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. 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.
6. These resolutions must be delivered to the MCSG President at least seven (7) days prior to the SA meeting.
7. No ad hoc resolutions shall be permitted in the SA.
8. The agenda and relevant materials, such as reports, shall be made publicly available at least twenty-four (24) hours prior to the SA meeting.

9. The MCSG President shall serve as the parliamentarian of the SA meeting. If the President is unable to attend, the Speaker of the LB may serve as the parliamentarian in their stead.

ARTICLE III: MCSG EXECUTIVE BOARD

Section 1: General Powers and Duties

1. The MCSG Executive Board shall consist of the MCSG President, the MCSG Vice-President, the Cabinet Chair, the Student Organizations Committee Chair, the Academic Affairs Committee Chair, the Financial Affairs Committee Chair, and the Communications & Engagement Committee Chair.
2. All Executive Board members shall:
 - a. Attend at least one meeting every week convened by the MCSG President that shall allow them to report on and prepare for the weekly meetings of the LB and the Committees.
 - b. Host at least one (1) office hour per week; these hours must be regularly scheduled and made publicly available. They shall also be available to students by appointment.
 - c. 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 LB. Executive Board members are encouraged to share the duty of being a spokesperson with other Committee members.
 - d. Promote institutional memory of all Committee projects to pass on to their successor in a transition packet stored in the Executive Board Team Drive.
 - e. Delegate work among their Committee members and involve all Committee members in initiatives and activities of the Committee and MCSG.
 - f. Record Committee members' attendance to weekly Committee meetings and share this information with the MCSG Vice President and Chief of Staff.
 - g. Meet individually with every member of their respective Committee at least once a semester.
3. For each motion put forward, every member of the Executive Board will have one vote.
4. There will be no proxies at the Executive Board meetings.
5. Macalester College community members may attend Executive Board meetings.
6. The Executive Board assumes responsibility of mentorship for the first-time representatives in their respective Committees.
 - a. Mentors shall present their mentees with relevant transition documents, explain parliamentary procedure, and prepare their mentees for the duties of class representatives.

- b. The Executive Board must personally contact all first-time representatives to MCSG at least once before the representative's first LB meeting.
7. The Executive Board must submit a bill to the LB by the fourth meeting of the fall semester affirming or amending the MCSG Bylaws, unless the LB votes to extend the process.

Section 2. MCSG President.

1. Reports on the state of the Macalester College community at Opening Convocation.
2. Can enter MCSG into binding agreements only with the consent of a two-thirds ($\frac{2}{3}$) vote by the LB.
3. Acts as a spokesperson for the student community.
4. Serves as a mediator in placing Class Representatives into MCSG standing Committees.
5. Convenes weekly Executive Board meetings.
6. Shall hold a minimum of one (1) weekly office hours.
7. Serves as an 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 Board members. Facilitates the process of reviewing, voting on, and appointing students to campus committees.
 - a. In the case that not all campus committee representative positions are filled, a second round of applications should be opened early in the fall semester. The newly-elected President shall convene this process and lead the selection process with the Executive Board.
10. At least once a semester the President shall convene a student meeting on relevant student issues.
 - a. This meeting shall allow the President to engage students beyond MCSG representatives and to set an agenda for the semester.
 - b. There will be a budget to buy food for students in attendance, following the Financial Code.
 - c. Topics for discussion will be collected from students.
 - d. This meeting will act as a constructive platform for airing student grievances.
11. Responsible for appointing, advising, and removing the MCSG office staff, in partnership with the MCSG Advisor.
 - a. The President shall conduct evaluations each semester for the MCSG Secretary and Treasurer, Chief of Staff, and Media and Outreach Coordinator.
 - b. The President shall arrange as needed meetings with MCSG office staff.
12. Shall meet weekly with the MCSG Advisor to discuss the state of MCSG.
13. Shall meet weekly/biweekly with the Vice President for Student Affairs or their designee.

14. Shall attend monthly faculty meetings, if not in conflict with other MCSG meetings.
15. Chairs the Executive Board and weekly Executive Board meetings.
16. Shall consult with the FAC Chair and the MCSG Secretary & Treasurer regarding the budget for the following year.

Section 3. MCSG Vice-President

1. Assumes the duties of the President when the President is absent as determined by all other members of the Executive Board or a 2/3 majority of the Legislative Body.
2. Assumes the position of President if the President cannot complete their term as determined by a unanimous vote by the Executive Board or a 2/3 majority of the Legislative Body.
 - a. A special election will be held for the position of Vice-President.
3. Serves as a student representative on the Infrastructure and Advancement Committees of the Board of Trustees.
4. Serves as the main coordinator of LB operations, initiatives, and meetings.
 - a. Works with the Chief of Staff to set each LB meeting agenda.
 - b. Works with campus partners and guests to LB meetings to coordinate any visits/presentations to the LB.
5. Shall hold a minimum of one (1) weekly office hours.
6. Meets with all members of the LB, at least once per semester, to provide advice and mentorship.
7. Serves as an ex-officio member of the Committees.
8. Works with the Communications & Engagement Committee to generate awareness of MCSG initiatives and solicit feedback to be presented to the LB.
9. Meets weekly with staff advisor.
10. Shall coordinate with the President and Chief of Staff to ensure attendance policies are met.

Section 4. Student Organizations Committee Chair

1. Chairs the Student Organizations Committee (SOC).
2. Serves as the chief liaison between student organizations and MCSG.
3. Chairs weekly SOC meetings.
4. Shall hold a minimum of one (1) weekly office hours.
5. Responsible for contacting leaders of student organizations whose business is on the weekly agenda, and inviting them to attend relevant SOC and LB meetings.
6. Delegates the coordination of meetings with student organization leaders for formal check-ins.

7. Works closely with the FAC Chair to inform chartered student organizations of the relevant policies, deadlines, and requirements in place for smooth transition, budgeting, conducting formal check-ins, and other relevant processes.
 - a. The SOC and FAC Chairs shall meet at least once a month to facilitate open and consistent communication.
 - b. SOC and FAC Chairs shall coordinate the formal check-in and budgeting schedules.
8. Shall meet weekly with the advisor of the SOC.
9. Within forty-eight (48) hours of the chartering of a new student organization, the SOC Chair shall communicate with the FAC Chair, FAC Bookkeeper, SOC Advisor, and FAC Advisor, to ensure all relevant documentation is processed on the organization management system.
10. Coordinates the nomination and selection process for the 'Student Org Advisor of the Year,' 'Student Org of the Year,' and 'Student Org Program of the Year' awards, in conjunction with the Annual Student Leadership Awards.
11. Attends the Student Organization Leader Orientation (SOLO) training at the beginning of the fall semester and, in conjunction with the SOC Advisor, FAC Chair, and FAC Advisor, holds additional trainings sessions and/or provides virtual materials for groups chartered throughout the academic year.
12. Is responsible for supporting student organization management software needs.
13. Serves on the Convocation planning committee.

Section 5. Academic Affairs Committee Chair.

1. Chairs the Academic Affairs Committee (AAC).
2. Leads weekly AAC meetings.
3. Shall hold a minimum of one (1) weekly office hours.
4. Serves as the Chief Academic Officer of MCSG and represents the academic needs of the student body.
5. Serves as a student representative on the Academic Affairs Committee of the Board of Trustees.
6. Shall serve as the MCSG representative to the Education Policy and Governance Committee (EPAG).
7. Coordinates the Textbook Reserve Program and other academic programs.
8. Shall meet weekly with the Advisor of the AAC.
9. Shall attend monthly faculty meetings.
10. Coordinates the nomination and selection process for the 'Educator of the Year' and 'Student Educator of the Year' awards, in conjunction with the Annual Student Leadership Awards nominations.

Section 6. Financial Affairs Committee Chair.

1. Leads the Financial Affairs Committee (FAC).
2. Is responsible for convening one (1) weekly committee meeting and coordinating committee discussion on budgets and additional allocations requests.
3. Is responsible for contacting leaders of student organizations whose business is on the weekly agenda and inviting them to attend relevant FAC and LB meetings.
4. Is responsible for responding to the financial queries of student organizations, both electronically and in weekly office hours.
5. Shall hold a minimum of one (1) weekly office hours.
6. Shall be responsible for the selection of At-Large Members of the FAC.
 - a. The Chair shall open applications by the second meeting of the FAC.
 - b. Applications shall be reviewed and voted upon by elected members of the FAC, with acceptance conferred by majority vote.
 - c. Approximately five (5) At-Large Members shall be chosen, but FAC shall be granted discretion in the enumeration thereof.
7. Works closely with the SOC Chair to inform chartered student organizations of the relevant policies, deadlines, and requirements for student organizations regarding budgeting and finance.
 - a. The FAC and SOC Chairs shall meet at least once a month to facilitate open and consistent communication between the FAC, SOC, and student organizations on campus.
 - b. The FAC and SOC Chairs shall coordinate the formal check-in and budgeting schedules.
8. Is responsible for hiring, advising and removing the FAC Bookkeeper in partnership with the FAC Advisor.
 - a. The FAC Chair shall arrange weekly check-ins with FAC Bookkeeper.
9. Ensures that the FAC Bookkeeper accurately communicates FAC decisions and recommendations to student organizations within forty-eight (48) hours of rendering an FAC decision or recommendation.
10. Shall meet weekly with the FAC Advisor.
 - a. These meetings may occur concurrently alongside the weekly meeting with the FAC Bookkeeper.
11. Within forty-eight (48) hours of the chartering of a new student organization, the SOC Chair shall communicate with the FAC Chair, FAC Bookkeeper, SOC Advisor, FAC Advisor, and Business Services to ensure all relevant documentation is processed on the organization management system.
12. Shall present weekly reports of allocations to the LB.

- a. These reports shall include newly approved additional allocation requests.
 - b. This responsibility may be delegated to another member of the FAC, with approval of both that member and the Chair.
13. Shall present to the LB, at the end of the semester, a summary of spending including, but not limited to, graphical and numerical presentations of expenditures and remaining funds.
14. Attends the Student Organization Leader Orientation (SOLO) training at the beginning of the fall semester and, in conjunction with the FAC Advisor, SOC Chair, and SOC Advisor, holds additional trainings sessions and/or provides virtual materials for groups chartered throughout the academic year.
15. Shall advise the President, Vice-President, and Secretary & Treasurer during annual budget drafting of MCSG.

Section 7: Program Board Chair.

1. Leads the Program Board (PB).
2. Shall select the Coordinators to serve on the PB.
 - a. All positions will be filled in spring for the following academic year.
 - b. Shall fill vacancies as needed.
3. Shall meet weekly with a member of the Center of Student Leadership and Engagement Staff.
4. Shall organize training and supervise all other voting members of the PB.
5. Shall be accountable for all funding allocated to PB.
 - a. Must present the state of their budget to the LB once each semester.
 - i. Working with the MCSG Secretary, this information must also be published on the MCSG website and the PB website within one (1) week of the presentation to the LB.
 - ii. This information must also be provided to the Mac Weekly each semester.
6. Shall act as the PB liaison to the LB to foster collaboration between the two bodies.
7. Shall plan and distribute the agenda and facilitate PB meetings. The Chair votes only in cases of a tie.
8. Shall hold PB members accountable for fulfilling their duties.
 - a. If removal from the PB is necessary, this decision will be made by a two-thirds (2/3) majority vote of the PB.

Section 8: Cabinet Chair.

1. Leads the Cabinet.
2. Is responsible for convening and chairing one weekly Cabinet meeting, consisting of all elected Liaisons.
3. Is responsible for facilitating connection and collaboration between the different issue-based Liaison positions and between the Liaisons and the Legislative Body.
4. Is responsible for facilitating connection and coordination between issues raised on campus, the respective liaison(s), and departments.
5. Shall hold a minimum of one (1) weekly office hours.
6. Shall meet weekly with the Cabinet Advisor.
7. Coordinates Community Chest grants to support students who are not acting on behalf of a chartered organization or an athletic group. Exceptions for athletic clubs will be considered on a case-by-case basis, provided that the requested funds would be used for campus-wide opportunities.
8. Presents weekly reports of any Community Chest requests to the LB, as needed.

Section 9: Communications & Engagement Committee Chair

1. Leads the Communications and Engagement Committee (CEC).
2. Is responsible for convening and chairing at least one (1) weekly CEC meeting.
3. Is the primary role in charge of MCSG's communications and engagement with the student body.
4. Shall ensure student body engagement in MCSG initiatives and ensure MCSG presence in all relevant student body issues.
5. Is responsible for providing support, direction, and facilitation of CEC projects, campaigns, and initiatives as necessary
6. Will facilitate tasks and responsibilities of the Media and Outreach Coordinator, in partnership with the Advisor of CEC.
7. Shall hold a minimum of one (1) weekly office hour.
8. Shall meet weekly with the Advisor of the CEC.
9. Shall work with the EPC to promote elections.

ARTICLE IV: MCSG OFFICE STAFF

Section 1: MCSG Chief of Staff

1. Shall make a schedule of office hours of all office staff, the MCSG President, Committee Chairs, and Officers publicly available online and in hardcopy posted on the MCSG office door.
2. Shall create and maintain a roster and 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 LB meetings.
5. Shall solicit agenda items for the LB meetings and compile an agenda.
6. Shall send the agenda to all LB members by 6 pm on the day preceding the LB meeting. Shall regularly check the MCSG email account and ensure that all emails are answered by the appropriate parties within a reasonable timeframe.
7. Shall work with the Executive Board and other MCSG office staff to prepare transition documents at the end of each academic year for the incoming MCSG Chief of Staff and incoming MCSG members.
8. Shall keep a record of attendance at each LB meeting, and check-in with members who are repeatedly missing meetings. Shall, in conjunction with the MCSG President and Vice President, also submit a complaint to the Judicial Council when members have more than two unexcused absences in the year.
9. Shall ensure that MCSG and its various committees meet all deadlines prescribed by the MCSG Constitution and Bylaws.
 - a. Shall periodically review these documents and communicate any needs or expectations not being met to the relevant LB member/advisor.
10. Shall work with the MCSG President and hold check-ins with all LB members at least once per semester.
 - a. If either the Chief of Staff or Vice President is not able to attend the meeting, it will continue ahead with one of these positions, and the LB member concerned.
 - b. The Chief of Staff will take the lead in scheduling these meetings.
 - c. These meetings will be a chance for advice and mentorship, as well as a review of performance of the LB member.
11. Lead collaborations with The Mac Weekly and other campus publications, including keeping The Mac Weekly informed of meeting details and helping them with wording, and getting in touch with MCSG.
12. Shall oversee communication between campus committee members and Committee Contacts. Shall maintain a working document with all active campus committees and their members, making changes as needed.

13. Shall provide logistical support in the organizing and functioning of LB meetings in coordination with the Secretary.
14. Additional duties as directed by the MCSG President, VP, and Advisor.

Section 2. The MCSG Secretary & Treasurer

1. Shall receive website management training from the Communications/Public Relations and/or ITS departments at Macalester College.
2. Shall keep the MCSG website up-to-date.
 - a. Shall upload all approved bills and resolutions to the MCSG website within forty-eight (48) hours of being passed by the LB.
 - b. Shall make all appropriate edits to the copies of the MCSG Constitution and/or Bylaws within forty-eight (48) hours of an amendment or revision being passed by the LB.
 - c. Shall coordinate with the MCSG Media and Outreach Coordinator(s) and CEC Chair to ensure resources promoting transparency (i.e. newsletter(s) and member bios) are updated on the website.
3. Shall report to the MCSG President and MCSG Advisor concerning all work-study responsibilities.
4. Shall post the LB meeting details and agenda in the Mac Daily before 3pm the day before each LB meeting.
5. Shall record the minutes of the SA, LB and Executive Board meetings and keep a record of these documents. These minutes shall:
 - a. Contain bullet points with specific details from each speaker.
 - b. Accurately capture the full names of each speaker and the order in which they spoke.
 - c. Be posted on the MCSG website within forty-eight (48) hours of each SA or LB meeting.
 - d. Should the Secretary need to miss an LB meeting, they shall coordinate with a member of the LB to take minutes, and they will receive, review, edit, and post these minutes within the week of the missed LB meeting.
6. Shall distribute all MCSG legislation to the relevant parties within one (1) week of the LB vote on the legislation.
 - a. All legislation shall be presented to The Mac Weekly.
 - b. All legislation shall be posted on the MCSG website.
7. Shall store final drafts of bylaw changes, resolutions, bills, and proposals considered and passed by MCSG in the Executive Board Team drives.
8. Shall organize all MCSG-related google drives, folders, documents, as well as overseeing member/viewing permissions throughout the year.

9. Shall maintain the MCSG office and records, including the following tasks:
 - a. Purchase office supplies as requested by the Executive Board.
 - b. Work with the Chief of Staff to ensure that the office is clean and organized at all times.
 - c. Maintain up-to-date copies, physical and digital, of the MCSG Constitution and Bylaws.
 - d. Shall collect mail in the MCSG office, sort through it, and ensure that all mail is responded to by the appropriate parties within a reasonable timeframe.
10. Shall be responsible for all internal MCSG funds (funds allocated by the FAC for the operations of MCSG).
 - a. Shall coordinate all MCSG expenses and purchases.
 - b. Shall keep a record of all transactions, and be up to date with the budget in student organization management software.
 - c. Shall submit all expenditure forms on student organization management software.
 - d. Shall work with MCSG members to submit additional allocation requests to the FAC.
 - e. Shall present the state of the MCSG budget to the Executive Board, and carry out actions to ensure the financial strength and transparency of internal MCSG funds.
11. Additional duties as directed by the MCSG President, VP, and Advisor.

Section 3. FAC Bookkeeper

1. Shall attend all FAC meetings and record minutes.
 - a. Minutes will be shared with FAC members and LB members.
 - b. Shall keep track of attendance of FAC members.
2. Shall report to the FAC Chair and FAC Advisor concerning all work-study responsibilities.
3. Shall meet weekly with the FAC Chair and FAC Advisor.
4. Shall maintain weekly office hours as recommended by the FAC Chair.
5. Shall work with the FAC Chair to oversee financial aspects of the organizational management system including, but not limited to:
 - a. Entering and approving allocations.
 - b. Monitoring expenditures.
6. Shall work with the FAC Chair to accurately communicate FAC decisions to student organizations within forty-eight (48) hours of an FAC decision or recommendation.
7. Shall create a semesterly presentation of MCSG's spending.
 - a. 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. In conjunction with the FAC Chair, shall create a weekly report of MCSG's Operating, Capital, and Reserve Funds' running totals to be shared with the LB and made ready for reference.
 - a. Once a semester, an aggregate of these reports will be submitted to The Mac Weekly and made available on the organizational management system.

Section 4. MCSG Media and Outreach Coordinator(s)

1. Shall keep abreast of current MCSG activities and relevant happenings in the broader Macalester community.
2. Shall serve as an ex-officio member of the Communications & Engagement Committee.
3. Shall carry out the implementation of ideas and plans that are generated by the CEC, including but not limited to social media posting and event planning.
4. Shall consult members of the LB to ensure that all media reflects the spirit of MCSG.
5. Shall report to the MCSG CEC Chair and CEC Advisor concerning all work-study responsibilities.
6. Shall be the point-person to help and encourage MCSG Committees in inter-committee media projects to promote and advertise the programs, events, and services offered by MCSG.
7. Shall collaborate with the CEC and campus departments (including Macalester Communications) to facilitate efficient implementation of MCSG's communication efforts.
8. Shall follow ethical journalism and media production standards.
9. Shall be responsible for all media-related activities including:
 - a. Maintaining MCSG's social media presence.
 - b. Creating and maintaining a presence on an online platform to upload and share video content regarding MCSG and the student body.
 - i. Shall reply and attend to all Direct Messages on social media.
 - ii. Shall post weekly updates after each LB meeting.
 - iii. Shall promote student events to the community.
 - iv. Shall organize the MCSG social media pages.
 - v. Shall solicit feedback through the social media pages, events etc, and report back to the Executive Board.
 - c. Planning publicity strategies and campaigns in conjunction with the MCSG President, MCSG Vice-President, and CEC Chair.
 - d. Designing, writing and/or producing publicity brochures, branding, information for websites and promotional videos should the Coordinator(s) find it useful.
 - e. Encourage the promotion of both MCSG and other organizations' events.

- f. Promoting elections to support the efforts of the Election Procedures Commission.
- g. Designing and coordinating the annual MCSG merchandise.
- h. Additional duties as directed by the MCSG President, VP, and Advisor.

ARTICLE V. STANDING COMMITTEES OF MCSG

Section 1. General Powers and Duties

1. Standing committees of MCSG shall:
 - a. Initiate, coordinate, and administer policies and programs within their areas of responsibility.
2. Communicate with the student community on a regular basis in conjunction with the Media and Outreach Coordinator(s).
 - a. This shall include, but not be limited to, submissions to the Mac Daily detailing Committee initiatives and opportunities relevant to the student body and posts on social media class pages inviting community participation in Committee meetings.
3. A quorum of two-thirds (2/3) of the total members appointed to a specific Committee shall be required in order for the standing Committee meeting to be held.
 - a. At-large members of the FAC shall be considered full members of the committee when determining what constitutes a quorum.

Section 2. The Student Organizations Committee (SOC)

1. Duties of the SOC shall include:
 - a. Chartering student organizations.
 - i. The SOC shall follow the Student Organizations Committee Code (SOC Org Code) for the chartering process of new orgs.
 - ii. Chartered student organizations will be granted privileges stated in the SOC Student Org Code.
 - b. Conducting formal check-ins.
 - i. Student organizations must undergo a formal check-in at least once every three (3) years, with newly-chartered organizations undergoing a formal check-in at the end of the academic year following the year of their creation.
 - ii. The Chair will announce to student organizations the deadlines of the formal check-in process at least two (2) weeks in advance.
 - iii. The SOC will conduct a formal check-in on each student organization's performance in areas laid out by the SOC Code.

- iv. At the completion of a formal check-in, the SOC will designate an org's status: as active: currently in student organization management software and at least two leaders attended SOLO or completed the makeup session; probational: in violation of the Org Code of Conduct; inactive: determined when SOC and CSLE have reached out three times and have not received communication back, or when leadership has communicated a desire to pause with concrete expectations to return the org to active status, or due to the SOC's belief that the org cannot responsibly run, determined by a majority vote.
 - 1. Evaluation criteria will be shared with student organization leaders in advance of the formal check-in.
 - 2. An org can hold inactive status for one semester at a maximum; if it is the spring semester, they must still complete the Spring Transition process to become active. When an org is voted upon being inactive, they will face consequences such as restricted access to their budget, additional allocations, Flexi Fund, and also programming and reservation privileges. The student organization must meet with the SOC Chair to discuss next steps to become "inactive."
 - 3. An org will have probationary status for no more than a semester. If a probational org does not adhere to the SOC's guidance to become no longer probational or breaks the Org Code of Conduct again within two years, they will be forced to disband. A disbanded org can attempt to recharter one year from the date of disbandment.
- v. The results of the formal check-in shall be presented in the form of a report to the LB.
- vi. The SOC Chair will meet with the FAC Chair to discuss each organization's status and the formal check-in report, which will be used by the FAC in the budgeting process.
- vii. The SOC may provide a formal check-in on organizations at any time, outlined in the SOC Code.

2. Membership

- a. Four (4) LB members including the chair will be assigned to the SOC.
- b. All SOC members will be assigned as liaisons to active orgs.
 - i. The SOC Chair will be responsible for being the point of contact for the general student body, including those going through the chartering process and members of orgs that are not categorized as active.
 - ii. The SOC liaison role includes the following:

1. Sending out introductory emails to their specified student organizations.
 2. Sending out check-in emails during the formal check-in process and when there is relevant information to share.
 3. Coordinating the formal check-in process for their assigned organizations.
 4. If possible, attend at least one meeting for each organization each semester.
3. Every spring, the SOC will coordinate the nomination and selection of the 'James C. Hoppe Student Org Advisor of the Year,' 'Student Org of the Year,' and 'Student Org Program of the Year.' awards. The SOC will work with the AAC and the Student Leadership Awards planning committee to coordinate the timeline and selection process.
 4. The SOC should, at all times, abide by the guidelines in the SOC Code when making decisions and/or recommendations regarding student organizations.

Section 3. The Academic Affairs Committee (AAC).

1. The duties of the AAC shall include:
 - a. Representing 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. Alumni Relations.
 - b. Operating, maintaining, and updating long-term projects as outlined below:
 - i. The Alumni Fair in the spring semester
 - ii. The Book Bank
 - iii. Coffee & Donuts every semester, during midterms and finals
 - iv. The GSAT program every semester
 - v. The Textbook Reserve Program every semester
 - vi. The Academic Policy, Programs, and Procedure Toolkit
 - vii. New programs as developed by the AAC
 - c. Each spring, the AAC will coordinate the nomination and selection process for the Educator of the Year and the Student Educator of the Year Awards.
 - i. The Educator of the Year Award is awarded to faculty member(s).

1. The name of the Educator of the Year Award recipient shall be inscribed on the Educator of the Year plaque located in the Harmon Room of the DeWitt Wallace Library.
 - ii. The Student Educator of the Year Award is awarded to outstanding preceptor(s), SIs, MAX Center tutors, etc.
 1. The name of the Student Educator of the Year Award recipient shall be inscribed on the plaque located on the 2nd floor of the DeWitt Wallace Library.
 - iii. Coordination of the timeline and selection process for the awards will be done in partnership with the SOC and the Student Leadership Awards planning committee.
2. Membership
- a. Four (4) LB members will be assigned to the AAC.

Section 4. Financial Affairs Committee (FAC)

1. The FAC shall be responsible for annual block budgeting.
 - a. Each spring semester the FAC will construct a budget for the following year.
 - b. The FAC shall establish a budgeting timeline by the end of the first full month of spring semester.
 - c. The FAC liaisons shall hold budget meetings with each of their assigned student organizations that has submitted a budget.
 - d. The FAC shall present the budget to the LB for its approval no later than the second to last LB meeting of each spring semester.
2. The FAC shall be responsible for considering additional allocation requests throughout the year.
 - a. Additional allocation requests less than or equal to four thousand dollars (\$4,000) may be approved by a simple majority vote of the FAC.
 - i. The FAC will make a recommendation to fund fully, partially, or not to fund all additional allocation requests greater than four thousand dollars (\$4,000). The FAC Chair or a designated FAC member will communicate the FAC recommendation to the LB, which will vote on the additional allocation request.
 - b. Student organizations may appeal FAC decisions to the full LB by contacting the MCSG President or FAC Chair within (48) hours of receiving notification of the FAC's decision, and at least one (1) day in advance of the next LB meeting.
 - i. In the appeal, the organization must specify what line items they are appealing and the amount which they wish to appeal for. Failure to do so may result in the appeal being denied.

- ii. The LB will consider and vote on the appeal at the following week's LB meeting.
 - c. Student organization leaders will be informed of FAC decisions through an email from the FAC Chair, over the organizational management system, or both.
 - d. The FAC may codify interpretations of the Financial Code as policies during the course of the academic year.
 - i. These policies should be made available to student organization leaders and the student body online.
 - ii. These policies may be formally adopted by the FAC by simple majority vote.
- 3. Membership
 - a. The FAC shall consist of the FAC Chair, four (4) members from the LB, and four to six (4-6) at-large members selected from the general student body through an application process.
 - b. The FAC Chair will conduct an application process for the at-large positions and will, with the advice and consent of the FAC, appoint candidates to serve on the FAC for a term of one (1) academic year.
 - c. The FAC will attempt to form a diverse FAC through the selections of at-large members.
 - d. The members of the FAC shall serve as liaisons to assigned student organizations and will be responsible for communicating with their assigned organizations about the budgeting process and other concerns as they arise.
- 4. The FAC is responsible for taking into account the health of the Student Activity Fee funds and the values of Macalester College Student Government in making any and all decisions.
- 5. The FAC shall abide by the guidelines in the Financial Code when making decisions and/or recommendations regarding funding.

Section 5. The Program Board (PB)

- 1. All PB responsibilities and guidelines are found in the Program Board Bylaws.

Section 6. The Cabinet

1. The purpose of the Cabinet of issue-based Liaisons is to efficiently recognize and respond to key issues facing the Macalester community, to implement projects which address these issues while advancing the mission of MCSG, and to facilitate communication and collaboration between MCSG and other issue-based groups and campus departments.
2. Cabinet meetings will be held at least once a week. Specific meeting times will be set by the Cabinet Chair, who will preside over all Cabinet meetings.
3. Each Liaison has the ability to request funds for specific issue-based projects as part of MCSG's overall annual budget and through additional allocation requests to the FAC.
 - a. Liaisons should consult with the Cabinet Chair and the MCSG Secretary & Treasurer to access funding.
4. Whether through the creation of informal committees or through frequent communication, Liaisons are encouraged to involve students from the wider Macalester community in their issue-based projects and activities.
5. Shall include issue-based Liaisons elected concurrently with the Class Representatives.
 - a. If a candidate running for a Liaison position will be studying abroad for one semester, they may run on a split ticket with one other candidate; however, the position may only be occupied by one individual at any given time.
6. Each Liaison shall hold one hour (1) of office hours per week.
7. Membership of the Cabinet:
 - a. Cabinet Chair
 - b. Health and Wellness Liaison
 - i. Will work closely and collaborate with the Hamre Center for Health & Wellness, the Center for Religious and Spiritual Life, and the Title IX Office to facilitate initiatives regarding student health, wellness, well-being, and enhance knowledge regarding these areas of campus life.
 - ii. Will meet with leadership from these departments on a regular basis in order to ensure and strengthen collaboration between MCSG initiatives and these areas of focus.
 - c. Infrastructure and Sustainability Liaison
 - i. Will work closely and collaborate with the Sustainability Office and Facilities Services to facilitate initiatives regarding campus sustainability and the campus space and physical environment, and enhance knowledge regarding these areas of campus life.
 - ii. Will engage with the Comprehensive Campus Plan and other facilities initiatives.

- iii. Will meet with leadership from these departments on a regular basis in order to ensure and strengthen collaboration between MCSG initiatives and these areas of focus.
- d. Athletic and Recreation Liaison
 - i. Will work closely and collaborate with the Department of Athletics and Recreation, as well as affiliated campus organizations, teams, and student groups to facilitate partnerships between MCSG and student athletics, and build initiatives regarding athletic life, physical activity, recreation.
 - ii. Will bring knowledge of the student-athlete experience to the Cabinet and LB in order to ensure collaboration and representation.
 - iii. Will meet with a leadership from this department on a regular basis in order to ensure and strengthen collaboration between MCSG initiatives and these areas of focus.
- e. Belonging and Accessibility Liaison
 - i. Will work closely and collaborate with the Lealtad-Suzuki Center for Social Justice and Disability Resources to facilitate initiatives regarding campus equity, inclusion, and accessibility which empower historically underrepresented and/or marginalized groups on campus.
 - ii. Will provide contacts, updates, and link students and the LB with these areas of campus life and available resources to maintain transparency and accessibility should the need arise for students.
 - iii. Will meet with leadership from these departments on a regular basis in order to ensure and strengthen collaboration between MCSG initiatives and these areas of focus.
- f. Residential Life and Dining Liaison
 - i. Will work closely and collaborate with Residential Life, and Bon Appetit to facilitate initiatives regarding the residential experience and campus dining, and will enhance knowledge regarding these areas of campus life.
 - ii. Will meet with leadership from this department on a regular basis in order to ensure and strengthen collaboration between MCSG initiatives and these areas of focus, and will be involved with the Macalester Dining Advisory Committee and the Residential Life & Housing Facilities Advisory Committee.
- g. International Student Liaison
 - i. Will work closely and collaborate with International Student Programs to facilitate initiatives regarding international student equity, inclusion, and accessibility of institutional and domestic resources.

- ii. Will bring knowledge of the international student experience to the Cabinet and LB in order to advocate for specific challenges faced by the unique relationship with the college held by international students.
 - iii. Will meet with leadership from this department on a regular basis in order to ensure and strengthen collaboration between MCSG initiatives and these areas of focus.
 - iv. Will meet with, assist and or represent individual international students in various issues and projects that they bring up that are relevant to MCSG.
- 8. Community Chest
 - a. The Cabinet shall consider Community Chest requests throughout each semester.
 - b. The Cabinet shall be allowed to allocate \$10,000 per academic year for Community Chest requests.
 - c. The Cabinet shall notify the following of the amount of all Community Chest allocations:
 - i. Cabinet Advisor
 - ii. Center for Student Leadership and Engagement department coordinator
 - d. After allocations are approved, the Center for Student Leadership and Engagement department coordinator will work with requesters to provide access to funding.
 - e. The Cabinet can recommend funding the full request, a partial amount of the request, or no amount.
 - f. Community Chest requests up to \$1,000 may be approved by a simple majority vote of the Cabinet.
 - g. Community Chest requests over \$1,000 will first be voted on by cabinet, and upon approval by simple majority vote, will be submitted to the LB for final approval.
 - h. Requestors may appeal Cabinet decisions to the full LB by contacting the MCSG President or Cabinet Chair at least twenty-four (24) hours in advance of Cabinet decisions being presented to the LB.
- 9. The following are guidelines that inform Cabinet Community Chest recommendations:
 - i. The Cabinet shall not allocate funds retroactively.
 - j. The Cabinet shall only consider requests that contribute to community building and can positively impact the whole Macalester community.
 - k. The Cabinet shall not consider requests made by student organizations, alumni or competitive athletic groups.
 - i. Club sports may have their requests considered at the discretion of the Cabinet, should the request contribute to the community building of Macalester.

- l. The Cabinet will adhere to other funding guidelines established by the Financial Code.
- m. The Cabinet may subsidize food and clothing requests from non-chartered groups.

Section 8: Communications & Engagement Committee (CEC)

1. The CEC is responsible for promoting transparency and ensuring engagement between the student body and MCSG through the following duties.
 - a. The CEC is responsible for the content strategizing and planning for MCSG's social media campaigns, promotions, and initiatives. The CEC may also produce print or digital media with the goals of increasing transparency about MCSG campus projects and involvement.
 - i. The Media and Outreach Coordinator will attend the weekly meetings of the CEC. The daily operations and maintenance of social media accounts and content generation will be the responsibility of the Media and Outreach Coordinator.
 - b. The CEC will plan events with the purpose of engaging the student body with MCSG initiatives, building community between MCSG and the student body, strengthening relationships between elected representatives and their constituents, and improving the student body's knowledge of MCSG responsibilities.
 - c. The CEC will be responsible for engaging the student body in MCSG elections.
 - i. The CEC will organize events, initiatives, and campaigns with the purpose of sharing knowledge around the election process, encouraging filing, and increasing voter turnout.
2. Student Feedback Survey
 - a. The CEC will oversee the writing and dissemination of a student feedback survey each year.
 - b. The CEC shall be required to formally present their survey results to the LB as well as publicize them for the benefit of the student body. This shall include sending the survey results to The Mac Weekly and posting on the official MCSG website.

ARTICLE VI. COMMITTEES OF THE LEGISLATIVE BODY

Section 1. Ad Hoc Committees

1. Ad hoc committees may be created by the LB to address temporary needs identified by the LB, Executive Board, or Student Assembly through a two-thirds (2/3) majority vote.
2. All ad hoc committees of the LB are disbanded when new Class Representatives take office or can be disbanded by two-thirds (2/3) majority vote by the LB.

3. Each committee chair shall organize and conduct the meeting of the committee and see to it that all relevant materials are distributed to members.
4. The chair of the ad hoc committee shall be the whoever brings forth the motion to form a committee. The chair is permitted to delegate the role of chair to another individual in the committee and is required to announce a change in chairship to the LB.
5. The duties of the committees shall include:
 - a. Initiate and receive legislation within its respective area(s) 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. The Election Procedures Commission (EPC) shall be a standing commission of MCSG.
2. For duties and composition, see the MCSG Election Code.

ARTICLE VII. TRANSITION PROCESS

Section 1. MCSG Transitions

1. Duties of outgoing Executive Board and Cabinet:
 - a. Each member of the Executive Board and Cabinet shall prepare a transition document with information relevant to the office which they hold including the following information:
 - i. A description of duties and responsibilities.
 - ii. A description of the work done by the Executive, Cabinet, or committee in the previous year.
 - iii. A description of ongoing projects and multi-year objectives.
 - iv. Any other information that the Executive and Cabinet feels is relevant to the duties of their office.
 - b. Each member of the Executive Board and Cabinet shall meet one-on-one with their replacement to transfer the transition document and answer questions.
2. Duties of Incoming Executive Board:
 - i. Should attend at least one Executive Board meeting in the spring after they are elected.
 - ii. Must attend one meeting of each of the committees on which they will sit in their role on the Executive Board.
 - iii. Must attend the special joint LB session.
3. Joint Session.

- a. The penultimate meeting of the academic year shall be known as the Joint Session.
 - b. All newly elected Class Representatives, Liaisons, and Chairs-elect shall be required to attend the Joint Session unless they are given the explicit permission of the President.
 - c. Incoming MCSG members who do not currently hold positions in MCSG shall participate as non-voting observers and be paired with a current member who will meet with them after the meeting to discuss any questions the incoming member may have.
4. Committee Chairs-elect.
- a. Winners will serve the remainder of the spring term as Chair-elect of their respective committee before assuming the role of Chair.
 - b. Chairs-elect shall have no official vote in MCSG proceedings, but may hold the floor and conduct business on behalf of their respective committee.
 - c. Chairs-elect shall have the option to attend their respective committee meetings, LB meetings, and any additional relevant meetings.
5. Transition Documents.
- a. The Speaker and current Class Representatives shall be tasked with preparing a transition document to be given to incoming Class Representatives at the Joint Session.
 - b. The transition document shall contain the following information:
 - i. A description of duties and responsibilities of the Speaker and Class Representatives.
 - ii. A description of the work done by the LB in the previous year.
 - iii. A description of ongoing projects and multi-year objectives.
 - iv. Any other information that the Speaker and Class Representatives feel is relevant to successfully fulfilling their duties.
 - c. The transition document shall be distributed to incoming Class Representatives and all newly elected first-year representatives before their first LB meeting.
6. Mentorship.
- a. Each Committee Chair must meet individually with every member of their respective committee at least once a semester.
 - b. The Committee Chair assumes the responsibility of mentorship for the first time representatives in their committee to ensure a smooth transition into parliamentary procedures and Class Representative duties.
 - c. Each mentor shall meet their elected successor with the transition document, explain parliamentary procedure, and prepare their successor for the duties of their role.

Section 2. Student Organization Leader Orientation (SOLO)

1. All student organization leaders must attend a mandatory orientation, which shall take place at the beginning of each fall semester. At least two (2) members from each organization must attend the training.
 - a. If an org cannot send two members to SOLO, they must communicate with the SOC and FAC advisors at least 24 hours prior to SOLO. They must then complete the makeup session by the date determined by the SOC and FAC Chairs in conjunction with CSLE staff.
 - b. If an org does not send two members to SOLO or complete the makeup session by the designated date, they will be considered frozen.
 - c. SOC and FAC Chair will support CSLE with the planning and execution of SOLO training.

Section 3. 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 and Cabinet Liaisons.
 - a. Applicants to appointed positions must be vetted by the Office of Student Affairs to confirm eligibility before they may be considered for appointment by the Executive Board (or other appointing body).
 - b. The selected campus committee representatives shall be presented to the newly elected Legislative Body at the end of the spring semester.
 - c. In the case that not all campus committee representative positions are filled, a second round of applications should be opened early in the fall semester. The newly-elected President shall convene this process and lead the selection process with the Executive Board.
 - d. In the case that not all campus committee representative positions are filled after a second round of applications, the President, Vice-President, and Chief of Staff should coordinate applications on a rolling basis, presenting any applicants to the Legislative Body prior to appointment.
2. MCSG shall appoint student representatives to the following committees:
 - a. Administration and Finance Advisory Committee
 - b. Alcohol and Other Drug Advisory Committee
 - c. Coordinated Community Response Team
 - d. Educational Policy and Governance Committee
 - e. Hamre Center Student Advisory Board
 - f. Honorary Degree Committee

- g. Macalester Dining Advisory Committee
 - h. Provost Student Advisory Committee
 - i. Strategic Planning and Analysis Committee
 - j. Student Employment Advisory Committee
 - k. Student Learning Committee
3. The MCSG President/Chief of Staff shall confirm this list of campus committees prior to the selection process.
- a. For on-campus committees, they will consult with the Office of Student Affairs 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.
 - ii. For the Student Employment Advisory Committee, only students with a work-study award should be appointed in this position.
 - iii. Students available for the full academic year should be given preference. In the event that a representative is serving for one semester only, the representative must ensure that all required information is communicated to their successor and Committee Contact in due time.
 - iv. Class Representatives may choose to apply for the campus committee student representative position(s). However, preference should be given first to non-MCSG students to ensure diverse engagement in campus governance.
 - v. The application will be sent no less than one (1) week after the first year representative election is held. The application will be open for one (1) week.
4. The MCSG President/Chief of Staff 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. Strategic Planning and Analysis Committee.
 - iii. Strategic Planning and Analysis Committee.
 - iv. Social Responsibility Committee (when in session).
 - b. For the committees with more than one representative, all the representatives shall collaborate in making their presentation to the LB.
 - c. Committee members that fail to attend a presentation/fail to send a committee representative shall be considered inactive. Inactive members should be reported

to the MCSG President and EB should they reapply for a campus committee position.

5. All campus committee representatives, with the exception of representatives to the Conduct Board, shall be required to provide the MCSG President with a semesterly report.

ARTICLE VIII. BYLAW CHANGES

Section 1. General Procedures

1. Bylaws and other MCSG policies including the Election Code, may be changed by a two-thirds (2/3) majority vote of the LB.

ARTICLE IX. ANTI-DISCRIMINATION CLAUSE AND EXPECTATIONS.

Section 1. Anti-Discrimination Clause

1. Macalester College Student Government does not discriminate against members of a protected class as defined by the Macalester Non-Discrimination Policy.
 - a. Should any member of the Macalester College community find a member of MCSG to have violated Article IX, Section 1.1 of the MCSG Constitution, the complainant may take the following steps:
 - i. File an Incident of Bias/Harassment and note that the incident involves MCSG.
 1. The outcome from the Bias and Response Team does not necessarily mean an offending member of MCSG will be removed from MCSG or removed from a ballot.
 - ii. File a report to the MCSG Judicial Council, in coordination with the Judicial Council Advisor and a staff member from the Bias and Harassment Response Team, where an educational session will take place.
 - iii. If necessary, refer to the recall section of the MCSG Constitution (Article XII).