

Student Organization/Media Policy

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ARTICLE I. CHARTERED STUDENT ORGANIZATIONS

Section 1. Chartering process.

1. Proposed charters for student organizations shall be submitted to the Student Organizations Committee (SOC), through the org management tool and shall contain the following:
 - a. Name and purpose of the student organization.
 - b. Description of how and by whom decisions are made within the group.
 - c. Conditions of becoming a member of the group and duties and rights of members.
 - d. Amendment and ratification process.
 - e. Clause on group belongings retrieval process by the MCSG after the organization becomes unchartered.
 - f. Other items deemed relevant by the group seeking to be chartered.
2. The charter shall in no way conflict with the rights of the members of the Macalester College Community, as defined in the Rights, Freedoms, and Responsibilities document.
3. Before a charter is proposed to the LB, it must be reviewed by the SOC.
 - a. The review process must include an informal interview with a representative(s) from the prospective organization, to determine any possible conflicts and to answer any questions the organization representatives might have.
4. The SOC has the right to propose changes in a charter presented to it.
 - a. Should the group in question refuse to accept the changes, the LB may refuse to charter the group.
5. After a new organization is chartered, it will undergo a trial period of one (1) academic year.
 - a. The organization will receive two hundred dollars (\$200), called Flexifund, for expenditures on sponsored programs.
 - b. The new organization has the right to request additional allocations during its initial period.
 - c. At the end of the trial period, the organization will undergo its first audit, after which it will be inserted into the three-year audit rotation.
6. A new organization must meet the following criteria:
 - a. It must not fill the same purpose as an already-existing student organization.
 - b. It must have a minimum of ten founding members and maintain that membership through its first year.

- i. Except in the case of cultural or religious organizations where 10 is preferred but not mandatory.
 - c. It must submit its charter on or before November 1st for the fall semester and March 1st for the spring semester. If submitted after said dates the SOC chair reserves the right to not review the charter.
7. An organization may change their charter or name once during an academic year.
 - a. The leaders of the organization must meet with the SOC Chair to discuss changes.
 - b. Members of the organization must be informed and have an opportunity to provide feedback.
 - c. Changes must be approved by the SOC.
8. The LB will maintain the power to revoke the charter with a two thirds (2/3) majority vote.

Section 2. Privileges of active chartered organizations.

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

Section 3. Responsibilities of chartered organizations.

1. To schedule all of the organization's events and activities through the Campus Activities and Operations and Reservations offices.
2. To observe all college policies, standards, and regulations
3. To follow guidelines laid out by their charter.
4. To submit the required forms on the organization management tool with the names and signatures of members of the organization who are granted the authorization power for any organization expenditures.
5. To keep accurate and up to date financial records.
6. To consent to financial audits by the FAC.
7. To consent to program audits by the SOC.
8. To pay for any damages caused by their events and/or activities.

9. Mandatory communication between organization chair(s) and the SOC Chair of MCSG and the Director of Campus Activities and Operations each time new organizational leadership is chosen.
10. To be responsible for the cleanliness and organization of designated storage or office space.
11. To follow any other guidelines issued by the SOC, FAC, and the LB.
12. To send a representative to the Student Organization Leader Orientation (SOLO) training held in the fall.
 - a. Organizations that fail to be represented at SOLO will not have access to their funds or be able to reserve space.
13. Organizations are required to renew their online portals every spring.
 - a. Organizations that fail to renew their online portals will not have access to their funds or be able to reserve space.
14. To ensure that the new leaders of the organization are well transitioned and are given the required information, training, and support.

Section 4. External activity fee account policy.

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

Section 5. External non- activity fee account policy.

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

Section 6. Violations of the guidelines.

1. Failure to adhere to the guidelines of this article will result in an SOC and/or Executive Board hearing. The SOC and/or the Executive Board shall have the power to place the organization on probation, fine, or freeze the organization's account(s), or recommend to the LB the removal of the charter.

ARTICLE II. CHARTERED STUDENT MEDIA

Section 1. Policies.

1. The student press shall remain free of censorship and advance approval of copy. Editors and managers are to develop their own editorial policies and new coverage format.
2. Each editor or manager shall be responsible for the journalism and reporting (e.g. harassment, slander, libel, etc.)
3. The Macalester College Community shall have the opportunity to respond to previous editorials and/or reported statements.
4. The Media Board shall act as a grievance board for the student media.
5. Each chartered student media organization shall send one representative to the Media Board. If they fail to do so, they shall receive no funding from MCSG.

ARTICLE III. EVALUATION PROCESS

Section 1. Organization status.

1. During the evaluation process, the SOC shall assign one of the following statuses to each student organization:
 - a. Active.
 - b. Probational.
 - c. Inactive
 - d. Unchartered.
2. A student organization will receive an active status if:
 - a. It requests an active status.
 - b. It attends the programming audit.
 - c. It fulfills the mission set for the current academic year.
 - d. It determines student leaders for the next academic year before the programming audit.
 - e. It submits an inventory to the FAC.
 - f. It sets a clear mission and goals for the next academic year.
3. If a student organization does not request an active status, it will remain inactive for one (1) full academic year. If after the inactive year the student organization requests an active status and fulfills the above listed criteria, it will undergo a probational period of one (1) academic year.
4. Organization under probational status will be overseen by the SOC throughout the year. They will enjoy all the privileges of the chartered organizations.
5. Inactive organizations will enjoy all the privileges of the chartered organizations except for the right to request and receive Operating and Capital Funds from the MCSG sponsored programs.
6. If an organization remains inactive for three (3) consecutive years, it will become an unchartered organization and will lose all the privileges of chartered organizations.

ARTICLE IV. BUDGETING PROCESS

Section 1. The Budgeting Process.

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

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

Section 2. The Operating Fund.

1. The Student Activity Fee (as assigned by the Board of Trustees of Macalester College) less:
 - a. Ten dollars (\$10) per student to the Capital Fund annually.
 - b. Fees associated with the Organizational Management System.
 - c. Fifty thousand dollars (\$50,000) annually to the Lectures Coordination Board.
 - d. Thirty-one dollars and fifty cents (\$31.50) per student to Program Board annually.
 - e. Ten thousand dollars (\$10,000) annually to the Textbook Reserve Fund.
2. The Operating Fund will pay for:
 - a. Expenses of programming events organized by student organizations, including but not limited to organization meetings, conference fees, dances, speakers, other special guests, etc. Guest costs shall generally not exceed five thousand dollars (\$5,000).
 - b. Reasonable physical and tangible assets necessary for the organization's operations, such as copies, office supplies, decorations, etc.
 - c. Consumables, which shall not exceed one hundred dollars (\$100) per year or ten percent (10%) of the organization's budget if the budget exceeds one thousand dollars (\$1,000).
 - d. Travel Grant Requests.
 - e. Any other expenses approved by the LB.
3. The Operating Fund shall not pay for:
 - a. Events and activities for which Macalester Students will be charged a fee, unless exempted by the LB.
4. After receiving budget requests, the FAC will audit each organization and discuss the programming audit report presented by the SOC.
5. To the best of its ability, the FAC shall attempt to allocate the available Operating Fund to student organizations based on the budget requests they submit and the evaluations each organization receives during the audits conducted by the SOC and the FAC. The FAC will recommend these amounts to the LB to be allocated to the organizations.
6. The LB will then approve, reject, amend, or return these recommendations to the FAC with suggested changes.

7. The FAC will also review Additional Allocation requests for additional events and expenditures anticipated by the organization throughout the year, based on justification and necessity for additional funds.
8. All student organizations requesting funds through additional allocations are encouraged to be present at the LB meeting for which their allocation is to be voted on.
9. Part of the operating fund will go towards the MCSG's portion of the Travel Grant each year.

Section 3. The Reserve Fund.

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

Section 5. The Capital Fund.

1. Ten dollars (\$10) of the Student Activity Fee paid by each individual student during the fall semester shall be allocated into the Capital Fund, which will be administered by the FAC of the MCSG.
2. The Capital Fund shall pay for physical and tangible goods whose useful life exceeds two years.
3. Administration and procedures:
 - a. Requests for Capital Fund allocations may be made by student organizations with active or probational status. The organization shall submit the Capital Fund request to the FAC Chair at least forty eight (48) hours before FAC meetings.
 - b. Organizations presenting Capital Fund requests must anticipate costs associated with the equipment such as insurance costs, risk exposure, and regular and extraordinary maintenance, and submit proposals for managing such expenses.
 - c. The requests shall include all secondary and indirect costs, such as building modifications or extraordinary utility costs.