

Constitution

Preamble

We, the Program Board Design Committee of Macalester College, hereby establish the Constitution of the Mac "Program Board." The purpose of this document is to guide the Program Board's actions in providing the students of Macalester College with cultural, social, and educational events. Program Board is run by students, for student programming and should remain a separate entity from Campus Activities and Operations. Program Boards' actions shall be in accordance to the conditions and intentions stated below.

Bylaws

Article I Name and Purpose

Section I

Name:

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

Section II

Purpose:

The purposes for which this board was formed include:

To provide cultural, educational, and social events for the students of Macalester College to be chosen at the discretion of the Board; To strive for the highest quality, variety, and diversity in all events; To create and implement multiple shared experiences per year for the Macalester College student body; To responsibly utilize student activity fees allocated to the Program Board and maintain accountability to the student body; To be receptive to student need and feedback in planning events; To promote and foster collaboration between Macalester College Student Government (MCSG) and chartered student organizations; To promote and foster leadership opportunities for Macalester students. All Program Board money must be spent on student coordinator planned events.

Article II

Section I

Establishment:

The Program Board shall be established as a branch of the Macalester College Student Government. As a branch of the Student Government, the Program Board shall be reviewed every four years of operation. This review will provide the leadership of the Program Board with the opportunity to demonstrate the impact it contributes to the student experience. The next year that the Program Board is up for review will be in 2019. The Associate Dean of Students or designee will serve as the reviewer of the Program Board.

Section II

Dissolution of the Program Board:

Any student may initiate a petition calling for the dissolution of the PB. In the event that the petition is signed by 30% of enrolled students, an all campus referendum must be held within ten days. Should a majority of those voting approve the referendum, the current members of the PB shall retain their positions and powers granted by these Bylaws until a new Constitution is drafted and approved by a majority of enrolled students. The current PB shall be responsible for overseeing the vote on the referendum. The person(s) who present the petition for dissolution is/are responsible for presenting the PB with a draft of a new Constitution. Upon the approval of a new Constitution, all PB members and student representatives to programming committees appointed by the PB are removed from their positions. In the event that the proposal is to disband the PB as a body, the procedure mentioned above shall be followed. Upon the approval of the dissolution of the PB, all PB members and student representatives to programming committees appointed by the PB are removed from their positions and the entirety of the remaining PB budget will be transferred to the Contingency Fund.

Article III Membership, Composition, Positions and Responsibilities

Section I

Membership:

The Program Board shall, at all times, consist of a Chair, student coordinators, and may include committee members as per the discretion of the board. Every member of the board shall hold PB membership for one academic year, contingent upon payment of the required Student Activities fee for the period which said fee covers. Members may hold PB membership for only one academic semester in the case(s) of study abroad, early graduation date, leave of absence, or other semester-long absence.

Section II

The Program Board shall consist of the following members:

Chair (1): To represent the board to the student government, by serving on the MCSG executive board, being a liaison to administration and to ensure meetings are planned and effectively run. The Chair shall organize training and retreats and supervise all other members of the Program Board. The Chair shall also serve as the treasurer, managing and being accountable for all student activity fees. The Chair shall act as a liaison to other student organizations and MCSG to foster collaboration.

Program Board Office Manager (1): The office manager shall be selected by the Chair of the Program Board, the current PB staff advisors, and the current Office Manager. The PB Office Manager shall adhere to all duties set forth by these bylaws and the Coordinator of Student Programming and Engagement.

Concerts and Festivals Coordinators (2): To be responsible for organizing PB-sponsored music events in addition to Springfest. The coordinators are responsible for all details pertaining to the planning and execution of these concerts and Springfest, including the coordination of any relevant committees.

On-Campus Coordinator (2): To be responsible for programming on-campus events fostering a sense of campus community. Events include but are not limited to: Bingo for Books and campus bonfire.

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

Arts and Community Coordinators (2): To be responsible for promoting and organizing events both on and off campus, allowing students to engage in local cultural offerings including but not limited to: theater, community engagement, activism, sports, the arts, along with occasional cinema showings.

Publicity and Collaboration Coordinators (2): To be responsible for all publicity work, collaborations, and outreach. These responsibilities include but are not limited to: designing posters, keeping up with social media, reaching out to student organizations and departments to collaborate, and tabling outside the CC. The Office Manager works closely with this position.

First Year Representatives (2): To be a voice for the First Year Class. They are to help plan and implement events catered towards first years, and to collaborate with other PB coordinators as needed. The First Year Representatives must be members of the first year class.

Committee Members: Committee members of the PB are defined as members of the PB that work in conjunction with the PB to successfully organize and execute programming. Members are required to follow committee guidelines established by their respective coordinators overseeing the committee. They are required to attend any relevant training as established by coordinators and Chair.

Section III

Advisors: The Advisors to the Program Board shall include the Coordinator of Student Programming and Engagement and the graduate assistant working for Campus Activities and Operations. Advisor duties include:

- i. Attending the weekly Program Board meetings and program committee meetings when possible
- ii. Advising to the Chair, coordinators, and committee members of the Program Board regarding programs
- iii. Event management and leadership
- iv. Assisting the coordinators if help is required in planning quality Program Board events
- v. Submitting offers for speakers/artists/bands etc. and negotiating all contractual agreements for the Program Board.
- vi. The advisor is also expected to meet twice a month with individual Program Board coordinators and weekly with the Program Board Chair.

Section IV

Duties:

Each coordinator is responsible for managing funds allocated for program implementation. If committees are established by the coordinators, all coordinators are responsible for recruiting fellow Macalester students to their and other Program Board committees. Each coordinator shall delegate tasks and motivate committee members if committees exist for their position. Coordinators shall collaborate with and support one another's programming efforts. All coordinators shall also foster collaborative programs celebrating differences including but not limited to race, gender, sexuality, religion, and political affiliation.

Coordinators must adhere to the PB Bylaws, adhere to group's goals and expectations, meet with the PB advisor(s) regularly, and accept responsibility for the planning, promotion, execution, and evaluation of their respective events. If committees exist for their position, coordinators shall meet with their committee at their discretion. Coordinators are expected to

maintain communication with their co-coordinator on a weekly basis. No coordinator shall receive any monetary or nonmonetary awards from their role as a Program Board coordinator .

Each semester, coordinators must participate in retreats to conduct training and establish goals and objectives. Coordinators must maintain two office hours per week during normal business hours, with the exception of coordinators' academic or professional constraints. All coordinators must volunteer at Winter Ball and Springfest. Each member must attend a meeting with the Program Board advisors once every other week while classes are in session.

Coordinators must attend weekly Program Board meetings. Coordinators must email the Program Board Chair and advisors at least 24 hours in advance of the meeting for an excused absence, with a reason for the absence provided. See Article V Section VI for procedures regarding number of allowed absences, process of removal, and definitions of excused and unexcused absences.

Article IV Meetings and Voting

Section I

Meetings:

The Program Board Chair shall plan and distribute the agenda and serve as facilitator for PB Meetings. If the Chair is absent, the Office Manager shall serve in their place. A quorum consists of a minimum of half of the voting Board members. Meetings will be held weekly on Tuesdays or Thursdays at 4:45pm. In the event of an excused absence, the absent coordinator may, but is not required to designate a qualified proxy from their committee, if applicable. The Chair facilitates meetings and appointments. Program Board shall meet for a long range planning session to broadly discuss fiscal, event content, and other concerns twice each year. The Chair is responsible for planning both sessions and their schedules.

(1) The first long range planning session will occur after the board is selected and appointed and no later than Commencement.

(2) The second long range planning session will occur in conjunction with the fall MCSG retreat.

All Program Board meetings are open to the student body with the exception of closed sessions, during which confidential information will be discussed, including but not limited to information about Winter Ball and SpringFest.

Section II

Voting:

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

Article V Qualifications/Selection Process

Section I

Qualifications:

All candidates must be a full time student with a cumulative minimum GPA of 2.75. They shall limit their extracurricular activities to such an extent that it is possible to perform the duties of their position effectively and efficiently.

Section II

Program Board Chair Selection:

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

Section III

Selection of Program Board Coordinators:

The Program Board coordinators shall be selected by application and interviewed by the existing Program Board, newly elected Program Board Chair, and PB Advisors. They shall be chosen by a voting majority of the Board. Applicants for coordinator positions shall be due no later than Spring Break. Interviews will be conducted for all qualified applicants no later than the end of March.

Selection Process of FY Reps: Within the first three weeks of the Fall semester, an application will be sent to the First Year class. Program Board will then interview qualified candidates. By the end of three weeks the positions will be filled.

Section IV

Succession:

If for any reason the Program Board Chair is unable to complete their term of office, an academic year, the Office Manager shall facilitate the weekly meetings until a new Chair is elected through an MCSG special election. No Program Board coordinator shall hold the same position more than twice. They may apply for a different position on the Program Board nearing completion of term in office.

Section V

Replacement:

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

Section VI

Removal and Appeals:

An absence is defined as excused when a Program Board member has notified, via email, the Program Board Chair and advisors at least 24 hours in advance, and the reason of absence provided is deemed excusable at the discretion of the Chair. Any Program Board Member will be allowed two unexcused absences from Program Board meetings per year. Upon the third unexcused absence the Program Board member must be evaluated at the following Program Board meeting. The meeting will go into closed session to deal with issues of personnel. The member may account and answer questions from the Program Board pertaining to each of their absences. The member will vacate the room during the deliberation of removal from the Board. Member may be removed by a $\frac{2}{3}$ majority of remaining voting members of the Program Board.

Any Program Board member may also be removed from the Board for conduct not consistent with the best interests of the Board; violations of the student code of conduct; city, state, or federal law; or for not carrying out their duties of office as stated in these Bylaws. Any member not fulfilling their duties will be notified by the Program Board Chair. Following in-person notification of deficiency of performance, the Program Board Chair will document in writing performance deficiencies and expectations for future conduct and the Advisors will be carbon copied. Any Program Board member may move for the removal of member following the lack of positive change in documented performance deficiencies of a Program Board member. Removal based upon a member not fulfilling their duties may be taken by a $\frac{2}{3}$ majority of the Program Board.

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

Section VII

Resignation:

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

Article VI Co-Sponsorships with Chartered Macalester Student Organizations

Section I

The Program Board shall collaborate with student organizations by sharing expertise, knowledge and fiscal and human resources. Equal recognition shall be given to all organizations involved in co-sponsored activities/events. The Program Board is not solely a funding source but may participate in program development with another organization. Co-sponsorship procedures include: Any group or organization that Program Board coordinators choose to collaborate with can discuss the collaboration at a PB meeting. The visit from collaborators is not mandatory for the cosponsorship to occur. Each collaboration shall happen with some aid from the Publicity and Collaboration Coordinators.

Article VII Conference Attendance

Section I

Conference Attendance:

A conference for PB attendance shall be selected according to the following guidelines: The PB shall determine conference attendance budget in advance at the beginning of the year. The proposal shall include the information requested in the attached form. Each proposal may be amended by the PB and each proposal shall be treated individually. The PB shall firstly vote on the proposal and secondly determine the attendants to the proposed conference. (the proposal may include suggested attendants). The PB shall consider conference proposals based on the following criteria (in no particular order):

Relevance in terms of programming. Information available on the conference; credibility and potential benefit from attendance. Similarity to other conferences already attended by PB members. General interest shown by the PB. Cost (given that there will be a conference specific budget, we can be more liberal about cost, as long as the proposal merits the expense). The attendants will be selected based on the following criteria (in order): Whether the PB member

has already attended a conference in the present year. The relevance of the content of the conference to the specific work of the PB member. The benefit (as expressed by the PB member) that the PB member will draw from attending the conference. Class standing (Whenever possible, a balance of upper and lower class standing should be procured). Cost related considerations (such as a PB member's membership to the organizing group, a member's ability to find housing or other facilities such that the cost of their attendance would be considerably lower than what the proposal stipulates).

Article VIII Public Auditing

Section I

Public Audit:

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

Article IX Student Feedback

Section I

Program Board Evaluation and Feedback:

Every semester PB will seek the opinion and input of a representative sample of the student population on the following: The programming performed by the board from the time of the last evaluation to the present; The accessibility and visibility of the board; Student's satisfaction with the PB as a whole; Suggestions and expectations about programming and the PB for the following semester. The Student feedback shall be obtained by the Program Board. The student feedback shall be obtained formally and in writing. The results of this survey shall be made public by the end of the semester.

Article X Edits and Amendments

Section I

Edits to these Bylaws, defined as changes to the content of sections of the Bylaws, may be proposed by any member of the Program Board. Edits must be approved by a two-thirds vote of the voting members of the Program Board.

Section II

Amendments to these Bylaws, defined as additions or removals of articles or sections to the Bylaws or the Preamble, may be proposed by any one of the following:

Any member of the Program Board.

By petition of ten of the Program Board Committee members.

A week after the amendment is proposed, a vote shall be taken by the voting members of the Program Board. A two-thirds vote is needed for approval.