

ASUCM By-Laws
Multi-Cultural Student Council (MCSC) By-Laws

Revised: January 31st, 2011

Purpose: To govern cultural clubs at UC Merced to collectively promote, increase, and instill diverse values within our campus community through the active participation, encouragement, collaboration of events, communication, and education of the student body.

Table of Contents:

Article I: Membership.....	2
Section 1: Membership.....	2
Section 2: Membership Procedures.....	2
Section 3: Membership Terms.....	2
Article II: General Meetings.....	2
Section 1: General Meetings.....	2
Article III: MCSC Officers.....	2
Section 1: Officers.....	2
Section 2: MCSC Director.....	3
Section 3: MCSC Chair.....	3
Section 4: MCSC Vice-Chair.....	3
Section 5: MCSC Financial Manager.....	4
Section 6: MCSC Campus Diversity Educator.....	4
Section 7: MCSC Diversity Events Coordinator.....	4
Section 8: MCSC Web Manager.....	4
Article IV: MCSC Elections.....	4
Section 1: Time and Period of Elections.....	4
Section 2: Nominations.....	4
Section 3: Notification and Posting of Elections Results.....	4
Section 4: Election Procedures.....	4
Article V: Removal of Officers.....	5
Section 1: Procedure of Removal of Officers.....	5
Section 2: Appeal Policy.....	5
Article VI: MCSC Standing Committees.....	5
Section 1: MCSC Standing Committees.....	5
Section 2: MCSC Committee Purpose and Descriptions.....	5
Section 3: MCSC Standing Committee Chairs.....	5
Article VII: MCSC Events.....	5
Section 1: MCSC Events.....	5

Article VIII: Advisor Responsibilities.....6
Section 1: Risk Management.....6
Section 2: Authority.....6
Section 3: MCSC Advisor.....7
Article IX: Amending MCSC Bylaws.....7
Section 1: Process of Amendment.....7

Article I: Membership

Section 1: Membership

- A. No membership fee shall be charged to those joining the MCSC.
- B. Each RCO recognized by OSL as a cultural club are capable of becoming members of the Council.

Section 2: Membership Procedures

- A. Each cultural RCO is given one seat on the Council by submission of a representative from their organization to the Council.

Section 3: Membership Terms

- A. All members are given membership until their organization is dissolved according to the Office of Student Life.

Article II: General Meetings

Section 1: General Meetings

- A. MCSC General Meetings are organized by the Chair and the agenda is created in collaboration with the Director.
- B. MCSC General Meetings are to occur every week on the UCM Campus. At the end of each meeting, the council must vote to cancel the meeting the following week.
- C. MCSC General Meetings are to be open to the public.

The Council must have quorum to conduct business.

Each General Meeting's agenda must contain: Roll Call, Public Sign-In, Approval of Previous week's meeting minutes, Public Comment, Officer Reports, Old Business, New Business, Announcements, Council Vote for next week meeting.

Article III: MCSC Officers

Section 1: Officers

- A. The officers of the MCSC shall be: Director, Chair, Vice-Chair, Finance Manager, Web Manager, Campus Diversity Educator, and Diversity Events Coordinator.
- B. All officer positions shall be filled as deemed needed by the MCSC Chair and Director.

Section 2: MCSC Director

- A. The ASUCM Commissioner of Diversity shall serve as Director of the MCSC;
- B. The MCSC Director shall oversee all operations of the Council;

- C. The MCSC Director shall have 1 out of 2 final votes over all decisions made by the Council. In the event that the Council and Director are not in agreement, the ASUCM President has the final decision.
- D. In the event that the MCSC Chair or Vice-Chair are unable to complete their duties, the Director must assume all their responsibilities.
- E. The MCSC Director will represent the Council to the Administration and ASUCM while directing all actions of the Council on Administrative relations.

Section 3: MCSC Chair

- A. The MCSC Chair is the first ranking officer and shall preside over all MCSC General Meetings;
- B. The MCSC Chair must ensure the implementation of actions directed by the Council in conjunction with the Director.
- C. The MCSC Chair must ensure a creation of a MCSC Report in conjunction with the Council to the ASUCM Senate by the 3rd week before the end of each semester.
- D. The MCSC Chair may introduce new positions as she/he deems necessary as requested by the Council.
- E. On behalf of the Council, the MCSC Chair shall have 1 out of 2 final votes over all decisions made by the Council. In the event that the Council and Director are not in agreement, the ASUCM President has the final decision.

Section 4: MCSC Vice-Chair

- A. The MCSC Vice-Chair is the 2nd ranking officer and shall preside over all MCSC General Meetings when the MCSC Chair is unable to do so and must assume all responsibilities if the Chair is absent.
- B. The MCSC Vice-Chair shall act as the historian to the MCSC, and thoroughly keep track and record of all MCSC operations and events.
- C. The MCSC Vice-Chair shall assume responsibilities as directed by the Chair.
- D. The MCSC Vice-Chair must ensure clear communication in MCSC and direct the distribution of information.

Section 5: MCSC Finance Manager

- A. The MCSC Finance Manager is the third ranking officer and shall oversee that all MCSC financial decisions and procedures are in line and not conflict with the ASUCM Constitution, ASUCM Bylaws, University of California, Merced, and the University of California;
- B. The MCSC Finance Manager shall announce an updated MCSC financial summary and all account activity during each scheduled General Meeting of the MCSC.

- C. The MCSC Finance Manager shall work with the Diversity Events Coordinator to secure funding.

Section 6: MCSC Campus Diversity Educator

- A. The MCSC Campus Diversity Educator is the fourth ranking officer and shall educate students about the campus climate, campus community, and council operations through accurate research.
- B. The MCSC Campus Diversity Educator shall work with Web Manager to coordinate efforts of web management and design in order to enhance the resource value of the ASUCM website.

Section 7: MCSC Diversity Events Coordinator

- A. The MCSC Diversity Events Coordinator is the fifth ranking officer and shall coordinate and direct events voted upon by the Council in an efficient and timely manner.
- B. The MCSC Diversity Events Coordinator shall work with the Finance Manager to secure funding as needed.

Section 8: MCSC Web Manager

- A. The MCSC Web Manager is the sixth ranking officer and shall represent, initiate and maintain all web content related to the MCSC;
- B. The MCSC Web Manager shall work with the MCSC Campus Diversity Educator and ASUCM Director of Communications to coordinate efforts of web management and design in order to enhance the resource value of the ASUCM website.

Article IV: MCSC Elections

These procedures must be followed for all elections of MCSC.

Section 1: Time and Period of Elections

- A. Elections occur annually on the last week of April during a general council meeting. Special elections will occur only when current officers step down, no longer meet the requirements, or are impeached.

Section 2: Nominations

- A. Nominations are only accepted during the periods of elections, self-nominations are allowed and all nominations are made by council members.

Section 3: Notification and Posting of Elections Results

- A. All elections winners will be notified via email, and the results will be announced

during the regularly scheduled general council meeting.

- B. Announcements of election results will be made within 24 hours after the election has occurred via email.

Section 4: Election Procedures

- A. All position applicants will be given a specific time to present a speech to the general body explaining their qualifications for the position for which they have applied.
- B. Council members shall cast paper ballots, which will sequentially be counted by the director of the council to ensure fairness.
- C. The positions and names of those that are running for the specific positions will be posted and each of the council members will on their paper ballot cast their vote.
- D. Each council member is allowed one vote per position open for election.
- E. In order to make their vote count all council members must be present during the election process.
- F. Each applicant must obtain at least 2/3 of the votes to obtain the position.

Article VI: Removal of Officers

Section 1: Procedure for Removal of Officers

- A. Any council members may initiate the removal of an officer. The accuser must file a written complaint with the Director and the Chair and if validity is found in the claims than a closed hearing shall be conducted.
- B. If charges are brought against any of the current officers, she/he will not be allowed to review the case nor participate in the vote pertaining to the charges. She/He will be allowed the opportunity to argue a defense and offer counter evidence. If the offenses are found to be valid against the current officer, she/he may be withdrawn from office and/or removed from the council.
- C. Before there is any formal removal of an officer a warning against the offender will first be made. Upon substantiation of the charges in the hearing in which a reasonable doubt of competency is established, the Director will present the accusations to the council.
- D. Any officer planning to resign must submit a formal typed letter of resignation two weeks prior to resignation. At this time the officer will address the council.

Section 2: Appeal Policy

- A. Any member accused and convicted may appeal within a two week period to the general body.
- B. A formal typed letter must be submitted with substantial reasoning.

Article VII: MCSC Standing Committees

Section 1: MCSC Standing Committees

- A. The following standing committees shall be established in the MCSC as deemed needed by the MCSC Chair in conjunction with the MCSC Finance Manager, Campus Diversity Educator, Diversity Events Coordinator, and Web Manger, respectively:
 - A. Diversity Finance Committee
 - B. Diversity Education Committee
 - C. Diversity Events Committee
 - D. Diversity Web Committee
- B. The MCSC Chair with the approval of the Council shall have the power to establish additional committees as he/she sees fit.
- C. All Committees must elect a Vice-Chair whom's duty is to assist the Committee Chair.

Section 2: MCSC Committee Purpose and Descriptions

- A. Diversity Finance Committee
 - 1. The Diversity Finance Committee assist the Finance Manager in matters related to finance such as research pricing options, assist in writing bills, and creation of semester reports. In addition, help complete other duties of the Finance Manager.
- B. Diversity Education Committee
 - 1. The Diversity Education Committee will assist the Campus Diversity Educator in the research and distribution of information to the student body and creation of the semester report. In addition, help complete other duties of the Campus Diversity Educator.
- C. Diversity Events Committee
 - 1. The Diversity Events Committee will assist the Diversity Events Coordinator in planning and publicizing the Council's events while encouraging student body participation. These acts can range from big name talents to local acts. In addition, help complete other duties of the Diversity Events Coordinator.
- D. Diversity Web Committee
 - 1. The Diversity Web Committee assist the Web Manager with her/his duties, while aiding the Council in promoting MCSC, its events and operations.

Section 3: MCSC Standing Committee Chairs

- A. The Committee Chair for each MCSC Standing Committee are the respective officers: Finance Manager, Web Manager, Campus Diversity Educator, and Diversity Events Coordinator.
- B. MCSC Standing Committee Chairs shall preside over and create agendas for all

meetings of their respective committees and establish meeting minutes.

Article VII: MCSC Events

Section 1: MCSC Events

- A. All MCSC events are to be free to all students of UC Merced and open to the public.
- B. All events funded or co-sponsored by the MCSC must be advertised as such.

Article VIII: Advisor Responsibilities

Section 1: Risk Management

- A. The MCSC Advisor is responsible for overseeing all risk management issues for all events and/ or activities sponsored by MCSC in accordance to ASUCM, UC Merced, and/ or the University of California policies and procedures.

Section 2: Authority

- A. The MCSC Advisor holds the authority to cancel any event and/ or activity sponsored by MCSC if the MCSC Advisor believes the event and/ or activity could be in violation of ASUCM, UC Merced, and/ or the University of California policies and procedures.

Section 3: MCSC Advisor

- A. The MCSC Advisor shall be the Office of Student Life Programs Manager.

Article X: Amending MCSC Bylaws

Section 1: Process of Amendment

- A. All amendments to the MCSC Bylaws require approval from MCSC Chair and Director to be submitted as an act of legislation to the ASUCM Senate for a two-thirds (2/3) vote of the ASUCM Senate membership present during the meeting which any amendment to the MCSC Bylaws is being discussed. If the MCSC Chair and Director do not approve, the Senate has the power to override a non-approval with a 2/3 vote.