

Multicultural Development Committee (MDC)

Operating Document

I. STATEMENT OF PURPOSE

The Multicultural Development Committee (hereinafter referred to as the Committee), as a standing committee of the Hendrix College Student Association, is dedicated to fostering understanding and encouraging tolerance of various cultures' and peoples' points-of-view and ways-of-life via cultural, educational, and social programming. The Committee hopes that through its programming efforts, members of the Hendrix community, as well as members of the surrounding communities, will begin to realize and appreciate how each individual, each group, and the community as a whole are all involved in a continuous dynamic interaction that simultaneously accepts each individual's and each group's uniqueness but also all people's common humanity.

II. RESPONSIBILITIES OF THE COMMITTEE

The responsibilities of the Committee are to:

- A. Sponsor and co-sponsor various cultural, education, and social programs/events/activities throughout the academic year. These programs/events/activities may include but are not limited to:
 - Speakers
 - Musicians/Bands/Performing Artists
 - Plays
 - Movies
 - Novelty Events
 - Dances
 - Off-Campus Events
 - Fund-Raisers;
- B. Hold weekly private Executive Member Meetings to plan for upcoming meetings and events. Also, hold weekly public General Committee Meetings open to the public in Buhler 103 to discuss current activities and to plan for upcoming events;
- C. Report on a weekly basis to the Hendrix College Student Senate the Committee's current activities and upcoming events;
- D. Work with the Office of Multicultural and International Student Affairs on issues regarding diversity and cultural awareness/tolerance including, but not limited to, the areas of disability, ethnicity, gender, race, religious preference, and sexual orientation.

MEMBERSHIP

The Committee shall consist of nineteen (19) Student Association members and one (1) advisor.

Voting Members

- A. Executive Members
 1. Chair (votes in the event of a tie)
 2. Vice Chair/Director of Publicity
 3. Secretary
 4. Treasurer
 5. Historian
- B. Hall Council Representative Members
 1. Apartments Representative
 2. Couch Hall Representative
 3. Galloway Hall Representative
 4. Hardin Hall Representative
 5. Houses Representative
 6. Martin Hall Representative
 7. Off-Campus Representative
 8. Raney Hall Representative
 9. Veasey Hall Representative

- C. Class Representative Members
 - 1. Senior Class Representative
 - 2. Junior Class Representative
 - 3. Sophomore Class Representative
 - 4. Freshman Class Representative
 - 5. New Student Representative

Non-Voting Members

- A. Executive Members
 - 1. Chair (unless there is a tie)
- B. MDC Advisor

III. SELECTION OF COMMITTEE MEMBERSHIP

- A. The Chair shall be appointed in the spring by a majority vote of the Student Senate upon the recommendation of the Committee on Committees. Other executive positions (including the Vice Chair/Director of Publicity, the Secretary, the Treasurer, and the Historian) shall be appointed by the Chair, unless the Student Senate authorizes salaries for the positions in which case the Committee on Committees shall recommend and the Student Senate shall appoint students to these committee positions. In the event that a vacancy occurs in any of the executive member positions besides the position of the Chair, the Chair shall appoint a new student to fill that vacancy, unless the Student Senate authorizes a salary for this position in which case the Committee on Committees shall recommend and the Student Senate shall appoint a new student to this committee position.
- B. Hall Council Representative members shall be elected in a spring general election following the appointment of the Committee's executive members. If a Committee Hall Council position fails to be filled, then the respective hall's Hall President or the newly-elected Chair shall recommend/appoint a resident to fill the position. Also, the respective hall's Senator may make additional recommendations.
- C. Class Representative members (excluding the Freshman Representative member) shall be elected in a spring general election following the appointment of the Committee's executive members. If a Committee Class Representative position fails to be filled, then the Committee's newly-elected Chair shall recommend/appoint a student to fill the position. Also, the respective class' Senator may make additional recommendations.
- D. The Freshman Class Representative member shall be elected in a fall general election. If the Freshman Class Representative position fails to be filled, then the Chair shall recommend/appoint a student to fill the position. Also, the newly elected Freshman Class Senator may make additional recommendations.
- E. The MDC Advisor (typically, the Director of the Office of Multicultural and International Student Affairs) shall be appointed by the Chair.

IV. RESPONSIBILITIES OF THE COMMITTEE MEMBERS

- A. The responsibilities of the Chair include:
 - 1. Presiding over all of the Committee's weekly (general and executive) and informal meetings;
 - 2. Initiating and brainstorming programming ideas for the Committee, which shall then be reviewed by the other Committee members;
 - 3. Serving as the ultimate liaison for the Committee to agencies/companies/offices involved in the Committee's programming;
 - 4. Keeping the Committee's advisor informed of the Committee's current issues and concerns by holding weekly or bi-weekly meetings with the advisor;
 - 5. Preparing and presenting the Committee's yearly budget proposal to the newly-elected Financial Committee (with the aid of the Committee's Treasurer);
 - 6. Organizing the Committee's "Fall Member Retreat" and any additional retreats (with the aid of the other executive members);
 - 7. Keeping copies of all of the Committee's financial records (i.e., receipts, invoices, payment orders, payment request, etc.) in an orderly and up-to-date manner;
 - 8. Notifying a Committee's executive or representative member of his/her neglect of committee responsibilities and convening a council to determine the consequences of the member's neglect of committee responsibilities. If the member is an executive member of the Committee, the Chair shall notify the Student Senate as well.
 - 9. Serving as a non-voting member of the Student Senate and presenting a weekly committee report to the Student Senate.

- B. The responsibilities of the Vice Chair/Director of Publicity include:
1. Creating and preparing flyers, banners, mailings, and other means of publicity for an upcoming Committee event in an orderly and timely manner;
 2. Creating, preparing, and distributing to the Committee's representative members flyers for an upcoming Committee event at the weekly Committee meeting the week before the event;
 3. Contacting any campus office (i.e., Communications Office, Student Activities Office, etc.) that provides an advertising medium (i.e., *Hendrix Today*, *Table Talk*, etc.) for student organizations about an upcoming committee event at least one week prior to the event;
 4. Contacting any campus office (i.e., Media Center, Dining Services, Physical Plant, etc.) to request necessary services for an upcoming event as soon as the details for the event are finalized;
 5. Scheduling the Committee's events on the Master Calendar as soon as the details for the events are finalized;
 6. Serving as the replacement for the Committee's Chair and assuming the Chair's responsibilities if the Chair is not able to attend a weekly or informal Committee meeting;
 7. Serving as the replacement for the Committee's Chair and giving the Committee's Senate Report if the Chair is not able to attend the weekly Senate Meeting
 8. Organizing the Committee's "Fall Member Retreat" and any additional retreats (with the aid of the other executive members);
 9. Fulfilling other responsibilities as assigned by the Chair.
- C. The responsibilities of the Secretary include:
1. Typing, filing, and distributing a weekly agenda to all Committee members at least one (1) day prior to the weekly Committee meeting;
 2. Recording, typing, filing, and distributing weekly minutes from the weekly Committee meeting to all Committee members at least two (2) days following the weekly Committee meeting;
 3. Keeping a record of all excused and unexcused absences of Committee members and notifying the Chair when a member exceeds his/her allowed number of excused absences;
 4. Maintaining an up-to-date "Member Contact Information Sheet";
 5. Sending reminder e-mails to all members about upcoming meetings and events, if necessary;
 6. Maintaining the Committee's office supplies and notifying the Chair when supplies need to be purchased by the Treasurer;
 7. Fulfilling other responsibilities as assigned by the Chair.
- D. The responsibilities of the Treasurer include:
1. Preparing and presenting the Committee's yearly budget proposal to the newly-elected Financial Committee (with the aid of the Committee's Chair);
 2. Maintaining and keeping copies all of the Committee's financial records (i.e., receipts, invoices, payment orders, payment request, etc.) in an orderly and up-to-date manner and giving copies of these records to the Chair;
 3. Working closely with the Chair, the Business Office, and the Committee's advisor regarding all financial Aiding in the purchasing of the Committee;
 4. Purchasing necessary items for the Committee with the college's credit cards provided by Student Activities and the Business Office;
 5. Reviewing and reporting on the Committee's Account Ledger obtained from the Business Office on a frequent basis;
 6. Fulfilling other responsibilities as assigned by the Chair.
- E. The responsibilities of the Historian include:
1. Maintaining the "MDC Advertisement Board" and the "MDC Members Board";
 2. Maintaining a descriptive Committee yearbook that shall include (but is not limited to) membership, meeting, retreat, and event information;
 3. Taking photographs of each member to be placed on the "MDC Members Board"
 4. Taking and developing photographs of relevant committee gatherings (including meetings, retreats, events, etc.) for the Committee yearbook;
 5. Fulfilling other responsibilities as assigned by the Chair.

- F. The responsibilities of the Committee's Hall Council Representative members include:
 - 1. Brainstorming programming ideas for the Committee as well as elaborating on ideas proposed by the Chair;
 - 2. Keeping constituents informed and updated on the Committee's upcoming events;
 - 3. Helping advertise for the Committee's upcoming events by creating banners and helping post flyers around campus;
 - 4. Giving a weekly Committee Report to his/her respective Hall Council;
 - 5. Fulfilling other duties as assigned by the Chair.
- G. The responsibilities of the Committee's Class Representative members include:
 - 1. Brainstorming programming ideas for the Committee as well as elaborating on ideas proposed by the Chair;
 - 2. Keeping constituents informed and updated on the Committee's upcoming events;
 - 3. Helping advertise for the Committee's upcoming events by creating banners and helping post flyers around campus;
 - 4. Fulfilling other duties as assigned by the Chair.

V. FUNCTIONING AND FUNDING OF THE COMMITTEE

- A. The Committee shall determine its own method of operation with the exception of those facets of its responsibilities that are detailed in this Operating Document.
- B. In order to hold a vote, a quorum of two-thirds of the voting members of the Committee must be in attendance. The chair holds the deciding vote in the event of a tie.
- C. The Committee shall be financially supported by the Student Activity Fee, which is allocated annually by the Student Senate. The Chair, the Treasurer, and the Committee's advisor must approve all expenses. All expenses shall be held accountable to the Student Senate Treasurer.

VI. AMENDMENTS TO THE MDC OPERATING DOCUMENT

- A. A petition submitted by any member of the Committee shall initiate amendments to this Operating Document (hereinafter referred to as the Document). Each petition for an amendment shall contain the full text of the proposed amendment and shall be signed by at least half of the members of the Committee. Petitions for amendments shall be filed with the Committee's Secretary. All amendments are subject to the approval by a majority vote of the Student Senate.
- B. The Chair shall make provisions for a special vote by the Committee members for any duly initiated amendments to the Document provided that:
 - 1. A vote shall be held no later than three (3) weeks following the initiation of the amendment; and
 - 2. No such vote will be held if the vote would occur during the final two weeks of the semester; and
 - 3. An amendment shall become effective as part of the Document only if approved by a majority vote of the Student Senate.
- C. A new Document to replace this Document shall be initiated and adopted in the same manner that amendments to this Document are initiated and adopted.

ADDENDUM TO THE MULTICULTURAL DEVELOPMENT COMMITTEE (MDC) OPERATING DOCUMENT

ATTENDANCE POLICY FOR COMMITTEE MEMBERS

The following attendance policy applies to all Committee members, voting and non-voting, except for the Committee's advisor:

- A. All Committee members (excluding the advisor) are expected to attend all weekly committee meetings and committee sponsored/co-sponsored events.
- B. If an executive member becomes aware that he/she will not be able to attend a weekly committee meeting or committee sponsored/co-sponsored event and would like to be excused from the meeting or event, then that member must:
 - 1. Contact the Committee's Secretary before the meeting or event with an excuse for his/her absence; and
 - 2. Contact the Committee's Chair before the meeting or event with an excuse for his/her absence.
- C. If a representative member becomes aware that he/she will not be able to attend a weekly committee meeting or committee sponsored/co-sponsored event and would like to be excused from the meeting or event, then that member must:
 - 1. Contact the Committee's Secretary before the meeting or event with an excuse for his/her absence; and
 - 2. Find a replacement representative (preferably a member from his/her constituency) that will act as a non-voting member.

If a member does not adhere to the above procedure, then he/she will acquire one (1) unexcused absence for each missed meeting or event. A member's total number of unexcused absences returns to zero at the beginning of the new semester.

- D. Each member shall be allowed three (3) unexcused absences from weekly committee meetings per semester. Additionally, each member shall be allowed two (2) unexcused absences from committee sponsored/co-sponsored events per semester.
- E. Following a representative member's third unexcused absence from a weekly committee meeting or second unexcused absence from a committee sponsored/co-sponsored event, the member shall receive a letter signed by the Committee's executive members and the Committee's advisor. This letter shall notify the member of his/her number of unexcused absences. Additionally, the negligent member shall be required to appear before a council comprised of 1) the Committee's executive members, 2) the member's respective Senator, and 3) the member's respective Hall President (if applicable). This council shall determine the appropriate action to be taken.

If the negligent member is an executive member of the Committee, then the remaining executive members, the Committee's advisor, and the Vice President or President of the Student Senate shall sign the notification letter. The issue of negligence shall be brought before the Student Senate, who shall determine the appropriate action to be taken. An executive member of the committee can be removed by a majority vote of the Student Senate.