

B F2020.13

An Amendment to the Tenth Chapters of the Bylaws to Redefine the Duties of the External Relations and Communications Committee

A bill for the consideration of the College of Literature, Science, and the Arts Student Government

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Whereas, the mission of the College of Literature, Science, and the Arts Student Government (hereafter LSA SG) is to “actively seek the voices of LSA students and advocate their interests to improve academic and non-academic life”;¹ and,

Whereas, LSA SG utilizes its Bylaws to structure and facilitate official business, and recognizes the need for amendments to the Bylaws to improve its function; and,

Whereas, that duties and responsibilities of the External Relations and Communications Committee (hereafter COMM) include to “inform the student body about Student Government and affiliated events through various forms of publicity” and to “[maintain] the Government web page”;² and,

Whereas, current duties of COMM can be improved to better match current practices of LSA SG.

Be it therefore resolved, that the Bylaws be amended in accordance with the language in Appendix A; and,

Be it further resolved, that COMM continue its operations in line with the updated language in Chapter 10 of the Bylaws; and,

Be it finally resolved, that these changes take immediate effect.

¹ The Constitution of the College of Literature, Science, and the Arts Student Government. Article II

² Bylaws of the College of Literature, Science, and the Arts Student Government. 10.01.00

Chapter 10

External Relations Committee Bloc

10.00.00 **Purpose.** The External Relations Committee Bloc shall serve to increase positive relations between LSA Student Government and the student body, student organizations, alumni, and the Ann Arbor community.

10.00.01 **Head Committee.** The Head Committee of the External Relations Committee Bloc shall be the External Relations and Communications Committee.

External Relations and Communications Committee

10.01.00 **Purpose.** The External Relations and Communications Committee (hereafter the Committee or ERCC or Communications or COMM) shall inform the student body about Student Government and affiliated events through various forms of publicity. This includes the events and actions of all committees and the Appointments Process. The Committee shall coordinate interaction between representatives and student groups. The Committee shall also have the responsibility of maintaining the Government web page and soliciting the opinion of the LSA student body. The Committee shall work to solidify the communication among committees and members through the publication of a weekly Government newsletter.

10.01.02 **Composition.** The Chair of ERCC shall be the External Relations Officer (hereafter ERO). Besides the Chair, Vice-Chair, and regular membership the Committee shall also include the Website Manager.

~~10.01.03 **Website Manager.** The Website Manager shall be in charge of updating the LSA SG Website alongside the ERO and the ERCC Vice-Chair. The Website Manager shall be appointed by the ERO and the ERCC Vice-Chair. The Website Manager shall ensure that the LSA SG website is up-to-date and properly utilized.~~

10.01.03~~4~~ **Duties.** The Committee shall be responsible for the following:

(a) **Outreach.** The Committee shall be responsible for communication between University students and the Government.

(b) **Postings.** All public posting for the purposes of advertising LSA SG activities shall be planned and created by the committee, and posted across campus.

(d) **Banners and Diag Boards.** The Committee shall be responsible for entering LSA SG in all lotteries run by the SORC for banner and Diag board reservations. The Committee shall also be responsible for coordinating the creation of banners and Diag boards to publicize government events.

(e) **Recruitment.** The Committee shall assist the Appointments Committee with recruiting new members for the Government. Additionally, the Committee shall assist any other committees in the purposes of project/event advertisement and recruitment.

10.01.04~~5~~ **Subcommittee Reports.** The chair of each subcommittee shall report the actions and projects of the subcommittee. If a subcommittee or non-bloc head committee Chair is unable to come to the COMM meeting, then the Vice-Chair shall attend the meeting instead. Should both the Chair and Vice-Chair not be able to attend COMM, the Chair shall send an email to the ERO and the COMM Vice-Chair containing a subcommittee report. If none of this occurs, the non-bloc head committee or subcommittee Chair shall receive an unexcused absence. The COMM Vice-Chair shall be responsible for recording this attendance requirement.

~~10.01.06 **The SG Digest.** The Government shall publish a bi-monthly newsletter detailing the actions of LSA Student Government and this shall be made available on the LSA SG Website.~~

10.01.07~~5~~ **Direct Constituency.** The Committee is responsible for overseeing the construction of all

Direct Constituency emails, whether they originate within the Committee or from another committee. As a part of its semester action plan, the Committee will develop a tentative timeline for the three to five direct constituency emails for that semester.

10.01.0~~8~~**6 Record Keeping.** The Committee shall be responsible for maintaining photo documentation of the Government's events and activities in addition to keeping track of publications pertinent to the Government.

10.01.0~~9~~**7 LSG SG Scrapbook.** The Committee is responsible for producing a scrapbook every *year semester* whose purpose is to summarize the Government's work for the term. Selected members of the committee *is*are to present the scrapbook to the Government during a General meeting at the end of every *yearsemester*, or should make it available in a digital format.

~~10.01.10 Student Complaints Forum. The Committee will be responsible for managing a student complaints forum, which shall be housed on the LSA SG website. Additionally, the Committee shall delegate concerns voiced on the forum to the appropriate LSA SG committee and/or leadership.~~

10.01.~~10~~**8+ Other Duties.** The Committee shall take any other actions that are deemed appropriate to inform the student body of LSA SG actions and activities.