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**LSA SG General Meeting**

**October 2nd, 2019**

1. Call to Order
2. Opening Roll Call
	1. Brian Wang
	2. Mary McKillop
	3. Nick Bonde
	4. Jordan Schuler
	5. Kevan Casson
	6. Gurliv Chahal
	7. Nicolas Pereira
	8. Danae Diaz
	9. Natalie Suh
	10. Tim Dalrymple
	11. Anna Colvin
	12. Andrew Goldman
	13. Sai Pamidighantam
	14. Alli Goodsell
	15. Kathryn McCaughey
	16. Jacob Cohen
	17. Chayton Fivecoat
	18. Tyler Watt
	19. John Paul O’Neil
	20. Tyler Ziel
	21. Danica Miller
	22. Frank Ferrari
	23. Natalie Simmons
	24. Bri Jackson
	25. Kellen Mitchell
	26. Gaby Torres
	27. Sophia Rich
3. Announcements
	1. McCaughey: Delta Gammburgers is happening on October 4th, come through!
	2. Casson: Sigma Chi puppies on the porch DM me for details!
	3. Suh: absentee ballot for November just came in, make sure to be registered to vote in November!
4. Approval of Agenda
	1. Motion: Goldman
		* Second: O’Neill
5. Approval of Previous Minutes
	1. Motion: Schuler
		* Second: Goodsell
6. Constituents Time:
	1. *if you had to eat one thing for the rest of your life what would it be?*
7. Guest Speakers
8. Kelly Maxwell
	1. Kelly talked on the issue of inclusive leadership. She spoke about how diversity is about who is here, in all aspects. The term equity was also brought up, the policies and practice that we bring to the table that open access to all that diversity. She also spoke on the idea that inclusion is about belonging, how you feel about being here. When we think about DEI we often think about nebulous idea of these distant people. But in fact, we ourselves make an inclusive environment. How do we fit here? We did an exercise that allowed us to think about how our social identities play a role in our lives. We discussed these concepts. We connected these ideas with the topic of inclusive leadership. We have a choice to be purposeful and intentional with inclusion. Set the bar high, imagine what is possible! Thinking about humility and empathy, really listen and seek to understand. Pause, and then choose inclusion. The choice to ask yourself if the ways you do things are truly inclusive. Kelly’s office hours are Fridays 11-1, but email ahead so she can be aware!
9. Budget Allocations Committee
	1. BAC spoke of their bylaws, and what they do. They also explained the requirements for an organization to receive funding. They assign everyone attending BAC a certain number of applications 2-4, and they discuss these applications as group. They also have appeals sessions to dispute funding decisions. Now BAC will give up to $6000 per application, $2000 maximum per event. BAC usually receives around 30 applications per cycle.
10. Executive Officer Reports
	1. President – Brian Wang (bmwang@umich.edu)
		* A lot of familiar faces and lots of new faces, I’m Brian a senior he/him/his, majoring in economics political sciences. Financial literacy and affordability as well as M-Dining initiatives in UC. Please let me know if you are interested in coming, I can sneak some of you in. Our meeting with Kelly was great this week, we talked about some advising opportunities, especially for CATS. If you need help finding the right administrator to talk to, Kelly is always a good resource. Other notes: I have met with someone on the room cleaning, we are actively working on that. If you are a new associate representative please come up to me after the meeting about office hours, part of the role is about hosting one hour of office hours, in 30 min increments. The office is open to anyone homework and project work. We are moving to LSA building in future.
	2. Vice-President – Mary McKillop (marykmck@umich.edu)
		* Mary Junior Political Science American culture minor digital studies, she/her/hers. Thank you to BAC for presenting and thank you Kelly! Over the next few weeks we are having org studies coming, Frank and Chayton are also getting Opportunity hub in here too. We are working on getting maize and blue cupboard. Ben Gerstein and Isabelle Blanchard will be coming too at some point. We can invite almost anyone you want! Steering was good this week, we talked about maybe participating in giving blue day. The biggest charity giving day with the UM, the university matches funds you’ve raised. We are interesting in working with CSG on the leadership engagement scholarship, allowing students with disadvantaged Socio-economic status to not have to worry about funding. Their grant has run out, so we are working on how to fundraise though SG alumni using our records! We talked about events with the Dean, dinner with the dean in the dining hall. Puppies with the dean was also another idea. Fun things: we have retreat coming up next month, or the end of this month. Sending out a form within the next week, time etc. They are just FunTime to hand with people in SG, subsidizes by that. Thanks, Gurliv. When we get new reps to do a bonding event. We also have the idea of the potluck type thing.
			1. Watt: Did you know there were minutes on the drive up to the 1970s?
			2. McKillop: I did not
	3. Treasurer –Kaitlyn Colyer (kecolyer@umich.edu)
		* Hello all, I am a sophomore, undecided, she/her/hers. So far 1.3% of budget used. $50,686.6 left. If you give me receipt it has to have method of payment on it. If you can’t show how you paid, I need receipt and a screenshot of the bank statement with payment circled. If anyone has pizza receipt for mass meeting we need that. Let me know if you have purchased anything for SG.
	4. Counsel – Nick Bonde (njudeb@umich.edu)
		* I am a senior majoring in Political Science and International Studies, He/Him/His. We have one bylaw amendment coming up. Old business wise there is also the TREES resolution too. Appointments hash is this Sunday so all elected reps should be there, they must. I’m the quorum guy! Andrew Goldman from appointments can talk more about it.
			1. Schuler: what happens if there isn’t quorum on Sunday?
			2. Goldman: we all have to come in Monday morning doing this 2-4 am. So you better there, 3-5 I’ll talk more later (as usual).
				1. McCaughey: is that a rule?
				2. McKillop: just so you know, they need to get appointed at some point, so we always threaten at early times.
	5. Academic Relations Officer –Jordan Schuler (jordschu@umich.edu)
		* I am Jordan, AAC was great this week, we spent time building survey for E-textbooks project. Allowing students more resources to find textbooks at reduced price. We worked as a big group to research resources allowed currently, we also looked into classes that have digital options and those that don’t.
	6. External Relations Officer – Kevan Casson (kecasson@umich.edu)
		* Hi all I am Kevan, Sociology and Philosophy, she/her/hers. Next weekend I will send out DC email. It’s the LSA wide email sent to the body. I am sending this out beginning or middle of next week please let me know if there are things you want in it, provide: date, time, and brief description, please send those to me by Sunday. In COMM we had lots of new members, we planned a few future projects. We are trying to feature more student organizations, and please follow our social media right now, we have a twitter and instragram. Further I have been hearing rumblings of events, please send these to me as soon as they are set. Please in advance so we can get people to come.
			1. Miller: Kevan did you know we will ask any group we fund if they want your help with advertising
				1. Casson: oh cool! if you have ideas come to COMM and say it!
	7. Student Life Relations Officer –Gurliv Chahal (gkc@umich.edu)
		* Hi I am Gurliv, She/Her/Hers, our bloc deals with non-academic topics. Some examples are topics concerning Dinning hall options, getting more comfortable seating in hallways, the wellness center. I am also looking into basketball tickets for LSA SG. Look out for pumpkinpalooza, Oct 24. I have talked to 4 meijers and they all tell me to call back when manager is back, but I call back and the manager is never there. I did get one that will confirm with me if we can get the pumpkins by the time we need it. Besides that, we have lots of projects coming up, signup sheet will be sent out for that.
	8. Secretary – Nicolas Pereira (nlpereir@umich.edu)
		* Hello all, I am Nicolas Pereira, Junior, He/Him/His, Microbiology & Spanish. Please keep going to your office hours and don’t forget to sign in. Also, when you sign up please don’t change what you signed up for, especially during the opening and closing times as those are most important times for Student Organizations picking up and returning. If you do miss your office hours and nobody can cover for you, you will get an absence. If you are going to miss general for whatever reason, please let me know the night before or the morning of. Exams, deadlines, family emergencies, personal emergencies, are always excused. If you are a constituent, please see me after the meeting if you are interested in attaining associate representative standing.
11. Committee Reports
	1. Appointments Committee – Emma Rose (roseemma@umich.edu)
		* Goldman: Hash is this Sunday, E-board and elected reps better be there. 3-5 in G228 Angell. We will have snacks. Its required, unless for a good reason. Please really try and come! We are going to be sending out assignments of the recordings of interviews that elected representatives need to listen to. Sometime tomorrow. It will not take long, think of it like your morning podcast or listen while you are eating lunch. It’s interesting to hear people’s thoughts on the government! We are planning social for next Thursday October 10th, it might be smaller than usual. We will be having bigger social after fall break to welcome new appointed reps, less intense planning for socials.
	2. Budget Allocations Committee – Danica Miller (dajemill@umich.edu)
		* Hey, you heard me talk already. First BAC training with our new members, they are going to be with us this semester. Thank you to all elected reps, and please sign up, you need to come to at least one meeting.
	3. Committee Advocating for Transfer Students – Alli Goodsell (goodsela@umich.edu)
		* Hi CATS went well this past week. We talked about transfer student hang out October 24th, 6-8 pm, pumpkin painting, watch a movie, Halloween cookies, and a raffle. Our main project we are working on is transfer student orientation to allow more opportunities for transfer students to meet other transfer students.
	4. Diversity Affairs Committee – Sai Pamidighantam (ppamidig@umich.edu)
		* I am Sai, she/her/hers, DAC was busy this week! Nick came to us about a bylaw amendment on gender inclusive language, talked about placards to include pronouns. National coming out week is next week, we are trying to reach out to professors to put rainbow stickers on their doors, to let people know they are in a safe place. Cultural night is in the works, been doing a lot of planning for that! If you are interested in these projects please reach out to me!
			1. Watt: what is the change of the gender inclusive language?
				1. Pamidighantam: it was introduced when I was a freshman, all members are encouraged to use more gender conclusive language. We are making the amendment to delve deeper into specifics of what we can do as a government concerning inclusive language.
			2. Jackson: did you know there is a program called CSP that has a potential collaboration with DAC?
				1. Pamidighantam: yeah we worked with them in the past!
			3. Wang: did you know the person who put on the illumination event (similar themes as cultural night) was the CSG vice president?
			4. Pamidighantam: I didn’t!
12. Task Force and Subcommittee Reports
	1. Health Subcommittee –Natalie Suh (nhsuh@umich.edu)
		* Hello, all I am Natalie, she/her/hers, declared American culture as my major. Health was great this week. Healthoween is happening October 22nd 10 am-2 pm, this has been rebranding of the cold care event! We are making the events at the end of October to a SG October/Halloween week event! We reconnected with our library contact, to see what’s happening with wellness space. Tuesdays 5-6pm. My office hours are Tuesdays 2-3pm so come talk to me if you can’t come to health nor my office hours! I want all your ideas, begin to take Vitamin D!
	2. Subcommittee on Technology, Advising, and Academic Resources – Frank Ferrari (frankfer@umich.edu)
		* Fivecoat: I am now frank. I am Chayton STAAR vice, he/him/his. STAAR was great this week, writing bylaw amendment to change our departmental award of excellence, it’s an award at the end of the year we present at the gala, the German department wins every time so we want to see if we can diversify these winners. STAAR is Wednesdays 6-7
	3. Taking Responsibility for the Earth and Environment Subcommittee – Tim Dalrymple (tjamesd@umich.edu)
		* Hello, I am a Junior in PitE He/Him/His yesterday at TREES we talked more about our projects for this semester specifically Huron River Clean-Up with Les Voyageurs. They are interested in doing it again at the end of October. Carbon neutrality resolution is on the docket tonight.
			1. Goldman: Did you know that Nicolas tipped our canoe last time we went on the Huron River?
13. Individual Representative Reports
* Danae Diaz
	+ Hi all! I’m a junior, she/her/hers political science, international studies, when I joined I realized I liked AAC. One platform point that I have been working on extending the pass-fail deadline. We got it passed as a resolution and now we must follow up on how to get it implemented. Met with registrar’s office, and they support it!
* Natalie Suh
	+ Hi again, I have been working on the wellness space in the UgLi, previously was just a room with ‘sun-lab’ that SG funded. We want more information on the wellness room so more people can know about it. The library has lots of resources, so ask me if you want contacts there. I really push DEI in student government, as I have lots of exposure to these topics through American Culture and other classes that I take.
		- Jackson: are there any plans to add anything else to wellness space or to expand on that?
		- Suh: when I met with Steven Giffees, we are working with UgLi administration right now, figuring out how can SG develop that space!
1. Appointments, Elections, & Nominations
	1. Motion to vote: McKillop
		* Goldman, Objection: should be motion to approve by acclimation.
		* McKillop: bylaws say you need to vote, I motioned to vote due to the fact that in the BAC bylaws it says by majority vote
		* McCaughey: all at once?
		* Goldman: I withdraw objection
		* McCaughey: do we get to say anything?
		* McKillop: go ahead.
			1. McCaughey: Danica and I picked these ten because they are excellent, I have no hesitations on their abilities. We are really excited for this semester.
		* Second: Suh
		* 18-0-0 PASSED
* Wyatt Puscas
* Olivia Hoffman
* Brenna Bromwell
* Holden Greene
* Elizabeth Stolze
* Ajay Prasad
* Shaunak Lokre
* Cameron Rifkin
* Louis Orleans
* George-Joseph Asher
1. Budget Allocations Committee Recommendation
2. Old Business
3. *A Resolution for the Support of Carbon-Neutral Facilities and Campus Expansion*
4. Motion: Colvin
	1. Second: Pereira
	2. McKillop: Ignore footnotes on the actual agenda, they are correct on actual resolution
5. SPONSORS
	1. Dalrymple: saw this last week, no big changes, same basic structure reworks. Specifically calling for oversight on building renovations to receive recommendations on the President’s Commission on Carbon Neutrality (PCCN). Holding university accountable on going carbon natural. 76% students say this is a high priority for them. It’s important to pass tonight, because of the precedent set in 2019, the board of regents rejected the changes to carbon emissions.
	2. Simmons: just a side note, the resolution that is in the agenda is not fully updated. There are a few things that we changed. Very minor stuff. Please see the updated resolution.
6. FRIENDLY AMDEMENTS
	1. Dalrymple: changes to the last whereas clauses on the project numbers.
	2. Suh: I don’t know, how are the regents involved?
	3. Dalrymple: the way that the Carbon Neutrality Commission (CCC) is set up they release report to regents for approval, this is circumventing the regents and the CCC to advise on facilities and operations.
	4. Puscas: who do you want to send this to?
	5. Dalrymple: right to desk of mark Schlissel, and the provost.
	6. Wang: please send this to the UC!
	7. McKillop: just to add on, we talked about it in TREES, but we decided not have a clause with a specific recipient so we could send it to whoever we wanted.
7. UNFRIENDLY AMENDMENTS
8. Motion to call to question: Goldman
	1. Second: O’Neil
	2. 19-0-0 PASSED
9. New Business
10. *An Amendment to Chapter 17 of the LSA SG Bylaws to Mandate the Publishing of Government Documents and Member Attendanc****e***
11. SPONSORS
	1. Watt: I am vice chair of IRC, it is my pleasure to present this bylaw amendment. I got some good insight. The point is to take a look at how were distributing information about our government and how this information is getting to our constituents. It is relatively minimal for our constitution and bylaws, but we want to prioritize our minutes on the website. To provide these resources to members and the public.
		1. McCaughey: in the copy I had, there were two subsection 4s the number is off.
		2. Bonde: that will be addressed, thank you.
		3. McCaughey: I have a few thoughts on this, so bear with me while I get through them. It says "BAC records" will be published. This is rather vague since many things could qualify as a "BAC record." We have applications, minutes, receipts, etc., so we need to elaborate on that. Second, why is there a 7 year minimum time period before we can archive things? I think it makes more sense for each executive board to archive its own documents each year. In terms of the board members who are in charge of this I think it makes sense to add Treasurer to this because of the inclusion of financial records. In addition, is this saying we will have both a digital and paper archive? I think it's worthwhile communicating with the librarians at Bentley to see which they would prefer from us: digital or paper.
			1. Bonde: so, the way I see it, we keep it seven years so that committees can have history of events in the past. BAC is helpful for record keeping. Right now, for archives, there is planned online one and in Bentley and in office.
			2. McCaughey: why don’t we just send directly to Bentley?
			3. Wang; they are kept in a box in our office for 7 years.
	2. Puscas: a lot of these bylaws were written before the time of google drive, there is a lot to eliminate from these too. For example, we have moved general to paperless.
	3. Casson: I like the sentiment of this resolution, but I think there are better ways to go about this instead of listing all our attendance and minutes, I don’t think people outside of the government will really take advantage of these. I know this is an assumption, but we don’t get lots of visits to our website. I would enjoy talking about this since I edit the website.
	4. Simmons: I think this is an interesting topic we should talk to people whose roles will be affected by that. Casson wasn’t talked to about this, and this impacts the secretary and counsel. If we must upload things every week we should consider the work and the gains that can come of it. CSG published their minutes and during divestment people got added to blacklist because they are now considered enemies of the state of Israel because of their opinions. We do have risks in publicly expressing these things
	5. Colvin: I think there could be an issue with intimidation, but for example, last week in elected rep report, I said safe ride wasn’t helpful and that could reflect negatively on me. I don’t want retaliation for that.
	6. Puscas: a good idea is the attendance records. It could help educate student body on commitment of members
	7. Colyer: will it just be publishing attendance of people who came, how detailed are we going? What were author’s intentions?
	8. Watt: just attendance published, excused and unexcused would be fine.
	9. Cohen: if we are going digital, we want to specify how we’re are going to do that.
	10. Wang; in future please refer to previous speakers as “previous speaker”
	11. Schuler: I worry if people can’t come, it could reflect poorly on them for someone who looks without context. I don’t think it would be fair if a person couldn’t attend for any serious matter. It concerns me. It’s not my goal to not be transparent, but these could put people into uncomfortable situations.
	12. Wang: we can table for longer or for one week
	13. Goldman, Motion: to table for one week
		1. Second: Schuler
		2. Bonde, point of information: When is IRC? 2 on Sunday. Come discuss with us.
12. Matters Arising
	1. McKillop: as I mentioned next week is national coming out week, Friday is national coming out day! These is an event called the LGBTQ history edit-athon, which is a Wikipedia editing night, giving more detail and citations to LGBTQ members of history. It is from 2-5pm Monday in hatcher graduate library.
	2. Simmons: picnic meeting next week in TREES you should come!
	3. Pamidihantam: next week starts DEI month, Monday 10am is the community assembly that kicks the whole thing off. A bunch of student input to hear from all of you. DEI themed events!
	4. Bonde: please come to appointment hash super important. Please come to IRC it will be at 2pm on Sunday. Put tables Back!
	5. Goldman: thank you to all who applied to appointed representative. No matter the results.
	6. Wang: thanks Kathryn for cleaning the office!
13. Snaps
14. Closing Roll Call
	1. Brian Wang
	2. Mary McKillop
	3. Kaitlyn Colyer
	4. Nick Bonde
	5. Jordan Schuler
	6. Kevan Casson
	7. Gurliv Chahal
	8. Nicolas Pereira
	9. Danae Diaz
	10. Natalie Suh
	11. Tim Dalrymple
	12. Anna Colvin
	13. Andrew Goldman
	14. Sai Pamidighantam
	15. Alli Goodsell
	16. Kathryn McCaughey
	17. Jacob Cohen
	18. Tyler Watt
	19. John Paul O’Neil
	20. Tyler Ziel
	21. Danica Miller
	22. Natalie Simmons
	23. Bri Jackson
	24. Kellen Mitchell
	25. Gaby Torres
	26. Wyatt Puscas
	27. Sophia Rich
15. Adjournment
	1. Motion: Goldman
		* Second: Diaz

**R F2019.02**

**A Resolution for the Support of Carbon-Neutral Facilities and Campus Expansion**

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

September 25, 2019

Sponsored by: Tim Dalrymple, Natalie Simmons, Nicolas Pereira, Mary McKillop, Divya Manikandan, Ethan VanValkenburg, Alexandra Chibiso, Chayton Fivecoat

**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]](#footnote-1) and,

**Whereas,** the mission of LSA SG Taking Responsibility for the Earth and Environment Subcommittee (hereafter TREES) is to “actively work to improve the lives of LSA students outside of the academic sphere by promoting the culture of sustainability and advocating for environmental awareness”;[[2]](#footnote-2) and,

**Whereas,** on February 4, 2019, the University of Michigan’s (hereafter U-M) Planet Blue website stated, “President Mark Schlissel announced the members of the core team responsible for developing recommendations for how to achieve carbon neutrality for U-M, as well as develop scalable and transferable strategies that can be used by other institutions and larger communities to achieve the same goal”;[[3]](#footnote-3) and,

**Whereas,** the LSA student body has expressed strong support for carbon neutrality at U-M through a Winter 2019 LSA SG ballot question in which 76% of students polled indicated that the university transitioning to 100% renewable energy is a moderate to high priority (See Appendix A); and,

**Whereas,** the U-M Ann Arbor campus has thirteen ongoing construction and renovation projects that are deemed by U-M Architecture, Engineering and Construction as “Major Projects,” excluding U-M Medical Buildings;[[4]](#footnote-4) and,

**Whereas,** the thirteen ongoing/planned “Major Projects” are estimated to be completed by Winter 2022 with a combined budget of $887.6 million;⁴ and,

**Whereas,** U-M will not reach its goal of carbon neutrality by 2035 if the planned “Major Projects” do not adhere to the recommendations of the President’s Commission on Carbon Neutrality (hereafter PCCN).

**Be it therefore resolved,** it is the position of LSA SG that the PCCN should be directed to establish carbon neutrality recommendations for ongoing “Major Projects” prior to their completion; and,

**Be it finally resolved,** future “Major Projects” at the University of Michigan should not begin without first receiving recommendations from the PCCN.

**Appendix A**

How would you prioritize the university transitioning to 100% renewable energy, knowing this would potentially come at either a direct (e.g. tuition surcharge) or indirect (e.g. fewer building renovations) cost?

**B F2019.02**

**An Amendment to Chapter 17 of the LSA SG Bylaws to Mandate the Publishing of Government Documents and Member Attendance**

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

11 September 2019

Sponsors: Samuel Burnstein, Tyler R. Watt

**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”;[[5]](#footnote-5) and,

**Whereas,** LSA SG acts as the democratically elected governing body for the College of Literature, Science and the Arts (hereafter College); and,

**Whereas,** LSA SG recognizes the importance of transparency in the work they do for its constituents; and,

**Whereas,** the act of determining governmental decisions is carried out weekly at LSA SG meetings; and,

**Whereas,** our constituents should have a right to know the actions of the government and representatives who serve them; and,

**Whereas,** a generalized lack of visibility of meeting agendas, minutes, resolutions, public statements, and other proceedings may contribute to an overall lack of awareness of the government’s presence on campus, as well as the role it plays in legislating on issues relevant to academic and social issues; and,

**Whereas,** provisions are laid out in Chapter 17 of the LSA SG bylaws to maintain the government’s records and files.

**Be it therefore resolved,** that LSA SG amends it bylaws in accordance with the attached text; and,

**Be it further resolved,** that LSA SG immediately acts upon the amendments listed herein, and work toward improving it transparency; and,

**Be it finally resolved,** that this amendment take immediate effect.

**Chapter 17**

**Office Space and Record Keeping
Office Space**

17.00.00 **Office Space Functions**. The functions of the LSA SG office are as follows:

1. **Constituent Interaction.** The primary purpose of the office is to provide constituents the ability to meet with ***~~to~~*** their elected representatives. Each member of the Government shall be required to spend at least one hour per week in the office to assist constituents (see Chapter 5).
2. **Office Maintenance.** The physical office space and design shall be maintained by the Vice President. The members of the Government shall be responsible for ***~~helping to~~*** ***keeping*** the office clean and organized.
3. **Member Communication.** The office shall facilitate communication among members of the Government to improve the effectiveness of the Government as an organization. Each government officer, elected representative, appointed representative, committee chair, and committee vice-chair shall have a mailbox to receive messages and correspondence from other members and from LSA constituents.
4. ***~~Records and Files. The Government shall maintain its records and files, including financial records, minutes from Government meetings, copies of the Constitution and Bylaws, minutes from external committees (if provided to LSA SG), committee records, judicial records, and other important information. All BAC and financial records shall be maintained in the office for a minimum of seven years before they can be thrown out or transferred to the University of Michigan Bentley Historical Library (hereafter the Bentley). All other documents, ephemeral material, and personal records of LSA SG or organizations it interacts with or collaborates with can be transferred to the Bentley at the discretion of the Executive Board after obtaining approval through the process laid out in 17.01.03. Any LSA SG documents not stored in the office shall be preserved in the Bentley. Any LSA students who wishes to have the physical copies of the material may submit a request to the LSA Secretary and Counsel who may accept or deny the request. All documents stored at the Bentley are publicly accessible.~~***

17.00.02 **Mail.** Mail sent to the LSA SG office, ***~~G325 Mason Hall~~ G228 Angell Hall***, should be sorted in the respected individual’s mailbox. If mail is not addressed to a specific individual, then the mail should be placed in the President’s mailbox.

**Record Keeping**

***17.01.00 Records and Files. The Government shall maintain its records and files, including financial records, minutes from Government meetings, copies of the Constitution and Bylaws, minutes from external committees (if provided to LSA SG), committee records, judicial records, and other important information. All BAC and financial records shall be maintained in the office for a minimum of seven years before they can be thrown out or transferred to the University of Michigan Bentley Historical Library (hereafter the Bentley). All other documents, ephemeral material, and personal records of LSA SG or organizations it interacts with or collaborates with can be transferred to the Bentley at the discretion of the Executive Board after obtaining approval through the process laid out in 17.01.04. Any LSA SG documents not stored in the office shall be preserved in the Bentley. Any LSA student who wishes to have the physical copies of the material may submit a request to the LSA Secretary and Counsel who may accept or deny the request. All documents stored at the Bentley are publicly accessible.***

17.01.0***~~0~~1*** **Open Records.** All records of the Government shall be open to full examination by members of the Government and the public with the permission of the Secretary and the Counsel. Any requests for financial records should be made to the Treasurer.

17.01.0***~~1~~2*** **Digital Archive.** The Government shall make available to the public any records of end of semester/year reports, previous Constitutions and governmental records. ***This includes, but is not limited to, all agendas, approved minutes, resolutions (both approved and unapproved), government statements, and election results. These records shall be made available on the government’s website within one week of their presentation to the government.*** This shall be considered part of the duties of the ***Secretary,*** Counsel***,*** and the External Relations and Communications Committee.

17.01.0***~~2~~3*** **Unauthorized Removal.** No person (except an executive officer making photoduplicates at a copy center outside the office) shall remove any document required to be on file from the office, except in the case of transferring files from the office to the Bentley for preservation, which shall follow the procedures laid out in 17.01.0***~~3~~4***. Executive Officers may digitize records for the purpose of preserving documents for posterity. Records removed by an executive officer must be returned within forty-eight (48) hours of their removal. A copy of filed material shall be made available to any LSA constituent, upon request, subject to reasonable compensation for copying costs. People who are not LSA constituents may also request to see the records pending approval of the Counsel and Secretary.

17.01.0***~~3~~4* Official Document Transfer.** The Government, by passing an “Authorization of Transfer” resolution by a majority vote may permanently transfer documents and files from the SG Office to the Bentley Historical Library for preservation.

17.01.0***~~4~~5*** **Role of the Secretary and Counsel.** The Secretary shall be responsible for maintaining the records of the Government and providing the Counsel with access to current information of government proceedings. The Secretary shall also work with the Vice President to insure that the provisions of this Chapter are carried out. The Counsel shall upload all possible government records to the Digital Archive and shall ensure that the bylaws, resolutions, government documents and the constitution are digitally available . The Internal Review Committee shall maintain and update the archive as necessary.

***17.01.06 Attendance Records. To promote transparency and accountability to LSA SG’s constituents, records of attendance and member obligations of Government members shall be made publicly available on the website of LSA SG, and upon request in the LSA SG office. The Secretary will maintain these records in accordance with their duties as outlined in Section “4.01.07 Secretary.” The Secretary will ensure that all attendance and member obligations are up-to-date. Records of attendance and member obligations should clearly indicate a member’s presence or absence from a required LSA SG duty.***

1. The Constitution of the College of Literature, Science, and the Arts Student Government. Article II [↑](#footnote-ref-1)
2. The Official LSA SG Bylaws. Purpose of Taking Responsibility for the Earth and the Environment Subcommittee 11.03.00 [↑](#footnote-ref-2)
3. University of Michigan. Planet Blue. <http://sustainability.umich.edu/carbonneutrality> [↑](#footnote-ref-3)
4. University of Michigan. Architecture, Engineering and Construction. <https://umaec.umich.edu/projects/major-projects/> [↑](#footnote-ref-4)
5. The Constitution of the College of Literature, Science, and the Arts Student Government. Article II [↑](#footnote-ref-5)