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**LSA SG General Meeting**

**October 9th, 2019**

1. Call to Order
2. Opening Roll Call
	1. Brian Wang
	2. Mary McKillop
	3. Kaitlyn Colyer
	4. Nick Bonde
	5. Gurliv Chahal
	6. Nicolas Pereira
	7. Riya Gupta
	8. Danae Diaz
	9. Natalie Suh
	10. Anna Colvin
	11. Emma Rose
	12. Alli Goodsell
	13. Divya Manikandan
	14. Jacob Cohen
	15. Chayton Fivecoat
	16. Tyler Watt
	17. John Paul O’Neil
	18. Danica Miller
	19. Frank Ferrari
	20. Natalie Simmons
	21. Bri Jackson
	22. Danny Hwang
	23. Anna Hilles
	24. Sarah Salino
	25. Sungmin Cho
	26. Lauren Lunsford
	27. Sofia Kwon
	28. Kellen Mitchell
	29. Gaby Torres
	30. Wyatt Puscas
	31. Sophia Rich
	32. Claudia McLean
	33. Emilia O’Brien
	34. Alex Chibisov
	35. Adam Grimes
	36. Prahar Dave
	37. Eric Hsieh
3. Announcements
4. Approval of Agenda
	1. Motion: Gupta
		* Second: O’Neil
			1. Objection - Watt: what is with old and new business issues
			2. McKillop: we cant move the old business because they’ve been split into new amendments so we must motion to remove that from agenda
		* Gupta: motion rescinded
		* Watt: move to remove old business
			1. Second: Colvin
	2. Motion: Watt
		* Second: O’Neil
5. Approval of Previous Minutes
	1. Motion: Fivecoat
		* Second: Cohen
6. Constituents Time
	1. *What are you doing for fall break?*
7. Guest Speakers
8. Executive Officer Reports
	1. President – Brian Wang (bmwang@umich.edu)
		* I have a band aid on my lip and you can ask me about it after the meeting. We won’t have general next week, not a full week of class so there are no official government meetings. If you are a chair or vice chair you can have meetings but they are not mandatory. If you are chair or vice chair look out for 2on2s with Brian and Mary. Nick Bonde should have filled out an action plan for you committees and the deadline is Friday. We will have a schedule for you to sign up to talk to us 2on2. This is also open to appointed and elected reps. If you are elected rep some of you are coming up to the end of your elected cycle this semester. This is a chance for Mary and I to see what you’ve done what you want to do, nevertheless they are not mandatory for elected and appointed reps. New reps there will be an office hours sign up sheet going out to you all specifically. Check in with Nicolas after the meeting so we can send it to the correct people.
	2. Vice-President – Mary McKillop (marykmck@umich.edu)
		* Hello I am a Junior studying Political Science and American Culture with a Minor Digital studies She/Her pronouns. We were going to have a guest speaker but he is observing a holiday tonight. Anne Cruzan and Tim Mckay are coming in future. We also might have the Opportunity hub in the future with Chayton and Frank. We did virtual steering this week. Appointments Hash was great, we got some great people. I found a cool place for the retreat I’m going to send a poll after fall break so you can fill it out for gauging interest. We will subsidize it as we don’t want it to be cost prohibitive. Happy national coming out week. Please fill out virtual steering this week please! Let me know and I will forward it to you
			1. Pereira: where is the retreat?
			2. McKillop: It’s a cider mill I will get the specific name. Events with dean will be coming up! thank you Natalie Suh and Kathryn.
			3. Fivecoat: just chairs should just have the virtual steering?
			4. McKillop: yes
	3. Treasurer –Kaitlyn Colyer (kecolyer@umich.edu)
		* She/her/hers, unknown major. $50,578.64 in bank. if you need reimbursement the check process takes 5-7 days and needs last four digits of your card if you use that. No alcohol or anything like that, thank you.
	4. Counsel – Nick Bonde (njudeb@umich.edu)
		* I am senior, studying political science international studies with minor in Spanish. First IRC was good this week. We talked about amendment from Watt. It is now split into two different amendments. Chairs and Vice chairs, I did sent out action plan emails to all of you. It will have your committee bylaws in it, fill out what your plans are what you are working on. It should only take like 30 mins. Get that in by Friday so you can sign up with Brian and Mary. We have parliamentary procedure (Nick went on to present on how parliamentary procedure works). The presentation will be forwarded to newly appointed and newly associate reps.
			1. Puscas: it is 2/3 to amend agenda when it has been approved.
			2. Wang: what is our laptop policy?
			3. Bonde: you can have your laptop out only for the purpose of viewing your agenda. Please refrain from texting or doing anything else on it.
	5. Academic Relations Officer –Jordan Schuler (jordschu@umich.edu)
		* Diaz: today in AAC we finished up the DC survey and then had an email workshop and made a whole outline on how to send email to faculty. Then we worked on projects. Election day things, pass fail deadline project, and Medical note project. That’s what we did in AAC, Wed 7-8.
	6. External Relations Officer – Kevan Casson (kecasson@umich.edu)
		* Gupta: Hello I am a Sophomore she/her/hers, this week in Comm we are pushing apparel for next week. Nicolas sent that out. Please let us know what kind of apparel you want. We have been working on a Brochure for new members and it is almost complete those will come for next general. We have more social media things coming up. We want to create directory. We are starting SG member of the month form. Nominate someone for what they’ve been doing in SG for the month. This would be a great way to appreciate the work we’ve done for the government.
	7. Student Life Relations Officer –Gurliv Chahal (gkc@umich.edu)
		* I’m SLRO, I deal with non-academic side of things. She/her/hers. Pumpkin palooza is Oct 24th. Meijer is going to make it happen. 10-2. We will send a signup sheet for that after fall break. We will be putting this up on social media. We will also have a short survey on dining hall options, we want to information and stats to back up what we bring to MDining. Regarding basketball tickets, Anna is amazing, she confirmed its going to be a social outing we have basketball tickets they are coming soon!
	8. Secretary – Nicolas Pereira (nlpereir@umich.edu)
		* Hello all, I’m Nicolas the secretary, Microbiology and Spanish, He/Him/His. We will be sending out the office hours sign-up to appointed reps and associate reps so please put those in your calendars and sign up! Usually someone will be in the office to help you so don’t worry too much about it. If you cannot come to general for whatever reasons, please email me in advance! Earlier the better.
			1. Rose: appointed reps should sign up for how many offices hours this week?
			2. Pereira: one hour total in 30 segments
			3. Wang: our office is G228 Angell hall.
			4. Suh: do associate reps have office hours?
			5. Pereira: yes
9. Committee Reports
	1. Appointments Committee – Emma Rose (roseemma@umich.edu)
		* Hi welcome to the new appointed reps, right now you might have noticed the mentor mentee. These are just a friend right away, just use your phone camera to scan your QR code. Do it right now! Within a week we will get things organized, we will have social events for mentors and mentees to do. While you are filling out those forms, I know we have been trying to get something to happen tomorrow night, so not many people are going to be here. So, we can do a low-key thing, we could have a field trip. Are you interested in a haunted house?
			1. Torres: What time would this be?
			2. Rose: We would leave at like 7ish
			3. Rose: Please see Nicolas to be added to various forms of communication
			4. Dave: is this open to associate reps too?
			5. Rose: yes!
			6. Puscas: are these legally allowed to touch you?
			7. Rose: it is hush haunted attraction, it’s not a hay ride, but I do not know.
			8. Simmons: at Erebus they are not allowed to touch you
			9. Wang: what do the new appointed reps get?
			10. Rose: should have gotten a new packet. With placard, parli pro, a couple info sheets. Check them out
			11. Wang: one has your requirements
			12. Rose: please read it
			13. Gupta: did you know that even if you didn’t get appointed stick with it? I wasn’t appointed either.
			14. Rose: very important info!
	2. Budget Allocations Committee – Danica Miller (dajemill@umich.edu)
		* Hi I’m BAC chair. Congrats appointed and associate reps. For BAC we had our newly elected reps come. We funded two orgs that I will talk about later. Cycle 2 will be happening. If you are signed up, please let us know if you can’t come. We would like to have a small number of people but please try to stick to your date. Ok this is a stressful time. Please take care of yourselves. This can get long but please take care of yourselves.
	3. Committee Advocating for Transfer Students – Alli Goodsell (goodsela@umich.edu)
		* Hi I’m Alli CATS chair she/her/hers. On Friday we met with Kelly Maxwell it would be cool if we did a focus group with transfer students. The transfer student hallow break. Lovely Lauren made some fliers for it. OCT 24 6-8 in office. Watching movies painting pumpkins. Please try to keep office as nice as possible.
			1. Suh: are non-transfer students allowed to come?
			2. Goodsell: Yes from 6-8 cider and dough nuts and sugar cookies and love
	4. Diversity Affairs Committee – Sai Pamidighantam (ppamidig@umich.edu)
		* Simmons: in DAC we worked on creating safe places for students to talk to professors via rainbow sticker so they can know they are in a safe space. We got some work done on that. Designing a sticker for pride that you could put outside doors. We created a survey; we are going to put pronouns on placards if you don’t want to that’s not required. It will also have ally training option on it. I would be great idea for SG to do. We might do a workshop together on that. We also did some cultural night things, we’ve only heard back from 2 orgs, we have decided to do it in Rackham.
			1. Divya: have you considered emailing the international center for international students? to see what issues they are facing and helping them understand culture here to see if we can help?
10. Task Force and Subcommittee Reports
	1. Health Subcommittee –Natalie Suh (nhsuh@umich.edu)
		* Hello also Natalie she/her pronouns sophomore American culture major. Wolverine wellness will be at healthoween to show the details they offer, oct 22 10-2. Please sign up there are only a few spots left. We took a field trip to the ugli to visit the sun lamp that Sg funded a few years ago. Some people thought I made that up! We have lots of great ideas about how we could improve that space. I’m going to bug Mr Griffies on that. Take care of yourself take vitamin D.
	2. Subcommittee on Technology, Advising, and Academic Resources – Frank Ferrari (frankfer@umich.edu)
		* Hi all ill keep this short. We are meeting with Monica Dressler. They work in IT she didn’t set up a meeting time. Going to work with Neunan. We are reworking the departmental award of excellence.
	3. Taking Responsibility for the Earth and Environment Subcommittee – Tim Dalrymple (tjamesd@umich.edu)
		* Simmons: I’m TREES vice, business minor in PiTe. We got a lot of work done. We had a picnic meeting and we worked in the diag. we have 3 projects; we are working on getting more recycling bins outside. We are also working on info graphic campaign, getting sustainable living posters put up in dorms. We are also working on a group of people who are interested in vegan and vegetarian dining hall options please come talk to me we are trying to organize a group for all the people who are interested in working on that. We have a game plan for where to go. Huron river cleanup in the works but we haven’t heard back from LV likely late October or early November. We go canoeing and pick up rash on the water and then eat dinner in their cottage.
		* Chahal: I will sending out interest for on MDining options.
11. Individual Representative Reports
* Tim Dalrymple
* Chayton Fivecoat: hello all I’m the star vice chair he/him/his. I got reelected this past winter. I ran on a lot of different points. Not as much done as I would like. but I have started dialogues with people. I have been standardizing policy in the government, Working on some cool resolutions. In STAAR we are working on the departmental award. My other point was to get word on SG more out there. I still have a lot of different things coming up!
1. Appointments, Elections, & Nominations
	1. Motion to approve by acclimation: Rose
		* Second: Colvin
* Taewon Hwang
* Zach Phillips
* Anna Hilles
* Sarah Salino
* Sungmin Cho
* Lauren Lunsford
* Sofia Kwon
1. Budget Allocations Committee Recommendations
* SPICMACAY $500 – concert on classical Indian dance and music.
* Stonewall Democrats $400- publishing monthly periodical, we are giving them funding on issues concerning LGBTQ rights on campus. They are interested in advertising with us.
* Motion: Chayton
	+ Second: O’Neil
1. Old Business
2. New Business
3. An Amendment to Chapter 17 of the LSA SG Bylaws to Mandate the Publishing of Voting Member Attendance
	1. McKillop: don’t worry about footnotes as they are correct on actual thing.
	2. SPONSOR
	3. Watt: this resolution is addressing a bit of government transparency so we can show who is showing up to government. This also will require the publishing of attendance to our website.
	4. Puscas: I like the idea; this is something that Rackham does will on their website. It would be at a high level; it would not detail any private information.
	5. Fivecoat: it wouldn’t change to much, its just making it clearer on our website.
	6. COMMENTD QEUSTIONS CONCNERS
	7. Dave: is there an option to put a reason?
	8. Watt: excused or unexcused. We want people to know if people are showing up.
	9. Chahal: Chayton mentioned that it wouldn’t change much. But who do you think is the audience of this? During elections?
	10. Puscas: I envision a member of general student body who is curious of general election, they can see how incumbents have been showing up.
	11. Dave: to clarify there is no option to op in a reason?
	12. Puscas: if someone wanted to, they could coordinate.
	13. Fivecoat: it’s not needed
	14. Puscas: we could see adding a procedure as pressuring people to have a reason so I would like to leave it out.
	15. Simmons: I think that you guys should talk to Kevan and Nicolas?
	16. Watt: I have not communicated to the officers you mentioned, but this would not be too work heavy, I could discuss with the secretary.
	17. Puscas: I would like to meet with Nicolas on the details
	18. Suh: I am curious to how this resolution came to be? Where did this come from? I am all for transparency if the constituents want it? I am opposed to bureaucracy.
	19. Watt: that fear is valid. This is from my campaign ideas and the other sponsors have their own reasons. I think having it as a resource available would be valuable. They can see what the commitments of all elected reps and e-board are like.
	20. Goodsell: would the attendance be posted weekly? Or at the end of each semester?
	21. Fivecoat: we could update it in real time. Secretary could give vicechairs to the committee attendance
	22. Goodsell: because this has been a problem in the past, say the vice chair does not exist. Or they are not doing their role on committee attendance? What would happen since these could be seen all the time, if the committee attendance has been iffy.
	23. Puscas: as long as the vice chairs are up to date on that, that shouldn’t cause an issue. I think that’s already an existing issue that already requires the secretary to remedy by going through all of the minutes and determining who was in attendance.
	24. Dave: so, with the website not getting many views, I feel place indirect pressure on comm to publish the website?
	25. Chayton: is that not a goal of comm already?
	26. Gupta: this is true, we are pushing on publicizing the website
	27. Simmons: do you think that an unexcused will still affect someone’s opinion of someone? You don’t know what’s happening in someone’s life? Do you think this would pose an issue?
	28. Puscas: unexcused is just when you don’t show up, secretary can go back to excuse something even afterwards. Any real issues will be excused. If you are missing for other orgs they could get an U.
	29. Simmons: if they are missing general because they are excused, there are different reasons behind excused, often times it doesn’t look good even if its not their fault. If it is something out of their control it still reflects negatively on them even if it’s not excused.
	30. Bond: motion to table for two weeks
		1. Second: Watt
4. An Amendment to Chapter 17 of the LSA SG Bylaws to Mandate the Publishing of Government Documents
	1. SPONSORS
	2. Watt: that attendance portion has been split. Publishing of minutes and other records on our website. I had some discussion with Kathryn from BAC with regards with the 7 year limits. This is all for discussion. If you would like to be a sponsor let me know.
	3. Puscas: a lot of the provisions in here they are called for in other bylaws. So, this is a good way to synthesize things that has to be kept on the website. I would like to go completely paperless and getting rid of things we have to keep in the office. I look forward to discussing with other members before we vote on it.
	4. Ziel: I agree with what they have said
	5. Manikandan: It would make a great way for other people to get involved to understand what happens at general meetings and to understand things we pass etc.
	6. COMMENTS
	7. Bonde: in 7.01.02, does this include ballot questions too? its unspecified. Exec has controlled this distribution. This is to show who has been elected, but not those who were running nor vote totals.
	8. Watt: I am certainly not thinking internal election results, mainly only external election results.
	9. Bonde: did you have certain vision?
	10. Watt: we can refine that language at a later date.
	11. Rose: regarding the election results, Elected rep are on website, what would it look like?
	12. Puscas: we can brainstorm what it would actually look like. It could just be the screenshot of the results. We can cut off the numbers. Just to show what happened in our elections.
	13. Rose: how is different form the names and all the elected reps on the website? That we already have.
	14. Puscas: we would have the most recent coming in. after the election we can show the latest.
	15. Rose: so it’s the time in between election and when rep start?
	16. Miller: publishing BAC things on website is a great idea, what are people’s thoughts on publishing the amount on the website. I don’t know if we should have the number…
	17. Watt: when I met with Kathryn, we didn’t discuss that too much, but we would be okay no including the amounts.
	18. Danica: I just want to know what details will be included.
	19. Watt: we can discuss this!
	20. Puscas: regarding the election result question, this is consolidating everything that goes on the website, this isn’t adding any new requirement of the government
	21. Suh: again, I appreciate the sentiment of transparency, I agree the website could have more. I personally didn’t join SG because if was looking at minutes and general attendance. Personally, I think a different way we could go about this would be putting profiles on people or summaries of projects. Anyone wouldn’t waste their free time reding over minutes.
	22. Watt: they are dry things. Coming from my experience I noticed lack of resources. This is not for everyone, this a niche resource but a lot of already required by constitute and bylaws to have on the website anyways.
	23. Fivecoat: are the current records stored somewhere now? What is the transition to paper to digital?
	24. Puscas: most current records of constitution and end of year reports , those are hard to find if someone would want to. We spend a lot of money to print those end of year reports. We can use the funds for better things.
	25. Simmons: I really like the idea of the amendment. CSG has their stuff posted online, they also hurt them during divestment when people were portrayed as the enemies of the state of Israel because of what they said. What if someone says something controversial and the minutes are not hidden?
	26. Puscas: The fact of the matter is that the minutes should already been on the website per the bylaws. That wouldn’t adjust this amendment, this would change the bylaws from a different amendment. Regardless the minutes still technically need to be on the website. If we want to change that we would need a new amendment.
	27. Wang: I do have lots of thoughts on this, I appreciate the sentiment of the already codified things. It has been convenient to not post things on the website. There are the events that have happened in the past. The hate speech stuff, anything you say that Nicolas writes down will be posted. I understand the concern of having it not on there currently. I do agree we should abide by them. Instead we could consider a summarized version instead of the full general minutes, less detail in aspects that might be sensitive for some people. The general sentiments remain on the general minutes would be easier to digest. Dealing with the website on top of duties, this mandates that Secretary, Counsel, and ERO have to be up to date on all these duties. As well of their regular duties. People are busy all the time. There is a reason why they are not up on there. Sponsors should consider who this affects first before proceeding.
	28. Puscas: fi we start consolidating minutes, what’s the point of minutes in the first place? That would make it easier for the secretary. I was not website trained I was still link to the bylaws without being website training. I would be something to get used to but eventually we should follow the bylaws or get rid of them.
	29. Prahar: I think the if idea was to not put a lot of work on Nicolas, creating consolidated minutes would actually be more work for him. I think that we as a government have our responsibility that what we say in these meetings. When you get into self-censorship it gets very tricky in what to censor and what not.
	30. Fivecoat: currently minutes are shared with ourselves, but they could be forwarded to anyone. That security risk is already there. We could make amendments, but now it irresponsible for us to not publish. We should have a discussion on this, to see where the body wants to go with this.
	31. Simmons: in bylaws to request document in person, you need approval from counsel and secretary. On website you don’t need approval.
	32. Puscas: minutes are already mandated on website!
	33. Simmons: it is contradictory. It doesn’t say it has to be published on website.
	34. Wang: that might be stretching this.
	35. Fivecoat: we could start a broader discussion in IRC, table this for two weeks and the move on.
	36. McKillop: if you have strong opinions, please come to IRC to express it. No parliamentary procedure in committees. If you can’t go to IRC if you email your opinion to chair or vice chair.
	37. Bonde: move to table for two weeks
		1. Second: Suh
5. Matters Arising
	1. Bonde: do your action plans pls!
	2. McKillop: tomorrow LGBTQ monologues at spectrum center 6-8 PM for national coming out week. At noon on Friday there is a rainbow ceremony from 12-2 in school of social work, art display, poetry, historical artifacts. Come to check it out.
	3. Rose: please sign up for mentor mentee tonight! Use your camera. I will send link in group me.
	4. Simmons: there are no meeting next week, TREES will have bonding event, going to Tim house vegan cookout!
	5. Suh: I did semester in Detroit this summer. You can get bussed down to Detroit, this year’s theme is healing justice. I will be going sometime this semester.
	6. Dave: Michigan refugee assistance program is putting on a speaker series, if you know how refugees are being exploited let me know.
	7. Ziel: if you have nothing to do this fall break, I’m driving to many other student governments to talk to them about how their funding works. If you are interested in other governments hit me up.
6. Snaps
7. Closing Roll Call
	1. Brian Wang
	2. Mary McKillop
	3. Nick Bonde
	4. Gurliv Chahal
	5. Nicolas Pereira
	6. Riya Gupta
	7. Natalie Suh
	8. Anna Colvin
	9. Emma Rose
	10. Alli Goodsell
	11. Divya Manikandan
	12. Jacob Cohen
	13. Chayton Fivecoat
	14. Tyler Watt
	15. John Paul O’Neil
	16. Tyler Ziel
	17. Danica Miller
	18. Frank Ferrari
	19. Natalie Simmons
	20. Bri Jackson
	21. Danny Hwang
	22. Anna Hilles
	23. Sarah Salino
	24. Sungmin Cho
	25. Lauren Lunsford
	26. Sofia Kwon
	27. Kellen Mitchell
	28. Gaby Torres
	29. Wyatt Puscas
	30. Sophia Rich
	31. Claudia McLean
	32. Emilia O’Brien
	33. Alex Chibisov
	34. Prahar Dave
	35. Eric Hsieh
8. Adjournment
	1. Bonde
		* O’Neil

**B F2019.02**

**An Amendment to Chapter 17 of the LSA SG Bylaws to Mandate the Publishing of Voting Member Attendance**

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

6 October 2019

Sponsors: Tyler R. Watt,Wyatt Puscas,

**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,** 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,** regular attendance at general and committee meetings is mandated in the Bylaws of LSA SG[[2]](#footnote-2); and,

**Whereas,** it is important for members who are entitled to a vote be present at a majority of government functions.

**Be it resolved,** that the Bylaws of LSA SG be amended immediately in the manner defined in Appendix A

**Be it further resolved,** that the amendment take immediate effect and that the Secretary of LSA SG begin posting attendance to the LSA SG website.

Appendix A

**Chapter 17**

**Office Space and Record Keeping**

**Record Keeping**

***17.01.06 Attendance Records. To promote transparency and accountability to LSA SG’s constituents, records of attendance and member obligations of voting 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 for voting members are up-to-date. Records of attendance and member obligations should clearly indicate a voting member’s presence or absence from a required LSA SG duty. Records of absence need not indicate the reason for the absence, beyond whether it was excused or unexcused.***

**B F2019.03**

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

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

9 October 2019

Sponsors: Samuel Burnstein, Tyler R. Watt, Tyler Ziel, Divya Manikandan, Wyatt Puscas

**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”;[[3]](#footnote-3) 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~~***, 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 approved general 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 photo duplicates 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 ***~~O~~o***ffice 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.

1. The Constitution of the College of Literature, Science, and the Arts Student Government. Article II [↑](#footnote-ref-1)
2. Offical LSASG Bylaws, Chapter 5: Minimum Attendance Requirement [↑](#footnote-ref-2)
3. The Constitution of the College of Literature, Science, and the Arts Student Government. Article II [↑](#footnote-ref-3)