

Multicultural Council Foundational Document

I. MISSION STATEMENT

It is the mission of the Messiah College Multicultural Council to serve the entire student body through our efforts to improve campus life for all ethnic minority students. We seek to bring unification amongst our organizations and knowledge of our cultures to the Messiah College Community. In all things we will uplift Jesus as the head of our council and the Body of Christ. We pursue love. We embrace unity. We uphold the value of understanding our differences.

II. PURPOSE

The purposes of the Multicultural Council are as follows:

1. Provide a place where student body representatives from selected organizations gather for the following primary reasons:
 - a. Discuss issues that the current ethnic minority population undergo
 - b. Discuss actions taken by the college in efforts to improve the college campus experience for ethnic-minority students
 - c. Create or suggest ways in which the college can move to improve the life of ethnic-minority students
 - d. Discuss how sections II.1.a-II.1.c impact the greater Messiah College Community.
2. Provide a means of support for the established ethnic-minority organizations
3. Be the designated voice within the Student Government Association for the ethnic-minority student needs
4. Help in the increase of campus-wide cultural awareness

III. MEMBERSHIP

Advisor: Associate Dean of Multicultural Programs

Chairperson: Vice President of Educational Programs, SGA

Representatives: the President and Liaison of each organization represented on the council

IV. OFFICES

There will be five offices within the council: Chairperson, Vice-Chairperson, Forum Representative, Treasurer, and Secretary. All officers, with the exception of Chairperson, will be appointed by the advisor, the current Chairperson, and the newly elected Vice-President of Educational Programs. Appointments will take place after the SGA elections and before the end of the Spring Term. Every office must first be filled by the liaison of each organization. If any office remains open due to fewer liaisons than positions available, then a president of an organization may be appointed to assume that office. No office is guaranteed to any one person for consecutive academic years.

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1. Responsibilities of Chairperson
 - a. Conduct biweekly meetings
 - b. Set up and attend regular meetings with advisor
 - c. Ensure that council members uphold their positions
 - d. Ensure that this document is enforced
 - e. Work with Treasurer to create and submit a budget for the council
 - f. Send out and collect all applications for organizations desiring to be apart of the Multicultural Council
 - g. Sit on the review committee for organization applications
 - h. Assemble an end-of-the-year report
 - i. Collect all end-of-the-year reports
2. Responsibilities of Vice-Chairperson
 - a. Conduct meetings in the absence of Chairperson
 - b. Participate in regular meetings with advisor and Chairperson
 - c. Assume the responsibilities of the chairperson if the position of Vice-President of Educational Programs becomes vacant
 - d. Assemble an end-of-the-year report
3. Responsibilities of Forum Representative
 - a. Present any and all Multicultural Council proposals to the Student Forum
 - b. Be an active and voting member of the Student Forum
 - c. Provide Student Forum updates for the Multicultural Council
 - d. Assemble an end-of-the-year report
4. Responsibilities of Treasurer
 - a. Work with Chairperson to create and submit a budget for the council
 - b. Write monthly reports and submit one copy to the Chairperson
 - c. Work with the Vice President of Finance for all account activity
 - d. Collect and record any receipts
 - e. Assemble an end-of-the-year report
5. Responsibilities of Secretary
 - a. Keep track of individual and organizational attendance
 - b. Take minutes of every meeting and send them to all council members
 - c. Ensure that the necessary office supplies are available in the Multicultural Council office
 - d. Provide secretarial support for all officers as needed
 - e. Keep track of event paper-work for the council
 - f. Assemble an end-of-the-year report
6. Responsibilities of Representatives
 - a. Attend all meetings
 - b. Prepare for any organization updates
 - c. Bring relevant issues, conflicts, concerns, and needs of their organization members to the meetings for discussion

V. MEETINGS/ATTENDANCE

Multicultural Council meetings will be held biweekly at the discretion of the chair. Attendance is required. Any organization that is considered a member of the council will

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be removed from the Multicultural Council if it fails to send representatives to the meetings. Membership may be regained the following academic year after an application is resubmitted and reviewed.

Attendance Policy:

1. Attendance will be taken by the secretary on an organization and individual basis
2. Organization Attendance
 - a. Records will be reviewed at the end of every semester
 - b. If, for three (3) or more council meetings throughout a semester, an organization fails to send any representatives, that organization must resign from its Multicultural Council membership.
 - c. In the case of any forced resignation, that organization may reapply the following semester to begin a fresh 3-year term starting the next full semester after its acceptance.
3. Individual Attendance
 - a. Records will be reviewed on a regular basis
 - b. If an organization liaison accumulates three (3) unexcused absences throughout a semester, the organization will be asked by the Chairperson to replace that liaison.
 - c. If an organization's president accumulates three (3) unexcused absences throughout a semester, the Chairperson will ask the advisor of the organization to review the president with the participation of its council
 - i. In the event the president is removed from his/her Multicultural Council position, the vice president of that organization will serve on the council as a representative.
 - ii. If the organization chooses to allow the president to continue as a council member, that person may assume his or her duties again on probation
 1. probation will last for the remainder of the semester and the following semester providing that the individual remains in the position of president for that organization
 2. If one (1) more unexcused absence is accumulated during the remainder of the academic year, the president must resign from its Multicultural Council membership

VI. APPLICATION PROCESS

1. Every recognized organization on the Messiah College campus may fill out one application per semester for the Multicultural Council.
2. Each completed and accepted application will be valid for six (6) consecutive academic semesters. Upon acceptance, an organization will begin its three-year term the following semester.
3. All applications must be submitted before the last two weeks of the semester. Any applications received afterward will be processed the following semester.

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4. Renewal applications must be submitted and approved during the organization's last semester in order to begin its next three-year term sequentially.

Application Review Committee:

The Application Review Committee will consist of the Chairperson, Liaisons, and the advisor of the Multicultural Council. This review committee will accomplish the following objectives:

1. Make certain that each application is complete
2. Remove and follow-up on any application that indicates no desire to take part in the Multicultural Council
3. Reject any application of an organization that is not qualified to be on the Multicultural Council based on the application
4. Accept all applications that qualify
5. Conduct interviews with organization representative(s)

All organizations will be notified upon acceptance or rejection. Applications may be held pending if it is incomplete or if clarification is necessary for the committee to make its final decision.

Organization Qualifications

In reviewing the applications, the Review Committee will consider the following qualifications:

1. The organization is recognized by the college.
2. The organization aids in improving the social well-being of the Messiah community
3. The organization includes a cultural, ethnic, or racial educational aspect.