

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

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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 reflect current practices; and,

Whereas, LSA SG acts as the democratically elected governing body for the College of Literature, Science and the Arts (hereafter College); 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, the Bylaws as they currently exist have document and record requirements located throughout its chapters making it difficult to properly follow all of its provisions; and,

Whereas, the Bylaws have operated in a world dependent on paper, however the government has been pivoting to more sustainable and convenient practices; and,

Whereas, synthesizing the various document requirements into one section of the Bylaws will increase the ease at which LSA SG Officers can fulfill their duties; and,

Whereas, transitioning the storage platform of documents to an electronic setting, as opposed to a physical one, will increase the Government’s organization, transparency, and its accessibility to constituents; and,

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

Whereas, this electronic setting enumerated in Section 17.01.00 in the proposed amendment can take the form of a Google Drive for government documents not required to be shared directly with constituents, such as BAC and financial records; and,

Whereas, the Digital Archive described in Section 17.01.02 in the proposed amendment can take the form of a location on the LSA SG website for documents required to be accessible by constituents; and,

Whereas, most of these required documents already have a standing location on the LSA SG website; and,

Whereas, the required documents in the Digital Archive are already required in other sections of the Bylaws or are currently done in practice.

Be it therefore resolved, that LSA SG amends its 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 its transparency; and,

Be it finally resolved, that this amendment shall 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:

- a) **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).
- b) **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.
- c) **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.

~~d) **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 digitally maintain its records and files, including BAC and 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, government statements, election results, End of Year Reports, and other important information. All documents, ephemeral material, and personal records of LSA SG or organizations it interacts with or collaborates with can be transferred to the University of Michigan Bentley Historical Library (hereafter the Bentley) at the discretion of the Executive Board after obtaining approval through the process laid out in 17.01.04. Any LSA SG physical 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 *not made publicly available* 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 key-governmental~~ records *via its website. 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~~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.