

**Moreno Valley College
Multi-Cultural Advisory Council
By-Laws**

**Article I
Name**

- A. The name of this organization shall be the Moreno Valley College Multi-Cultural Advisory Council, herein referred to as MCAC.
- B. The name of the organization, Associated Students of Moreno Valley College, shall herein be referred to as ASMVC.

**Article II
Definition of Club/Organization**

- A. For the purpose of these By-Laws and Board policy, “club” shall refer to officially chartered, by ASMVC regulations, a group which active membership is limited to students and has at least one (1) advisor who is a current full-time certificated member of the college.
- B. “Organization” refers to a co-curricular organization whose students, in addition to participation in extra-curricular activities, receive college credit for their participation, and the college collects state monies for attendance.
- C. Co-curricular organizations must submit a list of their members each semester to the Student Activities

**Article III
Purpose**

- A. The purpose of the Multi-Cultural Advisory Council is to enhance the opportunity to celebrate heritage, to connect people from many different cultural backgrounds, and to promote unity. MCAC encourages student involvement from the diverse make-up of our campus and our community by fostering an appreciation for cultural differences. MCAC is mandated by the ASMVC Constitution Article VIII.
- B. The Multi-Cultural Advisory Council shall not be discriminatory in terms of race, color, religion, national origin, financial or social status, sexual orientation and those who are disabled or veterans.
- C. The MCAC Mission Statement: “MCAC will continue its efforts to increase cultural awareness and to institutionalize sensitivity to the diverse cultures which contribute to our campus, community and nation.”

Article IV Membership

- A. MCAC shall consist of a MCAC Director, Co-Director, and Commissioners.
 - i. The MCAC Director shall be appointed by the ASMVC President
 - ii. The MCAC Co-Director shall be appointed by the MCAC Director in consultation with the Advisor.
 - iii. Each Commissioner shall be selected by the MCAC Director and ratified by the Senate.

- B. Those wishing to hold office must meet ASMVC eligibility requirements.
 - i. Active ASMVC cardholders.
 - ii. Grade point average of 2.0 or above.

- C. The term of the office shall begin upon appointment and shall last one year.

- D. Membership shall also include a minimum of one faculty and/or staff advisor.

Article V Officers

- A. MCAC Director
 - i. The MCAC Director is an appointed position by ASMVC President as stated in-ASMVC Constitution Article VIII, Section A.
 - ii. Preside over all MCAC general meeting, enforce these by-laws and appoint persons(s), committee(s), to expedite business of MCAC.
 - iii. Serving as representative of the MCAC at the college.
 - iv. Ensuring that MCAC maintains its goals and objectives.
 - v. The Director shall hold an ex-officio seat on all committees.
 - vi. Set meeting dates of the MCAC, with the approval from the MCAC Advisor.
 - vii. Plan and execute all MCAC special events.
 - viii. Meet regularly with the Student Body President to report on the status of MCAC.
 - ix. Appoint the Co-Director.
 - x. Serve on campus-wide committees as directed by the ASMVC President.

- B. Co- Director
 - 1. The Co-Director shall be appointed by the Director in consultation with the Advisor.
 - 2. The Co-Director shall serve as a member of the Executive Cabinet.
 - 3. The Co-Director shall:
 - i. Assume the Duties of the MCAC Director in the Director's absence.

- ii. Keep MCAC meeting minutes.
- iii. Assist in the coordination and planning of activities sponsored by MCAC.
- iv. Serve as a voting member of
- v. Maintaining the disciplinary actions of the MCAC.

Article VI Advisor

- A. MCAC shall have as their Advisor the Coordinator of Student Activities or Assistant Coordinator of Student Activities.
- B. The Advisor (s), or faculty designee, shall be in attendance at all meetings in order for official business to be transacted.

Article VII Funding Procedures

Section I

To be funded, any project must exhibit significant correlation to the cultural mission of the requesting organization. The Project should take into consideration the purpose of MCAC.

Section II

Funding can be approved on a special circumstance basis, to be reviewed by the Council.

Section III

All proposals presented before MCAC shall include line item justification to be eligible for funding consideration.

Proposal must be submitted to the Director in writing to be reviewed on week prior to MCAC general meeting.

The maximum amount granted per club and organization will be no more that 10 percent of the MCAC's club allocation fund per fiscal year, except under special circumstances.

Section IV

Organizations must acknowledge MCAC and ASMVC as sponsors on all advertising and literature.

Section V

Funding is available for campus activities of travel expenses for organizations to attend events that address and further the goals for MCAC.

Section II

All items brought to MCAC must be referred to a committee by a majority vote of the council. The committee must report at the next scheduled meeting.

Article VIII - Policies

Section I

Operation procedures shall be determined by the committee(s).

- A. A policy shall be established by a majority vote of the committee.
- B. A policy may be recommended by any of the MCAC members.

Section II

Policies shall be collected by the Secretary, printed and distributed with the By-Laws.

Article IX Meetings

- A. MCAC shall hold regularly scheduled meetings at a time and location designated by the MCAC Director and Advisor.
- B. MCAC Director may call a special meeting after giving at least 48 hours advance notice to all members, and Advisors;
- C. Every member of MCAC is expected to attend all regular and special meetings. Meetings will not be held during holidays, dead week and finals week.
- D. Announcement of changed or cancelled meetings shall be made no less than seven days prior to a meeting.
- E. The Director must attempt to contact all of the MCAC members and inform them of any changed time or place at least 48 hours in advance of the meeting.
- F. A quorum shall consist of one-half of the eligible voting members of the MCAC that are present at a meeting.
- G. All meetings shall be open to any and all member of ASMVC and interested faculty and college staff.
- H. The Director may call a closed meeting as per open meeting laws.

Article X Attendance Policy

- A. A member is considered tardy if not present within ten (10) minutes after call to order by the Director.
- B. Any Three (3) tardies is equivalent to one (1) absence.
- C. Pre-approved participation in a sponsored ASMVC event does not constitute an absence.
- D. An acceptable replacement at the meeting does not constitute an absence.
- E. After three (3) unexcused absences, the member shall be notified in a written letter pertaining to the action the Board will take. Upon the fourth (4th) unexcused absence, the member shall be dismissed.
- F. A representative may be reinstated by attending two consecutive meetings without voting.

Article XI Parliamentary Authority

- A. The parliamentary authority for the Multi-Cultural Advisory Council shall be Robert's Rules or Order.

Article XII By-Laws Changes

- A. These By-Laws of MCAC may be changed by a two-thirds vote of the membership.
- B. By-Law revisions must appear as a discussion item no less than seven (7) days prior to a vote by the MCAC membership.

Article XIII Distribution of the By-Laws

- A. Up to date copies of the governing documents of MCAC shall be prepared, maintained and distributed to the appropriate organization at the beginning of the fall semester by the Director. The distribution list shall include, but shall not be limited to:
 - i. Vice President of Student Services
 - ii. Dean of Student Services
 - iii. Advisor
 - iv. ASMVC Executive Cabinet
 - v. Senate
 - vi. Other interested parties
- B. The Director shall at the first meeting of the MCAC, prepare a sufficient number of copies of the ASMVC Constitution, MCAC By-Laws and policies so they are available to MCAC and interest parties.
- C. The By-Laws and policies of MCAC shall be updated annually with month and year or the approval clearly documented.

Revised August 2006
Revised August 2010
Revised April 18, 2022, by the Student Senate

Approved by _____