

The Constitution of the Minority Coalition

I. Statement of Existence

In response to a call from the minority community of Williams College for a stronger and more unified voice against prejudice and prejudicial discrimination since September 1989, the Minority Coalition was formed in April 1990.

II. Statement of Purpose and Function

Section A. The Minority Coalition (MinCo) is a platform for collaboration between each subgroup and the Minority Coalition, and between the individual subgroups. In order to execute this function, the Minority Coalition shall:

1. Facilitate inter-subgroup cooperation on programmatic, educational, and/or activist concerns.
2. Advocate for minority concerns throughout the wider campus.

Section B. The Minority Coalition will allocate funding and provide resources for the purpose of furthering minority concerns at the College.

Section C. The Minority Coalition operates independent from the Multicultural Center in both agenda and procedure.

III. Membership

Section A. The Minority Coalition is a student-run organization that represents student populations which have been historically marginalized or under-represented at the College, along axes including—but not limited to—gender, religion, sexual orientation, race, ethnicity, and nationality.

Section B. Any organization that desires to join the Minority Coalition must meet the following requirements:

1. Be in at least its second year of recognition by College Council;
2. Agree to ratify the Statement of Purpose and Function as outlined in Article II;
3. Prepare a petition stating the organization's purpose and function;
4. Submit a constitution to the Minority Coalition; and
5. Pass a vote by the present Minority Coalition General Committee by a three-quarters majority.

Section C. In order to maintain membership in the Minority Coalition, an organization must meet the following requirements:

1. Ratify the Statement of Purpose and Function as outlined in Article II at the beginning of each academic year;
2. Not have been dormant during the prior academic year; and
3. Elect a subgroup representative to the Minority Coalition, who will attend weekly meetings of the Minority Coalition General Committee, and a subgroup treasurer, who will attend weekly meetings of the Minority Coalition Funding Committee.

Section D. Subgroup dormancy.

1. A subgroup is defined as dormant, as opposed to active, if the subgroup:
 - a. Does not ratify the Statement of Purpose and Function as outlined in Article II.
 - b. Fails to elect a representative to the Minority Coalition General Committee during subgroup elections (or whenever a vacancy occurs).

- c. Fails to elect a treasurer during subgroup elections (or whenever a vacancy occurs).
 - d. Misses three consecutive meetings of the Minority Coalition General Committee or three consecutive meetings of the Minority Coalition Funding Committee without proxy. This is the delegated responsibility of the subgroup's Minority Coalition Representative and Treasurer respectively.
2. A dormant subgroup has no voting rights within the Minority Coalition and is not considered to be affiliated with the Minority Coalition when submitting funding requests.
 3. A subgroup may appeal its dormant status at the discretion of the Minority Coalition Steering Board, which may call a vote before the Minority Coalition General Committee to reconsider the subgroup's dormancy.
 4. A dormant subgroup may regain active status if the following requirements are met:
 - a. The Co-Chair(s) of the dormant subgroup attend the first Minority Coalition General Committee meeting of the semester and delivers a justification for re-activation; and
 - b. The present Minority Coalition General Committee votes to approve the subgroup's re-activation by a majority of two-thirds.

Section E. Subgroup expulsion.

1. A subgroup will be expelled from the Minority Coalition if it has been dormant for the prior four consecutive semesters.
2. An expelled subgroup has no voting rights within the Minority Coalition and is not considered to be affiliated with the Minority Coalition when submitting funding requests.
3. An expelled subgroup may join the Minority Coalition through the process outlined in Article III, Section B.

Section F. Voluntary subgroup withdrawal.

1. A Minority Coalition subgroup who wishes to end its affiliation with the Minority Coalition may choose to do so by presenting a resolution through the subgroup Minority Coalition Representative indicating that the following requirements have been met:
 - a. The entire board of the subgroup unanimously calls for its withdrawal.
 - b. The board of the subgroup has presented the plan for withdrawal in an open meeting advertised to the entire subgroup.
 - c. Any members of the subgroup who desire to appeal the subgroup's withdrawal are given adequate notice to meet with the Minority Coalition Steering Board with a petition against the subgroup's withdrawal. In the case of such a petition, the Minority Coalition Steering Board shall make the final decision about the subgroup.
2. After withdrawal, a subgroup has no voting rights within the Minority Coalition and is not considered to be affiliated with the Minority Coalition when submitting funding requests.
3. A withdrawn subgroup may join the Minority Coalition at the beginning of any subsequent academic semester if the following requirements have been met:
 - a. The current board of the withdrawn subgroup unanimously calls for its reentry.

- b. The board of the subgroup has presented the plan for reentry in an open meeting advertised to the entire subgroup.
- c. The present Minority Coalition General Committee votes to approve the subgroup's reentry by a simple majority.

IV. The Minority Coalition Steering Board

Section A. The Minority Coalition Steering Board is composed of five officers: the two co-chairs, the treasurer, the secretary, and the communications director. All members of the Minority Coalition Steering Board are expected to regularly attend Minority Coalition General Committee meetings and to be active participants in minority affairs at Williams; they are also expected to be accessible and dedicated members of the Steering Board. Their specific responsibilities are enumerated in Sections B-E.

Section B. The responsibilities of the Co-Chairs.

1. Organize, schedule, and preside over meetings of the Minority Coalition General Committee.
2. Organize, schedule, and preside over weekly meetings of the Minority Coalition Steering Board.
3. Encourage and facilitate communication and collaboration between Minority Coalition Representatives, subgroups, and Minority Coalition Steering Board members.
4. Communicate and collaborate with the leaders of College Council and other student organizations on relevant initiatives.
5. Act as a liaison to the College administration and the Multicultural Center, meeting regularly with Multicultural Center staff and the Dean of Students.
6. Submit an annual report at the end of the academic year to the Minority Coalition General Committee, outlining the year's work.
7. When necessary, create and organize task forces to improve the organization and structure of the Minority Coalition, and to address any emergent issues on campus.

Section C. The responsibilities of the Secretary.

1. Call roll at Minority Coalition General Committee meetings and keep attendance records, apprising the Minority Coalition Representatives of deficient attendance status when necessary.
2. Record and distribute minutes from the Minority Coalition General Committee meetings.
3. Attend all Minority Coalition Funding Committee meetings, recording and distributing minutes to all members of the Funding Committee and the Steering Board.
4. Maintain an updated listing of all members of the Minority Coalition subgroup boards.

Section D. The responsibilities of the Treasurer.

1. Evaluate the subgroup financial audits for the preceding academic year and draft a budget proposal for the following academic year, to be disseminated to the subgroups before the start of the upcoming academic year.
2. Organize and attend treasurer training at the start of the academic year.
3. Preside over all meetings of the Minority Coalition Funding Committee.
4. Oversee the financial accounts of the Minority Coalition.

5. Manage all funding requests issued to the Minority Coalition.
 - a. Email all supplementary funding requests for the week to the subgroup treasurers as soon as the meeting agenda is set.
 - b. Inform the contact person for each funding request of the upcoming deliberation, and invite them to the meeting.
 - c. Ensure that the approved allocation is transferred from the Minority Coalition account to the recipient.
6. Collect audits from each subgroup at the end of the academic year.
7. Meet with all subgroup treasurers at least once to clarify all financial responsibilities and requirements.

Section E. The responsibilities of the Communications Director.

1. Coordinate publicity efforts for the Minority Coalition by administering the Minority Coalition listserv and by utilizing other techniques, with a particular focus on online initiatives.
2. Communicate with and serve as a resource to the social coordinators (or such similarly positioned members) of subgroup boards throughout the academic year.
3. Maintain an electronic calendar incorporating all events organized by Minority Coalition subgroups.
4. Draft all official communiqués from the Minority Coalition, at the request of the co-chairs.

Section F. Voting rights of Minority Coalition Steering Board officers.

1. Within the Minority Coalition General Committee.
 - a. The secretary, treasurer, and communications director shall have full voting privileges.
 - b. The co-chairs will serve as non-voting members of the committee, except in the event of a tie. A tie will be broken by mutual agreement of the co-chairs, who will cast a single, deciding vote.
2. Within the Minority Coalition Funding Committee.
 - a. The treasurer will serve as a non-voting member of the committee, except in the event of a tie. The treasurer will cast the single, deciding vote.
 - b. The secretary will serve as a non-voting member of the committee at all times.

Section G. Election of the Minority Coalition Steering Board officers.

1. Elections will be organized by a committee formed for that specific purpose, which will consist only of seniors graduating in the current academic year.
2. Any Williams College first-year, sophomore, or junior is eligible to run for office. If elected, all members of the Minority Coalition Steering Board must relinquish any position(s) as a subgroup Minority Coalition Representative. The Co-Chair(s) and Treasurer of the Minority Coalition Steering Board must relinquish any position(s) as a subgroup co-chair/president and treasurer.
3. The responsibilities of the Minority Coalition Steering Board and the Ad Hoc Election Committee are enumerated below:
 - a. Work with the Office of Student Life to coordinate the campus-wide election.
 - b. Organize the dissemination of information about the candidates to the student body as seen fit. Some possible efforts include: publically sharing the candidates' self-nominations, organizing a campus forum, etc.
 - c. Meet with all candidates seeking their position on the Minority Coalition

Steering Board.

4. The responsibilities of candidates for office are enumerated below:
 - a. Submit a self-nomination to the current co-chairs of the Minority Coalition Steering Board.
 - b. Participate in any campus forums/debates organized by the current Minority Coalition Steering Board.
 - c. Meet with the outgoing officer who currently holds the candidate's desired position.
5. Upon election, the incoming Minority Coalition Steering Board officers immediately take office; the outgoing Minority Coalition Steering Board officers retain an advisory role for the remainder of the year.

V. The Minority Coalition General Committee

Section A. The Minority Coalition General Committee constitutes the programmatic, collaborative, and reactive body of the Minority Coalition. Its members shall be devoted to the development of relevant programming and educational initiatives at the College, to the fostering of collaborative relationships between the Minority Coalition subgroups and the campus community, and to the promotion of minority concerns at Williams. The Minority Coalition General Committee shall address minority concerns at Williams and may address issues external to the Williams community but deemed significant by members of the Minority Coalition constituency. Any member of the Williams community may bring a concern, resolution, or proposal to the General Committee. The purpose and function of the Minority Coalition General Committee is further outlined in Article II, Section A.

Section B. Representation to the Minority Coalition General Committee shall include the five officers of the Minority Coalition Steering Board, three committee representatives, three at-large representatives, and representatives from all Minority Coalition subgroups. The responsibilities of all members of the Minority Coalition General Committee are enumerated below.

1. The five officers of the Minority Coalition Steering Board will attend General Committee meetings, fulfilling the roles outlined in Article IV, Sections A-E. Their voting rights are outlined in Article IV, Section F.
2. Three Committee Representatives will attend General Committee meetings. They will represent the concerns of their respective committees in General Committee meetings and act as a liaison between the Minority Coalition and their respective committees. As non-voting members of the General Committee, they serve in an advisory capacity and may assume additional leadership roles within the Minority Coalition as determined by the General Committee and the Steering Board.
 - a. College Council Representative: The All-Campus Representative for Community and Diversity will represent College Council at General Committee meetings.
 - b. Committee on Undergraduate Life Representative: Any student member of the CUL may represent the CUL at General Committee meetings, to be determined at the beginning of each academic year.
 - c. Committee on Diversity and Community Representative: Any student members of the CDC may represent the CDC at General Committee meetings, to be determined at the beginning of each academic year.
3. Three At-Large Representatives, to be selected from the student body on the basis of

- self-nominations addressed to the Minority Coalition Steering Board, will attend General Committee meetings to represent the campus community. They shall have full voting rights.
- a. The Minority Coalition Steering Board will publically solicit self-nominations for the three at-large representatives (a year-long position) at the beginning of each academic year. These representatives must take office by the third week of regular General Committee meetings, and will be selected at the discretion of the Minority Coalition Steering Board. The three at-large representatives must be approved by a simply majority vote of the General Committee.
 - i. If any of the at-large representatives are rejected by the General Committee, the Steering Board will return to the self-nominations and present an alternative selection at the next Minority Coalition General Committee meeting. At their discretion, they may reopen the self-nomination process.
 - b. Affiliation with a Minority Coalition subgroup shall be neither a prerequisite nor a detriment to the selection of the at-large representatives.
 - c. The Minority Coalition Steering Board will make a concerted effort to advertise the at-large representatives selection process to the entire campus community.
4. Representatives from each of the Minority Coalition subgroups will attend General Committee meetings, representing their respective subgroups and the broader concerns of the Minority Coalition as a whole. They shall have full voting rights. The responsibilities of the Minority Coalition Representatives are enumerated below:
- a. Each Minority Coalition subgroup shall elect a representative, who will only represent that one group during his/her term.
 - b. The Minority Coalition Representative must attend all subgroup meetings and all meetings of the General Committee; when unable to attend, a proxy must be designated and the Minority Coalition Steering Board Secretary must be notified twenty-four hours before the meeting. Refer to Article III, Section D for the penalties for inadequate attendance.
 - c. The Minority Coalition Representative must report on Minority Coalition business to their respective subgroups, be active participants in minority affairs at Williams, and actively publicize Minority Coalition programming to their respective subgroups.

Section C. Quorum.

1. To reach quorum, two-thirds of the voting body of the Minority Coalition General Committee must be present. If quorum is not attainable, further action is left to the discretion of the co-chairs of the Minority Coalition Steering Board. No votes may be taken unless quorum is reached.
2. Full voting privileges shall be accorded to the Minority Coalition representatives, the secretary, treasurer, and communications director of the Minority Coalition Steering Board, and the at-large representatives. Each voting member will be accorded one vote. In the event of a tie, the Minority Coalition co-chairs shall cast a single, deciding vote.
3. Proposals must be passed by a simple majority of all present voting members of the Minority Coalition General Committee, providing that quorum has been reached.

VI. The Minority Coalition Funding Committee

Section A. The Minority Coalition Funding Committee is responsible for deliberating and voting on all funding requests submitted to the Minority Coalition, and should always be aware of the current financial status and definite future financial commitments of the Minority Coalition and each subgroup. In deliberating all funding requests, the Funding Committee must specifically:

1. Assess the merit of each proposal in promoting the purpose and function of the Minority Coalition, as outlined in Article II, Sections A and B.
2. Assess the practicality and cost-efficiency of each proposal.

Section B. Representation to the Minority Coalition Funding Committee shall include the Minority Coalition Steering Board Treasurer and Secretary, and all of the treasurers from each subgroup of the Minority Coalition. The responsibilities and rights of all members of the Minority Coalition Funding Committee are enumerated below:

1. The treasurer of the Minority Coalition Steering Board will attend all meetings, fulfilling the roles as outlined in Article IV, Section D. The treasurer's voting rights are outlined in Article IV, Section F.
2. The secretary of the Minority Coalition Steering Board will attend all meetings, fulfilling the roles as outlined in Article IV, Section C. The secretary's voting rights are outlined in Article IV, Section F.
3. The treasurers from all the Minority Coalition subgroups shall attend meetings of the Minority Coalition Funding Committee, representing their respective subgroups and the broader concerns of the Minority Coalition as a whole. They shall have full voting rights. The specific responsibilities of the subgroup treasurers are enumerated below:
 - a. Each Minority Coalition subgroup shall elect a treasurer.
 - b. The treasurer must attend all subgroup meetings and all meetings of the Funding Committee; when unable to attend, a proxy must be designated and the Minority Coalition Steering Board Secretary must be notified twenty-four hours before the meeting. Refer to Article III, Section D for the penalties for inadequate attendance.
 - c. Subgroup treasurers must maintain basic familiarity with the current finances of their subgroup and of the Minority Coalition as a whole.

Section C. Quorum.

1. To reach quorum, two-thirds of the voting body of the Minority Coalition Funding Committee must be present. If quorum is not attainable, no voting on funding may take place and the Minority Coalition Steering Board Treasurer has the authority to adjourn the meeting.
2. Proposals must be passed by a simple majority of all present voting members of the Minority Coalition Funding Committee.

VII. Amendments to the Constitution of the Minority Coalition

Amendments to the Constitution of the Minority Coalition may be proposed by any member(s) of the student body or jointly by any Minority Coalition subgroup. To propose an amendment to the Constitution, the interested party must submit a written amendment to the Minority Coalition General Committee and presents it at a subsequent meeting of the General Committee. To entertain an amendment to the constitution, the voting body of the Minority Coalition General Committee must vote by a simple majority to deliberate the amendment. If that passes, in a

subsequent vote, amendments must be passed by a three-quarters majority of the voting body of the Minority Coalition General Committee.

VIII. Dissolution of the Minority Coalition

The dissolution of the Minority Coalition must be initiated by one of the current Minority Coalition Representatives from one of the Minority Coalition subgroups. To propose the dissolution of the Minority Coalition, the Representative must submit a written resolution to the Minority Coalition General Committee and present it at a subsequent meeting of the General Committee. The dissolution of the Minority Coalition must be approved by a three-quarters majority of the voting body of the Minority Coalition General Committee. The dissolution of the Minority Coalition results in immediate termination of all actions of the Minority Coalition Funding and General Committee meetings, without any effect on the individual Minority Coalition subgroups.

IX. Adoption of the Constitution of the Minority Coalition

This constitution may be implemented only with the approval of the voting body of the Minority Coalition General Committee. If approved, it will take effect on the first day of class in the Fall semester of 2012. Until that point, the 2012-2013 Minority Coalition Steering Board shall exercise its authority to determine the procedural protocol of the Minority Coalition.