Minnesota State University Student Association

Code of Conduct

It is the policy of the Minnesota State University Student Association (“MSUSA” or “the association”) that all students representing the association in any capacity (i.e. officers, board members, campus committee members, and delegates) uphold the highest standards of ethical, mature behavior. To that end, all students representing MSUSA shall dedicate themselves to carrying out the mission of the association and *must*:

1. Act in such a manner as to uphold and enhance the honor, integrity, and dignity of MSUSA;
2. Demonstrate high standards of personal integrity, honesty, and impartiality in all MSUSA-related activities in order to inspire confidence and trust in such activities;
3. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, disability, age, or national origin;
4. Act in a mature, responsible, and respectful manner at all MSUSA conferences, activities, processes and functions so as to ensure a positive experience for all attendees; and
5. Practice good stewardship of MSUSA funds by avoiding activity that causes an unnecessary or frivolous cost to the association.

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**Section A: Disciplinary Action and Power of Determination**

If an officer, board member, campus committee member, delegate, or general member of MSUSA fails to uphold any of the standards of conduct enumerated in the MSUSA Code of Conduct, he or she may be subject to immediate disciplinary action. Such disciplinary action may include:

1. exclusion or removal from MSUSA functions, activities, and processes,
2. in the event that his or her substandard behavior leads to a financial cost to the association, responsibility of the student government representing the individual to compensate MSUSA for lost funds, and/or
3. any other disciplinary action deemed appropriate by the MSUSA Executive Director.

Whether or not an individual violates the MSUSA Code of Conduct is solely the determination of the MSUSA Executive Director following a period of reasonable inquiry. However, the MSUSA Board of Directors may overturn an Executive Director’s determination by a unanimous vote (note: In the event a MSUSA Board member is the subject of the code of conduct inquiry, only a unanimous vote by the remaining Board members can overturn the Executive Director’s determination).

**Section B: Enforcement Procedure and Review Process**

**When an individual fails to uphold the MSUSA Code of Conduct (in a manner that does not require immediate removal from an event or function) and the MSUSA Executive Director chooses to implement disciplinary action, the following procedure shall occur:**

1. The MSUSA Executive Director shall issue a written notice to:
	1. the subject of the code of conduct inquiry if contact information is available,
	2. all members of the MSUSA Board of Directors, and
	3. all MSUSA Officers.
2. The written notice issued by the MSUSA Executive Director must contain:
	1. a clear explanation of the nature of the conduct violation,
	2. a clear description of the disciplinary action to be implemented, and
	3. a clearly defined time period for the disciplinary action (e.g. one specific event, one calendar year, all future MSUSA events and functions, etc.).
3. After the MSUSA Executive Director issues a written notice to all interested parties, a 48 hour review period shall begin. During the review period any MSUSA Board member or any MSUSA Officer may request a special vote by the MSUSA Board (Note: a party is disqualified from requesting a special vote if he/she is the subject of the code of conduct inquiry).
	1. If a Board member or Officer requests a special vote during the 48 hour review period, the MSUSA State Chair or any MSUSA Officer shall schedule a vote and the review period will immediately close. The voting process may take place either in person or over the phone. A unanimous vote is required to overturn the Executive Director’s determination.
		1. If the Executive Director’s determination is overturned, no further action need be taken and the subject of the code of conduct inquiry will not be subject to disciplinary action.
		2. If the Executive Director’s determination is not overturned, the disciplinary action recommended by the Executive Director shall immediately take effect.
	2. If no request for a special vote is made during the 48 hour review period, no vote will take place and the disciplinary action recommended by the MSUSA Executive Director shall immediately take effect.

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**Section C: Behavior Necessitating Immediate Removal**

If a MSUSA student engages in behavior of a particularly egregious or unlawful nature while attending a MSUSA event or function (e.g. assault, illicit drug use, public disturbance, underage alcohol consumption, damage to property, etc.) he or she is subject to immediate removal from the event or function. In such a situation the procedure outlined in Section B of this document does not apply.

**Section D: Compensation Procedure**

**If and when the student government representing the subject of the code of conduct inquiry is found to be responsible for compensating MSUSA for lost funds (through the procedure outlined under Section B of this document) the following shall occur:**

1. The MSUSA Office Manager shall draft an invoice reflecting the charges,
2. the MSUSA Office Manager shall send the invoice directly to the Student Government Office representing the subject of the code of conduct inquiry,
3. the Student Government Office shall pay the amount in question in a timely manner, and
4. the Student Government Office shall seek compensation from the subject of the code of conduct inquiry as desired.

**Section E: Notice**

MSUSA students are effectively on notice of the contents of this document upon its posting on the MSUSA website and are bound by the contents herein upon the date of posting. A short, verbal presentation will also be given at the opening of some MSUSA conferences and events in order to remind those in attendance about the standard of conduct to which they are bound.