



# Minnesota State College Student Association

## 2013-2014 Working Documents Manual

The MSCSA Working Documents Manual is a comprehensive manual containing all of the association working documents, policies, procedures, rules, etc. The Working Documents Manual shall be reviewed by the MSCSA Governing Bodies in accordance with the Bylaws, policies, procedures, etc. and updated as needed.

By virtue of the signatures below, Steve Sabin, MSCSA President, and Justin Klander, MSCSA Executive Director, do hereby certify that a true and exact copy of the foregoing Working Documents Manual has been adopted by the appropriate MSCSA Governing Bodies, reviewed, updated, and shall be made available to the general public, in accordance with all of the policies, procedures, and rules of the association.

Steve Sabin, MSCSA President

June 30, 2013  
Date

Justin Klander, MSCSA Executive Director

June 30, 2013  
Date

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# **Minnesota State College Student Association** **Bylaws**

## **Article I**

### **Mission Statement and Purpose**

#### **Section A: Mission Statement**

The Minnesota State College Student Association (herein referred to as MSCSA) is an association of Minnesota's public two-year college students, which works to ensure accessible, quality, and affordable public higher education while providing students with representation, leadership development, and communication across the state.

#### **Section B: Purpose**

The purposes of the MSCSA shall be:

1. To advocate for students in Minnesota Technical Colleges, Community Colleges, and Consolidated Colleges through their Campus Student Governments (herein referred to as CSG's);
2. To empower the CSG's by organizing, providing, and promoting activities that encourage unity within the student community;
3. To provide opportunities for students to develop their leadership skills;
4. To provide information and advocate on behalf of students to decision makers on issues affecting students;
5. To facilitate and support students to be more visible and active at the local, state, and national level;
6. To establish an effective and efficient network of communication among students, campuses, and the MSCSA;
7. To ensure that all student voices are heard through recognizing, encouraging, and supporting diversity in order to foster student community; and
8. To promote higher education equality for all regardless of income, race, ethnic or cultural background, religion, gender, sexual orientation, family or marital status, veteran status, age, physical or mental capacity, level of education, and citizenship status.

## **Article II**

### **Membership**

#### **Section A: Student Members**

Membership of the association shall include all persons enrolled in at least one credit at a public Minnesota Community, Technical, or Consolidated College.

#### **Section B: State Fees**

All students shall pay a (per credit) fee to the MSCSA in accordance with Minnesota Statutes, MnSCU Policies and Procedures, and the MSCSA Financial Policies.

#### **Section C: National Affiliation**

The MSCSA recognizes the importance of advocacy at the national level and the benefits of associating with national affiliates, organizations, and associations. Furthermore, the MSCSA recognizes that advocacy at the local/campus and state levels have a greater impact on the accessibility, affordability, and quality of education for students of the two-year Technical, Community, and Consolidated Colleges in Minnesota.

Therefore, any/all membership(s) of the state-wide association with national affiliates, organizations, and associations shall be in compliance with the following guidelines:

1. State-wide representation at the national level for the MSCSA shall be limited to the MSCSA Cabinet members, in conjunction with MSCSA Staff members. Staff representation of the MSCSA shall be at the discretion of the Executive Director, with the approval of the MSCSA Cabinet;
2. All state-wide representatives are strictly prohibited from engaging in or endorsing any national campaigns that are NOT in full-compliance of the MSCSA values, missions, purposes, or as set forth by the General Assembly (herein referred to as GA), Governing Council (herein referred to as GC), Platform Committee, and/or the MSCSA Platform Document;
3. The MSCSA advocacy efforts shall focus primarily on the local college/campus and state levels. Federal efforts shall be considered and sought as secondary and supplemental to any local/state campaigns or advocacy work;
4. All state-wide representatives shall be allowed to request endorsement by the GC to seek election or appointment to serve as a leader at the national level; however, the MSCSA GC shall be limited to endorsing only one candidate for a national position. All endorsements shall be approved in accordance with the national guidelines for candidacy and shall be approved by a simple majority vote of the GC;
5. The decision to join or withdraw state-wide membership with a national affiliate, organization, or association shall be at the discretion of the GA. If it is determined that MSCSA needs to withdraw, by the decision of the Cabinet, and there is no GA scheduled within ninety (90) days, the decision shall be made by the GC; and
6. The Cabinet and Staff shall be responsible for regular updates to the GA, GC, Platform Committee, and CSGs on any/all actions or representations made at the national level.

**Article III**  
**Campus Student Government**

**Section A: Campus Student Governments**

CSGs are the official representatives to the MSCSA on the behalf of students at their campus.

1. Advocate within their college and community on behalf of the MSCSA;
2. Participate in the MSCSA functions as the official representative body of the students at their campus; and
3. Assist the MSCSA in maintaining current directory information for their college, including, but not limited to, the Executive Board of the local CSG.

**Article IV**  
**General Assembly**

**Section A: Powers and Responsibilities**

The GA shall be the official representative body of the membership and shall have final authority over all the MSCSA matters. The GA shall be composed of the voting delegation from each CSG. Two-thirds (2/3) of all campuses within the MSCSA constitute a quorum. The GA shall have the following powers:

1. The GA shall have the exclusive right to exercise the authority of the students to amend the MSCSA Bylaws, the Platform document, the Financial and Personnel Policies, and the Strategic Plan;
2. The GA shall set the budget for each year in accordance with rules set out in these Bylaws and the Financial Policies;
3. The GA shall elect the members of the Cabinet and Student-At-Large each year as described in these Bylaws, and may fill any vacancies as described in these Bylaws; and
4. The GA may adopt any motions or resolutions it deems necessary to carry out its duties as the official representative body of students. Such motions or resolutions shall be binding in all the MSCSA matters.

**Section B: Meetings**

The GA shall meet at least two (2) times each year, once in the fall (herein referred to as the Fall GA), and once in the spring (herein referred to as the Spring GA). The GC and the MSCSA shall set a date at least three (3) months in advance of each assembly.

1. Advisors are encouraged to attend all meetings and assemblies of the MSCSA.

**Section C: Cabinet/Student-at-Large Application & Nomination Procedures**

1. A member seeking election for the office as a Cabinet member or Student-at-Large must submit the following materials to MSCSA at least four (4) weeks prior to the Spring GA for the Steering Committee to approve:
  - (A) An application stating he or she will be able to serve as an Cabinet member or Student-at-Large for the coming year;
  - (B) A Requirement Eligibility Verification Form
  - (C) A one-page biographical sketch or resume; and
  - (D) A leadership survey.
2. A candidate for a Cabinet member or Student-at-Large position must be a currently registered student and meet the minimum requirements as defined in Article V, Section E of the MSCSA Bylaws. These requirements must be maintained throughout the candidate’s term of office if elected.
3. Candidates may submit materials for more than one Cabinet member or Student-at-Large position.
4. If fewer than two (2) candidates have been selected for a Cabinet member or Student-at-Large position prior to the Spring GA, nomination for said office can only then be accepted from the floor on the first day of assembly.
5. Candidates running unopposed must be accepted by a two-thirds (2/3) vote of the GA. In the event the candidate doesn’t receive two-thirds (2/3) vote, nominations shall be reopened and may be accepted from the floor.

**Section D: Voting**

The GA shall be composed of the voting delegation from each CSG and:

1. Roll call shall be taken at the beginning of each voting session. Voting delegates must be present for roll call or they may not cast votes during the session. The MSCSA staff shall record the results for reference during the remainder of the session;
2. Each campus voting delegate present for a GA may serve as a proxy for one additional vote for their CSG. All CSGs must register for their proxy votes during the posted registration time on the GA itinerary. Any CSGs that are not present during the posted registration time will lose their proxy votes unless the CSGs contact the MSCSA during registration time to inform them or the President determines that extenuating circumstances exist;
3. CSGs previous year’s Spring Full Year Equivalent (herein referred to as FYE) shall be used to determine the maximum number of votes allowed in accordance with the following chart:

<b>Campus FYE* Totals</b>	<b>Votes Received</b>
0-750	5
751-1500	6
1501-3000	7
3001+	8

4. The MSCSA shall be responsible for researching and monitoring the most current FYE published, calculating the maximum number of votes per campus, and having the information available for campus voting eligibility prior to opening the registration period for the GA;
5. The president of each CSG, or his/her designee, shall serve as the Chair of their delegation during the GA; and
6. No CSG may proxy their votes to another campus for the GA.



### **Section E: GA Balloting**

1. All elections shall be by secret ballot and in accordance with the MSCSA Election Policy, Procedures, and Bylaws;
2. The CSG President, or his/her designee, will report to their regional representative to pick up the appropriate number of ballots for their campus.
3. After each round of ballots is cast, they shall be counted and the results announced. A candidate for a Cabinet member position or At-Large Representative must attain fifty five percent (55%) of the votes to win the election for that position during the first three (3) ballots. In balloting rounds that result in an unsuccessful election, the following guidelines shall be followed until a successful election has occurred:
  - a. Candidates with less than ten percent (10%) after one (1) ballot shall be dropped from the ballot;
  - b. Candidates with less than twenty percent (20%) after two (2) ballots shall be dropped from the ballot;
  - c. After the third (3<sup>rd</sup>) ballot, the two (2) candidates who have received the most votes shall remain on the ballot for the fourth (4<sup>th</sup>) and final ballot; and
  - d. The candidate who receives the most votes on ballot four (4) shall win the election.
4. Blank, spoiled, or abstaining ballots shall not count in the number of ballots cast.
5. After each ballot cast, the results will be distributed to the candidates. Each candidate will have one (1) minute to decide if they wish to withdraw from future ballots.
6. Unsuccessful candidates for office are eligible to run for another office if nominations are reopened under Article IV, Section C, Numbers 4-5.
7. Newly elected Cabinet members will be sworn in at Spring GA. Newly elected Cabinet members must complete the transitional conference or an equivalent training process.
8. The ballots for Cabinet members and Student-at-Large positions shall be kept on file by the MSCSA for sixty (60) calendar days after the election takes place.

### **Article V** **Governing Bodies (Boards)**

In addition to the General Assembly, the MSCSA Governing Bodies shall also include the Cabinet, GC, Platform Committee, and Presidents' Group, which shall be governed by the following:

### **Section A: Cabinet**

The Cabinet of the MSCSA shall consist of President, Vice-President, Public Relations Coordinator, and Treasurer and shall:

1. Be elected by secret ballot annually at the Spring GA by the delegates as stated in these Bylaws.
2. Be considered non-voting members of the GA, GC, Platform Committee, and Presidents' Group.
3. Have the authority, under the direction of the President and in conjunction with the Executive Director, to take immediate action on matters which cannot be brought before the GC, Platform Committee, or GA in a timely manner and shall report on any actions taken to the respective governing bodies; and
4. Attend and participate in all Cabinet meetings in addition to any/all scheduled meetings and/or workshops at all the MSCSA functions they are in attendance at.
5. In the case of a tie the chair shall reserve the right to vote in the case of a tie during a Governing Council or Platform Committee Meeting

### **Section B: Governing Council**

The GC shall be composed of the four (4) Cabinet members, nine (9) Regional Representatives, one (1) Student-at-Large GC Representative, and one (1) Representative elected from the Presidents' Group (herein after referred to as Presidents' Group Chair), including all respective Alternates which shall be elected at the Spring GA, or when a vacancy occurs, and shall:

1. Meet to ensure that the directives of the GA are being implemented by the Cabinet and Staff;
2. Hire the Executive Director as described in these Bylaws;
3. Fill any vacancies described in these Bylaws;
4. Establish and maintain an effective and efficient network of communication among students in their regions;
5. Work to develop leadership and representation within their regions and to promote student involvement in the MSCSA
6. Attend and participate in all GC meetings in addition to any/all scheduled meetings and/or workshops at all the MSCSA functions they are registered to attend.
7. Quorum for Governing Council meetings shall consist of a majority of all voting members.

**Section C: Platform Committee**

The Platform Committee shall consist of the four (4) Cabinet members, nine (9) Regional Representatives, one (1) Student-at-Large Platform Committee Representative including all respective Alternates which shall be elected at the Spring GA, or when a vacancy occurs and shall:

1. Review and recommend the Platform document to the GA and make recommendations to amend the Platform document;
2. Assist in coordinating the MSCSA's advocacy events, under the direction of the Cabinet;
3. Address state and federal legislative issues and MnSCU policies and procedures; and
4. Attend and participate in all Platform Committee meetings in addition to any/all scheduled meetings and/or workshops at all the MSCSA functions they are registered to attend.
5. Quorum for Platform Committee meetings shall consist of a majority of all voting members.

**Section D: Presidents' Group**

The Presidents' Group shall be composed of the four (4) Cabinet members and the President of each CSG or a designee of the President who would be entitled to the Presidents voting privileges, and shall:

1. Promote CSGs' "Best Practices" through informing, educating, and working with the Presidents of the CSGs.
2. Meet at the September GC, Fall GA, Spring GA, and up to six (6) more times;
3. Be elected as the Presidents' Group representative to the GC at the Spring GA; and
4. Evaluate current initiatives at the Spring GA. At the September GC, the evaluation shall be considered during the development of new Presidents' Group initiatives for the year.

**Section E: Verifying and Monitoring Minimum Requirements**

All elected leaders for Cabinet, GC\*, Platform Committee\*, and Steering Committee positions must:

1. Be a currently registered student with no less than six (6) credits per semester;
2. Have a minimum cumulative grade point average of 2.0 or higher on a 4.0 grading scale; and
3. Maintain these requirements throughout the candidate's term of office, if elected.

\* In addition, Regional Representatives, Regional Platform Committee Representatives, and their respective Alternates must be currently registered with no less than six (6) credits per semester at a campus or campuses within the region they represent.

At the beginning of their term, within 30 days of the beginning of each semester of his or her term, and at such intervals as deemed necessary by the Executive Director, all Cabinet, GC, Platform Committee, and Steering Committee members shall provide the MSCSA authorization to submit the MSCSA Requirement Eligibility Verification Form to campuses to verify their current enrollment status and cumulative grade point average to ensure that they continue to meet the MSCSA required standards.

Any member falling below the minimum requirements will be referred to the Executive Director and any action taken, including appeals, shall be made in accordance with the MSCSA Conduct Policies and Procedures, the established Rules for Eligibility, and any other policies, procedures, or rules that may apply.

**Section F: Term and Term Limits**

1. Every term of office for an elected position shall begin July 1 and shall end June 30. A term is defined as anything over six (6) months to a year.
2. No person shall be considered eligible to seek election to a Cabinet, GC, or Platform Committee position after serving two (2) terms in that position.
3. No person shall be considered eligible to seek election to a Cabinet, GC, or Platform Committee position after serving three (3) consecutive terms in any of these MSCSA elected positions.
4. All elected Cabinet, GC, or Platform Committee members shall be limited to serving in a single elected position. This provision does not prohibit any elected officer from being elected or appointed to any standing or ad-hoc committee, from serving as the official MSCSA representative on a MnSCU system wide appointment, or from serving in a local CSG position.

**Article VI**  
**Cabinet Member Duties**

**Section A: Duties of the President**

The President shall:

1. Preside at all meetings of the association, with the exception of meetings chaired by other members of the MSCSA, as specified in these Bylaws;
2. Act as the official representative of the MSCSA;
3. Advocate in the best interest and welfare of the students;
4. Direct the activities of the Cabinet members;
5. Oversee the responsibilities of the Executive Director;
6. Shall serve as a member of the Fiscal Committee;
7. Serve as one (1) of the two (2) MSCSA representatives to the Student Advisory Council (SAC) as either the technical or community college representative;
8. Appoint a Cabinet-elect member to chair the MSCSA Leadership Scholarship board and shall also appoint a Cabinet-elect member to serve as one (1) of the two (2) MSCSA representatives to the Student Advisory Council (SAC) after being elected as the MSCSA President-elect, but prior to officially taking office on July 1; and
9. Assume all duties not otherwise delegated or that may be assigned by the MSCSA governing bodies or related to the office.
10. Reserves the right to break the tie in any Governing Council or Platform Committee Meeting that he or she is chairing

**Section B: Duties of the Vice-President**

The Vice-President shall:

1. Assume the duties and responsibilities of the President when needed;
2. Serve as chair of the MSCSA Platform Committee;
3. Research policy issues affecting the students and present findings two weeks prior to a platform meeting to the MSCSA Platform Committee;
4. Ensure that the MSCSA Platform document is reviewed by the Platform Committee and recommended, with any amendments, to the GA;
5. Coordinate all MSCSA advocacy events;
6. Serve as a Legislative liaison to the MSCSA Alumni Association;
7. Coordinate an ongoing voter registration campaign and get out the vote campaigns when necessary; and
8. Assume other duties as may be assigned by the President, the MSCSA governing bodies, or related to the office.
9. Reserves the right to break the tie in any Governing Council or Platform Committee that he or she is chairing.

**Section C: Duties of the Public Relations Coordinator**

The Public Relations Coordinator (herein after referred to as PRC) shall:

1. Take minutes at all Cabinet meetings;
2. Assist in maintaining an effective and efficient network of communication among campuses, regions, and the MSCSA state office;
3. Assist the Vice-President in coordinating campaigns approved by the MSCSA;
4. Coordinate communication for campus organizing efforts;
5. Chair the Editorial Board of all the MSCSA publications; and
6. Assume other duties as may be assigned by the President, the MSCSA governing bodies, or related to the office.

**Section D: Duties of the Treasurer**

The Treasurer shall:

1. Ensure the overall financial security and accountability of the MSCSA;
2. Chair the Fiscal Committee;
3. Maintain a journal of all cash receipts;
4. Distribute monthly financial reports to the GC, GA, and all CSGs;
5. Present a report on the annual independent financial audit of the MSCSA to the GC and make copies available to CSGs upon request;
6. Coordinate bill payment procedures with the Executive Director;
7. Monitor all expenditures; and
8. Assume other duties as may be assigned by the President, the MSCSA governing bodies, or related to the office.

**Article VII**  
**Removal or Resignation of GC and Platform Committee Members**

**Section A: Removal**

The GC may remove members by a two-thirds (2/3) vote at a regular or special meeting of the GC, pursuant to any applicable federal, state, and local laws and also in accordance with the MSCSA governing documents providing:

1. Their duties are not performed as stated in these bylaws;
2. Members are absent for two (2) consecutive GC or Platform Committee meetings or four meetings during their term; and
3. Regions have not removed their Regional GC or Platform Committee member from their position in accordance with Robert's Rules of Order or by guidelines adopted by the region; or
4. Cabinet members have excessive unexcused absences from Cabinet meetings.

**Section B: Resignations and Vacancies**

If a GC or Platform Committee member resigns, a letter of resignation must be submitted to the President (Vice-President if the President is resigning). The President shall notify all CSGs within five (5) days of the vacancy.

**Section C: Succession**

If the President resigns or is removed from the office, the Vice-President assumes the presidency. In the event the Vice-President cannot accept the vacancy in the presidential office, a special election shall occur at the next GA or GC meeting.

**Section D: Filling Vacancies**

Cabinet member and At-Large positions, other than President, that become vacant, shall be filled by election. The Steering Committee shall handle the election procedure. The GC shall fill the position by a majority vote (more than half). If the office of the Presidents' Group Representative becomes vacant, that position shall be filled by an election by the Presidents' Group.

**Section E: Formation of Joint Committees**

Instances where the MSCSA deems it necessary to create a joint committee with another organization will follow the procedures laid out in the MSCSA committee bylaws except the following:

1. MSCSA members interested in sitting on the committee shall submit a letter of intent to the President. The President shall appoint a member of the committee to represent the minority voice.
2. The size of the committee shall be determined by the President. the committee shall never be large enough to constitute a quorum for any governing bodies of MSCSA, and both organizations shall have equal representation.
3. No changes to the structure of the committee shall be made after the formation of the committee unless the partner organization approves the change prior to consideration of the MSCSA Governing Council. in the event that the partner organization has rules also restricting changes to the committee, a 2/3 vote of the Governing council will be required to change the structure of the committee.

**Article VIII**  
**GC Regional Representatives, Student-at-Large Representatives & Alternates**

**Section A: Election of GC Officers**

The GC Regional Representatives, Student-at-Large Representative, and their respective Alternates shall be elected at the Spring GA, or whenever a vacancy occurs.

During the GC Student-at-Large Representative elections, the candidate receiving the highest number of votes from the successful election shall serve as the Student-at-Large Representative and the candidate receiving the second (2<sup>nd</sup>) highest number of votes from that same election shall serve as his/her Alternate.

**Section B: Duties of the GC Regional Representatives**

The elected GC Regional Representatives shall:

1. Serve as voting members of the MSCSA GC, representing their respective constituency;
2. Establish and maintain communication with all the CSGs, CSG advisors in their regions, and the MSCSA;
3. Assist in the MSCSA in organizing their regions;
4. Actively advocate the MSCSA official directives of the GC or the GA;
5. Schedule and call to order at least seven (7) regional meetings during their term of office, which shall NOT include the MSCSA scheduled meetings at the MSCSA conferences and shall serve as Chair of their regional meetings;
6. Shall be required to submit a monthly report to CSGs and CSG advisors on the action taken by the GC or GA. Furthermore, members shall be required to submit a written monthly report to the MSCSA state office for the MSCSA conferences on issues or activities taking place on each campus in their regions and the progress of their duties since the last GC or GA. Copies of these reports shall be distributed to the CSGs, CSG advisors, Regional Officers, and the MSCSA;
7. Conduct elections for Regional Officers at the Spring GA regional meeting and any other time deemed necessary by a vacancy;
8. Assist their Regional Platform Committee Representative in soliciting input and feedback from students on committee-related matters;
9. Forward all regional minutes and guidelines to the MSCSA state office within fifteen (15) days of the meeting in which they were adopted; and
10. Assume other duties as assigned by their regions, the MSCSA governing bodies, and/or the President.

**Section C: Duties of the GC Alternate Regional Representatives**

The elected GC Alternate Regional Representatives shall:

1. Maintain regular contact with the GC Regional Representative and assist them with their regular duties, as requested;
2. Assume all responsibilities of GC Regional Representatives in their absence; and
3. Assume other duties as assigned by their regions, the MSCSA governing bodies, and/or the President.

**Section D: Duties of the GC Student-At-Large Representative**

The GC Student-at-Large representative shall:

1. Serve as a voting member of the MSCSA GC;
2. Serve as Vice-Chair of the MSCSA Scholarship Board and as Vice-Chair of the MSCSA Diversity Committee;
3. Be required to submit a monthly report to the MSCSA state office for the MSCSA conferences on issues or activities taking place on each campus in their regions and the progress of their duties since the last GA or GC. Copies of these reports shall be made available to CSGs and CSG advisors at their request;
4. Assist the Student-at-Large Platform Representative on researching policy and legislative issues related to international students, students with disabilities, and underserved and underrepresented students;

5. Ensure that the minority concerns are addressed during discussion on issues affecting these students;
6. Represent the MSCSA at various student-related conferences, meetings, and other such events, at the request of the President; and
7. Assume other duties as assigned by their regions, the MSCSA governing bodies, and/or the President.

**Section E: Duties of the Alternate GC Student-At-Large Representative**

The elected Alternate GC Student-at-Large Representative shall:

1. Maintain regular contact with the Student-at-Large GC Representative and assist them with their regular duties, as requested;
2. Assume all responsibilities of GC Student-at-Large Governing Council Representative in their absence; and
3. Assume other duties as assigned by the MSCSA governing bodies and/or the President.

**Article IX**  
**Presidents' Group Chair & Vice-Chair**

**Section A: Duties of the Presidents' Group Chair**

The Presidents' Group Chair shall be elected at the Spring GA or when a vacancy occurs according to the guidelines adopted and shall:

1. Chair the Presidents' Group and serve as a voting member of the MSCSA GC;
2. Assist the MSCSA in organizing leadership training for the Presidents' group;
3. Assist the Public Relations Coordinator in maintaining communication with all the CSGs and CSG advisors;
4. Assume other duties that may be assigned by the Presidents' Group, the GC or GA, and/or the President;
5. Submit monthly reports to the CSG's and CSG advisors in the state on the activities of the MSCSA;
6. Be required to submit a monthly report to the MSCSA state office for the MSCSA conferences on issues or activities taking place in the Presidents' Group and the progress of their duties since the last GA or GC. Copies of these reports shall be made available to the CSGs and CSG advisors at their request;
7. Be familiar with MnSCU policy and procedures and shall be able to provide guidance on student government operations; working documents; policies; and
8. Assume other duties as assigned by the MSCSA governing bodies and/or the President.

**Section B: Duties of the Presidents' Group Vice-Chair**

The Presidents' Group Vice-Chair shall be elected at the Spring GA or when a vacancy occurs according to the guidelines adopted and shall:

1. Maintain regular contact with the Presidents' Group Chair and assist them with their regular duties, as requested;
2. Assume all responsibilities of Presidents' Group Chair in their absence; and
3. Assume other duties as assigned by the MSCSA governing bodies and/or the President.

**Article X**  
**Platform Committee Regional Representatives, Student-at-Large Representatives, & Alternates**

**Section A: Election of Platform Committee Officers**

The Platform Committee Regional Representatives, Student-at-Large Representative, and their respective Alternates shall be elected at the Spring GA or whenever a vacancy occurs.

During the Platform Committee Student-at-Large Representative elections, the candidate receiving the highest number of votes from the successful election shall serve at the Student-at-Large Representative and the candidate receiving the second (2<sup>nd</sup>) highest number of votes from that same election shall serve as his/her Alternate.

**Section B: Duties of the Platform Committee Regional Representatives**

The elected Platform Committee Regional Representatives shall:

1. Serve on the MSCSA Platform Committee representing their regions;
4. Attend and report at the regional meetings of the region they have been elected to serve;
5. Research policy and legislative issues affecting higher education;
6. Be required to submit a monthly report to CSGs and CSG advisors on the action taken by the GC or GA. Furthermore, members shall be required to submit a written monthly report to the MSCSA state office for the MSCSA conferences on issues or activities taking place on each campus in their regions and the progress of their duties since the last GA or GC. Copies of this report shall be distributed to the CSGs, CSG advisors, Regional Officers, and the MSCSA;
7. Solicit input and feedback from students in their regions on policy and legislative issues;
8. Assist in organizing and promoting advocacy efforts; and
9. Assume other duties as assigned by their regions, the MSCSA governing bodies, President, and/or the Vice-President.

**Section C: Duties of the Platform Committee Alternate Regional Representatives:**

The elected Platform Committee Alternate Regional Representatives shall:

1. Maintain regular contact with the Platform Committee Regional Representative and assist them with their regular duties, as requested;
2. Assume all responsibilities of Platform Committee Regional Representatives in their absence; and
3. Assume other duties as assigned by their regions, the MSCSA governing bodies, the President, and/or the Vice-President.

**Section D: Duties of the Platform Committee Student-At-Large Representative**

The elected Platform Committee Student-at-Large Representative shall:

1. Serve as Chair of the MSCSA Diversity Committee and as a voting member of the MSCSA Platform Committee;
2. Ensure that the minority concerns are addressed during discussion on issues affecting these students;
3. Be required to submit monthly reports to the MSCSA state office for the MSCSA conferences on issues or activities taking place in the state and the progress of their duties since the last GA or GC. Copies of these reports shall be made available to CSGs and CSG advisors at their request;
4. Be familiar with international student visa laws and regulations, and also shall regularly update the Platform Committee on international student-related developments;
5. Be knowledgeable and research issues that involve students with disabilities and shall regularly update the Platform Committee on issues that affect students with disabilities;



6. Be knowledgeable and research issues that involve underserved and underrepresented students and shall regularly update the Platform Committee on issues that affect these students;
7. Represent MSCSA at various student-related conferences, meetings, and other such events at the request of the President; and
8. Assume other duties as assigned by the MSCSA governing bodies, the President, and/or the Vice-President.

**Section E: Duties of the Platform Committee Alternate Student-At-Large Representative**

The elected Platform Committee Alternate Student-at-Large Representative shall:

1. Maintain regular contact with the Platform Committee Student-at-Large Representative and assist them with their regular duties, as requested;
2. Shall assume all responsibilities of Platform Committee Student-at-Large Representative in their absence; and
3. Assume other duties as assigned by the MSCSA governing bodies, the President, and/or the Vice-President.

**Article XI**  
**Regions**

**Section A:**

The MSCSA campus communities shall be defined as community, technical, and consolidated community and technical colleges that are recognized by the MnSCU Board of Trustees and shall be updated in the MSCSA Bylaws whenever the MnSCU Board of Trustees officially takes action and recognizes them.

**Section B: Regions**

Campuses residing in these Minnesota communities shall be part of the regions as follows:

**Northeast**

Hibbing Community College: Hibbing  
 Itasca Community College: Grand Rapids  
 Mesabi Range Community and Technical College,  
     Virginia Campus: Virginia  
     Eveleth Campus: Eveleth  
 Rainy River Community College: International Falls  
 Vermilion Community College: Ely

**Northwest**

Minnesota State Community and Technical College,  
     Detroit Lakes Campus: Detroit Lakes  
     Fergus Falls Campus: Fergus Falls  
     Moorhead Campus: Moorhead  
     Wadena Campus: Wadena  
 Northland Community and Technical College,  
     Thief River Falls Campus: Thief River Falls  
     East Grand Forks Campus: East Grand Forks  
 Northwest Technical College: Bemidji

**West Central**

Alexandria Technical College: Alexandria  
 Ridgewater College,  
     Willmar Campus: Willmar  
     Hutchinson Campus: Hutchinson  
 St. Cloud Technical College: St. Cloud

**Southwest**

Minnesota West Community and Technical College,

Canby Campus: Canby  
Granite Falls Campus: Granite Falls  
Jackson Campus: Jackson  
Pipestone Campus: Pipestone  
Worthington Campus: Worthington  
Luverne Site: Luverne

**Southeast**

Minnesota State College- Southeast Technical,  
Red Wing Campus: Red Wing  
Winona Campus: Winona  
Riverland Community and Technical College,  
Albert Lea Campus: Albert Lea  
Austin Campus: Austin  
Owatonna Campus: Owatonna  
Rochester Community and Technical College: Rochester

**North Central**

Central Lakes College,  
Brainerd Campus: Brainerd  
Staples Campus: Staples  
Fond Du Lac Tribal and Community College: Cloquet  
Lake Superior College: Duluth  
Pine Technical College: Pine City

**Metro North**

Anoka Technical College: Anoka  
Anoka-Ramsey Community College,  
Cambridge Campus: Cambridge  
Coon Rapids: Coon Rapids  
Century Community and Technical College: White Bear Lake  
Saint Paul College: St. Paul

**Metro South**

Dakota County Technical College: Rosemount  
Inver Hills Community College: Inver Grove Heights  
Normandale Community College: Bloomington  
South Central Technical College,  
Faribault Campus: Faribault  
Mankato Campus: Mankato

**Metro West**

Hennepin Technical College,  
Brooklyn Park Campus: Brooklyn Park  
Eden Prairie Campus: Eden Prairie  
Minneapolis Community and Technical College: Minneapolis  
North Hennepin Community College: Brooklyn Park

**Article XII**  
**Committees**

All MSCSA committees and MnSCU System-Wide representatives shall be appointed by the President, unless otherwise specified in these Bylaws.

**Section A: Appointment Process**

1. The GA or GC must ratify presidential appointments by a simple majority vote.
2. The GA or GC may remove any presidential appointment with or without cause by a two-thirds (2/3) vote.

**Section B: Committee Election Process**

Members of the MSCSA standing committees shall be elected by the GA or GC, unless otherwise specified in these bylaws and in accordance with the following:

1. All elections shall be voted on by secret ballot and the GA or GC may fill any number of vacancies for the same committee on the same ballot;
2. All nominations for committee members shall come from the floor of the GA or the GC;
3. In order of their plurality on the secret ballot, a number of candidates equal to the number of vacancies being filled on the committee shall be elected to the committee; and
4. Each vote in the GA or GC may be cast for one candidate for each vacancy being filled on the committee.

**Section C: Committee Chairs**

1. The chair of each standing or ad-hoc committee shall have the power to delegate to any committee member such duties as they deem necessary to facilitate the accomplishment of the committee's goals.
2. Unless otherwise specified in these Bylaws, the chair of each standing or ad-hoc committee will be chosen by the committee.
3. The chair must notify the MSCSA office and individual committee members of any meetings or changes made.
4. Committee chairs shall be responsible for maintaining meeting minutes and submitting them to the MSCSA and committee members.

**Section D: Committee Terms**

The term of office for the MSCSA Standing committees shall begin on July 1. Terms of office for all the MSCSA committees shall end by June 30 of the following calendar year.

**Section E: MSCSA Standing Committees**

1. The MSCSA Steering Committee shall:
  - a. Consist of five (5) members elected by the GA or GC. The Cabinet shall conduct the election of the Steering Committee consistent with these Bylaws;
  - b. Review the MSCSA working documents as directed by the Steering Committee Strategic Plan, or as otherwise directed by the President, GC, or GA.
  - c. Present recommendations to the GC during at least two (2) scheduled meetings, prior to the GA review, concerning the association's working documents in accordance with these Bylaws;
  - d. Determine the eligibility of all Cabinet and Student-at-Large applicants prior to the Spring GA elections and to accept or reject their nomination based on eligibility criteria only; and
  - e. Administer the election of all Cabinet members, Student-At-Large Representatives, and their respective Alternates in accordance with all parts of these Bylaws.
2. The MSCSA Conduct Committee shall:
  - a. Be comprised of the four (4) Cabinet members and the Executive Director;
  - b. Be chaired by the MSCSA President with the Executive Director serving as Vice-Chair; and
  - c. Make recommendations to the GA and GC concerning the MSCSA Conduct Policy.

3. The MSCSA Fiscal Committee shall:
  - a. Be comprised of the Treasurer, Executive Director, President, and two (2) GC members elected by the GC;
  - b. Be chaired by the MSCSA Treasurer with the Executive Director serving as Vice-Chair; and
  - c. Report the association's monthly profit and loss statement and balance sheet at regularly scheduled GA and GC meetings.
4. The MSCSA Diversity Committee shall:
  - a. The MSCSA Diversity Committee shall: a. Consist of the Student-At-Large Platform Representative, the Student-at-Large GC Representative and at least three (3) At-Large members who are to be appointed by the President.
  - b. Be chaired by the Student-at-Large Platform Representative with the Student-at-Large Governing Council Representative serving as Vice-Chair;
  - c. Be knowledgeable and research issues that involve international, disabled, underserved, and underrepresented students and shall regularly update the Platform Committee and/or Governing Council on issues affecting these students; and
  - d. Assist the MSCSA in serving as a resource to campuses on diversity related issues.

**Section F: MSCSA Ad-Hoc Committees**

Ad-hoc committees may be established by the GA or GC as they deem necessary and shall:

1. Be composed of up to five (5) members, unless by a two-thirds (2/3) vote, the GC changes the membership number to consist of more members. The President shall appoint all members and an interim Chair of the committee and may remove any member, with Governing Council approval;
2. Elect a chair from within its membership at their first meeting, who shall be responsible for maintaining meeting minutes and submitting them to the MSCSA; and
3. Dissolve by June 30 of each year.

**Article XIII**  
**Platform Document**

**Section A: Adoption**

The Platform document, including a mission statement, shall:

1. Be recommended by the Platform Committee for adoption at the Fall GA each year. The Chair of the Platform Committee shall ensure that the Platform Committee's recommendation is prepared in full and presented to the Fall GA. The Spring GA may make amendments to the Platform document if they deem necessary;
2. Ratification of the Platform document shall require a two-thirds (2/3) majority of all votes cast at GA; and
3. By a simple majority vote, the GA may make any amendments to the Platform Committee's recommendations. If amendments are proposed, no motion to adjourn a GA shall be in order until the Platform document has been ratified.

**Article XIV**  
**Executive Director**

**Section A: Position**

1. The GC shall hire the Executive Director according to any rules regarding recruitment contained in the Personnel Policies.

2. The GC shall adopt the Executive Director position descriptions subject to the rules concerning position descriptions contained in the Personnel Policies;
3. The GC may, by a two-thirds (2/3) vote, terminate the Executive Director, with cause, subject to the rules regarding termination contained in the Personnel Policies, and the other laws, regulations, or other pertinent documents.

**Section B: Authority and Responsibilities**

The Executive Director shall have the authority and responsibility to:

1. Manage all aspects of the affairs of the MSCSA, subject to the provisions of these Bylaws and any other rules and policies of the MSCSA and any directives of the governing bodies;
2. Provide the GC or GA with monthly evaluations on the progress of the association’s strategic plan; and
3. Veto any action by the MSCSA Fiscal Committee prior to implementation. The Executive Director’s veto shall be reviewed by the Governing Council who shall uphold or reverse the veto of the Executive Director.

**Section C: Voting Status**

The Executive Director shall be a non-voting member of all the MSCSA CSGs, the GA, Presidents’ Group, GC, Cabinet, and all the MSCSA committees, unless otherwise provided by the GA.

**Article XV**  
**Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order: Newly Revised shall govern the MSCSA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the MSCSA may adopt.

**Article XVI**  
**Conduct**

**Section A: Code of Conduct**

1. The GA shall adopt the MSCSA Code of Conduct (Herein referred to as the Code) and may amend it by a two-thirds (2/3) vote.
2. The Code shall require safe, peaceful, and lawful behavior by all participants at every MSCSA event.
3. Neither individuals nor their CSGs shall receive reimbursement connected with any MSCSA event unless they agree to follow the Code.

**Article XVII**  
**Financial Policies and Budget**

**Section A: Financial Policies**

1. The GA, by two-thirds (2/3) vote, established the MSCSA Financial Policies to ensure the financial security and accountability of the MSCSA.
2. The GA, by two-thirds (2/3) vote, may amend the Financial Policies as it deems necessary.
3. All financial business of the MSCSA shall be conducted in accordance with these Financial Policies.
4. An annual audit of the MSCSA shall be conducted and submitted to the GC by the end of the calendar year.

**Section B: Budget**

1. Each year the Spring GA shall set the budget, its accounts, and the line items within each account for the following year.
2. Approval of the budget by the Spring GA shall require a two-thirds (2/3) vote.
3. The GA or GC may amend the budget at any time, by a two-thirds (2/3) vote.

4. During the main motion to approve the MSCSA budget, a motion to move to the previous question will be out of order.
5. No motion to adjourn the Spring GA shall be in order until a budget is adopted.

**Article XVIII**  
**Personnel Policies**

The GA, by two-thirds (2/3) vote, established the MSCSA Personnel Policies to govern the management of the MSCSA staff. The GA may, by two-thirds (2/3) vote, amend the MSCSA Personnel Policies as it deems necessary; and the Executive Director shall manage the MSCSA staff in all cases in accordance with the MSCSA Personnel Policies.

**Article XIX**  
**Merger Proposals**

No merger of any statewide student association with the MSCSA shall be conducted without the full knowledge and understanding of the MSCSA GA and CSGs. This includes full disclosure of any and all financial and legal information to the MSCSA GA and CSGs. Any mergers must be approved by a two-thirds (2/3) vote of the GA. All CSGs must be notified thirty (30) days prior to the GA meeting where a merger will be considered.

**Article XX**  
**Amendments**

The GA, by two-thirds (2/3) vote, may amend these Bylaws. All such amendments shall take effect the following July 1 and shall be available in writing to all members of the GA at least one day prior to their consideration.

**\*\*Last reviewed and modified at the 2010 Spring General Assembly, Effective: July 1, 2010.**

## **Minnesota State College Student Association** **Election Policy & Procedures**

### **Section A: Election Policy**

The MSCSA Election policy has been adopted by the MSCSA Governing Council and the MSCSA General Assembly. The MSCSA Election Policy shall outline the procedures for ALL official MSCSA elections and Candidate Meet-n-Greet sessions. Any exceptions to these procedures shall only be allowed by a 2/3 vote of the MSCSA Governing Council prior to the start of the election process.

The Steering Committee and Cabinet shall be the official election judges consistent with this policy and the MSCSA bylaws and the MSCSA Staff shall be the official election moderators and shall be responsible for counting all ballots, which shall be verified by at least one of the official election moderators.

The MSCSA Staff, under the direction of the Executive Director, will preside as election moderators over the election processes of all Cabinet members, Student-At-Large members, and their respective Alternates as stated in the MSCSA Bylaws.

The election judges shall serve during all elections consistent with the MSCSA Bylaws, except for Presidents' Group Chair & Vice-Chair and Regional Officer elections, which shall be conducted according to their Bylaws. Each of these groups may request the assistance of election moderators or judges during elections not being held by the moderators and judges.

Once the Steering Committee is formed, the President may charge the Steering Committee to serve as the election judges over which the Cabinet may generally serve at his/her discretion.

### **Section B: Election Procedures**

1. The Election judges will review candidate credentials and certify candidate eligibility according to the MSCSA bylaws in Article V, Section E.
2. The election process will be open to the Steering Committee, the MSCSA Staff, Officers, Governing Council and Platform Committee members, and voting/non-voting delegates of member associations. Guests of member associations will be welcome to observe the process from a reserved area apart from the voting delegation.
3. Candidates for office will be sequestered during the balloting process.
4. Each Region or GC member will have one (1) question per office, which must be provided to the MSCSA Executive Director at least five (5) business days prior to the start of the General Assembly or Governing Council meetings. A region or GC member that does not provide their question to the Executive Director at least five (5) business days prior to the start of the General Assembly or Governing Council meeting shall be considered to have passed on their question. Revision and selection of the final questions are left to the discretion of the Executive Director. Questions of a personal nature are not allowed.
  - a. In the event that a Region's GC Representative and Alternate GC Representative are both considered vacant, each CSG shall be allowed to submit a question for elections to the MSCSA Executive Director in accordance with the same policies and procedures set forth above. The Executive Director shall choose a question from those submitted to be the official question for that Region. Finally, the President shall verify the authenticity of the question with the CSG Presidents of that Region.
5. One candidate will have the floor at a time with other candidates for the positions sequestered out of the room at the time of questioning. Each candidate will be given the opportunity to deliver a one (1) minute opening statement and a one (1) minute closing statement. Candidates shall be allowed one (1) minute to answer each question.

6. A list of candidates' names will be displayed in front of the room, whenever possible.
7. Candidates will be allowed to distribute campaign material in accordance to the guidelines outlined in the MSCSA Candidate Meet-n-Greet Procedures; however, this material cannot be larger than 11" x 17". No material shall be posted on the property of the conference site, except during the designated Candidate Meet-n-Greet sessions at the MSCSA Spring GA or as directed by the election moderators.

### **Section C: Special Elections**

Special elections (elections held at Governing Councils where there are more than four candidates) will follow the procedures laid out in the MSCSA Election Procedures except:

1. After each round of balloting the candidate or candidates receiving the least number of votes shall be automatically dropped from the ballot for the next round of voting;
2. In the case that multiple candidates receive the same number of votes and the dropping of those names would lead to only one name remaining on the ballot, those names will not be dropped;
3. Voting will continue using this process until one candidate has received a simple majority of the votes from the Governing Council;
4. During the voting process, every member of the Governing Council shall have the option of requesting an additional one (1) minute speech from every candidate remaining in the voting, with a total of two (2) extra speeches being allowed over the length of the election.
5. Following each of the two (2) possible extra speeches, a one minute caucus will be granted to allow Governing Council members time to discuss the next round of balloting with their regions.

### **Section D: MSCSA Candidate Meet-n-Greet Procedures**

Designated Candidate Meet-n-Greet sessions shall occur at the Spring General Assembly and whenever a session is scheduled at a different conference or time only after the nomination floor has been closed, but before the candidate forums have occurred.

1. Each candidate will be given designated table space to serve as the campaign booth, and candidates may add any booth decorations in good taste. Decoration of the campaign booth is left to the imagination and discretion of the candidates, but displays behind the booth may not be higher than 8 feet tall. The depth of the booth cannot exceed 6 feet. Table spaces may NOT be equipped with electrical outlets.
2. Booth spaces will be assigned alphabetically by last name within offices sought (i.e., all Presidential candidate booths will be located in the same section. A Presidential candidate whose last name begins with "A" would be assigned the first space in the row of Presidential candidate booths, and so forth...).
3. Campaign booths need not be elaborate. No campaign materials are allowed to be posted on the hotel and convention center property. However, a candidate is allowed to bring corkboards, easels or other surfaces on which they can post campaign materials behind his/her booth.
4. Candidates must respect the booth spaces of other candidates. Do not campaign in front of other candidates' booths or be disruptively loud.
5. Candidates are responsible for removing decorations and materials from their campaign tables and for cleaning their assigned table spaces.

**\*\*Last reviewed and modified at the 2012 Spring General Assembly, Effective: July 1, 2012.**



## **Minnesota State College Student Association** **Financial Policies and Procedures**

### **Preamble**

These financial policies and procedures are applicable to the Minnesota State College Student Association (herein referred to as MSCSA) staff, cabinet members, and any other persons designated to act on their behalf. These policies are guidelines for the staff and members of the MSCSA to abide by.

The Executive Director shall be charged with the implementation, execution, and enforcement of these financial policies.

It is the intent of these policies and procedures to insure the proper use of student dollars in the operation of their statewide organization.

This document was reviewed by the Minnesota Legislative Auditor and compared for consistency with the MN Charities Review Council.

### **Policy 1: MSCSA Fee**

The MSCSA fee serves as the primary source of financial support for the organization and shall:

1. Be the amount set by the General Assembly (herein referred to as GA) and reviewed by the Board of Trustees of the Minnesota State Colleges and Universities (herein referred to as MnSCU);
2. Be assessed to all students, for all credits taken each academic term;
3. Enter into and follow an agreement with MnSCU for accurate and timely collection of the MSCSA fee. The agreement shall include late payment provisions.

### **Policy 2: Executive Director and Treasurer**

It is the intent of this organization to follow commonly accepted business practices when it comes to the operation and maintenance of the association. The MSCSA shall follow procedures consistent with the Legislative Auditor, the MN Charities Review Council, and the MN Council of Non-Profits.

1. The Treasurer ensures that financial policies are followed while the Executive Director manages the day-to-day financial operations of the MSCSA;
2. The Treasurer or the Executive Director may request an independent audit of the MSCSA financials. The Executive Director may withhold reimbursements during an investigation or audit to determine if a reimbursement is valid;
3. The Treasurer and the Executive Director shall work together to manage the fiscal operations of the Association. In areas of conflict, the final authority lies with the Executive Director. The Executive Director's decision shall be reviewed by the Governing Council (herein referred to as GC);
4. In the event that an interim Executive Director is in place the Treasurer and Interim Executive Director shall work together to manage the fiscal operations of the Association. In areas of conflict, the final authority shall lie with the Fiscal Committee. The Fiscal Committee's decision shall be reviewed by the GC.

### **Policy 3: Budget**

The MSCSA shall set a budget that maximizes student advocacy and leadership development, while demonstrating fiscal responsibility:

1. The fiscal year of MSCSA shall begin on July 1 and end on June 30;
2. The Treasurer and Executive Director shall present a budget proposal for the following fiscal year to the GC for their review during the March Conference, with the final budget to be approved by the GA each Spring;

3. A minimum of five thousand dollars (\$5,000) shall be designated as contingency funds for the following fiscal year;
4. On July 1<sup>st</sup>, any unspent balance of funds carried over from the previous year shall be placed into an account designated as reserves;
5. The GC shall authorize all expenses exceeding the budget line item by more than ten percent; and
6. Updated expenditures, revenues, and balance sheet shall be provided to members at each GA and GC.

**Policy 4: Cash Receipts & Receivables**

1. Deposits must be made within two (2) business days of receipt.
2. Receivables will be determined “past due” and written off 365 (three-hundred and sixty-five) days after the payment was to be received.

**Policy 5: Expenditures**

1. All expenditures between \$500 and \$5,000 shall be approved by the Fiscal Committee. All single expenditures over \$5,000 shall be approved by the GC. The exceptions are Cabinet and member stipends, staff salaries, negotiated fringe benefits, hotel and catering contracts for hosted events, and routine costs less than five hundred dollars (\$500), which shall be approved by the Executive Director.
2. The Executive Director has the authority to approve routine expenditures under five hundred dollars (\$500) and those as part of a contract approved by the GC. The Executive Director shall include such expenditures in the monthly report to the Fiscal Committee.
  - a. Routine expenditures shall be defined as all items and services necessary to maintain the day-to-day operations of the MSCSA office.
  - b. Any other definition of routine expenditures shall be negotiated between the Executive Director and the Cabinet at the beginning of the fiscal year. Those definitions shall be duly noted in the official minutes of that cabinet meeting.
3. Quotes or bids shall be sought for purchases over \$500, where appropriate, with consideration given to the lowest responsible quote or bid.
4. All invoices will be reviewed by the Executive Director prior to payment. The Fiscal Committee shall review all expenditures on a monthly basis.
5. No checks shall be made out to “cash”.
6. A “stop payment” will be applied to checks outstanding for 90 (ninety) days from the date the check was written.

**Policy 6: Reimbursements and Travel Advances**

1. All travel reimbursements paid from the MSCSA budget must be approved by the Fiscal Committee.
2. Anyone being reimbursed for travel shall have prior travel authorization. The Treasurer and/or Executive Director shall have the authority approve or deny authorizations. The official MSCSA travel authorization form shall be signed by the Treasurer or the Executive Director.
3. Submissions for reimbursement are due to the MSCSA office no later than thirty (30) days after the month in which the expense was incurred. All submissions must be made on an official MSCSA reimbursement form. Mileage reimbursement shall be granted at seven (7) cents less than the IRS rate, when no other third party reimbursement is granted. Reimbursement may be claimed by Governing Council and Platform Committee

members, staff, and others who have received prior authorization to conduct official MSCSA business. Officers are eligible to receive travel reimbursement to the state office while conducting official MSCSA business.

4. Any individual that is eligible for reimbursement and who intends to use his/her own vehicle for the MSCSA related use or purposes, must carry statutory prescribed minimum automobile liability and have a valid driver's license. Proof of these documents must be furnished to the designated staff member prior to the disbursement of the reimbursement check. The Treasurer or Executive Director shall have the right to periodically verify driving information of (i.e. valid driver's license and proof of insurance) individuals claiming mileage reimbursement.
5. Meals, excluding alcohol, may be claimed when an individual is required to be in travel status.
  - a. Breakfast reimbursements totaling less than or equal to \$8 (not including tax or gratuity) may be claimed if the individual leaves home before 6:00 a.m. or is away from home overnight.
  - b. Lunch reimbursements totaling less than or equal to \$10 (not including tax or gratuity) may be claimed if the individual is in travel status between the hours of 11:00 a.m. and 3:00 p.m.
  - c. Dinner reimbursements totaling less than or equal to \$17 (not including tax or gratuity) may be claimed if the individual cannot return home until after 7:00 p.m. or is away from home overnight.
  - d. All meals being reimbursed (including national travel) shall not exceed \$35 per day, not including tax or gratuity. Gratuities are reimbursable expenses; however, any/all gratuities shall not exceed fifteen percent (15%) of the actual meal expense amount – up to the maximum allowed in accordance with the Financial Policies.
  - e. Receipts are required for each meal expense reimbursement requested except for national travel or travel advances approved by the GC. All expenses shall be documented by an itemized receipt that includes the date, time, and vendor. Incidental expenses (i.e. bus, parking meter, subways) must be documented by an itemized affidavit.
6. Hotel accommodations are covered, but arrangements for individuals traveling on behalf of the MSCSA shall lie with the Treasurer, or the Executive Director. In all cases, direct billing for hotel and airfare shall be sought. No personal telephone or room charges shall be paid.
  - a. Lodging may be provided if the individual would need to leave before 6:00 a.m. to arrive to their destination on time or if they cannot arrive back home by midnight.
  - b. Lodging may be provided if the individual would be required to drive more than 10 hours in one 24 hour period in order to meet their MSCSA business obligations.
  - c. Lodging may be provided based on extenuating circumstances, at the discretion of the Treasurer and Executive Director.
7. Travel advances shall include monies for transportation and meals. All travel advances paid from the MSCSA budget shall be pre-approved by the Treasurer and Executive Director.

#### **Policy 7: Board Payments**

1. Officers shall be entitled to compensation as approved by the GA in the form of stipends.
2. Each GC Representative and Platform Representative, excluding Cabinet, shall be entitled to an eighty dollar (\$80) stipend per month, which shall be distributed on the last business day of the month.
  - a. Each GC Representative Alternate or Platform Representative Alternate shall be entitled to one-half (1/2) of the monthly stipend amount if registered with the MSCSA to serve as a voting member of the GC or Platform Committee for that month.

- b. In the event that no GC or Platform Representative or respective Alternate Representative is registered with MSCSA to serve as a voting member of the GC or Platform Committee for the month, one-half (1/2) of the monthly stipend shall not be paid by the MSCSA.

**Policy 8: Staff & Cabinet Salaries**

1. The MSCSA staff and cabinet shall be paid on a bi-weekly schedule to be set by the Executive Director on an annual basis.
2. The Executive Director shall ensure that all taxes and other applicable withholdings are properly withheld from all staff and cabinet paychecks.

**Policy 9: Meeting Expenses**

**Section A: GA Meeting Expenses**

1. The MSCSA shall pay all registration and accommodation costs for Platform Committee members or Alternates, Steering Committee members, GC members or Alternates, and the MSCSA staff, as well as two (2) delegates from each Campus Student Government (Herein referred to as CSG) with less than 1,000 FYE (Full Year Equivalent) as defined in the MSCSA Bylaws. For each additional 1000 FYE, MSCSA will pay for one (1) additional delegate.
2. CSGs shall be responsible for all other delegation expenses at each GA.

**Section B: Student Leadership Conference Expenses**

1. The MSCSA shall pay all registration and accommodation costs for Platform Committee members or Alternates, GC members or Alternates, a Student Senate President from each campus or her/his designee and staff members.
2. The MSCSA shall pay all registration and accommodation costs for the Steering Committee members at a conference two (2) months prior to a General Assembly, and when elections are necessary.
3. CSGs shall be responsible for other delegation expenses at each GC.

**Section C: June Transitional**

1. The MSCSA shall pay all registration and accommodation costs for Platform Committee members or Alternates, GC members or Alternates, incoming GC members and Alternates, incoming Platform members and Alternates, outgoing and incoming cabinet members and the MSCSA staff members.
2. CSGs shall be responsible for all other delegation expenses at each June Transitional.

**Section D: Advocacy Events**

1. The MSCSA GC shall be responsible for deciding which delegates' expenses will be reimbursed for any advocacy events.

**Section E: Guest Attendance**

1. The local CSGs may bring guests but must cover all of their expenses.
2. Other guests may attend but must cover their own expenses.

**Policy 10: Office and Services**

1. Postage meter usage for MSCSA business only.
2. Cabinet and Staff shall reimburse MSCSA for personal use of the office copy machine on a bi-annual basis.
3. Telephones issued by MSCSA are limited to official MSCSA business.
4. It is the practice of MSCSA to capitalize all depreciable assets over five thousand dollars (\$5000).

**Policy 11: Grants**

1. The Executive Director may seek specific grants for activities of the MSCSA.

2. The GC may accept the grants on behalf of MSCSA.

**Policy 12: Limits of Obligations**

1. Payments or reimbursements may be refused if they are not in accordance with any MSCSA rule, regulation, motion, resolution, or policy.
2. Payments or reimbursements shall not be requested or granted if the reason for the request is not in accordance with any applicable state or federal law, regulation, or rule.
3. Responsibility for conduct resulting in civil or criminal action rests with the individuals involved. The MSCSA shall not reimburse and is not responsible for costs or penalties assessed because of adjudged liability or illegal behavior.

**Policy 13: Investment Strategies**

1. The GC shall have the authority to approve and review an investment strategy as proposed by the Executive Director, which will allow the association to both maximize potential market returns and limit potential losses.
2. The Scholarship Board shall work with the Executive Director to develop an investment strategy for accounts held in the name of the MSCSA Scholarship Fund to recommend to the GC for approval.
3. The investment strategy for both general association funds and the Scholarship Fund will be reviewed on an annual basis by the GC.

**\*\* Last reviewed and modified at the 2013 Spring General Assembly, Effective: July 1, 2013.**

# **Minnesota State College Student Association**

## **Personnel Policies and Procedures**

### **Article I: Preamble**

These personnel policies and procedures are applicable to the MSCSA hired staff, including part-time employees, regular full-time employees, the employer, and any other persons designated to act on their behalf.

The Executive Director of the MSCSA shall be hired by the Governing Council and report to the President and is therefore responsible only to him/her. He/she shall be charged with the management of the MSCSA and its employees. The Executive Director shall be responsible for the implementation and execution of the following personnel policies and procedures.

This document is designed to provide guidance to the staff at the MSCSA. It is not part of any contract between the MSCSA and its employees. It is only a set of informal guideline for personnel practices. Notwithstanding the provisions of the personnel policies, all employees, except the Executive Director, are “at-will” employees, which means that their employment may be terminated at any time with or without cause, by either party.

The MSCSA reserves the right to make any changes at any time by a 2/3 vote of the GA by adding to, deleting, changing or revoking any existing policy or procedure.

This manual and the policies and procedures contained herein supersedes and revokes any and all prior policies or practices, oral and written representations, or statements regarding the terms and conditions of employment with the MSCSA. If language in this manual differs from other employment policy disseminated by the company, the most recently disseminated policy shall control.

Each employee must sign and acknowledge his/her review and understanding of these policies and procedures.

### **Article II: Policies & Procedures**

#### **Policy 1: Equal Employment Opportunity**

1. In carrying out these Personnel Policies and Procedures, the GC, Officers, Executive Director, and the Staff must adhere to the MSCSA’s policies of nondiscrimination against any employee or applicant for employment on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age; or any other group or class against which discrimination is prohibited by Title VII of the Civil Rights of 1964; and any other applicable federal, state, or municipal law.
2. Both the Federal Americans with Disability Act and the State law prohibit discrimination against an individual on the basis of disability. These laws prohibit the MSCSA, or any of its employees, from discriminating against a qualified applicant or employee with a disability in regard to any position for which the employee is qualified. A qualified person with a disability is defined as a person who:
  - a) Has a physical or mental impairment that substantially limits one or more of life’s major activities;
  - b) Has a record of such an impairment, or is regarded as being impaired; and
  - c) Meets the skills, education, experience, and other job related requirements of the position held or desired and who, with or without reasonable accommodation, can perform the essential function of the job.

#### **Policy 2: Discrimination**

It is the policy of the MSCSA to obtain prompt and equitable internal resolution of allegations of discrimination relating to race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age, and veteran’s status.

1. The MSCSA Complaint Procedure is available to all employees and members of the MSCSA. An employee or member who pursues a complaint through this procedure shall be able to do so without reprisal.
2. Any instances of reprisal which may result from pursuit of a complaint are also grievable under this procedure.

3. This procedure is adopted by the MSCSA consistent with the provisions of Title IX of the 1972 Educational Amendments and consistent with Title VII of the Civil Rights act of 1964 and other applicable state and federal laws.

### **Policy 3: Sexual Harassment**

1. The MSCSA is committed to following the guidelines issued by the Equal Employment Opportunity Commission (EEOC) under Section 703 of the Civil Rights Act of 1964, which specifies that sexual harassment is an unlawful employment practice.
2. It is the policy of the MSCSA to promote working conditions and a working environment that is free from any form of sexual harassment. This policy is intended to provide protection to all employees, as well as applicants for employment, against sexual harassment.
3. Sexual Harassment is described as unsolicited and unwelcome behavior involving sexual advances, requests for sexual favors and other verbal and physical control of an inappropriate sexual nature. The courts view such conduct to be unlawful in the following instances, but not limited to:
  - a. When submission to such conduct is made a term or condition of employment;
  - b. When submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting such individual's employment, compensation, promotion, or job assignment;
  - c. When such conduct has the purpose of substantially interfering with an individual's work performance to create an intimidating, hostile, or offensive working environment; and
  - d. Sexual Harassment may include, but is not limited to such actions as: sex-oriented verbal "kidding", abuse or joking, subtle or overt pressure for sexual activity, brushing against another's body; or demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment status. It will also be considered sexual harassment to harass an employee because of that employee's gender, even if the harassment is nonsexual.
4. Each complaint will be given a prompt, thorough, and fair investigation to determine if the policy has been violated. In the event that the allegations are proven true, appropriate disciplinary action will be taken and the complaint resolution will be communicated to those employees involved.
5. The initial step is in filing a complaint, the specific charges of harassment must be submitted in writing with his/her supervisor or a 3rd party. The alleged harasser must be informed of the complaint within two (2) business days.
6. Individuals whose behavior is determined to be sexual harassment are subject to the most serious disciplinary actions, including suspension, demotion, or termination.
7. The MSCSA shall not retaliate in any way against an employee who has in good faith reported an incident of suspected sexual harassment.

### **Policy 4: Personnel Recruitment**

1. The recruitment, selection, and hiring of personnel shall be on the basis of qualifications and competence in relationship to the job description of the position, under the direction of the Executive Director.
2. Applications for staff positions shall be solicited through means of recruitment with the use of other mechanisms (such as the media) as is deemed necessary. Applications shall be advertised for a minimum of two (2) calendar days.
3. Advertisement, recruitment, selection, and appointment of personnel shall be made with affirmative considerations of those groups of people identified in Section 703 of the Civil Rights Act of 1964.

### **Policy 5: Probationary Status**

1. Employees of the MSCSA shall be considered on a probationary status for a period of ninety (90) days from the date of employment. Termination may occur at any time during this period without the right of appeal provided in Policy 14 unless there is evidence of discrimination or harassment on the part of the MSCSA or its employees. Acceptance of employment with the MSCSA shall constitute agreement with this provision.

2. Formal evaluation of a probationary employee's performance may be requested by the employee, the Executive Director, or the cabinet members at any time.

#### **Policy 6: Personnel Records**

1. The Executive Director shall establish at the time of employment a personnel file on each employee containing application, resume, job description, salary, and other pertinent materials, and a payroll file.
2. An employee, upon request, shall be able to view his/her file within twenty-four (24) hours of a request to do so subject to the requirements of Minn. Stat. 181.961, except for any confidential reports from previous employers.
3. Except as provided for, no information reflecting critically upon an employee shall be placed in the employee's personnel file that does not bear the signature of the employee. The employee shall be requested to sign such material to be placed in his/her personnel file provided that the following disclaimer is attached:  
"Employee's signature confirms only that the supervisor has discussed and given a copy of the material to the employee, and does not indicate agreement or disagreement."
4. If an employee is not available, or refuses to sign the statement, within a reasonable period of time to sign the material, the employer may place the material in the file provided a statement has been signed by two board members that a copy of the document was mailed to the employee at his/her address of record.
5. If the employee believes that any of the above information is incorrect or a misrepresentation of the facts, he/she shall be entitled to prepare, in writing, his/her explanation or opinion regarding the prepared material. This shall be included as a part of his/her personnel records until the material is removed.
6. Except as provided for, no grievance shall be kept in the personnel file after the grievance has been resolved except the resolution.
7. Any employee may include in his/her personnel file copies of any relevant materials he/she wishes, such as letters of favorable comment, licenses, certificates, college credits, or any material which relates credibility of the employee. This material shall be retained for a maximum of five (5) years.
8. Personnel records of employees are confidential. All requests for employment verification and references are to be directed to the Executive Director. Telephone requests for verification of employment status, job title, salary, and dates of employment will not be answered

#### **Policy 7: Working Hours**

1. Any employee's working hours may fluctuate; however, forty (40) hours per week shall constitute the normal week for a full-time employee. Other arrangements shall be made for others employed in any other way by the Executive Director.
2. Employees who are non-exempt under the Fair Labor Standards Act ("FLSA") and who work more than 8 hours in one day are encouraged to communicate with the Executive Director about taking compensatory time within the same work week on a one-hour worked to one-hour earned basis.
3. The MSCSA employees may be required to work up to forty eight (48) hours per week upon notification by the Executive Director. All FLSA exempt employees who work more than forty (40) hours during one week will be granted compensatory time at a rate of one hour for every one hour worked. All FLSA non-exempt employees who work more than forty (40) hours in one week will be granted compensatory time at a rate of one and one-half hours for every one hour worked.
4. All timing and use of compensatory hours by employees is at the discretion of the Executive Director, and compensatory hours by the Executive Director at the discretion of the President. The MSCSA will not permit any employee to earn and carry a balance of more than 120 compensatory hours during one fiscal year.
5. The MSCSA reserves the right to cancel compensatory hours at any time and without notice upon monetary payment to the employee at the employee's computed hourly wage rate for each hour of compensatory time owed to the employee.



6. Each employee who works more than four (4) hours per day shall be entitled to an unpaid meal period of no less than thirty (30) minutes, no more than sixty (60) minutes. Each employee shall have a fifteen (15) minute paid rest period during each four (4) hours of scheduled work. Rest periods may not be accumulated.
7. Office closure due to inclement weather shall be determined by the Executive Director. The MSCSA will make a good faith effort to contact employees no later than 6 AM to inform them the office will be closed.

#### **Policy 8: Employee Leave**

1. Notice: Notice of any type of leave of absence longer than three (3) work days should be made by the employee at least two (2) weeks in advance and the request must be properly approved prior to taking such a leave. Leaves of an emergency or unexpected nature shall be exempted from this requirement; however, leave requests must be submitted and approved upon the employee's return to work.
2. Parental Leave: Employees shall be granted an unpaid parental or adoption leave of absence when a natural parent or an adoptive parent requests such leave in conjunction with the birth or adoption of a child.
  - a. The MSCSA will provide up to twelve (12) weeks of unpaid leave. The leave must be initiated within six (6) weeks of the birth or adoption of a child, unless otherwise approved by the Executive Director.
  - b. The request should state the intent to return to work and the length of the leave.
  - c. The use of the twelve (12) weeks shall be at the discretion of the employee and shall be discussed with the Executive Director as to its impact on ongoing work responsibilities and other employees.
  - d. During parental leave, the employee may use paid time off, compensatory time, or leave without pay in any combination for the period of the leave. Any exceptions to the policy must be approved by the Executive Director.
3. Administrative Leave: The Executive Director may declare administrative leave for employees, when conditions are present to prevent work through no fault of the employee. The President of the MSCSA must approve administrative leave for the Executive Director.
4. Military Leave: An employee who has been ordered to active duty in cases of national emergency shall be placed on leave without pay and offered a comparable position in terms of duties and salary upon his/her return. Employees who are members of the military reserve or National Guard will receive unpaid time off for military duty and training.

#### **Policy 9: Time Off**

##### **Section A: Paid Time Off (PTO):**

1. For full-time employees paid time off shall be accumulated at the rate of twelve (12) hours per month, and shall be computed from the date of employment. An additional eight (8) hours shall be granted for each full year of service in excess of one year for a maximum of forty (40) bonus hours. Paid time off may not accrue more than five (5) weeks for employees with less than five (5) years of service with the MSCSA. Paid time off may not accrue more than ten (10) weeks for employees with more than five (5) years of service with the MSCSA.
2. Compensation for use of accrued paid time off shall be at the employee's prevailing straight time pay rate.
3. In the event of termination or resignation by an employee, any unused paid time off up to five (5) weeks shall be paid to the employee, within fifteen (15) days of the employee's termination or resignation.
4. In the event of an employee's death, all monies due him/her for accumulated paid time off and salary shall be paid as provided by law.
5. An employee who has lost work because of a job related illness or injury shall not suffer a reduction in paid time off.
6. Employees under suspension or leave without pay shall not earn paid time off during that time.
7. Employees who work thirty-two (32) hours or less a week shall accrue paid time off on a pro-rated basis.

##### **Section B: Paid Leave of Absence:**

1. **Personal Leave:** After completion of the ninety (90) day probationary period, regular full-time employees shall be entitled to two (2) days of personal leave annually. Part-time and seasonable employees shall be granted such leave after the completion of one thousand and forty (1,040) hours each fiscal year.
2. **Holidays:** The following holidays shall be recognized and paid for at the regular straight time pay rate:
  - a. New Year's Day
  - b. Martin Luther King Day
  - c. Good Friday
  - d. Memorial Day
  - e. Independence Day
  - f. Labor Day
  - g. Thanksgiving Day
  - h. Day-After Thanksgiving Day
  - i. Christmas Eve and Christmas Day

If Christmas Day falls outside of an employee's religion, a substitute holiday may be taken, e.g., Yom Kippur, Rosh Hashanah, etc. Employees can be required to work on days recognized as holidays which fall in their regular work schedules. If so, they are entitled to compensatory time.

3. **Educational Leave:** Employees may be granted educational leave, not to exceed four (4) hours per week, which shall not be charged to annual leave, on approval of the Executive Director when such education is of benefit to the corporation or is supplemental to the employee's career development plans. Educational leave in excess of four (4) hours per week will only be granted without pay. Weekly leave may not exceed six (6) hours per week.
4. **Funeral Leave:** Attendance is allowed at a funeral of the employee's immediate family (employee's parents, spouse, children, brother, sister, grandparents, or other members of the immediate household) where the employee's presence is required because of death in the immediate family of the employee or the employee's spouse or domestic partner. A maximum of three (3) days is allowed for the immediate family and one day for a friend or colleague.
5. **Jury Duty:** Employees who serve on jury duty receive the normal pay they would have earned if they were working during the period of time they are on a jury, up to two (2) weeks, less the amount they are paid for jury duty.
6. **Voting Leave:** The MSCSA will grant to all employees one hour during the working day to vote in governmental elections when it is not possible to vote outside the regular scheduled work time.

### **Section C: Unpaid Leave of Absence**

1. Employees may be granted a temporary absence without pay at the discretion of the Executive Director in instances where the work of the MSCSA shall not be seriously handicapped by the employee's absence.
2. Time spent on leave without pay in excess of fifteen (15) consecutive days shall not be considered as service in determining the employee's eligibility date for a salary increase unless such time has been spent on leave resulting from a job-incurred disability.
3. Layoff- A layoff is defined as a separation from service of a corporation for involuntary reasons, other than resignation, not reflecting discredit on an employee. An employee shall be given written notice of layoff at least fifteen (15) calendar days before the effective date, stating the reason for the layoff. The layoff procedure shall occur in the following manner:
  - a. The Executive Director shall determine the specific positions to be vacated and employees in those positions notified of layoff.
  - b. Regular employees shall be laid off in the following manner: first part-time, then full-time.

## **Section D: Sick Leave**

The Executive Director:

1. Shall grant sick leave without pay for any job-incurred injury or illness for a period, which shall terminate upon demand by the employee for reinstatement accompanied by a certificate issued by the duly attending physician that the employee is physically or mentally able to perform the duties of the position.
2. May grant sick leave without pay for any non-job incurred injury or illness to any employee upon request for a period not to exceed one year. Extensions of sick leave, without pay, for a non-job incurred injury or illness beyond one year must be approved by the Executive Director and the Cabinet.
3. May require that the employee submit a certificate form the attending physician or practitioner in verification of disability resulting from a job-incurred or non job-incurred injury or illness. Any cost associated with the supplying of a certificate concerning a job-incurred injury or illness that is not covered by Worker's Compensation benefits shall be borne by the MSCSA. In the event of a failure or refusal to supply such a certificate, or if the certificate does not clearly show sufficient disability to preclude that employee from the performance of his/her duties, such sick leave without pay may be canceled and the employee's service terminated.

## **Policy 10: Job Protection for On-The-Job Injuries**

1. An employee who has sustained a compensable injury shall be reinstated to his/her former employment of the employee's choice within the office which the Executive Director has determined is available and suitable upon demand for such reinstatement and provided that the employee is not disabled from performing the duties of such employment.
2. Certification by a physician that approves the employee's return to his/her regular employment shall be prima face evidence that the employee should be able to perform such duties.
3. All employees of the MSCSA shall be covered by Worker's compensation.

## **Policy 11: Position Descriptions and Work Plans**

1. Individual position descriptions shall be reduced to writing and delineate the duties currently assigned to an employee's position. A dated copy of the position description shall be given to the employee upon assuming the position and at such time the position description is amended. The individual position description shall be subject to at least an annual review with the employee and any changes shall be developed by the employee and his/her supervisor. Nothing contained herein shall comprise the right or responsibility of the Executive Director to assign work consistent with the parameters of the position description.
2. When an employee makes a written request to his/her supervisor for a work plan, the supervisor and the employee shall mutually develop such a work plan within a reasonable period of time. Each work plan shall delineate job requirements, expectations or objectives requested by either the employee or the supervisor.
3. Whenever there is a substantial increase in work load or a directive issued by the Cabinet that could cause the employee to substantially deviate from the previously agreed upon work plan, the employee may initiate and the supervisor shall mutually develop an adjustment of the work plan to set priorities which allow the employee to carry out the work plan, the promotions of the work plan that the supervisor and employee have agreed on shall become the mutually developed work plan. The supervisor then shall discuss the problem areas with the employee, reduce the discussion to writing with a copy to the employee and notify the employee the full work plan is in force, and allow the employee time for corrective action.

## **Policy 12: Performance Evaluations**

The objective of performance evaluations is to evaluate and improve the professional image of the MSCSA in the academic and political communities via a greater understanding between the MSCSA's Cabinet and the Executive Director, and between the Executive Director and staff members. The performance evaluations are also designed to assist the employees in personal and professional development and should be used, therefore, as a management tool to assess the progress of each employee towards the objective of his/her job description and to determine eligibility for promotions and salary increases.

## **Section A: Semi-Annual Evaluations of the Executive Director:**

1. Commencing one quarter after the date of employment, written semi-annual performance evaluations shall be prepared by the President which address the provisions of the Executive Director's job description and presented to the Governing Council in Executive Session.

2. The following process shall be adhered to in evaluating the Executive Director:
  - a. The President will prepare a draft of the evaluation and discuss the draft with the Executive Director;
  - b. The GC, in Executive Session, will discuss the draft with the Executive Director present;
  - c. The President will prepare a final, formal evaluation to be included in the Executive Director's personnel file;
  - d. The Executive Director shall have the opportunity to provide his/her comments to be attached to the performance evaluation. The submission of any comments shall not abridge the right of the Executive Director to grieve the performance evaluation; and
  - e. The Executive Director shall sign the performance evaluation and that signature shall only indicate that the Executive Director has read and received the performance evaluation.

**Section B: Semi-Annual Evaluations of the Staff by the Executive Director:**

1. A written evaluation, commencing six (6) months from the date of employment, relating to the provisions of the staff member's job descriptions, will be conducted by the Executive Director for all paid staff members.
2. The Executive Director will discuss the evaluation with the employee during its preparation, before it becomes a permanent part of his/her personnel file.
3. Every employee shall have the opportunity to provide his/her comments to be attached to the performance evaluation. The submission of any comments shall not abridge the right of the employee to grieve the performance evaluation.
4. The employee shall sign the performance evaluation and that signature shall only indicate that the employee has read the performance evaluation.

**Section C: All Performance Evaluations**

1. All performance evaluations shall be rated in the following or similar manner:
  - a. Makes superior contributions in major areas;
  - b. Exceeds performance requirements in major areas;
  - c. Performs requirements of the position in satisfactory manner;
  - d. Performs requirements of the position in a less than satisfactory manner; and
  - e. Fails to meet performance requirements in major areas.
2. All performance evaluations shall consider the following criteria:
  - a. An individual position description or work plan, reduced to writing. Employees with work plans must have them in writing and must have been developed at least ninety (90) calendar days prior to the completion of the performance evaluation period;
  - b. Written memorandum, when necessary; and
  - c. Disciplinary action(s).

**Policy 13: Discipline, Reprimands, & Discharge**

Discipline, reprimands, or discharge may result for many reasons including, but not limited to:

1. Inappropriate behavior or unsatisfactory performance. Inappropriate behavior is defined as including, but not limited to, misbehavior on the job, refusal to do work as described in job descriptions, wrongful use of or taking property of an associate of the association, conviction of a felony, or violation of any policies or practices of the MSCSA;
2. Termination for misconduct requires no prior notice. Unsatisfactory performance means failure of an employee to meet performance standards; to complete tasks in a timely, competent way; or to maintain an adequate attendance record. Uncooperative behavior or negative attitudes that affect the work or morale of others may result in termination. Individuals who are terminated will be notified in writing;

3. An employee may receive a written reprimand, a copy of which will be placed in the employee's personnel file, for any of the following reasons:
  - a. Failure to adhere to any part of these personnel policies and procedures;
  - b. Conduct in a manner reflecting discredit on the MSCSA;
  - c. Unauthorized leave of absence;
  - d. Any failure in job performance not sufficient to warrant suspension or termination; and
  - e. Any other just cause the Executive Director or the President may deem sufficient.
4. Two (2) written reprimands within a six (6) month period may be considered grounds for suspension or terminations. All reprimands shall be discussed personally with the employee and may be appealed through the established grievance procedure;
5. The MSCSA is committed to a drug free environment. Any employee, officers, GC member, Platform Committee member, or the MSCSA member using illegal substances while at work, or on a break from which that person will be returning to work, will be subject to discipline and possible termination, in addition to possible criminal prosecution;
6. An employee may be suspended without pay for a period not to exceed thirty (30) calendar days for any of the following reasons:
  - a. Insubordination;
  - b. Recurring failure to adhere to any part of these personnel policies and procedures;
  - c. Recurring conduct in a manner reflecting discredit to the MSCSA;
  - d. Recurring unauthorized leaves of absence;
  - e. Recurring failure in job performance not sufficient to warrant termination; and
  - f. Any other cause the Executive Director or President may deem sufficient to warrant such suspension.
7. Other than for misconduct, unsatisfactory performance, or uncooperative behavior, an employee may also be disciplined, including but not limited to termination, in accordance with the following provisions:
  - a. A written pre-dismissal notice shall be given to a regular status employee against whom a charge is presented. Such notice shall include the known complaints, facts and charges, and a statement that the employee may be dismissed.
  - b. The employee shall be afforded an opportunity to refute such charges or present mitigating circumstances to the Executive Director within seven (7) days of receipt of pre-dismissal notice.
  - c. If a satisfactory resolution fails to be achieved, the employee shall be afforded the opportunity to present his/her case to the President. The employee shall be permitted to have an official representative present.
  - d. At the discretion of the Executive Director, the employee may be suspended with or without pay or be allowed to continue to work, as specified within the pre-dismissal notice.
  - e. In the case of the Executive Director being the employee receiving the pre-dismissal notice, the President shall assume the responsibilities of the Executive Director in the termination process.
  - f. Upon termination or separation of an employee's employment at the MSCSA, he/she may be eligible for a continuation of insurance coverage under Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

**Policy 14: Grievance Procedures & Appeals**

1. Every non-probationary employee shall have the right to appeal a disciplinary action, a performance evaluation, or a denial of a salary increase to the Executive Director within ten (10) calendar days of the occurrence of the action being appealed and containing the employee's reason for appealing the action.
2. Probationary employees who allege discrimination or harassment shall be allowed the same right to appeal as provided in this policy to regular status employees.
3. Grievances are defined as acts, omissions, applications, or interpretations alleged to be violations of the terms or conditions of these personnel policies and procedures, unjust or inequitable acts, or personnel action alleged to be arbitrary or contrary to law or rule, or taken for political reasons.

4. Grievances must be initiated within thirty (30) calendar days of the time the grievant knows, or by reasonable diligence should have known, of such acts and omission and shall be processed pursuant to these personnel policies and procedures.
5. The Executive Director must receive a copy of all grievances within eight (8) hours of initiation of the grievances. The Executive Director must personally discuss the grievance with the employee, providing ample opportunity for the employee to present his/her case. Within fifteen (15) calendar days, the Executive Director must submit a written statement to the employee, either granting or denying the appeal and stating the reasons for such decision.
6. If the grievance is not resolved through the provisions outlined herein, the employee may file the grievance with the President for determination within fifteen (15) calendar days after receiving the grievance. The President shall respond within fifteen (15) calendar days.
7. If the grievance is not satisfactorily resolved by the President through the provisions outlined herein, the grievance may be submitted to the Cabinet. Within fifteen (15) calendar days of the receipt of the grievance, the Cabinet shall set a date for a grievance hearing, at which the employee may be accompanied by an official representative. The proceedings of the hearing must be conducted in Executive Session and all records are to be confidential. Within seven (7) calendar days of the hearing, the Cabinet must submit a written statement of the employee, either granting or denying the appeal and stating the reasons for such a decision.
8. If the Executive Director initiates the grievance, the responsibilities delegated to the Executive Director in the grievance process shall be assumed by the President of the association.
9. The Cabinet shall be the final authority in the internal appeals process. In the case of the Executive Director, the GC shall be the final authority in the internal appeals process.

**Policy 15: Resignation**

Employees shall submit written notification of resignation to the Executive Director fifteen (15) days prior to actual resignation. Resignations shall be consistent with any written employee contract.

**Policy 16: Salary Administration**

1. Salary administration shall be based upon a performance evaluation system and on the availability of funds for such purpose.
2. The MSCSA shall use a scale for salary raises. Annual raises shall be three percent (3%) plus inflation from the starting salary for the employee for the first fifteen (15) years of employment and solely on inflation each year thereafter.
3. The General Assembly or Governing Council may amend the salary scale by a two-thirds (2/3) vote.

**Policy 17: Whistle-blower Protection:**

**Preamble:** It is the policy of the MSCSA to allow its employees to report legitimate violations of federal, state or local laws to the appropriate government bodies without fear of retaliation.

**1. Generally:** The MSCSA shall not discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because:

(a) the employee, or a person acting on behalf of an employee, in good faith, reports a violation or suspected violation of any federal or state law or rule adopted pursuant to law to the MSCSA pursuant to its internal procedures for such rule violation or to any governmental body or law enforcement official;

(b) the employee is requested by a public body or office to participate in an investigation, hearing, inquiry;

(c) the employee refuses an order to perform an action that the employee has an objective basis in fact to believe violates any state or federal law or rule or regulation adopted pursuant to law, and the employee informs the MSCSA pursuant to its internal procedures that the order is being refused for that reason;

The disclosures protected pursuant to this section do not authorize the disclosure of data otherwise protected by law.

**2. Confidentiality:** It is the MSCSA's intent to keep confidential the identity of any employee making a report as described in Section 1. Pursuant to its internal procedures, The identity of an employee providing information under section 1, clause (b) of this policy, shall be kept confidential by the MSCSA if:

(a) the employee would not have provided the information without an assurance that the employee's identity would remain private, because of a concern that the MSCSA or officers thereof would commit an action prohibited under Section 1 or that the employee would be subject to some other form of retaliation; or

(b) the entity to which the report is made reasonably believes that the employee would not have provided the data because of that concern.

If the disclosure is necessary for prosecution, the identity of the employee may be disclosed but the employee shall be informed prior to the disclosure.

**3. Good faith:** This section does not permit an employee to make statements or disclosures knowing that they are false or that they are in reckless disregard of the truth, and does not protect an employee for doing so. Anyone filing a complaint concerning a violation or suspected violation of the Policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**4. Collective Bargaining:** This section does not diminish or impair the rights of a person under any collective bargaining agreement.

**5. Limitation:** This Policy does not permit disclosures that would violate federal or state law or diminish or impair the rights of any person to the continued protection of confidentiality of communications provided by common law.

**6. Reporting a Violation:** The MSCSA has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's immediate supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director or an elected Officer whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the law to the MSCSA President.

**7. Confidentiality:** Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**8. Scope:** This policy is not intended to apply to the members or elected members of the Minnesota State College Student Association.

**\*\* Last reviewed and modified at the 2011 Spring General Assembly, Effective: July 1, 2011.**

# MSCSA Platform Document

## Article I: Mission Statement

### Section A: Mission Statement

The Minnesota State College Student Association (herein referred to as the MSCSA) is an association of Minnesota's public two-year college students, which works to ensure accessible, quality, and affordable public higher education while providing students with representation, leadership development, and communication across the state.

## Article II: Federal Legislative Issues

### Section A: Financial Aid and Loan Programs:

#### MSCSA Supports:

1. Financial aid based entirely on income of the family, rather than the cost of the institution.
2. Full funding of the authorized Pell Grant award for all eligible students.
3. Additional increases in the Income Protection Allowance to aid part-time students.
4. Entitlement status for the Pell Grant Program.
5. Increased funding and availability of the SEOG, and expanding award eligibility to non-Pell qualified students.
6. Efforts to simplify the application process for all forms of financial aid.
7. Assistance in completing the application process for all forms of financial aid at no cost to students.
8. Timely disbursements of financial aid by the tenth day of classes.
9. Efforts to simplify the process to attain independent student status and grant independent student status at the age of 19, if the student so chooses.
10. Providing campus financial aid directors greater flexibility under the "professional judgment" rule to grant a student "independent" status for the purposes of determining financial aid eligibility. The Department of Education should also establish uniform standards to guide campus financial aid directors using the rule.
11. Legislation that would remove the drug and selective service line-items from the FAFSA application form.
12. Lower, fixed interest rates on all federal student loans and retaining the "in-school" interest subsidy for undergraduate subsidized Stafford Loans.
13. A minimum 12-month repayment period, excluding the grace period, for all student loans.
14. Continuation and increased funding and availability for the Carl D. Perkins Fund.
15. Reforming the federal government's method of calculating student loan default rates in a way that more accurately reflects the actual rate of student loan defaults.
16. Retaining the 6-month grace period for all federal loans.
17. Expanded loan forgiveness programs.

#### MSCSA Opposes:

1. Reductions to aid programs.
2. Using students' social security numbers as identification numbers, unless such use is already required by federal or state law.
3. Limiting borrowers to a one-time consolidation.
4. The Federal Satisfactory Academic Progress criteria preventing any student from receiving federal financial aid.



5. Frontloading of the PELL Grant.
6. Filing fees for financial aid programs.
7. Limiting the semesters of eligibility for the Pell Grant.

**Section B: Other Federal Issues:**

**MSCSA Supports:**

1. The continued re-authorization of the Higher Education Act of 1965.
2. Increased accessibility and funding for all child care programs.
3. Increased funding and expanded eligibility for the Child Care Access Means Parents in School (CCAMPIS) program.
4. Increased funding and expanded eligibility for the Federal Work Study program.
5. Expanded work study opportunities in the public, educational, community, health care, non-profit and for profit sectors.
6. Students receiving the full benefit of the work study grant entitlement.
7. Student organizations' right to organize at the federal level.
8. The continuation of the U.S. Department of Education as an individual cabinet level department.
9. Tax deductions for interest assessed on all educational loans.
10. Tax credits for tuition paid, books, educational materials, computers and interest assessed on all educational loans.
11. Refundable higher education tax credits.
12. Federal legislation that requires practices of publishers, bookstores, and institutions that lower textbook costs for students.
13. Making the U.S. Department of Education's Shopping Sheet mandatory for all colleges and universities across all sectors.

**MSCSA Opposes:**

1. Repeal of the "90/10" rule.

**Article III: State Legislative Issues**

**Section A: Tuition, Financial Aid, and Bonding:**

**MSCSA Supports:**

1. Making M.S. 135A.01 binding upon the Minnesota State Legislature, which would require the state pay at least 67% of instructional costs at all public colleges/universities, with students responsible for the remaining 33%.
2. Affordable, predictable tuition for all public higher education students through increased appropriations from the state legislature to the MnSCU base budget, tuition limits, and other affordability initiatives.
3. Legislation that would make the first two years of public college tuition-free.
4. In state tuition rates for current and former U.S. military members and their spouses and their dependent children.
5. Expanded Loan forgiveness programs for individuals in public service.
6. Allowing any increases in the Pell Grant to "pass through" the state grant formula without penalizing the student's state grant award, or decoupling the Pell Grant from the state grant award calculation.

7. Priority being given to public sector students over private sector students in the state grant formula.
8. Establishing an income cap for students receiving the Minnesota State Grant.
9. Basing Minnesota State Grant awards on the incomes of students with an accurate accounting of their family share.
10. Allowing students to retain Minnesota State Grant program eligibility up to the completion of a baccalaureate degree.
11. Increasing the Living and Miscellaneous Expense allowance (herein referred to as LME) with the cost of living.
12. Directing state-generated gambling proceeds towards higher education.
13. Creating a campus or MnSCU system-based grant program.
14. All fees to be included in the calculations of the Minnesota State Grant formula.
15. Increased appropriations for the Minnesota State Grant.
16. Equitable treatment of part-time students and full-time students in the state grant formula.
17. Exempting MnSCU from the one-third debt service requirement for capital bonds.
18. The use of Higher Education Asset Preservation and Replacement (herein referred to as HEAPR) funds to allow campuses to engage in demolition and comply with the Americans with Disabilities Act (Already in current law, MN Statutes 135A.046 Subdivision 2).
19. A bonding bill in which MnSCU receives a significant investment in building construction/repair to ensure safe, quality, and sustainable facilities.
20. Legislative review of reciprocity agreements every five years.
21. Fair reciprocity agreements with neighboring states and provinces.
22. Requiring the Minnesota Office of Higher Education (herein referred to as OHE) to annually report to the legislature regarding Minnesota student's participation in tuition reciprocity and students from other states receiving reciprocity in Minnesota.
23. The elimination of all non-resident tuition rates.
24. Efforts to make any student that completed three years of high school in Minnesota eligible for all forms of financial aid.
25. Tuition relief, affordable textbooks, and maintaining/enhancing student services shall be the budgetary priorities for MSCSA.

**MSCSA Opposes:**

1. The implementation of a voucher system in Minnesota.

**Section B: Other State Issues:**

**MSCSA Supports:**

1. Student organizations in their continued efforts to organize at the state level. Moreover, local public two-year college student governments support Minnesota State Statute 136F.22, which gives students a vehicle to advocate their concerns on higher education issues to various government entities.
2. Allowing students to retain eligibility for the Minnesota Post-Secondary Child Care Grant program up to the completion of a baccalaureate degree.
3. A tuition-setting model that is tied to a national inflation index.

4. The creation and increase of childcare centers on campus, allowing students majoring in childcare or development priority in staffing.
5. Raising the award cap and expanding funding for the Minnesota Post-Secondary Child Care Grant program to reflect actual child care costs.
6. A reduction in the credits necessary to qualify for the maximum Post-Secondary Child Care Grant.
7. Increased funding and expanded eligibility for the State Work Study program.
8. Allowing MnSCU to reallocate any unexpended work-study and Minnesota Post-Secondary Child Care Grant Program dollars amongst students at system schools before returning program funds to the OHE.
9. An annual refundable tax credit for higher education costs.
10. An annual tax credit for education-related computer and book expenses.
11. Academic licenses for full software and other technology that increases access for students.
12. Increased state appropriations to MnSCU to offset the cost of technology and equipment at public two-year institutions.
13. Lowering the legal age for running for state and local elected office to 18.
14. Allowing MFIP participants to enroll in post-secondary education beyond 24 months while enrolled in MFIP.
15. The substitution of a credit hour for a work hour to count towards the 20 hour minimum as required by the MFIP program.
16. Lowering the working hour requirements for MFIP program pertaining to full-time students to 10 hours per week.
17. The creation and implementation of a textbook rental program or other alternative programs designed to reduce the cost of all textbooks at each college.
18. The ongoing efforts and purpose of the Student Advisory Council (herein referred to as SAC).
19. The consultation of SAC prior to any significant transfer of funds between the child care, work study and Minnesota State Grant programs by OHE.
20. Changes in the Minnesota State Grant formula to aid part-time students.
21. Legislation that recognizes the need of the family based on their income, rather than the cost of the institution the student attends.
22. Continued funding and facility space for campus veteran regional coordinators and resource centers through the Minnesota Department of Veteran Affairs.
23. Continuation of same-day voter registration in Minnesota for all elections.
24. Prioritizing the use of general obligation bonds over revenue fund bonds for the construction of new student and wellness centers at two-year colleges.
25. Increased mental health and disability services in the two-year college system.

**MSCSA Opposes:**

1. Sale or provision of a student's personal information by college campuses to marketing companies or companies marketing products directly to students.
2. Making student life fees or student association fees optional.

3. All public bus service cuts to any educational institutions.
4. The bundling of textbooks with other media that is not required by the instructor of the class.
5. Instructors receiving any gifts from publishers for using that publisher's textbooks.
6. All efforts to impose a high tuition/high financial aid model on public higher education.

#### **Article IV: Local and Campus Issues**

##### **Section A: Local and Campus Student Issues: MSCSA Supports:**

1. Credit-weighted campus registration policies that give priority to students with more accumulated credits.
2. A working relationship between CSG's and their campus administration.
3. Each student enrolled with at least one credit to have the right for representation and involvement in any and all campus-based decision-making.
4. The Minnesota Open Meeting law (M.S. 471.705).
5. Student governments conducting a yearly review of all fees.
6. Requiring CSG approval of any campus technology and student fees increase.
7. Increased access to absentee balloting.
8. The right of students to conduct voter registration campaigns on campus with support from the administration and without interference.
9. Locating polling stations on campuses with enrollments of 500 FYE or more.
10. Campus administrations' compliance with Minn. Stat. 201.1611 and the federal Higher Education Act, which require colleges to provide voter registration cards.
11. Any legislation that makes it easier for a student to show proof of residence as it relates to voting.
12. The allocation of Student Life dollars solely for student approved activities.
13. Exclusive student control over all Student Life money.
14. Culturally diverse activities at its conferences and on CSG's campuses.
15. Disability sensitivity programming at its conferences and on its CSG's campuses.
16. Campus compliance with the Americans with Disabilities Act.
17. Requiring campus child care centers, with available openings, to give priority to those students with children that are enrolled at that campus.
18. Setting wages for on-campus and/or off-campus work study/student workers at a competitive rate above the minimum wage.
19. Increasing work study wages annually to compensate for inflation.
20. Students having easy access to affordable and quality health care at all public two-year colleges through the campus health service.

21. Improved technology training on the system's instructional management system for all faculty and on online learning for those who teach online/distance learning courses.
22. A yearly evaluation on campuses, with student input, of the quality of classes offered online.
23. Student involvement in all campus hiring processes.
24. MnSCU and campuses providing resources to aid all students, including international students, in understanding financial literacy and filing state and federal tax returns.
25. System-wide digital and financial literacy trainings that each campus would provide at no cost to students.

**MSCSA Opposes:**

1. Any fee charged against cashing, accessing, or spending financial aid, state grant, student payroll, or stipend funds.
2. Any legislation that restricts a student's ability to vote at the precinct in which they currently reside.
3. Discrimination on the basis of race, color, religion, gender, and sexual orientation, veteran's status, marital status, national origin, age, mental or physical disability status due to public assistance, or any other group or class against which discrimination could occur.
4. Using student technology fees to fund technology improvements purchases not directly beneficial or accessible to all students.
5. Mandating the off-campus purchase of laptops and equipment valued over \$200.00 before financial aid is disbursed.
6. Higher tuition costs and/or fees for taking online/distance classes.

**Article V: International**

**Section A: International Student Issues:**

**MSCSA Supports:**

1. Legislation that clarifies the collection process of the SEVIS fee.
2. International students obtaining a temporary social security number, regardless of working or job status.
3. Campuses utilizing their existing discretionary authority (as described in MnSCU Board Policy 2.2, Part 2, Subpart C, #7) to grant "in-state" tuition rates to international students.
4. International students paying in-state tuition after obtaining residency in Minnesota for 12 consecutive months.
5. Improved campus-level advising services for international students.
6. International students and the integral diversity and global perspectives they bring to a campus community.
7. MnSCU and campuses providing resources to aid international students in understanding and filing state and federal tax returns.

**MSCSA Opposes:**

1. The collection of the SEVIS fee from international students.

**Article VI: Minnesota State Colleges and Universities (MnSCU)**

**Section A: MnSCU Student Issues:**

**MSCSA Supports:**

1. The continuation of three voting student members on the MnSCU Board of Trustees.
2. Allowing the statewide student associations to appoint their respective student trustees to the MnSCU Board of Trustees.
3. A fair allocation model that provides accessibility to affordable and quality educational programs for all students attending Minnesota's public two-year colleges.
4. MnSCU institutions utilizing their full allocation of student work study and child care dollars to avoid any return of unused funds to OHE.
5. The promotion of off-campus work study and internship opportunities with non-profit and for-profit groups.
6. The Board of Trustees' enforcement of MnSCU policies requiring student representation on all committees that affect students.
7. Appointing two students to presidential search committees.
8. A mandatory notification period of no less than two weeks for the appointment of student representatives to campus committees whose work directly affects students before committee work can begin.
9. Penalty-free deferments of tuition payments.
10. The appointment of at least one member of MSCSA to Vice Chancellor or Chancellor Search Committees.
11. That the MnSCU Board of Trustees consults with the statewide student associations on its evaluation of the Chancellor.
12. CSGs reporting to the Board of Trustees on the consultation process between the CSG and campus administration, particularly regarding CSG approval or non-approval of campus tuition proposals.
13. Increased accountability of chief campus administrators.
14. That campus reserves not exceed 5% of its yearly general operating revenue and any balance over 5% be used to reduce future tuition increases.
15. That student activity fees be spent exclusively on student approved activities.
16. That CSGs have exclusive authority over all student fee derived revenues.
17. The continuation of MnSCU Board Policy 2.3 and Procedure 2.3.1 as they relate to student involvement in decision-making.
18. The right of students to be recognized and heard in all matters as they relate to decision-making with regard to the fulfillment of their higher education.
19. A system-wide application process with a one-time fee.
20. Allowing students to evaluate instructors no less than on a semester basis and for colleges to follow up with instructors who receive poor evaluations.
21. A uniform instructor evaluation process within all MnSCU institutions.
22. Universal transfer of all academic credits between MnSCU colleges, the University of Minnesota, and the private college system.
23. Seamless transfer of all academic credits between all MnSCU institutions, standardized equivalencies across all MnSCU schools, and policies aimed at simplifying the transfer process.

24. Seamless registration and financial aid for MnSCU students that are transfer students within the MnSCU system or concurrently enrolled in more than one MnSCU institution.
25. Efforts aimed at limiting students' out-of-pocket costs for textbooks and other instructional materials.
26. Ensuring that textbooks and other instructional materials are easily accessible in a variety of formats to all students.
27. State-wide maximums for all student fees levied by campuses.
28. Development of system-wide criteria for setting differential tuition rates.
29. Expanded availability of discounted and free software licenses and information technology support for MnSCU students.
30. Expanded healthcare coverage options for students and widespread marketing of available policy options.
31. Mandatory system-wide training or proficiency standards for all faculty regarding best practices for teaching online classes.
32. System-wide quality standards for online and hybrid classes.
33. Consultation with MSCSA leadership and local students on all revenue fund projects proposed for the next 5-10 years.
34. Access to low cost or free online and Adult Basic Education courses to meet development education requirements.
35. Appropriate classification within policy which recognizes and assists in the language learning needs of ESL students to ensure that students have adequate time for the translation of assignments, test, and quizzes.
36. Increased collaboration to facilitate successful transitions from all K-12 schools to colleges within MnSCU.

**MSCSA Opposes:**

1. Campuses mandating full payment of tuition prior to the first day of class.
2. Fees for dropping/adding classes prior to the first day of class.
3. Collecting fees and/or mandatory costs to support mandatory health insurance plans for students.
4. Construction of revenue fund projects without local student support.
5. Any third party product or service that would hinder a student's access to education.

**\*\* Last reviewed and modified at the 2013 Fall General Assembly, Effective: October 18, 2013.**

## **MSCSA Miscellaneous Policies, Procedures, Rules & Other Documents**

### **Cash Management Procedure**

The association may utilize cash received from an association account at special events and while selling promotional items.

The cash withdrawal, not exceeding \$200, will be utilized for providing monetary change at these events in accordance with the following guidelines:

1. All cash withdrawals must be signed and authorized by two of the following four: President, Treasurer, Vice President, or the designated staff member. The President and the Treasurer are the primary signers;
2. The cash box shall be stored in a secure area when it isn't being utilized during the event;
3. The treasurer and another officer or staff member must verify the amount of cash in the cash box prior to the event and also after each use at an event;
4. Immediately after the event the treasurer and another officer or staff member must verify the amount of cash on hand and reconcile the cash to the numbered receipts or raffle tickets used during the event;
5. A report form must be utilized at the event for keeping track of the cash and signed by both the treasurer and another officer or staff member; a report form separate from normal events must be used for all Scholarship fundraising endeavors.
6. After the event the designated staff member is responsible for depositing the cash in to an appropriate account within two business days following the event; and
7. The executive director will verify that the amount of cash deposited is reconciled with the report signed by the treasurer and another officer or staff member.

**\*\*Last reviewed and modified at 2012 Spring General Assembly, effective July 1, 2012.**



## Minnesota State College Student Association Code of Conduct

### **Section A: Purpose**

The purpose of the MSCSA Conference is to promote education and student leadership within MnSCU, the Minnesota State Legislature, Congress, and other higher education affiliates. In order to better provide an exceptional learning atmosphere, the MSCSA Code of Conduct (herein after referred to as the Code) was established. This Code applies to both students and advisors.

### **Section B: Code of Conduct**

All students and advisors agree to abide by the Code when representing the MSCSA. Students and advisors will represent themselves, their college, and the MSCSA in a professional manner. Students and advisors will act in a responsible manner and take part in all assigned meetings and workshops.

Students and advisors acknowledge that any violation\* of the following may result in removal from a MSCSA event:

1. Any Consumption of alcohol by a minor;
2. Any excessive use of alcohol or any other mood altering chemicals;
3. Use of any illegal chemical substances;
4. The destruction, or removal, of any public and/or private property;
5. Furthermore, students and advisors agree to pay for all damages/losses incurred by their actions;
6. Any excessive noise, and/or profanity which cause a disturbance to others; and
7. Any other act, behavior, or illegal activity which brings disgrace to the MSCSA.

\*The determination of circumstances which are in violation of the Code will be made in accordance with the MSCSA Complaint Procedures and/or by action of the MSCSA Conduct Committee.

**\*\* Last reviewed and modified at the 2011 Spring General Assembly, Effective: July 1, 2011.**

# **Minnesota State College Student Association** **Complaint Procedures**

## **Section A: Purpose**

The Complaint Procedures are meant to provide fair and expeditious resolutions to problems with and violations of the policies, procedures, and/or rules of the MSCSA. These procedures are meant to further the empowerment and leadership of the members in the MSCSA, in addition to providing a quasi-judicial forum for determining and resolving disciplinary issues.

## **Section B: Jurisdiction**

These Complaint Procedures are in force at any MSCSA supported meeting, event, program, position, communication, function, travel, or gathering. These Procedures apply to any behavioral misconduct by a member, employee, or agent of the MSCSA. Members continue to be subject to applicable city, state, and federal laws, and any violations of these laws may also constitute violations of the MSCSA policies. In such situations, the MSCSA may proceed with Complaint Procedure independent of any civil or criminal proceeding involving the same conduct and the MSCSA is not bound solely by determinations of civil or criminal proceedings.

## **Section C: Definitions**

1. Complainant: The person who initiates the complaint process by filing a written complaint. Shall serve as a witness in any proceedings, but have no responsibility for investigating.
2. Complaint Committee: The committee responsible for hearing complaints under Hearing Procedure, and consists either of the Conduct Committee or the GC.
3. Days: Unless otherwise noted, all references in these policies refer to calendar days, excluding the day on which the event occurred. Thus, if a participant has five days within which to act, the five day period commences on the first calendar day following the day the participant first was given a notice. Timing may be extended if extenuating circumstances exist upon request to the Judicial Officer at the sole discretion of the Judicial Officer. The Judicial Officer shall, within his or her sole discretion, have the final decision as to whether timing should be extended and for the length of any extension.
4. Judicial Officer: The MSCSA official responsible for controlling the Complaint Procedure and supervising the investigation of any alleged violation. The Judicial Officer will also present the results of this investigation to the Conduct Committee.
5. Participant: Any individual who is involved in the Complaint procedure, including the Complainant, Judicial Officer, Respondent, the Complaint Committee, the Presider, all potential witnesses, and any advisor to any other participant.
6. Respondent: The alleged violator of the MSCSA policies against whom a Complaint has been filed.
7. Complaint: Any person may make a complaint to the Executive Director alleging a violation of any applicable MSCSA policy, procedure, and/or rule by a member, employee, or agent of the MSCSA. The complaint may stem from any witness account, investigation, or civil or criminal complaint.

## **Section D: Complaints**

1. The complaint shall state the alleged violator's name, a statement of alleged facts that gave rise to the situation, and a statement of the policy, procedure, and/or rule that has allegedly been violated.
2. The complaint must also be signed by the Complainant; this identity may be concealed in certain cases to protect the Complainant if the Judicial Officer determines that it would further the investigatory or deliberative process.
3. The complaint shall be filed with the Executive Director, who shall become the Judicial Officer for this Complaint.
4. In the event that the Executive Director is the Respondent, the complaint shall be filed with any member of the Conduct Committee and the Chair of the Conduct Committee shall become the Judicial Officer.
5. The Executive Director may make a complaint on behalf of the MSCSA. In such a situation, the complaint shall be filed with any member of the Conduct Committee. The Executive Director shall remain the Judicial Officer, unless

the Executive Director is a witness to the matters set forth in the complaint. In such a case, the Judicial Officer shall be the member of the Conduct Committee receiving the complaint.

6. The Judicial Officer shall make a determination as to whether the complaint can be resolved through Mediation Procedure or whether the Complaint must utilize hearing procedure.

#### **Section E: Mediation**

The purpose of Mediation is to hold a forum for the mediation of behavioral or conduct issues outside the realm of disciplinary action on behalf of the MSCSA. As such, the MSCSA holds this process for the convenience of its members and not as quasi-judicial function; it is not a meeting open to the public, and instead, is meant to allow the Complainant and Respondent to work issues out themselves in a structured setting, with assistance of the MSCSA if necessary.

#### **Section F: Notice of Mediation**

1. The Judicial Officer shall notify the Respondent of the complaint, and shall provide a copy of the complaint to Respondent, within five (5) days after receiving the filing of the complaint.
2. The notice requirement shall be satisfied by any means likely to apprise Respondent of the existence of the complaint and the charges against the Respondent. Sending a copy of the complaint to Respondent by certified or registered mail to Respondent's last known address on file with the MSCSA is sufficient to satisfy this requirement.
3. The notice shall also provide contact information for the Respondent to reply to the notice or contact the Judicial Officer.

#### **Section G: Mediation Meeting**

The Judicial Officer shall set a time and at reasonable location for the Complainant and Respondent to meet with the Judicial Officer and any other person, as may be deemed appropriate, according to the Judicial Officer. The purpose of this meeting is to settle disagreements regarding conduct which may be offensive to the Complainant and could be resolved without involving a hearing procedure, or for minor policy violations in the determination of the Judicial Officer.

#### **Section H: Mediation Resolution**

1. The Complainant and Respondent, after conference in the Meeting, shall attempt to reach an agreement and to draft a resolution satisfactory to both parties.
2. The resolution is private data, but may be accessible in subsequent investigations or hearing procedures.
3. If the Complainant and Respondent are unable, in good faith, to draft an agreed resolution, the process will continue through hearing procedure.
4. If the Complainant or Respondent fail to uphold the agreement set forth in the resolution, the process shall continue through hearing procedure upon the filing of a complaint.

#### **Section I: Hearing Procedure**

1. The Judicial Officer shall provide notice to the Respondent pursuant to Section F.
2. Respondent must reply in writing within seven (7) days after receipt of the complaint, in writing, to the Judicial Officer.
3. In this reply, Respondent must admit or deny the alleged violations.
4. If Respondent fails to reply or denies the allegations, the hearing procedure will continue. The absence of a reply will be noted in any hearing or report and may be considered as an admission of the matters set forth in the complaint.
5. If Respondent admits the alleged violations:
  - a. The Judicial Officer shall meet with the Respondent to determine appropriate sanction for the violations;
  - b. The sanction thus determined by the Judicial Officer must be approved by the Complaint committee, after reviewing the complaint and reply;

- c. If the sanction determined by the Judicial Officer is not appropriate to the Complaint Committee, the Complaint Committee shall direct the Judicial Officer and Respondent to revise the sanction, and may provide non-binding recommendations; and
- d. If, in the opinion of the Judicial Officer, no quorum of the Conduct Committee can be obtained within a reasonable time for reviewing the sanction, the GC shall sit as the Complaint Committee for the purpose of reviewing and determining the sanction.

#### **Section J: Investigation**

If Respondent fails to reply, or denies the conduct or violations, the Judicial Officer shall have up to fourteen (14) days from the receipt of the reply to complete the investigation of the matter. The Judicial Officer shall draft a written report of the investigation and a list of potential witnesses for presentation to the Complaint Committee within three (3) days of the end of this fourteen (14) day period.

#### **Section K: Notice of Hearing**

1. Once the Investigative report has been drafted, the Judicial Officer shall call a meeting of the Complaint Committee and provide a copy of the complaint and reply to all members of the Complaint Committee along with a notice of the hearing. Notice shall be in the manner provided for in Section F and shall be given not less than seven (7) days prior to the hearing.
2. The Judicial Officer shall present Respondent with a copy of the written report and investigation and the list of potential witnesses along with notice of the hearing, but no later than twenty-four (24) hours before the meeting.
3. The Respondent must supply a list of potential witnesses as soon as practicable after receiving the Judicial Officer's notice and report and within a reasonable time before the hearing.
4. The Judicial Officer must also provide public notice of the meeting by posting the following at a conspicuous location: "The Complaint Committee will meet in closed session to consider a complaint at [Time] on [Date] regarding [disciplinary conduct]".

#### **Section L: Hearing Presider**

1. The Judicial Officer shall, in advance of the notice, appoint a Presider to officiate the Complaint Hearing.
2. The Presider need not be a member of the MSCSA.
3. A Presider who is not a member of the MSCSA shall not be entitled to vote but may be called upon to give opinions or advice.

#### **Section M: Complaint Committee**

1. The Complaint Committee shall be composed of the members of the Conduct Committee as set forth in the MSCSA's bylaws.
2. Quorum for the Complaint Committee is a majority of its total membership at the time of the Complaint's filing.
3. The Complaint Committee must have a majority of its quorum voting in favor for a decision to pass.
4. Any member of the Complaint Committee that cannot remain unbiased in the matter is expected to remove his or her self from consideration of the matter. No alternate shall be appointed.
5. If, in the opinion of the Presider, no quorum can be obtained within a reasonable time set for the hearing, the GC shall sit as the Complaint Committee for the hearing, and a new notice shall be issued.

#### **Section N: Procedures**

1. The hearing room shall be closed to all except the Complaint Committee, the Presider, the Complainant, the Respondent, the Judicial Officer, and any other persons specifically allowed by the Presider.
2. The Complainant, Respondent, and Judicial Officer are all allowed to have one advisor accompany them to the hearing.

3. The advisor may not address the Complaint Committee unless the Presider specifically permits that address. The Presider may also limit the time for making such address.
4. The hearing shall first be called to order by the Presider, who may set forth certain procedural rules for the discussion.
5. The Complaint Committee is not bound to any specific rules of evidence. All relevant evidence should be considered.
6. The Judicial Officer shall present a statement and the findings of the investigation, and distribute a copy of the investigative report.
7. The Judicial Officer may then present any appropriate witnesses if deemed appropriate to further the investigative report, and the witnesses are allowed to give a statement and then answer questions from any party in the hearing room, including the Respondent and Judicial Officer.
8. The Respondent shall then have the opportunity to present a statement.
9. The Respondent may then present any appropriate witnesses if appropriate, and the witnesses are allowed to give a statement and then answer questions from any party in the hearing room, including the Respondent and Judicial Officer.
10. The Complaint Committee shall then discuss and pose questions to any witness, the Complainant, the Respondent, or the Judicial Officer.
11. The Complaint Committee then may excuse the Complainant, Respondent and Judicial Officer, any witnesses, and their advisors from the hearing room.
12. The Complaint Committee may request any advisor remain, if necessary, to provide advice on the MSCSA's behalf.
13. The Complaint Committee may then discuss the charges and decide whether the Respondent has committed a violation.
14. The Complaint Committee must find that the Respondent has committed a violation by a preponderance of evidence, or in other words, "more likely than not".
15. Once the Complaint Committee has determined whether violations have been committed or not, the participants shall be invited back into the hearing room for the reading of findings.
16. If violations are found to have been committed by the Respondent, the Complaint Committee shall discuss and determine appropriate sanction in the presence of the Respondent, who shall be given an opportunity to respond to the sanction.
17. The Complaint Committee shall make a written report of its findings within 5 days of the hearing, and provide such report to the Respondent.

#### **Section O: Appeals**

1. The Respondent may appeal the findings or sanction of the Conduct Committee by notifying the GC, who shall sit as the Appeals Board, in writing within seven (7) days of the hearing.
2. In cases where the GC operated as the Complaint Committee, there shall be no right of appeal; however, the Respondent may petition the GC for reconsideration of the matter.
3. The Appeals Board may only consider the complaint, the reply, the findings of the Complaint Committee and any audiotape recording of the hearing in discerning whether the findings were incorrect or the sanction was not appropriate. The Appeals Board may modify the findings or sanctions as necessary.

#### **Section P: Sanctions**

The Complaint Committee may impose one or more of the following sanctions, conditionally or unconditionally:

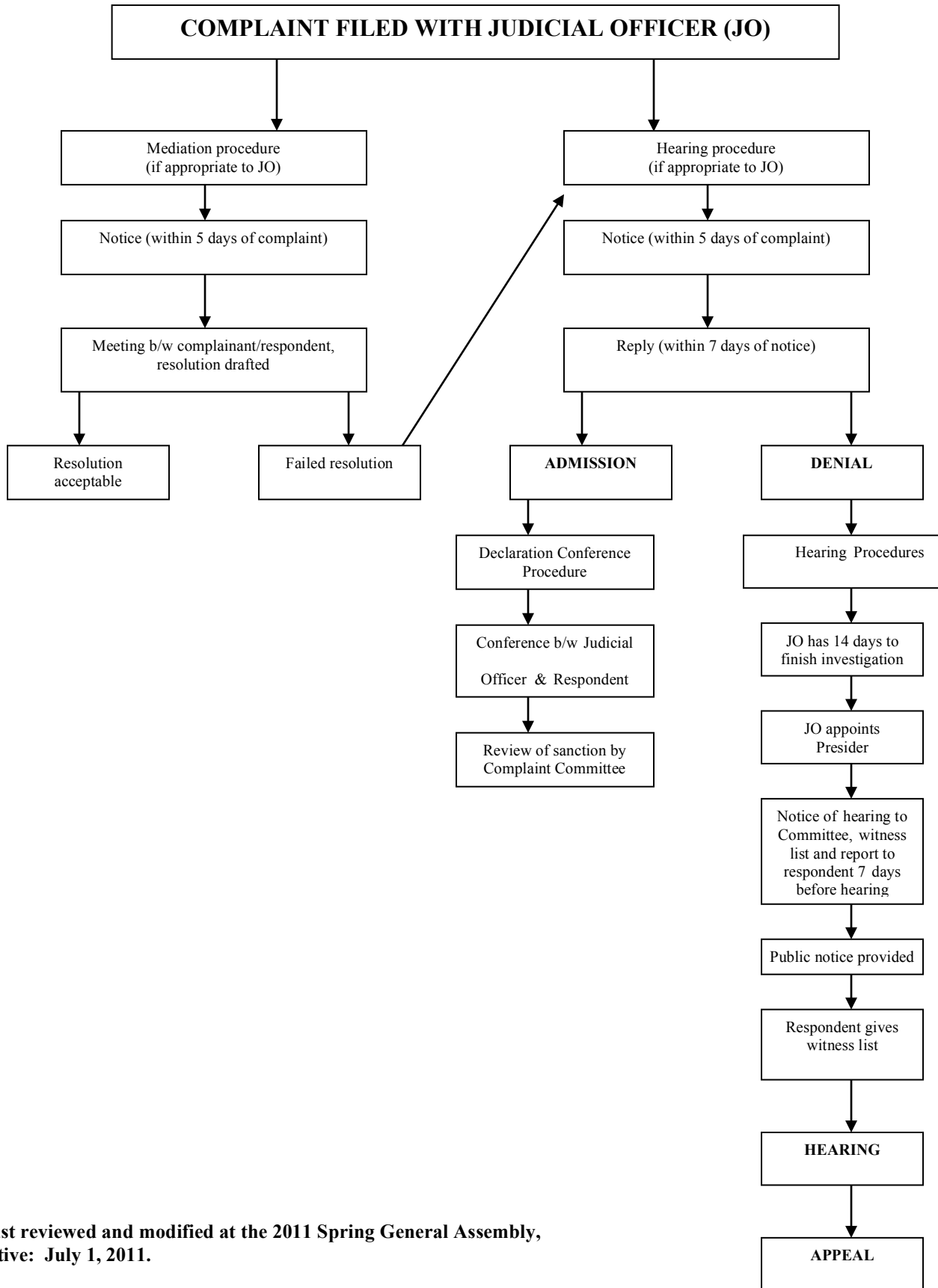
1. Reprimand (private admonishment)
2. Censure (public admonishment)

3. Probation (period of warning)
4. Suspension (temporary or permanent withholding of some or all of membership privileges such as conference attendance, reimbursement entitlement, etc.)
5. Community Service (period of volunteering)
6. Restitution (demand for repayment)
7. Removal (if allowable under the MSCSA Bylaws and other administrative documents)

In the case of suspension for the entire remaining term length of the Respondent, the Respondent shall be removed from his or her position pursuant to the provisions for removal in the MSCSA Bylaws and other administrative documents.

**Section Q: Confidentiality**

1. All information regarding a filed and ongoing complaint is confidential.
2. Any potential participant in the complaint procedure must uphold this strict confidentiality and may not discuss any facts, information, or any other issues of an ongoing complaint or investigation with anyone, including any participant, except for the purpose of obtaining legal or procedural advice on that participant's own or the MSCSA's behalf.
3. The Judicial Officer may acknowledge the existence and status of an ongoing complaint in accordance with any applicable privacy policies.
4. All information regarding a complaint resolved through hearing procedure is private.
5. In the case of a Respondent found to have committed a violation through hearing procedure, the Respondent's name, the charge the Respondent has been found to be in violation of, and the sentence imposed shall be public.
6. All information regarding complaints resolved through mediation procedure is private.



**\*\* Last reviewed and modified at the 2011 Spring General Assembly, Effective: July 1, 2011.**

# **Minnesota State College Student Association**

## **Conflict of Interest Policy**

### **Section A: Purpose**

Minnesota State College Student Association (herein referred to as the MSCSA) is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of the MSCSA as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between the MSCSA and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of the MSCSA honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the MSCSA. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the MSCSA or knowledge gained there from for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

### **Section B: Definitions**

1. **Responsible Person:** Any person serving as an officer, employee, or as a member of the GC or Platform Committee of the MSCSA.
2. **Affiliated persons:** Any person(s) outside of the responsible party that is related to them and include the following:
  - a. Spouse, domestic partner, child, mother, father, brother or sister or spouse of a brother or sister;
  - b. Any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
  - c. Any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.
3. **Contract or Transaction:** Any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to the MSCSA is not a "contract" or "transaction."
4. **Prohibited gifts, gratuities and entertainment:** Except as approved by the President of the association or his/her designee, or for gifts of a value less than fifty (\$50) which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:
  - a. Does or seeks to do business with the MSCSA;
  - b. Does or seeks to compete with the MSCSA; or
  - c. Has received, is receiving, or is seeking to receive a Contract or Transaction with the MSCSA.

### **Section C: Persons Concerned**

This policy is directed not only to responsible persons, also family members who can influence the actions of the MSCSA. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning the MSCSA.

### **Section D: Areas in Which Conflict May Arise**

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to the MSCSA;
2. Persons and firms from whom the MSCSA leases property and equipment;
3. Persons and firms with whom the MSCSA is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property;
4. Competing or affinity organizations;



5. Donors and others supporting the MSCSA;
6. Agencies, organizations, and associations which affect the operations of the MSCSA; and
7. Family members, friends, and other employees.

#### **Section E: Nature of Conflicting Interest**

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section C. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with the MSCSA;
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with the MSCSA;
3. Receiving remuneration for services with respect to individual transactions involving the MSCSA;
4. Using MSCSA's time, personnel, equipment, supplies, or good will for other than the MSCSA-approved activities, programs, and purposes; or
5. Receiving personal gifts or loans from third parties dealing or competing with the MSCSA. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

#### **Section F: Interpretation of this Statement of Policy**

The areas of conflicting interest listed in Section C, and the relations in those areas which may give rise to conflict, as listed in Section D, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section D exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of the MSCSA.

However, it is the policy of the board that the existence of any of the interests described in Section D shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

#### **Section G: Disclosure Policy & Procedure**

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The GC has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made through a disclosure statement, with parameters of the statements outlined in Section I: Disclosure Statement, to the chief executive officer (or if she or he is the one with the conflict, then to the President), who shall bring the matter to the attention of the GC. Disclosure involving directors should be made to the President, (or if she or he is the one with the conflict, then to the Vice-President) who shall bring these matters to the GC.

The GC shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to the MSCSA. The decision of the GC on these matters will rest in their sole discretion, and their concern must be the welfare of the MSCSA and the advancement of its purpose.

#### **Section H: Gift Policy**

As part of its conflict of interest policy, the MSCSA requires that directors, officers and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with the MSCSA or are a competitor of it. This policy and disclosure form is intended to implement that prohibition on gifts.

### **Section I: Disclosure Statement**

A disclosure statement shall be kept on file with the MSCSA and shall include the following information:

1. Name of the party;
2. Capacity in which they serve (for example: board of directors, executive committee, officer, committee member, staff member and their position or title);
3. Whether the party or affiliated person(s) provided services or property to the MSCSA in the past year. If the answer is yes, describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person, and the relationship with that person;
4. Whether the party or affiliated person(s) purchased services or property from the MSCSA in the past year. If the answer is yes, describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and the relationship with that person;
5. Whether the party or affiliated person(s) had any direct or indirect interest in any business transaction(s) in the past year to which the MSCSA was a party. If the answer is yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and the relationship with that person;
6. Whether the party or affiliated person(s) indebted to pay money to the MSCSA at any time in the past year other than travel advances, stipends, or of a similar nature within the MSCSA policies, procedures, rules, or as part of the day-to-day business of the association. If the answer is yes, describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and the relationship with that person;
7. Whether the party or affiliated person(s) persons received within the last one (1) year, receive, or become entitled to receive, directly or indirectly, any personal benefits from or as a result of the relationship with the MSCSA, that in the aggregate could be valued in excess of One Thousand Dollars (\$1,000), that were not or will not be compensation directly related to the duties to the MSCSA. If the answer is yes, describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and the relationship with that person;
8. Whether the party or affiliated person(s) have an interest in any pending legal proceedings involving the MSCSA. If yes, describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and the relationship with that person;
9. Whether the party or affiliated person(s) is/are aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the MSCSA's GC in accordance with the terms and intent of the MSCSA's conflict of interest policy. If the answer is yes, describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and the relationship with that person;
10. A confirmation statement stating that the party or affiliated person(s) has read and understands the MSCSA's conflict of interest policy and/or gift policy, that the disclosed information is complete and correct to the best of their knowledge and understanding. Furthermore, the party or affiliated person(s) must agree that if they become aware of any information that might indicate that this disclosure is inaccurate or that they have not complied with this policy, they will notify the MSCSA immediately. Additionally, the party or affiliated person(s) must agree to provide a signed statement at the end of each calendar year certifying that they have not received any such gifts, entertainment or other favors during the preceding year; and
11. Signature of the party or affiliated person(s) and date of the disclosure.

**\*\* Last reviewed and modified at the 2008 Spring General Assembly, Effective: July 1, 2008.**

## **Double Occupancy Policy**

The Minnesota State College Student Association may pay for double occupancy at conferences for student leaders that it regularly pays for, if the following criteria are met:

1. The student leader presents a written petition to the association showing that they have a medical need that supports their request to be housed at double occupancy;
2. The student presents a letter from a licensed physician stating that such a need exists. Details of the situation need not be given; however, the letter must include an end date of the need. If no end date is present it will be considered only for the conference directly following submission;
3. The petition and physician's letter are presented to the Executive Director at least 14 days prior to said conference; and
4. When the association fulfills a request for double occupancy it will then fill the room with another student as it sees fit.

**\*\* Last reviewed and modified at 2009 Spring General Assembly, effective July 1, 2009.**

## Minnesota State College Student Association Ethics Policy

It is the policy of the Minnesota State College Student Association that its employees and board members uphold the highest standards of ethical, professional behavior. To that end, all employees, officers, board members, and the general membership shall dedicate themselves to carrying out the mission of this organization and shall:

1. Hold paramount the safety, health, and welfare of the public in the performance of professional duties;
2. Act in such a manner as to uphold and enhance personal and professional honor, integrity, and the dignity of the profession;
3. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age, or national origin;
4. Engage in carrying out the MSCSA mission in a professional manner; while strive for personal and professional excellence and encourage the professional development of others and collaborating with and supporting other professionals in carrying out the MSCSA mission;
5. Recognize that the chief function of the MSCSA at all times is to serve the best interests of its constituency;
6. Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness while keeping the community informed about issues affecting it;
7. Respect the structure and responsibilities of the board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors;
8. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion;
9. Exercise whatever discretionary authority they have under the law to carry out the mission of the organization; while avoid any interest or activity that is in conflict with the conduct of their official duties and building professional reputations on the merit of services and refraining from competing unfairly with others;
10. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission and demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in such activities; and
11. Respect and protect privileged information to which they have access in the course of their official duties.

**\*\* Last reviewed and modified at the 2011 Spring General Assembly, Effective: July 1, 2011.**

**Minnesota State College Student Association**  
**Event and Cancellation Policy & Procedures**

If a student registers for an event/conference and cannot make it, that student must cancel at least three (3) business days before the event or find another student to go in his/her place. If the student is canceling late and cannot find a replacement, that student will be responsible for any penalties charged to MSCSA by the hotel.

If the person canceling is a GC or Platform member, the entire penalty will be taken out of his/her stipend. If the penalty amount exceeds the stipend, the GC or Platform member is expected to pay the remainder of the penalty. The MSCSA president or designee may waive any penalties a student incurs if there are extenuating circumstances.

**\*\*Ratified by the 2012 Spring General Assembly, Effective: July 1, 2012**

## **Minnesota State College Student Association** **Rules for Eligibility**

These rules for eligibility have been developed under the authority of the MSCSA Conduct Committee, effective January 1, 2008.

For the purposes of eligibility requirements, an eligible member is defined as meeting the requirements as prescribed in the MSCSA Bylaws under Article 5, Section E. Additionally, eligible members must meet and maintain all eligibility requirements at a public two-year Technical, Community, or Consolidated Community & Technical College within the MnSCU system.

Any member who falls below the minimum requirements as outlined in these established rules for eligibility or fails to provide proof of eligibility within thirty calendar days from the beginning of the semester will automatically be placed on probation for thirty calendar days. The MSCSA shall be required to immediately notify the member(s) of their probationary status, the terms of their probationary status, the deadline for compliance, and any consequences that will arise with their failure to provide proof of eligibility.

While on probation for eligibility reasons, members will be ineligible to:

- Receive any stipend or salary from the MSCSA;
- Receive any travel advance, reimbursement, or any other financial consideration; or
- Have the MSCSA cover the cost of attendance at the MSCSA events.

While on probation, members will have a total of thirty days to show proof of eligibility. If, within the thirty day probationary period, members provide proof of eligibility, all withheld payments due to them shall be disbursed and the member(s) shall be removed from probation and returned to a regular status.

If a member(s) cannot provide proof of eligibility within the thirty day probationary period, the member(s) shall be considered to have violated the MSCSA Bylaws and their position(s) shall automatically be considered vacant. In accordance with the MSCSA Bylaws, the President shall then be required to notify the member(s) and the MSCSA membership of any such vacancy.

**\*\* Last reviewed and modified by the MSCSA Conduct Committee November - December 2007,  
Effective: January 1, 2008.**

**Minnesota State College Student Association**  
**Rules of the General Assembly**

**Proposed Rules of the General Assembly Motions, Amendments, and Discussion/Debate**

In order to keep General Assembly business flowing in a timely and proper manner, as President and Chair of the General Assembly, I am proposing the following rules be adopted by General Consent at the beginning of the General Assembly regarding Motions, Amendments, and Discussion/Debate:

1. All recommendations that are on the agenda for consideration be moved to the floor one by one without a general motion upon the completion of business from the previous agenda item, in order as listed on the agenda unless by a 2/3 vote of the assembly the rules are suspended due to unforeseen circumstances and address something in a different order;
2. **Prior to consideration by the General Assembly**, any member seeking to bring forth a Main Motion, Motion to Amend, or Motion to Amend the Amendment must:
  - a. Seek the official the MSCSA Recorder to obtain a motion slip and assistance with formulating the motion, amendment, or amendment to the amendment;
  - b. Take the motion slip to an official MSCSA Parliamentarian for approval of the proper wording for a motion;
  - c. Seek another voting member to second the motion slip;
  - d. Take the motion slip back to the official MSCSA Recorder where the motion slip shall be recorded; and
  - e. The motion slip shall then be delivered to the Chair to be moved once the recommendation is stated by the Chair in the following order:
    - i. Main motion (agenda recommendation, if applicable or a motion under “Other” on the agenda);
    - ii. Amendment to the main motion; and
    - iii. Amendment to the amendment of the main motion.

**NOTE: According to Roberts Rules of Order - If Amendments are proposed, the amendment must be addressed before consideration of the main motion and if amendments to the amendment are proposed, they must be addressed before consideration of the amendment and then again the main motion. Amendments and amendments to the amendments may go back and forth multiple times before final consideration of the main motion.**

3. Once a recommendation is stated by the chair, the floor shall then be opened for discussion/debate and motions to amend or motions to amend the amendment as noted in the order designated by the official MSCSA Recorder;
4. That all discussion/debate shall be directed as:
  - a. Alternating speakers “in favor of” and “opposed to” that shall be lined up at the designated microphones;
  - b. Each speaker must state their name and campus for the official record and shall have a one-minute time limit to discussion/debate;
  - c. Each speaker shall only have the floor once during a single recommendation or motion, with an exception to be made if there is no person positioned at the alternating microphone waiting to speak or another member who has not spoken yet will yield their speaking time after being recognized by the chair; and
  - d. The author of a motion, amendment, or amendment to an amendment shall be allowed a one-minute statement to state the intent and then also be allowed to speak for up to one additional minute “in favor of” the amendment.

5. Upon the completion of the discussion/debate, the Chair shall:
  - a. Restate the recommendation or motion, as amended (if applicable) for consideration;
  - b. The GA shall move to a vote;
  - c. Each eligible voting member votes “in favor of” or “opposed to” the recommendation or motion, as amended (if applicable);
  - d. The Chair shall announce the results of the vote for the GA; and
  - e. Upon completion of an agenda item (hearing no further business regarding that agenda item), the Chair shall move to the next item on the agenda, restate the recommendation or motion on the floor, and open the floor for discussion/debate and/or amendments.

In order to amend the MSCSA Bylaws, to the MSCSA Bylaws currently state:

***All such amendments shall be available in writing to all members of the GA at least one day prior to their consideration.***

However, for the GA, any motions to amend a stated recommendation or motions to amend the official MSCSA Bylaws or Policies must adhere to the **Proposed Rules of the General Assembly Motions, Amendments, and Discussion/Debate** as adopted by the GA as listed above and recorded officially by the MSCSA Recorder prior to the final recess of the day prior to consideration.

General motions outside of the official agenda items may be brought forth following the same rules adopted by the GA when the assembly gets to the agenda item marked “Other.”

The MSCSA will attempt to keep an updated listing of all motions, motions to amend, or motions to amend the amendment posted for all members to have access to throughout the entire assembly in the spots designated at the beginning of the GA.

**\*\* Last reviewed and modified at the 2008 Spring General Assembly, Effective: July 1, 2008.**



## **Minnesota State College Student Association** **Strategic Plan**

The MSCSA Strategic Plan is derived from the previous the MSCSA Strategic Plan, retaining strategic goals and objectives that have yet to be completed. Furthermore, this plan incorporates new and innovative goals and objectives for the association and its prosperous future.

The MSCSA Strategic Plan shall serve as a long-term guide for the MSCSA staff, leadership, and membership to support annual goal setting and work plans; and will ensure consistency in organization focus. The Strategic Plan shall be reviewed by cabinet, staff, and other appropriate governing bodies of MSCSA every three years, in accordance with the Steering Committee Strategic Plan.

**Goal 1:** Provide information and organize students to advocate at the campus, state, and national levels in areas directly affecting students, with a focus on increasing the accessibility, affordability, and quality of higher education.

Objective 1: Provide information and training to empower campus student leaders to resolve conflict.

Objective 2: Advocate for students and increase student interactions with local, state, and national decision-makers.

Objective 3: Develop and implement statewide voter registration and education campaigns.

**Goal 2:** Develop and foster student leaders by providing the necessary leadership tools and opportunities.

Objective 1: Provide leadership development training for students.

Objective 2: Provide access to leadership opportunities for students.

Objective 3: Teach accountability and ethical decision-making in leadership.

**Goal 3:** Create a two-way network in which input is gathered from campuses and information is disseminated in a timely fashion to campus student leaders.

Objective 1: Develop a comprehensive plan to improve communications between the MSCSA, its members, and stakeholders.

Objective 2: Increase member awareness of and participation in the MSCSA.

**Goal 4:** Improve organizational effectiveness and increase efficiency in operations.

Objective 1: Continue to expand upon conference and training facilities located at the MSCSA state office.

Objective 2: Utilize technology to maximize efficiency, reduce overall expenses, and reach out to more the MSCSA members and its stakeholders.

Objective 3: Continuously improve fiscal responsibility, oversight, and accountability.

**\*\* Last reviewed and modified at the 2013 Spring General Assembly, Effective: July 1, 2013.**

## **Minnesota State College Student Association** **Steering Committee Strategic Plan**

The MSCSA Steering Committee Strategic plan has been adopted by the MSCSA GC and the MSCSA GA. The MSCSA Steering Committee Strategic plan shall outline a three (3) year rotation for review of the MSCSA working documents by the Steering Committee for All official MSCSA documents that have been adopted by the MSCSA GC and GA. Any exceptions to these procedures shall only be allowed by a charge of the President, GC, or GA.

The timeline for reviewing the MSCSA Working Documents shall be set forth as follows:

### **2013-2014**

- Code of Conduct
- Complaint Procedures
- Conflict of Interest
- Ethics
- Personnel Policies

### **2014-2015**

- Cash Management Policy
- Double Occupancy Policy
- Election Policy & Procedures
- Event & Cancellation Policy
- Privacy Policies & Procedures
- Promotional Policies

### **2015-2016**

- Bylaws
- Financial Policies
- The MSCSA Strategic Plan
- Steering Committee Strategic Plan

**\*\* Last reviewed and modified at the 2013 Spring General Assembly, Effective: July 1, 2013.**

# **Bylaws of the Minnesota State College Alumni Association**

## **Article I**

### **Mission**

The Minnesota State College Alumni Association is an association created to provide networking opportunities to current and former members of the Minnesota State College Student Association while supporting the efforts of MSCSA by offering assistance in fundraising, advocacy, and leadership development.

## **Article II**

### **Name and Location**

1. The name of this organization shall be the Minnesota State College Alumni Association, herein referred to as MSCAA.
2. The MSCAA shall be located at the offices of the Minnesota State College Student Association, Inc. herein referred to as the MSCSA.

## **Article III**

### **Membership**

1. The MSCAA is open to all current and former members of MSCSA.
2. The membership fee shall be an annual amount determined by the MSCAA Board and be donated to the MSCSA Student Leadership Scholarship.
3. The MSCAA does not discriminate on the basis of race, sex, creed, religion, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in any local commission as defined by public law.

## **Article IV**

### **Officers and Board Members**

1. An eight member board will govern the MSCAA, consisting of two officers and six board members.
2. Officers
  - a. The officers of the MSCAA shall include a Chair and Vice Chair.
  - b. Officers shall be elected by board members present at the annual meeting.
  - c. No officer or board member can hold an MSCSA position.
  - d. If a vacancy occurs, new officers shall be elected at the next regularly scheduled meeting of the MSCAA.
  - e. An emergency meeting may be called to hold elections.
  - f. Officers will be non-voting members unless there is a tie, in which case the Chair will cast the deciding vote.
3. Board Members
  - a. Board members shall be elected by a plurality of membership present at the annual meeting.
  - b. Officers will be elected by a plurality of the board at the annual meeting.
  - c. Any vacancies of the board shall be filled by appointment by the Chair, after a 30-day notice has been given to the membership of the MSCAA. Vacancy appointments shall be ratified by a plurality of board members.
4. Terms of Service
  - a. Board members will serve staggered two-year terms and officers will serve one-year terms.
5. Duties and Responsibilities
  - a. Duties of the Chair:
    - i. Organize and preside at all meetings.
    - ii. Work with MSCSA Staff to facilitate fundraising campaigns.
    - iii. Other duties as directed by the board and/or membership.
  - b. Duties of the Vice Chair
    - i. Act as the Chair in his/her absence.
    - ii. Act as parliamentarian at all MSCAA meetings.
    - iii. Work with MSCSA staff to perform member outreach.
    - iv. Other duties as directed by the Chair.
  - c. Duties of the Board Members
    - i. Serve as a voting member of the MSCAA Board.
    - ii. Assist in efforts to carry out MSCAA fundraising campaigns.
    - iii. Attend and participate in all meetings.

- iv. Other duties assigned by the Chair.

#### **Article V**

##### **Financial Procedures**

1. Any expenditure shall be submitted to the MSCSA Executive Director for approval or processing by the MSCSA Fiscal Committee.
2. The MSCSA Fiscal Committee will consider all reimbursements. There will be no reimbursements for travel or meals.
3. Submission for reimbursements shall follow the guidelines as prescribed by MSCSA's Financial Policies.

#### **Article VI**

##### **Committees**

1. Ad Hoc Committees
  - a. The MSCAA Chair may establish ad hoc committees at any time, as deemed necessary.
  - b. The Chair shall appoint members to the committees.

#### **Article VII**

##### **Operations**

1. Meetings
  - a. The MSCAA board shall meet quarterly, including the annual meeting, with a 30-day notice from the Chair.
  - b. The MSCAA annual meeting shall be held in June each year on a date to be determined by the Chair, with a 90-day written notice from the Chair, including meeting date, location, and time distributed to all members.
2. Quorum
  - a. A majority of the board shall constitute quorum.
  - b. Quorum at the annual meeting shall consist of a plurality of members present.
3. Organization Business
  - a. The rules contained in the current edition of *Robert's Rules of Order: Newly Revised* shall govern the MSCAA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the MSCAA may adopt.

#### **Article VIII**

##### **Ratification and Amendment**

1. Ratification
  - a. These bylaws shall become effective upon a simple majority vote at the annual meeting.
2. Amendment
  - a. These bylaws may be amended by a 2/3 vote at the annual meeting.