



MSUSA Board Member
Governance Manual
2013-2014

MSUSA

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Board Member Manual 2013-2014

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Organization

Students Govern MSUSA

“The mission of the Minnesota State University Student Association is to educate and inform students about higher education issues that affect their lives as students, while providing opportunities for these students to use this knowledge to advocate on behalf of all Minnesota State University students.”

The Board of Directors: Comprised of the democratically-elected student government/association presidents (or a duly appointed representative) from each of the seven state universities, the MSUSA Board of Directors is the governing body of MSUSA. The board provides the direction, leadership and insight necessary to run the organization. Seven meetings throughout the year keep the board updated on MSUSA activities, allowing it to make major decisions about the operation of the organization. All board actions must have the support of two-thirds of its members.

Delegate Assembly: The MSUSA Delegate Assembly meets at three meetings per year and is responsible for:

- 1) Adopting the MSUSA Policy Platform and Mission Statement;
- 2) Setting the budget for the coming fiscal year;
- 3) Offering proposed changes to the MSUSA Bylaws;
- 4) Electing the vice chair and treasurer of MSUSA for the academic year; and
- 5) Having input in the election of the state chair of MSUSA for the coming academic year.

The Delegate Assembly consists of 41 representatives selected by the student governing bodies within the system. The size of each university's delegation is predetermined according to Article XVII, Section 2 of the MSUSA Bylaws. All votes are cast on a one-person, one-vote principle.

Officers: The state chair is elected by the Board of Directors each spring during the MSUSA Delegate Assembly. The vice chair and treasurer are elected each year by the MSUSA Delegate Assembly at its spring session. Officers' terms are for one year, beginning June 1 and ending May 31.

The **state chair** is the chief spokesperson for MSUSA. He or she is responsible for the implementation and coordination of MSUSA programs and chairs all Board of Directors meetings as a non-voting member. The state chair represents MSUSA at the Student Advisory Council (SAC) of the Office of Higher Education (OHE) and the Minnesota State Colleges and Universities (MnSCU) Board of Trustees meetings. The state chair also appoints state university students to system level committees and task forces.

The **vice chair** performs the duties of the state chair in his or her absence or at the state chair's request. The vice chair serves as the chair of MSUSA's Delegate Assembly and the Penny Fellowship Board. Additionally, the vice chair supervises MSUSA's campus representatives.

The **treasurer** oversees the finances of the organization and works with the staff and the MSUSA office manager and auditor to produce monthly statements and an annual audit.



Summary

As an independent, non-profit organization funded and operated by students, MSUSA represents state university students at several levels:

The Minnesota State Colleges and Universities:

On July 1, 1995, Minnesota's state universities, community and technical colleges merged into one system called the Minnesota State Colleges and Universities (MnSCU).

The combined system is governed by the Board of Trustees, a 15-member body that includes one state university student, one community college student and one technical college student. These three voting positions were permanently established by the 1994 Legislature as a result of cooperative efforts between MSUSA and the Minnesota Community College Student Association (MCCSA). MSUSA, MCCSA and the Minnesota Technical College Student Association (MTCSA) developed a joint statement describing the selection criteria of candidates for the three student positions on the board, and have recommended students from their respective schools to the Governor for appointment to the MnSCU Board of Trustees. [Note: In July of 1998, the MCCSA and the MTCSA combined into one organization representing all students in Minnesota's state colleges, called the Minnesota State College Student Association (MSCSA).]

The MSUSA state chair represents state university students on the MnSCU Joint Council of Student Associations and updates the Board of Trustees on MSUSA activities at its meetings. MSUSA representatives regularly attend MnSCU Board of Trustees meetings and testify when necessary.

The Minnesota Legislature:

MnSCU is funded by appropriations granted by the Minnesota Legislature. Policies set by the Legislature affect nearly every aspect of the campus community, ranging from tuition rates and financial aid, to health and security on campus. Throughout each legislative session, MSUSA monitors all higher education-related activity in the Minnesota House of Representatives and Senate. MSUSA representatives are often invited to legislative committee meetings and hearings to testify on how certain policies and programs affect state university students.

MSUSA works with each campus' student government to encourage state university students to attend lobby days at the State Capitol in St. Paul. During lobby days, students meet with lawmakers to voice their concerns and to participate in rallies. Lobby day rallies and press conferences help students' concerns to be heard by the press and the public.

The Minnesota Office of Higher Education:

The Minnesota Office of Higher Education (MOHE or OHE), formerly the Higher Education Services Office (HESO), administers state and federal higher education programs for Minnesota students. The director of OHE is a cabinet level appointment, made by the governor.

Minnesota financial aid programs managed by OHE include the Graduated Repayment Income Protection Program (GRIP), Grants to Dislocated Rural Workers, loan forgiveness programs, the Minnesota State Grant Program, the Minnesota State Work Study Program, the non-AFDC Child Care Grant Program, the Part-Time Student Grant Program, the Public Safety Officers' Survivors Benefit Program, the Student Educational Loan Fund (SELF), and Summer Scholarships for

Academic Enrichment. Federal programs administered by OHE include Campus Community Collaboration Grants and the Eisenhower Professional Development Program.

Other OHE duties include administering a statewide library task force and a telecommunications council, collecting enrollment and financial aid data, licensing private schools, and negotiating and overseeing tuition reciprocity agreements with nearby states and provinces.

SAC is comprised of six members, including the MSUSA state chair, the president of the MSCSA, an MSCSA student from the alternative course of study, the University of Minnesota Student Senate chair, the Minnesota Association of Private College Students president, and a private vocational school student appointed by the Minnesota Association of Private Post Secondary Schools. Like HEAC, SAC alerts the OHE of matters that SAC deems necessary. SAC also appoints student members to OHE advisory groups and task forces, and makes recommendations to OHE regarding student issues.

The Congress of the United States:

Congress votes on legislation affecting many areas of higher education, ranging from campus security to financial aid. Federal student aid programs controlled by Congress include the Pell Grant Program, Parental Loans for Undergraduate Students (PLUS), the Perkins and Stafford loan programs, and the William D. Ford Federal Direct Loan Program.

MSUSA regularly monitors higher education-related issues before Congress. MSUSA sponsors federal lobbying trips to Washington, D.C., during which state university students share their concerns with U.S. congressmen and representatives, as well as White House and U.S. Department of Education staff.

Additionally, MSUSA sponsors an annual D. C. Summit, which gathers students from across the U. S. to learn about higher education from a federal perspective and share strategies for effective advocacy.

The United States' Department of Education:

Under the direction of Congress, the U.S. Department of Education implements policies and programs affecting post secondary and K-12 education. This includes the administration of the Pell Grant Program, Parental Loans for Undergraduate Students (PLUS), the Perkins and Stafford loan programs, and the William D. Ford Federal Direct Loan Program. Minnesota state university students meet with Department of Education staff members during MSUSA's annual lobbying trips to Washington, D.C.



Statement of Purpose

The Minnesota State University Student Association's (MSUSA) purpose is based on its encouragement of student involvement in the decision-making process. A small staff works with students and the officers of the organization to help accomplish its goals and objectives.

Established in 1967 as an informal coalition of student leaders, MSUSA has evolved into one of the most respected statewide student organizations in the nation. MSUSA represents more than 75,000 students attending the seven state universities in Minnesota: Bemidji, Mankato, Metropolitan, Moorhead, St. Cloud, Southwest, and Winona.

The success of MSUSA depends on the participation of the students. Their own futures and those of their peers depend on access to and affordability of college. MSUSA members work to advocate the importance of higher education on every level so that the students who follow them will benefit from their efforts to make education available to all who wish to pursue it.

The goals and purpose of MSUSA are achieved through:

Conferences and Educational Opportunities

- Board meetings held throughout the year which provide students with an opportunity to learn about higher education issues, discuss areas of concern and propose solutions, and acquire skills training;
- Fall Conference, an annual education and trainings-based conference;
- Spring Delegate Assembly(s), an annual conference where students choose leadership, set the budget, develop vision for the coming year, and review the MSUSA Bylaws;

Advocacy Activities

- Lobby trips to Washington, D.C. to advocate with and on behalf of the students at the federal level;
- Annual Lobby Days and trips to the capitol to advocate with and on behalf of the students at the state level;
- Other meetings and activities to advocate with and on behalf of the students at the Minnesota State Colleges and Universities (MnSCU) system and campus levels.

Communication of Priorities and Goals

- Maintenance of an up-to-date website located at www.msusa.org;
- Press releases that inform both the public and students of the activities of students involved with MSUSA;
- Create and maintain a strategic plan that reflects the priorities of MSUSA and guides the work of the association.



Directory

Minnesota State University Student Association

Officers:

State Chair	Alexandra Griffin	StateChair@msusa.org
Vice Chair	Mike Ramirez	ViceChair@msusa.org
Treasurer	Nick Jirik	Treasurer@msusa.org

Student Governments:

Bemidji State University

Office Phone	218-755-2099	Hobson Memorial Union
President	Kari Cooper	Kari.Cooper@live.bemidjistate.edu

Metropolitan State University

Office Phone	651-793-1554	L207 New Main
President	Nathanial Jones	jonena@metrostate.edu

Minnesota State University, Mankato

Office Phone	507-389-2611	280 Centennial Union
President	Chris Collins	christopher.collins@mnsu.edu

Minnesota State University, Moorhead

Office Phone	218-477-2150	Comstock Memorial Union 116B
President	Kevin Struxness	stuxneske@mnstate.edu

Southwest Minnesota State University

Office Phone	507-537-6140	Student Center 220
President	Josh Anderson	Joshua.L.Anderson@smsu.edu

St Cloud State University

Office Phone	320-308-3751	1160 Atwood Memorial Center
President	Eric Petersen	peer0901@stcloudstate.edu

Winona State University

Office Phone	507-457-5316	Kryszko Commons
President	Timothy Comes	TComes08@winona.edu

MSUSA Staff:

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Director of Communications:	Jered Weber	jweber@msusa.org
Director of Government and System Relations:	Jon Bohn	GovRelations@msusa.org
Director of Development and Programs:	Shannah Mulvihill	smoore@msusa.org
Director of Campus Organizing:		



MSUSA Proposed Conference Schedule 2013 - 2014

Board Transition Retreat

May 23, 2013

Twin Cities

Board Retreat (Board, Campus Coordinators & Staff)

August 2 – 4, 2013

Bemidji State University

September Board & Campus Committee Conference

September 27-28, 2013

Southwest Minnesota State University

Fall DC Trip(s)

TBD

Penny Program Reception & Fall Delegates

November 15-17, 2013

Twin Cities

January Board and Campus Committee Conference & Lobby Corp Training

January 10-11, 2014

Minnesota State University Mankato

February Delegates or Board/Campus Conference

February 21-23, 2014

Twin Cities

Spring DC Trip

TBD

Spring Delegates

April 11-13, 2014

Twin Cities or Resort

MSUSA BOARD OF DIRECTORS MEETINGS RESPONSIBILITIES AND ROOM NEEDS

I. Campus and Staff Responsibilities

a. Host Campus

- i.** Arrange and fund Saturday luncheon. Assist staff in securing speakers for this luncheon.
- ii.** Secure meeting rooms. (see room requirements below)
- iii.** Provide support technology (computers, copier, extension cords, etc.) as needed.
- iv.** Establish a “hosting committee” to assist visitors. Assist in making arrangements for evening entertainment, specifically non-alcoholic opportunities.

b. MSUSA Staff

- i.** Secure lodging.
- ii.** 2. Acquire attendee names and information.
- iii.** 3. Prepare information packets, including:
- iv.** Weekend schedule
- v.** Board of Directors meeting agenda
- vi.** Delegate Assembly agenda (if applicable)
- vii.** Support materials
- viii.** 4. Prepare rooming list.
- ix.** 5. Provide complete directions to location for all participants upon request.
- x.** 6. Keep minutes of Board of Directors meetings.
- xi.** 7. Remain available as resource personnel.

c. All Campuses

- i.** Provide participant information to the MSUSA office by the deadline assigned to each meeting.
- ii.** Immediately notify MSUSA of any changes in participants. Same gender changes may be made up until the Wednesday before the start of a meeting.
- iii.** Provide written campus reports to the MSUSA office prior to the meeting, so that copies can be made and distributed.

II. General Board Meeting Conference Room Needs

Friday

5:00 p.m., Board of Director’s Meeting

2 tables for registration

“U” shaped table to fit 15

Gallery seating for up to 70

Saturday

9:00 a.m. – 12:00 p.m.

up to 3 additional break-out rooms that seat 30

(specific configurations of rooms to be determined by agenda)

12:00 p.m. – 1:15 p.m. Lunch

Buffet style meal

Round Tables for up to 90
Podium with microphone
1:30 p.m.-4:00 p.m.
Board Meeting
“U” shaped table to fit 15
(extra chairs should be available)

General AV/Equipment Needs for Weekend:

Microphones – one mic per table
Microphone at podium for lunch speakers
Once rooms are secured, please email information to the MSUSA Office Manager



MINNESOTA STATE UNIVERSITY STUDENT
A S S O C I A T I O N



Since 1967

STRATEGIC PLAN

MSUSA

EFFECTIVE JULY 1, 2010 THROUGH JUNE 30, 2013

Introduction

The Minnesota State University Student Association (MSUSA) is an independent, non-profit organization funded and operated by students. MSUSA serves nearly 70,000 students attending Minnesota's seven state universities: Bemidji, Mankato, Metropolitan (St. Paul/Minneapolis), Moorhead, St. Cloud, Southwest (Marshall) and Winona.

MSUSA began its work in 1967. Since that time, the organization has changed significantly. MSUSA has created a board of directors, provided opportunities for student advocacy and leadership, developed many relationships with key decision makers, started scholarship programs, established a per-credit student fee to pay for its work and more.

MSUSA's long history of student advocacy has provided students with a voice in the decision-making process for many years. Just as higher education has changed significantly over the years, so has MSUSA. Today, the world is changing even faster. Students are depending more and more on technology for their learning and resources. They are facing significant debt when graduating from college. Today's students are busy, well-informed, and technologically-savvy. In order to recharge today's students and meet new challenges, it is time for MSUSA to take time to review its past success and look for ways to build on that success.

The strategic planning process began in May 2009. The process included multiple work sessions that included staff and officers, as well as a number of consultation sessions with the board of directors. Through discussion about the past, present and future of the organization, a comprehensive strategy for moving the organization forward was created.

This strategic plan will allow MSUSA to ensure continuity in the organization's work, so that students can grow and learn from the past as they work to make an impact on the present and future. It will enable the organization to better communicate its goals and vision. It will provide the organization with a way to see goals being met, and allow students to see the impact they can make on public higher education.

The strategic plan described in this document will begin on July 1, 2010 and end on June 30, 2013. During that time, MSUSA will work to accomplish the following strategies in order to best serve Minnesota's state university students and continue to play an important role in public higher education.

Statement of Purpose

The mission of the Minnesota State University Student Association (MSUSA) is to elevate the voice of students. MSUSA is a leader in organizing, educating and informing students about higher education issues, serves as an honest broker of student issues and concerns, and encourages students to be active participants not just in the classroom, but in education advocacy as well. The statement of purpose of MSUSA is currently guided by these **values and principles**:

- Developing policy and serving as an advocate for student interests.
- Engaging and educating state university students.
- Developing student leaders.
- Communicating with students and obtaining feedback on issues.
- Serving as a resource for students.
- Remaining connected with its alumni and encouraging them to remain active, engaged advocates for today's students.

Vision

On June 30, 2013, MSUSA will be:

- A resource for the Minnesota Legislature and MnSCU Board of Trustees
- A political power at the state and federal levels
- A national leader among statewide student associations
- An institutional part of every university campus
- A well-recognized resource for students who need assistance
- A partner with the Minnesota State College Student Association
- A financially viable organization with a long-term budget process
- A larger organization with more students engaged
- Frequently quoted in local, state and national news sources
- A coordinator for student jobs and internships at the Capitols

On June 30, 2013, MSUSA will have:

- A vision for the future that incorporates the organization's history and experience
- More students who want to attend conferences and become involved in the organization's work
- Students asking for education and development opportunities
- A strong and active alumni association including a mentorship program and an ability to assist alumni entering into prominent positions
- The ability to identify and contact students by legislative district
- Close ties to P-16 organizations
- More involvement from underserved and underrepresented students
- An annual report that is widely distributed
- Students who vote in high numbers and are counted in the census
- An impact on the presence of higher education issues during elections and higher student turnout
- Annual donations from individual supporters of our successful scholarship programs
- A positive relationship with the new MnSCU Chancellor
- A competitive hiring process, smooth transitions and a strong staff ensuring the appropriate level of personnel to match the organization's changing workload

Executive Summary

Strategy: Optimize our organizational structure to increase communication to students

Priority #1: Refine MSUSA roles and responsibilities for officers, staff, board and students

Priority #2: Develop a comprehensive communications plan

Priority #3: Develop a working history of the organization

Strategy: Engage students at every opportunity and identify and develop the organization's future leaders

Priority #1: Establish student campus committee structures and provide training

Priority #2: Promote civic engagement among students

Priority #3: Increase visibility of the organization's scholarship programs

Priority #4: Seek input and obtain information from students

Priority #5: Provide student development and leadership training

Strategy: Increase alumni involvement

Priority #1: Build an alumni networking program

Priority #2: Create an alumni mentorship program

Priority #3: Promote public higher education advocacy and lobbying efforts by alumni

Priority #4: Create an alumni outreach program

Priority #5: Recognize outstanding alumni and significant contributions

Priority #6: Provide opportunities for alumni sponsorship of activities and programs

Strategy: Engage with other public higher education stakeholders and be viewed as the official state university student voice

Priority #1: Strengthen communications and participation at the system level

Priority #2: Expand state legislative outreach and advocacy

Priority #3: Continue to establish relationships with members of the U.S. Congress

Priority #4: Strengthen relationships and collaboration with other public higher education stakeholders

Priority #5: Develop relationships with other organizations that will advance student interests

Priority #6: Develop programming that recognizes the work of other stakeholders in public higher education

Strategies

The following strategies will enable MSUSA to further its purpose, adhere to its values and principles, and meet its vision for the future of the organization.

Strategy: Optimize our organizational structure to increase communication to students

MSUSA believes that good communication is an integral part of playing a role as a leader on campuses and serving as the students' best advocate. Today's students are busy balancing academics, work, activities, perhaps even families. The ways that MSUSA formerly communicated with its students may no longer be the best fit for the changing demographics on our campuses. The organization will focus on its history to ensure that its value and lessons are not forgotten, but will also work to develop plans to communicate with students in a world of technology and possibilities.

Priority #1: Refine MSUSA roles and responsibilities for officers, staff, board and students. This will include identifying appropriate models of decision-making and communication.

Priority #2: Develop a comprehensive communications plan, including social media, use of blogs, and providing a resource for students to find answers to commonly asked questions.

Priority #3: Develop a working history of the organization by identifying major accomplishments, connecting with alumni, and beginning production of an annual report.

Strategy: Engage students at every opportunity and identify and develop the organization's future leaders

By engaging students in the work of the organization, MSUSA will become a stronger advocate for those students. Obtaining feedback about issues and student needs, encouraging students to vote, providing educational funding through scholarships, and ensuring that opportunities for training exist are all essential pieces in MSUSA's role in developing the next generation of leaders.

Priority #1: Establish student campus committee structures and provide training on issues and skills.

Priority #2: Promote civic engagement among students by encouraging them to vote and promoting advocacy work.

Priority #3: Increase visibility of the organization's scholarship programs, and provide more funding to more students.

Priority #4: Seek input and obtain information from students about services and assistance they need and find resources and methods to provide them.

Priority #5: Provide student development and leadership training, create opportunities for growth, and establish a mentorship program that involves students, officers, staff, alumni and others.

Strategy: Increase alumni involvement

Involving alumni in the work of MSUSA is one more way to ensure that the long history of the organization does not go unnoticed. Students and alumni can benefit greatly through connections made with the alumni association through mentorship programs and networking, and alumni can help move the organization's mission and goals forward through advocacy and other contributions.

Priority #1: Build an alumni networking program that will increase opportunities for MSUSA alumni to connect, including social events and social media.

Priority #2: Create an alumni mentorship program that will enable today's students to learn from alumni experiences, which includes connecting current and previous MSUSA board members.

Priority #3: Promote public higher education advocacy and lobbying efforts by alumni to ensure affordable, accessible, high-quality education for generations to come.

Priority #4: Create an alumni outreach program that is comprised of education opportunities, conferences, training and updates.

Priority #5: Recognize outstanding alumni and significant contributions through an alumni recognition program.

Priority #6: Provide opportunities for alumni sponsorship of organizational activities and MSUSA scholarship programs.

Strategy: Engage with other public higher education stakeholders, and be viewed as the official state university student voice.

Advocacy has long been a significant priority for MSUSA, especially in the area of legislative work. To build on that success, the organization plans to increase participation at the system level to ensure students' needs are met. MSUSA also plans to expand its advocacy work at the state and federal levels, and to build coalitions and encourage collaboration that will benefit students.

Priority #1: Continue and strengthen communications with key decision-makers at the Minnesota State Colleges and Universities, increase participation and involvement at the system level, and work with the system to meet student needs.

Priority #2: Expand state legislative outreach and advocacy, establish long-term legislative policy goals, and reach out to candidates during elections.

Priority #3: Continue to establish relationships with members of the U.S. Congress and develop an effective federal advocacy plan.

Priority #4: Strengthen relationships and collaboration with other public higher education stakeholders, including the Minnesota State College Student Association, Inter Faculty Organization and Minnesota State College Faculty

Priority #5: Develop a list of organizations with which to connect, and meet with broader issue-based organizations on an annual basis to identify collaboration that will advance student interests.

Priority #6: Develop programming that recognizes the work of other stakeholders in public higher education, as well as contributors to the organization and its programs.

Acknowledgments

The Minnesota State University Student Association would like to acknowledge Rob Etten of Insight Solutions Group, Inc. for his invaluable contributions to the organization's strategic planning process. His donation of time and expertise enabled MSUSA to create a strategic plan that will propel the organization forward for years to come.

Insight is a St. Paul, Minnesota-based management consulting firm that helps organizations achieve operational excellence. Comprised of consultants with executive-level public- and private-sector expertise, Insight develops and implements business-improvement strategies that enhance organizational effectiveness.

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2009-2010 Board of Directors

Andrew Spaeth, Bemidji State University

Melissa Heinz, Metropolitan State University

Murtaza Rajabali, Minnesota State University, Mankato

Heath Butrum, Minnesota State University Moorhead

Michael Jamnick, St. Cloud State University

Taylor Gronau, Southwest Minnesota State University

Caitlin Stene, Winona State University

2009-2010 Staff and Officers:

Jennifer Weil, State Chair

Josh Toney, Vice Chair

Travis Carlson, Treasurer

Kelly Asche, Executive Director

Shannah Moore Mulvihill, Director of University & System Relations

Graeme Allen, Director of Government Relations

Kari Winter, Director of Development & Alumni Outreach

Jered Weber, Director of Communications

Kasey Gerkovich, Office Manager



MSUSA Student Platform 2013-2014

Last Updated: Spring Delegates, 2013

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Student Consultation and Representation

MSUSA urges and supports student involvement in decision making through consultation and representation in all aspects at the campus, system, state and federal levels regarding issues that impact students.

Academic Affairs

The mission of the Minnesota State University Student Association (MSUSA), Inc. regarding academic affairs is to enhance the academic quality provided by the Minnesota State Universities and to increase scholastic opportunities for the students attending these institutions. To ensure academic programs are the focus at these institutions, MSUSA supports:

- A. Increasing scholarship, internship, assistantship and fellowship opportunities
- B. Providing quality advising by faculty and professional advisors to ensure students are given the tools to graduate in an efficient time period
- C. Enhancing academic integrity at each respective institution
- D. Developing and maintaining innovative and efficient learning technologies
- E. Improving recruitment and retention of students, faculty, staff, and administrators of underserved and underrepresented populations
- F. Supporting admission policies and programs which offer access to the greatest possible student profile while striving to maintain a system wide commitment to high academic standards
- G. Encouraging a uniform credit transfer policy to be used by all colleges and universities within the MnSCU System that would maintain individual institutional integrity
- H. Promoting student representation in faculty hiring, evaluation and promotion processes
- I. Encouraging, promoting and enhancing diverse programs and curriculum at Minnesota state universities
- J. Supporting fair policies in regards to drop/withdrawal of courses as well as the charging of class/consumable fees
- K. Supporting campus level decision making without unnecessary interference from state or federal government
- L. Encouraging student consultation on faculty curriculum committees
- M. Encouraging student representation on university committees and task forces
- N. Ensuring that textbooks and academic course resources are affordable and accessible for students and encouraging alternative means of providing course materials
- O. Advocating for policies that ensure the protections of students' academic rights, including but not limited to intellectual property, appeals, academic standing and grading
- P. Support a forum for students that provides access to information of internship opportunities

Diversity

MSUSA defines “diversity” as the respect and recognition of all underrepresented groups and issues including, but not limited to, cultural groups, ethnic groups, members of the L (lesbian) G (gay) B (bisexual) T (transgender) Q (queer) community s, gender issues, international students, veterans, religious preference, age issues, creed, income and people with disabilities. MSUSA’s primary mission in relation to diversity is to promote issues of diversity in higher education and empower all students within our association and communities to ensure diversity is a focus on each campus MSUSA supports:

- A. Non-discriminatory and equal opportunity policies in all aspects of collegiate life
- B. Encouraging ongoing diversity education and training for all members of the university’s community
- C. Encouraging the creation and sustainability of student services for members of all underrepresented populations
- D. Creating a safe learning environment on each campus and in the community for students of all backgrounds
- E. Annual assessment surveys of cultural climates on each campus, within MSUSA and MnSCU, with full student consultation
- F. Encouraging international experiences for all students through student recruitment and retention, study abroad experiences as well as cultural opportunities
- G. Working with the system office to continually pursue the enhancement of diversity at the state universities
- H. Increasing its visibility by encouraging, promoting, and enhancing diverse programs and curriculum in all Minnesota state universities
- I. Striving to ensure that all campus facilities meet or exceed the Americans with Disabilities Act (ADA) standards
- J. Advocating for the creation and sustainable funding for diversity related centers at each Minnesota state university adapting to each campus’ need
- K. Proactive and preventative approach to the new norm and how it directly affects diversity, compiling data from demographics, financial needs of the diverse groups, and the non-traditional student influx so as to meet those changes today and be better prepared as an organization for tomorrow
- L. Advocating as a governing body to hold MSUSA campuses accountable for developing and implementing an inclusive diversity plan which follows the MNSCU diversity plan guidelines and to hold the universities accountable to the plans which currently exist on campus
- M. Developing metrics to set standards for accountability
- N. Fair access for international students attending MSUSA affiliated campuses to in-state tuition waivers

With each of these goals and objectives, MSUSA supports an expansion of diversity beyond the MnSCU definitions. Rather than limiting to certain groups of people, MSUSA supports a definition of diversity, which recognizes that every person is both a distinct individual and identifies with various groups’ cultures.

Federal Legislation

The mission of MSUSA regarding Federal Legislation is to assist policy makers at the university, MnSCU and federal government by providing information on legislation and rulemaking affecting state universities and to disseminate all pertinent information regarding issues concerning higher education to students and all other interested parties. It is an objective of MSUSA to set legislative priorities on all levels of decision making, to make strides to influence the areas outlined and to support and represent all students of the MnSCU system, regardless of nationality, citizenship status, age, race, creed, sexual orientation, disability and/or religious beliefs on the campus and at the federal government level.

MSUSA has selected the following federal legislative priorities to support:

Section A: Financial Aid

1. Expanding beneficial need-based federal grant programs (Pell Grant, TRIO, etc.)
2. Low interest financial aid to all students
3. Simplifying the FAFSA
4. Evaluating financial need recognizing that many students pay for higher education without financial assistance from family by changing the EFC to more accurately represent the funds a student has available for college
5. Inclusion of all student fees, including mandatory academic program fees in the calculation of the financial aid formula
6. Federal student aid programs giving preference to students at public institutions.
7. Increasing funding and eligibility for the Federal Work Study program
8. Providing an opportunity for all United States high school graduates to attend a higher education institution at in-state costs regardless of citizenship status
9. The expansion of a student loan income-based repayment program
10. Allow financial aid advisors to give preference to the SELF loan program
11. The availability of subsidized loans for all eligible graduate students

Section B: International Students

1. Legislation that would make it easier for international students to gain employment off-campus
2. Encouraging the federal government to assign Social Security Numbers to international students as soon as they become enrolled within the university
3. Allow international students to be eligible for work-study positions

Section C: Veterans

1. Increased financial aid for service men and women, which includes promoting a practical and easily accessible system of applying for and receiving benefits
2. Providing veteran benefits to higher education based on cumulative service rather than consecutive service

Section D: Taxes

1. Any measures taken to reduce the tax burden on students
2. Tax credits or savings based on educational expenses such as tuition, computers, textbooks, etc and student loan payments

Section E: Textbooks

1. Fair publishing practices and pricing regarding the textbook industry
2. Legislation that would prevent instructors from receiving any gifts from publishers

Section F: Other

1. Efforts in encouraging students to work for public service and non-profit organizations resulting in credit towards repayment of student loans or educational expenses
2. Working in cooperation with all other state and national student, faculty and administrative associations, by proposing positive changes in federal higher education, with student involvement at every level of decision-making
3. Fair and flexible implementation and enforcement for students affected by Title IX

State Legislation

The mission of MSUSA regarding State Legislation is to assist policy makers at the university, MnSCU, OHE and state legislature by providing information in regards to legislation and rulemaking affecting state universities and to disseminate all pertinent information regarding issues concerning higher education to students and all other interested parties. It is an objective of MSUSA to set legislative priorities on all levels of decision making, to make strides to influence the areas outlined and to support and represent all students of the MnSCU system, regardless of nationality, citizenship status, age, race, creed, sexual orientation, disability and/or religious beliefs on the campus and at the state government level.

MSUSA has selected the following state legislative priorities to support:

Section A: Tuition

- a. Recognition of lower tuition as the best source of financial aid to all students at public higher education institutions
- b. Advocating that the Minnesota State Legislature honor their appropriation commitments made in chapter 135A.01 of the Minnesota State Code to fund 67% of the cost of public postsecondary education instruction

Section B: Financial Aid

1. SELF loans and other state financial aid programs
2. The reduction of student dependence on loan programs by increasing grant and other aid
3. A financial aid system that is based on the student's financial need, not the cost of the institution
4. The opposition of any proposal which includes university revenues or tuition being used to fund the State Grant Program
5. The PELL Pass Through, which would allow any further increases in the PELL grant to "pass through" the state grant formula without penalizing the students grant award
6. Increased funding for the Living and Miscellaneous Expense (LME) allowance
7. Priority given to public institution students over private institution students in the State Grant formula
8. All fees to be included in the calculations of the Minnesota State Grant formula

Section C: Bonding

1. Bonding for academic buildings, prioritizing significant health and safety risks
2. Full funding for state university academic programs, university libraries, and academic buildings
3. The elimination of university responsibility for debt service on all bonding projects

Section D: Taxes and Fees

1. Tax credits and/or deductions benefiting students
2. Approval from the respective student association regarding a change in any student fees
3. The limitation of all cities and municipalities from assessing fees targeted to students or any institution of higher education

Section E: Civic Engagement

1. Encouragement of access to and participation in all aspects of the political process through educational campaigns and voter registration
2. Advocating for student-friendly voting laws, rules and practices, including maintaining current voter registration laws pertaining to residence hall students and Election Day registration
3. Encouraging the placement of polling locations at on-campus sites or sites convenient and accessible to student populations
4. The Student Advisory Council (SAC) as a permanent advisory group to the Governor, the legislature, and Office of Higher Education

Section F: Information privacy

- a. The opposition of any legislation that infringes on the privacy of students including parental notification (with the exception of medical emergencies)
- b. The opposition of the sale or distribution of a student's personal information by MnSCU or university campuses to any party not specifically approved by the student

Section G: Textbooks

1. Fair publishing practices regarding the textbook industry
2. Legislation that would prevent instructors from receiving any gifts from publishers
3. Promote legislation that provides low-cost textbook alternatives to students

Section H: Veterans

1. Increased financial aid for returning service men and women
2. Legislation that would simplify the application and advising process providing higher education benefits to veterans
3. Legislation that provides veteran benefits to higher education based on cumulative service rather than consecutive service
4. Educational credit awarded for relevant military training and service
5. Expand state GI benefits to pre-9/11/01 veterans

Section I: Student Employment/Work Study

1. Competitive wages for all students working on state university campuses
2. Increased funding and eligibility for the State Work Study program
3. Legislation that would make it easier for international students to gain employment off campus
4. The advancement of internship opportunities

Section J: Childcare

1. Existing and the formation of, low-cost child care programs that are accessible to students on all campuses
2. Raising the award cap on the Minnesota Post-Secondary Child Care Grant to reflect actual childcare costs
3. Priority consideration for students seeking on-campus child care

Student Services Objectives

The mission of MSUSA in regards to Student Services is to ensure students always play an integral role in the higher education community. In addition, MSUSA strives to promote the highest quality of life that will enhance the college experience of all students outside the classroom. In an effort to achieve this goal, MSUSA supports:

- A. Affordable and accessible childcare provided by certified facilities on-campus
- B. Ensuring that all students have access to affordable healthcare and healthcare facilities as well as fair and reasonable healthcare options for international students
- C. Safe campus community for all students
- D. Continual efforts to maintain the most environmentally sustainable campus practices possible
- E. Recognition of the role universities play in the surrounding community
- F. Free legal consultation.
- G. Competitive bid for all student service contracts
- H. Ensuring student knowledge of rights and responsibilities through student representation on relevant committees
- I. University policies and city ordinances that promote fair prices and renting practices for on and off campus student housing and opposes those practices not congruent with this point
- J. Opposing all forms of hazing and encourage civility
- K. Ensuring access to affordable emergency contraceptives
- L. Mental health services and support systems in the campus community
- M. The protection of first amendment rights for all students and student organizations on campus
- N. University support for sexual violence victims including but not limited to, health care, legal consultation, and counseling
- O. Advocating for policies and funding that would assist single parents while attending a Minnesota state university
- P. The dissemination of university rules and regulations, while maintaining a fair and legal judicial due process
- Q. The opposition of any efforts to restrict access to public institutions to any group of students (i.e. moratoriums and extra fees)
- R. Student understanding and utilization of available state, federal and private financial aid programs
- S. Working to ensure that campuses and MnSCU provide efficient, effective and student friendly technology services
- T. Existence of long-term plans and planning processes for revenue fund buildings and structures
- U. Consideration of the needs of veterans on campuses when instituting new policies, procedures or practice
- V. Promotion of financial literacy and education, including student loan repayment options
- W. Providing these services should be provided in a fiscally responsible manner while ensuring student needs are met
- X. To ensure campus and system consultation when considering outside vendors or service providers in regards to financial disbursement and student services

PLATFORM GUIDELINES (for Delegate

Assembly)

1. All issues should be addressed in a general fashion.
2. Each issue should be identified, briefly described, its effect should be addressed and then the MSUSA position should be made clear.
3. Each issue should be addressed in a single paragraph except for issues that are complex, such as the (entire) Minnesota State Colleges and Universities Budget.
4. Each platform section should keep within the bounds of the overall issues in its area. For example, Academic Affairs should not address a Student Services issue.
5. No specific direction should be made to spend money, direct an officer or staff member to carry out a duty, or any other action. Platforms are general statements of philosophy and provide general positions.
6. Each issue should be identified before the plank is stated. For example, the issue of Student Debt should be underlined and identified before any text is written.
7. It should be realized that since we do not know what issues are very important to the Legislature for the next session, we should not put the planks in priority order. We can stress what we think should be a high priority or an ongoing priority, but we must avoid being too specific.
8. The overall platform will be one document. It should flow well and be consistent.
9. It should avoid naming persons by name and only use titles such as the Governor, the Chancellor, the Director of the Office of Higher Education, etc.
10. If necessary, it is acceptable to mention MSUSA past actions or past positions on an issue.
11. Issues mentioned in the platform should be consistent with MSUSA's by-laws and policies.
12. All platform sections must be completed by the end of the committee meetings on Friday, and handed in (on Friday) to be typed for consideration on Saturday.
13. The platform will be published as the position of MSUSA, and will only be adjusted if it becomes outdated or inaccurate.
14. MSUSA will review the platform every year at the sixth regularly scheduled Delegate Assembly.
15. Any changes to the platform during the year shall be done by the Board of Directors after careful consideration.



MSUSA By-Laws

2013- 2014

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PREAMBLE

The common interests and concerns of the students at Minnesota's state universities demand a focused and professional organization whose purpose is to facilitate the sharing of those common interests with each other and to identify and pursue proper courses of action in order to address and receive satisfactory redress for those interests and concerns

ARTICLE I: Name and Office

The name of this organization shall be the Minnesota State University Student Association, Inc., hereafter referred to as MSUSA. The principal office of the MSUSA shall be in the State of Minnesota.

ARTICLE II: Definitions

For the purposes of these Bylaws, the following definitions apply throughout the document:

- A. Student(s): Individuals taking at least one credit of class work at any Minnesota state university.
- B. Student Association: The recognized campus student association, agency, or representative body responsible for student participation in university and system governance.
- C. Board of Directors: the management body of MSUSA consisting of the Director or a proxy of each campus Student Association, and officers.
- D. Staff: Professionals hired by MSUSA to work on behalf of the organization.
- E. MnSCU: The Minnesota State Colleges and Universities system.
- F. The Board of Trustees: Governing board of MnSCU.

ARTICLE III: Purpose

MSUSA has a variety of functions, and in all of its endeavors shall strive to fulfill the following basic purposes:

- A. To enhance the educational quality and strengthen scholarship within the state universities.
- B. To maintain the availability of quality post-secondary education to people from all socio-economic groups.
- C. To provide an educational and developmental experience for the students through student participation in university and system governance.
- D. To provide a highly professional student organization.
- E. To assist in a coordinated effort of presenting the student viewpoint to various bodies of the governmental hierarchy.
- F. To encourage and provide a means for students to actively participate in MnSCU, state, and federal political processes.
- G. To serve as an information network and channel of communication between students through publications, outreach, and conference sponsorship.
- H. To provide programs and services to students in the academic and student affairs area through public funding and alumni support.
- I. To encourage access to quality post-secondary education on the graduate and undergraduate levels at all Minnesota state universities through low tuition, fair financial aid policies, and a minimum amount of student debt.
- J. To provide representatives to all MnSCU, Office of Higher Education, Board of Trustees, State of Minnesota and other public agencies that require student input on committees, commissions, task forces, study groups, search committees and other groups that impact Minnesota state university students and Minnesota public higher education.
- K. To collaborate with other student advocacy groups on issues of mutual concern.

ARTICLE IV: Membership

Section 1

All students shall be considered members of MSUSA. Students shall be nonvoting members of MSUSA.

Section 2

Students shall pay a per credit hour fee for membership in MSUSA as described in Article V.

ARTICLE V: MSUSA Fee

Section 1

The MSUSA Board of Directors sets the MSUSA fee as authorized by MN State Statutes 136F.22. A per credit hour fee shall be levied on all students.

Section 2

Any fee change must be reviewed by the Board of Trustees. The Board of Trustees may revise or reject the fee change. MSUSA shall, upon approval of the Chancellor, enter into an agreement with MnSCU for accurate and timely collection of the fee.

Article VI: Strategic Plan

MSUSA shall develop and maintain a strategic plan as a means of defining strategies and making decisions on allocating resources to accomplish long term goals of the association. Refer to Article 18 Section 2.

ARTICLE VII: Board of Directors

Section 1

The authority of MSUSA shall be exercised through the Board of Directors, unless otherwise provided for in these Bylaws. The Board of Directors, by a two-thirds vote, shall have the authority to take official actions for MSUSA. For purposes of voting, two-thirds majority will be defined as two-thirds of the entire voting membership of the Board of Directors. Roll Call must be recorded on every vote, with the exception of procedural votes.

Section 2

The Board of Directors shall consist of one voting member from each campus student association at Minnesota's seven state universities. A student elected by each university in accordance with

procedures set forth by each individual university's student association shall be the voting director from each campus student association. Said director shall take office by June 1st.

- A. A campus Director's proxy shall be an individual designated by the Director and must be a student of that respective university.
- B. In the event that the Director shall be absent from the Board of Directors meeting for an extended period of time, notice of a proxy, other than the Campus Coordinator, including proxy's name and school, shall be presented in writing to the State Chair prior to the Board of Directors meeting. This notice must be signed by the Director.
- C. The proxy shall be allowed to vote on all issues.
- D. The proxy shall assume full duties of the Board of Directors member.

Section 3

Each campus student association shall have the authority to overturn its representative's Board of Directors vote by a two-thirds majority vote of their campus student association. Action of this nature must be taken within two (2) Student Government Association (SGA) meetings or fifteen (15) academic days following receipt of the minutes from said Board of Directors meeting, or within ten (10) academic days in the event that there are less than two (2) SGA meetings or fifteen (15) academic days remaining in the academic term.

Section 4

The Board of Directors shall take the following actions.

- A. Review and/or revise all committee recommendations for ratification.
- B. Create officer or staff positions as it deems necessary, along with the qualifications for, the responsibilities of, and methods for filling said positions.
- C. Establish and/or revise the MSUSA Employee Handbook which governs the actions of staff members.
- D. Hire an Executive Director in accordance with the MSUSA Employee Handbook.
- E. Initiate and approve amendments to these Bylaws
- F. Amend the MSUSA Policies and Procedures Manual and Financial Policies.
- G. The Board of Directors shall act to advocate the positions adopted in the Students' Platform.

H. To set final facilitator pay on an individual facilitator basis.

Section 5

The Board of Directors shall meet at least two times each fall academic semester, three times each spring semester, and at least once during the summer. The Board of Directors, by a two-thirds vote, has the authority to schedule special meetings.

Section 6

Personnel and legal matters shall be handled in an Executive Session of the Board of Directors.

Section 7

Conference calls conducted by the Board of Directors must be taped and written materials shall be available for each campus Student Association within three (3) business days.

- A. Each person on the line during a conference call must be made aware of the recording and give consent at the outset of the call.
- B. Executive Session calls may be exempt from mandatory taping.
- C. All decisions made in a conference call may be overturned by campus student government associations within ten (10) academic days after receipt of the minutes or at the next regularly scheduled campus student association meeting.
- D. Board of Directors will be notified within three (3) business days of a conference call. In the case of an emergency the Board of Directors will be notified at least 24 hours prior to the time of the call.

Section 8

The Board of Directors shall have the authority to remove staff members in accordance with the provisions of MSUSA Employee Handbook in the event that the Executive Director position is vacant

Section 8

The Board of Directors shall be given an annual presentation at Summer Orientation and Retreat concerning the legal and financial responsibilities of the Board. This presentation shall include a review of each member's required standard of conduct and duty of care as well as training on Minnesota laws regarding the solicitation of funds for charitable purposes.

Section 9

The Board of Directors shall be responsible for all internal matters including but not limited to, administration, operational issues, and personnel policies and procedures.

Section 10

MSUSA will comply with the spirit of the most current version of the Minnesota Open Meeting law.

Section 11

All votes shall be cast as a one-person, one-vote principle.

ARTICLE VIII: Delegates Assembly

Section 1

There shall be at least one committee within MSUSA. Minutes of the committee shall be taken and kept on file at each campus Student Association office and the MSUSA office.

- A. The committee shall be responsible for policy issues, including, but not limited to issues discussed in The Students' Platform.

Section 2

The committee will be chaired by the Vice Chair.

Section 3

The formation of additional committees shall be at the discretion of the Board of Directors.

Section 4

The committee shall be open to all students and the recommendations of the committee shall be brought to the Board of Directors for approval.

Section 5

Board of Directors members and their proxies shall not be allowed to vote in committee.

Section 6

All non-procedural motions made by the Delegate Assembly must pass by a two-thirds majority, defined as two-thirds of the entire voting membership present, except for the election of the vice

chair and treasurer which shall pass by a three-fifths majority defined as three-fifths of the entire voting membership present.

Section 7

Delegate Assembly shall take the following actions, each requiring a two-thirds vote of the delegates for approval:

- A. Adopt The Students' Platform and Mission Statement. The Students' Platform shall be set during the last regularly scheduled Delegate Assembly and may be reviewed at the next Delegate Assembly.
- B. Initiate proposed amendments to the MSUSA Bylaws, Policies and Procedures Manual, and Financial Policies.
- C. Set the next fiscal year budget.

Section 8

Each campus student association shall appoint their delegates prior to Delegate Assembly in a manner to be determined by each campus Student Association.

Section 9

All votes shall be cast on a one-person, one-vote principle.

Section 10

The Bylaws, the Policies and Procedures, the State Chair's proposed budget, Delegate Assembly rules, budget guidelines, budget descriptions and the guidelines for drafting the MSUSA Student Platform must be made available to each campus student association ten (10) business days prior to the opening of Delegate Assembly.

Section 11

Members of the Board of Directors or their proxies shall not be eligible to participate as a delegate in the Delegate Assembly.

ARTICLE IX: Officers

Section 1

The officers of MSUSA shall be the State Chair, Vice Chair and Treasurer. Officers are ex-officio, non-voting members of the Board of Directors. Officers shall not hold any position in their respective university campus student associations. Officers must be students. Officers must have and maintain good academic standing during their term.

Officers will undergo a performance evaluation at the last scheduled board meeting of each semester. Their evaluation will be conducted by the board of directors and will include the expectations outlined in their position description and any others set by the board at the beginning of each semester.

Section 2

The State Chair shall be the chief executive officer of MSUSA. The State Chair shall:

- A. Be responsible for the implementation and coordination of such MSUSA proposals/programs as adopted by the Student Association, the Board of Directors, or the Delegate Assembly.
- B. Be responsible for the administrative duties of MSUSA, including calling and chairing meetings, the coordination and dissemination of information, and the supervision of staff, interns and volunteers.
- C. Ensure that a written agenda is submitted to all members of the Board of Directors at least ten (10) business days in advance of any scheduled meeting.
- D. At the direction of the Board of Directors, schedule Board of Directors meetings, events, and conferences.
- E. Ensure that a copy of the Minutes of the Board of Directors meeting is sent to all members of the board no later than ten (10) business days after the Board of Directors meeting.
- F. Serve as chief spokesperson for MSUSA.
- G. Attend at least one staff meeting monthly.
- H. Be authorized to make expenditures clearly identified in the approved budget and/or specifically called for by an approved MSUSA regulation or program.
- I. Serve as MSUSA's representative to the Office of Higher Education Student Advisory Council. This position may be delegated to the MSUSA vice Chair at the State Chair's request.
- J. Be responsible for presenting the MSUSA report, both verbally and in writing, at the meetings of the Board of Trustees and its committees.
- K. Make appointments to commissions, task forces, study groups, search committees and other groups that impact students and Minnesota public higher education.

- L. Attend all official functions of MSUSA.
- M. Work in conjunction with the executive director to hire fire and supervise the MSUSA staff, and interns.
- N. Draft documents, henceforth known as Position Papers, outlining the rationale behind every MSUSA position, in conjunction with the MSUSA staff and facilitators.
- O. Submit a written description of duties and expectations of each facilitator position for approval to the Board of Directors prior to appointment.
- P. Present a document of Final Recommendations to the incoming Board of Directors.
- Q. Work to achieve the Board of Director's objectives and vision of the organization.
- R. The State Chair may appoint facilitators in the areas including but not limited to: academic affairs, federal legislative affairs, state legislative affairs, public relations/ development, student services, and diversity. Facilitators must be students.

Section 3

The Vice Chair shall:

- A. Perform the duties of the State Chair in the State Chair's absence or at the State Chair's request.
- B. Attend all official functions of MSUSA.
- C. Perform any duties assigned by the Board of Directors and/or State Chair.
- D. Chair the Delegate Assembly.
- E. Attend at least one staff meeting monthly.
- F. Assist the State Chair, Board of Directors, and staff in planning, coordinating, and implementing all MSUSA regular and special events and programs.
- G. Serve as ex-officio Chair of the Penny Program Board of Directors.
- H. Be responsible for supervising MSUSA's Campus Committees. This includes the Campus Coordinator and all other positions associated with MSUSA Campus Committees..
- I. Assist staff in scheduling, coordinating, planning, and implementing state and federal lobby events.

Section 4

The Treasurer shall:

- A. Attend all official functions of MSUSA.
- B. Perform any duties assigned by the Board of Directors and/or State Chair.
- C. Attend at least one staff meeting monthly.
- D. Assist the State Chair, Vice Chair, Board of Directors, and staff in financial aspects of and implementation of all MSUSA regular and special events and programs.
- E. Review all invoices.
- F. Chair the fiscal committee.
- G. The Treasurer shall monitor and allocate campus committee budgets through working with each respective campus' Campus Coordinator.
- H. Be the liaison between the accountant and the Board of Directors.
- I. Oversee the preparation of monthly financial reports by the bookkeeping company for distribution to all campus Student Associations.
- J. Assist staff in financial aspects of state and federal lobby events.
- K. Be responsible for an update to the board of directors and delegates assembly on progress and spending relating to initiatives that the board is pursuing
- L. Provide forecast data on possible gains and losses the organization faces for conferences it hosts to the board of directors at all regularly scheduled board meetings, and whenever requested by the board.
- M. Lead signature on all checks if available
- N. Present the annual audit to the board in conjunction with the Executive Director. Responsible for preparing and presenting a standard line item budget proposal for the campus student associations.

ARTICLE X: Campus Committee Structure

The purpose of the MSUSA Campus Committees is to organize students on each of the seven MnSCU University campuses. This organizing work includes, but is not limited to: implementing campaigns, increasing MSUSA's visibility, informing students about issues relevant to higher education, student life, and gathering information from students relevant to the work of MSUSA.

ARTICLE XI: Vacancy, Recall and Removal

Section 1

In the event of a vacancy of the State Chair position, the Vice Chair will assume the position of State Chair. If the remaining term of the State Chair is more than six months, a special election for State Chair must be held.

In the event of a vacancy of the Vice Chair position, a special election will be held at the next Delegate Assembly, and a three-fifths vote is needed to elect a new Vice Chair. Should the Board of Directors meet prior to this meeting, the Board of Directors shall appoint an interim Vice Chair.

In the event of a vacancy of the Treasurer position, a special election will be held at the next Delegate Assembly, and a three-fifths vote is needed to elect a new Treasurer. Should the Board of Directors meet prior to this meeting, the Board of Directors shall appoint an interim Treasurer.

Section 2

The Board of Directors, by a three-fourths vote, may remove any officer who is no longer a student during the traditional academic year. For the purpose of this section, three-fourths vote shall be defined as three-fourths of the entire voting membership of the Board of Directors.

Section 3

The Board of Directors, by a three-fourths vote, can remove an officer of MSUSA for any of the following reasons, including, but not limited to misfeasance, malfeasance, and nonfeasance:

- A. Breach of these Bylaws.
- B. Non-compliance with MSUSA policy.
- C. Illegal activity directly relating to, or affecting their role within, MSUSA.
- D. Failure to fulfill the duties required of their office.
- E. Misuse of MSUSA funds.

ARTICLE XII: Budget and Expenditures

Section 1

The Board of Directors shall be responsible for the supervision of the budget as set by Delegate Assembly.

- A. The State Chair, Vice Chair, and Treasurer shall be signatory agents on all MSUSA accounts.
- B. Two signatures shall be required for each expenditure. The Board of Directors has the authority to appoint no more than one (1) assistant treasurer to be a signer on all MSUSA accounts.
- C. The State Chair shall be authorized to make expenditures clearly identified in the approved budget and/or specifically called for by an approved MSUSA regulation or program.
- D. The Board of Directors shall be responsible for interpreting all expenditure mandates of MSUSA.
- E. In all instances, the State Chair and/or the Board of Directors are responsible for managing the budget in accordance with the collective directives of Delegate Assembly.

Section 2

The fiscal year of MSUSA shall begin on July 1 and end on June 30.

Section 3

The Spring Delegate Assembly will set the budget.

Section 4

Approval of the budget shall require a two-thirds vote of Delegate Assembly.

Section 5

Alteration of the budget, excluding line-item transfers, can be made only with the approval of three-fourths of the Board of Directors present and voting. Line item transfers may be made by a two-thirds vote of the Board of Directors

Section 6

In all cases, travel shall be limited to that authorized by the current approved budget or by prior consent of two-thirds majority of the Board of Directors.

Section 7

MSUSA shall contract with an auditing firm on an annual basis to perform a certified audit at the conclusion of each fiscal year.

ARTICLE XIII: Proposals and Programs

Proposals or programs shall be considered to be under the auspices of MSUSA if two-thirds of the membership of the Delegates Assembly and/or the Board of Directors vote in favor of them.

ARTICLE XIV: Amendments

The process of amending these Bylaws shall be initiated by a two-thirds vote of the Board of Directors or the Delegate Assembly. A three-fourths vote of the Board of Directors shall be required to approve any amendments. These amendments to the Bylaws shall be effective the first day of the fiscal year following ratification.

ARTICLE XV: Rules of Order

Robert's Rules of Order Newly Revised shall be followed unless superseded by these Bylaws and the MSUSA Policies and Procedures.

ARTICLE XVI: Proportional Representation

Section 1

Delegate Assembly and committees within MSUSA shall consist of 41 member's total. All votes shall be cast on a one person, one vote principle.

Section 2

MSUSA is responsible for notifying each campus of representation composition.

Proportional representation will be determined by FYE to be recalculated yearly during Spring internal affairs using FYE numbers from the previous Fall semester.

Proportionality for Delegate Assembly at 41 total members shall be:

Southwest MN State	3 Delegates
Metropolitan State	4 Delegates
Bemidji State	3 Delegates
MSU Moorhead	5 Delegates

Winona State
MSU Mankato
St. Cloud State

6 Delegates
10 Delegates
10 Delegates

ARTICLE XVII: Internal Affairs

Section 1

An Internal Affairs Committee will convene at least once per fiscal year to consider issues and documents including but not limited to MSUSA's Bylaws and Policies and Procedures. This committee may propose changes to these documents. Other meetings may be called at the discretion of the Committee Chair, State Chair, or the Board of Directors.

Section 2

The Internal Affairs Committee will review the MSUSA strategic plan every three years in consultation with the officers and executive director.

Section 3

The membership of Internal Affairs shall be comprised of students from each campus as decided by the Director. It is recommended that one seat be filled by the Campus Coordinator and another seat be filled by the Director. Representation shall be as follows:

Bemidji:	2 Students
Mankato:	2 Students
Metropolitan:	2 Students
Moorhead:	2 Students
Southwest:	2 Students
St. Cloud:	2 Students
Winona:	2 Students

Section 4

Internal Affairs shall be chaired by the Vice Chair.

Section 5

Internal Affairs shall be open to all students and the recommendations of the committee shall be brought to the appropriate body for approval.

Section 6

All non-procedural motions made by Internal Affairs must pass by a two-thirds majority, defined as two-thirds of the entire voting membership present

ARTICLE XVIII: Diversity Advisory Committee

Section 1

The Diversity Advisory Committee (DAC) shall be composed of the Diversity Specialist from each of the seven Minnesota state universities and will be chaired by the MSUSA Director of Campus Organizing. The chair shall be a non-voting member, responsible for communicating the DAC recommendations to the Delegate Assembly for approval.

Section 2

The DAC will be responsible for:

- A. Recommending the direction MSUSA shall take regarding issues of diversity to the Delegate Assembly.
- B. Making recommendations to the Delegate Assembly regarding involvement with diversity and leadership conferences at MnSCU Universities

Section 3

The DACD will meet at regularly scheduled conferences.

ARTICLE XIX: OPERATING RESERVE POLICY

Purpose

The purpose of the Operating Reserves policy for MSUSA is to ensure the stability of the mission, programs, employment, and ongoing operations of the organization.

The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure. Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of MSUSA for Operating Reserves to be used and replenished within a reasonably short period of time. The Operating Reserve policy will be implemented in concert with the other governance and

financial policies of MSUSA and is intended to support the goals and strategies contained in related policies as well as in strategic and operational plans.

Definitions and Goals

The Operating Reserve Fund is defined as the designated fund set aside by action of the Board of Directors. The minimum amount to be designated as Operating Reserve will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The Operating Reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes. The target minimum Operating Reserve Fund is equal to six months of average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses such as salaries and benefits, occupancy, office, travel, program, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation.

The amount of the Operating Reserve fund target minimum will be calculated each year after approval of the annual budget, reported to the Board of Directors, and included in the regular financial reports.

Accounting for Reserves

The Operating Reserve Fund will be recorded in the financial records as Board-Designated Operating Reserve. The Operating Reserve Fund will be funded and will be available in cash or cash equivalent funds. Operating Reserves will be maintained in a separate bank account.

Funding of Reserves

The Operating Reserve Fund will be funded with surplus unrestricted operating funds.

Use of Reserves

Use of the Operating Reserves requires three steps:

1. Identification of appropriate use of reserve funds.

The Executive Director and staff will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and replenished.

2. Authority to use operating reserves

The Executive Director will submit a request to use Operating Reserves to the Board of Directors. The request will include the analysis and determination of the use of funds and plans for replenishment. The organization's goal is to replenish the funds used within twelve months to restore the Operating Reserve Fund to the target minimum amount. If the use of Operating Reserves will take longer than 12 months to replenish, the request will

be scrutinized more carefully. The Board of Directors will approve or modify the request and authorize transfer from the fund.

3. Reporting and monitoring.

The Executive Director is responsible for ensuring that the Operating Reserve Fund is maintained and used only as described in this Policy. Upon approval for the use of Operating Reserve funds, the Executive Director will maintain records of the use of funds and plan for replenishment. He/she will provide regular reports to the Board of Directors of progress to restore the fund to the target minimum amount.

ARTICLE XX: ACCOUNT OPENING AND CLOSING

It may be determined by the Treasurer and staff that a current bank account or investment account should be closed, or a new account should be opened. In this case, the closing and opening of new bank and/or investment account(s) requires approval by the MSUSA Board of Directors.

ARTICLE XXI: FISCAL COMMITTEE

The Treasurer is the chair of the Fiscal Committee, which includes three other board members. The Treasurer, in conjunction with the State Chair, shall select members of the committee. The committee is responsible for developing and reviewing financial procedures, financial statements, investment accounts, fundraising plans, and the annual budget with staff and other board members. The fiscal committee will also review the annual audit.



Policy and Procedures Manual

2013-2014

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ARTICLE I: THE BOARD OF DIRECTORS

An annual schedule shall be ratified by the Board of Directors at or prior to the final board meeting of each academic year. The annual schedule shall consist of:

- Board of Directors meetings, which shall rotate among the seven universities.
- Summer Orientation Conference
- All Delegate Assembly Conference
- State Lobby Day(s)
- Federal Lobby Trip(s)
- Board of Directors' retreat
- MSUSA program events (scholarship, leadership and diversity events)

SECTION 1: PROCEDURES

Agendas (weekend, board and committee) shall be emailed to all board members and campus coordinators no less than 10 business days prior to the start of an MSUSA Board of Directors meeting. Said agendas shall also be posted on the MSUSA website at this time.

A copy of the minutes of Board of Directors Meeting shall be submitted to all members of the Board no later than ten (10) business days after such meetings.

The Board of Directors specifically:

- Shall review all new leases prepared by the executive director.
- May bestow MSUSA Awards of Recognition. (Any student may recommend the presentation of such an award, and the board will consider the granting of said award prior to its presentation or any public notification.)

SECTION 2: EXECUTIVE SESSION

Executive session shall be called at the State Chair's discretion.

Only members of the Board of Directors and any other individual deemed necessary is permitted to participate or witness executive sessions.

All matters discussed in executive session, and all written materials received within an executive session are considered confidential, and all participants are legally bound to maintain the seal of confidentiality.

SECTION 3: CONFERENCE CALLS

Conference calls of the Board of Directors may be scheduled at the discretion of the State Chair.

Campuses may invite students from their campus to monitor the conference call unless the business at hand is an executive session item.

MSUSA pays for any conference call deemed necessary by the State Chair.

SECTION 4: WASHINGTON D.C. TRIP POLICY

Federal advocacy trips will occur annually in the spring term and as-needed.

Participants on the (March) Spring trip will be the State Chair, Board Members and the Executive Director or Director of Government and System Relations.

Board Members who are unable to attend may recommend a proxy to the State Chair, however their proxy recommendation is not guaranteed a spot on the trip.

Participation for the as-needed trips will be determined by the State Chair, Executive Director and Director of Government and System Relations.

Dates for trips shall be established as early as possible.

Each attendee for any DC Lobby Trip is required to finish an MSUSA Lobby Trip Information Assessment before participating in any official DC meetings. This assessment will be designed by the Executive Director, Director of Government and System Relations, and the State Chair. This assessment will only address any relevant federal lobby trip information. It must be distributed to the trip participants in a timely matter.

ARTICLE II: SPECIAL COMMITTEES

Special, or ad hoc, committees may be established at the discretion of the State Chair, or by resolution of the board of directors. Any such committee is to have a specific task to accomplish, and disbands upon completion of this task.

Facilitators are to be appointed by the State Chair, and do not require confirmation by the board of directors.

Facilitators may receive stipends at the discretion of the board.

Each campus appoints two students from their campus to serve as members of any special committee called.

Voting is on a one person, one vote basis.

Special committees shall be scheduled to meet during regular MSUSA meetings, shall report regularly to the board on their progress, and shall keep a record of their meetings (minutes).

Special committees established jointly with other organization(s)

- Members will be appointed by the chair and confirmed by the board of directors

- The number of total membership shall be recommended by the chair or board of directors and approved by all participating boards.

Membership will comply with the spirit of the open meeting law.

ARTICLE III: DELEGATE ASSEMBLY

Authority: The Delegate Assembly of the MSUSA is established through the association's Bylaws, and meets a minimum of two times per year.

Procedures: Each campus determines who will serve as delegates for their campus in a manner consistent with their campus Student Association's constitution.

ARTICLE IV: MSUSA CAMPUS COMMITTEE

The committee will consist of the Campus Coordinator, a Legislative/MnSCU Specialist, a Public Relations Specialist, and a Diversity Specialist.

SECTION 1: DUTIES

The Campus Coordinator will be the chair of the committee, the liaison to student senate and the campus administration.

The Legislative/MnSCU Specialist will organize and lead the Lobby Corps, and will inform students of relevant legislative and MnSCU information as well as gather needed information on issues and campaigns.

The Public Relations Specialist will promote MSUSA's visibility on campus and will work with the other committee members to assist with promotional materials for campaigns.

The Diversity Specialist will sit on the Diversity Advisory Committee, and work with the other committee members to help target diverse populations for MSUSA campaigns.

The Director of Campus Organizing, with the Vice Chair, will facilitate the creation of clear objectives and plans. The Director of Campus Organizing is authorized to assign duties over and above the ones listed in the MSUSA Policy and Procedures.

SECTION 2: APPOINTMENT OF POSITIONS

Each Director shall appoint a Campus Coordinator. Each Campus Coordinator shall submit a recommendation regarding committee membership to the Director within three weeks of

appointment. The Director will review and approve this recommendation. The Campus Coordinator shall replace any candidates not approved by the Director .

SECTION 3: COMMUNICATION STRUCTURE

The Vice Chair and Director of Campus Organizing shall be in charge of providing information to the Campus Coordinators regarding campaigns, issues, events, and updates.

The Vice Chair shall be apprised of all direct communication between the staff and Campus Committee membership.

The Campus Coordinator shall be in charge of forwarding all information to the relevant Campus Committee Member, as well as of forwarding all questions to the Vice Chair and/or relevant staff member.

SECTION 4: EVALUATIONS AND STIPENDS

The Vice Chair and Director of Campus Organizing shall conduct performance evaluations, including feedback from staff at the end of each semester.

Based on these end of semester evaluations, the Vice Chair shall make a recommendation regarding each Campus Coordinator's stipend. This recommendation will be approved by the Board of Directors.

The Campus Coordinator shall conduct performance evaluations, including feedback from campus board members, of the Campus Committee members at the end of each semester.

Based on these end of semester evaluations, the Campus Coordinator shall make a recommendation regarding each Campus Committee Members' stipends. This recommendation will be reviewed by the Vice Chair and forwarded to the Board of Directors as part of the Vice Chair's stipend recommendation.

The Vice Chair shall make a recommendation to the Board of Directors regarding the Committee Member stipend amount. Campus Coordinators shall be eligible for a stipend of up to \$700 per semester. All other Campus Committee Members shall be eligible for a stipend of up to \$350 per semester.

MSUSA Board Members retain the right to recommend a stipend amount higher than \$700 for Campus Coordinator and \$350 for the other campus committee members provided that the total stipend allocation amount does not exceed \$1,750 per semester per campus committee.

SECTION 5: REPORTS AND CONFERENCE CALLS

The Vice Chair and Director of Campus Organizing shall hold a conference call with the Campus Coordinators no less than once every two weeks during the semester.

The Vice Chair and Director of Campus Organizing shall hold calls with the Campus Coordinator for each campus no less than once every two weeks during the semester.

The Campus Coordinator shall maintain a record of campus committee activities to be reviewed regularly by the Vice Chair, Directors and staff.

SECTION 6: BUDGETS AND SPENDING

The Campus Coordinator shall draft, submit, and maintain a budget for the Campus Committee.

The Campus Coordinator shall also maintain a record of all spending by the campus committee All invoices should be submitted to the Office Manager for payment.

SECTION 9: SUPERVISION OF CAMPUS COORDINATOR

Supervision and accountability of the Campus Coordinator will be the responsibility of the MSUSA Vice Chair and Director of Campus Organizing.

SECTION 10: SUPERVISION OF MSUSA CAMPUS COMMITTEE MEMBERS

Supervision and accountability of the MSUSA Campus Committee members will be the responsibility of the Campus Coordinator with help from the MSUSA Vice Chair and Director of Campus Organizing.

ARTICLE V: CAMPUS COORDINATORS

The campus coordinator shall be a student at their respective university.

SECTION 1: DUTIES

The campus coordinator shall:

- Chair MSUSA Campus Committee.
 - Set up meeting time and location.
- Seek out candidates for committee appointments.
- Organize a delegation of students from their campus to attend MSUSA functions.
- Attend all MSUSA conferences.
- Coordinate the planning of MSUSA meetings and/or events that take place on their campuses.
- Be a liaison to the campus Student Association.
- Regularly report to the student association at the discretion of the campus director. Without a proxy, automatically serves in the place of the Director in his/her absence on the Board of Directors.
- Co-sponsor at least one (1) event on campus per semester.

- Attend student organization coalition meetings, as necessary.
- The Campus Coordinator shall maintain a record of campus committee activities to be reviewed regularly by the Vice Chair, Directors and staff.
- Obtain student contact information for MSUSA contact management system.
- Evaluate Committee Members
 - At the end of each semester evaluations will be provided.
 - Work with MSUSA Vice Chair and the Dir. Of Campus Organizing.
- Other duties as assigned by MSUSA Staff, Officers, and the Board of Directors

ARTICLE VI: DIVERSITY SPECIALIST

The diversity specialists shall be a student at their respective university.

SECTION 1: DUTIES

The diversity specialist shall:

- Member of the MSUSA Diversity Advisory Committee .
 - Help plan diversity workgroups for MSUSA conferences.
 - Assist MSUSA with general diversity awareness.
- Attend all MSUSA conferences.
- Attend weekly MSUSA committee meetings.
- Gather information regarding diversity related events and issues on your campus.
- Update MSUSA campus committee of relevant diversity information.
- Work with diversity related committees, organizations, departments, and the Diversity Officer on campus.
- Assist the Campus Coordinator with events.
- Perform other duties as assigned by the Campus Coordinator

ARTICLE VII: PUBLIC RELATIONS SPECIALIST

The public relations specialist shall be a student at their respective university.

SECTION 1: DUTIES

The public relations specialists shall:

- Promote general MSUSA visibility.
- Attend MSUSA conferences
- Attend weekly MSUSA Committee meetings.
- Communicate and work with University Public Relations staff.
- Work with both on and off campus media outlets.
 - Send out Media Releases.
 - Set up Press Conference.

- Reach out to pertinent departments and utilize resources for marketing research and ad campaign development.
 - I.e. Communication, Marketing and Design departments.
- Work with staff on general MSUSA ad campaigns.
- Assist Campus Coordinator with events.
- Promote MSUSA events, conferences, Penny Program, Jared P. Stene Leadership Scholarship and the MSUSA Alumni Association.
- Work with the community to inform and gain support for MSUSA events and campaigns.
- Perform other duties as assigned by the Campus Coordinator and the Director of Communications.

ARTICLE VIII: LEGISLATIVE/MnSCU SPECIALIST

The legislative/MnSCU specialists shall be a student at their respective university.

SECTION 1: DUTIES

The legislative/MnSCU specialists shall:

- Attend all MSUSA Conferences.
- Attend weekly MSUSA Committee meetings.
- Facilitate MSUSA legislative/MnSCU campaigns.
 - Acquire student feedback/administer surveys.
 - Work with PR Specialist to create promotional materials.
- Assemble Lobby Corps.
 - Arrange lobby visits and travel accommodations.
 - Work with MSUSA staff to train Lobby Corps members.
 - Submit names and addresses of Lobby Corps members.
- Build relationships with state and federal legislators.
- Serve on a systemwide committee
-
- Relay legislative and MnSCU updates to the MSUSA Campus Committee.
- Perform other duties as assigned by the Campus Coordinator.

ARTICLE IX: MSUSA STATE LOBBY DAYS

There may be one or more lobby days each year.

For the lobby day:

Issue information will be sent to the campuses at least five (5) business days prior to the event.

Campus Committees are required to hold orientation sessions prior to lobby day.

Attendance is mandatory for the State Chair, the Vice Chair and the Legislative/MnSCU Specialist.

The MSUSA staff will set up large group meetings with the Governor's office and with the Higher Education Committees' division leaders from all legislative parties.

Campuses will schedule meetings with campus and home district representatives.

Campuses must report expected attendance figures two weeks prior to the event.

MSUSA staff will design and produce promotional materials for our state based lobbying events in consultation with the Delegate Assembly and the Board of Directors.

ARTICLE X: INDEMNIFICATION POLICY

MSUSA shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the corporation) by reason of the fact that he or she is or was a trustee, officer, employee or agent of the corporation. Specifically contemplated in this policy is indemnification of the Executive Director and Office Manager for charges made on MSUSA's credit card.

This indemnification includes expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit, or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the corporation.

With respect to any criminal action or proceeding, he or she must also have had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea or nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner in which he or she reasonably believed to be in or not opposed to the best interests of the corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

ARTICLE XI: CONFLICT OF INTEREST POLICY

SECTION 1: REASON FOR STATEMENT

The Minnesota State University Student Association (MSUSA) as a nonprofit, tax-exempt organization depends on charitable contributions from the public. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the IRS as well as state corporate and tax officials, view the operations of the MSUSA as a public trust which is subject to scrutiny by and accountability to such governmental authorities as well as to members of the public.

Consequently, there exists between the MSUSA and its board, officers, and management employees 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 MSUSA honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the MSUSA. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the MSUSA or knowledge gained therefrom for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.

SECTION 2: PERSONS CONCERNED

This statement is directed not only to directors and officers, but to all employees who can influence the actions of the MSUSA. For example, this would include all who make purchasing decisions, all other persons who might be described as "management personnel," and all who have proprietary information concerning the MSUSA.

SECTION 3: 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:

- Persons and firms supplying goods and services to the MSUSA.
- Persons and firms from whom the MSUSA leases property and equipment.
- Persons and firms with whom the MSUSA is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
- Competing or affinity organizations.
- Donors and others supporting the MSUSA.
- Agencies, organizations, and associations which affect the operations of the MSUSA.
- Family members, friends, and other employees.

SECTION 4: NATURE OF CONFLICTING INTEREST

A material conflicting interest may be defined as an interest, direct or indirect, with any persons and firms mentioned in Section 3. Such an interest might arise through:

- Owning stock or holding debt or other proprietary interests in any third party dealing with the MSUSA.
- Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) in any third party dealing with the MSUSA.
- Receiving remuneration for services with respect to individual transactions involving the MSUSA.

- Using the MSUSA's time, personnel, equipment, supplies, or good will for other than MSUSA approved activities, programs, and purposes.
- Receiving personal gifts or loans from third parties dealing with the MSUSA. Receipt of any gift is disapproved except gifts of nominal value which could not be refused without discourtesy. No personal gift of money should ever be accepted.

SECTION 5: INTERPRETATION OF THIS STATEMENT OF POLICY

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the trustees, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not mean necessarily 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 that it is necessarily adverse to the interests of the MSUSA.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of 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 6: DISCLOSURE POLICY AND PROCEDURE

Disclosure should be made according to the MSUSA standards. Transactions with related parties may be undertaken only if all of the following are observed:

- A material transaction is fully disclosed in the audited financial statements of the organization;
- The related party is excluded from the discussion and approval of such transaction;
- A competitive bid or comparable valuation exists; and
- The organization's board has acted upon and demonstrated that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the chief executive (or if she or he is the one with the conflict, then to the board chair), who shall determine whether a conflict exists and is material, and if the matters are material, bring them to the attention of the board chair.

Disclosure involving directors should be made to the board chair, who shall bring these matters, if material to the board.

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

ARTICLE XII: CELL PHONE POLICY

Officers and staff are reimbursed a flat rate for use of their personal cell phones for MSUSA business. The reimbursement of \$20.77 is applied on each paycheck.

ARTICLE XIII: MEETINGS and CONFERENCES

For regular board meetings and conferences MSUSA pays for Delegate Assembly membership, the Diversity Specialist, the Campus Coordinator, the Legislative/MnSCU Specialist, PR Specialist, board member and any campus committee member required to attend the conference. MSUSA will also pay for one alternate member to the Delegate Assembly for every three participants to the Delegate Assembly, as defined in Article XVI, Section 2 of the MSUSA Bylaws. (This refers to lodging expenses, quad occupancy)

The MSUSA Office Manager will set and announce registration deadlines for each meeting/conference. These deadlines must be met by the campuses in order to facilitate accurate lodging, meal and meeting space arrangements.

When registering for meetings or conferences, MSUSA allows campuses to substitute ‘acting’ Campus Coordinator and Diversity Specialist for their appointed individuals no more than twice per year. Such substitutions require prior approval by the Vice Chair.

MSUSA will also pay for a limited number of group meals at the Delegate Assembly meetings, budget permitting. At these events, MSUSA will also pay for the meals for special guests who have been invited to participate. At all other Board meetings, the Saturday lunch is provided by the host campus.

MSUSA funds all MSUSA staff time to prepare for and set up all meetings.

MSUSA pays for meeting rooms, equipment rental and other related costs for the Delegate Assembly meetings.

MSUSA pays for conference/meeting materials and assembly costs (time, copying, etc.).

Each campus pays for the following, as they apply:

- Additional, non-approved vehicle expenses.
- Other costs not related to the hotel or provided meals.
- A per person fee for participants beyond the “paid for” number. This fee is set by MSUSA to cover per individual costs of the event.
- In the event that campuses cancel participants beyond the registration deadline and do not provide a same-gender substitution, a cancellation fee equal to the costs incurred by MSUSA for the event will be billed to the campus.

ARTICLE XIV: MSUSA CODE OF CONDUCT

Every student attending MSUSA meetings and conferences must adhere his/her behavior to the MSUSA Code of Conduct:

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

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

Practice good stewardship of MSUSA funds by avoiding activity that causes an unnecessary or frivolous cost to the association

Section A: Disciplinary Action and Power of Determination

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

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

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

Section B: Enforcement Procedure and Review Process

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

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

Section C: Behavior Necessitating Immediate Removal

If a MSUSA student engages in behavior of a particularly egregious or unlawful nature while attending a MSUSA event or function (e.g. assault, illicit drug use, public disturbance, underage alcohol consumption, damage to property, etc.) he or she is subject to immediate removal from the

event or function. In such a situation the procedure outlined in Section B of this document does not apply.

Section D: Compensation Procedure

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

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

Section E: Notice

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

ARTICLE XV: ADA POLICY

MSUSA will endeavor to make reasonable accommodations to ensure access to programs and services to MSUSA events for individual members with disabilities.

Students with disabilities and their personal care attendants shall ride with their campus delegation to MSUSA events if possible. If a van is needed rather than a car, the van rate shall be paid. If an additional vehicle is needed, the MSUSA board may authorize the mileage.

Students with disabilities and their personal care attendants shall receive lodging at quad occupancy, or may receive, if necessary, dual occupancy.

The cost of hearing interpreter services for students requiring such services shall be shared jointly by MSUSA and the student's campus.

Requests for the most feasible and reasonable accommodations must be submitted in writing to MSUSA ten working days prior to MSUSA events, and must be approved by the MSUSA officers.

If the necessary arrangements cannot be made, MSUSA will not be held liable.

ARTICLE XVI: HANDGUN POLICY

MSUSA, Inc. prohibits individuals from bringing firearms onto its premises.

MSUSA, Inc. prohibits its employees from carrying or possessing firearms while acting in the course and scope of employment. Violation of this policy may result in disciplinary action up to and including termination.

ARTICLE XVII: ALCOHOL AND ILLEGAL SUBSTANCES

The Minnesota State University Student Association, Inc. (MSUSA) is committed to providing a healthy and secure environment, which facilitates the highest level of involvement and fosters the full development of all students. The MSUSA strives to support and promote safe and legal practices regarding the use of alcohol and illegal substances.

In accordance and compliance with state and federal laws, we specifically have established these priorities:

- To stress moderation, safety and individual accountability for those 21 or over who chose to drink.
- To provide an atmosphere free from coercion for those who choose not to drink.
- To discourage and prohibit underage drinking.
- To prohibit alcohol consumption in vehicles and driving while intoxicated.
- To prohibit use of any illegal chemical substances.

If a violation of this policy is alleged, a written complaint against a student may be filed with the college or university where he or she attends. The college or university judicial process provides an accused student with due process rights, and shall determine appropriate sanctions.

ARTICLE XVIII: OFFENSIVE BEHAVIOR

Any student who engages in harassment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local commission, disability or age shall be subject to remedial action which may include MSUSA's failure to pay for attendance at conferences or events, and may also include the pursuit of legal action against the perpetrator.

Sexual Harassment is prohibited and includes any unwelcome sexual advance, request for sexual favor and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with any student's participation with MSUSA or creating an intimidating, hostile or offensive environment.

Although the intent of the person engaging in the conduct may be harmless or even friendly, it is the welcomeness of the conduct by the recipient that is relevant to whether the conduct is harassment. Given the difficulty of judging whether the conduct is welcome or unwelcome in particular situations, MSUSA prohibits all students from engaging in any conduct of a sexual nature or amounting to harassment based on any protected category in an MSUSA setting. Any student who engages in sexual harassment shall be subject to remedial action which may include MSUSA's failure to pay for attendance at conferences or events, and may also include the pursuit of legal action against the perpetrator.

This policy applies to everyone. No retaliation or intimidation directed towards anyone who makes a complaint will be tolerated.

If you believe you have been a victim of harassment, take the following steps:

- Discuss the matter with the Executive Director of MSUSA.
- If you believe the Executive Director to be the source of or a party to the sexual harassment, talk to the State Chair of MSUSA.
- If the state chair alleges harassment by the executive director, or if the executive director alleges harassment by the state chair the matter should be discussed with the MSUSA Director of Research and Policy.

MSUSA will investigate and attempt to resolve your complaint promptly. If, for any reason, you believe this has not occurred within a reasonable time, or you wish to appeal the decision of the Executive Director, refer the problem to the State Chair of MSUSA.

MSUSA will make every effort to guarantee confidentiality and privacy in offensive behavior situations.

ADDENDUM 1: STATE CHAIR ELECTION GUIDELINES

1. State Chair elections shall be the first election held at the last regularly scheduled Delegate Assembly meeting.
2. Nominations will be opened (for the first ballot) at the second Monday in February and closed 30 days prior to the beginning of the last regularly scheduled Delegate Assembly. The candidates are required to submit the following items for the approval of the board and their respective delegations:

- A personal statement that addresses reasons for desiring the officer position, any goals that the candidate has for the organization, and any other information that may be pertinent to the election process.
 - Provide documentation proving good academic standing
 - A current resume.
 - At least one letter of recommendation (optional).
 - A photograph (optional).
3. All candidate information must be received at the MSUSA office a minimum of 30 days prior to the election, to be sent out by the office to the campuses within five business days. If the candidate does not have the required information to the office by the deadline, that candidate shall be disqualified.
 4. Campuses are free to contact the candidates any time before the election in order to answer any of their questions. Campuses may also allow candidates to visit and campaign if the candidates so choose.
 5. Candidates must be registered students at a Minnesota state university.
 6. The current State Chair shall chair the election process, unless the current State Chair is a candidate. If the current State Chair is a candidate, the current Vice Chair shall chair the election process. If both the current chair and Vice chair are candidates, the Board of Directors shall designate (by a two thirds vote) a chair for the election process. If a member of the Board of Directors is a candidate for State Chair, he/she must temporarily appoint a proxy to sit on the Board of Directors for the duration of the election.
 7. Any candidate may withdraw before the first vote is cast. Candidates will not be allowed back onto a ballot once they have withdrawn from the election.
 8. All candidates shall have three minutes to address the Board of Directors on their qualifications and motivations for running for State Chair of MSUSA.
 9. Questioning of the candidates shall only be done prior to the first round of votes. Each director will be allowed up to three questions. After all questions are used, the board has the option to extend the questioning period for a specific amount of time. Questioning shall not be permitted at any other time during the election.
 10. A two-thirds majority vote of the Board of Directors members shall elect the State Chair.
 11. The current State Chair and the staff shall count the votes during the election.
 12. If at any time a candidate receives zero votes, that candidate shall be disqualified.
 13. Blank ballots shall be interpreted to be blank for the remaining declared candidates.
 14. All candidates are to remain away from the election site for the duration of the election, after the questioning has been completed. After the election has been decided, the candidates will be called into the election room and informed of the results.
 15. Candidates must provide documentation of being in good academic standing with their respective institution.
 16. Candidates who are unsuccessful at their initial position sought shall be allowed the option to run for any other position whose election takes place following the initial election during the Spring Delegate Assembly.

17. The term of the new State Chair shall begin on the June 1st, following the election.

ADDENDUM 2: VICE CHAIR ELECTION GUIDELINES

1. Vice Chair elections shall be held after the State Chair election at the last regularly scheduled Delegate Assembly meeting.
2. Nominations will be opened (for the first ballot) at the second Monday in February and closed 30 days prior to the beginning of the last regularly scheduled Delegate Assembly. The candidates are required to submit the following items for the approval of the board and their respective delegations:
 - A personal statement that addresses reasons for desiring the officer position, any goals that the candidate has for the organization, and any other information that may be pertinent to the election process.
 - Provide documentation proving good academic standing.
 - A current resume.
 - At least one letter of recommendation (optional).
 - A photograph (optional).
3. All candidate information must be received at the MSUSA office a minimum of 30 days prior to the election, to be sent out by the office to the campuses within five business days. If the candidate does not have the required information to the office by the deadline, that candidate shall be disqualified.
4. Campuses are free to contact the candidates any time before the election in order to answer any of their questions. Campuses may also allow candidates to visit and campaign if the candidates so choose.
5. Candidates must be registered students at a Minnesota state university.
6. The current Vice Chair shall chair the election process, unless the current Vice Chair is a candidate. If the current Vice Chair is a candidate, the current State Chair shall chair the election process. If both the current chair and vice chair are candidates, the Board of Directors shall designate (by a two thirds vote) a chair for the election process.
7. Any candidate may withdraw before the first vote is cast. Candidates will not be allowed back onto a ballot once they have withdrawn from the election.
8. All candidates shall have three minutes to address the Delegate Assembly on their qualifications and motivations for running for Vice Chair of MSUSA.
9. Questioning of the candidates shall only be done prior to the first round of votes. Each campus will be allowed up to three questions. After all questions are used, the Delegate Assembly has the option to extend the questioning period for a specific amount of time. Questioning shall not be permitted at any other time during the election.
10. A three-fifths majority vote of the Delegate Assembly members shall elect the Vice Chair.
11. The current State Chair and the staff shall count the votes during the election.

12. All votes will be roll call votes.
13. If at any time a candidate receives zero votes, that candidate shall be disqualified.
14. Blank ballots shall be interpreted to be blank for the remaining declared candidates.
15. All candidates are to remain away from the election site for the duration of the election, after the questioning has been completed. After the election has been decided, the candidates will be called into the election room and informed of the results.
16. Candidates must provide documentation of being in good academic standing with their respective institution.
17. The term of the new Vice Chair shall begin on the June 1st, following the election.

ADDENDUM 3: TREASURER ELECTION GUIDELINES

1. Treasurer elections shall be held after the Vice Chair election at the last regularly scheduled Delegate Assembly meeting.
2. Nominations will be opened (for the first ballot) at the second Monday in February and closed 30 days prior to the beginning of the last regularly scheduled Delegate Assembly. The candidates are required to submit the following items for the approval of the board and their respective delegations:
 - A personal statement that addresses reasons for desiring the officer position, any goals that the candidate has for the organization, and any other information that may be pertinent to the election process.
 - Provide documentation proving good academic standing.
 - A current resume.
 - At least one letter of recommendation (optional).
 - A photograph (optional).
3. All candidate information must be received at the MSUSA office a minimum of 30 days prior to the election, to be sent out by the office to the campuses within five business days. If the candidate does not have the required information to the office by the deadline, that candidate shall be disqualified.
4. Campuses are free to contact the candidates any time before the election in order to answer any of their questions. Campuses may also allow candidates to visit and campaign if the candidates so choose.
5. Candidates must be registered students at a Minnesota state university.
6. The current Vice Chair shall chair the election process, unless the current Vice Chair is a candidate. If the current Vice Chair is a candidate, the current State Chair shall chair the election process. If both the current chair and vice chair are candidates, the Board of Directors shall designate (by a two thirds vote) a chair for the election process.
7. Any candidate may withdraw before the first vote is cast. Candidates will not be allowed back onto a ballot once they have withdrawn from the election.

8. All candidates shall have three minutes to address the Delegate Assembly on their qualifications and motivations for running for treasurer of MSUSA.
9. Questioning of the candidates shall only be done prior to the first round of votes. Each campus will be allowed up to three questions. After all questions are used, the Delegate Assembly has the option to extend the questioning period for a specific amount of time. Questioning shall not be permitted at any other time during the election.
10. A three-fifths majority vote of the Delegate Assembly members shall elect the State Chair.
11. The current State Chair and the staff shall count the votes during the election.
12. All votes will be roll call votes.
13. If at any time a candidate receives zero votes, that candidate shall be disqualified.
14. Blank ballots shall be interpreted to be blank for the remaining declared candidates.
15. All candidates are to remain away from the election site for the duration of the election, after the questioning has been completed. After the election has been decided, the candidates will be called into the election room and informed of the results.
16. Candidates must provide documentation of being in good academic standing with their respective institution.
17. The term of the new treasurer shall begin on the June 1st, following the election.

ADDENDUM 4: PLATFORM GUIDELINES (for Delegate Assembly)

1. All issues should be addressed in a general fashion.
2. Each issue should be identified, briefly described, its effect should be addressed and then the MSUSA position should be made clear.
3. Each issue should be addressed in a single paragraph except for issues that are complex, such as the (entire) Minnesota State Colleges and Universities Budget.
4. Each platform section should keep within the bounds of the overall issues in its area. For example, Academic Affairs should not address a Student Services issue.
5. No specific direction should be made to spend money, direct an officer or staff member to carry out a duty, or any other action. Platforms are general statements of philosophy and provide general positions.
6. Each issue should be identified before the plank is stated. For example, the issue of Student Debt should be underlined and identified before any text is written.
7. It should be realized that since we do not know what issues are very important to the Legislature for the next session, we should not put the planks in priority order. We can stress what we think should be a high priority or an ongoing priority, but we must avoid being too specific.
8. The overall platform will be one document. It should flow well and be consistent.

9. It should avoid naming persons by name and only use titles such as the Governor, the Chancellor, the Director of the Office of Higher Education, etc.
10. If necessary, it is acceptable to mention MSUSA past actions or past positions on an issue.
11. Issues mentioned in the platform should be consistent with MSUSA's by-laws and policies.
12. All platform sections must be completed by the end of the committee meetings on Friday, and handed in (on Friday) to be typed for consideration on Saturday.
13. The platform will be published as the position of MSUSA, and will only be adjusted if it becomes outdated or inaccurate.
14. MSUSA will review the platform every year at the final regularly scheduled Delegate Assembly.
15. Any changes to the platform during the year shall be done by the Board of Directors after careful consideration.

ADDENDUM 5: DELEGATE ASSEMBLY RULES

1. Delegates from each University will be seated together as assigned by the Vice Chair.
2. The Vice Chair shall chair all Delegate Assembly Meetings.
3. The chair will open debate on recommendations by first reading the recommendations and then opening discussion.
4. Delegates shall be recognized in the order which they request to be recognized.
5. Caucusing will be allowed only with a vote of two-thirds of the delegates seated.
6. Recess will be allowed only with a vote of two-thirds of the delegates seated, or at the discretion of the chair.
7. All delegates making motions will address the chair, then state the motion, using the following format: Delegate, University, and then the motion. (i.e., Brown/Bemidji moves...)
8. Motions must be presented in writing to the recording secretary at the time of their introduction.
9. Speaking will be limited to twice on the same motion. A second speech on the same motion will not be allowed until after all other delegates have had the opportunity to speak for the first time.
10. Speaking will be limited to two minutes per speech.

11. The chair shall attempt to give delegates who have not addressed the assembly a chance to speak if they so desire.
12. All measures will require a vote of two-thirds in the affirmative of the delegates present. This includes all motions and any amendments.



Section Eight

Financial Policies 2013-2014

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ARTICLE I: BUDGET

MSUSA will utilize a coding system for all budget categories.

If spending in any area exceeds the budgeted level, adjustments should be made by the Board of Directors. Officers will review the MSUSA budget and submit proposed budget adjustments to the Board of Directors semi-annually (in December and April).

All budget line-items approved and/or adjusted must be noted in the minutes of the meeting at which the action was taken.

Separate budgetary items are created within the MSUSA budget for all MSUSA programs and endeavors, including but not limited to, the Penny Program, Jared P Stene Scholarship, Alumni Association, legislative expenditures, and the Diversity Program.

No MSUSA budget item will be less than \$50, except for those that are zero.

ARTICLE II: GENERAL ACCOUNTING PROCEDURES

The State Chair, Vice Chair, and Treasurer shall be signatory agents on all MSUSA accounts.

The Executive Director and Office Manager shall also be on the signatory list with limited privileges, in order to make deposits and account transfers.

MSUSA follows the Generally Accepted Accounting Principle (GAAP)

ARTICLE III: PURCHASING

All contractual business conducted by or on behalf of the Minnesota State University Student Association, Inc. (MSUSA) or any of its projects or programs should be transacted under the corporate name 'MSUSA' whenever possible. In the event that this is not possible, MSUSA should be listed as a secondary party to the contract. The MSUSA Employer Identification Number (EIN) shall be provided on all applications or contractual agreements entered into by the MSUSA, its properties or programs.

MSUSA requires three competitive bids whenever products or services outside of the regular budget are needed. This includes specific printing jobs, equipment, etc. Also, whenever MSUSA changes vendors or service providers, competitive bids are solicited.

The MSUSA State Chair may direct the Executive Director to assign the bidding research to the appropriate professional employee. The employee submits a list of specifications for the product or service to the Executive Director. Upon approval by Executive Director, the employee seeks comparable vendors, submits specifications to those vendors and collects written price quotes.

In cases where Board approval is not required, the MSUSA employee proposes a course of action to the State Chair and the Executive Director, who make the final decision as to which vendor is awarded the project. In cases where Board approval is required, the MSUSA employee proposes a course of action to the Board of Directors, after discussion with the State Chair and the Executive Director.

Products and services subject to the bidding process because they are out of the realm of the regular budget, must be approved by the Board of Directors if the product or service exceeds \$1,000. This approval shall be secured prior to contracting. The MSUSA professional employee who has been

assigned the bidding process for the project presents the information and their recommendation to the Board of Directors as part of their staff report.

ARTICLE IV: ACCOUNTS PAYABLE

All expenditures must be supported by receipts, invoices, statements, payment requests, etc. Receipts will be required for local travel except for mileage, local bus, parking meters or other minor expenditures.

All invoices/bills must be reviewed and approved by the Executive Director and the Office Manager. A Payment Request Form or stamp must be completed and attached to the invoice. Each Payment Request Form requires the name of the payee, the reason for the charge, the account code, invoice information and the approved amount. It must also be initialed and dated by the appropriate professional employee approving the invoice/bill.

Invoices are submitted to MSUSA's bookkeeping company for payment.

The bookkeeping company will use the Officer's electronic signatures for approved invoices.

The Executive Director initials the payment request form once approved.

MSUSA payroll is disbursed every other week.

All checks must be numbered and written in sequential order. Copies of checks are attached to the payment request form, along with the corresponding payables documentation.

All MSUSA financial transactions require the approval/signatures of the Treasurer and a second officer, or one officer and the Executive Director after consultation with a second officer or the Treasurer.

Voided checks shall be marked "void" and filed.

ARTICLE V: BOOKKEEPING

Bank statements shall be recorded and reconciled to the general ledger on a monthly basis. Once reconciliation is completed a report will be prepared for the Officers and Executive Director with the results.

Copies of each payment request forms, deposit records/receipts and transfer records/receipts will be retained at the MSUSA office.

FICA, Federal Withholding and State Withholding tax deposits are filed by Payroll Control Systems (PCS), as well as payroll tax returns (IRS form 941 and MN Dept. of Revenue form MW5). All MSUSA tax forms are prepared by the office manager/accountant and/or auditor and executed by the Executive Director.

Payroll services are provided by a third party vendor, currently Payroll Control Systems (PCS). The Office Manager transmits payroll data to PCS on a bi-weekly basis. They then generate paychecks, tax filings, and W-2s at year end.

MSUSA will submit a financial report each year, specific to each campus.

ARTICLE VI: ANNUAL AUDIT

The qualifications are that the auditor be either a CPA or an LPA and familiar with Not-For-Profit accounting procedures.

The fiscal committee will review the results and recommendations of the audit and make recommendations to the Board of Directors.

ARTICLE VII: REIMBURSEMENT POLICIES:

Section 1: General Policies

All requests for expense reimbursement must be submitted no later than 60 days from the date on which the expense is incurred. Any request for reimbursement submitted after 60 days must be approved by a resolution of the Board of Directors.

MSUSA shall seek direct billing for expenses whenever it is deemed feasible.

Supplies and equipment not able to be procured through direct billing should be secured by usage of the MSUSA corporate credit card, unless otherwise prohibited.

Section 2: Travel Policies

MSUSA reimburses mileage according to the State of Minnesota Department of Transportation distances between member campuses.

MSUSA will pay mileage for MSUSA facilitators for trips approved by the State Chair.

All mileage checks must be signed for by the person receiving them. The rates for mileage reimbursement are those rates stated on the official MSUSA Mileage reimbursement form.

In all cases, travel shall be limited to that authorized by the current approved budget or by prior consent of two-thirds majority of the Board of Directors.

Officers and staff submit a Travel Expense Statement when seeking reimbursements for travel expenditures.

Campuses and individuals granted personal vehicle reimbursement for Board meetings must sign a mileage request form.

Mileage reimbursements to the campuses will be mailed to the campus, following the meeting.

For MSUSA meetings and conferences, MSUSA shall:

- Reimburse business expenses for all officers and staff members;
- Pay basic accommodation costs, defined to be room and tax (quad occupancy), for each campus student association president, campus representative, diversity representative and committee facilitator;
- Pay standard mileage costs for one or two state vehicles from each state university to transport students. Two vehicles will require board approval. The Board of Directors may approve the costs for any additional vehicles on a case-by-case basis.

Meals, including tax and a reasonable gratuity, excluding alcohol, may be claimed when an officer or staff member is required to be in travel status, under the following conditions:

- Breakfast reimbursements, not to exceed \$8.00, may be claimed if the individual leaves home before 8:00 a.m., or is away from home overnight.
- Lunch reimbursements, not to exceed \$10, may be claimed if the individual is on an overnight-business trip, and/or cannot return to his/her normal office before lunch time.
- Dinner reimbursements, not to exceed \$17, may be claimed if the individual can not return home until after 7:00 p.m., or is away from home overnight.

Meal reimbursements, including tax and gratuity, shall not exceed \$35 per person, per day for general travel (\$40 for Washington D. C.).

Hotel expenses should be paid for using the MSUSA Corporate Credit card unless an exception is granted by the State Chair and Executive Director.

Lodging may be provided if the individual would need to leave before 6 a.m. to arrive at their destination on time, or if they cannot drive back home by midnight.

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 MSUSA business obligations.

Lodging may be provided based on extenuating circumstances, at the discretion of the Executive Director and/or Officers.

Travel advances of up to \$200 per participant may be made for the federal lobby trip.

The State Chair and the Executive Director can approve, upon mutual consent, reasonable travel expenses by students representing MSUSA, not otherwise specifically mentioned in these policies on travel reimbursement, when such an expense would be viewed as essential to the mission of MSUSA. This consent approval shall be obtained prior to the travel. We also encourage the individual campuses to reinvest in their students' state involvement.

ARTICLE VIII: COMPENSATION FOR SERVICES POLICY

Board members shall serve without compensation. Board members shall be allowed reasonable reimbursement for expenses incurred in the performance of their duties, as specified in MSUSA policies.

In order to avoid a conflict of interest situation between an individual Board Member and the MSUSA, the following procedure will be observed.

1. If the Board Member is asked or volunteers to perform a service in his or her capacity as a Board Member, the Board Member will not charge or be reimbursed for the service.
Example: A Board Member attorney is requested by the Board to research and/or give an opinion regarding director liability. That task will be done by the attorney as a volunteer Board Member at no charge.
2. If the Board Member is requested by the organization to perform a service, or provide a product for the organization, competitive bids will be sought and/or comparable valuation determined. If the contract is awarded, the Board Member will be paid accordingly for the service or product.
3. If the Board Member desires to provide the service or product as a contribution, he or she will submit a bill to the organization, be reimbursed, and then contribute that reimbursement as a contribution.

ARTICLE IX: STIPENDS

Stipends are paid to facilitators, campus coordinators, campus committees – that include: Diversity Specialists, Legislative/MnSCU Specialists, and PR Specialists twice per fiscal year, upon completion of semi-annual reports. Said reports must be approved by the appropriate person and

authorization given to pay the stipend. Facilitator reports must be approved by the MSUSA state chair.

The maximum stipend amount for facilitators is \$700 per semester.

The full stipend amount for campus coordinators is \$700 per semester.

The full stipend amount for all other campus committee members is \$350 per semester.

ARTICLE X: CREDIT CARD POLICY

The MSUSA Board of Directors has authorized the use of corporate credit cards for paying bills.

Said cards will be used to pay budgeted MSUSA bills to vendors for the exact price of the product or service received.

The MSUSA credit cards shall be in the name of the association with the Executive Director, Office Manager, State Chair, Vice Chair, Treasurer, and the Campus Coordinator from each campus as sole persons responsible for their use and care. Responsible parties shall provide documentation for all charges to the card on a monthly basis.

Any misuse, loss, questionable expenditure or other unauthorized use of the credit cards shall be reported to the credit card companies immediately. Failure to resolve any unauthorized use of the cards shall result in reporting the situation to the Board of Directors and, if necessary, the proper legal authorities.

The Office Manager and Treasurer shall work to ensure the following:

- The bills for the credit cards shall be paid on time each month.
- No fees or interest shall accrue because of failure to pay or late payment.
- Accurate records are kept concerning the use of the cards.
- The ATM feature of the cards will not be used.
- All bills are mailed directly to the MSUSA, Inc. address of record for proper processing.
- Any annual fees shall be paid along with the bills in question.
- All parts of the credit card agreements between the vendors and MSUSA be enforced and carried out by all parties.
- All credit card bills and documentation shall be available for review by the MSUSA auditor.
- The credit cards are not linked to home equity, home line of credit, home improvement or other mortgage loans.
- No check card function is used in connection with the credit cards.

ARTICLE XI: INVESTMENT POLICY

It is the policy of the MSUSA Board of Directors (Board) to treat all assets of the Minnesota State University Student Association (MSUSA), including Funds that are legally unrestricted, as if held by MSUSA in a fiduciary capacity for the sake of accomplishing its mission and purposes. The following investment objectives and directions are to be judged and understood in light of that overall sense of stewardship. In that regard, the basic investment standards shall be those of a prudent investor as articulated in applicable state laws.

Investment Assets

For purposes of these policies, investment assets are those assets of MSUSA which are available for investment in the public securities markets as stocks, bonds, cash, or cash equivalents, either directly or through intermediate structures.

Supervision and Delegation

The Board of Directors of MSUSA has adopted these policies and reserves to itself the exclusive right to amend or revise these policies.

Section 1: Investment Consultant, Advisors, and Agents

The Board is specifically authorized to retain one or more investment advisors (Advisors) as well as any administrators, custodians, or other investment service providers required for the proper management of MSUSA's Funds. The Board may utilize an Advisor as an investment consultant (the "Consultant") to advise and assist the Board in the discharge of its duties and responsibilities. In that regard, a Consultant may help the Board to:

1. Develop and maintain investment policy, asset allocation strategies, risk-based fund objectives, and appropriate investment management structures;
2. Select, monitor, and evaluate Investment Advisors and/or investment entities;
3. Provide and/or review quarterly performance measurement reports and assist the Board in interpreting the results;
4. Review portfolios and recommend actions, as needed, to maintain proper asset allocations and investment strategies for the objectives of each fund; and,
5. Execute such other duties as may be mutually agreed.

In discharging this authority, the Board may receive reports from, pay compensation to, enter into agreements with, and delegate discretionary investment authority to such Advisors. When delegating discretionary investment authority to one or more Advisors, the Board will establish and follow appropriate procedures for selecting such Advisors and for conveying to each the scope of their authority, the organization's expectations, and the requirement of full compliance with these Policies.

Objectives

MSUSA's primary investment objective is to preserve and protect its assets by earning a total return for each category of assets (a "Fund"), which is appropriate for each Fund's time horizon, distribution requirements, and risk tolerance. MSUSA currently maintains:

Long-term Reserves and may add other Funds in the future.

These policies apply to all MSUSA Funds, although the specific objectives, risk parameters, and asset allocation will vary, as appropriate, from Fund to Fund.

Section 1: Asset Allocations

Actual asset allocations for each Fund will be established and maintained by MSUSA on the advice of its Consultant and/or Advisors, within the ranges provided in the following table:

Investment Fund	Asset Class		
	Equities	Fixed-Income	Cash and Cash Equivalents
Long-term Reserves	40-60%	40-60%	0-15%

When appropriate, specific objectives for each Fund, including specific asset allocation parameters and performance standards, may be reflected in an appendix attached to these policies. Such specific objectives shall nonetheless be within the foregoing ranges which can only be modified by the Board.

Section 2: Rebalancing Procedures

The Board will monitor the asset allocation of each Fund based on reports provided by MSUSA's Consultant and/or Investment Advisors. The Board may establish any reasonable rebalancing procedure based on either periodic reviews or departures from a range and may use its discretion to determine the timing of rebalancing actions. To achieve rebalancing, MSUSA may either move money from one asset class to another or may direct future contributions and expenditures from particular classes as is most convenient.

Investment Guidelines

To accomplish its investment objectives, MSUSA is authorized to utilize any legal investment structure including separately managed portfolios, mutual funds, exchange traded funds, limited partnerships, and other commingled investment entities. This authority is subject to the requirements and restrictions contained in these policies.

When utilizing mutual funds or other commingled entities, the Board shall see that MSUSA's staff, Consultant, and/or Investment Advisors have selected the investment entity appropriately based on the strategies and provisions contained in the entity's prospectus. In that event, the terms and conditions of the prospectus are deemed to control the entity's internal asset allocation, asset quality, diversification, and other requirements.

For separately managed portfolios, the following additional requirements shall apply:

Section 1: Asset Quality

1. **Common stocks** — The Advisor may invest in any unrestricted, publicly traded common stock that is listed on a major exchange or a national, over-the-counter market, and that is appropriate for the portfolio objectives, asset class, and/or investment style of the Fund that is to hold such shares.
2. **Convertible preferred stock and convertible bonds** — The Advisor may use convertible preferred stocks and bonds as equity investments. The quality rating of convertible preferred stock and convertible bonds must be BBB or better, as rated by Standard & Poor's; or BAA or better, as rated by Moody's. The common stock into which both may be converted must satisfy the standard of Section 1, above.
3. **Fixed-income securities** — The quality rating of bonds and notes must be A or better, as rated by Standard & Poor's or Moody's. The portfolio may consist of only traditional principal and interest obligations with maturities of seven years or less. The Advisor may not utilize derivatives without the prior permission of the Board.
4. **Short-term reserves** — The quality rating of commercial paper must be A+1, as rated by Standard & Poor's; P+1, as rated by Moody's, or better. The assets of any money market mutual funds must comply with the quality provisions for fixed-income securities or short-term reserves.
5. **Other securities** — The Advisor may invest in real estate investment securities (REITs), international securities traded in the United States directly or as depositary shares, international securities traded on recognized foreign exchanges, commodities and any other publicly traded investments that the Committee determines to be appropriate.

Section 2: Asset Diversification

The Advisor will maintain reasonable diversification at all times. The equity securities of any one company should not exceed 5 percent of the portfolio at the time of purchase and the combined debt and equity securities should not exceed 10 percent of the portfolio at any time. The Advisor shall also maintain reasonable sector allocations. In that regard, the maximum allocation to any one economic sector shall be 150% of the sector's weighting, as defined in the published index used for measuring the portfolio's performance (e.g., S&P500, Russell 1000, etc.). These restrictions do not apply to U.S. Government securities.

Section 3: Custody and Securities Brokerage

The Board will establish such custodial and brokerage relationships as are necessary for the efficient management of MSUSA's Funds. Whenever the Board has not designated a brokerage relationship, then MSUSA Investment Advisors may execute transactions wherever they can obtain best price and execution.

Section 4: Cash Flow Requirements

MSUSA will be responsible for advising the Consultant and each Advisor in a timely manner of MSUSA's cash distribution requirements from any managed portfolio or Fund. Each Advisor is responsible for providing adequate liquidity to meet such distribution requirements.

Investment Restrictions

MSUSA's investment assets are to be managed with regard to the following restrictions for tax, risk, or mission purposes:

Section 1: Tax-Based Restrictions

MSUSA is a charitable organization under § 501(c)(3) of the Internal Revenue Code. Consequently, its income is generally exempt from Federal and State income tax with the exception of income that constitutes Unrelated Business Taxable Income (UBTI). Since UBTI can be generated by leveraged investments (resulting in "debt-financed income"), MSUSA will not utilize margin, short selling, or other leveraged investment strategies unless the Investment Committee grants a specific exception as described below.

Section 2: Risk-Based Restrictions

MSUSA will not engage in option strategies (puts, calls, straddles) nor will it invest in any non-publicly traded securities including but not limited to managed futures funds, hedge funds, private equity funds, or other alternative investments unless approved by the Board as provided below.

Section 3: Exceptions to the Investment Restrictions

The Board recognizes the evolving nature of the investment world and that, under some circumstances, MSUSA may wish to utilize newer or more complex investment strategies. Therefore, the Board is authorized to grant exceptions to the foregoing restrictions. For tax-based restrictions, the Board is to determine if a particular strategy or investment will generate UBTI, for which it may rely on advice of counsel. When granting exceptions, the Board must determine that the potential rewards outweigh the incremental risks.

Reporting Requirements

1. Monthly — The Board will obtain written monthly custodial statements. Such statements should contain all pertinent transaction details for each account that holds all or a portion of any MSUSA investment Funds. Each monthly statement should include:
 - the name and quantity of each security purchased or sold, with the price and transaction date; and,

- a description of each security holding as of month-end, including its percentage of the total portfolio, purchase date, quantity, average cost basis, current market value, unrealized gain or loss, and indicated annual income (yield) at market.

In addition, if not included in the custodial reports, the Consultant and/or the Investment Advisor(s) should provide a report for each Fund or portfolio showing the month-end allocation of assets between equities, fixed-income securities, and cash. The monthly review of custodial statements may be delegated to appropriate MSUSA staff.

2. Quarterly — The Board should obtain from its Investment Consultant and/or Investment Advisors, a detailed review of MSUSA's investment performance for the preceding quarter and for longer trailing periods as appropriate. Such reports should be provided as to each Fund and as to MSUSA investment assets in the aggregate. As to each Fund, the MSUSA should establish with its Investment Consultant and/or Investment Advisors the specific criteria for monitoring each Fund's performance including the index or blend of indices that are appropriate for the objectives of each Fund and for the investment style or asset class of each portfolio within a Fund. The Board shall meet with the Consultant to conduct such reviews to the extent it deems necessary.
3. Periodically — The Board should meet with its Investment Consultant at least annually to review all aspects of MSUSA's investment assets. Such a review should include (1) strategic asset allocation, (2) manager and investment entity performance, (3) anticipated additions to or withdrawals from Funds, (4) future investment strategies, and (5) any other matters of interest to the MSUSA.