



# **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.