



## By-Laws

### Revised February 2008

#### Preamble

We, Private College Students, for the purpose of allowing students to choose among college institutions that best fit their needs and to ensure the quality of the private college experience, do establish the Minnesota Association of Private College Students.

Through our work we shall empower our member student governments, educate students on matters of public policy and advocate for their interests as private college students.

#### Article I [ELIGIBILITY TO PARTICIPATE]

Sec. 1 All students who attend an institution that is a member of the Minnesota Private College Council (MPCC) shall be eligible to participate in meetings and events sponsored by the Minnesota Association of Private College Students (MAPCS).

#### Article II [BY-LAWS]

Sec. 1 These by-laws shall govern the policies and procedures of MAPCS.

Sec. 2 After adoption of these by-laws, they may be amended only by the affirmative vote of two-thirds of the voting members of the MAPCS Governing Board, in accordance with Article III, Section 6.

#### Article III [MAPCS GOVERNING BOARD; MEMBERS; DUTIES]

Sec. 1 The MAPCS Governing Board shall be the governing body of the organization.

Sec. 2 The Board shall consist of the Presidents of each institution's student government, one representative from each institution selected by each institution's student government, and the Executive Officers.

Sec. 3 The term of office for Board Members shall begin immediately upon their selection by their respective student governments, and shall expire when new Board members have been selected to replace them. It is urged that student governments select their representatives prior to the Fall Leadership Retreat.

Sec. 4 The Board shall review and approve the MAPCS operating budget for the following school year and set the annual membership fee level during the April MAPCS meeting.

Sec. 5 The Board shall review and approve coordinated strategies to educate private college students as to their public policy interests and review and approve strategies to improve the level of student involvement with their elected officials in support of need-based financial aid. It is expected that Board members will execute these strategies on their own campuses, in accordance with the policies and procedures of each institution's student government.

Sec. 6 The MAPCS By-laws may only be amended by the Board. A motion to amend the by-laws will be in order only if a Board Member has submitted a written motion to the President two weeks in advance of the meeting in which the vote will be held.

Sec. 7 It is expected that Board Members will attend the Minnesota Private College Day at the Capitol. Further, Board Members are encouraged to attend legislative hearings when the Minnesota Private College Council presents its annual budget and policy recommendations to the House of Representatives and to the Senate, and to attend hearings at other appropriate times during the legislative session.

#### Article IV [MAPCS GOVERNING BOARD; MEETINGS]

Sec. 1 All Governing Board meetings shall be open for participation by any student who is eligible to participate in MAPCS. Non-board members may participate in discussion or debate when recognized, but shall have no authority to place motions before the Board or to cast votes.

Sec. 2 Each Board Member whose institution has paid their required MAPCS dues by the Fall Leadership Retreat shall have one vote on matters that come before the Board. The only exception will be if an institutional funding structure does not permit payment on this timeline and that institution has worked out a payment schedule with the MAPCS president. Each institution may have a maximum of two voting members.

Sec. 3 Executive officers, excluding the Chair of the Council of Presidents, are not eligible to vote on matters during Governing Board meetings, unless designated as a substitute in accordance with Section 6 of this Article. In the case of a tie, the President will be able to cast a tie-breaking vote.

Sec. 4 The first Board meeting of the year shall take place in conjunction with the annual Fall Leadership Retreat in September followed by one additional meeting in the fall and two meetings in the spring as approved by the Board. The President may call additional meetings of the Board as he or she deems necessary. By resolution, one third of the appointed members of the Board may call a meeting of the Board.

Sec. 5 As far as practicable, Board Members shall be given at least two weeks advance notice of meetings. All board meetings will take place in the state of Minnesota.

Sec. 6 If a student government President is unable to attend a scheduled Board meeting, the President may designate a substitute from his or her campus to attend and vote in his or her place. Each campus representative may also designate a substitute from his or her campus to attend and vote in his or her place.

Sec. 7 The Board shall convene and shall be considered in session only when a quorum is present. Quorum shall be achieved when more than fifty percent of the voting members of the Board are present. The President will be in charge of determining quorum.

Sec. 8 The most recent official edition of Robert's Rules of Order Newly Revised shall govern Board meetings. A Board member, or designated substitute, may not delegate his or her voting power to another Board member to vote in his or her absence.

Sec. 9 The Board may appoint ad hoc committees. These committees may include students eligible to participate in MAPCS who are not members of the Board.

#### Article V [COUNCIL OF PRESIDENTS]

Sec. 1 The student government Presidents of each member institution shall be the sole members of the Council of Presidents. A president may appoint a substitute to the Council if unable to attend a meeting. The substitute must be approved by the Council before they are able to exercise voting power.

Sec. 2 Council Members shall have one vote each on matters that come before the Council. A Council member, or designated substitute, may not delegate his or her voting power to another Council member to vote in his or her absence. The most recent official edition of Robert's Rules of Order Newly Revised shall govern Council meetings.

Sec. 3 The Council shall elect a chair by majority vote from among its membership at the Fall Leadership Retreat. After each vote, the candidate with the fewest votes is eliminated until one candidate receives more than 50 percent of the votes. The Chair may have voting power in the Council.

Sec. 4 The Council may meet and confer from time to time on issues of legislative advocacy, student affairs and other matters it deems appropriate.

Sec. 5 The Council shall, in accordance with Article VII, Section 1, elect the President-elect of MAPCS.

Sec. 6 In the event of a vacancy of a MAPCS Executive Officer position, the Council shall by majority vote elect a student to serve out the remainder of the term. Voting to fill a vacancy may take place during an official meeting, or by electronic means. After each vote, the candidate with the fewest votes is eliminated until one candidate receives more than 50 percent of the votes.

#### Article VI [EXECUTIVE OFFICERS; ELIGIBILITY FOR OFFICE]

Sec. 1 The Executive Officers of MAPCS shall consist of the President, President-Elect, Secretary, and the Chair of the Council of Presidents.

Sec. 2 The President of a member institution's student government is not eligible to serve as the President.

Sec. 3 Only students who will be enrolled at a member institution and taking classes in Minnesota during their entire term of office are eligible to serve as an Executive Officer. The President-Elect must be enrolled and take classes in Minnesota at a member institution for the following two academic years, and must commit to performing the duties of President in the second year. A student may hold only one Executive Officer position per year.

## Article VII [EXECUTIVE OFFICERS; ELECTION]

Sec. 1 The President-Elect shall be elected by majority vote of the Council of Presidents. Candidates for the position can nominate themselves by submitting a letter of interest to the President of MAPCS no later than three weeks before the Council meets to elect the President-Elect. Two weeks prior to the meeting at which the election will take place, the President shall distribute to the Council Members all qualified candidates' letters of interest. At the meeting in which the election will take place, the Council shall interview applicants individually in executive session. After interviews are complete, the Council shall return to executive session to elect a candidate. After each vote, the candidate with the fewest votes is eliminated until one candidate receives more than 50 percent of the votes.

Sec. 2 The Chair of the Council of Presidents shall be selected in accordance with Article V, Section 3.

Sec. 3 The Secretary will be appointed by the President-Elect and will be approved by the Council of Presidents during the April MAPCS meeting.

## Article VIII [EXECUTIVE OFFICERS; TERM OF OFFICE]

Sec. 1 The President-Elect shall take office as President on June 1 immediately following the academic year in which he or she was selected as President-Elect, and shall serve as President until May 31 of the following year.

Sec. 2 Executive Officers other than the President shall take office immediately upon election, and shall serve until new Executive Officers have been selected to replace them.

## Article IX [EXECUTIVE OFFICERS; DUTIES]

Sec. 1 The President shall:

- a) be the chief executive officer of the organization, and be accountable to the Governing Board for the job performance of all Executive Officers;
- b) conduct Governing Board meetings, prepare an agenda and make recommendations to the Board for their consideration and action;
- c) plan the Fall Leadership Retreat, and schedule the first Council of Presidents meeting each year;
- d) report updates to the Governing Board at the beginning of every meeting of the Board;
- e) represent MAPCS at legislative hearings and advise Board members of legislative hearings in which the views of private college students are represented;
- f) promote the views of private college students in the news media;
- g) prepare documents and plan grassroots education strategies and coordinate the timing of the grassroots legislative campaign among member institutions' student governments;
- h) represent MAPCS on the Student Advisory Committee of the Higher Education Services Board, in accordance with Minnesota Rules and Statute;
- i) announce any vacancies to the Executive Board or Governing Board, and work with member institutions' student governments to ensure their replacement; and
- j) at the end of his or her term, pass on to the President-elect all minutes, reports and other relevant MAPCS documents;
- k) be responsible for all fiscal matters relating to MAPCS;

- l) issue invoices and collect dues from member schools and provide for disbursements for MAPCS activities; and
- m) appoint an assistant to manage Board meetings as necessary.

Sec. 2 The President-Elect shall:

- a) assist the President in all matters and conduct meetings in the absence of the President;
- b) report at Board meetings on the status of MAPCS financial affairs, including which institutions have paid their MAPCS dues and whose representatives are eligible to vote; and
- c) work with the President to plan the April MAPCS meeting.

Sec. 3 The Secretary will:

- a) Take attendance minutes at all meetings and submit them to attendees, the Minnesota Private College Council, and other interested individuals;
- b) Control a speaker's list during all MAPCS meetings; and
- c) at the end of his/her term, pass on to the incoming Secretary all reports, financial documents and other relevant MAPCS documents.

Sec. 4 The Council of Presidents may choose to temporarily redistribute the duties of the Executive Officers by a majority vote. Any redistribution must be limited to a specified time frame.

Article X [EXECUTIVE OFFICERS; IMPEACHMENT]

Sec. 1 Executive Officers may be impeached by the Governing Board for misfeasance, malfeasance or nonfeasance of duties. Only members of the Board may initiate impeachment proceedings.

Sec. 2 The impeachment petition must include the signatures of one-third of the voting members of the Board for the petition to be in order. The chief author of the petition must distribute the signed petition to the members of the Board two weeks prior to the meeting in which a motion to impeach an Executive Officer will be considered by the Board.

Sec. 3 An Executive Officer subject to impeachment shall have an opportunity to make a statement prior to the vote for impeachment by the Board.

Sec. 4 The impeachment vote shall prevail only if two-thirds of the voting members of the Board vote in the affirmative to remove the Executive Officer from office.

Article XI [RELATIONSHIP WITH THE MINNESOTA PRIVATE COLLEGE COUNCIL]

Sec. 1 The Director of Government and Community Affairs of the MPCC shall act as an advisor to the Governing Board, the Council of Presidents and the Executive Officers.

Sec. 2 For the purposes of accountability and year-to-year continuity, the MPCC shall be the sole fiscal agent for MAPCS. No other bank account or financial instrument shall be created or maintained on behalf of MAPCS.

Article XII [MAPCS MEMBERSHIP FEES]

Sec. 1 Each member institution's student government shall be assessed an annual membership

fee. The amount of the fee shall be determined for the following school year by the Governing Board at their April Governing Board meeting. A flat fee plus a sliding fee based on the previous academic year's undergraduate enrollment at member institutions will comprise the membership fee.

Sec. 2 The operating budget for MAPCS must be created by the President-Elect and approved by the Governing Board prior to the President-Elect taking office as President. It is preferable that this presentation happen during the April MAPCS meeting. This budget will be based on the membership fee set by the Governing Board.

Sec. 3 Additional operating fees beyond the membership fee may be proposed by any member of the Governing Board. The proposal for additional fees must include a budget. A two-thirds vote in the affirmative by the voting members of the Governing Board is required to pass additional fees.

Sec. 4 The outgoing President will compile an audit of funds spent during his or her term, and send this audit to all Governing Board members at least two weeks prior to the April meeting. This audit should contain, at minimum, the budgeted expenses matched with actual expenses.

#### Article XIII [FALL LEADERSHIP RETREAT]

Sec. 1 MAPCS shall hold an annual Leadership Retreat in the fall for the purposes of educating students about federal and state public policies that affect private college and for other educational or collegial purposes that the Governing Board may deem appropriate.

Sec. 2 The most recent official edition of Robert's Rules of Order Newly Revised shall govern the Fall Leadership Retreat.

Sec. 3 Beginning in 2003, the site of the convention must alternate between an institution located in the seven-county metropolitan area and an institution located in greater Minnesota.