

# Board Policy and Procedures Manual

2023-2024

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## **ARTICLE 1: THE BOARD OF DIRECTORS**

An annual schedule for all Students United Conferences and the Advocacy trips shall be proposed by the Board of Directors at, or prior to, the final board meeting of each

academic year. This schedule shall be approved by the new Board of Directors at their first board meeting. The following meetings shall be scheduled by the new Board of Directors.

1. Board of Directors meetings
2. Summer Board Orientation
3. Federal Lobby Trip(s)
4. State Lobby Day/Advocacy Day
5. Students United Programmatic Events

## **Section 1: Procedures**

Board members shall provide (and update as necessary) Students United with the email address where they wish to receive official correspondence from Students United, including meeting notices. Agendas (weekend, board and committee) shall be available online to all board members no fewer than ten (10) business days prior to the start of a Students United Board of Directors meeting or in the call of the meeting, if the call is sent fewer than ten (10) business days prior to the meeting.

An officer of Students United, if able, will visit all campuses once each semester. If they cannot visit, they shall connect with the campus virtually. The following items must be included on the visit:

- Fall Semester: Presentation of Students United, review of annual program outcomes, and advocacy initiatives.
- Spring Semester: budget, scholarships, elections and ways to get involved.

All visits must be coordinated between officers, board of directors and staff.

## **Section 2: Executive Session**

Executive session shall be called at the State Chair's discretion. Four board members may request executive session.

Only members of the Board of Directors and any other individual deemed necessary for the discussion by the Board of Directors is permitted to participate in or be present for executive sessions.

All matters discussed in executive session, and all written materials received within an executive session are considered confidential. Participants in executive session must maintain confidentiality with respect to such matters.

## **Section 3: Washington D.C. Trip Policy**

The goals of Students United's federal advocacy trips are to allow students to participate in federal higher education advocacy, expose students to federal public service opportunities, build relationships with congressional and government staff, and build coalitions with higher education interest groups.

There shall be at least one (1) annual trip and additional trips as needed. Dates for trips shall be established as early as possible.

Each university shall be represented by at least one (1) participant on the annual trip. Officer and staff participation on the annual trip shall be determined by the State Chair, Executive Director and Director of Government Relations, subject to board approval.

Participation for the as-needed trips will be determined by the State Chair, Executive Director and Director of Government Relations, subject to board approval. Each attendee for any DC Lobby Trip is required to finish a Students United Lobby Trip Information session before participating in any official DC meetings. This session will be designed by the Executive Director, Director of Government Relations, and the State Chair. This session will address any relevant federal lobby trip information. It must be distributed to the trip participants in a timely matter.

## **ARTICLE 2: 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.

Each campus appoints two (2) students from their campus to serve as members of any special committee called.

Special committees shall be scheduled to meet as determined by the board, shall report regularly to the board on their progress, and shall keep a record of their meetings (minutes.) Any additional rules shall be outlined by the board.

Special committees established jointly with other organization(s):

1. Members will be appointed by the chair of the committee 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.

Committees and special committees will strive for transparency in their work.

## **ARTICLE 3: SYSTEM PRIORITIES ADVISORY COMMITTEE**

### **Section 1:**

The System Priorities Advisory Committee (SPAC) shall be composed of two students from each of the seven Minnesota State universities appointed by the campus's board member and will be chaired by a full-time Students United staff member. The chair shall be a non-voting member, responsible for communicating the committee's dialogue and recommendations to the Board of Directors.

## **Section 2:**

The SPAC shall be responsible for:

1. Providing guidance, ideas, and recommendations on Students United's system-level advocacy.
2. Providing space for committee members to discuss shared system-level topics of interest.
3. Reviewing Students United's system-level advocacy progress and providing input.
4. Recommending system-level advocacy annual program outcomes for the following year.
5. Discussing diversity, equity, inclusion, and access issues at the system level.
6. Discussing environmental and sustainability issues at the system level.

## **Section 3:**

The SPAC shall meet, at minimum, twice a year or at the request of the Board of Directors.

# **ARTICLE 4: LEGISLATIVE PRIORITIES ADVISORY COMMITTEE**

## **Section 1:**

The Legislative Priorities Advisory Committee (LPAC) shall be composed of two students from each of the seven Minnesota State universities appointed by the campus's board member and will be chaired by a full-time Students United staff member. The chair shall be a non-voting member, responsible for communicating the committee's dialogue and recommendations to the Board of Directors.

## **Section 2:**

The LPAC shall be responsible for:

1. Providing guidance, ideas, and recommendations on Students United's state and federal legislative advocacy.
2. Providing space for committee members to discuss shared legislative topics of interest.
3. Reviewing Students United's state and federal legislative advocacy progress and providing input.
4. Recommending state and federal legislative advocacy annual program outcomes for the following year.
5. Discussing diversity, equity, inclusion, and access issues at the legislative level.
6. Discussing environmental and sustainability issues at the legislative level.

## **Section 3:**

The LPAC shall meet, at minimum, twice a year or at the request of the Board of Directors.

## **ARTICLE 5: INTERNAL AFFAIRS ADVISORY COMMITTEE**

### **Section 1:**

The Internal Affairs Advisory Committee (IAAC) shall be composed of two students from each of the seven Minnesota State universities appointed by the campus's board member and will be chaired by the Vice Chair. The chair shall be a non-voting member, responsible for communicating the committee's dialogue and recommendations to the Board of Directors.

### **Section 2:**

The IAAC shall be responsible for:

1. Reviewing the Board of Director's governing documents.
2. Providing guidance, ideas, and recommendations on issues being discussed by the board and/or requested by the board.
3. Annually reviewing progress on the strategic plan and providing relevant input and ideas.
4. Providing feedback on budget discussions.

### **Section 3:**

The IAAC shall meet, at minimum, twice a year or at the request of the Board of Directors.

## **ARTICLE 6: STUDENTS UNITED STATE ADVOCACY DAY(S)**

There may be one (1) or more advocacy/lobby days each year. For the lobby day:

1. Issue information will be sent to the attendees at least five (5) business days prior to the event.
2. Hold orientation session prior to lobby day.
3. Attendance is mandatory for the officers and board members
1. Meetings will be scheduled with campus and home district representatives and additional relevant stakeholders, such as Higher Education committee chairs and the Governor's Office as possible.
2. Campuses must report expected attendance figures two weeks prior to the event.

## **ARTICLE 7: INDEMNIFICATION POLICY**

Students United 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 they are or were a trustee, officer, employee or agent of the corporation.

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 they acted in good faith and in a manner they reasonably believed to be in the best interests of the corporation and if they received no improper personal benefit.

With respect to any criminal action or proceeding, they must also have had no reasonable cause to believe a member conduct was unlawful. The termination of any action, suit or proceeding by settlement, or upon a plea of 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 they 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 a member conduct was unlawful.

## **ARTICLE 8: CONFLICT OF INTEREST POLICY**

### **Section 1: Reason for Statement**

Students United, as a nonprofit, tax-exempt organization, depends on charitable contributions from the public. Maintenance of its tax-exempt status is important both for Students United's 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 Students United 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 Students United 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 Students United honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of Students United. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Students United or knowledge gained therefrom for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.

It is the policy of Students United that Board Members are not eligible to receive Students United scholarships. However, there may be circumstances where a student is selected as a scholarship awardee before they know whether they will become a Students United Board Member. In that case, the awardee Board Member will not vote on scholarship awards due to a conflict of interest, however, they will remain eligible for an award.



## **Section 2: Persons Concerned**

This statement is directed not only to directors and officers, but to all employees who can influence the actions of Students United. 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 Students United.

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## **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:

1. Persons and firms supplying goods and services to the Students United.
2. Persons and firms from whom the Students United leases property and equipment.
3. Persons and firms with whom the Students United is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting the Students United.
6. Agencies, organizations, and associations which affect the operations of the Students United.
7. 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:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with the Students United.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) in any third party dealing with the Students United.
3. Receiving remuneration for services with respect to individual transactions involving the Students United.
4. Using the Students United’s time, personnel, equipment, supplies, or good will for other than Students United approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing with the Students United. Receipt of any gift is disapproved except gifts of nominal value which could not be refused without discourtesy. No personal gift of cash, cash equivalent or gift cards should ever be accepted from a third party dealing with Students United.
6. Decision-making about election matters while running for an officer position.

## **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, and ask for counsel and advice from others if it is not clear to the involved

person whether a conflict exists.

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 Students United.

However, it is the policy of Students United and the Board of Directors 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 Students United standards. Transactions with related parties may be undertaken only if all of the following are observed:

1. A material transaction is fully disclosed to the Board or decision maker prior to the transaction being approved or entered into;
2. The interested party is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The Board has considered all relevant information and concluded that the interested transaction is in the best interest of Students United.

Disclosure by employees: Disclosure of potential conflicts should be made by management employees to the executive director (or if they are 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 by directors: 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 Students United. The decision of the board on these matters will rest in their sole discretion, and their concern must be the welfare of the Students United and the advancement of its purpose.

## **ARTICLE 9: MEETINGS AND CONFERENCES**

For regular board meetings and conferences, Students United pays for quad occupancy lodging for anyone required to attend.

Students United will take minutes of all meetings or conferences. All minutes will be made publicly available.

The Students United staff 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.

Budget-permitting, Students United will also pay for a limited number of group meals at Students United meetings and conferences. At these events, Students United will also pay for the meals for special guests who have been invited to participate.

Students United pays for meeting rooms, equipment rental and other related costs for meetings and conferences.

Students United pays for conference/meeting materials and assembly costs (time, copying, etc.), unless otherwise arranged by the host venue.

Anything not paid for by Students United or the venue is the individual participant(s) responsibility.

## **ARTICLE 10: STUDENTS UNITED CODE OF CONDUCT**

Students United events, conferences, meetings, and activities are subject to an organization Conduct Code. All students involved with or attending Students United events, conferences, meetings, or activities are subject to the expectations of their campus conduct codes in addition to the Students United Conduct Code. Officers and Board members are subject to additional expectations in their Board Policies and Board Agreement.

Every student participating in Students United events, meetings, activities, and conferences must adhere to the Students United Code of Conduct:

It is the policy of Students United (or “the association”) that all students representing the association in any capacity (i.e. officers, board members, and delegates) uphold the highest standards of ethical, professional behavior. To that end, all students representing Students United shall dedicate themselves to carrying out the mission of the association and *must*:

- Act in such a manner as to uphold and enhance the honor, integrity, and dignity of Students United;
- Demonstrate high standards of personal integrity, honesty, and impartiality in all Students United-related activities in order to inspire confidence and trust in such activities;
- Treat with respect and consideration all persons, regardless of race, color, ethnicity, national origin, religion or creed, citizenship, disability, sex, gender/gender identity/gender expression, sexual orientation, marital and/or

family status, age, public assistance status, membership or activity in local human rights commission, recipient of workers compensation, participation in union activity, pregnancy status, or veteran status.

- Practice safety, non-coercion, and affirmative consent; strive to cause no harm or distress onto persons or spaces nor compromise the physical and/or mental safety of a Students United participant
- Act in a diplomatic, responsible, and respectful manner at all Students United conferences, activities, processes and functions so as to ensure a positive experience for all attendees; and
- Practice good stewardship of Students United funds by avoiding activity that causes an unnecessary or frivolous cost to the association.

### **Section 1: Reporting**

Anyone may make a formal complaint about a conduct code violation. For clarity, it is recommended that the State Chair and Executive Director be the primary contact for conduct reports. If a person believes there has been a violation of the conduct code, they should take the following steps:

1. If the subject of the complaint is an employee, discuss the matter with the Executive Director who will follow the process in the Employee Handbook
2. If the subject of the complaint is the Executive Director, discuss the matter with the State Chair
3. All other complaints may be brought to either the Executive Director or the State Chair
4. If both the Executive Director and the State Chair are not available or the subject of the complaint, the matter should be brought to another board member

Students United will investigate and attempt to resolve these complaints promptly. If, for any reason, a person believes an investigation has not occurred within a reasonable time, the person should talk to the State Chair of Students United and/or the Executive Director of Students United.

Students United will make every effort to guarantee as much confidentiality and privacy as possible. In the event that a board member, officer, or employee is the subject of a code of conduct investigation, that individual will not be a part of the decision-making process and decision-makers will continue to make every effort to preserve confidentiality and privacy.

### **Section 2: Disciplinary Action and Power of Determination**

If a student involved with or attending Students United events, conferences, meetings, or activities fails to uphold any of the standards of conduct enumerated in the Students United Code of Conduct, they may be subject to immediate disciplinary action. Such disciplinary action may include:

- Exclusion or removal from Students United functions, activities, and processes,
- A conduct complaint to the students' campus,

- In the event that a member substandard behavior leads to a financial cost to the association, it is the responsibility of the individual to compensate Students United for lost funds, and/or
- Any other disciplinary action deemed appropriate by the Students United Board of Directors.

Interpretation of the Students United Conduct Code and whether or not an individual violates the Students United Code of Conduct within Board Policies and Procedures is solely the determination of the Students United Board of Directors or an authorized committee thereof following a period of reasonable inquiry. In the event a Students United Board member is the subject of the code of conduct inquiry, the non-interested board members should authorize a committee of the board to conduct the inquiry and make a decision as to whether disciplinary action is appropriate. The Board of Directors will consider restorative justice in its handling of conduct matters. Restorative justice is defined as a discipline or justice whereby rehabilitation, learning, and reconciliation are prioritized in order to move towards growth and healing.

### **Section 3: Enforcement Procedure and Review Process**

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

1. The Students United Board of Directors shall issue a written notice to:
  - a. the subject of the code of conduct inquiry if contact information is available,
  - b. the Students United Executive Director, and
  - c. all Students United Officers.
2. The written notice issued by the Students United Board of Directors 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 Students United events and functions, etc.).
3. The subject of the code of conduct allegation will be given notice of the code of conduct allegation not fewer than fifteen (15) days prior to the imposition of any disciplinary action, unless the board determines that action requires immediate imposition to protect safety.

The Students United Board's decision regarding the imposition of disciplinary action is final.

### **Section 4: Immediate Removal from an Event or Function**

If a participant in a Students United event or function engages in behavior of a particularly egregious or unlawful nature as a participant in a Students United event or function (e.g. assault, harassment, illicit drug use, public disturbance, damage to property, etc.), they are subject to immediate removal and/or exclusion from the event

or function. In such a situation, the procedure outlined in Section 3 of this Article does not apply. The authority to immediately remove lies with the Executive Director, in consultation with the State Chair. In the absence of the Executive Director, authority lies with the State Chair, in consultation with other available officers. The Executive Director and/or State Chair should inform the Board of Directors of the decision when able.

### **Section 5: Procedure Regarding Costs of Inquiry**

If and when the subject of the code of conduct inquiry is found to be responsible for compensating Students United for lost funds the following shall occur:

1. The Students United staff- shall draft an invoice reflecting the charges,
2. The Students United staff shall send the invoice directly to the subject of the code of conduct inquiry,
3. The individual shall pay the amount in question in a timely manner.

### **Section 6: Notice**

Students United students are effectively on notice of the contents of this document upon its posting on the Students United 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 Students United conferences and events in order to remind those in attendance about the standard of conduct to which they are bound.

### **Section 7: Retaliation**

Students United shall not tolerate any retaliation or intimidation against anyone who makes a complaint. -Any student who engages in retaliatory or intimidating behavior shall be subject to disciplinary proceedings pursuant to the Code of Conduct. -Students United shall also file a written complaint with the college or university the student attends. -Any employee of Students United who engages in retaliatory or intimidating behavior toward a student shall be subject to the disciplinary process outlined in the Students United employee handbook.

Students United will make every effort to guarantee confidentiality and privacy in conduct code situations.

## **ARTICLE 11: COMMITMENT TO EQUITY, INCLUSION, AND ACCESS**

In an effort to be both compliant with equal opportunity and other laws and, more importantly, to be a model of our values, Students United will not discriminate on the basis of any of the following: race, color, ethnicity, national origin, religion or creed, disability, sex, gender/gender identity/gender expression, sexual orientation, marital and/or family status, age, public assistance status, membership or activity in local

human rights commission, recipient of workers compensation, participation in union activity, pregnancy status, and veteran status. In addition, to further our commitment to equity, inclusion, and access, Students United will not discriminate on the basis of any of the following identities or experiences: attire and physical presentation (such as hair style or eye contact,) legal off-duty/break activity such as smoking, mental and physical health that does not negatively impact the work, criminal background that does not negatively impact the work, religious/spiritual/cultural practices such as prayer, past family/medical leave, and genetic or carrier information.

Students United will provide reasonable accommodations when possible. Requests for event/venue accommodations should be submitted to the staff no fewer than ten (10) working days prior to a Students United event.

Students United will promote and enforce a culture of safety, noncoersion, and affirmative consent.

Students United will make every effort to not just be in compliance with laws like Equal Employment Opportunity and the Americans with Disabilities Act but to constantly pursue a high standard of equity, inclusion and access.

## **ARTICLE 12: EXECUTIVE DIRECTOR SUCCESSION POLICY**

When a vacancy occurs in the Executive Director position, Students United shall form a search committee to hire a new Executive Director.

The search committee shall be made up of the State Chair, one current Students United staff member appointed by the State Chair, two current Board Members appointed by the State Chair, and other members as determined by the search committee.

The search committee shall do the following:

1. Determine whether an Interim Executive Director should be appointed, and if so, create a process to select and hire an Interim Executive Director.
2. Create a process to select and hire a permanent Executive Director. The committee will determine whether or not to hire an outside search consultant.

## **ARTICLE 13: SOCIAL MEDIA GUIDELINES**

### **Section 1: Purpose**

This document guides the use of official Students United social media officers, board members, and other students acting as representatives of Students United.\*

### **Section 2: Expectations**

In general, the laws, ethics and behavior expectations that govern your professional/student life apply equally when posting content on behalf of Students United. Specifically, the Students United Code of Conduct and an individual's

University Code of Conduct are enforced when individuals publish on behalf of Students United.

Students United is responsible for content staff members, officers, board members, and other students acting in official Students United capacity publish on Students United social media.

Assume all postings are in the public domain and may be republished and discussed in all forms of media. Personal perspectives are best aired on personal social media sites.

### **Section 3: Obligations**

- Do not post confidential information about Students United students, employees or alumni. HIPPA, FERPA and NCAA regulations, among others, are in force when managing social media.
- Social media managers will not post content or allow others to post content that is offensive, including, but not limited to, content that diminishes others based on race, color, ethnicity, national origin, religion or creed, disability, sex, gender/gender identity/gender expression, sexual orientation, marital and/or family status, age, public assistance status, membership or activity in local human rights commission, recipient of workers compensation, participation in union activity, pregnancy status, and veteran status; Further, will not post content or allow others to post content that diminishes others based on attire and physical presentation (such as hair style or eye contact,) legal off-duty/break activity such as smoking, mental and physical health, criminal background, religious/spiritual/cultural practices such as prayer, past family/medical leave, and genetic or carrier information.
- Respect the intellectual property rights of others. Using copyrighted material in its entirety, without permission, is a violation of federal law. Having said that, comment and criticism are among the exceptions to federal copyright enshrined in the Fair Use Doctrine.

### **Section 4: Restraints**

- As with all Students United resources, Students United social media cannot be used to advance personal views, political agendas, political candidates or political parties.
- Students United social media cannot be used to promote commercial products or services. This prohibition does not include speakers and entertainers hired to present at Students United events or businesses sponsoring Students United activities and events.

### **Section 5: Roles**

Recognize Students United social media sites typically operate as “limited open forums.” Therefore, when posting in official capacity as Students United one shall:

- Encourage free speech except when that speech violates the Obligations and Restraints sections, above.
- Not engage in negative discussions and encourage healthy conversations with site visitors.



- Obey the terms of service of the social media tools they use.

Student conduct on personal social media sites is guided by the Students United Student Code of Conduct, Individual University Code of Conduct, and other applicable local, state and federal laws.

## **ARTICLE 14: STRATEGIC PLAN**

### **Section 1: Purpose**

Students United 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.

### **Section 2: Duration**

The Strategic Plan shall last five years and shall be set by the Board in the year prior to expiration of the previous Strategic Plan.

### **Section 3: Long Term Objectives**

Every five years, the Students United Board shall establish a series of long-term advocacy objectives that will guide the organization's advocacy year to year as part of the larger Strategic Plan. These long-term advocacy objectives shall serve to guide staff and Board Members in their advocacy goals. Board and staff will connect yearly to set goals, review progress, and pursue success. All boards reserve the right to establish priorities within or outside of the realm of the long-term advocacy objectives.

## **ARTICLE 15: ANNUAL PROGRAM OUTCOMES**

### **Section 1: Definition**

Annual program outcomes are how the staff and Board of Directors progress on the Long Term Objectives on a yearly basis. Annual program outcomes are specific, measurable, and achievable advocacy goals designed to be accomplished in the academic year by the board and staff.

### **Section 2: Selection Process**

It shall be the policy of Students United to select program outcomes for the Long Term Objectives on an annual basis. This shall be done early in the Fall with input from the staff, outgoing board members, and latest meeting of the committees of the Board of Directors.

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### **Section 3: Implementation**

Board members, students, and staff members shall work together to achieve these program outcomes yearly and move towards success in the Long Term Objectives.

## **ARTICLE 16: OFFICER ELECTION GUIDELINES**

Officer elections shall be held by the Board of Directors during a board meeting/board meetings in the month of April.

Candidates may begin submitting their application for consideration on February 1st. The application deadline shall be thirty (30) days prior to the date of the corresponding election.

Officer positions shall be advertised and distributed widely to ensure broad and diverse recruitment for the positions.

To be considered for an officer position, candidates must be enrolled in a Minnesota State university and submit the following materials:

- A statement that addresses their reasons for wanting to be an officer, their understanding of the position and Students United more broadly, any goals the candidate has for the position or organization, and anything else the candidate wants the board to know. This statement may be made public.
- A transcript or other material that confirms enrollment in a Minnesota State university. Students United staff shall confirm enrollment and keep the transcript, or other enrollment verification material, confidential.
- A current resume.

All application materials must be received by the deadline to be considered a candidate and be eligible for office. The application deadline shall not be extended unless the board determines otherwise. Board members shall receive candidates' application materials within five (5) business days of the application deadline. Board members shall keep candidates' application materials private and confidential.

Candidacy for a Students United officer position shall be publicly available information. Candidates are highly encouraged to contact board members to discuss their candidacy.

Candidates shall participate in a public townhall regarding their candidacy. The townhalls shall be for each officer position and be facilitated by Students United staff. Any student enrolled in a Minnesota State university may submit questions for the candidates to answer in the townhall. Questions will be vetted by staff.

The current State Chair shall chair the State Chair election, the current Vice Chair shall chair the Vice Chair election, and the current Treasurer shall chair the Treasurer election. If the officer is a candidate for the position, the election shall be chaired by a different available officer. If no officer is available, the board shall designate a chair by a two-thirds (2/3) vote.

If a member of the current Board of Directors is a candidate for an officer position, they must resign prior to the election and appoint another student to serve on the Board of Directors for the duration of the election. The replacement board member must receive hiring education in order to participate in the election.

Prior to the elections, the Board of Directors shall receive training on the election process along with training on inclusion, bias-resistance, and relevant hiring/employment law. Board members should review the officer position descriptions, candidate materials, previous officer testimony, and any other relevant materials prior to the elections. The Board of Directors shall finalize a list of questions for candidates and candidate evaluation criteria prior to the election. Board members may choose to collaborate on these items and solicit staff feedback. Questions and criteria must uphold Students United's commitment to equity, inclusion, and access.

Each board member must ask at least one (1) question per election. The board reserves the right to open up additional rounds of questioning as long as questions meet Students United's standards.

Candidates will have three (3) minutes for an opening statement and three (3) minutes for a closing statement. The time limit to answer the board's questions shall be determined by the Board of Directors.

After candidates have answered all questions and completed their closing statement, they should leave the election area.

Board members shall discuss the candidates based on candidates' submitted materials, their opening and closing statements, their townhalls, their answers to the board's questions, and other relevant materials. All deliberations of candidates must happen on-the-record in the board meeting. Board members shall not deliberate about candidates during a recess, use alternative forms of communication to deliberate about candidates, or otherwise have deliberations outside of the formal board discussion. Board members shall use the officer position descriptions, the previously agreed upon evaluation criteria, and other relevant materials to evaluate the candidates. Board members should refrain from discussing a candidate's negatives and instead speak to other candidates' positives. Board members must resist allowing interpersonal, personal, and social bias that is not a detriment to an individual's ability to succeed in the role, to impact their discussions or decision-making.

A two-thirds (2/3) vote of the Board shall elect the officer. If no candidate is elected within five (5) rounds of voting, in the sixth (6) round and all subsequent rounds a simple majority (at least 51%) will be required to elect the officer. Board members' votes will be anonymous.

After an election has occurred, candidates may return to the election area for the announcement of the winner.

The new officers' terms shall begin on the July 1st following the election.

## **ARTICLE 17: BOARD MEMBER POSITION DESCRIPTION**

## Leadership

- In August, set yearly Students United annual program outcomes and work towards their full implementation
- Ensure that the Students United Platform is comprehensive and utilized by reviewing it during the April board meeting
- Partner with Students United staff, officers, other board members, system and campus administration, faculty and other partners to ensure that board resolutions are carried out
- Elect a State Chair, Vice Chair, & Treasurer for the following fiscal year
- Represent Students United to stakeholders and act as an ambassador for the organization
- Ensuring Students United's commitment to equity, inclusion, and access

## Governance

- Serve as the governing body for Students United, representing over 60,000 students who attend Minnesota state universities
- Evaluate organizational strategic plan progress and overall impact of Students United
- Review meeting materials prior to scheduled meetings
- Uphold the legal and fiduciary responsibilities of a nonprofit Board of Directors

## Oversight

- Review delegates and committee motions and discussions in a timely manner
- Approve Students United's annual budget, audit reports, and material business decisions
- Be informed of, and meet all, legal and fiduciary responsibilities by asking questions and participating in Students United annual training.
- Hire, terminate, supervise and regularly evaluate the performance of the Executive Director
- Review board-level complaints and code of conduct investigations

## Advocacy

- Participate in Students United advocacy efforts, including:
  - Annual State Advocacy Day
  - Federal lobby trip
  - State and federal grassroots lobbying activities
  - Attending one meeting with the Chancellor a year
  - Testifying at one Minnesota State Board of Trustees meeting a year
  - Meeting with your university president with Students United Officers, and any other relevant staff

## Participation

- Monthly board meetings between August and May
- Attend all annual conferences
- Students United events on your campus
- Advocacy events include state and federal lobbying days/trips
- National Voter Registration Day in September

- Nellie Stone Johnson Dinner
- LeadMN Gala
- Fundraising activities, as requested, e.g., Penny Golf Scramble, Give to the Max Day
- Townhalls for Students United officer candidates

Mission: Led by Minnesota State university students, we are the inclusive voice for all future, current, and former students. We actively work to represent and support Minnesota State university students and advocate at a system, local, state, and federal level for higher education policies that make a positive impact for our students and communities.

## **ARTICLE 18: PLATFORM GUIDELINES (for Committees)**

6. All issues should be addressed in a general fashion.
7. Each issue should be identified, briefly described, its effect should be addressed and then the Students United position should be made clear.
8. Each issue should be addressed in a single paragraph except for issues that are complex, such as the (entire) Minnesota State Universities Budget.
9. 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.
10. 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.
11. 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.
12. 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.
13. The overall platform will be one (1) document. It should flow well and be consistent.
14. It should avoid naming persons by name and only use titles such as the Governor, the Chancellor, the Commissioner of the Office of Higher Education, etc.
15. If necessary, it is acceptable to mention Students United's past actions or past positions on an issue.
16. Issues mentioned in the platform should be consistent with Students United's bylaws and policies.
17. All platform sections must be completed by the end of the committee meetings, and handed in to be typed for consideration.
18. The platform will be published as the position of Students United, and will only be adjusted if it becomes outdated or inaccurate.
19. Students United will review the platform every year at the final regularly scheduled meeting of committees of the board. -
20. Any changes to the platform during the year shall be done by the Board of Directors after careful consideration.

# **Article 19: SPECIAL ELECTIONS PROCEDURE**

## **Section 1: State Chair**

Should the State Chair position become vacant, the Vice Chair will serve as interim State Chair. If the remaining term of the State Chair is more than six months, a special election will be held by the Board of Directors with the Vice Chair serving as interim State Chair until the election is complete. The application should be made public within five (5) business days of the notice of vacancy and should be open for at least ten (10) business days.

Officer positions shall be advertised and distributed as widely as possible to ensure broad and diverse recruitment for the positions.

To be considered a candidate for the position, applicants must be enrolled in a Minnesota State university and submit the following materials:

- A statement that addresses their reasons for wanting to be an officer, their understanding of the position and Students United more broadly, any goals the candidate has for the position or organization, and anything else the candidate wants the board to know. This statement may be made public.
- A transcript or other material that confirms enrollment in a Minnesota State university. Students United staff shall confirm enrollment and keep the transcript, or other enrollment verification material, confidential.
- A current resume.

All application materials must be received by the deadline to be considered a candidate and be eligible for office. The application deadline shall not be extended unless the board determines otherwise. Board members shall receive candidates' application materials within two (2) business days of the application deadline. Board members shall keep candidates' application materials private and confidential.

No public forum or townhall shall be held for special elections.

The Board of Directors shall designate (by a two-thirds vote) a chair for the special election. The chair shall not be a candidate or a voting member of the board. The Board of Directors must receive hiring education prior to the election.

All remaining procedures and policies designated in Article 16 apply to special elections.

## **Section 2: Vice Chair/Treasurer**

Should the Vice Chair or Treasurer position become vacant, a special election will be held by the Board of Directors. The application should be made public within five (5) business days of the notice of vacancy and should be open for at least ten (10) business days.

Officer positions shall be advertised and distributed as widely as possible to ensure broad and diverse recruitment for the positions.

To be considered a candidate for the position, applicants must be enrolled in a Minnesota State university and submit the following materials:

- A statement that addresses their reasons for wanting to be an officer, their understanding of the position and Students United more broadly, any goals the candidate has for the position or organization, and anything else the candidate wants the board to know. This statement may be made public.
- A transcript or other material that confirms enrollment in a Minnesota State university. Students United staff shall confirm enrollment and keep the transcript, or other enrollment verification material, confidential.
- A current resume.

All application materials must be received by the deadline to be considered a candidate and be eligible for office. The application deadline shall not be extended unless the board determines otherwise. Board members shall receive candidates' application materials within two (2) business days of the application deadline. Board members shall keep candidates' application materials private and confidential.

No public forum or townhall shall be held for special elections.

An available officer shall chair the special election. If no officer is available, the Board of Directors shall designate (by a two-thirds vote) a chair for the special election. The chair shall not be a candidate or a voting member of the board. The Board of Directors must receive hiring education prior to the election.

All remaining procedures and policies designated in Article 16 apply to special elections.

## **Article 20: SUSPENSION OF BOARD POLICIES AND PROCEDURES**

Any provisions of the Board Policy and Procedures may be suspended by a two-thirds vote of the Board of Directors