



# Board Policy and Procedures Manual

2018-2019

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## ARTICLE 1: THE BOARD OF DIRECTORS

An annual schedule for all Delegates Assembly Conferences and the State Lobby Day 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.

- Board of Directors meetings, which shall rotate among the seven universities.
- Summer Orientation Conference
- Federal Lobby Trip(s)
- Board of Directors' Retreat
- Students United Program Events (scholarship, leadership and diversity events)

### section 1: procedures

Board members and campus coordinators 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 emailed to all board members and campus coordinators no fewer than ten (10) business days prior to the start of an 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. Agendas shall be posted on the Students United website at the same time as they are sent to board members and campus coordinators.

A draft copy of the minutes of Board of Directors Meetings 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 leases (of real or personal property) recommended by the Executive Director.
- May bestow Students United 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.)

An officer of Students United will be required to visit all campuses once each semester. The following items must be included on the visit, Fall: Presentation of Students United, Scholarships; Spring Semester: budget, elections and ways to get involved. Be it further resolved: All visits must be coordinated between officers, board of directors and campus interns

### 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: conference calls

Board of Director meetings may be held by conference call. 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.

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

### section 4: 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, and shall set its own attendance requirements. Officer and staff participation on the annual trip shall be determined by the State Chair, Executive Director and Director of Government and System Relations, subject to board approval.

Participation for the as-needed trips will be determined by the State Chair, Executive Director and Director of Government and System Relations, subject to board approval. Each attendee for any DC Lobby Trip is required to finish a Students United 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 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).

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.

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

### **ARTICLE 3: DIVERSITY ADVISORY COMMITTEE**

#### section 1

The Diversity Advisory Committee (DAC) shall be composed of the Diversity Specialist from each of the seven Minnesota State universities and one student appointed by the Diversity Specialist of each campus and approved by the board member and will be chaired by the Students United Director of Campus Organizing. The chair shall be a non-voting member, responsible for communicating the DAC recommendations to the Delegates Assembly for approval.

#### section 2

The DAC will be responsible for:

Recommending the direction Students United shall take regarding issues of diversity to the the Board of Directors.

Making recommendations to the Delegates Assembly and Board of Directors regarding involvement with diversity and leadership conferences at Minnesota State Universities.

#### section 3

The DAC will meet at regularly scheduled conferences.

### **ARTICLE 4: LEGISLATIVE AFFAIRS COMMITTEE**

#### section 1

The Legislative Affairs Committee shall be composed of the Legislative Specialist from each of the seven Minnesota State universities and one student appointed by the Legislative Specialist of each campus and approved by the board member and will be chaired by a student chosen by the committee. The chair shall be a voting member. The Director of System and Government Relations will assist the committee as needed.

#### section 2

The Legislative Affairs Committee will be responsible for: tracking legislative issues related to higher education and advising the Board on student action, working toward the implementation of Students United’s legislative agendas, assisting with the planning and implementation of the legislative grassroots lobbying efforts and serving as a resource on each campus on legislative issues.

#### section 3

The Legislative Affairs Committee will meet at regularly scheduled conferences and as needed.

### **ARTICLE 5: ENVIRONMENTAL SUSTAINABILITY COMMITTEE**

Section 1: Membership

The Environmental Sustainability Committee (ESC) shall be composed of two students from each of the seven Minnesota State universities. Board members are encouraged to appoint students from their university prior to Fall Delegates Conference who have a strong interest in environmental issues, and have availability to attend all three delegates conferences during the year.

#### Section 2: Chair

The ESC shall be chaired by the Students United Director of Campus Organizing. The chair shall be a non-voting member, responsible for communicating the ESC recommendations to the Delegates Assembly for approval.

#### Section 3: Duties

The ESC will be responsible for:

- Recommending the position Students United shall take regarding issues of sustainability to the Board of Directors.
- Researching sustainability practices and reporting findings to the ESC.
- Making recommendations to the Board of Directors regarding sustainability-related initiatives and practices for Students United and Minnesota State universities.
- Affirming sustainability practices supported by the Board of Directors.

#### Section 4: Participation

The ESC will meet at regularly scheduled Delegates Conferences and as needed.

## **ARTICLE 6: DELEGATES ASSEMBLY**

**Authority:** The Delegate Assembly of the Students United is established through the association's Bylaws, and meets a minimum of three (3) times per year unless the Board of Directors determines that a different number of delegates meetings is necessary.

**Procedures:** The Delegates Assembly shall be open to all registered students of each university to attend. The delegates shall be selected by the Director of each campus in consultation with the campus organizing intern. Students selected to attend must be in good academic standing with their university and have no outstanding conduct cases.

## **ARTICLE 7: STUDENTS UNITED CAMPUS COMMITTEE**

The committees will consist of student leaders focused on increasing student awareness and engagement in all aspects of Students United on campuses, including but not limited to advocating on the issues in the Students United Student Platform, specific issue campaigns, Board of Directors' initiatives and the general promotion of Students United.

#### section 1: duties

Each campus committee will be led by a Students United Campus Organizing intern who shall be a student at that university.

The duties of the committee shall include but not be limited to the following: collecting student contact information (sign ups), organizing events, and gathering student feedback

regarding Students United issue priorities.

Each committee may have up to five stipend positions: Legislative Specialist, Issue Specialist(1-2), Diversity Specialist, and/or Public Relations Specialist. Additional students should be encouraged to join in the committee work as volunteers as needed.

The Director of Campus Organizing, with the consultation of the Vice Chair, will facilitate the creation of clear campus committee objectives and plans.

The Director of Campus Organizing will work with each campus to determine the best positions for each campus committee. The organizing interns will work with the Director of Campus Organizing to appoint student committee members. The Organizing Intern shall select the committee members with consultation of their respective board member. The Director of Campus Organizing will supervise the campus committees. It will be the duty of the Director of Campus Organizing to hold the campus intern accountable in consensus with the board member.

The Director of Campus Organizing will supervise each Campus Organizing Intern and provide resources, feedback, and hold each Campus Organizing Intern accountable for meeting performance goals. The Director of Campus Organizing and each Board of Director will communicate as needed regarding each Campus Organizing Intern's performance.

The Campus Organizing Intern will supervise each Committee Member on their respective campus and provide resources, feedback, and hold Committee Members accountable for meeting performance goals.

#### section 2: appointment

The Director of Campus Organizing shall hire Campus Organizing Interns for each campus after consulting the Vice Chair and the Board Member for that respective campus.

The Campus Organizing Interns will appoint committee members who receive stipends and volunteers.

#### section 3: removal

The Director of Campus Organizing shall make all disciplinary decisions, including but not limited to warnings, probation and termination for the Campus Organizing Interns, as provided for in the Students United Employee Handbook.

The Campus Organizing Intern, in consultation with the Director of Campus Organizing, shall make all disciplinary decisions, including but not limited to warnings, probation and termination for the Campus Committee Members, as provided for in the Students United Employee Handbook.

#### section 4: campus committee budget

The Campus Organizing Intern shall maintain the budget for the Campus Committee and submit that budget to Students United using the procedure determined by Students United.

**ARTICLE 8: STUDENTS UNITED STATE LOBBY DAYS**

There may be one (1) 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/Minnesota State Specialist.
- The Students United 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.
- Students United staff will design and produce promotional materials for our state based lobbying events in consultation with the Delegates Assembly and the Board of Directors.

**ARTICLE 9: 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 9: 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.

#### 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 Students United.
- Persons and firms from whom the Students United leases property and equipment.
- 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.
- Competing or affinity organizations.
- Donors and others supporting the Students United.
- Agencies, organizations, and associations which affect the operations of the Students United.
- 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 Students United.
- 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.
- Receiving remuneration for services with respect to individual transactions involving the Students United.
- Using the Students United’s time, personnel, equipment, supplies, or good will for other than Students United approved activities, programs, and purposes.
- 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.

#### 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:

- A material transaction is fully disclosed to the Board or decision maker prior to the transaction being approved or entered into;
- The interested party is excluded from the discussion and approval of such transaction;
- A competitive bid or comparable valuation exists; and
- 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 chief executive (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 11: MEETINGS AND CONFERENCES**

For regular board meetings and conferences, Students United pays for Delegates Assembly membership, the Diversity Specialist, the Campus Coordinator, the Legislative/Minnesota State Specialist, PR Specialist, board member and any campus committee member required to attend the conference. Students United will also pay for one (1) alternate member to the

Delegates Assembly for every three (3) participants to the Delegates Assembly, as defined in Article XVII, Section 2 of the Students United Bylaws. (This refers to lodging expenses, quad occupancy.)

Students United will take minutes of all meetings or conferences and digitally record the meetings and conferences. All recorded and written minutes will be made publically available.

The Students United 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, Students United allows campuses to substitute 'acting' Campus Committee members for their appointed individuals no more than twice per year. Such substitutions require prior approval by the Vice Chair.

Students United will also pay for a limited number of group meals at the Delegates Assembly meetings, budget permitting. At these events, Students United 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.

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

Students United pays for meeting rooms, equipment rental and other related costs for the Delegates Assembly meetings.

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

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 Students United 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 Students United for the event will be billed to the campus.

## **ARTICLE 12: STUDENTS UNITED CODE OF CONDUCT**

Every student attending Students United meetings 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, campus committee 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*:

1. Act in such a manner as to uphold and enhance the honor, integrity, and dignity of

Students United;

2. 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;
3. Treat with respect and consideration all persons, regardless of race, color, creed, religion, gender, marital status, sexual orientation, disability, age, or national origin;
4. 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
5. Practice good stewardship of Students United funds by avoiding activity that causes an unnecessary or frivolous cost to the association.

#### section 1: disciplinary action and power of determination

If an officer, board member, campus committee member, delegate, or general member of Students United 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:

1. Exclusion or removal from Students United functions, activities, and processes,
2. In the event that a member substandard behavior leads to a financial cost to the association, responsibility of the student government representing the individual to compensate Students United for lost funds, and/or
3. Any other disciplinary action deemed appropriate by the Students United Board of Directors.

Whether or not an individual violates the Students United Code of Conduct 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.

#### section 2: 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 and an opportunity to respond to the allegations to the Students United Board of Directors in person or in writing not fewer than five (5) days prior the imposition of any disciplinary action.
4. The Students United Board's decision regarding the imposition of disciplinary action is final.

### section 3: immediate removal from an event or function

If a Students United student engages in behavior of a particularly egregious or unlawful nature while attending a Students United event or function (e.g. assault, illicit drug use, public disturbance, underage alcohol consumption, damage to property, etc.), they are subject to immediate removal from the event or function. In such a situation, the procedure outlined in Section 2 of this Article does not apply.

### section 4: procedure regarding costs of inquiry

If and when the student government representing 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 Office Manager shall draft an invoice reflecting the charges,
2. The Students United 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.

### section 5: 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 some Students United conferences and events in order to remind those in attendance about the standard of conduct to which they are bound.

## **ARTICLE 13: AMERICANS WITH DISABILITIES ACT POLICY**

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

Students with disabilities and their personal care attendants shall ride with their campus delegation to Students United events whenever possible. If a van is needed rather than a car, the van rate shall be paid. If an additional vehicle is needed, the rental cost shall be paid

Students with disabilities and their personal care attendants shall receive lodging at quad

occupancy, or may receive, if necessary, dual occupancy.

Requests for reasonable accommodations should be submitted in writing to Students United's Executive Director. Requests should be submitted no fewer than ten working days prior to the Students United event for which the reasonable accommodation is requested

## **ARTICLE 14: ALCOHOL AND ILLEGAL SUBSTANCES**

In accordance and compliance with state and federal laws, Students United has established these priorities:

- To stress moderation, safety and individual accountability for those 21 or over who choose 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 in connection with a Students United meeting, conference program, or event, Students United shall initiate disciplinary proceedings pursuant to the Code of Conduct. Students United shall also file a written complaint with the college or university the student attends.

## **ARTICLE 15: OFFENSIVE BEHAVIOR**

Students United strictly prohibits harassment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability or age.

Prohibited harassment encompasses sexual harassment, which 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 Students United 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 how the conduct is construed 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, any conduct of a sexual nature or any conduct that could be perceived as harassment based on any protected category is prohibited in a Students United setting.

If a person believes they have been a victim of harassment at a Students United activity, meeting, or event, such person should take the following steps:

- Discuss the matter with the Executive Director of Students United.
- If the Executive Director is considered to be the source of or a party to the sexual harassment, the State Chair of Students United should be contacted.

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 Vice Chair of Students United.

Any student who engages in sexual or any other type of harassment 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 sexual or any other type of harassment directed toward a student shall be subject to the disciplinary process outlined in the Students United employee handbook.

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 offensive behavior situations.

## **ARTICLE 16: 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 17: SOCIAL MEDIA GUIDELINES**

### purpose

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

### 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 in force when social media managers publish on behalf of Students United.

Students United is responsible for content staff members, officers, board members, and other

student acting in official Students United capacity publish on Students United social media. Students United Social Media includes but is not limited to, the Students United blog, Official Facebook Page, Facebook Board, Campus Committee, and Alumni Association Groups, Twitter Account, YouTube Channel, LinkedIn Page, Pinterest Account and any future official Students United social media accounts.

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.

### obligations

1. 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.
2. 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, creed, sex, age, religion, marital status, sexual orientation, national origin, mental or physical disability.
3. 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.

### restraints

1. As with all Students United resources, Students United social media cannot be used to advance personal views, political agendas, political candidates or political parties.
2. 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.

### roles

1. Students United social media sites typically operate as “limited open forums.” Social media managers shall encourage free speech except when that speech violates the Legal Obligations and Restraints sections, above.
2. Social media managers shall not engage in discussions or arguments. The manager’s role is to publish. Commentary and criticism are best left to site visitors. Social media managers may, however, politely correct major errors of fact about Students United actions, decisions and policies.
3. Social media managers will obey the terms of service of the social media tools they use.

### best practices

1. Post with passion. Routine, boring and bland won’t cut it.
2. Be precise. Errors of fact, bad grammar and inaccurate spelling reflect poorly on Students United.
3. Publish regularly. A social media site left unattended is worse than no social media site at all.
4. Engage in state, national and global conversations.
5. Shorten URLs.
6. If you are zealous about a particular topic, temper that zeal by having a colleague or

- supervisor proof your post for accuracy, balance and fairness.
7. Content that is clearly inappropriate or illegal should be promptly deleted.
  8. Accept appropriate criticism of Students United decisions, actions and policies. Deleting critical content undermines the legitimacy of a site and sabotages the sense of community that is the hallmark of social media. Personal attacks are not considered appropriate criticism.
  9. Monitor comments. Social media managers are responsible for all postings, including those made by visitors.

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 18: STRATEGIC PLAN**

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.

## **ARTICLE 19: ORGANIZATION OBJECTIVES POLICY**

Definition: Organization Objectives are legislative, policy, issue or similar objectives that Students United intends to accomplish during the year, or other set period. Each objective will be specific, measurable, achievable, realistic and traceable.

Selection Process: It shall be the policy of Students United to select organizational objectives on annual basis. This shall be done with input from the delegates during April Delegates and input from outgoing board members. The incoming board in August, or other appropriate time, shall select organizational objectives.

Implementation: Board members, campus committees, students and staff members shall work together to achieve Students United objectives.

## **ADDENDUM 1: OFFICER ELECTION GUIDELINES**

1. Officer elections shall be held during the weekend of the last regularly scheduled Delegates Assembly meeting of the fiscal year.
2. Nominations will be opened on the second Monday in February and closed thirty (30) days prior to the beginning of the last regularly scheduled Delegates Assembly. The candidates are required to submit the following items for the approval of the board and their respective delegations:
  - a. 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.
  - b. Documentation proving good academic standing. The staff shall verify good standing and transcripts or other similar materials will be kept confidential.
  - c. A current resume.

- d. At least one (1) letter of recommendation (optional).
3. All candidate information must be received at the Students United office a minimum of thirty (30) days prior to the election, to be sent out by the office to the campuses within five (5) business days.
  4. Campuses are free to contact the candidates any time before the election and may also allow candidates to visit and campaign if the candidates so choose.
  5. Candidates are only allowed to run for one position. It is recommended that nominations have a hard deadline and are not reopened on the day of voting. Nominations may be reopened if there is one or fewer candidates running for a position. Nominations for students who were not previously nominated or did not submit materials, can be allowed by a 2/3 vote of the body, prior to the beginning of the candidate questions.
  6. Only registered students at a Minnesota State university shall be eligible for office.
  7. 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, they must resign prior to the board meeting and appoint another student to serve on the Board of Directors for the duration of the election.
  8. The current Vice Chair shall chair the Vice Chair and Treasurer 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 (2/3) vote) a chair for the election process.
  9. Any candidate may withdraw before the first vote is cast. A member who has withdrawn shall no longer be eligible for office.
  10. All candidates shall have three (3) minutes to address the Board of Directors (State Chair)/Delegate Assembly (Vice Chair and Treasurer) on their qualifications and motivations for running for an officer position of Students United.
  11. Questioning of the candidates shall only be done prior to the first round of votes. Each director will be allowed up to one (1) 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. . All candidates will have three (3) minutes after questioning to provide a closing statement.
  12. A two-thirds (2/3) vote of the Board shall elect the State Chair.
  13. For the first five (5) rounds of voting a three-fifths (3/5) majority will be required to elect the Vice Chair and Treasurer. If no candidate is elected in those rounds, in the sixth (6) round and all subsequent rounds a simple majority (at least 51%) will be required to elect the Vice Chair and Treasurer.

14. The staff shall count the ballots during the election or electronic voting will be used
15. If at any time a member receives zero (0) votes, the member shall no longer be eligible for office.
16. 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.
17. The term of the new officers shall begin on July 1st, following the election.

## **ADDENDUM 2: BOARD MEMBER POSITION DESCRIPTION**

### Leadership

- In August, set yearly Students United objectives 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 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 and diversity

### 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

### Oversight

- Review delegates and committee motions 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

### 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
- Three delegates conferences a year, November-April
- Students United campus committee events on your campus
- National Voter Registration Day in September
- Nellie Stone Johnson Dinner in March
- LeadMN Gala in June
- Penny Golf Scramble
- Give to the Max Day

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 campus, state, and federal level for higher education policies that make a positive impact for our students and communities

## **ADDENDUM 3: PLATFORM GUIDELINES (for Delegates 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 Students United 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 (1) 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 Students United's past actions or past

positions on an issue.

11. Issues mentioned in the platform should be consistent with Students United's Bylaws 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 Students United, and will only be adjusted if it becomes outdated or inaccurate.
14. Students United will review the platform every year at the final regularly scheduled Delegates Assembly.
15. Any changes to the platform during the year shall be done by the Board of Directors after careful consideration.

#### **ADDENDUM 4: DELEGATES ASSEMBLY RULES**

1. Delegates from each University will be seated together as assigned by the Vice Chair.
2. The Vice Chair shall chair all Delegates Assembly Meetings.
3. 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...).
4. Speaking will be limited to two minutes per speech.