

LeadMN Bylaws

Article I: Name, Mission Statement and Purpose

Section A: Name

The name of this organization shall be the Minnesota State College Student Association, Inc., doing business as LeadMN, hereafter referred to as LeadMN.

Section B: Mission Statement

LeadMN is an association of Minnesota's public two-year college students, which works to ensure accessible, quality, and affordable public higher education while providing students with representation, leadership development, and communication across the state.

Section C: Purpose

The purposes of LeadMN shall be:

1. To advocate for students in Minnesota Technical Colleges, Community Colleges, and Consolidated Colleges.
2. To empower the students by organizing, providing, and promoting activities that encourage unity within the student community.
3. To provide opportunities for students to develop their leadership skills.
4. To provide information and advocate on behalf of students to decision makers on issues affecting students.
5. To facilitate and support students to be more visible and active at the local, state, and national level.
6. To establish an effective and efficient network of communication among students, campuses, and LeadMN.
7. To ensure that all student voices are heard through recognizing, encouraging, and supporting diversity in order to foster a strong student community.
8. To promote higher education equality for all regardless of income, race, ethnic or cultural background, religion, gender, sexual orientation, family or marital status, veteran status, age, physical or mental capacity, level of education, and citizenship status.

Article II: Membership

Section A: Student Members

All students enrolled in at least one credit at a public Minnesota Technical, Community, or Consolidated College shall be considered members of LeadMN. Students shall be non-voting members of LeadMN, unless otherwise provided in these bylaws.

Section B: State Fees

All students shall pay a (per credit) fee to LeadMN in accordance with Minnesota Statutes,

Minnesota State Colleges and Universities (herein referred to as Minnesota State) Policies and Procedures, and LeadMN Financial Policies.

Section C: Campus Regions

LeadMN will recognize its membership through 7 statewide regions:

1. North
2. Central
3. South
4. West Metro
5. East Metro
6. The Cities
7. Northwest Metro

Article III: General Assembly (GA)

Section A: Powers and Responsibilities

The GA shall elect Cabinet and Governing Council Regional Representative members. There will be one Regional Representative for each of the regions listed in Article II, Section C.

Section B: Meetings

The GA shall meet two (2) times each year, once in the fall and once in the spring. Both meetings will include financial, policy, and program updates from LeadMN student and staff leadership. The election of Cabinet and Governing Council Regional Representatives will occur at the spring GA. Those elected will serve for the following academic year. Setting the platform and program priorities will occur at the fall GA.

Section C: Voting

Voting rights are given to any LeadMN members in attendance at the GA. A majority of Regions present shall constitute a quorum. There will not be proxy voting.

Current Governing Council Regional Representatives have voting privileges, however are exempt from voting in an election of which they are a candidate, as is any given LeadMN member.

Article IV: Governing Council (GC)

Section A: Powers and Responsibilities

The Governing Council shall be the official representative body of the membership and shall have final authority over all LeadMN matters. A majority of the Governing Council shall constitute a quorum. Actions of the GC shall require a two-thirds vote of Representatives present and voting, except as otherwise provided in these Bylaws. Each Regional

Representative's vote must be recorded on all main motions and amendments to main motions.

The Governing Council shall take the following actions:

1. Approve amendments to these Bylaws.
2. Revise (as necessary) LeadMN policies and procedures, including but not limited to the financial policies and Council procedures.
3. Hire and oversee LeadMN Executive Director.
4. Set the budget for each year.
5. Act to advocate the positions adopted at the fall GA.
6. Act in the duty of care, the duty of loyalty, and the duty of obedience as defined in non-profit GC training.
7. The GC may adopt any motions or resolutions it deems necessary to carry out its duties as the official representative body of students. Such motions or resolutions shall be binding in all LeadMN matters.

Section B: Membership and Voting

The GC shall consist of a total of 13 members: nine voting Regional Representatives (one from each campus region as listed in Article II: Section C) and four non-voting Cabinet members. The Cabinet of LeadMN shall consist of President, Vice-President, Public Relations Coordinator, and Treasurer.

Section C: Meetings

The GC shall meet monthly during the academic year and at least once during the summer. Special meetings may be called by the Council President and shall be called at the request of four members of the Council. Seven days of notice shall be provided for special meetings. Emergency meetings may be held with 24 hours' notice.

The GC may meet in-person, by conference call, or virtually. The GC will follow Minnesota Open Meeting laws. Minutes will be taken and made available by request.

Section D: E-meetings

The President may request the Council take action without a meeting. The President shall email the motion to all members of the Council for a vote. All Council members shall be given at least 24 hours to respond unless the President determines more time is needed. The same voting requirements shall apply as for votes taken during a meeting with full quorum. Upon request of two Council members, the motion shall instead be considered at the next regular meeting of the Council or at a special meeting of the Council.

Section E: Executive Session

Personnel and legal matters shall be handled in an Executive Session of the Cabinet members and Executive Director.

Section F: Council Training

The Council shall be given an annual presentation at a summer Incoming Leaders Training concerning the legal, fiduciary, and financial responsibilities of the Council. This presentation shall include a review of each member's required standard of conduct and duty of care/loyalty/obedience, a review of Council members' responsibilities and resources, training on Minnesota laws regarding the solicitation of funds for charitable purposes, and information on hiring/equal employment opportunity. These trainings are required for all members before assuming their position.

Section G: Executive Director Oversight

The Council shall be responsible for overseeing the Executive Director. The Executive Director shall be responsible for the day to day management of LeadMN including administration and operational issues, and oversight of all other personnel.

Section H: Open Meeting Operations

LeadMN will strive for transparency in its Council actions by inviting the public to attend non-Executive Session Council meetings, and by sharing publicly minutes of the meetings of its Governing Council.

Section I: Committee Meetings

All committees of the Council may meet in-person, by conference call or virtually. Committee meetings will follow Minnesota Open Meeting laws. Minutes will be taken and made available by request.

Article V: Term and Term Limits

1. A term is defined as anything over six (6) months to a year of active service. 2. Every term of office for an elected position shall begin July 1 and shall end June 30. 3. No person shall be considered eligible to seek election to a Cabinet or GC seat after serving two (2) terms in any position.
4. All elected Cabinet and GC members shall be limited to serving in a single elected position. This provision does not prohibit any elected officer from being elected or appointed to any standing or ad-hoc committee, or from serving as the official LeadMN representative on a Minnesota State system wide appointment.

Article VI: Cabinet Member Duties

The officers of LeadMN shall be the President, Vice President, Treasurer, and Public Relations Coordinator who were elected at the spring GA. Officers are ex-officio, non-voting members of the Governing Council. Officers shall not hold a position within their respective campus student association other than senator or general member. Officers must be students, unless the Council grants an exemption to this requirement for an officer who loses their student status during their term. Officers will undergo a performance evaluation at the last scheduled GC

meeting of each semester. Their evaluation will be conducted by the Governing Council and will include the expectations outlined in their position description and any others set by the Governing Council at the beginning of each semester.

Section A: President

1. Consult with the Executive Director on the implementation and coordination of LeadMN proposals/programs.
2. Be responsible for the administrative duties of LeadMN's Governing Council, including calling and chairing meetings, the coordination and dissemination of information. The President works closely with the Executive Director to ensure that the relationship between the Governing Council and personnel is meeting expectations.
3. Ensure that a written agenda is submitted to all members of the Governing Council at least seven (7) days in advance of any scheduled meeting or included in the call of the meeting, if the call is sent fewer than seven (7) days in advance.
4. Act as the primary spokesperson of LeadMN.
5. Serve as the primary Cabinet member coordinating policy with staff including research, partnership building, providing legislative updates to the Governing Council and broader LeadMN student population, testifying and drafting the legislative agenda.
6. At the direction of the Governing Council, schedule meetings, events, and conferences.
7. Advocate in the best interest and welfare of the students.
8. Attend at least two staff meetings during the academic year.
9. Be authorized to make expenditures clearly identified in the approved budget and/or specifically called for by an approved LeadMN regulation or program.
10. Be responsible for presenting the LeadMN report, both verbally and in writing, at the meetings of the Board of Trustees and its committees.
11. Attend all official functions of LeadMN.
12. Provide consultation to the Executive Director on management.
13. Draft documents, henceforth known as Position Papers, outlining the rationale behind every LeadMN position, in conjunction with the LeadMN staff.
14. Complete a transition document for the next President and facilitate the completion and sharing of transition documents between incoming and outgoing Council members and officers.
15. Work to achieve the GC's objectives, program outcomes, and vision of the organization.
16. Meet monthly, during the academic year, with the Chancellor of Minnesota State according to the Chancellor's availability.
17. Ensure GC compliance with all applicable policies, laws, and expectations and be responsible for facilitating action on GC-level conduct complaints and whistleblower complaints about unethical or illegal acts.
18. Conduct campus visits.
19. Reserves the right to break the tie in any GA or GC meeting that they are chairing.

Section B: Vice President

1. Perform the duties of the President in the President's absence or at the President's request.
2. Shall serve as the Vice Chair of the LeadMN Governing Council.
3. Attend all official functions of LeadMN.
4. Attend at least one staff meeting during the academic year.
5. Primary Cabinet member to assist staff in planning, coordinating, and implementing LeadMN Advocacy Day and other actions at the State Capitol.
6. Conduct campus visits.
7. Assist the President coordinating policy with staff including research, partnership building, providing legislative updates to the Governing Council and broader LeadMN student population, testifying and drafting the legislative agenda.
8. Primary Cabinet member to coordinate with staff on voter registration and get out the vote campaigns.
9. Meet monthly, during the academic year, with the Chancellor of Minnesota State according to the Chancellor's availability.
10. Advocate in the best interest and welfare of the students.
11. Perform any duties assigned by the Governing Council and/or President. 12. Assist the President with administrative duties of LeadMN's Governing Council, including coordinating and disseminating information, scheduling meetings, and following up with GC members to ensure GC tasks are completed.
13. Ensure the Governing Council has the necessary materials for meetings, retreats, trainings, and events.
14. Assist the President with follow-up emails after GC meetings.
15. Assist the President with providing resources and support to the GC and responding to the GC questions and requests.
16. Complete a transition document for the next Vice President.

Section C: Treasurer

1. Ensure the overall financial security and accountability of LeadMN.
2. Chair the Fiscal Committee, including fundraising, grants and scholarships review.
3. Monitor all expenditures, reviewing invoices and payroll reports.
4. Oversee the preparation of monthly financial reports and update the Governing Council, and any relevant committees of the Council, on progress and spending related to Council initiatives, programs, and annual program outcomes.
5. Present a report on the annual independent financial audit of LeadMN to the GC.
6. Attend all official functions of LeadMN.
7. Advocate in the best interest and welfare of the students.
17. Serve as Chair of the Scholarship Board.
18. Perform any duties assigned by the Governing Council and/or President. 19. Attend at least one staff meeting during the academic year.
20. Assist the President, Vice President, Governing Council, and staff in financial aspects of and implementation of all LeadMN regular and special events and programs. 21. Be the liaison between the accountant/bookkeeper, the Fiscal Committee, and the Governing

Council.

22. Inform the Governing Council when line items approach or exceed the budget. 23. Be a part of all meetings and official conversations/correspondence with the LeadMN bookkeeper, and all other financial advisors and entities, and shall be in charge of recording and reporting the on goings of these meetings/discussions to the Governing Council.
24. Conduct campus visits.
25. Assist the President with providing resources and support to the GC and responding to GC questions and requests.
26. Provide biannual financial reports during both Fall and Spring GAs.
27. Complete a transition document for the next Treasurer.

Section D: Public Relations Coordinator

1. Advocate in the best interest and welfare of the students.
2. Attend all official functions of LeadMN.
3. Conduct campus visits.
4. Coordinate with staff in maintaining an effective and efficient network of communication among campuses, Regions, and the LeadMN state office.
5. Coordinate with staff and Cabinet to collect and convey student stories in support of advocacy efforts.
6. Assist the President and Vice-President in coordinating campaigns approved by LeadMN.
7. Coordinate with staff in communication for campus organizing efforts. 8. Update, coordinate, and organize the Star Campus program in congruence with LeadMN staff.
9. Coordinate with staff to gather items for the silent auction as well as promote the gala and auction.
10. Chair the bi-annual Scholarship Board meetings and assist to ensure student reviewers of all scholarship applications before each meeting.
11. Take minutes at all Cabinet, GC and GA meetings and place them in the shared drive and website once recorded.
12. Assume other duties as may be assigned by the President, the LeadMN governing bodies, or related to the office.
13. Complete a transition document for the next PRC.

Article VII: Vacancy, Recall, Removal

The term of officers and Regional Representatives shall be one year in length beginning July 1. In the event of a vacancy of an officer position, the LeadMN special elections policies and procedures go into effect.

Section A: Removal of Regional Representatives

The Governing Council may remove a Regional Representative by a two-thirds vote at a regular or special meeting of the GC, pursuant to any applicable federal, state, and local laws and also

in accordance with the LeadMN governing documents providing:

1. Breach of these bylaws.
2. Non-compliance with LeadMN policy.
3. Violation of the GC agreement.
4. Illegal activity directly relating to, or affecting their role within, LeadMN.
5. Failure to fulfill the duties required of their office.
6. Misuse of LeadMN funds.
7. Ineligibility for boardship.
8. Members are absent for two (2) consecutive GC meetings or four meetings during their term.

Section B: Removal of Officers

The Governing Council may remove an officer by a three-fourths vote at a regular or special meeting of the GC, pursuant to any applicable federal, state, and local laws and also in accordance with the LeadMN governing documents providing:

1. Breach of these bylaws.
2. Non-compliance with LeadMN policy.
3. Violation of the GC agreement.
4. Illegal activity directly relating to, or affecting their role within, LeadMN.
5. Failure to fulfill the duties required of their office.
6. Misuse of LeadMN funds.
7. Ineligibility for boardship.
8. Members are absent for two (2) consecutive GC meetings or four meetings during their term.

Section C: Succession

If the President resigns or is removed from the office, the Vice President will assume the Presidential duties until an election is held. A special election shall occur at the next GA or GC meeting, whichever is first, at which point the Vice President will be able to run in the election for presidency. Candidates will be required to submit a letter of intent by the assigned deadline prior to the special election.

Section D: Filling Vacancies

Cabinet members and Regional Representative seats, other than the President, that become vacant, shall be filled by election. The GC shall fill the position by a majority vote.

Article VIII: Committees

The formation of standing or ad-hoc committees shall be at the discretion of the Governing Council.

Article IX: Regions

LeadMN campus communities shall be defined as community, technical, and consolidated community and technical colleges that are recognized by the Minnesota State Board of Trustees

and shall be updated in the LeadMN Bylaws whenever the Minnesota State Board of Trustees officially takes action and recognizes them.

Section A: Locations

Campuses residing in these Minnesota communities shall be part of the regions as follows:

● **Region 1: North**

- Minnesota North College: Hibbing Community College, Itasca Community College, Mesabi Range College - Eveleth and Virginia, Rainy River Community College, Vermilion Community College
- Fond du Lac Tribal and Community College
- Lake Superior College
- Northland Community and Technical College: East Grand Forks and Thief River Falls
- Minnesota State Community and Technical College: Detroit Lakes and Moorhead ○ Northwest Technical College

● **Region 2: Central**

- Ridgewater College - Hutchinson and Willmar
- Minnesota State Community and Technical College - Fergus Falls and Wadena ○ Central Lakes College - Brainerd and Staples
- Pine Technical and Community College
- St. Cloud Technical and Community College
- Alexandria Technical & Community College

● **Region 3: South**

- Minnesota West Community and Technical College - Canby, Granite Falls, Jackson, Luverne, Pipestone, and Worthington
- Riverland Community College - Albert Lea, Austin and Owatonna
- Minnesota State College Southeast - Red Wing and Winona
- South Central College - North Mankato and Faribault
- Rochester Community and Technical College

● **Region 4: West Metro**

- Normandale Community College
- Hennepin Technical College - Brooklyn Park and Eden Prairie

● **Region 5: East Metro**

- Inver Hills Community College
- Century College
- Dakota County Technical & Community College

● **Region 6: The Cities**

- Minneapolis College
- Saint Paul College
- **Region 7: Northwest Metro**
 - Anoka-Ramsey Community College - Cambridge and Coon Rapids
 - Anoka Technical College
 - North Hennepin Community College

Article X: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order: Newly Revised shall govern LeadMN in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order LeadMN may adopt.

Article XI: Amendments

The process of amending these Bylaws shall be initiated by the Governing Council, or members at the General Assembly. Bylaws and other Council policies should be reviewed for clarity and consistency at least once every other year. A two-thirds vote by the Governing Council shall be required to approve any amendments. Amendments to the Bylaws shall be effective immediately.

- Last reviewed and modified in June 2024 by the Governing Council