

OKLAHOMA STUDENT GOVERNMENT ASSOCIATION



POLICY BOOK

OKLAHOMA STUDENT GOVERNMENT ASSOCIATION

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OKLAHOMA STUDENT GOVERNMENT ASSOCIATION

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ARTICLE I. STATEMENT OF PURPOSE

Vision Statement

To provide a stable network of communication among the institutions of higher education in the State of Oklahoma, support dialogue between these institutions, recommend change that will benefit the students of higher education, and promote civic service.

Mission Statement

We support our vision by planning and sponsoring events for student representatives to gather and collaborate on issues relating to higher education, representing students to the State Legislature, State Executives, and the State Regents for Higher Education, and collaborating with other student organizations to bring about effective change.

ARTICLE II. OPERATING PROCEDURES

Travel Reimbursements

Any scheduled or approved meeting of the Board of Directors, or any event in which a member of the Board of Directors or approved persons shall travel may be reimbursed for mileage at a rate of \$0.25. Official calculations shall be determined using the Oklahoma Department of Transportation mileage table (<http://www.okladot.state.ok.us/hqdiv/p-r-div/howfar/okmile.htm>).

Participants who want to claim a travel reimbursement must fill out the appropriate form on the [ww.OSGA.org](http://www.OSGA.org) website.

Meeting Schedule

The regular meetings of the Board of Directors and Council of Student Presidents shall be in conjunction with the regular meetings of the Student Advisory Board to the Oklahoma State Regents for Higher Education. The respective boards may vote to add, reduce, or change the meeting time to accommodate the needs of the organization.

ARTICLE III. FINANCIAL GUIDELINES

Membership Dues

In accordance with the Article I, Section 1 of the Constitution, the Board of Directors shall collect annual membership dues from institutions that have an active student government association, or equivalent.

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Any institution with an outstanding balance shall not be eligible to attend any official event until all open invoices have been closed, or addressed with the Executive Director. The Executive Director shall have the authority to waive the requirement but only after contact has been made with an appropriate institutional representative.

Any institution with an outstanding balance shall be in bad standing with the organization.

Banking

The President, Treasurer, and Executive Director shall be placed on the organizational bank account immediately after assuming their offices. Additionally, these positions will have signing privileges for the organizational checkbook.

The Treasurer shall be the primary holder of the checkbook. In the event that another authorized signer needs the checkbook, appropriate steps will be taken to ensure a proper transition. At no point, should the checkbook, or other financial information, be in the possession of a non-officer of the organization.

The Executive Director shall be the primary holder of the debit card. In the event that another authorized signer needs use of the card, appropriate steps will be made to process the payment without the debit card transferring possession. In the event that a debit card is needed for more extensive use, the Treasurer may be issued a card. At no point, should a debit card, or other financial information, be in the possession of a non-officer of the organization.

When deposits are made to the organization checking account, a secure form shall be completed on the organizational website to ensure transparency and communication. Additionally, this will assist with the updating of the financial software to ensure accurate reporting and to assist in a backup solution to the accounting software. The form should automatically email the details of the submitted form to the Treasurer and Executive Director.

When payments are made from the checkbook, bank transfer, or debit card, a secure form shall be completed on the organizational website to ensure transparency and communication. Additionally, this will assist with the updating of financial software to ensure accurate reporting and to assist in a backup solution to the accounting software. The form should automatically email the details of the submitted form to the Treasurer and Executive Director.

ARTICLE IV. BOARD OF DIRECTORS

Meeting Attendance

Members of the Board of Directors are required to attend every meeting, regular or special.

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Members of the Board of Directors may be absent for a total of two meetings. Upon missing the second meeting, the position is vacated for malfeasance of office. Removed Members of the Board of Directors shall have the right to appeal at the next regular meeting of the Council of Student Presidents, or Congress, whichever occurs first.

Congress Attendance

Members of the Board of Directors are required to attend every Congress.

Members of the Board of Directors may not be absent from any session of Congress or their position is automatically vacated for malfeasance of office. The only exception is for demonstrated military related conflicts. Removed Members of the Board of Directors shall have the right to appeal at the next regular meeting of the Council of Student Presidents, or Congress, whichever occurs first.

Electronic Meetings

The Board of Directors may conduct meetings electronically using a secure voting system, when necessary, and must follow the requirements set forth by Governing Documents as it pertains to regular meetings.

Board of Directors Elections

Any person interested in running for any position on the Board of Directors shall:

- Attend a mandatory meeting on the first day of Spring Congress;
- Submit an application before 9:00a.m. on the second day of Spring Congress;
- Be a member of an institution in good standing with the organization;
- Not use campaign materials other than tactics prescribed in this document;
- Maintain a grade point average of a 2.5 at their respective institutions.

Campaigning for the Board of Directors

The official campaigning shall consist of the following:

- Deliver a platform speech to last no longer than five minutes, unless extended by vote;
- Participate in a question and answer forum to last no longer than five minutes, unless extended by vote;
- At the conclusion of the Candidate Information Session on the first night of Spring Congress, candidates will be able to discuss their candidacy;

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No candidate or campaign will be allowed to use any monetary campaign tactics;

Speaking with delegates at any event deemed campaign appropriate by the Host Institution and the Executive Director.

Any party found responsible by the OSGA Supreme Court for violating campaign rules shall be disqualified and unable to hold an office for a period of one year.

Board of Directors Eligibility

Members of the Board of Directors shall submit a transcript and class schedule to the Executive Director. The Executive Director in conjunction with the Board of Directors shall determine the manner and timeframe of required documents.

Any Member of the Board of Directors that fails to meet eligibility requirements shall be asked to resign. If a Member of the Board of Directors fails to resign, then the appropriate removal proceedings will be initiated with all relevant documents being made available to the appropriate persons.

ARTICLE V. COUNCIL OF STUDENT PRESIDENTS

Electronic Voting

The Council of Student Presidents may conduct business, outside of a regular meeting, electronically using a secure voting system and by posting an agenda 24 hours in advance of the scheduled vote.

ARTICLE VI. AWARDS AND RECOGNITION

Hall of Fame Award

The Board of Directors may select up to five individuals or institutions and bestow the Hall of Fame Award for exceptional dedication to OSGA or Oklahoma Higher Education.

Each award shall be given at the annual Spring Congress unless the Board of Directors deems that an award shall be given at another time and place.

Each recipient shall be recognized in front of the membership, or appropriate group, and shall be given a token of appreciation that is determined by the Board of Directors.

The cost of each award shall be taken from the Awards and Recognition line item.

Distinguished Service Awards

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The Board of Directors may select individuals or institutions and bestow the Distinguished Service Award for service to OSGA.

Each award shall be determined by the Board of Directors and presented at the appropriate time and place.

The cost of each award shall be taken from the Awards and Recognition line item.

Appreciation Awards

The outgoing Board of Directors shall be recognized for their service during the first day of Spring Congress. The award is given as a token of appreciation for their service to the organization.

The cost of each award shall be taken from the Awards and Recognition line item or from the Officer Materials line item.

ARTICLE VII. EVENTS

Fall Congress

The annual Fall Congress shall take place at the Oklahoma State Capitol building. The date shall be determined in conjunction with the Oklahoma House of Representatives, Department of Capital Assets Management, and the Board of Directors.

The Board of Directors shall determine a budget for Fall Congress that includes a break-even point.

The Board of Directors shall determine the cost per delegate to attend Fall Congress. This fee will be required of all attendees to the event except staff, special guests, and Members of the Board of Directors that will not be attending with their host institution.

The determined fee will be applied to delegates from member institutions.

The determined fee and a surcharge will be applied to delegates from non-member institutions.

Spring Congress

The annual Spring Congress shall take place at a member institution's campus.

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The Board of Directors shall hear presentations from interested institutions and make a decision at the annual Fall Congress. In the event that a decision is not made at Fall Congress, the Board of Directors may entertain presentations at a later meeting.

The host institution and the Board of Directors shall determine the date.

The Board of Directors and host institution shall determine a budget for Spring Congress that includes a break-even point.

The Board of Directors and host institution shall determine the cost per delegate to attend Spring Congress. This fee will be required of all attendees to the event except staff, special guests, and Members of the Board of Directors that will not be attending with their host institution.

The determined fee will be applied to delegates from member institutions.

The determined fee and a surcharge will be applied to delegates from non-member institutions.

The Spring Congress host school may have their membership dues waived for the next year if approved by the Board of Directors. If the event runs a deficit, the waiver may not be granted.

Congress Deadlines

Congress registration must open 45 days before the scheduled event.

Congress registration must close a minimum of nine days before the event. If a registration occurs after the deadline, a fee of \$10 per delegate is assessed. The fee may be waived at the discretion of the Executive Director.

Congress legislation submission must be open 45 days before the scheduled event.

Congress legislation submission must close a minimum of seven days before the event. If a sufficient amount of legislation is not received, the Executive Director may accept late submissions at his or her discretion.

Student Leadership Retreat

The Board of Directors may send the Executive Director to the Student Leadership Retreat to raise organizational awareness, promote membership, and collect on open invoices.

In the event the Executive Director cannot attend the Student Leadership Retreat, the Board of Directors may elect to send a member of the Board of Directors.

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The registration fees, travel expenses, and hotel expenses shall be paid for from the Board of Directors Discretionary line item and the Travel Reimbursements line item.

Special Events

The Board of Directors may choose to sponsor or plan special events. All costs for these events shall be recovered through the charging of registration fees.

The Board of Directors may choose to send representatives to professional development or other events. All costs or expenses shall be covered by the appropriate line item.

ARTICLE VIII. EXECUTIVE DIRECTOR

Position

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operations responsibility for OSGA programs, events, expansion, staff, and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, and organizational plans.

Responsibilities

Leadership & Management:

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, potential fundraising, communications, and systems; recommend timelines and resources needed to achieve strategic goals
- Actively engage and energize OSGA's volunteers, board members, event committees, alumni, partnering organizations, and sponsors
- Develop, maintain, and support a strong board of directors; serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for the state rollout
- Lead, coach, develop, and retain OSGA's high-performance board of directors and supporters
- Ensure effective system to track finances, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, sponsors, and other constituents

Outreach & Communications:

- Expand local revenue generating and potential fundraising activities to support existing program operations and state expansion while simultaneously retiring unresolved debt to the organization

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- Deepen and refine all aspects of communications - from web presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities
- Being to build partnerships in new markets, establishing relationships with the sponsors and political and community leaders
- Be an external state and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for state and national replication

Qualifications

The Executive Director will be thoroughly committed to OSGA's goals. All candidates should have proven leadership, coaching, operational, and relationship management experience.

Concrete demonstrable experience and other qualifications include:

- Pursuing or obtained advanced degree, with at least 2 years of student government experience; track record of effectively leading a student focused organization; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth or combination of education and experience
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a board of directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills, a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to organization planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, positive attitude, mission-drive, and self-directed

Compensation for the Executive Director shall be decided through the annual budgeting process.

The Executive Director shall be entitled to reimbursement or necessary accommodations to execute the position's responsibilities.

The organization shall provide the Executive Director with the technology, software, e-mail, business cards, name tags, etc. to promote and carry out the purpose of the organization.

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Contingency Plan

In the event that the Board of Directors fails to hire an Executive Director, all assigned duties will become the responsibility of the Board of Directors.

The President shall be responsible for all areas of strategic vision, recruitment, ensuring Board members are productive, and creating agendas.

The Vice-President shall be responsible for event planning and ensuring that the organization maintains appropriate spending levels for those events. The Vice-President, in conjunction with the Treasurer, shall be responsible for the collection of monies owed. The Vice-President shall work with Congress Hosts, the Oklahoma House of Representatives, the Oklahoma Department of Capital and Assets Management, and other necessary entities to facilitate successful events.

The Secretary shall be responsible for all updates to the Governing Documents or Policy Book. Additionally, the Secretary shall be responsible for all historical documents of the organization and shall provide those when requested.

The Treasurer shall be responsible for all financial areas. Any hardware or software purchased by the organization that has a financial interest shall be in the possession of the Treasurer. Additionally, the Treasurer will be solely responsible for the development of the budget.

The Director of Communications shall be responsible for all information technology areas. This shall include social media, website, email management, event registration, printing of registration materials, and any other item that deals with information gathered from the website.

Once an Executive Director can be hired and properly transitioned, all areas of responsibility will transition back to the Executive Director.

ARTICLE IX. PARLIAMENTARY PROCEDURES

Robert's Rules of Order

All meetings shall be conducted in a formal manner compliant with *Robert's Rules of Order, Newly Revised*, except where specifically noted in the Constitution or Bylaws.

The organization shall be responsible for the purchase of the most updated version the book.

Suspension of the Policy Book

The Policy Book may only be suspended with a 2/3 vote of the legislative body.

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The suspension must have a timeframe for which the suspension takes place.

Suspension of the Policy Book shall allow for the facilitation of conversation in an informal manner. Suspension of the Policy Book does not allow for decisions to be made in a manner that supersedes the policies set forth.

ARTICLE X. AMENDMENTS

The Council of Student Presidents or the Congress shall approve amendments to the Policy Book except when legislation is passed that establishes or modifies policies or operating procedures, then the Policy Book shall be updated to reflect those changes.

ARTICLE XI. ENACTMENT

The Policy Book shall become effective when approved by a 2/3 majority of the legislative body.