

THE MINNESOTA FOUNDATION FOR STUDENT ORGANIZATIONS



POLICY AND PROCEDURES

GENERAL OPERATING GUIDE

- I. Organization
 1. Mission
 2. History
 3. Legislation, *Mn State Statute 124D.34*
 4. Minnesota's Career and Technical Student Organizations (CTSOs)
 1. Legislative Funding & Allocation
 2. Membership Guidelines & Definitions
 3. Reporting Requirements
 5. Collective Activities
 1. Underserved Populations Project
 2. Annual Workshop
 3. Day at the Capitol
 4. General Support and Guidance

- II. MFSSO Board Information
 1. Board and Committee Meetings, General Information
 2. Appointment & Vacancy Process(es)
 1. Governors Appointment [Secretary of State Appointment Form]
 2. CTSO Appointments and Collective CTSO Alumni/Student Appointments
 3. Notifications: Notice of Vacancy & Intent to Appoint
 3. Conflict of Interest Policy
 1. General
 2. Definitions
 3. Procedures

- III. Financial Policy and Procedures
 1. General
 2. Cash Disbursement
 1. Check Authorization
 2. Checks
 3. Bank Reconciliation
 4. Purchasing
 1. Purchases under \$500.00
 2. Purchases over \$500.00
 5. Property
 6. Books of Original Entry
 7. Grants & Contracts
 8. Other

Bylaws Appendix A

Organization

The Minnesota Foundation for Student Organizations (MFSO) was created in 1996 [Mn State Statute 124D.34] to provide oversight and guidance to Career and Technical Student Organizations (CTSO) in Minnesota. The MFSO strives to create a collaborative environment that fosters growth and leadership.

Career and Technical Student Organizations support the rigorous academic content of career and technical education (CTE) programs. CTSOs ensure students are meeting industry skill standards and are prepared for employment. They also provide students with a comprehensive framework of leadership, personal and employability skills. CTSOs are considered an integral part of student's CTE program.

Mission

The MFSO promotes and supports career and technical student organizations as they work to provide student opportunities for leadership, personal development, community service and career preparation.

History

Career and technical student organizations have served students for over 70 years. After federal legislation provided for agriculture and homemaking education, FFA (Future Farmers of America) and FHA (Future Homemakers of America) were established. As new career initiatives were added at the state level, other career and technical student organizations were developed.

Originally, all student organizations were state and federal programs, which over the years evolved into independent 501 c3 non-profit organizations. With the advent of the School-to-Work Program, student organizations developed a much higher profile as an integral part of the educational process where students experienced application of skill and developed personal leadership qualifications.

In 1996 by the Minnesota State Legislature agreed to boost support for this extremely important component of the education process by creating the Minnesota Foundation for Student Organizations.

Legislation

124D.34 MINNESOTA FOUNDATION FOR STUDENT ORGANIZATIONS.

Subdivision 1.Citation. This section may be cited as the "Minnesota Foundation For Student Organizations Act."

Subd. 2.Creation of foundation. There is created the Minnesota Foundation for Student Organizations. The purpose of the foundation is to promote career and technical student organizations and applied leadership opportunities in Minnesota public and nonpublic schools through public-private partnerships. The foundation is a nonprofit organization. The board of directors of the foundation and activities of the foundation are under the direction of the commissioner of education.

Subd. 3.Board of directors. The board of directors of the Minnesota Foundation for Student Organizations consists of:

(1) seven members appointed by the board of directors of the career and technical student organizations and chosen so that each represents one of the following career areas: agriculture, family and consumer sciences, service occupations, health occupations, marketing, business, and technical/industrial;

(2) seven members from business, industry, and labor appointed by the governor to staggered terms and chosen so that each represents one of the following career areas: agriculture, family and consumer sciences, service occupations, health occupations, marketing, business, and technical/industrial;

(3) five students or alumni of career and technical student organizations representing diverse career areas, three from secondary student organizations, and two from postsecondary student organizations. The students or alumni shall be appointed by the criteria and process agreed upon by the executive directors of the career and technical organizations; and

(4) four members from education appointed by the governor to staggered terms and chosen so that each represents one of the following groups: school district level administrators, secondary school administrators, middle school administrators, and postsecondary administrators.

Executive directors of career and technical education student organizations are ex officio, nonvoting members of the board.

Subd. 4. Foundation programs. The foundation shall advance applied leadership and intracurricular career and technical learning experiences for students. These may include, but are not limited to:

- (1) recognition programs and awards for students demonstrating excellence in applied leadership;
- (2) summer programs for student leadership, career development, applied academics, and mentorship programs with business and industry;
- (3) recognition programs for teachers, administrators, and others who make outstanding contributions to career and technical programs;
- (4) outreach programs to increase the involvement of urban and suburban students;
- (5) organized challenges requiring cooperation and competition for secondary and postsecondary students;
- (6) assistance and training to community teams to increase career awareness and empowerment of youth as community leaders; and
- (7) assessment and activities in order to plan for and implement continuous improvement.

To the extent possible, the foundation shall make these programs available to students in all parts of the state.

Subd. 5. Powers and duties. The foundation may:

- (1) identify and plan common goals and priorities for the various career and technical student organizations in Minnesota;
- (2) publish brochures or booklets relating to the purposes of the foundation and collect reasonable fees for the publications;
- (3) seek and receive public and private money, grants, and in-kind services and goods from nonstate sources for the purposes of the foundation, without complying with section 16A.013, subdivision 1;
- (4) contract with consultants on behalf of the career and technical student organizations;

(5) plan, implement, and expend money for awards and other forms of recognition for school-to-work student programs; and

(6) identifying an appropriate name for the foundation.

Subd. 6. Contracts. The foundation board shall review and approve each contract of the board. Each contract of the foundation board shall be subject to the same review and approval procedures as a contract of the commissioner of education.

Subd. 7. Foundation staff. The commissioner of education shall appoint the executive director of the foundation from three candidates nominated and submitted by the foundation board of directors and, as necessary, other staff who shall perform duties and have responsibilities solely related to the foundation. The employees appointed are not state employees under chapter 43A, but are covered under section 3.736. The employees may participate in the state health and state insurance plans for employees in unclassified service. The employees shall be supervised by the executive director. The commissioner shall appoint a liaison to the foundation board from the division in the department responsible for career and technical education.

Subd. 8. Public funding. The state shall identify and secure appropriate funding for the basic staffing of the foundation and individual student career and technical student organizations at the state level.

Subd. 9. Private funding. The foundation must seek private resources to supplement the available public money. Individuals, businesses, and other organizations may contribute to the foundation in any manner specified by the board of directors. All money received shall be administered by the board of directors.

Subd. 10. Report. The board of directors of the foundation must submit an annual report on the progress of its activities to the commissioner of education and to the Board of Trustees of the Minnesota State Colleges and Universities. The annual report shall contain a financial report for the preceding year. The foundation shall submit a biennium report to the legislature before February 15, in the odd-numbered year.

Subd. 11. Appropriation. All the amounts received by the foundation pursuant to this section are annually appropriated to the foundation.

Subd. 12. Student organizations. Individual boards of vocational education student organizations shall continue their operations in accordance with section 124D.355 and applicable federal law.

Minnesota's Career and Technical Student Organizations

DECA/Collegiate DECA

The mission of DECA and Collegiate DECA is to enhance the education of all students with interests in marketing, management or entrepreneurship. DECA assists students in developing skills and competencies for marketing careers, while building self-esteem, experiencing leadership, and providing community services.

BPA Secondary /Collegiate BPA

The mission of Business Professionals of America (BPA) is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills. BPA provides educational experiences that further develop social intelligence, civic consciousness, leadership skills and self-esteem for its members

FFA

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through Agriculture, Food, and Natural Resources (AFNR) education. By accomplishing our mission, FFA grows leaders, builds communities and strengthens agriculture. The FFA award and degree programs recognizes students for excellence in academics, career development, leadership and community service.

HOSA

The mission of Health Occupation Students of America (HOSA) is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science technology education students, therefore, helping students to meet the needs of the health care community.

FCCLA

The mission of FCCLA is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. SkillsUSA's mission is to empower its members to become world-class workers, leaders and responsible American citizens.

Legislative Funding

The statute and the by-laws govern the MFSO; but the funding allocation for both the MFSO and the CTSOs are allocated on a biennial basis through individual line items identifying the career areas and the companion CTSO via the Education Omnibus Funding Bill.

While the MFSO is the primary legislative reporting agency [for the CTSOs use of funding and activities]; the Minnesota Department of Education (MDE) acts as the fiscal agent. Each CTSO is issued a two-year grant agreement; with the first year requiring an application and the second requiring a continuance. The grant is reimbursement based; this means the grant requires financial reporting in a “spend down” capacity.

There are several career areas that identify with two companion CTSOs (or two divisions), with the intent the funding be “shared”. In such cases, funding will be allocated based on the following formula:

Part A - Base Funding; the MFSO recognizes no matter the size of the organization, a minimum amount is required. This plan distributes \$30,300.00 of funds equitably to each individual CTSO for the “operating base.”

Part B - Chapter Factor; to ensure growth opportunities at new schools. After the “operating base” has been allocated forty percent (40%) of the remaining funding is allocated on the basis of nationally affiliated chapters.

Part C - Membership Factor; allocated per student. The sixty percent (60%) of the remaining funding is allocated on the basis paid state and national student members served.

Membership Guidelines & Definitions

The goal of the MFSO is to ensure the success and growth of each CTSO through positive support. The MFSO recognizes the challenges that come with maintaining and growing a career and technical student organization. The following definitions and guidelines were reviewed in 2009 by the MFSO Board of Directors.

Organization:

A career and technical state organization must:

- satisfy all requirements to be in good standing with the national organization;
- have at least 300 members;
- have at least 10 active chapters; and
- have alignment with one of the 7 career areas as defined in Mn State Statute 124D.34 Minnesota Foundation for Student Organizations.

Chapter:

A career and technical student organization chapter must:

- be part of a Career and Technical Education (CTE) state approved program;
- be a nationally recognized and chartered chapter; and
- have ten (10) or more members.

Member:

A chapter member must:

- be a student who has fully paid state and national CTSO dues for the current year;
- be enrolled in an approved and recognized CTE program.

In keeping with the Minnesota Foundation for Student Organizations membership definitions, funding guidelines and the over-all mission of the MFSO to support the growth of Minnesota's career technical student organizations, a membership audit is routinely conducted if a CTSO's student membership reaches the threshold of 10% or less than the minimum requirement. *For example, with the current membership standard of 300, a CTSO would be subject to an audit at 330 members or less.*

Should a CTSO be unable to maintain membership and/or chapter requirements, the first year the CTSO be in probationary status and is strongly encouraged to work with the MFSO to develop a membership recruitment and retention plan. If the CTSO continues to be unable to reach the guidelines; the MFSO will provide the CTSO one additional year with reduced funding to either continue to increase membership to reach the required membership or to determine an alternate course of action for the student organization.

Reporting Requirements

Every two years the MFSO is required to submit a Biennium Report to the Mn State Legislature, Secretary of State, and the Legislative Auditor. The MFSO is charged with ensuring the CTSOs are being good stewards of the state's resources and operating co-curricular career and technical student organizations.

The MFSO requires each CTSO to submit a report at each regularly schedule [MFSO] board meeting. The report should include:

Organizational Activities- this may include board meetings, conferences, officer activities, national programs and/or meetings, etc...

Accomplishments- may include new chapters, new competitions, sponsorships, etc...

Challenges and Opportunities for Growth- this section allows the MFSO to see if the "same" issues are impacting multiple CTSOs and/or if the challenge is something another organization or the MFSO is able to assist with.

Upcoming Activities- this allows the MFSO to attend and/or participate as needed.

Diversity and Inclusion- Activities that have occurred addressing or impacting the diversity of CTSO membership and/or any progress made toward organizational goals to address inclusion and CTSO member and participation equity.

Membership- Current individual student and chapter membership.

These are the basic reporting requirements of the MFSO. *There are additional requirements that accompany legislative grants.*

Collective Activities

Each year the MFSO selects activities and initiatives for the CTSOs to collectively [and voluntarily] participate in. They may include events hosted by the MFSO such as Day at the Capitol or the Annual Workshop. They may also include individual CTSO projects such as the Underserved Populations Project.

Serving Underserved and Special Populations

The Minnesota Foundation for Student Organizations (MFSO) has made it a priority to ensure students belonging to nontraditional, underserved, and special populations have an opportunity to engage in meaningful participation in career and technical student organizations; an important part of that effort has been addressing poverty in the classroom. The MFSO has provided “poverty workshops” to CTSOs at no cost through a certified poverty coach and when available, CTSO Leaders have been encouraged to participate in poverty awareness training directly through Communications Across Barriers.

In some cases, this program may support sub-grants or mini-grants for specific CTSO programs or projects that support students in poverty or special populations. In which case the CTSOs are provided the information and tools necessary to apply.

Annual Workshop

Each year the MFSO holds a workshop for CTSO staff, MFSO and CTSO Board Members and CTE educators/CTSO advisors. It is free to attend, but registration is required. Flyers are provided to the CTSOs at least 60 days prior for circulation and the information can also be found on the MFSO website: www.mnfsso.org. It occurs in the fall, either late September or early October, ensuring educators and administrators have time to register and make necessary arrangements if they would like to attend. The MFSO works with CTSO EDs to determine a relevant topic. Past topics have included: Cultural Competency, Poverty Awareness, and Developing Successful Local Partnerships, Financial Literacy and Branding & Marketing a CTSO.

CTSO Day at the Capitol

Each year the MFSO provides CTSO student leaders an opportunity to engage their state Representatives and Senators in discussions about the impact career and technical education and student organizations have had on their lives through “CTSO Day at the Capitol”. This event is generally held during CTE month (February) or in the case of a short legislative session, early March. The event occurs over a two-day period, typically a Monday/Tuesday. Each CTSO is be able to bring up to 5 officers/ student leaders. Each CTSO is also required to have an adult chaperon on sight per 3 students.

The MFSO schedules a personal meeting for every student attending with their Senator and/or Representative. Students are placed in groups of approximately 4 students [based on their geographic location and meeting schedule] and a minimum of one adviser/ chaperon is assigned to each group. This enables the MFSO to coordinate meetings with their Senators and/or Representatives.

General Support and Guidance

The Minnesota Foundation for Student Organizations seeks to successfully support our career and technical student organizations. To ensure we are doing that, it is essential the CTSOs identify their challenges.

In the summer of every other year the MFSO conducts a Needs Assessment. Based on the responses of the CTSOs; the MFSO can review, prioritize and determine how best we can address the “non-financial” needs of the CTSOs, both collectively and individually in the next biennium.

More information on collective activities can be found in the MFSO Biennium Report and in the MFSO Strategic Vision.

MFSO Board Information

The MFSO is comprised of 23 appointments. Half of those appointments are to be made by the Governor, *via the Secretary of State* and half of them are done by the CTSOs; either independently or collectively.

Board of Directors & Committee Meetings

Board Member participation is largely governed by the MFSO Bylaws. The MFSO Board of Directors meets formally three times a year (November, February and May). November is considered the annual meeting and is generally the time when annual reports are reviewed, and Board Officers are elected.

The strategic planning, legislative and fund development committee(s) meet a minimum of once annually. Informal committee meetings may occur at events such as Day at the Capitol and the Annual Workshop. As with board meetings, general committee meetings are open to all Board Members, Liaisons, CTSO Executive Directors and State Specialists and any other interested parties.

The MFSO meetings are informal; all are welcome at the table. The Chairperson(s) will generally only use Roberts Rules of Order/Parliamentary Procedure when a discussion is no longer productive. While attendees are encouraged to voice their opinion at both board meetings and committee meetings, only seated Board Members of the MFSO may vote. *Liaisons, MFSO Staff/Vendors, CTSO Executive Directors and State Specialists are not voting members.*

The Executive Committee meets monthly and is comprised of the Officers of the Board (Co-Chairpersons, Secretary, and Treasurer) and contracted staff. This meeting is open to all seated Board Members.

Information for board and committee meetings is sent to voting and non-voting members, liaisons and state specialists two weeks prior to the meeting.

The MFSO also hosts CTSO Round Table meetings. They are designed to be attended by and benefit CTSO Executive Directors; with the focus on topics the CTSOs have identified important “technical or operational” issues (i.e. grant updates, reporting requirements, etc.).

MFSO Board Policy and Procedures are outlined in the MFSO Bylaws, attached as Appendix A. The MFSO also adheres to all Agency/Task Force regulations and Minnesota’s Open Meeting Laws; Mn State Statute 13D.

Appointment and Vacancy Processes

The MFSO Board of Directors is comprised of an equal number of Governor Appointed and CTSO Appointed positions.

Governor Appointed Positions

As indicated *via* legislation:

Subd. 3. Board of directors. The board of directors of the Minnesota Foundation for Student Organizations consists of:

(2) seven members from business, industry, and labor appointed by the governor to staggered terms and chosen so that each represents one of the following career areas: agriculture, family and consumer sciences, service occupations, health occupations, marketing, business, and technical/industrial;

(4) four members from education appointed by the governor to staggered terms and chosen so that each represents one of the following groups: school district level administrators, secondary school administrators, middle school administrators, and postsecondary administrators.

While Career and Technical Student Organizations may recommend persons for these positions, it is ultimately a Governor's Appointment which is executed through the Secretary of States website under Boards & Commissions.

The Open Appointments process is used as a clearinghouse for public openings on state agencies, boards, commissions and councils. It is administered by the Secretary of State, who announces vacancies to the public, refers applications to those who make the appointments, and maintains records of the memberships on the various state boards and councils

Open positions are posted, and applicants are guided through the process.

Additional information can be found on the Secretary of States website including:

How to Apply for a Position

Definitions

Frequently Asked Questions

**OPEN APPOINTMENTS APPLICATION FOR SERVICE ON MINNESOTA
STATE AGENCIES, BOARDS, COUNCILS, COMMISSIONS OR TASK FORCES**

All information on this form is available to the public upon request.
By request, this application will be made available in alternative format (Braille, large print, audio tape, etc.)

Part I: Position Sought	
<small>Required Information (MN Stat § 15.0597 Subd. 5.)</small>	
Agency Name: _____ <small>Name of board, council, commission or task force</small>	Position: _____ <small>Membership position sought or enter "member"</small>

Part II: Applicant Information	
<small>Required Information (MN Stat § 15.0597 Subd. 5.)</small>	
Name: _____ <small>First Last</small>	Phone: (____) _____
Mailing Address: _____	Email: _____
_____	County: _____
_____	MN House of Rep Dist: _____ US House of Rep Dist: _____
<small>City State ZIP Code</small>	<small>Find your districts by using the Poll Finder at: http://pollfinder.sos.state.mn.us/</small>
Have you ever been convicted of a felony: Yes _____ No _____	Did the Appointing Authority suggest you submit your application? Yes _____ No _____
Attach a cover letter, resume or other information that you feel would be helpful to the Appointing Authority.	

Part III: Optional Statistical Information	
<small>The following information is optional and voluntary (MN Stat §15.0597 Subd. 5). Information is collected for, and compiled in, the annual report on the open appointments process pursuant to MN Stat §15.0597 Subd. 7.</small>	
Gender: Female _____ Male _____	Veteran Status: Yes: _____ No: _____
Disability: Yes _____ No _____	Political Party: _____ Democratic-Farmer-Labor _____ Independence _____ Republican _____ No Party Preference _____ Other _____
Race: <small>(Check as many as apply)</small> _____ African American or Black _____ American Indian or Alaska Native _____ Asian or Pacific Islander	Hispanic, Latino or Spanish origin: _____ Yes _____ No Age: _____ _____ White or Caucasian _____ Other Race _____

Part IV: Signature and Submittal Instructions	
I swear that, to the best of my knowledge, the above information is correct and that I satisfy all legally prescribed qualifications for the position sought. (*If another person or group is nominating the applicant, the applicant's signature indicates consent to nomination.)	
_____	_____
Applicant Signature	(Date)
Mail or Submit In Person: Office of Secretary of State Open Appointments 180 State Office Building 100 Rev Dr Martin Luther King Jr Blvd St. Paul, MN 55155-1299	Phone: (651) 297-5845 Email: open.appointments@state.mn.us Online application: http://www.sos.state.mn.us/index.aspx?page=5
	<small>Applicants will not receive an acknowledgement of submitted applications; the appointing authority will notify you if an interview is desired.</small> FOR OFFICE USE: Sub by AA: _____ AA: _____ Trans Date: _____ Rev.04-2014

Career and Technical Student Organization Appointed Positions

There are two types of positions that are appointed by Career and Technical Student Organizations: Career Area and Alumni (Secondary and Post-Secondary). As indicated *via* legislation:

Subd. 3. Board of directors. The board of directors of the Minnesota Foundation for Student Organizations consists of:

(1) seven members appointed by the board of directors of the school-to-work student organizations and chosen so that each represents one of the following career areas: agriculture, family and consumer sciences, service occupations, health occupations, marketing, business, and technical/industrial;

(3) five students or alumni of school-to-work student organizations representing diverse career areas, three from secondary student organizations, and two from postsecondary student organizations. The students or alumni shall be appointed by the criteria and process agreed upon by the executive directors of the student-to-work organizations;

The seven members discussed in Subdivision 3; Section 1 are appointed by the student organization(s) representing that career area. For example, FCCLA would be the appointment authority responsible for making the Family and Consumer Sciences appointment; HOSA would be the appointing authority for the Health Care area, etc.... *In the event is more than one CTSO in a career area (secondary and post-secondary organizations); the CTSOs are responsible for determining who will make the appointment.* These appointments are made entirely by the CTSO. *While each term is expected to be 4 years; there is nothing prohibiting the CTSO from changing their representation at any time.*

The five members discussed in Subdivision 3; Section 3 are also appointed by the student organization(s); but they are done so through a collective process, nominated by CTSO Executive Directors. Applicants for secondary representative seats must be or have been involved in a MN secondary division of a student organization. Representatives of post-secondary must be or have been involved in a post-secondary division of a student organization.

The MFSO will distribute candidate applications and facilitate the election process, acting as a neutral party with no input or vote on the applicants. Applications shall be voted on by each student organization, each division is entitled to one vote.

**Application for Alumni/Student Representative Board Member
Mn Foundation for Student Organizations**

Please go to www.mnfso.org and review the information about the Minnesota Foundation for Student Organizations (MFSO) to ensure you are interested and willing to make the commitment of a Board Member.

_____ Yes _____ No I would be available to attend Board Meetings. There are four board meetings annually; generally occurring on the first Thursday in November, February, May and August. If No, please do not complete the application.

Name:

Address:

Phone:

E-mail:

Please complete the following questionnaire and attach answers as needed. Your application will be reviewed by the Executive Director(s) of each student organization represented in the MFSO.

1. Education and Background

Please detail your education and employment.

2. Minnesota Career & Technical Student Organizations

Explain or list your background and experiences in leadership activities of student organizations. *Include all pertinent information about offices held, honors, organization membership, responsibilities and variety of experiences.*

Other Board Member & Leadership Experiences

Please review the following categories and on a scale of 1 to 10, with one being no experience and 10 being a great deal of experience, please rate the following areas:			
Leadership	Student Organization		Committee Work
Strategic Planning	Fundraising		Grant Writing
Career and Technical Education	Outreach/Advocacy		Nonprofit Experience
Community Service	Public Relations		Board Member
Other unique talents or skill sets you bring as a board member?			

Please detail any leadership roles and any other Board Member experience you have had. Please include experiences at work and in other community, school, church or non-profit organizations. Explain your background and experiences in fund raising, planning, committee work, public relations and teamwork. *These tasks are similar to what Board members would do.*

3. Interest and Desire to Serve

Describe your interest and desire to be a part of the Foundation Board. What perspectives and expertise could you bring to the group? *Include any experiences with diversity, non-traditional career preparation, or cultural experiences.*

4. Recommendations

Ask three persons who know your leadership abilities to write a recommendation for you.

Attach these letters to the application.



**MINNESOTA SECRETARY OF STATE
NOTICE OF INTENT TO APPOINT**

(One copy of this form is to be completed for each appointment)

IT IS THE INTENT OF THE APPOINTING AUTHORITY TO APPOINT:

Name of appointed member

Preferred Mailing Address*

(* This information will appear on the Office of the Secretary of State web site: www.sos.state.mn.us)

AS A MEMBER OF THE: The Minnesota Foundation for Student Organizations
Name of board, council, commission, or task force

FOR A TERM BEGINNING: _____ AND ENDING _____
TO SERVE AS: _____
Type of membership, resident of specific district/county, public or professional member, etc. as required by law

REPLACING: _____
Name of previous member or indicate "New Position" or "Reappointment"

I affirm that the foregoing is a full and true statement pursuant to Minnesota Statutes 15.0957, subdivision 6.

Appointing Authority: _____ Date: _____

*Minnesota Statutes 15.0597, subdivision 6, requires that the appointing authority for a multi-member agency, as defined in Minnesota Statutes 15.0597, subdivision 1, submit written notification of the name of the person the appointing authority intends to appoint at least **five** days before the effective date of the appointment to the Secretary of State.*

If the appointing authority intends to appoint a person other than one for whom the Secretary of State has forwarded an application, the appointing authority shall complete an application on behalf of the appointee and submit it to the Secretary of State with the completed Notice of Intent to Appoint form.

Mail or fax this completed form to: Secretary of State, Open Appointments
180 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155-1299
Fax: 651-296-9073

Or deliver in person to: Room 180 of the State Office Building. Phone: 651-297-5845

Conflict of Interest Policy

1. **Conflict of Interest, general.** For purposes of this policy, the following circumstance shall be deemed to create Conflicts of Interest:
 - a. Outside Interests.
 - i. A Contract or Transaction between The Minnesota Foundation for Student Organizations and a Responsible Person or Family Member.
 - ii. A Contract or Transaction between The Minnesota Foundation for Student Organizations and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.
 - b. Outside Activities.
 - i. A Responsible Person competing with The Minnesota Foundation for Student Organizations in the rendering of services or in any other Contract or Transaction with a third party.
 - ii. Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to; an entity or individual that competes with The Minnesota Foundation for Student Organizations in the provision of services or in any other Contract or Transaction with a third party.
 - c. Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment or other favors from any individual or entity that:
 - i. Does or is seeking to do business with, or is a competitor of The Minnesota Foundation for Student Organizations; or
 - ii. Has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from The Minnesota Foundation for Student Organizations;
 - iii. Is a charitable organization operating in Minnesota;
 - iv. Under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of The Minnesota Foundation for Student Organizations.

2. Definitions.

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. A "Responsible Person" is any person serving as an officer, employee or member of the Board of Directors of The Minnesota Foundation for Student Organizations.
- c. A "Family Member" is a spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
- d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.
- e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by The Minnesota Foundation for Student Organizations. The making of a gift to The Minnesota Foundation for Student Organizations is not a Contract or Transaction.

3. Procedures.

- a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of The Minnesota Foundation for Student Organizations has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
- e. Responsible Persons who are not members of the Board of Directors of The Minnesota Foundation for Student Organizations, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect The Minnesota Foundation for Student Organizations participation in such Contract or Transaction. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

4. Confidentiality. Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of The Minnesota Foundation for Student Organizations. Furthermore, a Responsible Person shall not disclose or use information relating to the business of The Minnesota Foundation for Student Organizations for the personal profit or advantage of the Responsible Person or a Family Member.

5. Review of policy.

- a. Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.

- b. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions or circumstances might include service as a director of or consultant to a nonprofit organization, or ownership of a business that might provide goods or services to The Minnesota Foundation for Student Organizations. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
- c. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated immediately to all Responsible Persons.

This conflict-of-interest policy is designed to help directors, officers and employees of the Minnesota Foundation for Student Organizations identify situations that present potential conflicts of interest and to provide The Minnesota Foundation for Student Organizations with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a director, officer or employee has or may have a conflict of interest with respect to the transaction. The policy is intended to comply with the procedure prescribed in Minnesota Statutes, Section 317A.255, governing conflicts of interest for directors of nonprofit corporations. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in section 317A.255, the statute shall control.

Financial Policy and Procedures

1. General. The Executive Committee will prepare the budget annually and the Board of Directors will vote to accept the budget at the annual meeting. The Board of Directors must accept any proposed changes in the budget.

- a. Accounts. The MFSO maintains two accounts, one used for private funds, and one used for public monies. ALL public money should be allocated and encumbered, likely by contracted support. The account with public monies should NOT have residual value at the end of the fiscal year. All of the funding in that account should be used.
- b. The private funds account is set up to support the public funds account, in case of a shut-down or a delay in funding there should be at least two months of operating funds in the account.
- c. Checks and receipts and agreements (if necessary) should be prepared and presented to the Executive Committee for review and signature, then mailed to the CTSOs if there is a payment required.
- d. The Board of Directors formulates financial policies, delegates administration of the financial policies to the Executive Committee and reviews operations and activities on a quarterly basis.
- e. The Executive Director or contracted staff person has management responsibility including financial management.
- f. Financial duties and responsibilities must be separated so that no one employee or board member has sole control over cash receipts; disbursements; payroll; reconciliation of bank accounts.
- g. Documentation for all receipts or disbursements will be maintained for no less than 7 years.
- h. The Executive Committee will receive a copy of all deposit reports for review.

2. Cash Disbursements.

- a. Check Authorization.
 - i. All invoices will be immediately forwarded to a member of the Executive Committee who will review for validity and conformity to the budget (or other board authorization) and compliance with any bid requirements.
 - ii. Prior to payment, all invoices will be approved (indicated by initialing) by a member of the Executive Committee. The Executive Director or contracted staff will code the invoice with an appropriate expense or other chart of accounts line-item number, class and job number (where applicable).
 - iii. By approving an invoice, the Executive Committee indicates that it has been reviewed by and authorizes a check.

- iv. The Executive Committee will ensure that all conditions and specifications on a contract or order have been satisfactorily fulfilled, including inventorying items received against packing slip counts.
 - v. The Executive Committee will prepare checks on a monthly basis. Authorized signers on Allerus Bank accounts include the Chairpersons and Treasurer of the Board.
- b. Checks.
- i. The Executive Director or contracted staff will be responsible for all blank checks.
 - ii. All checks will be signed by designated members of the Board of Directors.
 - iii. Voided checks will have "VOID" written boldly in ink on the face and have the signature portion of the check torn out. Voided checks will be kept on file.
- c. In no event will:
- i. invoices be paid unless approved by an authorized signer.
 - ii. blank checks (checks without a date or payee designated) be signed in advance.
 - iii. checks be made out to "cash", "bearer", "petty cash", etc.
 - iv. checks be prepared on verbal authorization, unless approved by the Executive Committee.
- d. In the event that it is necessary to issue a duplicate check for checks in an amount over \$15, a stop payment will be ordered at the bank on the original check.
- 3. Bank Reconciliations.**
- a. Bank statements will be received directly and opened by the Executive Director or contracted staff.
 - b. The Executive Director or contracted staff and/or will reconcile the bank statement monthly.
 - c. The Executive Committee will receive monthly financial reports.
 - d. On all checks outstanding over 90 days, a member of the Executive Committee should take appropriate action.
- 4. Purchasing.**
- a. Purchases under \$500 must be approved in advance by the Executive Committee.
 - b. All purchases over \$5000 must be approved in advance by the Board of Directors and are required to undergo a competitive bid procedure.

5. Property

- a. Equipment shall be defined as all items (purchased or donated) with a unit cost of \$500 or more and a useful life of more than one year.
- b. The Executive Committee will maintain an inventory log; which shall list a description of the item, date of purchase or acquisition, price or fair value of the item and its location.
- c. A depreciation schedule shall be prepared at least annually for any audited financial statement.
- d. The Executive Director or contracted staff and/or member of the Executive Committee will record all equipment in the accounting system.
- e. Fixed Asset Policy. Property records and inventory records shall be maintained on all land, buildings and equipment under the control of the Minnesota Foundation for Student Organizations in a Fixed Asset System.

For purpose of this policy, “fixed assets” shall mean a unit of furniture or furnishings, and instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit, is valued above \$5,000 or is defined as theft-sensitive. For purposes of this policy, “theft-sensitive” are those items identified having a value of \$300 or more. Property records of facilities shall be maintained on an ongoing basis.

The Minnesota Foundation for Student Organizations will maintain a comprehensive fixed assets program requiring periodic inventory of district assets, designed to protect the district against losses which would significantly affect the Minnesota Foundation for Student Organizations patrons, personnel, property, budget or the ability of the Minnesota Foundation for Student Organizations to continue to fulfill its responsibilities. This program will take into consideration requirements of the laws and regulations of the state of Minnesota. The Board of Directors will be provided an annual report identifying equipment not accounted for. This equipment will be removed from the Minnesota Foundation for Student Organizations property records through Board action annually.

6. Books of Original Entry

- a. The Minnesota Foundation for Student Organizations will utilize a double entry system for accounting for all funds.
- b. Adequate documentation will be maintained to support all general entries.

- c. At the end of each month, the Executive Director or contracted staff will prepare a Balance Sheet, Statement of Activities, and Statement of Activities by Project that will be reviewed by the Executive Committee.
- d. The Statement of Activities report will include a comparison to the budget.

7. Grants and Contracts

- a. The Executive Director or contracted staff will carefully review each award and contract to ensure compliance with all financial and programmatic provisions.
- b. The Executive Director or contracted staff will prepare and maintain on a current basis a Grant/Contract Summary form for each grant or contract awarded.
- c. The Executive Director or contracted staff will utilize financial coding as required by grantors to ensure separation of funds (including UFARS).
- d. It will be the responsibility of the Executive Director or contracted support to ensure that all financial reports are submitted on a timely basis.

8. Other

- a. The financial report, once accepted by the Board of Directors, should be saved with the minutes of the Board meeting.
- b. During Board meetings, the Executive Director or contracted staff will note all items in the minutes relating to finance and take appropriate action.

Appendix A:

MINNESOTA FOUNDATION FOR STUDENT ORGANIZATIONS BYLAWS

ARTICLE I – NAME

The name of the Foundation is the Minnesota Foundation for Student Organizations, hereafter referred to as the Foundation or MFSO.

ARTICLE II – PURPOSE

The purpose of the Foundation is to promote career and technical student organizations and applied leadership opportunities in Minnesota public and nonpublic schools through public-private partnerships, in accordance with Minnesota Statute 124D.34.

ARTICLE III - BOARD OF DIRECTORS

Section 3.1 - General Powers

The Board of Directors of the foundation and activities of the foundation are under the direction of the Commissioner of the Minnesota Department of Education or any successor organization. (M.S.124D.34, subd. 2) The property, affairs and business of this foundation shall be managed by the Foundation Board of Directors in the manner jointly agreed to with the Commissioner of the Minnesota Department of Education or successor.

Section 3.2 - Membership

The Board of Directors of the Foundation, hereafter referred to as the Board, shall consist of the following members:

- (1) seven members appointed by the board of directors of the career and technical student organizations and chosen so that each represent one of the following career areas: agriculture, family and consumer sciences, service occupations, health occupations, marketing, business, and technical/industrial;
- (2) seven members from business, industry, and labor appointed by the governor to staggered terms and chosen so that each represents one of the following career areas: agriculture, family and consumer sciences, service occupations, health occupations, marketing, business and technical/industrial;
- (3) five students or alumni of career and technical student organizations representing diverse career areas, three from secondary student organizations, and two from post-secondary student organizations. The students or alumni shall be appointed by the criteria and process agreed upon by the executive directors of the career and technical organizations; and

(4) four members from education appointed by the governor to staggered terms and chosen so that each represents one of the following groups: School district level administrators, secondary school administrators, middle school administrators, and post-secondary administrators.

Executive directors of career and technical student organizations are ex officio, nonvoting members of the board. (M.S. 124D.34, subd. 3)

Section 3.3 - Liaisons

The commissioner shall appoint from the section within the Minnesota Department of Education dealing with Career and Technical Education a liaison to the foundation board. (M.S. 124D.34, subd. 7) A liaison shall be appointed to represent the Minnesota State Colleges and Universities (MnSCU).

Section 3.4 - Terms

The terms of the members shall be four years with the terms ending on the first Monday in January. The appointing authority shall appoint as nearly as possible one-fourth of the members to terms expiring each year. Members may serve until their successors are appointed and qualify but in no case later than July 1 in a year in which a term expires unless reappointed. (M.S. 15.0575, subd. 2)

Section 3.5 - Resignation

Any board member of the foundation may resign at any time by giving written notice to the Chairperson or to the foundation's Executive Director. The resignation of any board member shall take effect at the time, if any, specified in the written notice, or if no time is specified, the resignation shall take effect upon receipt of the written notice. Acceptance of such resignation shall not be necessary to make it effective.

Section 3.6 - Removal of Board Members

The Foundation Board has the authority to remove any member, with or without cause, by a vote of a majority of the total number of board members currently appointed at the time of such action.

Section 3.7 - Vacancies

The Foundation Board of Directors or foundation's Executive Director will inform the Governor or the student organizations of any vacancy caused by resignation, removal or any other cause so that an appointment can be made to fill the vacancies.

Section 3.8 – Compensation

A board member shall receive no compensation for his or her service. The Board shall establish and maintain a policy for reimbursement of reasonable expenses incurred by its members in connection with Foundation business. Foundation Board Members and staff will adhere to all state requirements and restrictions relating to expense reimbursements.

Section 3.9 - Board of Directors

The responsibilities of the board of directors for the Foundation are to:

- Attend and participate in meetings
- Participate in the committee structure
- Set strategic direction
- Provide oversight for finances
- Raise funds
- Represent the organization
- Create a manageable structure
- Hire and oversee the Executive Director
- Monitor and evaluate progress

Foundation Board members can expect to:

- Be informed about the responsibilities, expectations, time and financial commitment involved in being a board member.
- Be provided with opportunities for orientation and continuing board training in order to function effectively in the organization.
- Be kept fully informed about all developments that impact the plans, operations or policies of the organization.
- Participate openly in an atmosphere of trust and respect for conflicting opinions.
- Be recognized appropriately for individual achievements.
- Have talents utilized to help strengthen the organization.

ARTICLE IV - MEETINGS

Section 4.1 - Open Meeting Law

The Foundation shall comply with the Minnesota Open Meeting Law (M.S. 471.705) which requires meetings and foundation business to be open to the public.

Section 4.2 - Regular Meetings

Regular meetings will be held at such time and at such place as shall be determined by the board. At a minimum, the board will meet at least three times each calendar year. Notice of meetings will be provided at least five days prior to the date of the meeting.

Section 4.3 - Annual Meeting

The Annual Meeting shall be held no later than November 30 of each year for the purpose of electing officers of the foundation and for the transaction of such other business as shall come before the meeting. A full and clear statement of the business condition of the foundation shall be presented at this meeting.

Section 4.4 - Quorum

A majority of the board members currently appointed shall constitute a quorum for the transaction of business at any meeting. Quorum will consist only of those members present, including those present by phone or other electronic media as outlined in the State of Minnesota's Open Meeting Laws (Section 13D). In the absence of a quorum, those members present may choose by a simple majority to accept reports which do not require approval or action or to adjourn until a quorum is available.

Section 4.5 - Parliamentary Authority

Roberts Rules of Order, Newly Revised, 1990 Edition, shall govern the business of the Board in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

Section 4.6. -Action by Written Ballot without a meeting

Any action which may be taken at any regular or special meeting of current Board Members may be taken without a meeting should a motion be brought forth to the Chairperson(s) of the Foundation by a Committee of voting members of the Foundation. The Chairperson(s) must distribute written and electronic communication inclusive of a motion; a ballot must be distributed to all voting Board members and receipt of such ballot must be confirmed by no less than $\frac{3}{4}$ of the total voting members of the Foundation Board of Directors.

The Chairperson(s) shall set forth the proposed action, provide an opportunity to specify approval or disapproval of each proposal, and provide a reasonable time within which to return the ballot to the Chairperson(s). Ballots may be mailed or electronically cast in the manner required for giving notice of meetings specified in Section 4.2 of this Article.

All written ballots (written or electronic media) shall also indicate the number of responses needed to meet the 50% plus 1 requirement for passing any motion. The ballots must specify the time by which they must be received by the Chairperson(s). A minimum of 5 business days shall be provided for open discussion with other voting members prior to the return of the ballot. Once discussion has concluded, the Chairperson(s) shall call for a return of all ballots.

Approval of action by written ballot shall be valid only when the number of votes cast are passed by 50% plus 1 of the total voting Board Members by ballot within the specified time period.

Officers may not be elected or removed by written or electronic ballot.

ARTICLE V - OFFICERS OF THE BOARD

Section 5.1 - Designation of Officers

The Foundation Board of Directors shall annually elect officers from the board membership. Officers shall include a Chairperson, Vice Chairperson, or Chairperson(s), Secretary and Treasurer. At the discretion of the Board, Co-Chairpersons may be elected instead of a Chairperson.

Section 5.2 - Election and Terms of Office

The election of officers shall be held at the Annual Meeting of the board by vote on a slate of nominations provided by the Nominating Committee. Officers shall serve one- year terms unless otherwise specified by the Board and may be re-elected. In the event an officer is not able to continue to serve in the elected office, a replacement officer shall be elected in a special election. Elected officers may be removed, with or without cause, by a vote of a majority of the total number of board members currently appointed at the time of such action.

Section 5.3 – Chairperson(s)

The Chairperson shall preside at all meetings of the Foundation Board of Directors and the Executive Committee and shall maintain communication with the Legislature the Minnesota Department of Education and the Board of Trustees of the Minnesota State Colleges and Universities as needed. The Chairperson will represent the Foundation in ongoing communication with the Executive Director and other staff of the foundation, will ensure that regular and special meetings of the Board are called according to the bylaws and will collaborate on agenda preparation.

Section 5.4 - Vice Chairperson

The Vice Chairperson shall serve in the absence or at the direction of the Chairperson and may serve as an ex-officio member of ad hoc committees of the board. The Vice Chairperson shall chair the Strategic Planning Committee and shall perform other duties as may be delegated by the Chairperson.

Section 5.4 (a) Co-Chairpersons

In the event the MFSO Board of Directors elects to structure the Executive Committee in such a manner that Co-Chairs are elected instead of a Chairperson and Vice- Chairperson; the duties outlines in 5.3 and 5.4 will be divided between the elected Chairpersons.

Section 5.5 - Secretary

The Secretary shall record all votes and minutes of the Foundation Board of Directors proceedings in a book or books kept for that purpose and shall perform like duties for the standing committees as required. The Secretary will keep all documents and records of the Board as required by law. The Secretary shall chair the Personnel/Nominating Committee and shall perform other duties as may be delegated by the Chairperson.

Section 5.6 - Treasurer

The Treasurer, with the Executive Director, will maintain custody of the Foundation's funds and securities and keep full and accurate records of receipts and disbursements in the Foundation's books in accordance with acceptable accounting procedures. The Treasurer will maintain all Foundation resources in the name and to the credit of the Foundation in such depositories as may be designated by the Board and disburse the funds of the Foundation as may be ordered or authorized by the Board. The Treasurer will represent the Foundation Board in communication with financial authorities as needed and shall furnish the Board, upon request, with reports and statements regarding all financial transactions of the Foundation. The Treasurer shall chair the Finance/Budget Committee and shall perform other duties as may be delegated by the Chairperson.

ARTICLE VI - BOARD COMMITTEES

Section 6.1 - Committees

Most committees and task forces shall serve concurrently with the Foundations fiscal year, July 1 – June 30. All committee members are required to adhere to the Foundations Bylaws. Task forces and subcommittees may be formed as needed for the purpose of handling specific concerns. When the subcommittee accomplishes its goal, it disbands.

Section 6.2 - Committee Membership

The Chairperson(s) shall appoint committee members and fill any committee vacancy that may arise. The Board Chairperson(s) and the Executive Director are ex-officio members of all foundation committees. Committee members who are not board members may be appointed, however, only voting foundation board members may vote on financial matters.

Section 6.3 - Executive Committee

Executive Committee members shall include the Chairperson, Vice Chairperson, (or Co-Chairpersons) Secretary and Treasurer. The Chairperson shall preside. The Executive Committee shall provide for the effective and efficient operation of the board.

This committee will: act on behalf of the Board as authorized; establish an annual plan of work for the board based upon the strategic plan; establish agendas for Board meetings; prepare for board approval of the biennium report to the Minnesota Department of Education and the Legislature; act as a resource to the Executive Director and/or contracted support staff; and be responsible for the annual performance review and negotiation of compensation with the Executive Director and/or contracted staff.

Section 6.4 - Finance/Budget Committee

The Finance/Budget committee shall be chaired by the Treasurer. Committee members shall include at least one organization executive director. The Finance/Budget committee will provide for and ensure the financial health of the foundation and assure compliance with standard accounting and reporting practices.

This committee will recommend to the Board: the annual budget; the formula for distribution of funds to participating student organizations; and financial policies and procedures. The committee will serve as a resource to the Executive Director on financial decisions under \$500 and approve non-budgeted expenditures over \$500, reimbursement requests and outside grant allocations.

Section 6.5 - Fund Development Committee

The Fund Development and Committee will include board members and may include others appointed by the Board Chairperson(s) who have special expertise, interest, contacts and/or knowledge. The Board Chairperson(s) will also designate the committee chairperson.

This committee will recommend and implement a strategic development plan to meet the foundation's fund development objectives. It will: establish fund raising goals and specific campaigns; coordinate and direct the fund raising activities of the board including donor recognition; and recommend policies and procedures for effective fund raising and for the management of endowment and dedicated funds.

Section 6.6 - Strategic Planning Committee

The Strategic Planning Committee shall be chaired by the Vice Chairperson (or Co-Chairperson), will include board members, and may include others appointed by the Board Chairperson(s).

This committee will: guide the development of a strategic plan; review the plan at regular intervals; and develop measurements to assure that the vision is fulfilled.

Section 6.7 - Personnel/Nominating Committee

The Personnel/Nominating Committee shall be chaired by the Secretary and will include other board members appointed by the Board Chairperson(s).

This committee will: serve as a resource to the Executive Director and/or contracted staff on personnel decisions; identify a slate of board officers and potential members; provide training for current and incoming board members; review position descriptions; and with the Executive Committee, will be responsible for the annual review and negotiation of any contracts and/or staff.

Section 6.8 - Committee/Task Force Appointment Process, Term & Resignation

Each Board Member may choose the committee they wish to reside on, unless that committee is full. (Full consisting of 6 members.) At such time the Board Member will be asked to choose another committee or be assigned to one by the chairperson(s). Liaisons and Staff will also have the option of residing on committees as non-voting members.

The term length for a committee member is two years. The Chairperson of the committee will have a one-year term as Chairperson, unless re-elected. The Executive Committee's term shall be one year, unless re-elected.

If the committee or task force becomes involved in an initiative that represents an actual or potential conflict of interest for a member, the member will notify the Committee/Task Force Chairperson and abstain from related discussions and voting.

If a committee/task force member, due to unforeseen circumstances, is not capable of maintaining the level of commitment required to remain an effective member of the committee, s/he shall submit a letter of resignation to the Committee/Task Force Chairperson. The Board Chairperson or Co-Chairpersons will appoint a replacement member to the committee to fulfill the outgoing member's term.

Any member who has completed their two-year term on the committee, and expresses a desire to serve another term, may do so.

Section 6.9 - Committee/Task Force Member Responsibilities

Committee and task force members recognize that in order for the committees and task forces to do the best work possible in pursuit of their goals, all members must be prepared for and actively participate in meetings. When requested to do so, members respond to requests for information or feedback regarding committee initiatives.

During each full board meeting, should the need to a subject or task requiring the aid of committee, the Chairperson(s) may assign the subject or task as needed. Each committee will be required to meet twice annually.

The central charge of the Committee/Task Force Chairperson is to provide leadership; guiding the committee/taskforce toward achievement of objectives within the specified timeframes and ensure appropriate communications within the committee/task force. The Committee/Task Force Chairperson will set the agenda for all committee meetings. The Committee/Task Force Chairperson will provide a written report at Board meetings, as requested.

ARTICLE VII - ANNUAL REPORTS

The Board shall submit an annual report on the progress of its activities to the Minnesota Department of Education and to the Board of Trustees of the Minnesota State Colleges and Universities. The annual report shall contain a financial report for the preceding year. The Board may elect to choose to submit quarterly programming, operations and financial reports. The Foundation shall submit a biennium report to the Legislature before February 15 in the odd-numbered year. (M.S. 124D.34, subd.10)

ARTICLE VIII - ADMINISTRATIVE AND FINANCIAL MATTERS

Section 8.1 - Resources

The Foundation Board may accept or reject on behalf of the Foundation any public or private contribution, grant, gift, bequest, appropriation or device for the general purpose or for any special purpose of the Foundation.

The state shall identify and secure appropriate funding for the basic staffing of the Foundation and individual student school-to-work student organizations at the state level. (M.S. 124D.34, subd. 8)

Section 8.2 - Disbursements

The Board shall develop and follow guidelines and/or requirements for identifying, approving and using financial resources for the purposes of the Foundation and shall communicate funding criteria to individual career and technical student organizations recognized by the Foundation.

Section 8.3 - Fiscal Year

The fiscal year of the Foundation shall be July 1 through June 30.

Section 8.4 - Records

Records of the board are public information and are available to public inquirers. The Foundation shall keep records of all proceedings of the Board of Directors and Executive Committee, all financial statements, adequate and correct accounts of its business transactions, the legislative language creating the Foundation, a current list of the names and addresses of all directors of the board, and a copy of these bylaws.

Section 8.5 - Foundation Staff

The Commissioner of the Minnesota Department of Education or successor shall appoint the Executive Director of the foundation from three candidates nominated and submitted by the Foundation Board of Directors and, as necessary, other staff who shall perform duties and have responsibilities solely related to the Foundation. (M.S. 124D.34, subd. 7) The Board may also contract with individuals on behalf of the foundation. (M.S. 124D.34, subd. 5)

ARTICLE IX - DISSOLUTION

The Foundation may be dissolved only by an act of the Minnesota State Legislature.

ARTICLE X - AMENDMENTS

These bylaws may be altered, amended or repealed, and new bylaws may be adopted by a two-thirds majority of the board members currently appointed at any regular or special meeting where proper notice has been given of the intention to alter, amend, repeal or adopt new bylaws and which also specifies the proposed changes.

Any statutory change to M.S. 124D.34 shall automatically change these bylaws.

These bylaws were approved by a two-thirds majority vote at a meeting of the Board of Directors of the Minnesota Foundation for Student Organizations on October 5, 1998.

Amended: February 12, 1999, February 7, 2000, May 13, 2004, February 3, 2011, February 6, 2014