

Rules and Responsibilities of Students for State

Mission Statement

Students for State (SFS) is a special group of students who represent Michigan State University. Members come from a variety of backgrounds, study areas, cultures, ethnicity, and a mix of gender and ages. Although members may be very different, they share the ability to communicate well, both in speaking and writing. These students want to share their educational experiences and goals with others and let people know why they chose State, and what this institution has to offer.

Students for State members actively attend various University events as well as function hosted by the Alumni Association and other related organizations. We work closely with a variety of University organizations to bring forth a student voice in a positive and effective way. Members branch into the local community and throughout the state in an effort to strengthen the bond between Michigan State and the people it serves.

History of the Organization

The Student Foundation was founded in the fall of 1976 by the MSU Development Fund, and ongoing set of contributions by alumni and friends of the University. At this time, the organization was known as “Stu-Fu”, and involved more than 2,000 students each year. In 1979, the Senior Class Council separately founded the Student Alumni Association as a means to fill student/alumni needs not being met by other organizations. Then, in 1986, a revised constitution marked the merger of these two major student organizations into what is now known as the Student Alumni Foundation.

In 1993, Students for State was founded under the guidance and backing of University Relations. Spearheading this effort at the student level was Susan McPherson, daughter of MSU President M. Peter McPherson. Initially, SFS was founded as a student ambassador program, allowing selected students to speak on behalf of the student body on and off-campus, escort distinguished guests, and discuss student life with prospective students and parents. Later, in 1998, SFS parted from University Relations and became part of the Student Alumni Foundation. Since that time, SFS has continued to serve the University by escorting guests, meeting with prospective students, and speaking on behalf of the University.

Section I: Member Responsibilities

1. All members shall serve as official student public relations representative of Michigan State University in the following capacities:
 - a. The organization shall assist University sponsored events and reception involving external and/or internal constituents.
 - b. Members may accompany MSU administrators to external events, may give presentations, and may be interviewed by media.
 - c. The organization shall assist in activities involving students, faculty, alumni, trustees, administrators, and external constituents.
 - d. The organization is responsible to Michigan State University, the MSU Alumni Association, and the Student Alumni Foundation (SAF). The SFS Co-Directors are members of the SAF Board of Directors.

- e. Members will work cooperatively with the Students for State Co-Directors.
 - a. Members must also attend a minimum of one event per academic semester to be considered active participants.
 - f. As membership in this group is considered a privilege, and because each member is associated with this group and the University even when no considered “on duty”, it remains the responsibility of each member to uphold University and SFS ideal at all times.
 - g. Members of SFS will be members of the Student Alumni Foundation.
2. Members will be instructed to arrive at an assignment at a specified time prior to an event and to remain there for the entire time until dismissed by the person in charge (unless otherwise specified by a Co-Director). If a member is unable to attend his/her assignment, he/she is responsible for finding another member to take his/her place. He/she must also inform one of the Co-Directors. If a replacement cannot be found, he/she is expected to be present at the event. Failure to show will result in one unexcused absence. Members who accumulate more than one unexcused absence, are frequently tardy to events, or otherwise break these rules will be subject to dismissal from membership in Students for State.
- a. A member shall remain at an event until it is over, unless otherwise specified by a Co-Director or the contact person in charge at the event. This rule applies even when there is nothing to do. Members should visit with guests as much as possible, sharing educational and extra-curricular experiences gained through their involvement at MSU.
 - b. If traveling to an event outside of MSU, members’ transportation will be arranged by a Co-Director. If a member is required to take their own vehicle, they will be reimbursed for mileage at the standard MSU rate. Lodging will also be arranged by a Co-Director, and rooms must be occupied by same-sex members.
 - c. The consumption of alcoholic beverages or drugs when in uniform will result in immediate dismissal. Using drugs at any time will result in immediate dismissal.
 - d. If a member arrives at an event smelling of alcohol or having consumed alcohol, he/she will be asked to leave the event and face dismissal from the group.
 - e. Smoking is not permitted at any event. Members should also refrain from chewing gum and using toothpicks.
 - f. In the event of an emergency (sickness, death in the family, car trouble, etc.) contact a Co-Director, event contact person, or the SAF office ahead of time. Do not miss an event and then provide rationale.
 - g. “Grouping”, or talking strictly among members of the group at an event, is prohibited. A conscious attempt shall be made by every member to speak to every person at an event. The conversations do not have to be in-depth, but appropriate contact should be made.
 - h. No member is to perform manual labor or handle money at an event unless specifically directed to do so by a Co-Director. If asked at an event, politely refuse and explain this policy.

3. Following an event, members are expected to contact a Co-Director and supply information regarding how the event turned out. This can be made by phone or email, and should simply discuss how the event was hosted, who was in attendance, anything that would be helpful for next year, and ways SFS involvement could be improved.
4. Any person engaging in negative conversation regarding Students for State, its constituent members, or anyone in attendance at an event will be subject to dismissal. Discuss problems with the Co-Director or with the Student Alumni Foundation advisor.
5. Dress code will be determined on an event by event basis at the Co-Directors' discretion.

Section II: Duties and Responsibilities of the Co-Director

1. Co-Directors should work cooperatively to accomplish the following directives:
 - a. Recruit new members and gather resources for the organization.
 - b. Inform the local and MSU community of the work of SFS while promoting and requesting involvement in various events.
 - c. Arrange events for SFS members to attend, including all applicable details such as transportation, meals, lodging, contact information, and an agreed upon role by the contact person for the event and the Co-Director.
 - d. Notify members of upcoming events (and all relevant changes) in a timely manner. Respond promptly and effectively to question or concerns of SFS members.
 - e. Maintain contact with all SFS members, keeping up-to-date the membership roster and attendance record. Ensure that members who have met the requirements of active participation receive a certificate of recognition at the end of their service to SFS.
 - f. Update all organizational lists, records, and other essential files. This includes, but is not limited to the *Rules & Responsibilities of Students for State*, SFS application, attendance record, membership roster, contacts, website, budget, and event details.
 - g. Maintain contact with the SAF advisor and other Executive Board and Board of Directors' members. Attend all Executive Board and Board of Directors' meetings, and ensure the accurate dissemination of information regarding SFS activities.
2. Anyone may apply for the position of Co-Director, however, all selected individuals must join (or remain a part of) the Student Alumni Foundation.
3. Should disputes arise between the Co-Director and other members of the organization, resolutions will be handled first at the level of SAF Executive Board. Should no resolution be reached, issues shall be directed to the SAF advisor.
4. Co-Directors must maintain courtesy and professionalism at all times, whether in the office, in the classroom, or with peers. Co-Directors are expected to adhere to the same guidelines set forth in this guide, as well as those proposed by the Student Alumni Foundation and Michigan State University. Any inappropriate behavior or actions that violate the aforementioned guidelines will result in dismissal from the organization and possible disciplinary action by the University.

