

2019

# Bylaws of the Associated Students of the University of Montana (updated as of SB01-19/20)

University of Montana--Missoula. Associated Students

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## Article I - Membership

### *Section 1.*

Definition of Membership: All students enrolled at The University of Montana who have paid the student activity fee for the current semester are ASUM members.

### *Section 2.*

Any member of the Association is entitled to vote in all ASUM elections, run for office (upon meeting qualifications) and to exercise the various rights and privileges of membership.

### *Section 3.*

The activity fee shall be assessed to all students registered for seven (7) or more credits during the fall and spring semesters. A reduced activity fee is assessed during the summer session.

### *Section 4.*

Students who have arranged with Business Services for temporary deferment of the student activity fee are active members of ASUM, as long as their fee status is satisfactory with Business Services.

## Article II - Qualifications And Duties Of Officers

### *Section 1. Qualifications for Officers:*

- All officers must meet qualifications as defined in Article 7, Section 1 of the Constitution.
- All Officers must be ASUM members for the duration of their terms of office, in addition to any requirements stipulated in the ASUM Personnel Policy.

### *Section 2. Duties:*

All officers must carry out their duties as listed in the Constitution.

#### A. President

1. The President shall give a weekly report to the Senate.
2. All chairs and members of committees shall be approved by the President and confirmed by the Senate by a two-thirds (2/3) majority vote.
3. In case of resignation or removal of any agency director, the President's temporary designee shall assume responsibility for the position until a new director is appointed by a two-thirds vote of the Senate.

4. The President, in coordination with the Vice President and Business Manager, update the existing strategic plan to reflect the current academic year's agenda. This strategic plan shall be passed by the Senate by a two-thirds (2/3) majority vote by the 5th week in the fall semester.
5. The ASUM President in coordination with the ASUM Vice President shall be responsible for organizing a review and performance evaluation of all ASUM Agency activity and presenting an annual report of their findings to the ASUM Senate.

#### B. Vice President

1. The Vice President shall give a weekly report to the Senate.
2. The Vice President shall be in charge of finding a minimum of one (1) Senator weekly to table in the UC and two (2) Senators monthly at the Missoula College. These events shall be reflected on the ASUM Senate agenda weekly and monthly, respectively.
3. The Vice President will organize and enforce the office hour requirement for Senators.
4. All chairs and members of committees shall be recommended for appointment by the Vice President, approved by the President and confirmed by the Senate by a two-thirds ( $\frac{2}{3}$ ) majority vote.

#### C. Business Manager

1. The Business Manager shall give a weekly Budget & Finance report to the Senate.

D. Senators and Executives will be required to organize a fall retreat, and may also organize a spring retreat.

#### E. The Barbara Hollmann Administrator of the Year Award

1. At the last meeting of the outgoing ASUM Senate, this honor shall be presented to the recipient.
2. The recipient shall be nominated by the ASUM Executives and confirmed by the Relations and Affairs Committee through a discussion of potential recipients.
3. The recipient shall be judged on his/her ability to champion student issues.
4. The recipient must show a willingness to include students throughout the entire decision-making process on campus-wide issues.
5. The recipient must also show a willingness to listen to students with the goal of understanding concerns.

### Article III - Qualifications And Duties Of Senators

#### *Section 1. Qualifications of Senators*

- A. All senators must meet qualifications as defined in Article 7, Section 1 of the Constitution.

B. All Senators must be ASUM members for the duration of their terms of office.

*Section 2. Duties.*

All senators must carry out their duties as listed in the Constitution and Personnel Policy.

A. All Senators shall serve on at least two boards or committees unless specifically exempted by the Vice President.

B. All ASUM Senators may serve as a Liaison to any number of student groups they wish to assist, if approved by the ASUM Vice President. Some duties can include:

- The liaison can communicate with student groups about pertinent ASUM activities such as, but not limited to; fall group recognition, fall and spring travel requests, annual budgeting expectations and deadlines, open senate seats, relevant ASUM business, etc.
- The liaison can communicate any pertinent student group activities such as, but not limited to; meeting times, special events, and awards/recognition to the Vice President, Business Manager, and/or Senate.
- The liaison may attend student group meetings.
- The liaison must cc the Vice President and Business Manager in their initial correspondence with each of their assigned student groups.

C. All Senators shall attend all Senate and committee meetings, for the duration of the meeting, unless excused by the President or the chair.

1. Any member of the body that misses fifteen (15) minutes of a Senate meeting will be marked down as tardy. This action may be waived by the Chair.
2. Any member of the body that accumulates three (3) tardies will be given an unexcused absence from ASUM Senate.

D. Any presidential appointments made to fill vacant Senate seats shall be approved by a two-thirds (2/3) majority vote of the Senate.

E. All Senators shall formally be required to hold one office hour each five-day week. This shall be overseen by the Vice President.

1. This office hour must occur between 8 a.m. and 4 p.m. Monday through Friday.
2. Failure to do so beyond three missed office hours will result in an unexcused absence.
3. The office hours will be started by the Monday before the third Senate meeting and will be held each day that regular classes meet. Office hours will not be required during days when classes are not held, during the week of formal lobbying, or during the week before finals week.
4. Senators holding their office hours will be involved in activities that promote ASUM and help to maintain contact with the student body. Office hour activities should include, but are not limited to, tabling in the University Center or College of Technology, answering questions of walk-in-students, or assisting Office Staff or ASUM Executives with needed tasks.

F. All Senators will be required to attend the fall retreat. If a Senator is unable to attend the fall retreat, the Vice President has the ability to excuse said Senator, or assign one or two unexcused absences that will count towards the fall semester.

#### Article IV - Committees And Boards

##### *Section 1. General*

A. Each committee shall have general jurisdiction over its assigned function.

B. Members of all boards and committees shall be appointed at the beginning of Fall Semester, although additional appointments may be made at any time.

C. Each standing committee and board, as enumerated in the Constitution and/or Bylaws, shall have the option to adopt rules of procedure for its own actions, as an aid to the Constitution and Bylaws, and shall be applicable only to the committee or board that adopts them. Individual rules of procedure shall have no effect when being considered by the Senate, unless the Senate has also adopted the rule or procedure.

D. Any committee member absent from three (3) or more meetings of one committee per semester without an excuse from either the committee chair or the Vice President shall be deemed to have resigned from that committee or board.

E. The Senate may remove the chair or member of any committee by a two-thirds (2/3) majority vote.

F. The President may establish new committees upon simple majority approval of the Senate.

G. All Chairs, Vice-Chairs, and members of committees and boards shall be recommended by the President, in consultation with the Vice President, and confirmed by the Senate by a 2/3 majority vote.

H. A quorum for all committee meetings shall be defined as a simple majority of the members of that committee currently holding positions on that committee.

I. Committee Chairs are responsible for setting the order of business and running their committee meetings. Unless their vote is needed to maintain a quorum, or is otherwise precluded in ASUM policies, committee chairs may vote only in case of a tie.

J. Resolutions and Motions that are proposed through the New Business section of the Meeting Agenda may be reviewed by any relevant ASUM Committee. The reviewing committee for each resolution or motion shall be determined by the process as explained in ASUM House Rules. All ASUM Committees have the ability to forward a resolution or motion to the Senate floor under Unfinished Business if selected as the reviewing body under New Business. In addition, all approved actions of the University Center Board, Relations and Affairs, Student Political Action, Board on Members, Sustainability Board, Board on Budget and Finance, and any ASUM agency oversight board may be forwarded to the next ASUM Senate meeting as a seconded motion, a

seconded motion meaning that a resolution need not be submitted under New Business and after one week be debated under Unfinished Business

K. All ASUM committees shall meet at least once every four weeks of the academic year unless exempted by the Vice-President. The chair of the committee is responsible for contacting members of the committee, establishing a meeting time and location. The only committee exceptions to this are Constitutional Review Board, Elections Committee, Personnel Supervision Committee, and Interview Committee, which shall meet on an "as needed" basis.

L. Any ASUM Committee determined by the Vice President to contain information or substance relevant to the student body including but not limited to disbursement of student funds, changes in policy affecting students, or information which would not otherwise be made available to the student body via the Senate to take minutes and publish them in their designated committee binder.

1. The committee minutes must include:
  1. a. the date, time, and place of the meeting;
  2. b. a list of the individual members of the committee in attendance;
  3. c. The substance of all matters proposed, discussed, or decided; and at the request of any member of the committee, a record of votes by individual members for any votes taken
2. The Chair of an ASUM Committee may convene an executive session of the committee in the event that proprietary information is being discussed. No individual who is not a confirmed committee member will be in attendance during an executive session.
  1. a. ASUM Committees shall record discussions and decisions made in executive session.
  2. b. Any community member may file a formal complaint with ASUM which shall be brought before the full Senate at the next meeting.

M. The President, in coordination with the Vice President and Business Manager, shall require each agency, through the direction and assistance of the agency's oversight board, to compile a full evaluation of the agency in order to assess how the agency meets current student needs and identify an agency specific five-year strategic plan to address identified needs.

N. The ASUM President, in consultation with the Vice President, may appoint committee members on an interim basis to serve between the last meeting of the Spring Semester and the first meeting of the Fall Semester.

O. Upon the resignation or impeachment of a Committee Chair, the previously designated Vice-Chair will assume the role of Chair, and a new Vice-Chair will be appointed by the President in consultation with the Vice President pending approval of the Committee by majority vote and confirmed by 2/3 majority of the Senate. The previously designated Vice-Chair may only become Chair through this process for two committees at maximum.

P. ASUM Committees may have seats reserved for Students-at-Large (SAL). These student committee members are independent from the Senate and do not hold an elected position within ASUM. A student can become an SAL by being appointed to any committee by the Vice President and confirmed by the Senate with a majority vote. This person does not represent

students at the university, rather, they represent their own opinions when serving in this capacity. An SAL must be enrolled in at least one (1) credit at the University of Montana, Missoula College campuses, or Bitterroot College. Additionally, SALs that sit on university committees will be appointed through the same process and will be held to the same standards as explained in this clause as well as in Section 4.14 of Personnel Policy.

Q. Upon amendment of any part of Article IV of these bylaws, any affected agency shall be notified of the bylaw change in writing by the ASUM Secretary or other relevant officer no later than a 24 day (24 hours) after the passage of the relevant amending resolution. Any amendments to section 2-29 of Article IV of these bylaws require that the agency named in that section to be notified of this change. Any amendments to section 1 of Article IV of these bylaws require that all agencies listed in sections 2-29 of Article IV be notified. Agencies can be considered to have been notified when the relevant heads of these agencies as determined by the ASUM Secretary or other relevant officer have been notified of these changes.

*Section 2. Relations and Affairs Committee:*

A. The Relations and Affairs Committee shall be composed of nine (9) members, four (4) of which shall be Senators, two (2) of which shall be either Senators or students-at-large at the discretion of the ASUM Vice President, and three (3) of which shall be students-at-large.

B. The Relations and Affairs Committee shall be the default committee for changes to the ASUM Bylaws, ASUM Personnel Policy, or ASUM House Rules and should review resolutions or motions relevant to these areas unless otherwise determined by the Senate during New Business. Relations and Affairs shall also be the default committee to review any resolution that was not proposed under New Business, however any ASUM Committee with the ability to pass forward a seconded motion may review such a resolution instead.

1. The Relations and Affairs Committee can choose to forward resolutions to the Senate with a do pass, do not pass, or no recommendation at all.
2. The Relations and Affairs Committee may choose not to forward a resolution to the Senate in accordance with procedure in Roberts Rules of Order.
3. The Relations and Affairs Committee shall be responsible for recommending all changes to the ASUM Bylaws and ASUM Personnel Policy.

C. The Relations and Affairs Committee shall be responsible for all activities occurring on the University campus that affect ASUM and students. These activities include, but are not limited to: auxiliary service fees and operations, campus development plans, campus security, environmental health, insurance, parking, university athletics, computer fees, academic issues, library operations, long-range building plans, international student affairs, student health service, drug and alcohol policy, and building and equipment fees.

*Section 3. Board on Budget and Finance:*

A. The Board on Budget and Finance shall be composed of nine (9) members, with the Business Manager as Chair, at least one (1) but no more than four (4) Senators, and the remainder at-large students.

B. The Chair may vote only in case of a tie, unless his/her vote is required to maintain a quorum on the Board.

C. A quorum shall normally consist of five (5) members of the Board.

D. The Chair shall act for the Board in its absence, subject to its review. During the summer and winter breaks the Chair is required to email the Senate with all requests and wait for a minimum of two (2) days before taking fiscal action.

E. The Board shall be primarily responsible for the oversight, management, and allocation of ASUM appropriate funds generated through the student activity fee. The Board shall also be responsible for ASUM Fiscal Policy.

F. Further responsibilities of the Board are outlined in ASUM Fiscal Policy.

*Section 4. Board on Member Organizations:*

A. The Board shall be composed of five (5) members, of whom one (1) but not more than two (2) shall be members of the Senate and the remainder shall be students-at-large.

B. The Board on Member Organizations shall review all applications for groups and organizations that wish to register with ASUM and/or receive ASUM funding. Groups meeting recognition requirements will be forwarded to the ASUM Senate to be approved by a two-thirds (2/3) majority vote. This process shall occur after the second week of Fall Semester and continue throughout the school year. Recognition by ASUM will be valid, after recommendation by the Board on Member Organizations and subsequent two-thirds (2/3) vote of the ASUM Senate, until the beginning of the next Fall Semester. At that time, all groups must re-submit their recognition files to register with ASUM. Those groups, which were budgeted funds during the previous year, will continue to be allowed access to these funds during the recognition process unless their recognition is suspended or revoked. Any budgeted groups who do not re-register for ASUM recognition will not be allowed access to their ASUM account funds.

1. All groups requesting to participate in ASUM budgeting must return their fully completed recognition files to the Board on Member Organizations by the first Friday of Spring Semester to be considered for budgeting. Any group having discrepancies in their file that would prevent recognition must correct the problems completely before the third Friday of Spring Semester to still be eligible for ASUM budgeting.
2. All groups requesting to participate in ASUM budgeting are subject to The University of Montana's Policy prohibiting off-campus accounts, unless otherwise required or authorized by law, or unless explicitly authorized in a written agreement between the organization and The University of Montana. No group violating the policy regarding off-campus accounts will be allowed to register with ASUM or participate in ASUM budgeting until that group is in compliance with the policy.

3. No group returning its recognition file after the first Friday of Spring Semester will be allowed to participate in ASUM budgeting that school year.

C. If the Board has evidence that a group has failed to comply with the stated criteria necessary for ASUM recognition or has failed to meet all the responsibilities stipulated by ASUM, the Board has the option of sending a warning notice to the group specifying reasons for the warning and the corrective steps that must be taken within a period of no more than one month. The group shall have the opportunity within one week to have an informal hearing with the Board on Member Organizations. If the group fails to act, or the Board feels that the matter has not been resolved, the Board on Member Organizations shall have the option of issuing a second and final warning letter or recommending to the Senate that the group's recognition be revoked. The Board may choose to move directly to recommending to the Senate that the group's recognition be revoked without a warning letter if an infraction or negligence is viewed as substantial.

D. For any group whose registration is suspended or any group that is suspended, or any group that the Board has determined should have its recognition revoked, there shall be an appeals process. The process shall be as follows:

1. The group shall be given a hearing by the Board within one week of the notice of impending loss of ASUM recognition.
2. After the hearing, if the Board does not rescind its decision, the group may present its case to the Senate during the Vice President's report.
3. The Senate, by a two-thirds (2/3) majority vote, shall have the opportunity to overturn a Board's recommendation to remove group recognition.

E. The general policy of ASUM is to require membership lists of its recognized organizations to be available and open for inspection by the public. This policy is to promote openness and to ensure that recognized groups and organizations are composed of ASUM members. Since ASUM recognized groups and organizations receive access to various University facilities and have the ability to apply for ASUM funding, verification of membership for ASUM groups is required. Any group not providing a list of membership will not be recognized by ASUM.

F. Any group seeking ASUM recognition that desires the confidentiality of its membership must apply to the Board on Member Organizations for confidentiality approval. The application should contain an explanation of the purpose of the group and the need for confidentiality. If the Board on Member Organizations approve the request, the group must accomplish the following:

1. A copy of a membership list must be provided to the ASUM Office Manager. This list must be kept confidential.
2. The Office Manager shall confirm that the membership list is composed of at least 10 eligible members. Upon confirmation, the Office Manager will shred the list.

G. Presentation of a falsified list to an advisor or to the Board shall be grounds for removal or denial of ASUM recognition. Re-recognition may occur only on approval of the Board and upon such additional conditions that the Board may set.

H. A group containing non-members may achieve recognition so long as its total membership is at least 85% ASUM members. This requirement can be waived by recommendation from the Board on Member Organizations and a 2/3 conformation from the ASUM Senate.

I. Officers of organizations seeking ASUM recognition must be University of Montana Students. This requirement can be waived by recommendation from the Board on Member Organizations and a 2/3 conformation from the ASUM Senate.

J. Each student group may review and make necessary updates to their governing document each year, and any changes must be submitted to ASUM. This document must be included with the application of first-time applicants to receive ASUM recognition.

*Section 5. Constitutional Review Board:*

A. The Constitutional Review Board shall be composed of five students, none of whom may be members of the ASUM Senate, and up to two (2) ex-officio attorneys to be selected from ASUM Legal and/or The University of Montana Office of Legal Counsel. The ASUM President shall appoint the chair of the Constitutional Review Board to be approved by a two-thirds (2/3) vote of the ASUM Senate.

B. The Constitutional Review Board shall be responsible for recommending amendments to the ASUM Constitution, as well as interpreting its meaning. The Constitutional Review Board shall be the final arbiter of any controversies concerning the ASUM Constitution or Bylaws.

C. There shall be a proponent and an opponent representative to argue their respective sides. The opponent will be the author of the call for the Constitutional Review Board. The proponent will be the author of the Bylaw, or the supporter of the action called into question. In a situation where the author is unavailable or unknown, the ASUM President will choose from any supporters who apply, taking into account the wishes of the majority of the proponent's members.

D. The Constitutional Review Board shall be open to all members until the board adjourns for deliberation.

E. Deliberation of the Constitutional Review Board shall be open only to the board members, the appointed ex-officio attorney(s) and the President of ASUM or his/her appointee.

F. Once a member has called for a Constitutional Review, the ASUM President shall have up to 15 working days to identify and call to order a Constitutional Review Board.

G. Public comment for the Constitutional Review Board proceeding shall occur before formal arguments for either side is made. The Constitutional Review Board Chair may place restrictions on public comment and must make public such restrictions within 24 hours of the Board's convening. Any written comment to be entered into the record shall be received by the ASUM office and/or the ASUM President no later than 24 hours prior to the board's convening or it shall not be considered, nor recorded.

H. All items intended to be submitted and used for evidence before the Constitutional Review Board shall be disclosed and submitted to the ASUM President or her/his appointed representative within 48 hours of the Constitutional Review Board's convening. Upon receipt, the President shall make evidence available to the opposing parties.

I. All evidence used in the Constitutional Review Board shall be considered public and made available to the public by 5:00 p.m. upon the 15th working day, starting the first working day after the Constitutional Review Board's convening.

J. Upon the determination of the Constitutional Review Board, witnesses may be called and approved by 4/5 vote of the Board's membership. Witnesses are considered evidence and will be placed under disclosure guidelines.

K. Decision by the Constitutional Review Board shall be rendered to the ASUM President and the appointed legal counsel by 5:00 p.m. on the 5th working day following the hearing. Upon receipt, the ASUM President shall make the decision public and direct the decision be placed in official governing documents.

*Section 6. Elections Committee:*

A. The Elections Committee, as appointed by the President and approved by the Senate, shall hold, monitor, and arrange the yearly elections for the offices of President, Vice President, Business Manager, and Senators, and shall conduct referendums. In addition, the Elections Committee shall conduct special elections as required. The Elections Committee shall be conducted according to the rules contained in the current edition of Robert's Rules of Order.

B. The Elections Committee shall be composed of twelve (12) members, of which four (4) shall be members of the Senate, four (4) shall be Senators or Students-at Large at the discretion of the Vice President, and Four (4) shall be Students-at-Large.

C. No member of the Elections Committee shall be seeking an elected position within ASUM. No member of the Elections Committee may be an actively serving member of any organization or student group that has put forth a referenda item on the ballot as determined by a majority vote of the ASUM Senate.

D. Elections Procedures shall be enumerated in ASUM Bylaws, Article V.

E. The Senate, by a two-thirds (2/3) majority vote, shall have the opportunity to overturn a recommendation of the Elections Committee.

*Section 7. Interview Committee:*

A. The ASUM Interview Committee shall be composed of seven (7) voting members. Five (5) of the members shall be ASUM Senators and the remaining two (2) shall be ASUM Senators and/or students-at-large with students-at-large receiving priority. An ASUM Senator shall serve as Chair of the Committee.

B. The Committee shall be responsible for interviewing and recommending individuals to the ASUM President for positions within ASUM. This may include vacant Senate seats, Student Regent nominees, the ASUM Lobbyist, and the ASUM SPA Director.

C. The ASUM President may request the Interview Committee to convene to interview and recommend any other positions within ASUM except classified staff.

D. The ASUM President and the Interview Committee shall be required to meet following the conclusion of the interviewing process and disclose the reasoning behind both their recommendations.

*Section 8. Publications Board:*

A. The Publications Board will consist of eight (8) voting members, chaired by the ASUM Business manager. The Pub Board will include one (1) ASUM Senator, two (2) student-at-large positions, the Kaimin Editor, the Kaimin Business Manager, the Kaimin Faculty Advisor, and a faculty member appointed by the Office of the Provost, as voting members. The ASUM Office Accountant shall serve as an ex-officio, non-voting member on the Publications Board.

B. The Board shall be responsible for appointing the Editor and Business Manager of the Montana Kaimin.

C. The Board shall oversee the general operations of ASUM-funded publications, without infringing on First Amendment rights.

D. The Publications Board, upon request to the Montana Kaimin Business Manager, shall review the financial budget(s) of the Montana Kaimin operations. The Publications Board shall conduct a financial review at least once a month during the academic year.

*Section 9. Student Political Action Committee(SPA):*

A. The Student Political Action Committee shall be structured and operated differently during legislative and non-legislative years.

B. During non-legislative years, the committee may be suspended for one (1) year upon a four-fifths (4/5) majority vote of the Senate. The committee may not be suspended during a legislative year.

C. The SPA Committee, by a simple majority vote, and confirmed by a two-thirds (2/3) vote of the Senate, shall appoint a member of ASUM to act as a liaison to the Missoula City Council. The ASUM Liaison to City Council will be reappointed at the beginning of every month. The duties of the City Council Liaison shall include, but are not limited to, attending City Council meetings and reporting to ASUM Senate at least once a month.

D. The Committee shall be chaired by an ASUM Senator who shall be a non-voting member except in the case of a tie. The committee will hold a quorum of at least six (6) voting members while convened.

E. During non-legislative years, if the committee has not been disbanded, the duties and functions of the Student Political Action Committee shall include:

a. The Student Political Action Committee shall consist of fourteen (14) members, of whom five (5) shall be members of the ASUM Senate and eight (8) shall be comprised of students-at-large, senators, or volunteer interns. An additional seat shall be reserved for the SPA Director.

b. The Chair of Student Political Action Committee shall present a plan of identified political issues and at least one (1) campaign per semester, mandated to be conducted during their term.

F. During legislative years, the duties and functions of the SPA Committee shall include:

a. The Student Political Action Committee shall consist of eleven (11) members, of whom five (5) shall be members of the ASUM Senate and five (5) shall be comprised of students-at-large and volunteer interns. An additional seat shall be reserved for the SPA Director.

b. The SPA Director and the ASUM Lobbyist shall be appointed by the President and approved by the Senate by a two-thirds (2/3) majority vote.

c. The ASUM Office of Student Political Action shall be composed of one (1) SPA Director, hired only during academic years in which the Montana Legislature convenes, with the option of hiring volunteer interns as deemed necessary by the SPA Director.

d. The SPA Committee shall serve as an advisory board to the SPA Director, providing guidance and supervision.

e. The SPA Director and/or SPA Committee Chair shall receive a weekly written report from the lobbyist that shall include details such as bills and hearings currently in progress and their statuses, relevant legislators to each, and voting dates and times.

f. The committee will hold a conference call with the lobbyist weekly for an update.

g. The SPA Director and/or Committee chair will monitor potential bills two (2) months prior to the session, and throughout the session. During the session, the SPA Director and/or Committee Chair will check regularly for new bills that may fall within the legislative agenda.

h. The SPA Director and/or Committee Chair will inform the lobbyist of bills to pursue as soon as they are approved by the committee.

i. The SPA Committee will help organize one Lobby Day throughout the session. j. The SPA Committee will be responsible for all grassroots organizing on campus and within the community for bills within the legislative agenda.

### *Section 10. University Center Board*

A. University Center Board shall consist of ten (10) members; three (3) members who shall be subject to appointment by the President of the University, and six(6) members who shall be recommended for appointment by the ASUM President, subject to a two-thirds (2/3) vote of the Senate. Of the three (3) Board members appointed by the President of the University, one (1) shall be a representative from UM administration, one (1) shall be a representative from UM faculty, and one (1) shall be a representative from UM staff. Of the six (6) Board members appointed by ASUM, serving a one-year term as voting members and one(1) shall be an ASUM Senator serving a one-year term as the non-voting chair. The three student-at-large positions shall serve one-year terms. The University Center Director and/or their designee shall serve as an ex-officio non-voting member of the UC Board. The ASUM Business Manager may serve as an ex-officio member at the request of the Board

B. A quorum shall normally consist of five (5) members of the Board.

C. The Chair shall act for the Board in its absence, subject to its review.

D. Special meetings may be called by the Chair or by two (2) or more members.

E. Duties and functions of University Center Board shall include:

1. To provide advice and oversight about University Center policies, activities, and staffing;
2. Annually review the University Center budgets and fees, including, but not limited to, 52 the Annual Operating Budget, Auxiliary Capital Fund, and UC Repair and Replacement 53 account;
  - o a. University Center budgets shall consist of the three years' previous actual figures with itemized line items for each expense and revenue.
  - o b. University Center budgets shall also include proposed figures of the current academic year.
  - o c. University Center budgets shall also contain the proposed figures of the upcoming academic year.
  - o d. The University Center Board shall receive the budgets by December 1 for adequate time to analyze the budget.
3. Ensure that student, faculty, and staff interests are considered in deciding policies and other administrative matters involving the UC by helping the UC Administration to decide on these matters;
4. In consultation with the UC Administration, develop long-range planning goals and funding sources for UC development and use.

### *Section 11. Personnel Supervision Committee*

A. The Personnel Supervision Committee shall consist of 6 members; the ASUM President, the ASUM Vice-President, and four members who shall be recommended for appointment by the ASUM President, subject to a two-thirds (2/3) vote of the Senate. Of the four Board members appointed by ASUM, two shall be ASUM Senators serving a one-year term. The two student-at-large positions shall serve rotating two-year terms. The ASUM Faculty Advisor, the Vice President for Student Affairs (or his or her designee), and one director level ASUM classified

employee appointed by the ASUM President (this member may be reappointed annually at the discretion of the ASUM President).

B. A quorum shall normally consist of four members of the Board.

C. The ASUM President shall chair this committee.

D. The Chair shall act for the Board in its absence, subject to its review.

E. Special meetings may be called by the Chair or by two or more members.

F. Duties and functions of the Personnel Supervision Board shall include:

1. Oversight of the supervision of ASUM Classified Employees by the Personnel Supervisor.
2. To provide regular reviews of the Personnel Supervisor's activities and progress in dealing with ASUM personnel matters, including employee morale, productivity and progress in maintain and improving service to students within all ASUM programs.
  - a. A written report shall be submitted each year in November and April to the Vice-President of Student Affairs and his or her designee. The purpose of this report is to assist the Vice-President of student affairs and his or her designee in providing any performance reviews required by University personnel policies and procedures.
  - b. To make recommendations to the Vice-President of Student Affairs regarding pay raises and incentive pay increases for the Personnel Supervisor.
  - c. To keep the ASUM Senate informed of important personnel matters involving ASUM classified employee, such as expected vacancies in key positions.
3. Ensure that student and staff interests are considered in administering and modifying the ASUM Personnel policy;
4. To develop long-range planning goals and funding sources for development of classified employees, improving morale among classified employees and assuring the seamless integration of classified and student staff within ASUM's working environment.
5. The Committee shall also oversee the functions of the following ASUM executive agencies, in accordance with ASUM Personnel Policy:
  - a. UM Productions. The UM Productions Director shall be appointed by the President and approved by the Senate by a two-thirds (2/3) majority vote.
  - b. ASUM Legal Services - Relations and Affairs shall act as a board of directors to oversee the Legal Services Director and its program.

#### *Section 12. Student Radio Station:*

A. The Radio Board shall be composed of nine (9) members, seven (7) of which are voting members, the committee shall be chaired by the ASUM Business Manager, who shall vote only in the case of a tie. The other eight (8) members shall consist of the General Manager of KBGA, a faculty member from the School of Journalism chosen by the Dean, two (2) students-at-large, the KBGA Volunteer Coordinator (or designee), an ASUM Senator, and the Director of the Broadcast Media Center, or designee. The KBGA Advisor shall sit as an ex-officio, nonvoting

member of the Board. Students shall be appointed and serve pursuant to the ASUM Constitution and Policies.

B. A quorum shall consist of five (5) voting members of the Board.

C. The Board shall be responsible for the yearly appointment of the General Manager. The Board shall also be responsible for approving the General Manager's recommendations for positions listed in Item 4.60 of Personnel Policy. After approval of the Board, the General Manager shall submit these recommendations to the ASUM Senate for approval.

D. The Board shall oversee the general operations of KBGA. This shall include approval of all major format or structural changes, as well as all contracted services and approval of the student radio budget to be submitted by the General Manager on a yearly basis. After approval of the Board, the General Manager shall submit the budget to the ASUM Senate for approval.

E. The Radio Board shall meet and have quorum at least once monthly during the academic year.

*Section 13. Transportation Board:*

A. The transportation Board shall be composed of no fewer than five (5) and no greater than ten (10) voting members, of which three (3) will be members of the ASUM Senate, and at least two (2) will be students-at-large. Non-voting members of the board shall include the ASUMOT Director, the ASUMOT Road Supervisor, and the ASUMOT Bike Coordinator. The ASUM Transportation Board will meet a minimum of once monthly. Sub-committees will be created as deemed to be necessary by the board with members from the Transportation Board.

B. The committee shall be chaired by an ASUM Senator, who shall vote only in the case of a tie.

C. No paid employee of the ASUMOT shall be a voting member of the board.

D. Quorum shall consist of a simple majority of those members currently holding positions. This committee shall meet and have quorum at least one (1) time per month during the academic year.

E. Duties and functions of the Transportation Board include:

1. Annually reviewing the ASUMOT budget, the transportation fee, and the performance of the ASUMOT Director;
2. Giving a binding vote on projects amounting to 2% or more of the ASUMOT budget;
3. Submitting for approval to the ASUM Senate any project which a) amounts to 6% or more of the annual ASUMOT budget, and b) is approved in committee by anything less than a unanimous decision of all members present.
4. Continuously evaluating the ASUMOT long-term strategic plan. The Board may alter the current strategic plan or create a new long-term strategic plan, to be approved by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Board; and

5. Meeting with campus, community, statewide and national transportation specialists to gain insight on transportation issues in order to advocate on behalf of student interests.

*Section 14. Sports Organization Union:*

A. The Sports Club Union (SCU) shall be composed of the competitive sports clubs that have received recognition from ASUM as a student group and have been approved for admission into the SCU at a regular meeting by a majority vote of member clubs. Each club shall select one voting member to represent them at all meetings of the Union. Four of these members shall be elected as President, Vice President, Treasurer, and Secretary and shall serve on the Executive Board of the Union.

B. ASUM shall appoint one Senator to serve as the ASUM Liaison to the Sports Club Union. The ASUM Vice-President shall nominate this Senator at the beginning of the academic year. The Vice President's nomination needs to be confirmed by a simple majority of the Senate.

C. The Sports Organization Executive Board shall be composed of:

1. The SCU President, Vice President, Treasurer, and Secretary.
2. One ASUM Senator shall serve as the ASUM Liaison to the SCU as a non-voting member of the Executive Board.
3. The ASUM Business Manager shall also be an ex-officio member of the Executive Board.

D. The Sports Club Union Executive Board in coordination with the ASUM President shall also be responsible for hiring a Sports Club Union Coordinator each Fiscal Year. The Executive Board and the ASUM President shall always offer the position of SCU Coordinator to the incoming SCU President first. Should the incoming SCU President decline the position, then the Executive Board shall be responsible for hiring another individual for the position. The duties of the SCU Coordinator shall be outlined in ASUM Fiscal Policy and will report directly to the ASUM President.

E. The Board shall oversee the operation of the Sports Club Union. The Board shall be responsible for applying to the ASUM Senate directly for funding during Final Budgeting. Each member organization shall be responsible for maintaining direct contact with the Board regarding activities, coaching, fund-raising efforts and safety, as well as submitting line item requests for preliminary approval and assessment by the Board.

F. The ASUM Liaison to the Sports Club Union is responsible for providing a committee report to the ASUM Senate meeting following a meeting of the Sports Organization Union.

G. The Sports Club Union Secretary shall be responsible for taking minutes for the Union meetings. These minutes should be placed in the Sports Club Union committee binder for public access by the Sports Club Union Coordinator.

H. The Sports Club Union shall additionally be governed by its own set of bylaws, and ultimately reports to the ASUM Senate.

*Section 15. Music Organization Union:*

A. The Music Organization Union shall be composed of all ASUM recognized music groups.

B. The Music Organization Union Board shall be composed of one (1) ASUM Senator and one representative from each recognized Union group. Five group members shall be elected as President, Vice President, Treasurer, Secretary, and President Elect. An ASUM Senator will chair the committee. The Chair of the Music Department will serve as an ex-officio, non-voting member.

C. The Board shall oversee the operation of music organizations, coordinate activities, and maintain relationships with the University and the community. The Board shall apply to the ASUM Senate directly for funding on behalf of member organizations and for administrative purposes.

D. Each member organization shall be responsible for maintaining direct contact with the Board through their representative with regard to activities. Each group will also be responsible for submitting line item budget requests to the Board for preliminary approval and assessment.

*Section 16. ASUM Housing and Off Campus Renter Center Oversight Board:*

A. The ASUM Housing and Off Campus Renter Center Oversight Board (Housing Board) shall be composed of no fewer than five (5) and no greater than ten (10) voting members; three (3) shall be voting members of the ASUM Senate, and at least two (2) shall be Students-at-Large. The chair shall not be included in the count for Senators or Students-at-Large.

B. The ASUM Housing Board will meet a minimum of once per month during the academic year. Additional meetings shall be scheduled at the discretion of the chair.

C. Sub-committees will be created as deemed to be necessary by the board by a two thirds (2/3) majority vote. These subcommittees shall be made up of members of the Housing Board as well as additional students-at-large if necessary. They shall present a report on their activities to the Housing Board once per month, or at the request of any member of the Housing Board.

D. The committee shall be chaired by an ASUM Senator, who shall vote only in the case of a tie. The Housing Board may choose to appoint a student-at-large to the position of chair with a two-thirds (2/3) majority vote of the board at any point during the year.

E. No paid employee or intern of the ASUM OCRC shall be a voting member of the board.

F. Quorum shall consist of a simple majority of those members currently holding positions, or four (4) members; whichever is greater.

G. Any member of the Housing Board who fails to attend three (3) or more board meetings in any given semester without prior approval from the chair shall be subject to removal.

H. Duties and functions of the Housing Board shall include:

1. Reviewing the operations of the ASUM Off-Campus Renter Center, the programs functioning inside the ASUM OCRC, and the applicable personnel within the ASUM OCRC;
2. During the creation, implementation, discontinuation, and ongoing operations of programs within the ASUM OCRC the board shall act in a consulting and advisory role to the ASUM OCRC Director;
3. The board, by a simple majority of voting members, may bring any program or project under its review;
4. The board shall act in an advising capacity to the personnel supervisor during the staff evaluations process, if requested;
5. The board shall oversee all applicable subcommittees, and reserves the authority to create, discontinue, or bring under review, any subcommittee by a two-thirds (2/3) majority of voting members;
6. The board must approve OCRC expenses over \$300 with a two-thirds (2/3) majority vote, unless these expenses are related to wages or benefits of long-standing (older than one-year) ASUM OCRC positions;
  1. In the event that the board cannot meet to approve an expenditure, an email vote will be accepted with a two-thirds (2/3) majority of voting members.
7. Making a report to the ASUM Senate regarding its decisions and discussion topics at one ASUM Senate meeting per month;
8. Discuss and develop long-term (5 years) and short term (1 year) programmatic and functional plans for the ASUM OCRC, review this plan once per semester;
9. Publish an annual report identifying the achievements and areas of potential growth of the ASUM OCRC within the current academic year's strategic plan.

I. A member of the Student Housing Board, as appointed by the ASUM Executives and recommended by the Board's Chair, shall serve as the ASUM Liaison to the Residence Life Office (RLO). Said liaison shall represent the Housing Board and ASUM in monthly meetings with the Management Team of RLO during the academic year. Said liaison shall also meet with all RLO student staff and interested student residents to gather input on policies pertaining to the RLO. This liaison shall advocate on behalf of RLO resident and student employee interests, as well as those interests of the Housing Board and ASUM as directed by the Board. The Liaison shall make a report on updates to policies and projects within RLO directly affecting students, as well as concerns of situations that have been addressed by the liaison to RLO, monthly to the Board, and once per semester to the ASUM Senate during the academic year.

#### *Section 17. Missoula College Affairs Committee*

A. The Missoula College and Bitterroot College Affairs Committee shall be composed of seven (7) members, of which at least one (1) shall be a member of the Senate and at least two (2) shall be students at-large from either the Missoula College or Bitterroot College. Any student may be a non-voting advisory member of the Committee.

1. The committee shall be structured so that Missoula College and Bitterroot College students-at-large will maintain majority of voting membership.

B. A Missoula College or Bitterroot College student-at-large or an ASUM Senator shall chair the committee.

C. The Committee shall be responsible for all activities occurring on Missoula College and Bitterroot College campuses that affect the ASUM.

D. The Committee shall review the ASUM governing documents and recommend changes as necessary to meet the representation needs of students attending the Missoula College and 37 Bitterroot College.

E. The Committee shall meet on either the Missoula College or Bitterroot College campus.

#### *Section 18. ASUM Childcare Oversight Committee*

A. The ASUM Childcare Oversight Committee shall be composed of eight (8) voting members, of which three (3) shall be ASUM Senators, two (2) shall be Students-At-Large, one (1) shall be a parent of a child currently enrolled in ASUM Childcare and two (2) shall be members of ASUM Childcare classified staff.

B. The Director of ASUM Childcare, and the President and Vice President of ASUM shall be ex-officio non-voting members.

C. The ASUM Childcare Oversight Committee shall be chaired by an ASUM Senator or Student-At-Large chosen by the ASUM President, in conjunction with the ASUM Vice President.

D. Quorum shall consist of a simple majority of those members currently holding positions. This committee shall meet and have quorum at least one (1) time a month during the academic year, or when appropriate.

E. Duties and functions of the ASUM Childcare Oversight Committee will include:

1. Examining the budget of ASUM Childcare each spring prior to the ASUM budgeting session.
2. Communicating issues within ASUM Childcare to the ASUM Senate when appropriate.
3. Working in conjunction with the ASUM Childcare director on issues related to ASUM Childcare and its operations.
4. General oversight of day-to-day business within ASUM Childcare where appropriate.
5. Visiting all of the ASUM Childcare facilities at least once during each academic semester.

F. The Chair of the ASUM Child Care Oversight Committee, in coordination with the ASUM Child Care Director, shall present a yearly an annual report identifying the achievements and areas of potential growth of the administration to reflect current student needs.

G. The Chair of the ASUM Child Care Oversight Committee, in coordination with the ASUM Child Care Director shall present a full evaluation and a specific five-year strategic plan to address identified student needs every five (5) years.

#### *Section 19. Campus Recreation and Sports Board*

A. Campus Recreation and Sports Board shall consist of 10 members, three of whom shall be subject to appointment by the President of the University, each serving two-year rotating terms; and five members who shall be recommended for appointment by the ASUM President, subject to a two-thirds (2/3) vote of the Senate. Of the five Board members appointed by ASUM, two shall be ASUM Senators serving one-year terms. The three student-at-large positions shall serve two-year rotating terms. The Campus Recreation and Sports Director or his/her designee shall serve as an ex-officio, non-voting member of the CRS Board. An ASUM Senator shall chair the Committee.

B. A quorum shall normally consist of five members of the Board.

C. The Chair shall act for the Board in its absence, subject to its review.

D. Special meetings may be called by the Chair or by two or more members.

E. Duties and function of Campus Recreation and Sports Board shall include:

1. Provide advice and oversight about Campus Recreation and Sports policies, activities, and staffing;
2. Annually review, according to the CRS Board Strategic Planning Budget Guidelines, the CRS budgets and fees, including, but no limited to, the Annual Operating Budget, and Auxiliary Capital Fund.

#### *Section 20. Sustainability Board*

A. A. The Board shall be composed of nine (9) voting members who shall be recommended for appointment by the ASUM Vice President, subject to a two-thirds (2/3) vote of the Senate. Of the nine (9) Board members appointed by ASUM, three (3) shall be members of the ASUM Senate, three (3) shall be student-at-large, each serving a one-year term, the remaining three (3) members shall be either ASUM Senators or students-at-large with students-at-large receiving priority, each serving a one-year term. The Director of the ASUM Sustainability Center shall serve as an ex-officio, non-voting member of the Board. An ASUM Senator shall chair the Board.

B. The Board shall meet a minimum of one (1) time per month during the academic year. Special meetings may be called by the Chair or by two (2) or more members. A quorum shall consist of five (5) members of the Board.

C. The Chair shall act for the Board in its absence, subject to its review.

D. The Sustainability Board shall serve as an advisory board to the ASUM Sustainability Coordinator, providing guidance and supervision. Duties and functions of the Sustainability Board shall include:

1. Annually review the ASUM Sustainability Center's operating budget;
2. Approve expenditures of \$200.00 or more from the budget;
3. Ensure that student (ASUM) interests are considered in creating policies and projects within the ASUM Sustainability Center by helping the Sustainability Coordinator decide on these matters;
4. In collaboration with the ASUM Sustainability Coordinator, develop short-term (one-year) education and outreach plans for the Sustainability Center;
5. In consultation with the ASUM Administration and the Sustainability Coordinator, create long-range planning goals and funding sources for the ASUM Sustainability Center's development and use.

#### *Section 21. Student Outreach and Marketing Committee*

A. The Board shall be composed of seven (7) voting members who shall be recommended for appointment by the ASUM Vice President, subject to a two-thirds (2/3) vote of the Senate. Of the eight (8) Board members appointed by ASUM, four (4) shall be members of the ASUM Senate, three (3) shall be students-at-large, and one (1) shall be the Marketing and Outreach Director, each serving a one-year term. The ASUM Vice President, Board Chair, and Marketing and Outreach Director shall serve as ex-officio, non-voting members of the Board. A student-at-large or ASUM Senator shall chair the Board.

B. The Board shall meet a minimum of one (1) time per month during the academic year. Special meetings may be called by the Chair or by two (2) or more members. A quorum shall consist of five (5) members of the Board.

C. The Chair shall act for the Board in its absence, subject to its review.

D. The Student Outreach and Marketing Committee shall be responsible for education and outreach pertaining to ASUM and its agencies. Duties and functions of the Student Outreach and Marketing Committee shall include:

1. Developing short-term (one year) education and outreach plans for ASUM and its agencies;
2. In consultation with the ASUM Administration and classified staff, create a long-range (five year) plan for the promotion and growth of ASUM, focusing on services, campaigns, and increased student involvement.
3. Develop an outreach budget for the following year to be presented to the ASUM Administration before ASUM budgeting begins.
4. In consultation with the ASUM Administration and staff, create long-range planning goals and funding sources for the ASUM Student Outreach and Marketing Committee's development and use.
5. Develop and produce an annual guide to ASUM services and resources to be published for public distribution.

6. Work on unbiased projects, ideas, or campaigns, intended to increase student involvement in and student awareness of ASUM government and any particular issue(s) pertaining to ASUM.
7. Manage and maintain the ASUM Student's First logo and campaign.

### *Section 22. ASUM Legal Board*

A. The ASUM Legal Board shall be composed of no fewer than five (5) and no greater than seven (7) voting members, of which three (3) will be members of the ASUM Senate, and at least one (1) will be students-at-large. Non-voting members of the board shall include the ASUM Legal Director and one (1) current Legal Intern. The ASUM Legal Board will meet a minimum of once monthly. Sub-committees will be created as deemed to be necessary by the board with members from the ASUM Legal Board.

B. The committee shall be chaired by an ASUM Senator. In the event of a special session, the chair is required to notify all members of the board prior to the meeting by email or phone in no less than twelve (12) hours. In the absence of a quorum, the chair shall act in its absence and is subject to its review.

C. Quorum shall consist of a simple majority of those members currently holding positions.

D. Duties and functions of the ASUM Legal Board will include:

1. Examining the budget of ASUM Legal each spring prior to ASUM's budgeting session.
2. Communicating issues within ASUM Legal to ASUM Senate when appropriate.
3. Working in conjunction with ASUM Legal Director on issues related to ASUM Productions and its operations.
4. Participating in all ASUM Legal hiring decisions made outside the scope of the ASUM Interview Committee.
5. General oversight of day-to-day business within ASUM Legal where appropriate.
6. Facilitating at least one (1) Legal Board Forum per academic year and collecting exit surveys at this forum to gather feedback for improvement to meet the changing needs of students.

E. The ASUM Legal Board, in coordination with the ASUM Legal Services Director, shall present an annual strategic report to the ASUM Senate identifying the achievements and areas of potential growth of the Legal Board as well as information gathered from the forum exist surveys to reflect current student needs.

### *Section 23. KRELF Committee*

A. The KRELF (Kless Revolving Energy Loan Fund) Committee shall be composed of 10 voting members, of which 2 will be members of the ASUM Senate, 5 will be students-at-large, 1 will be a representative from Facilities Services, 1 will be a faculty member from Environmental Studies, and 1 will be a faculty member from the Missoula College. Non-voting members of the boards shall include the ASUM Sustainability Coordinator, who serves as chair, and a representative from the Office of the Vice President of Administration and Finance. The KRELF Committee will meet at a minimum of once monthly. Sub-committees will be created as deemed necessary by the board with members from the KRELF Committee.

B. The committee shall be chaired by the ASUM Sustainability Coordinator. The Chair shall preside at all meetings of the committee as a non-voting member and will only vote in the case of a tie. The Chair or her/his designee notifies the Committee members of meetings, coordinates and approves meeting agendas with the committee members. The Chair will act as facilitator and mediator during the committee meetings and will be responsible for holding meetings to the agenda in a timely fashion.

C. A quorum of  $\frac{1}{2}$  of the Voting Members plus one must be present in order to vote on official matters including approval of projects, allocation of funds, and changing of Bylaws.

D. Duties and functions of the KRELf Committee will include:

1. Review project applications and determine allocation of funds.
2. Provide feedback for all project applications.
3. Develop and distribute a Request for Proposals at least twice a year.
4. Actively solicit project proposals, i.e., conduct outreach and assist applicants in preparing fundable proposals.
5. Build financial resources and campus support for the fund through methods in addition to lock-in fees.
6. Develop campus and local partnerships and increase community awareness of KRELf.
7. Coordinate with University Administration, Student Affairs, Facility Services, Auxiliary Buildings Managers, and Academic Departments.
8. Any other duties as determined and implemented by the committee with a simple majority of voting members.

E. The KRELf Committee will present to the ASUM Senate once each semester to inform the Senate of the projects approved by the committee and of the current state of the KRELf budget.

F. Funds from KRELf are allocated from 87.5% of the Sustainability Fee. The KRELf Committee will have complete oversight over the allocations of this money with support from the Office of the Vice President of Administration and Finance. Neither the ASUM Business Manager nor the Board on Budget and Finance shall have any oversight over the allocation of KRELf Funds.

G. The ASUM Sustainability Coordinator, in coordination with the KRELf Committee, shall present a full evaluation and a specific five-year strategic plan to address identified student needs every five (5) years.

#### *Section 24. Research & Scholarship Committee*

A. The Research & Scholarship Committee shall be composed of 12 voting members, of which two (2) will be members of the ASUM Senate, three (3) will be undergraduate students-at-large selected by ASUM, one (1) will be a graduate student-at-large selected by ASUM, three (3) will be graduate students-at large selected by the Office of Research and Creative Scholarship/The Graduate School, and three (3) will be either faculty or staff selected by the Office of the Provost. The Director of Scholarships from the Financial Aid Office shall also sit as an ex-officio non-voting member of the committee, to assist in determining the appropriate distributing unit of each recipient.

B. The committee shall be chaired by the ASUM Business Manager. The Chair shall preside at all meetings of the committee, and shall only vote in the case of a tie.

C. A quorum for the Research and Scholarship Committee shall consist of at least fifty (50) percent plus one (1) of the committee's current voting members, with a minimum of at least six (6) voting members.

D. The committee shall be responsible for oversight, management and allocation of the Research & Scholarship fund.

E. The Research and Creative Scholarship Office and the Office of the Provost shall transfer their contributions to ASUM's Research and Creative Scholarship Index at the start of each academic year. The Committee shall reserve at least 50% of the total joint fund for allocation during Spring semester.

F. The committee shall convene at least once per academic semester to hear and review applications from undergraduate and graduate students. The committee shall determine what portion of each applicant's request to fund, and shall provide documentation to the Financial Aid Office (or the appropriate distributing unit) and to ASUM for distribution of the approved funding. This final distribution shall be done in coordination with the ASUM Business Manager, to ensure that the allocation of all funds match the committee's approved awards.

G. The committee shall convene at least once per academic semester to hear and review applications from undergraduate and graduate students. The committee shall determine what portion of each applicant's request to fund, and provide documentation to the Office of the Provost and to ASUM for allocation of the approved funding.

#### *Section 25. ASUM Website Upkeep Committee*

A. The ASUM Website Upkeep Committee shall be composed of five (5) voting members, of which three (3) will be ASUM Senators (one who must also be a member of the Marketing and Outreach Committee, one who must also be a member of the Relations and Affairs Committee, and a third Senator-At-Large), one Student-at-Large, and the ASUM Secretary. There shall be one (1) non voting member of the committee who will be an ASUM Senator, who will serve as chair of the committee. The ASUM Website Upkeep Committee shall meet a minimum of twice per semester to workshop changes to be carried out by Website Upkeep Committee members, other ASUM team members with consent from the Website Upkeep Committee Chair, or a third party enlisted by Website Upkeep Committee. Sub-committees will be created as deemed necessary by the committee.

B. The ASUM Website Upkeep Committee shall be chaired by an ASUM Senator. The Chair shall preside at all meetings of the committee as a non-voting member and will only vote in the case of a tie. The Chair -or her/his designee- will notify the committee members of meetings, as well as coordinate and approve meeting agendas with the committee members.

C. A quorum of a simple majority of the committee members must be present in order to vote on official matters including approval of projects, allocation of funds, and changing of Bylaws.

D. Duties and functions of the ASUM Website Upkeep Committee shall include:

1. The oversight and maintenance of the ASUM Website.
2. Updating all website content, which may include but is not limited to: outdated information, photographs, and text found on the ASUM Website.
3. Adding or removing sections to the ASUM Website as deemed necessary by the committee.
4. Working with either the ASUM Secretary or one of the ASUM student receptionists, to be determined by the ASUM President and the ASUM Office Manager.
5. Any other duties determined necessary to the upkeep and development of the ASUM Website implemented by the committee with a simple majority of voting members.

E. The ASUM Website Development Committee will present to ASUM the changes they have made or plan to make twice per semester to inform the Senate on the progression and upkeep of the Website. The initial report at the start of each semester will be a list of recommended changes to the ASUM Website that will be approved by the ASUM Senate before the first week in October in the fall, and before the first week of March in the spring. The end of the fall semester report will be given at or before the final ASUM meeting before winter break. The end of the academic year report will include a comprehensive list of all changes made and will include a section that outlines areas that will need to be changed during the upcoming academic year for the subsequent committee to utilize. This end of the academic year report will also be given to the ASUM Senate at or before the last meeting before the summer break.

#### *Section 26. Graduate & Professional Student Committee*

A. The Graduate & Professional Student Committee (GPSC) shall be composed of 8 voting members, of which two (2) will be members of the ASUM Senate, two (2) will be students-at-large selected by ASUM, and four (4) will be selected by the leadership of the Graduate & Professional Student Association within the UM Graduate School.

B. In addition to these eight (8) voting members, the committee shall be co-chaired by an ASUM Senator and a student selected by the leadership of the Graduate & Professional Student Association. The Co-Chairs shall preside at all meetings of the committee, and shall be non-voting members.

C. The GPSC shall meet and hold quorum of at least six (6) voting members as needed.

D. In the case of a tied vote, the matter of business automatically fails. The Co-Chairs may not vote under any circumstances.

E. The GPSC shall be responsible for coordinating advocacy regarding graduate student issues, reporting weekly to the ASUM Senate, and working within the Graduate School and Graduate Council to further graduate students' interests at UM as the official graduate and professional student advocate committee of the ASUM Senate.

F. The GPSC's work shall not supersede ASUM's role as the official representative body for all University of Montana students, and shall not supersede the ASUM President's role as the primary representative and spokesperson for ASUM and its student body members.

### *Section 27. Recycling Oversight Board*

#### Subsection 30.1: Committee Composition:

A. The Board shall be composed of seventeen (17) members and, six (6) of these members shall be ex-officio, non-voting members.

B. The Chair of the Board shall be an ASUM Senator appointed annually by the ASUM Senate. This Senator must also be a sitting member of the ASUM Sustainability Board.

C. Student seats shall be filled by two (2) ASUM Senators appointed by the ASUM Vice President, one (1) Recycling Center student shall fill a student seat on the Board, and two (2) Student at Large (SAL) seats appointed by the ASUM Vice President.

D. Faculty members shall have two (2) seats which will be appointed by the Executive Committee of the Faculty Senate.

E. Facility Services and Residence Life shall each have one (1) reserved seat on the Board, and must send yearly nominations to the ASUM Vice President to fill these seats.

F. The Board shall have six (6) ex-officio, nonvoting, members: The Recycling Center Coordinator, the University Sustainability Coordinator, the ASUM Sustainability Coordinator, the Office of Business Services, Student Affairs, UM Dining, and Printing Services shall each have one (1) reserved ex-officio seat.

#### Subsection 30.2: Committee Meetings

A. The Board shall convene a minimum of one (1) time monthly during the academic year.

B. Special meetings shall be called, as needed, by the Chair or by two (2) or more members of the Board.

C. Quorum shall exist when half plus one of all voting members, excluding the chairs, are present.

#### Subsection 30.3: Committee's Duties and Roles

A. The Board at-large shall:

I. Annually review and approve the Recycling Center budget, especially that part of the budget provided by the ASUM Recycling Fee.

II. Oversee day-to-day supervision of Recycling Center personnel and execution of stated Recycling Center goals shall be carried out by the UM Sustainability Coordinator.

III. Review and provide a binding vote on any capital improvements or major project expenditure of \$1000.00 or more from the Recycling Center's annual budget, excluding standard repairs, replacements, and maintenance, subject to a two-thirds (2/3) vote of the Senate.

IV. Review, vote, and submit a recommendation to the full ASUM Senate of any such capital improvement or major project expenditure of \$1000.00 or more from the Recycling Center's annual budget, subject to a two-thirds (2/3) vote of the Senate.

V. Develop an annual short-term plan for the upcoming Academic Year and develop/approve a long-term (5 years or more) plan each academic year. Both plans may be amended at any point with a two thirds (2/3) vote by the board, subject to review by the Senate.

VI. May meet with campus, community, statewide and national sustainability and recycling specialists to gain insight on recycling issues in order to advocate on behalf of student and faculty interests.

VII. May promote educational events and develop new initiatives and research projects related to waste reduction and recycling at the University of Montana.

VIII. In the event of a conflict or grievance between a decision of the Recycling Oversight Board and the UM Sustainability Coordinator, the ASUM President shall confer with the Vice President for Administration & Finance to reach a mediated solution.

IX. In the event that such a dispute cannot be resolved by the ASUM President in coordination with the Vice President for Administration & Finance, it shall be appealed the University of Montana President for final resolution.

B. Chairs: The Chair shall coordinate monthly meetings, forward meeting minutes to the ASUM Vice President, and ensure that all functions of the Board at large are carried out efficiently and transparently. The Chair may not vote except in the case of a tie, and may bring to the Board all issues, legislation, actions, or news related to recycling and the Board's essential functions for consideration and approval.

C. Faculty/Student Representatives: Faculty/Student Representatives shall attend all meetings, may vote on any and all issues brought to the Board by the Co-Chairs, may recuse themselves from voting for conflict of interest reasons, and may head any Board initiatives.

D. Sustainability Coordinators: The ASUM and UM Sustainability Coordinators shall be present for every meeting, serve and advise the Board on policy, inform the Board of current

sustainability efforts, bring actionable sustainability issues to the Board's attention as necessary, and may offer initiatives to the Board for pursual.

E. Advisory Positions: The Printing Services, Office of Business Services, and Student Affairs advisors may be present for any meeting, but need not attend except at the discretion of the Chair, should they decide a matter under consideration by the Board requires the expertise of any given advisor.

## Article V - Elections

### *Section 1. Definitions:*

A. "individual" refers to a human being representing themselves in their legal name.

B. "campaigning" refers to any activity which promotes the candidacy of one or more individuals for an office. This includes, but is not necessarily limited to: scheduling appearances; lobbying a voter; posting, publication, or distribution of advertisements, correspondence, or literature.

C. "contribution in kind" refers to:

1. An advance, gift, loan, conveyance, deposit, payment, or distribution of money or anything of value to influence an election;
2. The payment by a person other than a candidate or group campaigning for or against a ballot referendum for the personal services of another person that are rendered to a candidate or group.

D. "contribution in kind" does not refer to:

1. Services provided without compensation by individuals volunteering a portion or all of their time on behalf of a candidate

E. "third party" refers to any person or entity who is not an ASUM member.

F. "issue" in regards to the Montana Kaimin refers to a publication by the Kaimin that is either in the form of print or online. An "online issue" must be posted a minimum of 24 hours apart from the previous online issue to count towards the minimum requirements.

### *Section 2. Eligibility:*

A. Members may seek office within these guidelines:

1. Any member as defined in Article I, Section 2 of the Constitution is eligible to run for any office.
2. The names of all candidates shall be published in the Montana Kaimin immediately after registration. The names of the winners of a primary election, if one is held, shall be published immediately following the election. Notices of special elections shall be conspicuously printed in the Montana Kaimin at least four times before the elections,

including two issues, as defined in Section , immediately preceding the elections, special elections, and referenda.

3. Any member as defined in Article I, Section 2 of the Constitution is eligible to run as a write-in candidate. Write-in candidates shall not be printed on any ballot or participate in any ASUM-sponsored pre-election activities. Write-in candidates must adhere to the same campaigning and budget restrictions as recognized candidates. Write-in candidates need not be recognized by the Elections Committee.
4. A non-ASUM agency or non-recognized student group may utilize the ASUM election process to institute only an opt-in fee.
5. The Senate, in response to a university initiated fee, may utilize the ASUM elections process to institute or implement a dedicated student fee.

### *Section 3. Campaigning:*

A. Campaigning is defined as any activity which promotes the candidacy of one or more individuals for an office. This includes, but is not necessarily limited to; scheduling appearances; lobbying a voter; posting, publication or distribution of advertisements, correspondence, or literature.

B. Posting signs for place-holding and publishing online campaign-related material before the start of campaigning are not permitted.

C. The Elections Committee shall sponsor forums or debates for the Senate candidates, and for the Executive candidates, at the discretion of the Elections Committee with the approval of a two-thirds (2/3) vote of the Senate.

D. No door-to-door campaigning is permitted in the residence halls, University Villages, or the Lewis and Clark Village. Campaigning is permitted elsewhere on campus, including the Lommasson Center and classrooms with permission of the professor.

E. Online Campaigning: Shall be subject to the same restrictions and limitations as physical campaigning including, but not limited to, timing, the formation of slates, expenditures, in-kind contributions;

F. Posters may be placed on campus according to these rules:

1. General Buildings: Only on appropriate postering areas.
2. Residence Halls: Only on appropriate bulletin boards or dorm doors and windows with the approval of the dorm resident. All posters must be approved by the Residence Life office.
3. University Center: Must be approved by the University Center Administration. Banners will be allowed only inside the University Center and must be approved by whoever the UC Administration has designated to oversee UC banner placement prior to being hung in the UC Atrium and must be compliant with UC policy. Passing out flyers or laying flyers on surfaces, such as tables and chairs, is prohibited. Posters must be placed according to the following guidelines:
  1. only on interior windows that have been designated and clearly marked for postering;

1. Upon attendance of the first window lottery occurring at PM on the night prior to the start of campaigning, each Senate Candidate, Executive Candidate Team, and Referenda Item will be assigned at least one (1) and no more than two (2) half-pane window areas in the UC;
  2. Any panes that remain unassigned after the first window lottery shall be distributed on the days following at the discretion of the Elections Committee;
  3. All window postings shall be subject to an assessment by the Elections Committee prior to the second window lottery. Panes that have not been used by candidate(s) to display campaign material that identifies their name(s) on the following Friday at 5:00 PM shall be forfeited. Such panes shall be reassigned at the second window lottery;
  4. The second window lottery will take place at 5:30 PM on the Friday following the first window lottery;
  5. Any panes that remain unassigned after the second window lottery shall be distributed on the days following at the discretion of the Elections Committee;
2. not be allowed on windows of offices, retail businesses, painted surfaces, doors, elevators, display cases, bulletin boards, the atrium kiosk, etc., or in any location that clearly conflicts with the spirit of these guidelines;
  3. will be allowed only on the first and second floors, and,
  4. any found in violation of any of the aforementioned guidelines will be removed by UC Staff and submitted to the ASUM Elections Chair.
4. Outdoors: There shall be no free-standing campaign publications outdoors. Publications on the oval shall be subject to UC Event Planning Policies. Publishing campaign material is permitted on established outdoor kiosks.
  5. No posters may be put on exterior doors of any building on campus.
  6. Candidates are not allowed to pass out flyers inside general buildings. Candidates are allowed to place small campaign items, i.e. flyers and business cards, on surfaces such as tables inside general buildings unless these practices explicitly conflict with building policies.

G. Campaign expenditures, including donations, by each candidate or write-in candidate shall be limited to these amounts:

1. President-Vice President team: The maximum expenditure allowed is \$200, with or without a primary election.
2. Business Manager: The maximum expenditure allowed is \$150, with or without a primary election.
3. Senators: The maximum expenditure allowed is \$75, with or without a primary election.
4. Candidates may choose to be reimbursed for campaigning expenditures to the amount of \$10, dependent upon receipts following the General Elections. Expenditures exceeding \$10 will be matched 50% by ASUM. Total ASUM contributions shall not exceed \$37.50 for Senate candidates, \$75 for Business Manager candidates and \$100 for President/Vice President candidates. All claimed expenditures for reimbursement must have receipts. Expenditures without receipts will not be matched by ASUM. All contributions to ASUM candidates must be from individuals. Money from corporations and Political Action Committees is strictly prohibited. There is no such thing as 'in-kind' contributions, and all contributions must be counted in the aforementioned total expenditures.

5. Ballot Referenda: The maximum expenditure allowed is \$300 for elections related material clearly indicating either a stated preference to vote for the initiative or against the initiative. This includes contributions from student groups and third parties affiliated with said student groups that stand to directly benefit from the outcome of the ballot referenda or have a vested interest in the outcome of the ballot referenda. If an outside group that does not fall under the jurisdiction of ASUM spends more than \$300 on a Ballot Referendum this bylaw can be waived by the recommendation of the Elections Committee and a confirmation of a majority of the Senate. If an outside group that does not fall under the jurisdiction of ASUM spends more than \$300 on a Ballot Referendum before the Senate is able to convene then this bylaw can be waived by the recommendation of the Elections Committee.
6. Office space and office supplies including, but not limited to, scissors, markers, pens, pencils, staplers, staples, and tape do not need to be documented for promotion of candidates or ballot referenda. Items not listed above are at the discretion of the Elections Committee. Paper products, printing cost, and the like are not covered under this exemption. Any items which were purchased prior to candidacy or items which are created from personal resources, such as printing at home, must still be included in the expense report. The cost of these items will be estimated by the candidate and approved by the Elections Committee. Items that do not fall into the above categories are at the discretion of the Elections Committee. All campaign materials must be accounted for on the expenditure form, including but not limited to: posting and publishing materials, advertisements, holding charity events such as concerts, rallies or other social gatherings, distributing literature. Candidates are not required to expense the creation of intangible creative work, such as films or graphic designs, unless the purveyor of the service charges the candidate(s) for the service. In that case, the service must be expensed for the amount paid. Candidates are not allowed to use discounts for products or services that are not available to all other candidates.
7. Employees or interns of a student group and/or third party may not campaign on the passage or defeat of a ballot referendum item with the use of ASUM allotted funds and funds generated through ASUM fees. Employees or paid interns may volunteer their unpaid time.
8. Any exceptions made to income and expense reports can only be granted by a majority vote of the Elections Committee all expense report exceptions must be granted in a specific dollar amount, as identified by the candidate(s), exceeding the initial amount allotted for their office of candidacy (i.e. if a candidate's posters are taken down by an opponent, the candidate(s) must identify the cost of the posters taken down or effectively lost and appeal that the Elections committee allow for this amount to be added to their expense report total). Expense report exceptions shall not be made in instances where candidate(s) violate existing elections Committee bylaws or University policies.

H. Each candidate, candidate team, or ballot referendum campaign must document expenditures for the Elections Committee by filing an expenditure form, complete with receipts, at a date determined by the Elections Committee, no later than 1.5 weeks prior to the general election. Write-in candidates may turn in expense reports by 5 p.m. on the business day immediately following the announcement of the election results. Expenditure forms must be filed even if there are no expenditures. Additional expenditures made after the form deadline must be documented and filed by 5 p.m. on the business day immediately following the announcement of the elections results. Candidate expenditures will be made public by Elections Committee prior to the first day of general election. Each candidate, candidate team, or ballot referendum campaign is subject to disqualification, upon recommendation by the ASUM Elections

Committee and confirmation by a two-thirds (2/3) vote of the Senate, if expenditures are filed late or if total expenditures exceed the aforementioned limits according to Article 5, Section 2.H of ASUM Bylaws.

I. Candidates may not align to combine campaign expenditures and efforts by forming parties or slates. Any effort to do so will result in sanctions according to Article 5, Section 7.D of ASUM Bylaws.

J. No ASUM sponsored organization shall be allowed to finance the campaign of any candidate for ASUM office, nor may any individual finance the campaign of a candidate in the name of an ASUM-sponsored organization.

K. The buying of votes with money, gifts, or alcohol is prohibited.

L. Candidates may only receive endorsements for their campaigns from individual-ASUM activity fee-paying UM students. Individuals endorsing candidates may not speak on behalf of any third-party organizations, including but not limited to, ASUM student groups, fraternities and sororities, academic departments, UM sports teams, non-profit organizations, and private companies; however, individuals endorsing candidates may mention their involvement in any of these groups without it being perceived as a group endorsement.

M. In accordance with Article 10, Section 2 of the ASUM Constitution, any group that, through petition, has put forward a ballot referendum shall be subject to expenditure limitations as per Section 3, Subsection I, and Section 3, Subsection H.8.

N. The ASUM Senate shall not campaign for the passage or defeat of a ballot referendum, with the exception of a referendum regarding a student-driven fee. Any Senator or member of the Executive Team can only campaign for the passage or defeat of a ballot referendum and on a volunteer basis. Any employee of ASUM may be involved in organization efforts, but not direct campaigning.

O. Any campaign for the passage or defeat of a ballot referendum must be approved by a 2/3 vote of the ASUM Senate.

P. Candidates may not interfere with voting processes by influencing voters while they have the ballot open. Candidates may not vote on behalf of another student.

Q. An individual, directly or indirectly, individually or through any other person, may not use or threaten to use force, coercion, violence, restraint, or undue influence against any person for votes or endorsements. Individuals may not, in any manner, interfere with a voter during the casting of a ballot, or solicit a vote on electronic devices or in any other manner which may interfere with the voter's right to privacy in the voting process.

#### *Section 4. Elections:*

A. The Elections Committee shall adhere to the following procedures:

1. The online polls for the general election shall be open at 12:01am Wednesday until 8:00pm Thursday, according to the Election schedule according to ASUM Bylaws, Section 7. Polls for a primary election shall be open for at least one day, a Wednesday, for twenty-four hours each day. Online balloting mechanisms used shall provide for the integrity of the student's ballot through effective measures ensuring that no student casts a vote in the name of another student and that no student's right to a secret ballot is compromised. The ASUM Office Manager will have access to all elections results in order to provide for human oversight to prevent election fraud. In the case that grievances are filed concerning the election process, the Elections Committee is authorized to review all election-related documents while in executive session.
2. In the case of any administrative or technical errors occurring with online voting, the system will be re-started as soon as humanly possible, and any votes cast prior shall be nullified. Voting will continue at the schedule according to Article 5, Section 4.A-1 of the ASUM Bylaws.
3. A primary election shall only be held for each Executive position having more than three (3) candidates. If a primary election is held, the two (2) candidates for each position with the highest number of primary votes will enter the general election.
4. The ballots for a primary election shall consist of the names of the candidates for the Executive races consisting of more than three (3) candidates or teams of candidates.
5. The ballots for the general elections shall consist of no more than three (3) Executives or Executive teams for each executive position and all of the Senate candidates with positions for write-in candidates (with the exception of a tie vote in the primary as per section 5.E of Elections Bylaws).
6. All students who are registered for one (1) credit or more are allowed to vote in any ASUM election. In a primary election, each student may vote for as many candidates as may advance to the general election. In a general election, each student may vote for one (1) candidate for each executive position and for as many as twenty-six (26) senate candidates.
7. Polling stations may be established at the discretion of the Elections Committee, and must be staffed by Elections Committee members or by ASUM Senators not affiliated with a candidate campaign.

*Section 5. Counting:*

A. Upon closure of the polls, the Elections Committee shall count the ballots, to be done in the presence of the faculty advisor(s) or their designee. In order to prevent the premature release of incomplete ballot results, individuals shall not be permitted to view the counting process until the results have been validated by the Elections Committee and the ASUM Faculty Advisor or their designee.

B. Write-in votes do not need to be spelled correctly if the intent of the voter is clear.

C. Any improperly completed ballot, as decided upon by the Elections Committee, shall not be accepted.

D. If the number of votes received by a winning candidate is within three (3) percent of that received by a losing candidate, a recount of the race shall be made.

E. A tie vote in a primary election shall result in the names of those candidates involved to be included on the general election ballot, provided that the number of votes cast would qualify each candidate in the absence of a tie.

F. A tie vote in a general election shall result in the Election Committee providing for a special election to determine a winner, provided that the tie results in the position not being filled.

G. A plurality of the total ballots properly cast for all eligible executive candidates for a given position shall be required to elect any candidate.

H. Official results of primary, general, and special elections require the signature of the Elections Committee chair, the outgoing President, and the faculty advisor, or their designees.

I. Elections results shall be submitted to the Montana Kaimin upon completion of the counting process, as soon as possible following the close of the polls.

#### *Section 6. Suspension of Candidacy:*

A. Any candidate who violates any of these rules may be barred from candidacy and/or denied from taking office, as recommended by the Elections Committee, and approved by a two-thirds (2/3) majority vote of the Senate. This rule is not suspendable.

B. Any Candidate seeking an office within ASUM, who is knowingly endorsed by an ASUM-recognized student group or third party shall be suspended from the elections process.

C. Any candidate or candidate team seeking an office within ASUM, who claims to be unknowingly endorsed by an ASUM-recognized student group or third party shall be brought before the Elections Committee, who will then recommend a course of action, which the Senate must approve with a two-thirds (2/3) vote.

#### *Section 7. Grievances:*

A. Any member who wishes to file a grievance concerning any action involved with campaigning or the election, including, but not limited to, rules violated by other candidates, voting discrepancies, and other procedures may submit a signed grievance to the Elections Committee no later than 9 a.m. of the second business day following the election results being published.

B. The Elections Committee shall examine the grievance in an executive session and decide what action, if any, is warranted. All rulings made by the Elections Committee shall be subject to Senate approval by a two-thirds (2/3) vote.

C. The Elections Committee may invalidate the results of any election and demand a new election, but the committee must do so before the first Senate meeting following the election, and such a motion to invalidate must be approved by a two-thirds (2/3) majority vote of the Senate

D. Sanctions include, but are not limited to, censure, the withholding of ASUM campaign funding, manual removal of specific campaign materials, and disqualification, all of which must be approved by a two-thirds (2/3) majority vote of the Senate.

*Section 8. Calendar:*

A. Deadlines and dates shall follow the below schedule, which the Elections Committee may alter as necessary:

B. Registration Forms Available: Monday, 6 weeks prior to the General Election

C. Informational Meeting: 5 weeks prior to General Election

D. First UC Window Lottery: Sunday night prior to the beginning of campaigning, 3 weeks prior to General Election

E. Campaigning Begins: Monday, 3 weeks prior to General Election

F. Second UC Window Lottery, Friday following the beginning of campaigning, 2.5 weeks prior to General Election

G. Finalization of Ballots: Thursday, the week prior to General Election

H. Campaign Expense Reports Due: Monday, 1.5 weeks prior to General Election

I. Senate or Executive Candidate Forums/Debates: At least 1 week prior to General Election

J. General Election: Wednesday-Thursday, weeks prior to the week of final exams

*Section 9. Special Elections:*

A. For a special election, polls will be opened online as per Section 4.A of Elections Bylaws.

B. All students who are registered for one (1) credit or more are allowed to vote in any ASUM election.

C. Upon closure of the polls, the Elections Committee shall count the ballots, to be done in the presence of the faculty advisor(s) or his/her designee.

D. Write-in votes do not need to be spelled correctly if the intent of the voter is clear.

E. Election results shall be submitted to the Montana Kaimin for publication immediately following the election.

F. All grievance procedures for special elections shall be identical to the grievance procedures for general elections.

G. The necessity for a special election shall be determined by the ASUM Senate with a two-thirds (2/3) majority vote, except as provided for in Article 5, Section 5.F of ASUM Bylaws.

#### *Section 10. Transition of Executives.*

A. The day following the verification of the ASUM elections, the executives still holding office shall start a transition period with the newly elected students.

B. The transition period shall involve the following activities, but is not limited to them: (All items must involve both the outgoing and incoming officer)

1. Office equipment use,
2. Meeting with all Agency directors and classified staff,
3. A discussion and possible outline of pending issues not completed by outgoing ASUM Executive Officer,
4. A discussion of future plans of incoming officer,
5. Meeting with Administrators, and
6. Meeting with ASUM faculty advisors.

C. The time that is spent during the transition shall be written and reported to the ASUM Office Manager. Ten of the 20 hours of work for each week must include the activities outlined in Section 9, Item C of the ASUM Bylaws. These hours must be confirmed by the ASUM Office Manager for payroll.

#### *Section 11. Referenda*

A. All Student-generated referendum language shall be examined by the Relations and Affairs Committee prior to the collection of signatures, and at a date no later than six weeks prior to the General Election.

B. Referenda which contain patently hateful, false or misleading language, or language which violates university policy, shall be revised by the Relations and Affairs Committee to eliminate such language.

C. If a referendum cannot be revised without substantially changing the intent of the authors, but nonetheless contains language which violates this policy, the Relations and Affairs Committee shall have the right to remand the referendum to its authors for revision, until the language meets the standard established by this policy.

D. The Elections Committee will choose a title for each referenda item to be displayed on the online ballot without consultation with the organization or student group putting forth the referenda item. This title must accurately represent the intent of the referenda item and be free of persuasive and misleading language. Student groups and organizations putting forth a ballot referendum must be notified of this title by the Friday 12 days before the beginning of the general election. Student groups and organizations have the opportunity to appeal this title in

writing by the following Tuesday at 5:00 PM. Elections Committee must review the appeal and issue a recommendation before the following Senate meeting. The Senate must confirm Elections Committee's recommendation with a 2/3 vote.

### *Section 12. Reserved Seats*

A. Reservation of Senate seats for a certain constituency must first be approved by a majority of the voting student body via ballot referendum. Eligibility for reserved seats shall be verified by the ASUM Office Manager during the counting process.

B. Candidates running for the Graduate Student seat must be enrolled in the Graduate School during the election in which they are running or be enrolled in the Graduate School for the year following the election.

C. Candidates running for the Missoula College Student seat must be enrolled in the Missoula College for the year following the election.

### Article VI - Definitions

- "Accountant" means the ASUM Accountant.
- "ASUM" means the Associated Students of The University of Montana.
- "Business Manager" means the ASUM Business Manager.
- "Bylaws" refers to the ASUM Bylaws.
- "Candidate" means a student, recognized by the Elections Committee
- as seeking an ASUM office.
- "Constitution" refers to the ASUM Constitution.
- "Fiscal Policy" refers to the ASUM Fiscal policy.
- "House Rules" refers to the House Rules of Order
- "Member" means any activity fee-paying student at the University of Montana.
- "Personnel Policy" means the ASUM Personnel Policy.
- "President" means the ASUM President.
- "Senate" means the ASUM Senate, including the three ASUM Executives.

- "Senator" means an ASUM Senator.
- "Student" means anyone currently enrolled at The University of Montana.
- "Vice President" means the ASUM Vice President.
- "Write-in candidate: means a student actively seeking an ASUM office and unrecognized by the Elections Committee as seeking an ASUM office.

## Article VII - Appendix

### *Section 1.*

These Bylaws shall supersede and make null all previous Bylaws.

### *Section 2.*

In all cases, the Constitution shall supersede these Bylaws.

### *Section 3.*

In the event that these Bylaws or any ASUM operation or procedure conflicts with Montana or U.S. law, they shall be deemed null and void. In the event that ASUM policy or procedure does not clearly specify what action should be taken in a given situation, Montana law may be substituted or used as a guide.

### *Section 4.*

These Bylaws shall go into effect immediately upon their approval by a two-thirds (2/3) majority vote of the Senate.

### *Section 5.*

Bylaws are not suspendable.

### *Section 6.*

All amendments to the Bylaws require a 2/3 majority vote of the Senate. All amendments to the Bylaws shall receive the prior approval of the ASUM Relations and Affairs Committee before being presented to the full Senate.

A. Elections results shall be submitted to the Montana Kaimin upon completion of the counting process, as soon as possible following the close of the polls.