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Bylaws of the Associated Students of the University of Montana as of December 14, 2021

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ASUM

BYLAWS

UPDATED December 14, 2021



Preamble

These Bylaws of the Associated Students of the University of Montana (ASUM) delineate and define the duties, functions, and processes which govern all Executives, Senators, committees and boards, member organizations, and subsidiaries with the intention of affording all members an efficient, adaptable, and democratic representative body. Any University of Montana student who has paid the ASUM Activity fee for the most current semester shall be a member. These most recent Bylaws, adopted on the First (1st) of September, 2021, shall supersede and make null all previous iterations of the Bylaws, and shall themselves be superseded in all instances by the Constitution, the policies of the University of Montana, the policies of the Board of Regents, the laws of the state of Montana, and the laws of the United States. These Bylaws, and all amendments or alterations thereto, shall be effectuated by a two-thirds ($\frac{2}{3}$) majority vote of the Senate. These Bylaws shall not be suspended.

Article I - Qualifications and Duties of Executives

Section 1. Qualifications for Executives:

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

Section 2. Duties:

- (1) All Executives must carry out their duties as listed in the Constitution and Personnel Policy, and as enumerated below.
- (2) President
 - (a) The President shall give a weekly report to the Senate.
 - (b) The President shall be the official spokesperson of the Association.
 - (c) The President shall attend meetings of the Montana Associated Students as a voting member.
 - (d) The President shall serve on the University Presidents Cabinet and host one cabinet meeting per month.
 - (e) The President may call emergency meetings of the Senate. Notices of all such meetings shall be published or posted prominently and must be communicated to the Vice President and to the Senate at least twenty-four (24) hours in advance.
 - (f) The President, in consultation with the Vice President and Business Manager, shall submit a budget recommendation to the Senate annually prior to the first round of Final Budgeting.
 - (g) The President shall organize a weekly staff meeting of the ASUM agency directors, executives, and other decided personnel.
 - (h) In the absence of the Vice President, the President shall act as Chair for Senate meetings.



- (i) All chairs and members of boards and committees, as decided by the Vice President, shall be approved by the President and confirmed by the Senate by a two-thirds ($\frac{2}{3}$) majority vote.
 - (j) The President shall appoint candidates to vacant Senate seats to be approved by a two-thirds ($\frac{2}{3}$) majority vote of the Senate.
 - (k) In case of resignation or removal of any agency director, the President shall appoint a temporary designee to assume responsibility of the position until a new director is appointed and confirmed by a two-thirds ($\frac{2}{3}$) majority vote of the Senate.
- (3) Vice President
- (a) The Vice President shall give a weekly report to the Senate.
 - (b) The Vice President shall attend meetings of the Montana Associated Students as a voting member.
 - (c) The Vice President shall organize a fall and spring retreat.
 - (d) The Vice President shall organize and enforce the office hour requirement for Senators.
 - (e) All chairs and members of boards and 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.
- (4) Business Manager
- (a) The Business Manager shall be financial manager of ASUM monies under direction of the ASUM Senate.
 - (b) The Business Manager shall give a weekly report to the Senate concerning the balance of the ASUM accounts.
 - (c) The Business Manager shall chair the Board on Budget and Finance, the Board on Member Organizations, the Research and Creative Scholarship Fund Committee, the Publications Board, and the Radio Board.
 - (d) The Business Manager shall sit on the University Center Board, the Sports Club Union, and the Student Music Union as an ex-officio member.
 - (e) The Business Manager shall oversee the member organization recognition process in consultation with the Office Manager and the Student Group Coordinator.
 - (f) The Business Manager shall oversee final budgeting procedures in consultation with the Accountant.
- (5) All Executives shall be required to complete anti-bias training during fall and spring retreats.

Article II - Qualifications and Duties of Senators

Section 1. Qualifications of Senators

- (1) All Senators shall meet qualifications as defined in Article 7, Section 1 of the Constitution.



- (2) All Senators shall be members for the duration of their terms of office, in addition to any requirements stipulated in Personnel Policy.

Section 2. Duties

- (1) All Senators shall carry out their duties as listed in the Constitution and Personnel Policy.
- (2) All Senators shall serve on at least two (2) boards or committees unless specifically exempted by the Vice President.
- (3) All Senators may serve as a liaison to any number of member organizations they wish to assist.
- (4) All Senators shall attend all Senate and board or committee meetings, for the duration of the meeting, unless excused by the Vice President or the Chair.
- (5) All Senators shall formally be required to hold one (1) office hour each week. This shall be overseen by the Vice President.
 - (a) This office hour shall occur between nine (9) a.m. and five (5) p.m. Monday through Friday.
 - (b) The office hours shall be started by the Monday before the second Senate meeting and shall be held each day that regular classes meet. Office hours are not required during days when classes are not held, during the week of formal lobbying, or during finals week.
 - (c) Senators holding their office hours shall be involved in activities that directly pertain to or promote ASUM. Office hour activities may include, but are not limited to, tabling in the University Center or Missoula College, answering questions of walk-in-students, authoring resolutions, or assisting office staff or Executives with needed tasks.
- (6) All Senators shall be required to attend the fall and spring retreats unless excused by the Vice President.
- (7) All Senators shall be required to complete anti-bias training during fall and spring retreats.

Section 3. Attendance

- (1) All absences, except those which occur during Final Budgeting, shall be determined by the Vice President. Absences during Final Budgeting shall be determined by the Business Manager. Absences for failure to attend committee meetings shall be determined by the Vice President or the Chair of the committee in question.
- (2) Unexcused absences and tardiness may be assessed by the Vice President in the following degrees and circumstances:



- (a) Being tardy, which may count for one-third ($\frac{1}{3}$) of an unexcused absence;
 - (b) Failure to attend an office hour, which may count for one-third ($\frac{1}{3}$) of an unexcused absence;
 - (c) Failure to attend a Senate meeting, which may count for one (1) unexcused absence;
 - (d) Failure to attend a retreat, which may count for one (1) or two (2) unexcused absences per retreat; and
 - (e) Excessive calls of decorum, which may count for up to one (1) unexcused absence per instance.
 - (f) Failure to attend a meeting of a committee to which a Senator is assigned, which may account for one-third ($\frac{1}{3}$) of an unexcused absence.
- (3) Three (3) unexcused absences per semester is automatic grounds for impeachment, as enumerated in Article III (1) (c).
- (4) All absences reset at the beginning of a new semester.

Article III: Impeachable Offenses

Section 1. Impeachable Offenses

- (1) Any officer may be impeached for:
- (a) Breach of duties as stated in the Constitution or Bylaws;
 - (b) A failure to adhere to the Code of Ethics;
 - (c) Acquiring three (3) unexcused absences in a semester;
 - (d) Missing Final Budgeting without being excused by the Chair;
 - (e) Committing any larceny against the University, ASUM, or any subsidiary thereof;
 - (f) Being convicted of a felony or its equivalent in any jurisdiction;
 - (g) Being convicted of a misdemeanor that is sexual in nature, or its equivalent, in any jurisdiction;
 - (h) Being convicted of a misdemeanor that is violent in nature, or its equivalent, in any jurisdiction.
- (2) The procedures for impeachment are further defined in House Rules.

Article IV – Boards and Committees

Section 1. General Procedure

- (1) Members of all boards and committees shall be appointed at the beginning of Fall Semester, although additional appointments may be assigned by the Vice President at any time to be approved by the President and a two-thirds ($\frac{2}{3}$) majority vote of the Senate. Senators may be appointed to boards and committees on an interim basis to serve between the last meeting of the Spring Semester and the first meeting of the Fall Semester.



- (2) All standing boards and committees, 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 board or committee 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.
- (3) Any board or committee member absent from three (3) or more meetings of one (1) board or committee per semester without an excuse from either the chair or the Vice President shall be deemed to have resigned from that board or committee.
- (4) The Senate may remove the chair or members of any board or committee by a two-thirds ($\frac{2}{3}$) majority vote.
- (5) The Senate may establish new boards or committees by a two-thirds ($\frac{2}{3}$) majority vote.
- (6) All chairs, vice chairs, and members of boards and committees shall be recommended by the Vice President, approved by the President, and confirmed by the Senate by a two-thirds ($\frac{2}{3}$) majority vote.
- (7) A quorum for all board and committee meetings shall be defined as a simple majority of the members currently holding positions on that board or committee. The chair counts towards quorum.
- (8) Board and committee chairs are responsible for setting the order of business and running their meetings. Unless their vote is needed to maintain a quorum, or is otherwise precluded in ASUM policies, chairs shall vote only in case of a tie. The chair is responsible for contacting members of the board or committee and establishing a meeting time and location. Upon the resignation or impeachment of a board or committee chair, the previously designated vice chair shall assume the role of chair, and a new vice chair shall be appointed by the Vice President to be approved by the President and confirmed by a two-thirds ($\frac{2}{3}$) majority of the Senate.
- (9) Resolutions and Motions that are proposed through the New Business section of the Meeting Agenda may be reviewed by any relevant board or committee. The reviewing board or committee for each resolution or motion shall be determined by the process explained in House Rules. All boards and 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 Elections Committee, Relations and Affairs Committee, Student Political Action Committee, Board on Member Organizations, Board on Budget and Finance, may be forwarded to the next Senate meeting as a seconded motion, meaning that a resolution need not be submitted under New Business and after one (1) week be debated under Unfinished Business.



- (10) Meeting frequency shall be determined by the chair for all boards and committees except for the Relations and Affairs Committee, Board on Member Organizations, and Board on Budget and Finance, which shall meet every week there is new business assigned to the board or committee. The Constitutional Review Board, Elections Committee, and Interview Committee shall meet on an as needed basis.
- (11) All boards and committees must take written minutes of the meeting to be made accessible to the public forty-eight (48) hours prior to the next Senate meeting. An exemption is granted for committees meeting within this forty-eight (48) hour period. Committees granted this exemption shall make written minutes available within seventy-two (72) hours after adjournment.
- (a) The minutes must include:
 - (i) The date, time, and place of the meeting;
 - (ii) A list of the individual members in attendance;
 - (iii) The substance of all matters proposed, discussed, or decided; and
 - (iv) At the request of any member of the board or committee, a record of votes by individual members for any votes taken.
 - (b) The chair of any board or committee in consultation with the President 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 shall be in attendance during an executive session.
 - (i) Boards and committees shall record discussions and decisions made in executive session.
 - (ii) Any community member may file a formal complaint with ASUM which shall be brought before the full Senate at the next meeting.
- (12) Boards and committees shall reserve seats for Students-at-Large. They are independent from the Senate and do not hold an elected position within ASUM. A student may become a Student-At-Large by applying and being appointed to any board or committee by the Vice President, approved by the President, and confirmed by the Senate by a simple majority vote. A Student-At-Large must be an ASUM member. Additionally, Students-At-Large who sit on university committees shall be appointed through the same process and shall be held to the same standards as explained in this clause as well as in Section 4.14 of Personnel Policy.
- (13) 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 twenty-four (24) after the passage of the relevant amending resolution. Any amendments to the Bylaws that pertain to or impact an agency require that the agency named in that section be notified of this change.

Section 2. Relations and Affairs Committee



- (1) 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 Vice President, and three (3) of which shall be students-at-large.
- (2) A Senator shall chair the Committee.
- (3) The Committee shall be the default committee for changes to the Bylaws, Personnel Policy, or 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 committee with the ability to pass forward a seconded motion may review such a resolution instead.
- (4) The Committee shall be responsible for reviewing all resolutions concerning activities, initiatives and projects pertaining to 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.
- (5) The Committee shall amend resolutions for the purpose of fine tuning line level edits including but not limited to: spelling, formatting, punctuation, and sentence structure, and removing clauses that violate the ASUM Governing Documents, and amending “whereas” and “therefore” clauses to strengthen or clarify the intent of a resolution. Any further charges of the Committee are up to the discretion of the Chair.
- (6) The Committee may choose to table, to forward, or not to forward a resolution to the Senate in accordance with procedure in Roberts Rules of Order.

Section 3. Board on Budget and Finance

- (1) The Board on Budget and Finance shall be composed of nine (9) members, three (3) of which shall be Senators, two (2) of which shall be either Senators or students-at-large at the discretion of the Vice President, and three (3) of which shall be students-at-large.
- (2) The Business Manager shall chair the Board. The Chair shall act for the Board in its absence during summer and winter breaks.
- (3) 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 overseeing Fiscal Policy.
- (4) Further responsibilities of the Board are outlined in Fiscal Policy.



Section 4. Board on Member Organizations

- (1) The Board on Member Organizations shall be composed of seven (7) members, one (1) of which, but not more than three (3), shall be members of the Senate and the remainder shall be Students-At-Large.
- (2) The Business Manager shall chair the Board.
- (3) The Board shall review all applications for member organizations that wish to register with ASUM and/or receive ASUM funding. Member organizations meeting recognition requirements shall be recommended for approval by the Board with a simple majority vote and forwarded to the Senate to be approved by a two-thirds ($\frac{2}{3}$) majority vote. This process shall occur after the second week of Fall Semester and continue throughout the school year. Those member organizations, which were budgeted funds during the previous year, shall continue to be allowed access to these funds during the recognition process unless their recognition is suspended or revoked. Any budgeted member organization that does not register for ASUM recognition shall not be allowed access to their ASUM account funds.
 - (a) All member organizations requesting to participate in ASUM budgeting must return their fully completed recognition files to the Board by the fifth (5th) school day of the Spring Semester to be considered for budgeting. Any member organization 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.
 - (b) All member organizations 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 member organization and The University of Montana. No member organization violating the policy regarding off-campus accounts shall be allowed to register with ASUM or participate in ASUM budgeting until that member organization is in compliance with the policy.
 - (c) No member organization returning its recognition file after the first Friday of Spring Semester shall be allowed to participate in ASUM budgeting that fiscal year.
- (4) The Board shall recognize member organizations based on the following criteria: recognition forms, risk management forms, and governing documents, as well as Student Conduct Code with an emphasis on the Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation Policy in terms of membership, President and Treasurer Positions, and member organization inclusivity to all activities.
- (5) A member organization wishing to apply for recognition shall select a category they feel is most suitable as outlined in section 9.7 of Fiscal Policy. The Board may confirm the category applied for by the member organization or may change the category selected by a simple majority vote, followed by a two-thirds ($\frac{2}{3}$) majority vote of the Senate.

- (6) If the Board has evidence that a member organization 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 member organization specifying reasons for the warning and the corrective steps that must be taken within a period of no more than four (4) academic weeks. The member organization shall have the opportunity within one (1) academic week to schedule an informal hearing with the Board. If the member organization acts, this hearing must take place within two (2) academic weeks of the member organization's receipt of the notice. If the member organization fails to act, then they forfeit the right to participate in this procedure. These procedures and timelines are intended to occur during the Fall and Spring semesters.
- (7) For any member organization that the Board has determined should have its recognition revoked, there shall be an appeals process. The process shall be as follows:
 - (a) The member organization shall be given a hearing by the Board within one (1) week of the notice of impending loss of ASUM recognition as stipulated in the prior section.
 - (b) After the hearing, if the Board votes to derecognize the member organization, the case shall be forwarded to the Senate during the Business Manager's report and the member organization shall be given time to present its case during the Senate meeting.
 - (c) The Senate, by a two-thirds ($\frac{2}{3}$) majority vote, shall have the opportunity to overturn the Board's recommendation to remove group recognition.
- (8) 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 member organizations are composed of ASUM members. Since ASUM recognized member organizations receive access to various University facilities and have the ability to apply for ASUM funding, verification of membership for ASUM member organizations is required. Any member organization not providing a list of membership shall not be recognized by ASUM.
- (9) Any member organization seeking ASUM recognition that desires the confidentiality of its membership must apply to the Board for confidentiality approval. The application should contain an explanation of the member organization's purpose and the need for confidentiality. If the Board approves the request, the member organization must accomplish the following:
 - (a) A copy of a membership list must be provided to the Office Manager. This list must be kept confidential.
 - (b) The Office Manager shall confirm that the membership list is composed of at least 10 eligible members. Upon confirmation, the Office Manager shall store the list and keep it confidential.
- (10) Presentation of a falsified list of member organization's members to an advisor, the Office Manager, 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. For the purposes of this section, a member of a member



organization shall be defined as a student paying the ASUM Activity fee that attends at least one (1) meeting or event of the member organization.

- (11) If the Board receives evidence that a member organization leader failed to meet the requirements outlined above, the Board may act to remove said leader from holding the position of President or Treasurer by a simple majority vote. The Board's decision shall then be forwarded to the floor of the Senate within the Business Manager's report for general discussion. During this appeal, the member organization leader shall be given the opportunity to advocate for a reversal of their removal. At that point, the Senate may accept the results given by the Board or vote to overturn the Board's decision with by a two-thirds ($\frac{2}{3}$) majority vote. During these proceedings, the Business Manager may exercise discretion to enter a closed session to protect the identity of the member organization leader involved in accordance with Montana Code Annotated § 2-3-203.
- (12) All member organizations must have a minimum of ten (10) members in order to be eligible for recognition. One hundred percent (100%) of members in all member organizations must be ASUM members. Any member organization not in compliance with this are prohibited from being recognized.
 - (a) The only exception to this policy is for distance learners. Students that are distance learners are allowed to be members of a member organization but are prohibited from holding the position of President or Treasurer.
- (13) Each member organization 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

- (1) The Constitutional Review Board shall be composed of five (5) students, none of whom may be members of the 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 President shall appoint the Chair and members of the Board to be approved by a two-thirds ($\frac{2}{3}$) majority vote of the Senate.
- (2) The Board shall be responsible for recommending amendments to the Constitution, as well as interpreting its meaning. The Board shall be the final arbiter of any controversies concerning the Constitution or Bylaws.
- (3) There shall be a proponent and an opponent representative to argue their respective sides. The opponent shall be the author of the call for the Board. The proponent shall 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 President shall choose from any supporters who apply, taking into account the wishes of the majority of the proponent's members.



- (4) The Board shall be open to all members until the Board adjourns for deliberation.
- (5) Deliberation of the Board shall be open only to the Board members, the appointed ex-officio attorney(s), and the President or their appointee.
- (6) Once a member has called for a Constitutional Review, the President shall have up to fifteen (15) working days to identify and call to order a Constitutional Review Board.
- (7) Public comment for the Board proceeding shall occur before formal arguments for either side is made. The Chair may place restrictions on public comment and must make public such restrictions within twenty-four (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 President no later than twenty-four (24) hours prior to the Board's convening or it shall not be considered, nor recorded.
- (8) All items intended to be submitted and used for evidence before the Board shall be disclosed and submitted to the President or their appointed representative within forty-eight (48) hours of the Board's convening. Upon receipt, the President shall make evidence available to the opposing parties.
- (9) All evidence used in the Board shall be considered public and made available to the public by 5:00 p.m. upon the fifteenth (15th) working day, starting the first working day after the Board's convening.
- (10) Upon the determination of the Board, witnesses may be called and approved by a four-fifths ($\frac{4}{5}$) vote of the Board's membership. Witnesses are considered evidence and shall be placed under disclosure guidelines.
- (11) Decision by the Board shall be rendered to the President and the appointed legal counsel by 5:00 p.m. on the fifth (5th) working day following the hearing. Upon receipt, the President shall make the decision public and direct the decision be placed in official governing documents.

Section 6. Elections Committee

- (1) 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, and four (4) shall be Students-at-Large.
- (2) A Student-At-Large shall chair the Committee.
- (3) The 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 referenda. In addition, the Committee



shall conduct special elections as required. The Committee shall be conducted according to the rules contained in the current edition of Robert's Rules of Order.

- (4) No member of the Committee shall be seeking an elected position within ASUM.
- (5) No member of the Committee may be an actively serving member of any organization or member organization that has put forth a ballot referendum as determined by a simple majority vote of the Senate.
- (6) Elections procedures shall be enumerated in Article V of these Bylaws.
- (7) The Senate, by a two-thirds ($\frac{2}{3}$) majority vote, shall have the opportunity to overturn a recommendation of the Committee.

Section 7. Interview Committee

- (1) The Interview Committee shall be composed of seven (7) voting members, of which five (5) shall be Senators and the remaining two (2) shall be Senators and/or students-at-large at the discretion of the Vice President.
- (2) A Senator shall chair the Committee.
- (3) The Chair of the Committee shall act as a neutral facilitator throughout the interview process.
- (4) The Committee shall be responsible for interviewing and recommending individuals to the President for positions within ASUM. This may include, but is not limited to, vacant Senate seats, Student Regent Nominees, the ASUM Lobbyist, and the Student Political Action Director.
- (5) The President may request the Committee to convene to interview and recommend any other positions within ASUM except classified staff.
- (6) The President and the Chair of the Committee shall be required to meet following the conclusion of the interviewing process and disclose the reasoning behind both their recommendations.
- (7) All applications shall be sent to the Secretary. The Secretary shall forward all applications to the Chair of the Committee.
- (8) The Committee shall vote by a simple majority to advance an application to an interview. The Committee shall vote by a simple majority after an interview to forward the application to the President for confirmation.



- (9) The Committee shall process all Senator and Student-At-Large applications within fifteen (15) days of submission. Extensions shall be granted at the discretion of the Chair, with written notice to the President. This does not include Student Regent Nominees, the ASUM Lobbyist, the Student Political Action Director, or other similarly appointed or interviewed positions.
- (10) The Committee shall convene at the beginning of the academic year, prior to holding any interviews, to compile a list of questions to ask during Senator and Student-At-Large interviews. There shall be a minimum of eight (8) questions. At least four (4) of the questions shall pertain to subjects of diversity, equity, and inclusion. These questions shall be reviewed and amended as needed at the beginning of the Spring semester.

Section 8. Publications Board

- (1) The Publications Board shall be composed of seven (7) voting members, of which one (1) shall be a Senator, two (2) shall be Student-At-Large positions, and four (4) shall include the Kaimin Editor, the Kaimin Business Manager, the Kaimin Faculty Advisor, and a faculty member appointed by the Office of the Provost. The Accountant shall serve as an ex-officio, non-voting member on the Board.
- (2) The Business Manager shall chair the Board.
- (3) The Board shall be responsible for appointing the Editor and Business Manager of the Montana Kaimin.
- (4) The Board shall oversee the general operations of ASUM-funded Kaimin publications, without infringing on First Amendment rights.
- (5) The Board, upon request to the Montana Kaimin Business Manager, shall review the financial budget(s) of the Montana Kaimin operations. The Board shall conduct a financial review at least once a month during the academic year.

Section 9. Student Political Action Committee

- (1) The Student Political Action Committee shall be structured and operated differently during legislative and non-legislative years.
- (2) Non-legislative years:
 - (a) During non-legislative years, the Committee may be suspended for one (1) year upon a four-fifths (4/5) majority vote of the Senate.
 - (b) The Committee shall consist of fourteen (14) members, of whom five (5) shall be members of the Senate and eight (8) shall be comprised of students-at-large and/or Senators. The Student Political Action Director shall serve as an ex-officio, non-voting member on the Committee.



- (c) A Senator shall chair the Committee.
 - (d) The Chair of the Committee shall present a plan of identified political issues and at least one (1) campaign per semester, mandated to be conducted during their term.
- (3) Legislative years:
- (a) The Committee shall consist of eleven (11) members, of whom five (5) shall be members of the Senate and five (5) shall be comprised of students-at-large. The Student Political Action Director shall serve as an ex-officio, non-voting member on the Committee.
 - (b) A Senator shall chair the Committee.
 - (c) The Committee may not be suspended during a legislative year.
 - (d) The Student Political Action Director and the ASUM Lobbyist shall be appointed by the President and approved by the Senate by a two-thirds ($\frac{2}{3}$) majority vote.
 - (e) The Committee shall serve as an advisory Board to the Student Political Action Director, providing guidance and supervision.
 - (f) The Student Political Action Director and/or the Chair shall receive a weekly written report from the lobbyist including details such as bill and hearing statuses, and relevant legislators to each bill.
 - (g) The Committee shall hold a meeting with the ASUM Lobbyist weekly for an update.
 - (h) The Student Political Action Director and/or the Chair shall monitor potential bills two (2) months prior to the session, and throughout the session. During the session, the Student Political Action Director and/or the Chair shall check regularly for new bills that may fall within the legislative agenda.
 - (i) The Student Political Action Director and/or the Chair shall inform the ASUM Lobbyist of bills to pursue as soon as they are approved by the Committee.
 - (j) The Committee shall help organize one (1) Lobby Day throughout the session.
 - (k) The Committee shall be responsible for grassroots organizing on campus and in the community for bills within the legislative priorities.
- (4) The Committee, by a simple majority vote, and confirmed by a two-thirds ($\frac{2}{3}$) majority 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 shall be reappointed at the beginning of every semester. The duties of the City Council Liaison shall include, but are not limited to, attending one (1) City Council meeting a month reporting to Senate during committee reports at least once a month.

Section 10. Radio Board

- (1) The Radio Board shall be composed of nine (9) members, seven (7) of which are voting members consisting 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), a Senator, and the Director of the Broadcast Media Center, or designee. The Accountant and KBGA Advisor shall sit as ex-officio, non-voting members of the Board.



- (2) The Business Manager shall chair the Board.
- (3) 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 Senate for approval.
- (4) 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 of KBGA shall submit the budget to the Senate for approval.

Section 11. Sports Club Union

- (1) The Sports Club Union shall be composed of the competitive sports clubs that have received recognition from ASUM as a member organization and have been approved for admission into the Sports Club Union.
- (2) The Sports Club Union shall have an Executive Board composed of one (1) voting member selected by each club as a representative, four (4) of which shall be elected as President, Vice President, Treasurer, and Secretary.
- (3) ASUM shall appoint one (1) Senator to serve as the ASUM Liaison to the Sports Club Union. The Business manager shall serve as an ex-officio member of the Executive Board.
- (4) The Sports Club Union Executive Board, in coordination with the President, shall be responsible for hiring a Sports Club Union Coordinator each Fiscal Year. The Sports Club Unions Coordinator position shall first be offered to the incoming Sports Club Union President. Should the incoming Sports Club Union President decline the position, then the Executive Board shall be responsible for hiring another individual for the position. The duties of the Sports Club Union Coordinator shall be outlined in Fiscal Policy and shall report directly to the President.
- (5) The Board shall oversee the operation of the Sports Club Union. The Board shall be responsible for applying for funding to the Senate during Final Budgeting. Each member organization shall be responsible for maintaining direct contact with the Board regarding activities, coaching, fund-raising efforts and safety, and submitting line-item requests for preliminary approval and assessment by the Board.
- (6) The ASUM Liaison to the Sports Club Union is responsible for providing a committee report to the Senate meeting following a meeting of the Sports Organization Union.



- (7) The Sports Club Union Secretary shall be responsible for taking minutes for the Union meetings. These minutes shall be sent to the Secretary to upload to the ASUM Website.
- (8) The Sports Club Union shall additionally be governed by its own set of bylaws, when not contrary to ASUM governing documents.

Section 12. Student Music Union

- (1) The Student Music Union shall be composed of all recognized music member organizations that have been approved for admission into the Student Music Union by a simple majority vote of the Student Music Union Executive Board. Each member organization shall have an elected President and Treasurer to represent them in the Union.
- (2) ASUM shall appoint one (1) Senator to serve on the Executive Board as the ASUM Liaison.
- (3) The Student Music Union shall consist of the Student Music Union Assembly, the Executive Board, the Presidents' Board, and any other committees deemed necessary by the Student Music Union President.
- (4) The Executive Board:
 - (a) Shall be responsible for overseeing the activities of its member organizations, and keeping relations with ASUM, the University, and the Missoula community;
 - (b) Shall apply to the Senate directly for funding on behalf of the members of the Union; and
 - (c) Shall be composed of:
 - i. The Student Music Union President, Vice President, Treasurer, Secretary, and President-Elect as elected by the Assembly;
 - ii. One (1) Senator, who shall serve as the ASUM Liaison to the Student Music Union as the chair of the Executive Board. The ASUM Liaison is responsible for providing a committee report to the Senate meeting following a meeting of the Executive Board; and
 - iii. The Business Manager, who shall serve as an ex-officio, non-voting member.
 - (d) The Senator-Liaison and President-Elect shall serve as non-voting members.
 - (e) The Student Music Union Secretary shall be responsible for taking minutes for the Executive Board meetings.
- (5) The Student Music Union shall be additionally governed by the Student Music Union Constitution when not contrary to ASUM governing documents.

Section 13. Bitterroot-Missoula College Affairs Committee

- (1) The Missoula College and Bitterroot College Affairs Committee shall be composed of seven (7) voting members, at least one (1) of which shall be a Senator and at least two (2) of which



shall be students at-large from either the Missoula College, Missoula College-West Campus, or Bitterroot College. Any student may be a non-voting advisory member of the Committee.

- (2) A Missoula College, Missoula College-West Campus, or Bitterroot College Student-At-Large or a Senator shall chair the Committee.
- (3) The Committee shall be structured so that Missoula College, Missoula College-West Campus, and Bitterroot College students-at-large shall maintain majority of voting membership.
- (4) The Committee shall be responsible for activities occurring on Missoula College, Missoula College-West Campus, and Bitterroot College campuses pertaining to ASUM.
- (5) The Committee shall review the ASUM governing documents and recommend changes as necessary to meet the representation needs of students attending the Missoula College, Missoula College-West Campus, and Bitterroot College.
- (6) The Committee shall meet on either the Missoula College or Bitterroot College campus.
- (7) The Committee chair shall be responsible for finding one (1) senator to table once a semester at Missoula College for the purpose of increasing student knowledge of ASUM to students who attend Missoula or Bitterroot College.

Section 14. Sustainability Board

- (1) The Board shall be composed of nine (9) voting members, of which three (3) shall be Senators, three (3) shall be students-at-large, and three (3) shall be either Senators or student-at-large receiving priority. The Director of the ASUM Sustainability Center shall serve a non-voting member of the Board.
- (2) A Senator and the Sustainability Coordinator shall co-chair the Board.
- (3) The Board shall ensure that student interests are considered in the ASUM Sustainability Center's priorities, advocate for sustainability policies and interests, and hold stakeholders on passed resolutions regarding sustainability accountable by following up.
- (4) Duties and functions of the Board shall include:
 - (a) Ensure that student interests are considered in creating policies and projects within the ASUM Sustainability Center by helping the Sustainability Coordinator decide on these matters;
 - (b) Act as a liaison between Senate and the ASUM Sustainability Coordinator to communicate sustainability interests;
 - (c) Advocate for sustainability interests generated from the Committee to the Senate where appropriate;
 - (d) Draft resolutions pertaining to sustainability needs and advocacy, follow up on previously written resolutions, and hold stakeholders accountable.



Section 15. Marketing and Outreach Committee

- (1) The Marketing and Outreach Committee shall be composed of eight (8) voting members of which five (5) shall be Senators, and three (3) shall be students-at-large. The Marketing and Outreach Director shall serve on the Committee as an ex-officio, non-voting member.
- (2) A Senator shall chair the Committee, and may act for the Committee in its absence, subject to its review.
- (3) The Committee shall be charged with increasing the student body's awareness of ASUM, making ASUM legislation public knowledge, marketing ASUM events, and communicating with the student body to garner public opinion on different matters. Mediums for marketing and outreach to accomplish this charge include but are not limited to: the ASUM Website, ASUM Social Media, the Kaimin, KGBA, and on-campus events.
 - (a) The Committee chair shall be responsible for finding one (1) senator to table at least once every other week in the University Center or another appropriate main campus area for the purpose of advertising relevant ASUM events and increasing knowledge about ASUM to the student body. House
- (4) The Committee shall be responsible for education and outreach pertaining to ASUM and its agencies. Duties and functions of the Committee shall include:
 - (a) Working on unbiased projects, ideas, or campaigns, intended to increase student involvement in ASUM government and any particular issue(s) pertaining to ASUM.
 - (b) Overseeing the ASUM website by charging the Marketing and Outreach Director with updating, adding, and/or removing content to the website when deemed necessary by the Committee.
 - (c) Charging the Marketing and Outreach Director with maintaining ASUM's public appearance through all appropriate outreach platforms.
 - (d) Facilitating public events on campus that are designed to inform and educate students about ASUM and items relating to it.
 - (e) Assisting the Elections Committee with marketing the ASUM elections to the student body.
 - (f) Meeting with ASUM agency directors to discuss how the Committee may assist their agency in marketing and outreach efforts.
 - (g) Offering a continuous stream of information about ASUM developments and information to the student body.
- (5) The Committee shall develop a budget for the following year to be presented to the Executives before Final Budgeting begins. This budget request shall be clearly delineated in the ASUM Administration budget request for final budgeting and shall include continuous funding for the Marketing and Outreach Director.

Section 16. Kless Sustainability Fund



- (1) The Kless Sustainability Fund Committee shall be composed of ten (10) voting members, of which two (2) shall be members of the Senate, five (5) shall be students-at-large, one (1) shall be a representative from Facilities Services, one (1) shall be a faculty member from the Environmental Studies department, and one (1) shall be a faculty member from the Missoula College. A representative from the Office of the Vice President of Administration and Finance shall serve as a non-voting member. Sub-committees shall be created as deemed necessary by the Committee with members from the Kless Sustainability Fund Committee.
- (2) The ASUM Sustainability Coordinator shall chair the Committee.
- (3) Duties and functions of the Committee shall include:
 - (a) Review project applications and determine allocation of funds;
 - (b) Provide feedback for all project applications;
 - (c) Develop and distribute a request for proposals at least twice a year;
 - (d) Actively solicit project proposals, i.e., conduct outreach and assist applicants in preparing fundable proposals;
 - (e) Build financial resources and campus support for the fund through methods in addition to lock-in fees;
 - (f) Develop campus and local partnerships and increase community awareness of Kless Sustainability Fund;
 - (g) Coordinate with University Administration, Student Affairs, Facility Services, Auxiliary Buildings Managers, and Academic Departments; and
 - (h) Any other duties as determined and implemented by the Committee with a simple majority vote.
- (4) The Kless Sustainability Fund Committee shall present to the Senate once each semester to inform the Senate of the projects approved by the Committee and of the current state of the Kless Sustainability Fund budget.
- (5) Funds from Kless Sustainability Fund are allocated from eighty-seven and one-half percent (87.5%) of the Sustainability Fee. The Committee shall have complete oversight over the allocations of this money with support from the Office of the Vice President of Administration and Finance. Neither the Business Manager nor the Board on Budget and Finance shall have any oversight over the allocation of Kless Sustainability Fund Funds.
- (6) The ASUM Sustainability Coordinator, in coordination with the Committee, shall present a full evaluation and a specific five (5) year strategic plan to address identified student needs every five (5) years.

Section 17. Research and Creative Scholarship Committee

- (1) The Research and Creative Scholarship Committee shall be composed of twelve (12) voting members, of which two (2) shall be members of the Senate, three (3) shall be undergraduate students-at-large selected by the Senate, one (1) shall be a graduate Student-At-Large



selected by the Senate, three (3) shall be graduate students-at large selected by the Office of Research and Creative Scholarship/The Graduate School, and three (3) shall be either faculty or staff selected by the Office of the Provost. The Director of Scholarships from the Financial Aid Office shall sit as an ex-officio non-voting member of the Committee, to assist in determining the appropriate distributing unit for each recipient.

- (2) The Committee shall be chaired by the Research and Creative Scholarship Fund Director, or the Business Manager if the Executives opt to not hire a Director during a fiscal year.
- (3) The Committee shall be responsible for oversight, management, and allocation of the Research and Creative Scholarship Fund.
- (4) The Research and Creative Scholarship Office and the Office of the President 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 fifty percent (50%) of the total joint fund for allocation during Spring semester.
- (5) The Committee shall convene at least once each 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 Director, or the Business Manager, to ensure that the allocation of all funds match the Committee's approved awards
- (6) The Committee shall convene 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 18. Graduate and Professional Student Committee

- (1) The Graduate and Professional Student Committee shall be composed of eight (8) voting members, of which two (2) shall be Senators, two (2) shall be students-at-large selected by ASUM, and four (4) shall be selected by the leadership of the Graduate and Professional Student Association within the University of Montana Graduate School.
- (2) In addition to these eight (8) voting members, the Committee shall be co-chaired by a Senator and a Student-At-Large selected by the leadership of the Graduate and Professional Student Association. The Co-Chairs shall preside at all meetings of the Committee and shall be non-voting members.
- (3) In the case of a tied vote, the matter of business automatically fails. The Co-Chairs may not vote under any circumstances.



- (4) The Graduate and Professional Student Committee shall be responsible for coordinating advocacy regarding graduate student issues, reporting weekly to the 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 Senate.
- (5) The Graduate and Professional Student Committee's work shall not supersede ASUM's role as the official representative body for all University of Montana students, and shall not supersede the President's role as the primary representative and spokesperson for ASUM and its student body members.

Section 19. Diversity, Equity, and Inclusion Committee

- (1) The Diversity, Equity, and Inclusion Committee shall be composed of twelve (12) voting members, four (4) of which shall be Senators and eight (8) of which shall be students-at-large.
- (2) A Student-at-Large and/or Senator shall chair the Committee.
- (3) The Student-at-Large seats on the Committee are to be filled from members of the following Member Organizations:
 - (a) Associated Disabled Students of the University of Montana;
 - (b) Black Student Union;
 - (c) Latiné Student Union;
 - (d) Pacific Islanders Club;
 - (e) International Student Association;
 - (f) Kyiyo Native American Student Association;
 - (g) Women's Resource Center;
 - (h) Lambda Alliance;
 - (i) UTOPIA Montana; or
 - (j) One Persons.
- (4) The Committee shall reserve four (4) ex-officio seats, one (1) of which shall be for the University of Montana Director of Inclusive Excellence, one (1) of which shall be for the director of the S.E.A. Change Initiative, one (1) of which shall be for the director of the Student Advocacy Resource Center, and one (1) of which shall be for a co-chair of the Diversity Advisory Council.
- (5) The Duties and Functions of the Committee shall include:
 - (a) Drafting an annual strategic plan aimed at progressing diversity, equity, and inclusion in ASUM's agencies and Senate. This plan is to be presented before the Senate at the first meeting in February.
 - (b) Recommending changes to the University of Montana's administration that further develop diversity, equity, and inclusion for all students.



- (c) Recommending Anti-Bias and subsequent trainings relevant to diversity, equity, and inclusion for ASUM's agencies and the Senate.
- (d) Reviewing and recommending changes to the ASUM governing documents.
- (e) Advocating for DEI efforts of Member Organizations within ASUM.
- (f) Further serving as an opportunity for members to provide suggestions, feedback and challenge policy for diversity, equity, and inclusion efforts.

Section 20. Committee on Equitable Education

- (1) The Committee on Equitable Education shall be composed of six (6) members, two (2) of which shall be Senators, three (3) of which shall be either Senators or students-at-large at the discretion of the ASUM Vice President, and one (1) of which shall be a Graduate and Professional Student Association Senator.
- (2) The Committee on Equitable Education shall be the default committee to provide policy recommendations directed at creating a learning environment emphasizing dignity and worth, free from discrimination, harassment, and retaliation based on sex, gender, or sexual violence. The Committee on Equitable Education shall also be the default committee to review any proposed or interim policy relating to sexual violence, harassment, discrimination or retaliation, Title IX implementation, medical amnesty for survivors, interim policies, hearing procedures effecting student-survivors on campus, UM Discrimination Hearing Procedures, any/or any policy relating to equitable education of survivors of sexual violence
- (3) The Committee may recommend the conferral of the Excellence in Access to Education Award upon receiving a nomination for a worthy current or past faculty member, teaching assistant, or resident assistant.
 - (a) At any time, the Committee may call for nominations.
 - (b) The committee may accept a motion for nomination from a Committee member or accept a nomination from a community member to recognize a faculty member, teaching assistant, and/or resident assistant for exceeding best practices in accommodations and work with survivors, promoting equity, understanding, and knowledge of sexual violence and its impact on education, and/or providing safe environments that allow students to learn despite hardships caused by sexual and interpersonal violence.
 - (c) After receiving nominations, the Committee shall review each nomination and make an informal recommendation summarization of the nomination, and collect and compose the necessary documents to establish the award criteria has been met before forwarding the packet to the Executives. The packet should include the Committee's opinion on the conferral of the award.
 - (d) The Committee is not limited to a single annual award and may award more than once a year.
 - (e) The Committee is not required to open nominations each year and may award as sees fit.

- (f) Upon deciding a candidate is worthy, the Executives shall present the candidates and supporting documentation, including nomination paperwork, to the Senate.
- (g) To confer the award, the Senate must confirm the nomination by a simple majority vote.
- (h) If the Senate confirms the nomination, the Committee shall produce a summary of the recipient's qualification and the date of conferral. This information must be forwarded to the Vice President within 48 hours of conferral.
- (i) The Vice President shall notify the nominated party by letter and certificate, and provide the Committee's developed summary to Faculty Senate, Staff Senate, President's Office, the respective Department Chair, and local media sources, as recommended by the Committee.

Section 21. ASUM Basic Needs Oversight Committee

- (1) The Basic Needs Oversight Committee shall be composed of six (6) voting members, of which two (2) shall be Senators, two (2) shall be Senators or students-at-large, and two (2) shall be students-at-large. The Committee shall include the Bear Necessities Director, Food Pantry Student Coordinator, and Food Pantry AmeriCorps Vista (if applicable) as ex-officio members. The Committee may also include staff from other areas of campus including Dining, the University Center, and Missoula College as ex-officio members.
- (2) A Senator or Student-At-Large shall chair the Committee.
- (3) The Committee shall be responsible for supporting the work and mission of both the Food Pantry and the Bear Necessities Agency. This may include advocating for funding, advocating for campus policy changes in support of students experiencing basic needs insecurity, and advancing the Director and Student Coordinator on how best to accomplish the mission of each respective organization.

Article V - Elections

Section 1. Eligibility:

- (1) Members shall seek office within these guidelines:
 - (a) Any member, as defined in Article 1, Section 2 of the Constitution, is eligible to run for any office.
 - (b) 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 (4) times before the elections, including two (2) issues immediately preceding elections, special elections, and ballot referenda.



- (c) Any member as defined in Article 1, 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 candidates. Write-in candidates need not be recognized by the Elections Committee.
- (d) A non-ASUM agency or non-recognized member organization may utilize the ASUM election process to institute only an opt-in fee.
- (e) The Senate, in response to a university initiated fee, may utilize the ASUM elections process to institute or implement a dedicated student fee.

Section 2. Campaigning:

- (1) Campaigning includes, but is not limited to, scheduling appearances, lobbying a voter, posting a publication or distribution of advertisements, correspondence, and literature.
- (2) Posting signs for place-holding and publishing online campaign-related material before the start of campaigning is not permitted.
- (3) The Elections Committee shall sponsor forums or debates for Senate and Executive candidates.
- (4) 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.
- (5) 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, and in-kind contributions.
- (6) Posters may be placed on campus according to these rules:
 - (a) General Buildings: Only on appropriate postering areas.
 - (b) 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.
 - (c) University Center: Must be approved by the University Center Administration. Banners shall be allowed only inside the University Center and must be approved by whoever the University Center administration has designated to oversee University Center banner placement prior to being hung in the University Center Atrium and must be compliant with University Center 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:
 - (i) Upon attendance of the first window lottery occurring at 5:30 p.m. on the night prior to the start of campaigning, each Senate Candidate, Executive

- Candidate Team, and Referendum shall be assigned at least one (1) and no more than two (2) half-pane window areas in the University Center;
- (ii) Any panes that remain unassigned after the first window lottery shall be distributed on the days following at the discretion of the Elections Committee;
 - (iii) 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 p.m. shall be forfeited. Such panes shall be reassigned at the second window lottery;
 - (iv) The second window lottery shall take place at 5:30 p.m. on the Friday following the first window lottery;
 - (v) Any panes that remain unassigned after the second window lottery shall be distributed on the days following at the discretion of the Elections Committee:
 - 1. 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;
 - 2. shall be allowed only on the first and second floors; and
 - 3. any found in violation of any of the aforementioned guidelines shall be removed by University Center Staff and submitted to the ASUM Elections Chair.
- (d) Outdoors: There shall be no free-standing campaign publications outdoors. Publications on the oval shall be subject to University Center Event Planning Policies. Publishing campaign material is permitted on established outdoor kiosks.
- (e) No posters may be put on exterior doors of any building on campus.
- (f) 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.
- (7) Campaign expenditures, including donations, by each candidate or write-in candidate shall be limited to these amounts:
- (a) President-Vice President team: The maximum expenditure allowed is two hundred dollars (\$200), with or without a primary election.
 - (b) Business Manager: The maximum expenditure allowed is one hundred fifty dollars (\$150), with or without a primary election.
 - (c) Senators: The maximum expenditure allowed is seventy-five (\$75), with or without a primary election.
 - (d) Candidates may choose to be reimbursed for campaigning expenditures to the amount of ten dollars (\$10), dependent upon receipts following the General Elections. Expenditures exceeding ten dollars (\$10) shall be matched fifty percent (50%) by ASUM. Total ASUM contributions shall not exceed thirty-seven dollars and fifty cents (\$37.50) for Senate candidates, seventy-five dollars (\$75) for Business



- manager candidates and one hundred dollars (\$100) for President/Vice President candidates. All claimed expenditures for reimbursement must have receipts. Expenditures without receipts shall not be matched by ASUM.
- (e) 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.
 - (f) Ballot Referenda: The maximum expenditure allowed is three hundred dollars (\$300) for elections related material clearly indicating either a stated preference to vote for the initiative or against the initiative. This includes contributions from member organizations and third parties affiliated with said member organizations 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 three hundred (\$300) on a Ballot Referendum this bylaw may be waived by the recommendation of the Elections Committee and a confirmation of a simple majority vote of the Senate. If an outside group that does not fall under the jurisdiction of ASUM spends more than three hundred (\$300) on a Ballot Referendum before the Senate is able to convene then this bylaw may be waived by the recommendation of the Elections Committee.
 - (g) 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 shall 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.
 - (h) Employees or interns of a member organization 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.
 - (i) Any exceptions made to income and expense reports may only be granted by a simple 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.

- (8) 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 one-and-a-half (1.5) weeks prior to the General Election. Write-in candidates may turn in expense reports by 5:00 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 5:00 p.m.. on the business day immediately following the announcement of the election results. Candidate expenditures shall be made public by the 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 ($\frac{2}{3}$) majority vote of the Senate, if expenditures are filed late or if total expenditures exceed the limits outlined in Article 5, Section 7 of the Bylaws.
- (9) Candidates may not align to combine campaign expenditures and efforts by forming parties or slates. Any effort to do so shall result in sanctions according to Article 5, Section 7.D of these Bylaws.
- (10) No ASUM sponsored organization shall be allowed to finance the campaign of any candidate, nor may any individual finance the campaign of a candidate in the name of an ASUM-sponsored organization.
- (11) The buying of votes with money, gifts, or alcohol is prohibited.
- (12) Candidates may only receive endorsements for their campaigns from individual members. Individuals endorsing candidates may not speak on behalf of any third-party organizations, including but not limited to, ASUM member organizations, fraternities and sororities, academic departments, UM sports teams, social media pages or groups that do not clearly represent an individual member, 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.
- (13) 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.
- (14) The 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 may 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.

- (15) Any campaign for the passage or defeat of a ballot referendum must be approved by a two-thirds ($\frac{2}{3}$) majority vote of the Senate.
- (16) 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.
- (17) 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 3. Elections:

- (1) The Elections Committee shall adhere to the following procedures:
 - (a) The online polls for the General Election shall open at 12:01 a.m. Wednesday until 8:00 p.m. Thursday, according to the Election schedule according to ASUM Bylaws, Section 7. Polls for a primary election shall be open for at least one (1) day, a Wednesday, for twenty-four (24) 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 shall 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.
 - (b) In the case of any administrative or technical errors occurring with online voting, the system shall be re-started as soon as humanly possible, and any votes cast prior shall be nullified. Voting shall continue at the schedule according to Article 5, Section 4.A-1 of the ASUM Bylaws.
 - (c) A primary election shall only be held for each Executive position having more than two (2) candidates. If a primary election is held, the two (2) candidates for each position with the highest number of primary votes shall enter the General Election.
 - (d) The ballots for a primary election shall consist of the names of the candidates for the two (2) Executive races consisting of more than two (2) candidates or teams of candidates.
 - (e) 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).



- (f) 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 senate candidates to be seated on the body next academic year in accordance with Article 4, Section 1 of the Constitution.
- (g) Polling/Voting stations may be established at the discretion of the Elections Committee, and must be staffed by Elections Committee members or by Senators not affiliated with a candidate campaign.

Section 4. Counting:

- (1) 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.
- (2) Write-in votes do not need to be spelled correctly if the intent of the voter is clear.
- (3) Any improperly completed ballot, as decided upon by the Elections Committee, shall not be accepted.
- (4) 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.
- (5) 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.
- (6) 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.
- (7) A plurality of the total ballots properly cast for all eligible Executive candidates for a given position shall be required to elect any candidate.
- (8) 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.
- (9) 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 5. Suspension of Candidacy:



- (1) 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 ($\frac{2}{3}$) majority vote of the Senate. This rule may not be suspended.
- (2) Any Candidate seeking an office within ASUM, who is knowingly endorsed by an ASUM-recognized member organization or third party shall be suspended from the elections process.
- (3) Any candidate or candidate team seeking an office within ASUM, who claims to be unknowingly endorsed by an ASUM-recognized member organization or third party shall be brought before the Elections Committee, who shall then recommend a course of action, which the Senate must approve with a two-thirds ($\frac{2}{3}$) majority vote.

Section 6. Grievances:

- (1) 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 9:00 a.m. of the second business day following the election results being published.
- (2) 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 ($\frac{2}{3}$) majority vote.
- (3) 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 ($\frac{2}{3}$) majority vote of the Senate
- (4) 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 ($\frac{2}{3}$) majority vote of the Senate.

Section 7. Calendar:

- (1) Deadlines and dates shall follow the below schedule, which the Elections Committee may alter as necessary:
 - (a) Registration forms will be made available Monday, six (6) weeks prior to the General Election;
 - (b) Informational meeting(s) will be held five (5) weeks prior to General Election;
 - (c) The first University Center window lottery will be held the Sunday night prior to the beginning of campaigning, three (3) weeks prior to General Election;
 - (d) Campaigning begins Monday, three (3) weeks prior to General Election;

- (e) The second University Center window lottery will be held Friday following the beginning of campaigning, two-and-a-half (2.5) weeks prior to General Election;
- (f) The finalization of ballots will occur on Thursday, the week prior to General Election;
- (g) Campaign expense reports are due Monday, one-and-a-half (1.5) weeks prior to General Election;
- (h) Senate and Executive candidate forums/debates will be held at least one (1) week prior to General Election; and
- (i) The General Election: Wednesday-Thursday, weeks prior to the week of final exams.

Section 8. Special Elections:

- (1) For a special election, polls shall be opened online as per Section 4.A of Elections Bylaws.
- (2) All students who are registered for one (1) credit or more are allowed to vote in any ASUM election.
- (3) 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.
- (4) Write-in votes do not need to be spelled correctly if the intent of the voter is clear.
- (5) Election results shall be submitted to the Montana Kaimin for publication immediately following the election.
- (6) All grievance procedures for special elections shall be identical to the grievance procedures for General Elections.
- (7) The necessity for a special election shall be determined by the Senate with a two-thirds ($\frac{2}{3}$) majority vote, except as provided for in Article 5, Section 5.F of ASUM Bylaws.

Section 9. Transition of Executives.

- (1) The day following the verification of the ASUM elections, the Executives still holding office shall start a transition period with the newly elected ASUM members who shall assume the executive offices.
- (2) The transition period shall involve the following activities, but is not limited to them: (All items must involve both the outgoing and incoming Executives)
 - (a) Office equipment use;
 - (b) Meeting with all Agency directors and classified staff;
 - (c) A discussion and possible outline of pending issues not completed by the outgoing Executive;
 - (d) A discussion of future plans of the incoming Executive;
 - (e) Meeting with Administrators; and



- (f) Meeting with ASUM faculty advisors.
- (3) The time that is spent during the transition shall be written and reported to the ASUM Office Manager. Ten (10) of the twenty (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 10. Referenda

- (1) All student-generated referenda language shall be examined by the Relations and Affairs Committee prior to the collection of signatures, and at a date no later than six (6) weeks prior to the General Election.
- (2) 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.
- (3) 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.
- (4) The Elections Committee shall choose a title for each referendum item to be displayed on the online ballot without consultation with the organization or member organization putting forth the referendum item. This title must accurately represent the intent of the referendum item and be free of persuasive and misleading language. Member organizations and organizations putting forth a ballot referendum must be notified of this title by the Friday twelve (12) days before the beginning of the General Election. Member organizations and organizations have the opportunity to appeal this title in writing by the following Tuesday at 5:00 p.m.. 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 two-thirds ($\frac{2}{3}$) majority vote.

Section 11. Reserved Seats

- (1) 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.
- (2) 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.



- (3) Candidates running for the Missoula College Student seat must be enrolled in the Missoula College for the year following the election.

Article VI - Code of Ethics

Section 1. Duties and Expectations

- (1) The following expectations apply to all active Senators and Executives. Senators and Executives shall:
 - (a) Execute the duties of their position as outlined in the Constitution and these Bylaws
 - (b) Always act in the best interests of all students attending the University of Montana, Missoula College and/or Bitterroot College.
 - (c) Retain the self-awareness to separate themselves from potential bias in order to represent all students regardless of race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideals, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, sexual orientation, or portion of the student population.
 - (d) Maintain a zero-tolerance policy towards hazing to commit to the wellbeing of all UM students.
 - (e) Uphold their Oath of Office, the Governing Documents of ASUM, and this Code in conjunction with the Student Conduct Code, as well as State and Federal Law.
 - (f) Not represent the procedures of ASUM in a misleading or ignorant way to constituents or the press. The exercise of free speech in relation to ASUM is recognized; in exercising free speech, those procedures by which policy is enacted or created must be understood and capably illustrated by Senators and Executives.
 - (g) Be good stewards of their time through punctuality in committees, Senate meetings, and their assigned office hours. They must expect that ASUM activities shall likely take up time outside of their University activities. Senators must also recognize when they are overwhelmed so that they may request a workload fitting for their situation.
 - (h) Not seek out special benefits as a result of their position, nor should they accept Gifts that may be related to their position or seen as influencing their decisions as a Senator or Executive. Examples of Gifts include but are not limited to: Monetary awards, performances or entertainment that is not reimbursed, and material items or food costing any amount.
 - (i) Conduct themselves in a professional manner when interacting as a representative of ASUM.

Section 2. Non-Discrimination

- (1) The ASUM is charged with representing and respecting all students, regardless of race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideals, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation in compliance with federal, state, and local non-discrimination ordinances and the University of Montana Student Code of Conduct. As such, neither membership nor participation in ASUM sanctioned affairs shall be barred to any student on the basis of protected class.

Section 3. Conflicts of Interest

- (1) All Senators and Executives are expected to maintain and uphold ethical values as laid out in the Code with regards to all funding and financial votes. The elected officials of ASUM are expected to abstain from all votes when a conflict of interest arises. Instances when an elected official is required to abstain from voting due to a conflict of interest may include but are not limited to:
 - (a) A member must abstain on all votes regarding funding and recognition of member organizations of which they are currently a member.
 - (b) If a member is employed by an agency, they are expected to remove themselves from the respective agency's oversight board unless they are in an ex-officio position.
 - (c) If a member is employed by an agency, they must abstain from all financial votes on that agency which are in conflict with the member's job.
 - (d) A member cannot vote on their pay or hours for a position they are seeking during the next academic year.

Section 4. Enforcement

- (1) Due Process:
 - (a) The President shall appoint membership to a standing Ethics Violation Review Board to be approved by a two-thirds ($\frac{2}{3}$) majority vote of the Senate. The Board shall be composed as follows:
 - i. The Board shall be composed of five (5) students, none of whom may be members of the Senate. The President has the option to appoint up to two (2) ex-officio attorneys to be selected from ASUM Legal and/or The University of Montana Office of Legal Counsel, upon consent from their office. The Board shall be chaired by one (1) of the five (5) students appointed.
 - (b) The Board shall convene upon notification of a potential violation. Notifications may come from members of the Association, members of the Senate, or Executives. Notifications shall be sent to the Chair who shall have contact information publicly available. Violations must come in the form of a motion confirmed by the Board.
 - (c) The Board shall hold a hearing within one (1) week of the initial notification. Prior to the Board having a hearing, the complainant and respondent shall submit all evidence to the Chair. The Chair shall then distribute the evidence to Board members at which point, members may request further information from either party through the Chair. Additionally, both parties shall email the name of witnesses they wish to bring to the hearing to the Chair. The Chair must be notified of all witnesses being brought by both parties twenty-four (24) hours in advance of the hearing. On the day of the hearing, the Board shall decide a standard of evidence and outline the structure of the hearing. This, in addition to the hearing portion, shall be done in an open session. The hearing shall include a clear presentation of the exact violation alleged and for the accused to respond to allegations against them in some manner. The Chair shall have the authority to limit the duration of each party's statements in addition to enforcing decorum standards. Upon the determination of the Board, witnesses may be called and approved by ($\frac{4}{5}$) vote of the Board's membership. Witnesses are considered evidence and shall be placed under disclosure guidelines. After the conclusion of statements and questioning, the Board shall go into an

Executive Session. If the Board feels there is insufficient evidence to charge the respondent with an Ethics violation, the Board shall craft a committee report asserting no Ethics violation had been committed. If the Board feels an Ethics violation has occurred and is determined to have happened within the evidentiary standard set by Board members before the hearing, they shall craft a committee report asserting there was an Ethics violation. From there, the Board shall delineate the alleged violation and recommend an appropriate sanction as enumerated in Article VII, Section 5, Paragraph C of the Bylaws. The opinion shall be forwarded to the Senate for consideration during the next Senate meeting.

- (d) The Senate, by a two-thirds ($\frac{2}{3}$) majority vote, shall have the opportunity to overturn the results of the hearing. The accused shall have the opportunity to speak before the Senate votes during public comment. If the recommendation is not overturned then it shall proceed as set by the Board.
 - (e) The Board shall only convene at a time and place that the accused is present and available to answer questions and respond to information in the meeting. The accused may waive this.
- (2) Categories of Violations:
- (a) Base Code of Ethics
 - (b) Student Conduct Code
 - (c) State/Federal Crime
- (3) Categories of Discipline:
- (a) Private Censure – The minimum enforcement of a confirmed violation. Acknowledgement of an occurred violation.
 - (b) Public Censure – Public acknowledgement of the occurrence of the violation including but not limited to physical materials posted in the ASUM office or digital materials posted on the ASUM Website or ASUM Social Media. Acknowledgement may include but is not limited to: a written/verbal apology from the accused, a chronological account of events, or a statement from the ASUM leadership on the violation. The public acknowledgement must remain for a specified amount of time.
 - (c) Removal from Committee Assignments – The accused shall be removed from certain committees to be delineated by the Board. The accused shall not sit on the committee they are removed from for a specified amount of time.
 - (d) Suspension of Voting Privileges – For a specified amount of time, the accused shall not vote on any item in a committee and/or Senate meeting. The Board may delineate an exception for Unanimous Consent.
 - (e) Suspension From Duties – For a specified amount of time, the accused shall be suspended from voting, speaking, motioning, action on motioning, and forwarding of New Business in committee and/or Senate meetings. The accused is still required to attend committee and/or Senate meetings.
 - (f) Impeachment – If not overturned by the Senate, immediately after the Senate hears the results of the hearing the accused shall be up for impeachment.

Article VII – Definitions

Section 1. Definitions

- (1) "Accountant" means the ASUM Accountant.



- (2) "Accused" means ASUM Member alleged to have violated the Code of Ethics.
- (3) "Activity Fee" means the fee 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.
- (4) "Agency" or "Agencies" means the ASUM organizations funded by the ASUM Activity Fee that provide resources for students.
- (5) "ASUM" means the Associated Students of The University of Montana. ASUM is the representative body of the members of the Association, organized exclusively for educational and non-profit purposes. The primary responsibility of the Association is to serve as an advocate for the general welfare of the students.
- (6) "Being Convicted" means being found guilty by a judicial officer or a legally constituted jury in an adjudicative proceeding, pleading guilty, pleading nolo contendere, pleading guilty via an Alford plea, or accepting guilt or responsibility via any type of plea bargain.
- (7) "Business Manager" means the ASUM Business Manager.
- (8) "Bylaws" means the ASUM Bylaws.
- (9) "Campaigning" refers to any activity which promotes the candidacy of one (1) 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.
- (10) "Candidate" means a student, recognized by the Elections Committee as seeking an ASUM office.
- (11) "Conflict of Interest" means the conflict that occurs when a Senator or Executive cannot vote objectively because of a clash between personal interests and professional duties or responsibilities.
- (12) "Constitution" means the ASUM Constitution.
- (13) "Contribution in kind" means an advance, gift, loan, conveyance, deposit, payment, or distribution of money or anything of value to influence an election; or 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. Contribution in kind does not mean Services provided without compensation by individuals volunteering a portion or all of their time on behalf of a candidate.

- (14) "Ethical" means a standard of principles guided by social and moral responsibility through which Senators are expected to behave.
- (15) "Ethical Conduct" means a behavior on and off of the Senate floor, pertaining to both physical and online presences, that is becoming of inclusivity, responsibility, credibility in decision making, and behavior that is considered morally sound.
- (16) "Executives" means the ASUM President, the ASUM Vice President, and the ASUM Business Manager
- (17) "Felony" means an offense in which the sentence imposed upon conviction is death or imprisonment in a state prison for a term exceeding one (1) year (Mont. Code. Ann. § 45-2-101).
- (18) "Fiscal Policy" means the ASUM Fiscal policy.
- (19) "Gift" means a voluntary transfer of property or of a property interest from one (1) individual to another, made gratuitously to the recipient, which includes (but is not limited to) preferential treatment and/or work done for another person or entity.
- (20) "Hazing" means any action taken or situation created, whether on or off university premises, that is harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, regardless of an individual's willingness to participate or its bearing on their membership status.
- (21) "House Rules" means the House Rules of Order.
- (22) "Individual" means a human being representing themselves by their legal or chosen name.
- (23) "Issue" is regarding the Montana Kaimin as it 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 twenty-four (24) hours apart from the previous online issue to count towards the minimum requirements.
- (24) "Judicial Officers" means justices of the supreme court, judges of the district courts, justices of the peace, municipal judges, and city judges (Mont. Code Ann. § 1-1-202(3)).
- (25) "Jurisdiction" means Federal, State, Local or Tribal jurisdictions.
- (26) "Member" means any student enrolled at the University of Montana who has paid the student activity fee for the current semester. Any ASUM member is entitled to vote in all ASUM elections, run for office upon meeting qualifications, and exercise the various rights and privileges of membership. Students who have arranged with Business Services for temporary deferment of the student activity fee are members of ASUM, as long as their fee status is satisfactory with Business Services.
- (27) "Member Organization" means a group of students that is recognized or in the process of becoming recognized by ASUM.



- (28) "Membership" means the membership of a recognized member organization.
- (29) "Misdemeanor" means an offense for which the sentence imposed upon conviction is imprisonment in the county jail for a term or a fine, or both, or for which the sentence imposed is imprisonment in a state prison for a term of 1 year or less (Mont. Code Ann. § 45-2-101).
- (30) "New Business" means business newly proposed in a Senate meeting.
- (31) "Nolo Contendere" means a plea in which the defendant does not contest the charge or charges against the defendant and neither admits or denies the charge or charges (Mont. Code Ann. § 45-2-101).
- (32) "Officer" means any Senator or Executive
- (33) "Personnel Policy" means the ASUM Personnel Policy.
- (34) "President" means the ASUM President.
- (35) "Senate" means the ASUM Senate, including the three (3) ASUM Executives.
- (36) "Senator" means an ASUM Senator.
- (37) "Student" means anyone currently enrolled at The University of Montana.
- (38) "Student-at-Large" means any student member of an ASUM or University board or committee that does not already hold an elected position in ASUM.
- (39) "Third party" means any person or entity who is not a member. An entity that does not clearly represent an individual member is considered a third party. Social media accounts that do not appear to represent a member are considered third parties.
- (40) "Vice President" means the ASUM Vice President.
- (41) "Violation" means an action that breaks or acts against the Code of Ethics.
- (42) "Write-in candidate" means a student actively seeking an ASUM office who is unrecognized by the Elections Committee as seeking an ASUM office.

Amendment Log

Amended 04/17/21 to reflect [SB73-20/21 Resolution Establishing the Code of Ethics in the ASUM Bylaws as Enforceable](#). AB



Amended 06/07/21 to reflect [SB78-20/21 Resolution Clarifying the Definition of a Third Party.](#) AB

Amended 06/07/21 to reflect [SB01-21/22 Resolution Creating an ASUM Diversity Equity and Inclusion Committee.](#) AB

Amended 09/12/21 to reflect [SB75-20/21 Resolution Establishing a Committee on Equitable Education.](#) AB

Amended 09/28/21 to reflect [SB12-21/22 Resolution Amending Article VI, §1\(1\)\(c\) of the ASUM Bylaws.](#) AB

Amended 10/6/21 to reflect [SB13-21/22 Resolution Revising the Definition of an Individual in the Bylaws.](#) AB

Amended 10/6/21 to reflect [SB14-21/22 Resolution Amending Article IV, Section 7 of the ASUM Bylaws.](#) AB

Amended 10/6/21 to reflect [SB15-21/22 Resolution Amending Article IV, Section 7 of the ASUM Bylaws.](#) AB

Amended 10/10/21 to reflect [SB19-21/22: Resolution Amending Article IV, Section 7 of the ASUM Bylaws.](#) AB

Amended 10/10/21 to reflect [SB20-21/22: Resolution Amending Article IV, Section 7, Subsection 6 of the ASUM Bylaws.](#) AB

Amended 10/17/21 to reflect [SB25-21/22: Resolution Amending Article IV, Section 7 of the ASUM Bylaws to Provide Procedures for Processing Applications.](#) AB

Amended 10/17/21 to reflect [SB26-21/22: Resolution Amending Article IV, Section 7 of the ASUM Bylaws to Provide for Interview Question Procedures.](#) AB

Amended 10/24/21 to reflect [SB27-21/22: Resolution Establishing the Basic Needs Oversight Committee.](#) AB

Amended 10/24/21 to reflect [SB32-21/22: Resolution Amending Article IV, Section 7, Subsection 12 of the ASUM Bylaws to Include Mandatory Diversity, Equity, and Inclusion Questions in Interviews. Sections renumbered as a result.](#) AB

Amended 10/31/21 to reflect [SB33-21/22: Resolution Amending Article IV §1\(11\) of the Bylaws to Create a Deadline for Committee Minutes.](#) AB

Amended 10/31/21 to reflect [SB37-21/22: Resolution Amending the Bylaws to Move the Tabling Requirement for Senators Under the Appropriate Committees' Bylaws.](#) AB

Amended 11/12/21 to reflect [SB44-21/22: Resolution Amending Article IV Section 19 of the ASUM Bylaws Regarding the Diversity, Equity, and Inclusion Committee.](#) AB

Amended 11/28/21 to reflect [SB46-21/22: Resolution Amending Article IV, Section 21 of the ASUM Bylaws in Regard to the Basic Needs Oversight Board.](#) AB