SB41-07/08: Amending By-Laws and Personnel Policy re: Internal Structuring of Staff

Dustin Leftridge

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WHEREAS, in accordance with the proposed changes to the internal structure the following changes to By-Laws and Personnel Policy is proposed.

THEREFORE LET IT BE RESOLVED, that the Associated Students of The University of Montana hereby enact the following changes:

Personnel Policy

Item 1.0 CLASSIFIED EMPLOYEES

1.1 The Equal Employment Opportunity Program is applicable to all ASUM employees. In general, all positions must be advertised and applications must be accepted and evaluated for job-related criteria.

1.2 All ASUM classified personnel are ultimately responsible to ASUM Executive Officers and the Senate. For legal purposes, the ASUM President will be considered supervisor and director of each classified employee.

1.3 All agency directors must obtain approval from the ASUM President or his or her designee for all hiring, firing and discipline of classified employees.

1.4 ASUM shall appoint a classified employee in the position of Office Manager, Personnel Supervisor, at least 25 of whose job description shall be devoted to supervision of ASUM Classified employees. This position shall report directly to the ASUM President.

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Item 2.0 STUDENT PERSONNEL

2.1 Student Personnel are defined as work-study and non-work study.

2.2 All non-elected student positions must be advertised via the "Student Employment Requisition Form." These forms should be signed by the ASUM Office Manager. A copy of the requisition form will be posted in ASUM.

2.3 An ASUM student employee is defined as one enrolled for six (6) credits or more, in good academic standing, and working consistently less than forty (40) hours per week. This requirement will not apply to summer session employees. If a student employee fails to adhere to these criteria, he/she will be subject to immediate dismissal. In the event of emergency or extreme cases regarding student employment, the Board on Budget and Finance may adjudicate any appeals it deems necessary. All ASUM student employees must pay the activity fee.

2.4 Positions with monthly designated base hours may not be compensated beyond that base. Any services provided in addition to the base hours required for the position shall be provided on a volunteer basis. This shall be a precondition to the acceptance of the employment by the employee. Each
employee shall sign an appropriate statement regarding voluntary services to be done or which have
been provided.

2.5 Rates and base hours shall be enumerated on the table below. Employees working less than the full
number of required hours in any given time period shall receive a prorated amount of their monthly
wage based upon the above hourly figure. (For example, if an employee has a designated base salary of
80 hours and worked only 20 hours during the time period, the employee's wages will be prorated.)

2.6 All agency directors must obtain approval from the ASUM President or his or her designee for all
hiring, firing and discipline of student employees.

Item 3.0

If funded by the Senate, positions subject to these provisions shall include, but are not limited to, the
following:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>POSITION DESCRIPTION</th>
<th>RATE</th>
<th>BASE HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASUM</td>
<td>ASUM President</td>
<td>Minimum Wage + $85.00</td>
<td>85.00</td>
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<tr>
<td></td>
<td></td>
<td>Minimum Wage + $8.5</td>
<td>80.00</td>
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<tr>
<td></td>
<td>ASUM Vice President</td>
<td>Minimum Wage + $85.00</td>
<td>80.00</td>
</tr>
<tr>
<td></td>
<td>ASUM Business Manager</td>
<td>Minimum Wage + $85.00</td>
<td>80.00</td>
</tr>
<tr>
<td></td>
<td>ASUM Student Political Action</td>
<td>Minimum Wage + $85.00</td>
<td>80.00 (Legislative year) (60.00</td>
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<td></td>
<td>Director</td>
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<td>non-legislative year, with up to</td>
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<td></td>
<td>80.00 with approval of the</td>
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<td></td>
<td>ASUM President.)</td>
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<tr>
<td></td>
<td>ASUM Receptionist</td>
<td>Minimum Wage + $3.35-$75</td>
<td>variable</td>
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<tr>
<td></td>
<td>ASUM-COT Student Assistant</td>
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<td>80.00 (The ASUM COT</td>
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<td></td>
<td></td>
<td></td>
<td>Student Assistant may be paid</td>
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<td>for a maximum of 80</td>
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<td></td>
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<td>hours/time period with prior</td>
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<td>approval of the ASUM</td>
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<td></td>
<td>President.)</td>
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<tr>
<td></td>
<td>ASUM Resolution Officer</td>
<td>$6.25-6.40</td>
<td>50.00 (The ASUM Resolution</td>
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<tr>
<td></td>
<td></td>
<td>variable</td>
<td>Officer may be paid for a</td>
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<tr>
<td></td>
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<td></td>
<td>maximum of 70 hours/time</td>
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<td></td>
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<td>period with prior approval of</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>the ASUM President.</td>
</tr>
<tr>
<td>UM Productions</td>
<td>ASUM Legal Services Reception</td>
<td>$6.00-6.40</td>
<td>variable</td>
</tr>
<tr>
<td></td>
<td>Program Director</td>
<td>$6.50</td>
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<tr>
<td></td>
<td>Pop Concerts Coordinator</td>
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<td></td>
<td>Performing Arts/Special Events</td>
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<td>Graphic Arts</td>
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<td>Variable</td>
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<tr>
<td>Coordinator</td>
<td>$6.30</td>
<td>80.00</td>
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<tr>
<td>Advertising Coordinator</td>
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<tr>
<td>Security Manager</td>
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<td>variable</td>
<td></td>
</tr>
<tr>
<td>Assistant Security Manager</td>
<td>$6.00</td>
<td>variable</td>
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<td>Stage Manager</td>
<td>$6.50</td>
<td>variable</td>
<td></td>
</tr>
<tr>
<td>Assistant Stage Manager</td>
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<tr>
<td>Women's Center</td>
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<tr>
<td>Outreach Coordinator</td>
<td>$6.25</td>
<td>80.00</td>
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</tr>
<tr>
<td>Volunteer Coordinator</td>
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<td>80.00</td>
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<td>ASUM Childcare</td>
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<td>Teachers' Assistants</td>
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<tr>
<td>Students Tutoring</td>
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<tr>
<td>Tutors</td>
<td>$6.00-6.50</td>
<td>variable</td>
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<tr>
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</tr>
<tr>
<td>ADSUM</td>
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<td></td>
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</tr>
<tr>
<td>Program Coordinator</td>
<td>$6.25</td>
<td>60.00</td>
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**Funded by Fee Other Than ASUM Activity Fee**

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<tr>
<th>Department</th>
<th>Position Description</th>
<th>Rate</th>
<th>Base Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaimin</td>
<td>Kaimin Business Manager</td>
<td>Wage + $6.10</td>
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<tr>
<td></td>
<td>Kaimin Editor</td>
<td>Wage + $6.10</td>
<td>80.00</td>
</tr>
<tr>
<td></td>
<td>Editorial Staff</td>
<td>Wage + $6.10</td>
<td>variable</td>
</tr>
<tr>
<td></td>
<td>News/Features Staff</td>
<td>Wage + $6.10</td>
<td>variable</td>
</tr>
<tr>
<td></td>
<td>Editorial Page Contributors</td>
<td>Wage + $6.10</td>
<td>variable</td>
</tr>
<tr>
<td></td>
<td>Business/Office Staff</td>
<td>Wage + $6.10</td>
<td>variable</td>
</tr>
<tr>
<td></td>
<td>Production Staff</td>
<td>Wage + $6.10</td>
<td>variable</td>
</tr>
<tr>
<td>Radio</td>
<td>General Manager</td>
<td>Wage + $6.10</td>
<td>80.00</td>
</tr>
<tr>
<td></td>
<td>Programming Director</td>
<td>Wage</td>
<td>variable</td>
</tr>
<tr>
<td></td>
<td>Music Director</td>
<td>Wage</td>
<td>variable</td>
</tr>
<tr>
<td></td>
<td>Business Manager</td>
<td>Wage</td>
<td>variable</td>
</tr>
<tr>
<td></td>
<td>News Director</td>
<td>Wage</td>
<td>variable</td>
</tr>
</tbody>
</table>
Promotions Director
Sports Director
News Staff
Underwriting Development Staff
ASUM Office of Trans.
Office Assistant
Cruiser Co-op Coordinator
Outreach Coordinator
Park and Ride Bus Drivers

Wage
Minimum Wage variable*
Minimum Wage variable*
Minimum Wage variable**
Minimum Wage variable***
$7.50-$8.50 variable
$7.50-$8.50 variable
$7.50-$8.50 variable
$8.50-$11.00****variable

*not to exceed 80 hours monthly
**30-60 hours monthly
***30 hours per month plus 15%-25% commission
****Training wage for drivers shall be $8.50. Upon completion of training, wage shall be $9.50.

Returning drivers will receive $.25/hour raise after each semester of work. UDASH drivers will receive an additional half hour of pay while working the late shift on weekends (10:30 p.m. to 3:00 a.m.).

Student Lead Driver will receive a $.50/hour raise when promoted to Lead Driver.

3.1 During the non-academic year, approximately May 15 - August 25, ASUM Executive Officers must be compensated on an hourly basis according to University Student Employment Policies. Only one executive, or combination of executives sharing the hourly base compensation, shall be paid during the non-academic year.

3.2 Personnel Policy shall be amended by the ASUM Senate, with any approved action that changes a position's pay, base hours, or position title. This action can be taken during final budgeting by simply budgeting a greater or lesser amount for increased base hours or hourly rate.

Item 4.0 POSITION DESCRIPTIONS

4.1 ASUM ADMINISTRATION

4.12 ASUM President. The President shall serve as the administrator for all ASUM Agencies, student employees, and classified employees. The President shall uphold all expressed policies, Bylaws, Fiscal Policy, Personnel Policy, and the Constitution of ASUM. The ASUM President must be an activity fee-paying member of ASUM for the entire term of office.

The President:

a) shall establish and post office hours;
b) shall be the official spokesperson of ASUM;
c) may sit as a non-voting, ex-officio member on all ASUM committees and boards except the Constitutional Review Board;
d) may call emergency meetings of the ASUM Senate; such notices shall be published or posted at least 24 hours in advance;
e) shall make recommendations for all ASUM appointments, in cooperation with the Vice President;
f) shall attend ASUM Senate meetings and serve as a voting member;

g) in the absence of the Vice-President, shall act as a Chair for Senate meetings;

h) as necessary, may delegate any projects or duties to the Vice-president, Business Manager, or

Senators.

4.13 ASUM Vice President. The position of ASUM Vice President is one of assisting the ASUM
President as an administrator. The Vice President reports to the ASUM President and is directly
responsible to the students at the University of Montana. The Vice President shall uphold all expressed
policies, Bylaws, Fiscal Policy, Personnel Policy, and Constitution of ASUM. The Vice President must
be an activity fee-paying member of ASUM for the entire term of office. The Vice President's primary
consultations and responsibilities are to oversee and appoint all committee members subject to Senate
ratification. The Vice President should be aware of all significant decisions made in committees and
inform the ASUM Senate of any policy changes decided by the committees. The Vice President has
general managerial responsibility for planning, programming, formulating and implementing his/her
own agenda, as well as the projects delegated by the ASUM President. The duties of the Vice President,
as specified in Article III Section 3 of the ASUM Constitution include:

a) establishing and posting office hours;

b) in addition to carrying out those duties specifically delegated to the Vice President, sitting as a non-

voting, ex officio member on all ASUM committees and boards except the Constitutional Review
Board;

c) with regard to committees: (1) acting as committee whip to oversee all ASUM

committees and make recommendations to the President, and (2) acting as a liaison between the

President and ASUM committee chairs;

d) acting as Chair for all ASUM Senate meetings;

e) calling meetings of the ASUM Senate at least once per month during the school year.

4.14 ASUM Business Manager. The Business Manager is required to carry out the duties
for that office as outlined in the Constitution, Bylaws, Personnel Policy, and Fiscal Policy. The Business
Manager shall:

a) uphold all expressed policies, Fiscal Policy, Personnel Policy, Bylaws, and the Constitution of

ASUM;

b) shall establish and post office hours;

c) should serve as chief officer of the accounting of ASUM and set policy for that office;

d) be responsible for reporting all Budget and Finance recommendations to the Senate as well as

reporting the fiscal affairs of ASUM upon request of any member of ASUM; The minutes of Budget and

Finance meetings should be kept on record in the Business Manager's office;

e) have the additional duty of advising the organizations funded by ASUM as well as oversee their

budgets along with the ASUM Accountant and Office Manager;

f) submit a budget for ASUM Administration in consultation with the ASUM President and ASUM

Vice-President for consideration by the ASUM Senate during the annual budget process.

4.15 ASUM Senators. ASUM Senators shall serve as the elected intermediaries between the student
body and 1) the ASUM administration, 2) the University of Montana administration and 3) the Montana
Board of Regents of Higher Education. The ASUM Senators shall:

a) monitor student opinion, inform students of issues concerning the student body, assess needs of the

students and address those needs at Senate meetings;

b) attend all Senate meetings and serve on at least two committees, including at least one ASUM

committee.

c) learn about ASUM's functions and processes, so as to better serve the student body;

d) be responsible for fairly allocating ASUM funds among the various ASUM recognized organizations
120 e) not be eligible to hold any paid position within ASUM.

121 4.16 ASUM Student Resolution Officer. The student resolution officer is responsible for overseeing the
122 resolution procedure outlined in Article 21 of the UTU Bargaining Agreement. The position shall be
123 hired by the end of April through the Selection Procedure, Item 7.0. The position will be for two years,
124 subject to review after one year. The review will be conducted by the selection committee. If the person
125 is not found to be desirable for a second year, then the position is open. More specifically, the officer's
126 duties include, but are not limited to, the following:
127
128 a) establishing and posting office hours;
129 b) listening to and recording the complaints of specific students;
130 c) advising students on how to informally resolve their complaints within the initial 30-day period
131 outlined in the UTU Bargaining Agreement (i.e., helping students with strategies best suited to resolve
132 the dispute in their favor);
133 d) drafting complaints and sending out notices to the individuals involved;
134 e) establishing times to meet with the involved parties in order to reach a settlement;
135 f) adequately preparing both himself/herself and the student to enable the procedure to provide the most
136 favorable result for the student;
137 g) sit on the ASUM Elections Committee as an ex-officio member to assist in mediating grievances.
138
139 4.17 ASUM Office Manager Personnel Supervisor. The Office Manager Personnel Supervisor is a full-
140 time classified position, appropriately adjusted during the summer months, responsible for the
141 following:
142
143 a) Directing and supervising the student receptionist positions Administrative Assistant;
144 b) the day-to-day management of the ASUM office; overseeing the hiring of all ASUM Classified
145 personnel in conjunction with the ASUM President;
146 c) providing direct supervision of all ASUM classified agency heads and the ASUM Accountant;
147 d) acting as a liaison between ASUM and the University Human Resources department in all matters
148 regarding ASUM classified personnel, including hiring, firing, discipline, and evaluation procedures;
149 e) keeping all ASUM supervisors informed of their responsibilities regarding hiring, firing and
150 evaluation of classified staff;
151 f) performing fund accounting and assisting in the preparation and adjustment of student budgets;
152 g) approving expenditures and handling purchasing responsibilities;
153 h) performing tasks that involve a variety of computer applications and systems;
154 i) in coordination with the Accountant, perform data entry and other accounting duties;
155 j) act as secretary at ASUM Senate meetings by taking and recording minutes for said meetings.
156
157 h) managing the day-to-day operation of the office;
158
159 i) supervising the Administrative Assistant in coordinating with Accountant, performing data entry and
160 other accounting duties;
161
162 j) assisting ASUM President in supervision of student employees.
163
164 4.18 ASUM Accountant. The ASUM Accountant is a .75 FTE classified position responsible for the
165 following:
a) performing accounting work in the preparation and maintenance of financial recordkeeping and reporting; documenting and reconciling reports; preparing vouchers, travel advances, and purchase orders; monitoring the budget and reporting on accounts and any related problems plus other related work as required;

b) assisting in the ASUM budgeting process:

c) acting as supervisor to Assistant Office Manager.

4.19 ASUM Receptionist Administrative Assistant. The ASUM Receptionist Administrative Assistant is responsible for the following:

a) assisting ASUM Executives, Office Manager Personnel Supervisor and Accountant in general office activities;

b) answering the phone, making copies, answering student questions, and other related office functions;

c) act as secretary at ASUM Senate meetings by taking and recording minutes for said meetings;

d) work directly with Office Manager Personnel Supervisor in performing tasks that involve a variety of computer applications and systems; coordinating with the Accountant to perform data entry and other accounting duties for student groups;

4.20 SUSTAINABILITY CENTER

ASUM COT Student Assistant. The ASUM COT Student Assistant is responsible for providing service, information and advocacy to COT Students. The ASUM COT Student Assistant shall also communicate issues of concern between the East and West Campus of the College of Technology and ASUM. The position shall be for one year. The hiring process is outlined in Article IV, Section 12 of the ASUM By-Laws. The Student Assistant’s duties shall include, but are not limited to, the following:

a) establishing and posting office hours;

b) tabling twice a month at the East campus of the College of Technology (COT), dates to be set one week in advance and posted;

c) maintaining a visual presence at the West campus of the College of Technology;

d) communicating issues between COT students and ASUM which includes weekly updates to Executives and appearing before the Senate at least twice an academic semester;

e) The ASUM COT Student Assistant shall be authorized to use up to $50.00 from the COT Student Fund every month to facilitate operation of its office or any new projects;

f) For more information on the position, consult the ASUM By-Laws, Article IV, Section 12.

4.3 LEGAL SERVICES

4.3 Legal Services Director. The Legal Services Director shall act as legal counsel to ASUM and shall, as allowed in the Legal Service Bylaws, provide legal services to recognized groups and organizations. The Director shall manage the activities of ASUM Legal Services, act as supervisor for all Legal Services classified employees and coordinate policies with the ASUM Legal Services Committee. The Director shall supervise interns and manage the case load of individual students coming to ASUM Legal...
200 Services for assistance. The Director shall assist with legislation as needed, issue legal opinions to the ASUM Senate, and represent the ASUM in Court when permissible. Preparation of an annual budget, in coordination with the Legal Service Committee, shall be included in the Director's duties. The Director shall also be responsible for overseeing the ASUM Office Manager.

4.32 ASUM Legal Services Secretary. He/she types for Director and Legal Services interns; greets clients and visitors; makes appointments; maintains appointment calendar, including calendar of meetings and other critical dates; opens, maintains and closes files; purchases office supplies as necessary; minor bookkeeping and other basic office work.

4.33 Legal Services Interns. Interns shall work for legal services primarily for credit. Some paid positions shall be available. Under direct supervision of the Director, interns shall interview and counsel clients, negotiate settlements, draft letters and pleadings, try cases in court and before administrative bodies, and generally perform the duties of an attorney as allowed under the State's student practice rule.

4.34 Legal Services Assistant Attorney Part-time assistant attorney shall assist the director supervising interns and seeing clients.

4.35 Contractor. Legal Services will utilize the services of a contract attorney from time to time as needed.

4.36 Legal Services Part-time Secretary. A work study or non-work study secretary shall be employed from time to time, as required, by ASUM Legal Services. The duties of said secretary shall be to perform tasks as assigned by the director and the ASUM Legal Services secretary.

4.4 CHILD CARE

4.41 ASUM Child Care Program Director (classified position) has the primary responsibilities of directing two child care centers, 10-20 satellite childcare homes, babysitting exchange parent co-op, and Family Resource Center. (A detailed position description is on file in the ASUM Child Care Office, UC 119). The Child Care Services Director shall have supervision responsibilities for all classified employees working for Child Care Services.

4.42 ASUM Child Care Center Teacher (classified position) has the primary responsibilities of providing quality child care in a child care center for children ages 2-3/3-6 and 5-9 during the summer as well as directing the daily operation of a child care center. (A detailed position description is on file in the ASUM Child Care Office, UC 119).

4.43 ASUM Child Care Home Coordinator/Trainer (classified position) has the primary responsibility for overseeing a network of 10-20 child care homes. (A detailed position description is on file in the ASUM Child Care Office, UC 119).

4.44 ASUM Child Care Teacher Aide I (student position) has the primary responsibility of replacing the center teacher during breaks and staff meetings. (A detailed position description is on file in the ASUM Child Care Office, UC 119).

4.45 ASUM Child Care Teacher Aide II (student position) has the primary responsibility of assisting the teacher in daily routine. (A detailed position description is on file in the ASUM Child Care Office, UC 119).

4.46 ASUM Child Care Office Assistant (student position) has the primary responsibility of assisting the director in daily, routine office procedures including typing, copying, filing, and related duties. (A detailed position description is on file in the ASUM Child Care Office, UC 119).
4.5 PROGRAMMING (UM PRODUCTIONS)

4.50 Mission of UM Productions. The mission of UM Productions is to bring quality events to The University of Montana and the Missoula community. As a student-run/student-funded organization, UM Productions strives to provide students with educational opportunity and development through personal responsibility and ownership. UM Productions attempts to reach an ever-growing audience of students and community members by providing concerts and events which are focused on diversity with a strong dedication to the arts. UM Productions pledges to maintain excellence in programming and to be responsive to the needs of The University Montana and the community.

4.51 The operation of UM Productions relies upon a Director, Performing Arts/Special Events Coordinator, a Popular Concerts Coordinator, Advertising Coordinator, and a Graphic Design Coordinator. These positions are selected each year during Spring Semester by the UM Productions Director. The new UM Productions Director will be selected by a five-person ASUM/UM Productions Interview Committee, consisting of the ASUM President, the outgoing UM Productions Director - or, if the current director re-applies, a designee who is picked by the UM Productions advisor - the UM Productions advisor, and two outgoing UM Productions coordinators who are not applying for positions in UM Productions for the next year - or, if two are not available, outgoing Senators appointed by the ASUM President. Following the aforementioned committee's decision on a new director, the ASUM President will forward the candidate's name for ASUM Senate approval.

4.52 UM Productions Director. The UM Productions Director oversees the entire programming operation. The Director serves as a resource for the Coordinators and directs marketing efforts for the various scheduled events. The Director monitors events, maintains the Programming budget, and gives explicit permission to the Coordinators concerning the commitment of UM Productions to any event which will require ASUM funds. No contract or agreement may be made without the approval of the Director. The Director prepares the UM Productions budget for the ASUM budgeting session annually.

4.53 Performing Arts/Special Events Coordinator. The Performing Arts Coordinator handles the scheduling of performing arts, special events and various concerts throughout the year. The Coordinator stays current on agents and artists through professional publications and contracts. The negotiations are handled by the Performing Arts Coordinator and must be approved by the Director. Selection of artists lies with the Coordinator, with the advice of the Director and the Programming Advisor. All contracts are negotiated with prior approval of the Director. After a performance, the Coordinator must evaluate and report on the event.

4.54 Popular Concerts Coordinator. The Popular Concerts Coordinator is responsible for all aspects of the presentation of popular concerts at the University of Montana Campus. The Coordinator pursues the artists and stays up-to-date on acts, agents and promoters in the profession. The Coordinator negotiates all contracts; however, any agreement on artist fees and production costs must be approved by the Director. Ticket sales are handled by the Box Office Manager. and the Coordinator will organize and oversee the promotion of ticket sales. The Popular Concerts Coordinator works with the Advertising Coordinator to promote the concert. The Coordinator is also responsible for the production of any concert event.

4.55 Advertising Coordinator. The Advertising Coordinator's position is designed to encompass the responsibilities of advertising and marketing of each event programmed through the UM Productions office. This includes: Performing Arts, Lectures, Films, Cabaret by Candlelight Series, Art Fairs, Major Concerts and UC activities. Upon the booking of an event, it is the responsibility of the advertising coordinator and the area coordinator to develop a detailed marketing plan for the event. Because the office objective reflects multiple activities and goals, the Advertising Coordinator may be assigned additional or different responsibilities by the Director in order to facilitate the operations of the UM Productions office.
4.56 **Webmaster/Advertising Assistant.** The individual in this position is responsible for designing and maintaining the Web page for UM Productions as well as assisting with other advertising for UM Productions.

4.6 **STUDENT MEDIA** (funding other than ASUM Activity Fee)

4.61 **STUDENT RADIO (KBGA)**

4.610 Mission of Student Radio Station: To bring to The University of Montana and the Missoula community a quality listening alternative radio station provided by students of The University of Montana. This station shall provide a diverse format and shall expose the community to new and refreshing programming.

4.611 General Manager: The General Manager is responsible for overseeing the fiscal stability, daily operations, and the overall direction of the student radio station. The General Manager will also be responsible for recommending persons for positions listed in Personnel Policy to Radio Board for approval. The General Manager is charged with overseeing the performance of all departments, employees, staff, facilities and volunteers. The General Manager will present the annual budget of the station to the Radio Board and is responsible for the legal records. The General Manager will also make the appropriate preparations for the radio station to go on the air in a reasonable time. This includes working with the appropriate people to secure a location and training people to properly work with the equipment.

4.612 Program Director: This position is responsible for developing the programming for the station. This includes selecting quality programs, buying the programs, airing the programs at the proper times, and assuring that the sound is of high quality. The Program Director will work closely with the General Manager for the proper scheduling of programs and in maintaining the legal records and program logs. The Program Director will also assist the General Manager in the preparations for the station to be on the air, including preparing a station format and organizing the programming.

4.613 Music Director: The Music Director's main responsibility is the compilation and maintenance of the KBGA music library. This includes, but is not limited to, researching and compiling recordings from different types of music and, most importantly, keeping the station up to date on new and diverse music.

4.613.1 Assistant Music Director: The functions of the Assistant Music Director's position will be closely tied to those of the Music Director. Overall, these duties will entail working alongside the Music Director to coordinate the operations of the music department and its related staff.

4.614 News Staff: The news staff must have knowledge of news writing, reporting and/or communication skills. Must demonstrate good news judgment and be willing to work in a team environment. Knowledge of or a willingness to learn audio production is a plus. Duties may include, but are not limited to, going on location for live reports of news events, travelling for news interviews, taking care of equipment, editing sound bytes, and producing newscasts.

4.615 Business Manager: The Business Manager is responsible for handling a majority of the business conducted at the station. The Business Manager and Accounting Clerk will work closely together on underwriting, fundraising, grants, and other sources of revenue, as well as expenses. The Business Manager is also responsible for working together with the General Manager, Program Director and Accounting Clerk in preparing the annual budget.
4.616 News Director: The News Director is in charge of the reporters and producing the newscasts for the station. This requires knowledge of news writing and keeping up to date on campus and community issues.

4.617 Assistant Engineer: The Assistant Engineer will be responsible for repairing and the daily maintenance of equipment in the station. This position is not to be confused with the engineer, who is a professional broadcast engineer who is contracted to maintain and repair equipment that is beyond the Assistant Engineer's abilities.

4.618 Underwriting Development Staff: The underwriting development staff is charged with the responsibility of working toward the underwriting goals set for the year. Underwriting is a substantial portion of revenue for the station, and as such the underwriting development staff must work together and professionally to ensure lasting relationships with businesses and the private community. Duties may include, but are not limited to, communicating directly and clearly to businesses about underwriting with the Student Radio Organization, writing contracts, and completing business transactions.

4.619 Promotions Director: The Promotions Director will organize and oversee KBGA events such as parties, fund-raisers, and live broadcast concert events. The Promotions Director will also work with media sources, the public, and local businesses in order to get KBGA better recognized. The Director will produce KBGA advertisements that KBGA pays to place in newspapers and other media outlets. The Director must be a student taking at least 7 credits.

4.62 MONTANA KAIRM (funding other than ASUM Activity Fee)

4.621 Kaimin Editor. The duties of the editor include, and are not limited to, the hiring of all news room employees; determining the hours of said employees; setting publication policies regarding content: directing staff; editing stories for content, style and accuracy; developing long term projects; ensuring quality of the paper; conducting regular staff meetings; conducting editorial board meetings; attending Publications Board meetings; and setting editorial writing policy.

4.622 Kaimin Business Manager. The duties of the Business Manager include, but are not limited to, the hiring of the business office staff; determining, with the Editor, hourly schedules, setting and forcing policies regarding scheduled hours and responsibilities of the office staff; attending Publications Board meetings; setting advertising rates; establishing advertising rate deadlines; contacting and communicating with national and local advertisers; preparing information and needed funding requests submitted to ASUM; determining daily newspaper size depending on the daily advertising percentage; depending on the contract year, initiate bidding on the printing contract, pursuing and ensuring proper contractual procedures in the printing of the paper; establishing distribution points both on campus and off; assuring proper advertisement placement before news room production beings.

4.623 Kaimin Editorial Staff. The duties for the Editors include, but are not limited to, supervising reporters, photographers and editorial contributors; reviewing and changing stories and other copy for style, content, clarity, context, grammar and conflicts with Kaimin policy; asserting complete control over the content of the stories being edited; developing story ideas and coordinating large projects; attending regular meetings. The Kaimin Editorial Staff includes:

News Editor
Arts Editor
Outdoors Editor
Sports Editor
Design Editor
Copy Editor
Photo Editor
**4.624** News/Features Staff. The duties of News/Feature staff members include, and are not limited to, reporting, writing, designing, photographing or collecting information for any of the journalism pages in the Kaimin, especially news, arts, features and sports copy; editing copy and creating graphics for the paper; developing story ideas and coordinating projects; finishing work by the deadline; attending regularly scheduled meetings. The Kaimin News/Features Staff includes:

- Arts Reporter
- Administration Reporter
- Environmental Reporter
- ASUM Reporter
- General Reporter
- Cops Reporter
- Sports Reporter
- Photographer
- Game Day Photographer

**4.625** Kaimin Editorial Page Contributors. The duties of the Editorial Page Contributors include, but are not limited to, writing, drawing or producing opinion pieces for the editorial page; bearing total responsibility for the content of their opinions. The Kaimin Editorial Page Contributors include:

- Cartoonist

**4.626** Kaimin Business Office Staff. The duties of the Business Office Staff include, but are not limited to, assisting in payroll computation; answering phone calls; selling and accounting for classified advertising and display advertising walk-ins; ensuring circulation to subscribers; assisting in the computation of daily advertising percentages; pulling advertising daily from proof sheets; pulling tear sheets daily from each paper to accompany advertisers billing, filing; distributing mail; overseeing advertising representatives when Business Manager is unavailable; attending meetings scheduled by the Business Manager. The Kaimin Business Office Staff includes:

- Computer Consultant
- Webmaster
- Office Assistant
- Advertising Representative off-campus
- Advertising Representative on-campus

**4.627** Kaimin Production Staff. The duties of the Production Staff include, but are not limited to, the daily creation and design of advertisements; providing computer skill and expertise; daily budgeting of space and layout of display advertisements; working with both the advertising representatives and the advertisers to ensure customer expectations; to provide proofs to customers well ahead of publications; the creation, printing and layout of the daily classified advertisements; correcting the classified advertisements when necessary; attending staff meetings called by the Business Manager. The Kaimin Production Staff includes:

- Production-Classified
- Production-Display

**4.7** STUDENT POLITICAL ACTION (SPA)

**4.70** Mission of Student Political Action. SPA shall be the proper representation of the students' interest to the community outside the University of Montana Campus including, but not limited to, the Montana Legislature, the United States Congress, the various county commissions and city councils of the State of Montana, and the executives of these legislative bodies.
4.71 Student Political Action Director. The SPA Director shall be hired by the ASUM Senate upon the recommendation of the ASUM President according to the ASUM Constitution, Bylaws, and Personnel Policy. The Director shall:

a) be responsible for issues directly related to students' daily lives;

b) report to the ASUM Senate on issues;

c) be an ex-officio, non-voting member of the Student Political Action Committee;

d) be responsible for representing the ASUM at the Missoula City Council;

e) oversee the actions of the ASUM lobbyist during the legislative session.

In addition, the Director may informally advise and assist Member Organizations on political issues.

4.72 ASUM Legislative Lobbyist. The lobbyist, herein referred to as the contractor, shall perform the duties of a lobbyist for the ASUM during the biennial session of the Legislature of the State of Montana. At all times during the duration of this agreement, the contractor shall be responsible to the ASUM President and the Student Political Action Director. At least once during each two-week period, the lobbyist shall provide a journal of all activities and suggestions for future improvements. This report shall consist of commentary and shall include an appendix containing all submitted written testimony from the reporting period. Copies of all pending bills of interest under this contract shall be attached to said report. The contractor shall act to further the interests communicated to him/her by the ASUM President or the SPA Director. Duties shall include testifying orally and in writing before legislative committees on bills of student interest as is consistent with the ASUM position. The contractor shall participate in coordinated activities with the campus, such as student lobbying day. The Contractor shall use techniques consistent with traditional lobbying practices including, but not limited to, the following:

- maintain professional appearance,
- maintain knowledge of present status of all pertinent bills,
- take notes of all pertinent committee meetings,
- record voting tallies on pertinent legislation,
- conduct research on pending legislation affecting the students' interests.

4.8 OFF CAMPUS RENTER CENTER

Agency Director. The Off Campus Renter Center Director shall act as a consumer and policy advocate for student renters on housing, landlord/tenant, and related issues. The Director shall provide counsel to tenants, and educational materials to the student renting body at large. The Director shall work to better educate current and future tenants to their rights and responsibilities in accordance with the Montana law. The Director shall act as a liaison to the larger community including Missoula area neighbors, landlords, and elected officials. The Director shall supervise interns working with the Off Campus Renter Center when appropriate and necessary to do so. The preparation of an annual budget shall be included in the Director's duties. The Director shall report to the UM Housing Board on a regular basis, and shall report to ASUM Senate not less than twice per semester.

4.9 ASSOCIATED STUDENTS OF THE UNIVERSITY OF MONTANA OFFICE OF TRANSPORTATION (ASUMOT) (funding other than ASUM Activity Fee)

4.91 Mission of ASUMOT. The Associated Students of the University of Montana Office of Transportation is designed to increase access to The University of Montana campus for students, faculty, staff, administration, visitors and community members. This process is to be accomplished through a combination of programs agreed upon by the Transportation Task Force Board of Directors. This Office shall be committed to maximizing commuter convenience, ensuring commuter safety, providing for reliability of service, balancing the economics of commuting, increase community air quality, easing tension between commuters, improving neighborhood relations, and placing students first in all decisions.
4.92 ASUMOT Director. The ASUMOT Director shall act in the best interest of the students first when addressing any transportation issue on The University of Montana campuses. The Director is to manage all aspects of the ASUMOT office and coordinate policies with the University’s Task Force Committee. The Director shall supervise all ASUMOT interns. She/he is responsible for holding and posting office hours on the main campus as well as on the College of Technology campus. The Director is also required to follow ASUMOT Bylaws as set forth by the Transportation Task Force Board of Directors and approved by ASUM, Faculty Senate, Staff Senate, and a representative of the Administration.

4.93 ASUMOT Interns. Interns shall work for ASUMOT primarily for credit. Each intern shall be directly supervised by the ASUMOT Director.

Item 5.0 RECRUITMENT

5.1 Recruiting for monthly compensated positions shall be conducted with the following minimum requirements: Review the position requirements, job description, work schedule, recruitment procedure, interview and selection procedure for any necessary adjustments prior to advertising the position.

5.2 Post vacancy notices in ASUM and advertise in the Montana Kaimin. A Student Employment Requisition Form must be sent to the appropriate offices after obtaining ASUM approval. Notices may include a cut-off date.

5.3 Applicants are not to be endorsed or sponsored by any staff or management.

Item 6.0 QUALIFICATIONS

6.1 Minimum qualifications:
   a) UM student (taking 7 or more credits);
   b) ability to work hours required.

6.2 Preferred qualifications:
   a) knowledge of department and area of responsibility;
   b) previous experience;
   c) demonstrated qualifications or knowledge.

Item 7.0 SELECTION PROCEDURE

7.1 The timetable for applicable positions shall be established by the selection committee unless already specified in the ASUM Bylaws.

7.2 In the event the selection committee decides that not enough qualified applicants have applied, the selection process will be re-initiated or extended.

7.3 The selection committee shall be appointed by the ASUM President for director positions and by the director for coordinator positions. A minimum of three (3) people shall serve on a selection committee, unless otherwise specified by the ASUM Bylaws.
7.4 The selection committee will review all applications submitted and eliminate all applicants not minimally qualified. Interviews shall be arranged for all candidates meeting minimal qualifications. Selection may be made after this time if there is an obvious successful candidate. If further interviews are necessary, the number of final candidates should be reduced. Second interviews shall be conducted and a selection made at this time.

7.5 Nominations shall be ratified by the Senate when provided by the ASUM Constitution and Bylaws. Any exception to this policy must be approved by the Senate.

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**Item 8.0 DISCHARGE**

8.1 Under most situations where a student employee's performance is unsatisfactory, the following procedures must be followed before resorting to termination:

8.11 Discuss the problem area(s) with the individual. Offer specific suggestions to improve work performance.

8.12 Give the student a written statement describing the problem and setting reasonable goals to be met within a reasonable, specific time period. A copy of the statement should be sent to Financial Aid. (Any such letters are kept strictly confidential in Financial Aid.)

8.13 If job performance does not improve within the time frame stated in the written statement, the employee may be dismissed for cause. In the event of a dismissal, documentation must be provided regarding a written statement to the student with a copy to Financial Aid. (It will be kept confidential and will not be made a part of any file we may have on the student within our office.)

8.2 Causes of dismissal include, but are not limited to:

8.21 Repeated failure to comply with the agreed work schedule.

8.22 Unwillingness to adequately accomplish assigned tasks.

8.23 Lack of cooperation which disturbs other workers or the progress of work.

8.3 There are some causes for which a student employee may be dismissed immediately without following all of the above citing reasons and evidence to support the allegation. These causes include, but are not limited to:

8.31 Repeated insubordination, except when to follow orders would be impossible, illegal, or hazardous to the safety and health of the employee or others.

8.32 Endangering the health and safety of others.

8.33 Dishonesty.

8.34 Using or allowing another to use any state-owned vehicle or other property for unofficial purposes.

8.35 Commission of any felony or misdemeanor while working.

8.36 Unauthorized absence from work.
Any similar cause to those listed above.

A memo should be sent at once to Financial Aid stating the termination date and cause of dismissal.

Item 9.0 ENACTMENT

This Personnel Policy shall become effective upon a two-thirds (2/3) majority vote of the Senate. This policy cancels all previous policies.

Item 10.0 DEFINITION

Director: hire, fires, disciplines and supervises employees under him or her with consent of ASUM President.

Supervisor: oversees day-to-day work of supervised employees, provides annual performance reviews required by UM, ASUM or Agency policies. A supervisor is prohibited from making director level decisions including hiring, firing, discipline or change in job descriptions and assigned tasks.

BYLAWS CHANGES

Section 2. Relations and Affairs Committee:

The Relations and Affairs Committee shall be composed of nine (9) members, four (4) of which shall be Senators.

The Relations and Affairs Committee shall be responsible for recommending all changes to the ASUM Bylaws and ASUM Personnel Policy.

The Relations and Affairs Committee shall work on unbiased projects, ideas, or campaigns intended to increase student involvement in and student awareness of ASUM government in general or any particular issue(s) pertaining to ASUM.

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

The Barbara Hollmann Administrator of the Year Award

1. At the last meeting of the outgoing ASUM Senate, this honor shall be presented to the recipient.

2. The recipient shall be chosen by the Relations and Affairs Committee through a nomination and discussion of potential recipients.

3. The recipient shall be judged on his/her ability to champion student issues.

4. The recipient must show a willingness to include students throughout the entire decision-making process on campus-wide issues.
568 5. The recipient must also show a willingness to listen to students with the goal of understanding concerns.

570 F. The Relations and Affairs Committee shall enforce and oversee the execution of Article III, Section 2E of the ASUM Bylaws. Therefore, a motion passed by a two-thirds majority vote in the Relations and Affairs Committee can and will result in an unexcused absence for an ASUM Senator failing to accord with Article III, Section 2E of the ASUM Bylaws. Such decisions of the Relations and Affairs Committee may be repealed by a simple majority vote of the ASUM Senate.

575 G. The Relations and Affairs Committee shall also oversee the functions of the ASUM Administration.

576 executive agencies, in accordance with ASUM Personnel Policy.

577 1. UM Productions. The UM Productions Director shall be appointed by the President and approved by the Senate by a two-thirds (2/3) majority vote.

579 2. ASUM Legal Services - Relations and Affairs shall act as a board of directors to oversee the Legal Services Director and its program.

581 3. ASUM Administration

32 Section 12. Personnel Supervision Committee

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

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

592 C. The ASUM President shall chair this committee.

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

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

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

596 1. Oversight of the supervision of ASUM Classified Employees by the Personnel Supervisor.

597 2. To provide regular reviews of the Personnel Supervisor's activities and progress in dealing with ASUM personnel matters, including employee morale, productivity and progress in maintain and improving service to students within all ASUM programs.

600 a. A written report shall be submitted each year in November and April to the Vice-President of Student Affairs and his or her designee. The purpose of this report is to assist the Vice-President of student affairs and his or her designee in providing any performance reviews required by University personnel policies and procedures.
b. To make recommendations to the Vice-President of Student Affairs regarding pay raises and incentive pay increases for the Personnel Supervisor.

c. To keep the ASUM Senate informed of important personnel matters involving ASUM classified employee, such as expected vacancies in key positions.

3. Ensure that student and staff interests are considered in administering and modifying the ASUM Personnel policy:

4. To develop long-range planning goals and funding sources for development of classified employees; improving morale among classified employees and assuring the seamless integration of classified and student staff within ASUM's working environment.

5. The Committee shall also oversee the functions of the following ASUM executive agencies, in accordance with ASUM Personnel Policy:

a. UM Productions. The UM Productions Director shall be appointed by the President and approved by the Senate by a two-thirds (2/3) majority vote.

b. ASUM Legal Services - Relations and Affairs shall act as a board of directors to oversee the Legal Services Director and its program.

Committee of Chairs:

A. The Committee of Chairs shall be composed of eight (8) members including the Vice-President, the chair of ASUM Affairs, the chair of College of Technology Affairs, the Business Manager, the chair of Member Organizations, the chair of Elections, the Student Political Action Director, and the chair of University Affairs. The Vice-President shall chair the meeting. A quorum shall consist of six members.

B. The Committee of Chairs shall be responsible for insuring that the Vice-President has received all pertinent information including committee minutes of ASUM committees. In addition, the Committee shall assist the Vice President in insuring that all University committees have student representatives and that all information and activities concerning all committees is updated.

C. The Committee shall meet no less than once per month during the academic year.

Section 18. College of Technology Affairs Committee (CTA)

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

I. The committee shall be structured so that COT students at-large will maintain majority of voting membership.

B. A COT student-at-large or an ASUM Senator shall chair the committee.

C. The Committee shall be responsible for all activities occurring on the College of Technology campuses that affect the ASUM.

D. The Committee shall review the ASUM governing documents and recommend changes as necessary to meet the representation needs of students attending the College of Technology.
The Committee shall meet on the College of Technology campuses.

Passed by Committee: ________________________, 2008
Passed by Senate: ________________________, 2008

Chair

Chair of the Senate
Tara Ness