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Documents from the September 9, 1992 meeting of the Associated Students of the University of Montana (ASUM)

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ASUM SENATE AGENDA
September 9, 1992
6:00 P.M.
Mt. Sentinel Rooms

1. Call Meeting to Order
2. Roll Call
3. Approval of Minutes
4. Public Comment
5. President's Report
 - a. Senate Appointments
 - b. Senate Work Area
 - c. ASUM Intern
 - d. Student Political Action
 - e. Parking Suit Update
 - f. Grassroots Summit
 - g. Future Actions
6. Vice President's Report
 - a. Committee Appointments
 - b. Senate Office Hours
 - c. Robert's Rules of Order Copies
 - d. September 16 Senate Meeting
7. Business Manager's Report
 - a. ASUM Loans
 - b. AISES Account
 - c. Computer purchasing policy
8. Committee Reports
9. Old Business
 - a. Fiscal Policy Amendments
 - b. Bylaws Amendments
10. New Business
11. Comments
12. Adjournment

ASUM SENATE TALLY SHEET

DATE September 9, 1992SENATE MEMBERSROLL
CALL*Art 14
Sec 16
Appointment**Departure**Comments*

REGINA ANDERSON

6:07

N

Y

J. P. BETTS

✓

Y

Y

JOLANE FLANIGAN

6:11

N

N

HEATHER GNEITING

6:07

N

N

JENNIFER GREENE

6:03

Y

1:05

-

JULIE KELLER

6:15

Y

N

N

CHRIS KING

6:07

Y

Y

ELIZABETH LARSON

✓

A

Y

TROY MASON

✓

N

Y

MICHAEL METCALF

✓

N

Y

DARREN OGLE

✓

N

Y

ALISON REDENIUS

✓

Y

Y

CHRIS RUFF

✓

N

N

JEFFREY ST. PETER

✓

Y

Y

ANNIE THORGRIMSON

6:25

Y

Y

JASON WATSON

✓

N

Y

KRISTY WETTERLING

✓

N

Y

KENDRA WOOLEY

✓

N

Y

Jennifer Paraske

✓

Y

Y

*Tailed
11
24
12*ASUM OFFICERS

Patrick McCleary

✓

-

Y

President

Amanda Cook

✓

Y

Y

Vice-President

Eric Hummel

✓

N

Y

Business Manager

FACULTY ADVISORS

ASUM SENATE MINUTES
September 9, 1992
Mt. Sentinel Rooms
6:00 p.m.

Chair Cook called the meeting to order at 6:05 p.m. Present were: McCleary, Cook, Hummel, Anderson (6:07), Betts, Flanigan (6:11), Gneiting (6:07), Greene (6:03), Keller (6:15), King (6:07), Larson, Mason, Metcalf, Ogle, Panasuk, St. Peter, Redenius, Ruff, Thorgrimson (6:25), Watson, Wetterling and Wooley.

The minutes of the September 2nd meeting were approved as written.

Public Comment

Prospective committee members introduced themselves to the Senate.

Chair Cook passed the gavel to ASUM President McCleary.

President's Report

- a. McCleary proposed Jennifer Panasuk to fill a Senate vacancy. Senate voted to approve.
- b. The back area of the ASUM office has been designated for Senate use only. McCleary requested that Senators aid in initially reinforcing this.
- c. Kim Kennedy will be interning in the ASUM office beginning September 14. Her focus will be on political action.
- d. Pending Bylaw amendment approval, Student Political Action will replace SLA and SAC.
- e. The first hearing for the parking lawsuit will be Tuesday, September 22 at 2:30 p.m. at the Courthouse.
- f. The 1992 Japan-American Grassroots Summit will convene in Missoula September 22nd and 23rd.
- g. Senators will be touring the UC at 6 p.m. next Wednesday, September 16.
- h. The Homecoming Committee invites Senate participation in the activities by volunteering 6-8 ushers for a political debate on Friday, September 25th.
- i. Future actions anticipated: Clover Bowl; legislative session follow-up; faculty contract bargaining; existence, role and relationship with SUB of the UC Executive Committee; personnel policy amendments.

(The order of business was changed at this point.)

Business Manager's Report

- a. The ASUM loan fund has approximately \$20,000 available.
- b. The AISES account has been temporarily frozen until an outstanding bill is paid.
- c. Budget and Finance will be working on a computer purchasing policy to present to Senate.
- d. STIP's balance is approximately \$19,000.
- e. The Homecoming Committee request to carry over last year's funds for this year's events will be coming before Senate.

Committee Reports - None

Old Business

- a. **Hummel - St. Peter** moved to approve the proposed Fiscal Policy amendments. Senate voted to approve (Exhibit A).
- b. Motions were made and approved by Senate to accept the proposed Bylaw amendments with only minor changes to Article VI, C, d. (Exhibit B).

Vice President's Report

- a. Cook offered a slate of ASUM Committee appointments for approval. **Hummel - St. Peter** moved to approve. Senate voted to approve (Exhibit C).
Cook offered a slate of University Committee appointments for approval. **St. Peter - Ogle** moved to approve. Senate voted to approve (Exhibit D).
- b. Senators are requested to sign up for office hours (two hours per week).
- c. Senators are requested to return the copies of "Parliamentary Procedures at a Glance" which were issued in the Spring. They will be distributed each week for Senate meeting use.
- d. There will be a tour of the UC at 6 p.m. next week with the Senate meeting commencing at 7 p.m.
- e. Cook urged the Senators to be punctual for the Senate meetings. Late arrivals not previously approved by her may result in being charged for an unexcused absence.

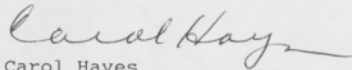
New Business

- a. **St. Peter - Metcalf** proposed credit for Senate work.
- b. **St. Peter - Betts** proposed a Senate table in the UC on Wednesday from 10-3.
- c. **Hummel - St. Peter** proposed carryover be allowed for the Homecoming Committee.
- d. **Hummel - St. Peter** proposed amendments to Personnel Policy.
- e. **Cook - Watson** proposed adoption of goals meeting recommendations.
- f. **Cook - St. Peter** proposed adoption of the parking study recommendations.

Comments

The meeting was adjourned at 8:04 p.m.

Respectfully submitted,



Carol Hayes
ASUM Office Manager

1

Associated Students of the University of Montana
Fiscal/Procedures Policy
Approved 9/92

- Item 1.0 Directive
- 1.1 All monies held by the Associated Students of the University of Montana (ASUM) are ultimately state funds and, thus, under the control of the Board of Regents of Higher Education. These funds are collected by the State of Montana, University of Montana. Provided they are legal and conform to all state, regential, and university policies, all allocations and expenditures of these funds are controlled by ASUM. In addition to these legal and policy requirements, ASUM is hereby adopting a fiscal policy regarding procurement, distribution, and expenditure of these student funds.
- Item 2.0 Statement of Scope
- 2.1 ASUM will fund only those activities whose primary beneficiary is the student population at the University of Montana. Any individual participating or utilizing a ASUM funded program must pay the university activity fee and/or another specifically designated ASUM assessment.
- 2.2 Definitions
- A. "Academic Week" refers to a week in which there are four or more days of instruction
 - B. "Accountant" refers to the ASUM Accountant
 - C. "Board" refers to the Board on Budget and Finance
 - D. "Business Manager" refers to the ASUM Business Manager
 - E. "Organization" means agency, member group, or organization
 - F. "President" refers to the ASUM President
 - G. "Senate" refers to the ASUM Senate
 - H. "Senator" refers to a member of the ASUM Senate, not including executives
 - I. "University" refers to The University of Montana
 - J. "Vice President" refers to the ASUM Vice President
 - K. "Office Manager" refers to the ASUM Office Manager
- Item 3.0 ASUM Recognition
- 3.1 No group or organization shall be eligible for ASUM funding unless it has obtained recognition from the Board on Member Organizations.
- 3.2 Any organization which conducts or promotes an event, activity, or program funded with monies originating in whole or in part from ASUM shall provide on any program, poster, or other advertisement or promotional material a credit referring to the partial or total funding by ASUM. Examples of such credit shall include at least one but not limited to the following:
- A. Presented by (organization), an organizational member of the Associated Students of the University of Montana.
 - B. An official ASUM insignia authorized by the Senate
- 3.3 Any member organization not in compliance with Item 3.1 may face disciplinary action as stated in Item 23.0 of the Fiscal Policy unless this requirement has been previously waived by the Senate.

Item 4.0 Liability

- 4.1 As provided by regential policy, ASUM's liability for the actions of individuals or organizations is limited to those actions conducted directly with approved ASUM funds.

Item 5.0 Legislation

- 5.1 A quorum for Board meetings shall be defined as a minimum of four members, one of whom may be the Business Manager.
- 5.2 Executives and the Senate shall submit all proposals of any financial nature to the Board for its recommendation, unless provided for otherwise in Fiscal Policy.
- 5.3 All decisions regarding financial affairs shall be passed by a simple majority of the Board, with the Business Manager voting only in case of a tie. Any negative Board decision may be overturned by a two-thirds majority vote of the Senate.
- 5.4 When introducing recommended legislation, the Board has seconded motion status. The Business Manager may introduce matters of financial nature to the Senate without being required to wait one week for the legislation to be moved from "New Business" to "Old Business."

Item 6.0 Student Appropriations

- 6.1 ASUM shall collect, allocate and monitor the use of student activity fees.
- 6.2 Budgeting for the entire fiscal year shall be accomplished during the first seven academic weeks of Spring Semester. Recognition status shall have been determined by the Board on Member Organizations before an organization may apply for any funds from ASUM.
- 6.3 By the second academic week of Spring Semester, the Business Manager shall prepare and make available to all recognized ASUM groups and organizations a budget request form and a comprehensive packet explaining the budget process including a time line. ASUM registered groups and member organizations may pick up budget request forms from the ASUM office.
- 6.4 During the Third academic week of Spring Semester, the Business Manager and the Accountant, in consultation with the University Controller's Office, shall determine the total allocation figures for the upcoming fiscal year. These figures shall be forwarded to the President, the Board and the Senate. Upon receiving the total appropriation figures, the Board shall assess student needs by holding a minimum of one publicized open student forum, which shall be organized by the Business Manager. (Enumerated below.)
- 6.5 Student Forum:
- A. The forum shall be held during the third academic week of Spring Semester. The Board shall present the proposed Funding Based Percentages at the open student forum.
- B. The subject of the forum shall be funding categories. The forum is not intended to be a lobbying session for individual groups and organizations. However, ASUM recognized groups organizations may be briefly referred to within the context of the funding categories to which they belong.
- C. These forums shall be conducted by the Board with the Business Manager presiding.

D. After a minimum of one open student forum, the Board shall develop Funding Based Percentages for each category within the Budget Request Form. On or before the fourth Academic Week of Spring Semester, the Business Manager shall bring the Board's approved Funding Based Percentages recommendation to the Senate for a two-thirds majority approval. Once Funding Based Percentages have been approved by the Senate, they must be publicized and forwarded to the President as guidelines for the **executive budget recommendation**.

- 6.6 Funding Categories. The Board on Budget and Finance shall categorize every ASUM recognized group and member organization into one of the following Funding Base Categories:
- A. Broad-Based Student Services:
The potential to serve nearly every student on campus, and without which attendance at the University could potentially not be possible.
 - B. Student Programming/Special Events/Campus Activities:
Provides campus and community entertainment intended primarily for students.
 - C. Campus Recreation:
Provides recreation primarily for students at the University.
 - D. Student Publications:
Provides for publications that are intended primarily for student consumption.
 - E. Student Support Services:
Provides support for specific student interest groups on campus.
 - F. Academic Organizations:
Provides academic enhancement in a social atmosphere. These funds are not intended to supplement departmental budget shortfalls. There must be a clear separation between the academic department and the student group.
 - G. ASUM Administrative Agencies
 - H. Senate Discretionary
- 6.7 The Business Manager shall call for budget request forms to be due during the fourth academic week of Spring Semester. No budget request form shall be accepted after that date. Budget request forms shall be submitted to the Business Manager so that each request form can be approved on the basis of accuracy and adherence to fiscal policy. If the Business Manager does not approve a budget request form due to its apparent deviation from Fiscal Policy, the request form shall be taken to the Board on Budget and Finance. A majority vote of the Board shall be required to approve any budget request form not initially approved by the Business Manager.
- 6.8 The President, in consultation with the Vice President and Business Manager, shall propose a budget consistent with Funding Based Percentages approved by the Senate with a three percent deviation (margin of error) within each funding category. However, should the President choose to fund a category at an amount below the Funding Based Percentages, the excess amount must be placed in the Senate Discretionary category. Senate Discretionary category shall remain at a minimum level of two percent of the total allocation amount throughout the executive recommendation.

The executive recommendation may fluctuate over the Senate approved Funding Based Percentages if, and only if, existing employee contracts, collective bargaining agreements, or mandated salary step increases conflict with the specific funding category after conference with the Board. The President shall submit the executive recommendation and an explanation thereof to the Senate by Tuesday of the sixth academic week of Spring Semester.

- 6.9 A minimum of three lobby sessions shall be scheduled by the sixth academic week. Each group shall schedule a 10-15 minute period within which to present its budget request. The Business Manager shall schedule these appointments on a first-come first-served basis. At the end of all scheduled formal lobbying sessions for a given day, a one hour lobbying period shall be provided. Lobbying for any group shall be limited to the scheduled appointment and the one hour informal session to occur that day. Senate lobbying sessions shall be publicized during the sixth academic week. Senators are required to attend all lobbying sessions. Any Senator unable to attend any portion of the daily lobbying sessions must have prior written approval from the Vice President.
- 6.10 Senate Call shall occur by the Tuesday of the sixth academic week. At this time, Senators can request groups to appear and justify their budgets and ask questions of their functions. Groups cannot appear without being officially called by a Senator. Senate Call procedures shall be as follows:
- A. Each Senator may call a maximum of two member groups or organizations.
 - B. Each Senator has the right to the floor when his or her group has been called.
 - C. Each group called may answer questions from any Senator, but no lobbying will be allowed.
 - D. No member group or organization may be called more than once during the Senate Call except by a two-thirds majority vote on a privileged motion (not debatable).
- 6.11 Final Budgeting shall occur by Wednesday of the seventh academic week. The Senate shall have the option, upon the approval of a majority vote, to hold the Final Budgeting Session over the course of a maximum of two days. If Final Budgeting is held over two days, the first meeting shall not last more than four hours.
- 6.111 During the Final Budgeting Session, the Vice-President shall preside over the meeting. The Accountant and/or Office Manager shall be present to record transactions of the meeting.
- 6.112 Copies of the Executive Budget Recommendation shall be distributed to members of the Senate. The total amount in the budgeted Senate Discretionary Account shall be prominently written in front of the meeting area. All motions to add or subtract funds from a group or organization shall be made from this fund. No motion shall be made by the Senate to directly move any funds from one group's proposed budget to that of another. Two motions must be made: (1) to place funds from a group's budget into the Senate Discretionary Account, and (2) to remove funds from the Discretionary Account into the proposed budget of a group.
- 6.113 Executives and Senators shall each have the right to recognize one group or organization's budget request during a preliminary round of budgeting. After every member of the Senate, excluding the Vice President, has discussed one group or organization, another round of budgeting shall commence, but during this round the Senate may discuss a group or organization any number of times. During any round of budgeting, a line-item or line-items and budgets may be increased or decreased by a simple majority vote.
- 6.114 Proposed group and organizational budgets for an upcoming fiscal year shall go into effect when the Executive Recommendation is approved by a two-thirds majority vote of the Senate.
- 6.12 Prior approved Funding Based Percentage categories cannot be altered except by a four-fifths vote of the Senate. This section of Fiscal Policy cannot be suspended during the night(s) of Final Budgeting.

Item 7.0 Status of Accounts

- 7.1 Upon request, the Business Manager, ASUM Office Manager, or ASUM Accountant shall provide any member organization with requested financial information.
- 7.2 At the beginning of each academic year, or when changes necessitate, organizations shall submit the name, address, and phone number of those students authorized to request or distribute funds from organization accounts. Any organization not in compliance with this section may be notified by the Business Manager within five working days, in writing, and have its accounts frozen until these requirements are met.
- 7.3 The Business Manager and/or Office Manager shall approve expenditures that have obtained prior approval through the budgeting process. Appropriate forms are available in the ASUM office. The Business Manager and the Board reserve the right to refuse payment of non-budgeted expenditures.
- 7.4 Any expenditure that will cause a line-item or budget-category deficit shall not be paid or approved until the line-item change procedures are followed. (See Item 9.)
- 7.5 Unexpended amounts remaining in the following accounts at fiscal year end shall automatically carry over into the next fiscal year:

ASUM Administration 7000
 Campus Rec*
 Campus Rec Facilities*
 Child Care 7029-7031
 Kaimin 7400
 Legal Services 7007
 Programming 7100-7200

Any unexpended amounts remaining in other accounts at fiscal year end shall revert to the General Fund unless the Board allows otherwise.

*See Appendix A

- 7.6 All departments that are funded in part or whole by the Student Activity Fee and generate other income in the amount of \$1000.00 or more are to meet with the Board at least once per semester. The purpose of these meetings shall be to update the Board on budgeted and departmental activities. These meetings shall be attended by the Accountant in order to help clarify any budget problems. The ASUM Business Manager shall then report the Board's findings and recommendations to the Senate.

Exceptions: (1) Homecoming Committee shall meet with the Board once at the beginning of Fall Semester and once at the end of Fall Semester. (2) The ASUM Administration shall be reviewed by the Business Manager on a monthly basis.

Dept#	Department	Source of Income
1894/ 7522	Campus Rec Facilities	User Fees
1895/ 7521	Campus Recreation	User Fees
7029/ 30/ 31	Child Care	Parent User Fees
7410	Cutbank	Subscriptions
7592	Homecoming	Dance Receipts
7400	Montana Kaimen	Ads/Subscriptions
7007	Legal Services	Legal Services Trust
		Fund User Fee
7100-7200	Programming	Ticket Sales/Ads
		Performing Arts
		Concessions
7559	Tutoring	Student User Fees

- 7.7 Any deficit incurred by ASUM Programming or any ASUM member group or organization during a fiscal year shall automatically be deducted from the next year's budget allocation up to \$10,000. A deficit exceeding \$10,000 shall be handled by reducing the next fiscal year's allocation by \$10,000 and then allowing Programming to repay the difference during the new fiscal year. Any deficit remaining at the end of the new fiscal year shall be deducted in full from the next Senate allocation. It should be noted that "payment in full" could have the effect of actually closing down the entire Programming department. (See Appendix C for examples.)

- 7.8 Any ASUM recognized group that remains inactive (not seeking recognition as an ASUM recognized group for four (4) consecutive years) shall have any remaining funds in its account revert to the ASUM General Fund.

Item 8.0 Special Allocations

- 8.1 At the beginning of each fiscal year, a minimum of ten thousand dollars (\$10,000) shall be deposited in the special allocations fund. Budget and Finance, in allocating from the Special Allocation Account (7002), shall not make any allocations which reduce the balance of this account below \$5000.00 prior to the beginning of Spring Semester.
- 8.2 Requests for a special allocation shall be submitted on a form supplied by the Business Manager, including an account of all itemized expenditures made during the reporting period and a statement of all funds received as income or held as assets to supplement ASUM funds for the organization's activities.
- 8.3 A request shall be presented to the Board at least one week prior to its introduction at a Senate meeting, unless the Board by a majority vote agrees otherwise.
- 8.4 A request may be presented to the Senate the same week as it is presented to the Board if a suspension of the rules is approved by a two-thirds majority vote of the Senate.
- 8.5 No group or organization shall be eligible for a special allocation request if that group or organization did not go through budgeting for the current fiscal year. This does not apply to newly formed groups that were unable to go through budgeting.

Item 9.0 Line-Item Changes

- 9.1 Any deviation in line items from the original budget shall be treated as a line-item change. Line-item changes are allowed in the following Budget Categories by contacting the Accountant and/or Office Manager and filing the appropriate form (Contracted Services, Supplies, Communications, Rentals, Repair and Maintenance). Any group wishing to ask for a line-item change outside these budget categories shall fill out the appropriate form and obtain the Business Manager's approval. If a request is denied, entails a change of intent, or if the Business Manager feels the request warrants the Board's action, the request shall be brought before the Board. The Board's line-item change decision can be overturned by a two-thirds majority vote of the Senate.

Item 10.0 Contingency Fund

- 10.1 At least twice each calendar year, the Accountant shall determine the amount which would be owed if all classified employees terminated employment. This figure shall be divided by the number of classified employees at ASUM to obtain a per employee average of cost for termination of employment. At no time shall the Senate Emergency Contingency Fund drop below the amount necessary to cover the departure of three employees at one time.
- 10.2 The remaining funds shall be available to groups that have emergencies or extreme circumstances that do not meet the special allocation criteria or are referred to this fund by the Board.
- 10.3 Increases in this fund will be determined by the Board and submitted to the Senate for approval of a two-thirds majority vote.

Item 11.0 Permanent Reserve Fund

- 11.1 The permanent reserve fund can only be used in the event the ASUM Cash-in-Treasury cannot meet its obligations.

Item 12.0 Travel

- 12.1 All travel funded by ASUM must directly benefit ASUM.
- 12.2 ASUM shall comply with MCA 2-18-501-502, et. seq. in computing payments made ASUM employees. Travel not covered by state law shall be reimbursed according to ASUM rates.
- 12.3 The Senate shall set travel budget allocations for ASUM groups according to state rates or ASUM rates.
- 12.4 ASUM reimbursement rates are:
- | | |
|--|-------------|
| A. Private Vehicle | \$.15/mile |
| B. Meals (gone greater than 3 hours within each of the ranges below qualifies for reimbursement): | |
| Breakfast (12:01 A.M. to 10:00 A.M.) | \$3.00 |
| Lunch (10:01 A.M. to 3:00 P.M.) | \$4.00 |
| Dinner (3:01 P.M. to 12:00 midnight) | \$5.00 |
| C. A "waiver of additional reimbursement" shall be required for travel not covered under state policy. | |
| D. Lodging (hotel rates based on 4 person per room occupancy) | \$50.00 |

- 12.5 If all three ASUM elected officers are absent for more than two days, the Accountant and/or Office Manager can approve budgeted travel expenditures.
- 12.6 Travel requests must be in ASUM at least five working days prior to departure.
- 12.7 As with other benefits provided by ASUM, travel participation approved and obtained through ASUM shall be limited to activity-fee paying members of ASUM. Representatives of ASUM groups as stated on the registration form must verify the status of each applicant before allowing the participation of that individual in travel. This section shall not limit the participation of authorized University faculty-advisor or other faculty or staff approved by ASUM. Participation in approved travel does not, in and of itself, qualify the traveler for travel reimbursement but is based upon the status of the traveler and the trip purposes as described in the travel request documents filed with ASUM.
- Item 13.0 Entertainment
- 13.1 Expenses for official entertainment, community relations, or public relations may be reimbursed by ASUM only when such activities are directly related to ASUM objectives.
- 13.2 Any entertainment by a group using ASUM funds must be budgeted by the Senate or approved by line-item change procedures.
- 13.3 ASUM **will not** provide funds for alcoholic beverages.
- 13.4 If the entertainment benefits persons from outside the University, ASUM will pay for its guests and one official host from ASUM (receptions excluded).
- 13.5 When ASUM hosts official guests or prospective appointees for positions requiring specialized training or experience of a professional, technical, or administrative nature, ASUM will reimburse the cost of meals or light refreshments.
- Item 14.0 Inventory
- 14.1 ASUM may request yearly inventory updates on all equipment purchases and supplies (other than general office supplies) from its groups.
- 14.2 ALL sporting equipment, including uniforms, purchased with ASUM funds must be checked in and out through Campus Recreation.
- Item 15.0 Investment
- 15.1 No individual or organization may use ASUM funds in whole or in part for the purpose of private investment.
- Item 16.0 Other Income
- 16.1 Groups using ASUM funds to generate other funds must fully reimburse their account in the same line-item(s) from which the money originally came. Excess generated funds MUST be deposited with ASUM. The groups may use its discretion as to how they would like this money budgeted, and these funds would be allowed as carryover at the end of the fiscal year.
- 16.2 Any grant secured on behalf of any member organization shall be reported to the Business Manager.

Item 17.0 Outside Accounts

- 17.1 All external accounts must be reported prior to budgeting as provided on the Budget Request Form. If external accounts exist and notification does not occur, the group's budget may be frozen.
- 17.2 The Board may request information on any outside accounts held by groups when requesting ASUM funds. Copies of its latest official statement shall be provided (i.e. bank statements, SBAS, CUFS printout, etc.).

Item 18.0 Deficit Spending

- 18.1 Deficit spending shall not be allowed by any group or organization. If any deficit does occur, it shall be deducted from the organization's budget for the following year, or as provided for in Section 7.7.

Item 19.0 ASUM Loan Fund

- 19.1 The Business Manager and ASUM Office Manager will be the Chief Administrators of the loan fund.
- 19.2 The Business Manager and Office Manager are empowered with the authority to grant or to turn down loan applications.
- 19.3 The Business Manager, Office Manager, and the Board are bound by rules of confidentiality.
- 19.4 If the Chief Administrators feel that there is a reason to bypass any of the rules of the loan fund, they must obtain consent of the Board.
- 19.5 If the Chief Administrators feel that they are unable for any reason to render a fair and impartial decision concerning an individual application, they may request that the Board act in their place.
- 19.6 If for any reason ASUM is at any time without a Business Manager or Office Manager, the Board shall appoint one of its members to serve as chief administrator.
- 19.7 If for any reason the applicant feels that any decision rendered by the Chief Administrator was not a fair one, he may appeal the decision to the Board, which may reverse the decision by a majority vote.
- 19.8 Eligibility
 - A. A student must have paid the Student Activity Fee in the quarter the loan is requested.
 - B. An applicant must have a cumulative GPA of at least 2.0 and must not be on probation.
 - C. The applicant must be presently enrolled in at least his/her second consecutive quarter as an activity fee paying student in the University and must not be in the final quarter or his/her senior year or final quarter of graduate work.
 - D. The applicant's credit record will be checked in the University Controller's Office.
 - E. The applicant must acquire a cosigner who is NOT A STUDENT and who is working at a full-time job if the loan exceeds \$50.
 - F. The applicant must complete in full the loan application that can be obtained in the ASUM office. The application shall include a brief statement of how the applicant intends to repay the loan.

- 19.9 Regular Loan (exceeding \$50).
 - A. Each loan SHALL NOT exceed \$200. The interest rate on the unpaid balance shall be 7 percent per annum upon receipt of the loan until maturity and 12 percent per annum after maturity.
 - B. The loan will fall due in 90 days or less depending on the due date set by the Chief Administrator. All loans must be paid prior to registration for a student's final quarter at the University.
 - C. The total of all funds borrowed from ASUM by one person during the course of a fiscal year shall not exceed \$500.
- 19.10 Emergency Loans (\$50 and under)
 - A. There shall be a \$50 limit per loan, and these loans shall not exceed one calendar month. No interest shall be charged until maturity.
 - B. The interest rate on the unpaid balance shall be 12 percent per annum, charged from maturity date until paid.
- 19.11 Processing Information
 - A. All applications are approved by the Chief Administrator and processed through the Controller's Office.
 - B. The applicant will be notified if the request is not approved.
- 19.12 Overdue Loans:
 - A. If a loan becomes past due, the Controller's Office shall make every effort to collect the loan including the cosigner and turning collections over to collection services.
 - B. The University Controller's Office and Registrar's Office shall be requested to withhold the registration and transcripts of an individual who has not repaid a past due loan.
- Item 20.0 Miscellaneous
 - 20.1 Absolutely no ASUM funds can be used for scholarships, awards, or gifts.
- Item 21.0 S.T.I.P. Interest
 - 21.1 Funding for one time capital improvement projects shall not exceed the amount of interest earned in the previous fiscal year. The Board shall approve specific requests and submit them to the Senate for two-thirds majority approval. The improvement (1) must be on campus, (2) must benefit a large cross-section of students, and (3) must have long-term benefits.
- Item 22.0 General Fund
 - 22.1 The general fund balance shall be reviewed by the Board at the end of each fiscal year. Any action affecting the fund balance must be approved by the Senate by a two-thirds majority vote. The General Fund shall not be used to supplement the Special Allocation Fund except under emergency conditions.
- Item 23.0 Infractions
 - 23.1 If an organization commits an infraction of this fiscal policy, that group shall be notified to appear before the Board to explain their action(s). The Board and/or the Business Manager shall have the power to send a letter of reprimand to the group, freeze the group's account until management changes are made, or take other appropriate action. The balance of the group's funds may be frozen by the ASUM Business Manager until a Board action is taken.

Item 24.0 ASUM Authorized Signature List

- 24.1 The Business Manager shall from time to time report to the Board the current status of the ASUM Authorized List. The Board on Budget and Finance shall determine which Executive Officers will be authorized to sign on each account.

Item 25.0 Fiscal Policy Adoption

- 25.1 This fiscal policy shall take effect immediately upon two-thirds majority vote of the Senate.
- 25.2 This fiscal policy shall render void all previous ASUM fiscal policies.

Appendix A
Agreement between ASUM and Campus Rec and Campus Rec Facility

1. Campus Rec and Campus Rec Facility will continue to submit a line-item budget as outlined in the ASUM budgeting procedures.
2. Money allocated to accounts 7521 and 7522 will be dispersed on a semester basis to accounts 1895 and 1894 respectively.
3. Expenditures will be made within line-item and budget category guidelines as provided in Fiscal Policy.
4. Campus Rec and Campus Rec Facility will provide all accounting records having to do with ASUM money to the Board on Budget and Finance at the end of each quarter.
5. Before the quarter allocation is made to account numbers 1894 and 1895, the Board will review the previous semester's expenditures from each account. The Board reserves the right to disapprove a semester disbursement if the terms of this agreement are not followed.

Appendix B

Proposed amendments to the ASUM Fiscal Policy passed by the ASUM Senate February 15, 1989. This will go into effect upon passage of these laws by the 51st Legislative Session of the State of Montana. If the specific laws addressed in this addendum are not passed, then this portion of the Fiscal Policy will be deleted. If the laws are passed, then the Board on Budget and Finance will write these provisions into the document.

- Provision 1 ASUM or any ASUM organization will not make any purchase of products or services which are made pursuant to 18-4-132 and 18-8-103, Montana Codes Annotated, upon enactment of Senate Bill 395 during the 51st Montana Legislative Assembly that would result in any out-of-state purchase that could otherwise occur in Montana, Missoula, or on the campus of the University of Montana.
- Provision 2 ASUM or any ASUM organization, when making a purchase for a product in excess of \$300.00, will submit to the ASUM Accountant a minimum of three (3) written price quotes before authorization of such purchases will occur, or will otherwise obtain purchasing authorization after having gone through the University of Montana bidding process as defined in the University of Montana Central Purchasing Policy #120.

Appendix C

Example #1

Year 1995-96 year end deficit	-\$15,000
Year 1996-97 allocation	\$80,000
Automatic reduction of the first \$10,000	<u>-\$10,000</u>
Revised allocation	\$70,000
Remaining deficit	-\$ 5,000
Year end balance 1996-97 profit	\$ 6,000
Year end balance 1997-98 allocation	\$80,000
Carryover profit from year 1996-96	\$6,000
Carryover deficit from 1995-96	<u>-\$5,000</u>
Revised allocation	\$81,000

Example #2

Year 1995-96 year end deficit	-\$15,000
Year 1996-97 allocation	\$80,000
Automatic reduction of the first \$10,000	<u>-\$10,000</u>
Revised allocation	\$70,000
Remaining deficit	-\$ 5,000
Year end balance 1996-97 profit	\$10,000
Year end balance 1997-98 allocation	\$80,000
Carryover profit from year 1996-96	\$5,000
Carryover deficit from 1995-96	<u>-\$10,000</u>
Revised allocation	\$65,000

Appendix D
Approved 5/2/90

This is an agreement, from Ken Stolz, that was received by the previous ASUM Administration. This policy is in response to SB 395 and Regents Policy 506.2.

1. Purchases less than or equal to \$300. ASUM will continue to use current UM procedures and forms (Check-with-Order and Departmental Purchase Orders).
2. Purchases greater than \$10,000. ASUM will continue to use the UM Purchasing Department Office to make all of these purchases. The Purchasing Department will make every effort to be responsive to any unique ASUM purchasing requirements.
3. Purchases greater than \$300 but equal to or less than \$10,000.
 - a. Before revised state purchasing regulations are adopted (April 1990?).
 - i. ASUM will use informal written quotations to solicit bids. Selection of best vendor shall be in accord with established ASUM policy and procedure. Every effort will be made to make sure that vendors do not think that they are responding to formal UM Purchasing Department bids or solicitations.
 - ii. The ASUM Accounting Office upon approval of the ASUM Business Manager will issue a confirming requisition to the selected vendor. The Purchasing Department will enter these documents into the accounting system as CUFS POs. The ASUM Accounting Office will not realize the transaction for payment until he or she has received a receiving report.
 - iii. Where the vendor will not accept a confirming requisition, the Purchasing Department will issue a Purchase Order and enter the document as a CUFS PC with a notation as to ASUM bid procedure

- exception. The ASUM Accounting Office will not realize the transaction for payment until he or she has received a receiving report.
- b. After revised state purchasing regulations are adopted (April 1990?). Assuming that the final regulations are similar to the preliminary draft, ASUM will utilize Departmental Purchase Orders for up to \$2000.00 Check-with-Order may be used with purchases of up to \$300.00. For purchases greater than \$2000.00, and equal to or less than \$10,000, ASUM will use the procedures outlined in 3.a.i. to iii.
 4. All purchases. ASUM is encouraged, but not require, to use State Term Contracts, UM Term Contracts, State Requisition Time Schedules, State Central Stores, State Surplus Property, UM Printing Services and State Publications and Graphics. Nothing contained herein releases ASUM, the UM Purchasing Department, or other UM Departments from complying with all other applicable State and Federal laws and regulations regarding accounting, employment, contracting, auditing, conflict-of-interest, etc.

Appendix E Purchasing Policy

In order to prevent purchasing activity which is not in the best interests of ASUM, this document is being written. This document will outline, in broad terms, the purchasing policy to be employed by ASUM in all subsequent purchases after this document has been adopted in final form and included within the official ASUM Fiscal Policy.

Part I: Purchases With A Total Price Of Under \$50.00 Made By ASUM Executives

Any purchase to be made by an ASUM Executive from the administrative operational budget may be made on the Executive's authority as an officer of ASUM, subject to funds availability, confirmation from the ASUM Accountant, provided the purchase is consistent with the purchaser's budget and ASUM Fiscal Policy. Deviations from the budget (including line-item changes, special allocations, and S.T.I.P. requests) must be approved by the Board and Senate. In addition, the purchaser is obligated to make a concerted effort to obtain the lowest possible price on the purchase. A summary of these types of purchases, which must include the name of the vendor, price of the goods or services purchased and the name of the purchasing officer must be provided on a monthly basis to the Board and the Senate.

Part II: Purchases With A Total Price Of Under \$150.00

Any purchase to be made by ASUM, its member organizations, or executive officers and agencies, may be made with the approval of the ASUM Business Manager. In case of a purchase made by the Business Manager, purchases shall be made with the consent of the ASUM President and/or Vice President, subject to funds availability, confirmation from the ASUM Accountant, provided the purchase is consistent with the purchaser's budget and ASUM Fiscal Policy. Deviations from the budget (including line-item changes, special allocations, and S.T.I.P. requests) must be approved by the Board and Senate. In addition, the purchaser is obligated to make a concerted effort to obtain the lowest possible price on the purchase.

Part III: Purchases With a Total Price of Under \$1000.00 but Greater Than \$150.00

Any purchase to be made by ASUM, its member organizations, or executive officers and agencies, may be made with the approval of the ASUM Business Manager. In case of a purchase made by the Business Manager, purchases shall be made with the consent of the ASUM President and/or Vice President, subject to funds availability, confirmation from the ASUM Accountant, provided that:

- (1) The purchasing organization obtains a minimum of three price quotes from separate vendors, which must be presented to the Business Manager and documented in permanent files by said officer at the time of release of funds;

(2) The price quotes must be for the same item. If the quotes are not for the same item, there must be a documented justification in permanent files for the non-provision of price quotes on the same item;

(3) The purchase must be consistent with purchaser's budget and ASUM Fiscal Policy. Deviations from the budget (including Line Item Changes, Special Allocations, and S.T.I.P.) must be approved by the Board and Senate;

(4) The Purchase must be made from the vendor who offers the lowest price quote, if however, the purchase is to be awarded to a higher priced vendor, documented justification in permanent files must be provided explaining why the purchase is to be so awarded. If a vendor with a higher price quote is to be awarded the bid, the consent of the Senate is required.

Part IV: Purchases With a Total Price of Under \$5000.00 but Greater Than \$1000.00

Any purchase to be made by ASUM, its member organizations, or executive officers and agencies, may be made with the approval of the ASUM Business Manager. In case of a purchase made by the Business Manager, purchases shall be made with the consent of the ASUM President and/or Vice President, subject to funds availability, confirmation from the ASUM Accountant, provided that:

(1) The purchasing organization obtains a minimum of three SEALED BIDS from separate vendors, which must be opened on a pre-determined date by the Business Manager in the presence of two other persons (either ASUM Executives, Senators, or members of the Board);

(2) The bids shall be sent to the ASUM Office Manager who shall act as custodian of the bids, until the date of unsealing arrives, at which time the bids will be handed over to the Business Manager for unsealing;

(3) The price quotes must be for the same item. If the quotes are not for the same item, there must be a documented justification in permanent files for the non-provision of price quotes on the same item;

(4) The purchase must be consistent with purchaser's budget and ASUM Fiscal Policy. Deviations from the budget (including Line Item Changes, Special Allocations, and S.T.I.P.) must be approved by the Board and Senate;

(5) The Purchase must be made from the vendor who offers the lowest price quote, if however, the purchase is to be awarded to a higher priced vendor, documented justification in permanent files must be provided explaining why the purchase is to be so awarded. If a vendor with a higher price quote is to be awarded the bid, the consent of the Senate is required.

Part V: Purchases With a Total Price of Greater Than \$5000.00

Any purchase to be made by ASUM, its member organizations, or executive officers and agencies, may be made with the approval of the ASUM Business Manager. In case of a purchase made by the Business Manager, purchases shall be made with the consent of the ASUM President and/or Vice President, subject to funds availability, confirmation from the ASUM Accountant, provided that:

(1) The purchase is sent to the state purchasing office for bid-letting and procurement. The decision of the state purchasing office shall be considered binding upon ASUM and its subsidiaries unless convincing, documented justification in permanent files, accompanied by a two-thirds majority approval of the Senate is provided for overturning the decision of the state purchasing office.

(2) The purchase must be consistent with purchaser's budget and ASUM Fiscal Policy. Deviations from the budget (including Line Item Changes, Special Allocations, and S.T.I.P.) must be approved by the Board and Senate.

ARTICLE I

MEMBERSHIP

- Section 1. Definition of membership: All students enrolled at The University of Montana who have paid the student activity fee for the current semester are ASUM members.
- Section 2. Any member of the Association is entitled to vote, run for office (upon meeting qualifications) and to exercise the various rights and privileges of membership.
- Section 3. The student activity fee of \$30 is assessed to all students taking more than seven (7) credits during Fall and Spring Semesters. A reduced student activity fee is assessed during the Summer session.
- Section 4. Students who have arranged with the University Controller's Office for temporary deferment of the student activity fee are active members of ASUM, as long as their fee status is satisfactory with the Controller's Office.

ARTICLE II

QUALIFICATIONS AND DUTIES OF OFFICERS

- Section 1. Qualifications for Officers:
- A. All officers must meet qualifications as defined in Article 7, Section 1 of the Constitution.
 - B. All officers must be ASUM members for the duration of their terms of office, in addition to any requirements stipulated in the ASUM Personnel Policy.
- Section 2. Duties: All officers must carry out their duties as listed in the Constitution.
- A. President
 - 1. The President shall give a weekly report to the Senate.
 - 2. All chairs and members of committees shall be recommended for appointment by the President and confirmed by the Senate by a two-thirds (2/3) majority vote.
 - 3. In case of resignation or removal of any agency director, the President or the President's temporary designee, as approved by a majority vote of the Senate, shall assume responsibility for the position until a new director is appointed.
 - B. The Vice President shall give a weekly report to the Senate.
 - C. The Business Manager shall give a weekly Budget & Finance report to the Senate.

ARTICLE III

Qualifications and Duties of Senators

- Section 1. Qualifications of Senators:
- A. All senators must meet qualifications as defined in Article 7, Section 1 of the Constitution.
 - B. All senators must be ASUM members for the duration of their terms of office.
- Section 2. Duties: All senators must carry out their duties as listed in the Constitution and Personnel Policy.
- A. All senators shall serve on at least two boards or committees unless specifically exempted by the Vice President.
 - B. All senators shall attend all Senate meetings, for the duration of the meeting, unless excused by the President or the chair.
 - C. Any presidential appointments made to fill vacant Senate seats shall be approved by a two-thirds (2/3) majority vote of the Senate.

Exhibit B

**ARTICLE IV
PROCEDURES**

Section 1. Senate Meetings:

- A. Unless the ASUM Constitution or Bylaws dictate otherwise, Senate meetings shall be conducted according to Robert's Rules of Order, Newly Revised. The Senate may change its own rules of parliamentary law by a two-thirds (2/3) majority vote, and those rules shall become part of the Bylaws.
- B. In the absence of both the President and the Vice President, the Business Manager shall chair Senate meetings. In the absence of all officers, the Senate shall select a temporary chair from its membership, approved by a two-thirds (2/3) majority vote of the Senate, unless the Vice President, President, or Business Manager (in that order) has already designated a temporary chair, approved by a two-thirds (2/3) majority vote of the Senate.
- C. All proposed resolutions and motions introduced during "New Business" shall be placed under "Old Business" for the following Senate meeting. Discussion and voting may take place only under "Old Business" unless the Senate suspends the rules by a two-thirds (2/3) majority vote.
- D. All Senate resolutions already introduced as "New Business" must be placed in typewritten form in all office boxes, including those of the President, Vice President, Business Manager, all Senators, Office Manager, and the faculty advisor before 5 P.M. on the Friday preceding the meeting at which they are to be debated under "Old Business." Resolutions not in compliance with this rule shall be tabled automatically by the chair until the above said conditions are met.
- E. All amendments to the Bylaws require a two-thirds (2/3) majority vote of the Senate. All amendments to the Bylaws shall receive the prior approval of the ASUM Affairs Committee before being presented to the full Senate. This restriction may be suspended by the Senate with a two-thirds (2/3) majority vote.
- F. A quorum shall be defined as two-thirds (2/3) of the voting members of the Senate. Under normal circumstances, this number shall be fifteen (15). If a vacant seat exists, a quorum shall be two-thirds (2/3) of the maximum available number of voting members. No business may be conducted in the absence of a quorum. This rule is not suspendable.
- G. All resolutions introduced under "New Business" shall be referred by the Vice President, acting as committee whip, to the appropriate committee or board, which shall give its recommendation, either for or against approval, prior to debate before the full Senate. Resolutions and other business need not be sent to the appropriate committee or board if the Senate chooses to temporarily suspend rules of procedure with a two-thirds (2/3) majority vote.

Section 2. Impeachment and Removal:

- A. Any officer or member of the Senate may be impeached for:
 - 1. breach of duties as stated in the Constitution or Bylaws.
 - 2. failing to attend three or more regularly scheduled Senate meetings, per semester, without an approved excuse from the chair.
 - 3. committing any felony upon conviction in open court.
 - 4. committing any larceny against the University, ASUM, or any subsidiary thereof.
- B. A Senator or Officer may introduce a motion of impeachment at any meeting, but impeachment may not be completed the same meeting. At least one week must elapse between the introduction of the original motion of impeachment and the vote on that action. This rule is not suspendable.
- C. No member of the Senate may vote on their own impeachment.
- D. If a motion of impeachment is brought against the Chair of the Senate, the President shall preside over the impeachment.
- E. Any officer or member of the Senate who is impeached shall be removed by a two-thirds (2/3) majority vote of the Senate and a majority vote (50% plus one) of the ASUM membership, as outlined in the Constitution. If a Senator has missed three or more unexcused Senate meetings per semester, he or she may be removed simply by a two-thirds (2/3) majority vote of the Senate.

Section 5. Counting:

- A. After the first day of the general election, ballots shall be locked in a safe, and may not be examined in any manner until the close of the polls on the second day of voting. Upon closure of the polls on the second day of voting, the Elections Committee shall count the ballots, to be done in the presence of the faculty advisor. No candidate or supporter thereof is allowed to assist or view the counting of the ballots.
- B. Write-in votes do not need to be spelled correctly if the intent of the voter is clear.
- C. Any improperly completed ballot, as decided upon by the Elections Committee, shall not be accepted.
- D. If the number of votes received by a winning candidate is three percent greater or less than that received by a losing candidate, a recount of the race shall be made.
- E. A tie vote in a primary election shall result in the names of those candidates involved to be included on the general election ballot, provided that the number of votes cast would qualify each candidate in the absence of a tie.
- F. A tie vote in a general election shall result in the Elections Committee providing for a special election to determine a winner, provided that the tie results in the position not being filled.
- G. A plurality of the total ballots properly cast for all eligible officer candidates for a given position shall be required to elect any candidate.
- H. Official results of primary, general, and special elections require the signature of the Elections Committee Chair, the President, and the faculty advisor, or their designees.
- I. Elections results shall be published in the Montana Kaimin on the Friday immediately following the election.
- J. Ballots shall be kept at the ASUM offices for a period of two weeks, after which time they shall be destroyed.

Section 6. Suspension of Candidacy: Any candidate who violates any of these rules may be barred from candidacy and/or denied from taking office, as decided upon by the Elections Committee.

Section 7. Grievances:

- A. Any member who disagrees with any ruling of the Elections Committee or who wishes to file a complaint concerning any action involved with campaigning or the election; including, but not limited to, rules violated by other candidates, voting discrepancies, and other improper procedures, may appeal with a signed complaint to the Elections Committee no later than 48 hours after the results of the general election have been released.
- B. The Elections Committee shall examine the complaint and decide what action, if any, is warranted.
- C. The Elections Committee may invalidate the results of any election and demand a new election, but the committee must do so before the first Senate meeting following the election, and such a motion to invalidate must be approved by a two-thirds (2/3) majority vote of the Senate.

Section 8. Calendar: Deadlines and dates shall follow the below schedule, which the Elections Committee may alter as necessary:

Petitions available:	7th Monday of Spring Semester
Petitions due:	Friday after 8th Monday by 5 P.M.
Informational meeting:	Tuesday after 9th Monday
Campaigning begins:	10th Monday
Senate Primary forum:	Wednesday after 10th Monday
Officer Primary forum:	Thursday after 10th Monday
Primary election (if needed):	Wednesday after 11th Monday
2nd Senate forum	Wednesday after 12th Monday
Executive debate:	Thursday after 12th Monday
General election:	Wednesday and Thursday after 13th Monday
Grievances due:	Saturday after 13th Monday

ARTICLE VI **COMMITTEES AND BOARDS**

Section 1. General:

- A. Each committee shall have general jurisdiction over its assigned function.
- B. Members of all boards and committees shall be appointed at the beginning of Fall Semester, although additional appointments may be made at any time.
- C. Each standing committee and board, as enumerated in the Constitution and/or Bylaws, shall have the option to adopt rules of procedure for its own actions, as an aid to the Constitution and Bylaws, and shall be applicable only to the committee or board that adopts them. Individual rules of procedure shall have no effect when being considered by the Senate, unless the Senate has also adopted the rule or procedure.
- D. Any committee member absent from three (3) or more meetings of one committee per semester without an excuse from either the committee chair or the Vice President shall be deemed to have resigned from that committee or board.
- E. The Senate may remove the chair or member of any committee by a two-thirds (2/3) majority vote.
- F. The President may establish new committees upon simple majority approval of the Senate.
- G. All chairs and members of committees and boards shall be appointed by the President, in consultation with the Vice President, and confirmed by the Senate by a two-thirds (2/3) majority vote.
- H. A quorum for all committee meetings shall be defined as a simple majority of the members of that committee currently holding positions on that committee.
- I. Committee Chairs are responsible for setting the order of business and running their committee meetings. Unless their vote is needed to maintain a quorum, or is otherwise precluded in ASUM policies, committee chairs may vote only in case of a tie.

Section 2. ASUM Affairs Committee:

- A. The ASUM Affairs Committee shall be composed of 9 members, of which 5 shall be members of the Senate.
- B. The Chair of the Committee shall be a Senator.
- C. The ASUM Affairs Committee shall be responsible for recommending all changes to the ASUM Bylaws and ASUM Personnel Policy.
- D. The Committee shall also oversee the functions of the following ASUM executive agencies, in accordance with ASUM Personnel Policy:
 - 1. ASUM ChildCare
 - 2. ASUM Programming. The Programming Director shall be appointed by the President and approved by the Senate by a two-thirds (2/3) majority vote.
 - 3. ASUM Legal Services - with the Committee acting as a board of directors to oversee the Legal Services Director and program
 - 4. ASUM Administration
 - 5. The Student Complaint Officer shall be appointed by the President and approved by a two-thirds majority vote of the Senate.
- E. Student directors may be removed from office as stipulated by University of Montana policy and ASUM Personnel Policy.

Section 3. Board on Budget and Finance:

- A. The Board on Budget and Finance shall be composed of seven members, with the Business Manager as Chair, at least one but no more than two Senators, and the remainder at-large students.
- B. The Chair may vote only in case of a tie, unless his/her vote is required to maintain a quorum on the Board.
- C. A quorum shall normally consist of 4 members of the Board.
- D. The Board shall be primarily responsible for the oversight, management, and allocation of ASUM appropriated funds generated through the student activity fee. The Board shall also be responsible for ASUM Fiscal Policy.
- E. Further responsibilities of the Board are outlined in ASUM Fiscal Policy.

Section 4. Board on Member Organizations:

- A. The Board shall be composed of five members, including one, but not more than two ASUM Senate members, and the remainder at-large students.
- B. The Board on Member Organizations shall review all applications for groups and organizations that wish to register with ASUM and/or receive ASUM funding. This process shall occur after the fifth week of Fall Semester and as needed throughout the year. The Board shall also review all re-registrations by previously recognized groups and organizations.
- C. If the Board has evidence that a group has failed to comply with the stated criteria necessary for ASUM recognition or has failed to meet all the responsibilities stipulated by ASUM, the Board has the option of sending a warning notice to the group specifying reasons for the warning and the corrective steps that must be taken within a period of no more than one month. The group shall have the opportunity within one week to have an informal hearing with the Board on Member Organizations. If the group fails to act, or the Board feels that the matter has not been resolved, the Board on Member Organizations shall have the option of issuing a second and final warning letter or revoking the group's recognition with ASUM. The Board may choose to move directly to revoking a group's recognition without a warning letter if an infraction or negligence is viewed as substantial.
- D. For any group whose registration is suspended, or any group that is suspended, or any group that the Board has determined should have its recognition revoked, there shall be an appeals process. The process shall be as follows:
 - 1. The group shall be given a hearing by the Board within one week of the notice of impending loss of ASUM recognition.
 - 2. After the hearing, if the Board does not rescind its decision, the group may present its case to the Senate during the Vice President's report.
 - 3. The Senate, by a two-thirds (2/3) majority vote, shall have the opportunity to overturn a Board's decision removing group recognition.
- E. The general policy of ASUM is to require membership lists of its recognized organizations to be available and open for inspection by the public. This policy is to promote openness and to ensure that recognized groups and organizations are composed of ASUM members. Since ASUM recognized groups and organizations receive access to various university facilities and have the ability to apply for ASUM funding, verification of membership for ASUM groups is required.
- F. Any group seeking ASUM recognition that desires the confidentiality of its membership must apply to the Board on Member Organizations for confidentiality approval. The application should contain an explanation of the purpose of the group, and the need for confidentiality. If the Board on Member Organizations approves the request, the group must accomplish the following:
 - 1. A copy of a membership list must be presented to the faculty advisor of the group. This list must be kept confidential by the advisor.
 - 2. Without divulging the purpose for the request, the advisor shall confirm with the Registrar that the membership list is composed of ten members.
 - 3. The advisor shall report in writing to the Board on Member Organizations, stating whether or not the group has ten or more members.
- G. Presentation of a falsified list to an advisor or to the Board shall be grounds for removal or denial of ASUM recognition. Re-recognition may occur only on approval of the Board, and upon such additional conditions that the Board may set.
- H. A group containing non-members may achieve recognition so long as its total membership is at least 85% ASUM members.

Section 5. Constitutional Review Board:

- A. The Constitutional Review Board shall be composed of five students, none of whom may be members of the ASUM Senate.
- B. The Constitutional Review Board shall be responsible for recommending amendments to the ASUM Constitution, and well as interpreting its meaning. The Constitutional Review Board shall be the final arbiter of any controversies concerning the ASUM Constitution.

Section 6. Elections Committee:

- A. The ASUM Elections Committee shall be composed of 9 members, of which a maximum of 3 shall be members of the Senate.
- B. The Elections Committee shall be responsible for conducting annual ASUM elections, and other duties as explained in Article V of the Bylaws.

Section 7. Interview Committee:

- A. The ASUM Interview Committee shall be composed of 6 members, the three ASUM executives and 3 Senators. Any member of the committee may choose any member of the Senate to serve in their place. The President shall serve as Chair of the Committee.
- B. The Committee shall be responsible for interviewing and recommending individuals for positions within ASUM. This may include vacant Senate seats, agency directorships, classified positions, and any other positions that the Senate may approve to be within the scope of the Committee.

Section 8. Publications Board:

- A. The Publications Board shall be composed of 7 members, chaired by the Editor of the Montana Kaimin, who shall vote only in case of a tie. One of the seven members shall be a member of the ASUM Senate.
- B. The Board shall be responsible for appointing the Editor and Business Manager of the Montana Kaimin. Additionally, the Board shall appoint the Editor and Business Manager of Cutbank, and any other ASUM-funded student publications.
- C. The Board shall oversee the general operations of ASUM-funded publications, without infringing on First Amendment rights.

Section 9. Student Political Action Committee (SPA):

- A. The Student Political Action Committee shall consist of 9 members, of which 5 shall be members of the Senate. The Committee shall be chaired by the SPA Director.
- B. The ASUM Office of Student Political Action shall be composed of the SPA Director, the Assistant SPA Director for Student Action, and the Assistant SPA Director for Legislative Action and ASUM Lobbyist (only during legislative years). The duties of these offices shall be further explained in ASUM Personnel Policy.
- C. The SPA Director, assistant directors, and the ASUM lobbyist shall be appointed by the President and approved by the Senate by a two-thirds (2/3) majority vote.

Section 10. Student Union Board:

- A. Student Union Board shall consist of 7 members, of which 3 shall be members of the Senate. The University Center Director or his/her designee shall serve as an ex-officio non-voting member of the Student Union Board. A Senator shall chair the Committee.
- B. A quorum shall normally consist of 4 members of the Board.
- C. The Chair shall act for the Board in its absence, subject to its review.
- D. Special meetings may be called by the Chair or by two or more members.
- E. Duties and functions of Student Union Board shall include:
 - 1. To consider student complaints about University Center policies, activities, and personnel.
 - 2. Annually review University Center budgets and fees.
 - 3. Ensure that student interests are considered in deciding policies and other administrative matters involving the UC by helping the UC Administration to decide on those matters.
 - 4. In consultation with the UC Administration, develop long-range planning goals and funding sources for UC development and use.

Section 11. University Affairs Committee:

- A. The University Affairs Committee shall be composed of 9 members, of which 5 shall be members of the Senate. A Senator shall chair the Committee.
- B. The Committee shall be responsible for all activities occurring on the University of Montana campus that affect ASUM and students, but that have not been specifically or expressly implied to be under the authority of another ASUM committee. 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.
- C. The Committee shall be responsible for acting as a liaison between the Student Bargaining Representative (UTU Representative) and ASUM. The UTU Representative:
 - a. Shall be appointed by the President and approved by a two-thirds majority vote of the Senate.
 - b. Shall be the student chosen to represent University of Montana students at Montana Faculty-Administration Collective Bargaining, as provided by Montana statute.
 - c. Shall preferably be a member of the University Affairs Committee.
 - d. The President may also appoint him/herself as the UTU Representative, subject to a two-thirds (2/3) majority vote of the Senate.

ARTICLE VII
DEFINITIONS

- "Accountant" means the ASUM Accountant.
"ASUM" means the Associated Students of the University of Montana.
"Business Manager" means the ASUM Business Manager.
"Bylaws" refers to the ASUM Bylaws.
"Constitution" refers to the ASUM Constitution.
"Fiscal Policy" refers to the ASUM Fiscal policy.
"Member" means any activity fee-paying student at The University of Montana.
"Personnel Policy" means the ASUM Personnel Policy.
"President" means the ASUM President.
"Senate" means the ASUM Senate, including the three ASUM Executives.
"Senator" means an ASUM Senator.
"Student" means anyone currently enrolled at The University of Montana.
"Vice President" means the ASUM Vice President.

ARTICLE VIII
APPENDIX

- Section 1.** These Bylaws shall supercede and make null all previous Bylaws.
Section 2. In all cases, the Constitution shall supercede these Bylaws.
Section 3. In the event that these Bylaws or any ASUM operation or procedure conflicts with Montana or U.S. law, they shall be deemed null and void. In the event that ASUM policy or procedure does not clearly specify what action should be taken in a given situation, Montana law may be substituted or used as a guide.
Section 4. These Bylaws shall go into effect immediately upon their approval by a two-thirds (2/3) majority vote of the Senate.



ASUM Committee Appointments

	A	B	C	D	E	F
1	Board on Budget and Finance		Member Organizations		Constitutional Review	
2	Chair: Eric Hummel		Chair: Troy Mason		Chair:	
3	Senators:		Senators:		At Large:	
4	Jeff St. Peter					
5	Jason Watson					
6	At Large:		At Large:			
7	Bill Rathert					
8	John Rolf				May meet once a year	
9	Erika Larson					
10						
11	Will meet once a week		Will meet once a year			
12						
13						
14						
15	Elections Committee		ASUM Affairs		Interview Committee	
16	Chair:		Chair: Allison Redenius		Chair: Pat McCleary	
17	Senators:		Senators:		Execs:	
18	Kendra Wooley		Annie Thorgrimson		Amanda Cook	
19	JP Betts		Eric Hummel		Eric Hummel	
20	Troy Mason		Elizabeth Larson		Senators:	
21	At Large:		Pat McCleary- ex. off.		Jennifer Green	
22			Amanda Cook- ex. off.		Regina Anderson	
23			At Large:		Chris King	
24					Will meet when necessary	
25						
26			Will meet weekly			
27						
28	Meets once a year					
29			Student Political Action		Student Union Board	
30			Chair:		Chair: Chris King	
31	Publications Board		Senators:		Senators:	
32	Chair: Editor <i>Kamryn</i>		Chris Ruff		Darren Ogle	
33	Senator:		Jolane Flanigan		Jennifer Panasuk	
34	Elizabeth Larson		Jennifer Panasuk		At Large:	
35	At Large:		Kristy Wetterling		Greg Voorhees	
36			JP Betts		Erica Davis	
37			At Large:			
38			Matt Etlinger			
39					May meet bi-weekly	
40						
41			May meet bi-weekly			
42						
43	University Affairs Committee					
44	Chair: Mike Metcalf					
45	Senators:					
46	Heather Gneiting					
47	Chris Ruff					
48	Jolane Flanigan					

ASUM Committee Appointments

	A	B	C	D	E	F
49	Elizabeth Larson					
50	At Large:					
51	Paula Rosenthal					
52	Marcus Courtney					
53	Jennifer Jasek					
54	Carina Niedermier					

University Committee Appointments

Student Conduct Code

Alison Redenius

Scholarship/Fin. Aid

Jeff Cable

Safety and Security

Darren Ogle

Prescott House Task Force

Pat McCleary

Alison Redenius

Diversity Advisory Comm.

JP Betts

Alison ~~Redenius~~ Grant

Davidson Honors College

Mike Metcalf

Pat McCleary

Campus Recreation

Jeff St. Peter

Chris King

Jennifer Panasuk

Jennifer Jasek

South Campus Develop.

Pat McCleary

Julie Gnetterman

Carol Zotnick

Health Services

Charles Abramson

Jennifer Greene

Budget/Planning

Jason Watson