



Associated Students of the University of Montana Western Bylaws

**Article I Meetings**

Meetings of the ASUMW shall be held weekly, on Monday evenings in the ASUMW conference room, and when called for by the Executive. All meetings are open to the students and the general public. Executive meetings may be called without notice to the student body.

**Article II Quorums**

A majority of the ASUMW Senate members present shall constitute a quorum at the Senate meetings. Only when a quorum is present shall business be done or a vote be taken.

**Article III Rules of Order for Conducting Business**

All ASUMW Senate business will be conducted using Parliamentary Procedure. Committee meetings can be held using consensus or Parliamentary Procedure, as determined by the chair. Any current edition of *Robert's Rules of Order* will govern any item of operation not specified in this document.

**Article IV Senate Responsibilities**

Attendance

Attendance of scheduled meetings is mandatory for senators. Hold Harmless agreements apply.

An excused absence requires notice to President, Vice President, Office Manager, or Advisor prior to the beginning of the meeting.

Good Standing

To be considered "in good standing," any member of the ASUMW must:

Represent ASUMW with professionalism, decorum, and integrity.

Make an effort to uphold the Constitution and Bylaws of the ASUMW at all times in their official capacity.

Make an effort to complete any reasonable tasks that arise as a course of participation in the ASUMW.

Office Tasks

All ASUMW Senators will be expected to complete office tasks as determined by the Executive Office and the Office Manager weekly in order to earn their semester stipend.

Office tasks include attending committee meetings, assisting office manager, president, vice president, activities coordinator, and attending ASUMW sponsored functions. President, vice president, office manager, activities coordinator may honor other forms of office hours.

Attend ASUMW sponsored activities

Regularly participate in ASUMW sponsored activities.

## Committee Assignments

Serve on assigned committees and give reports at ASUMW meetings.

If Senator is not able to make meeting they must find a replacement and notify the president of absence.

Senators will not be penalized if committees do not meet during the semester.

Failure to attend will result in a strike for each absence.

## The Three Strike Rule

Failure to comply with the aforementioned rules will result in disciplinary action resulting the first three times in written warning. After the third strike the Senator will be brought before the Senate for impeachment proceedings as stated in the ASUMW Bylaws.

## **Article V Procedure for Amending the Bylaws**

A proposal by an Executive Officer or Senator may be made to amend the Bylaws and must be approved by majority of the Senate. Amendments to the Bylaws do not need to be approved by the student body.

## **Article VI Election Guidelines**

### Filing for Office

The candidate must meet the requirements set forth for the office for which the candidate is filing, as stated in the constitution.

The candidate must have completed the proper applications by 4:00 on the most recent ASUMW meeting prior to the day of the election.

All election ballots will include a write-in option.

At the time of requesting an application, each candidate will be notified of these Election Guidelines.

The candidate may file for more than one office. However, the candidate may not hold more than one office (e.g. executive and senator) at the same time. Any candidate who runs for an executive will, unless otherwise noted on their application for an executive office, be automatically added to the ballot as a senator as well. Should the candidate be elected to an executive office the next highest senate candidate shall assume the executive candidates seat on the Senate.

### Senator Representation Regulations

During the spring election, each candidate for Senate may run for 1 of 12 available positions: 12 general seats, each representing all UMW Students, will be elected to the ASUMW Senate.

During the fall semester, 3 freshman/transfer students will be elected to the ASUMW Senate.

### Election Commission

The Election Commission shall be chaired by the highest-ranking Executive Officer not running for a position; in the event that neither Executive Officer can satisfy this function, an outgoing Senator shall be appointed by the Student Senate to chair the Election Commission.

All other members will be the ASUMW Faculty Advisor, the ASUMW Office Manager, and others from the Senate who are not running for a position as needed.

### Campaigning

Candidates must follow the UMW sign policy (100.7) during the campaign. Publicity must be taken down within 24 hours of the Election Day.

Candidate debates may be held during the campaign period to give candidates an opportunity to express their views and give students an opportunity to ask questions.

An area in the Student Union Building may be set up to contain a biography of the candidates with their responses to several pertinent student/college related questions.

Any violation of the campaign regulations may result in the disqualification of the candidate from running for office.

The facilities used during voting shall be considered a safe zone on the days of voting and shall be established by the Election Commission Chair.

No campaigning shall be allowed in the safe zone on the days of voting.

### Election Time Frame

The ASUMW Executive Officers shall be elected in the spring semester of each academic year. The elections shall be held at the end of Block 7 of the spring semester.

Twelve senators will be elected in the Spring Election. Three freshman/transfer senators will be elected in the fall election.

In the event that the number of Senators falls below the minimum specified in the constitution, the two candidates from the previous election who received the most votes without being elected will be qualified to serve as an alternate Senator without approval of the Senate.

In the event that there are not enough qualified alternate Senators, the ASUMW President shall appoint an alternate Senator(s) with consent of two-thirds (2/3) vote of the Senate.

The time and place for all special elections shall be under the jurisdiction of the ASUMW President acting with consent of the Senate.

### Voting Procedures

Elections will be conducted in locations determined by the Election Commission. The Election Commission will be responsible for conducting balloting.

Elections will be conducted by means of plurality (largest number of votes) voting.

Each member of the student body shall have the right to cast one ballot for the top candidates of his/her choice in each election category. A student must be on the registered student list in order to cast a ballot.

Voting shall be by secret ballot and conducted over the course of one day between 8 a.m. and 5 p.m.

Absentee ballots will be available in the ASUMW office three class days before the scheduled election.

The ballots will be counted by the Election Commission.

In ASUMW sponsored elections each student will be allowed one vote for each available senator position (12 general seating in the spring and 3 freshman/transfer in the fall).

### Special Elections

In the event that the number of total Senators is less than the minimum amount required to officially convene a meeting, special elections will be immediately held to fill all Senate vacancies.

These elections must be held within two (2) weeks of the day that the Senate dropped below the required number.

All rules involving the conduct, planning, and execution of regular elections will be followed for special elections.

Any deadlines for action or decisions by the ASUMW are automatically extended until the next scheduled meeting immediately following the special election.

## **Article VII Vacancies in an Office**

### Vacant Senate Seats during the Term

Should ASUMW Senate seats become vacant, the Executive Office may appoint selected students to fill the position without having a special election. The President will first appoint replacement Senators from the applicants of the most recent election in order of the most votes to the least. Should there still be available positions; the President has the option to appoint replacement positions by their discretion. The President will then propose the appointments to the Senate for approval. All appointments shall be ratified by a majority vote of the Senate.

### Order of Succession

In the event that the President can no longer fulfill the duties of their office, the Vice President shall assume the duties of the President of the ASUMW.

In the event that the Vice President can no longer fulfill the duties of their office, the Senate Chair shall assume the duties of the Vice President of the ASUMW.

In the event that the Senate Chair can no longer fulfill the duties of their office, the Senate Chair Pro Tempore shall assume the duties of the Senate Chair of the ASUMW.

In the event that the Senate Chair Pro Tempore can no longer fulfill the duties of their office, the Senate shall select from its own membership by majority vote a Senator to serve as Senate Chair Pro Tempore.

## **Article VIII Appointing Guidelines for Office Manager**

### Filing for Office

The candidate must meet the requirements set forth for the office for which the candidate is filing as stated in the constitution.

Filing with the ASUMW Elected Officers for an appointed position will be held after the spring elections, at the beginning of fall term, and as needed to fill vacancies.

At the time of requesting an application, each candidate will be given a copy of these Appointing Guidelines.

### Appointing Committee

The Appointing Committee shall be the full ASUMW Senate acting by majority vote.

### Interviewing

Each applicant for the position of Office Manager, must sign up for an interview with the ASUMW Senate upon submitting an application.

### Selection

Selection of a new Office Manager will be based on a majority vote of the full Senate. Selection of other positions will be made by the ASUMW President in consultation with the Senate. Applicants will be notified no later than two (2) working days after the selection process.

## **Article IX Committees**

Special committees will be created as deemed necessary by the consensus of the Executive and the Senate, to carry out business of the Executive and/or the Senate and may be chaired by either an Executive Officer or a Senator. Committees may include members of the general student body. All committees report to the full ASUMW Senate.

## **Article X Allocation Policy**

Allocations forms will be available to any club in good standing with ASUMW during the fall semester Welcome Fair. The ASUMW Vice President will set all dates that involve the allocation process. Clubs will be given an opportunity prior to final allocations to present their budgets.

Allocations will be decided in the fall.

New clubs can apply for an allocation during semester and can reconsider at the beginning of the next semester.

## **Article XI Stipends**

### Executive Stipends

The ASUMW Executive Officers stipends will be awarded for the pay periods of September through May.

## **Article XII    Activities and Intramurals**

### Activities Assistant

The ASUMW Activities Assistant is a hired non-voting position within the ASUMW Senate and reports directly to the ASUMW President.

The responsibilities of the Activities Director are to organize and manage ASUMW student events, coordinating and enforcing of the sign policy, coordinate with the Campus Wellness/Recreation Coordinator and all other duties that the Senate may place upon this position.

### BARC Student Manager and Intramurals Director

The Intramurals director will be a joint position through ASUMW, the BARC and the Athletic Department. The position will be integrated into the ASUMW bylaws.

The position will be hired by a joint committee consisting of the ASUMW President, the UMW CFO, and the UMW Athletic Director and will directly report to ASUMW for management duties and be evaluated by the committee for performance.

The Intramurals Director is responsible for assisting with the overall operation of the BARC and assumes managerial responsibility during non-business hours (8am – 5pm Monday - Friday). The Intramurals Director is responsible for the implementation, management and operations of intramurals programming. This position requires strong skills in staff supervision and scheduling, events development and scheduling, safety awareness, customer service, problem solving, money management, and the ability to respond to emergency situations.

Duties include assistance in staff supervision and scheduling, scheduling of intramurals events, customer relations, rule enforcement, opening and securing facilities, laundry, money handling, website management, assisting with building cleanliness and a general working knowledge of facility operations and programming. The position will also work closely with the ASUMW Activities Director on promotion of UMW athletic events and developing, managing and running student sponsored activities at UMW games and events.

### Multiple Positions

Voting members of the Senate may hold both a seat on the Senate and either the BARC Student Manager and Intramurals Director or Activities Assistant positions.

## **Article XIII    Clubs**

### Qualifying for Charter with the ASUMW

Recognizing the importance of student groups, the ASUMW fully supports all clubs that are in good standing with this body.

A club that wishes to be recognized and affiliated with the ASUMW must meet the following requirements.

Submit a club constitution that outlines the club's mandate and the rules which govern its official officers, meetings, and procedures to be approved by a majority vote of the ASUMW Senate.

Submit a list of students who have shown interest in the creation of the club.

Have an official non-student advisor.

Submit a proposed budget for their first fiscal year.

Clubs must abide by all current UMW and the ASUMW policies.

Also abide by any other requirements that a certified document of the ASUMW specifies.

### Funding

In order for clubs to be appropriated money they must be in good standing and meet the following requirements.

Be recognized and affiliated with the ASUMW.

Represent themselves at the Club Fair.

At least one club officer from each club must attend the All Club Meeting which outlines club funding, guidelines, expectations, consequences, etc. and is hosted by the ASUMW Vice President. If an officer is unavailable, clubs can schedule a personal meeting with the ASUMW Vice president prior to the All Club Meeting.

Maintain an active status by hosting regular meetings and at least three club events per semester.

Advertise properly and adequately for all club meetings and events. Expectations for adequate and proper advertisement will be outlined in the All Club Meeting.

Submit a Budget Request Form prior to and be present at Lobby Day.

Maintain a positive balance in their club account.

Clubs with accounts that have begun the Fall Semester in the negative balance two consecutive years in a row will not be allocated money by the ASUMW for one year.

Monies left in a club account at the end of the school year will automatically be rolled over to the next school year.

Clubs who have approval from the ASUMW to be in the negative balance may be allocated money at the start of the Fall Semester.

### Club Misconduct

If a club has been suspected or reported to have violated any UMW or ASUMW policies or allegedly made improper use of club funds, a special inquiry committee can be assembled. This committee will be tasked with the duty to inquire if the suspected or reported violations have any grounds and if so how severe the violations are.

The committee will then submit its findings to the ASUMW Senate with its recommendations. The findings of the committee will remain confidential until the committee submits its findings to the ASUMW.

If the committee finds that the club has violated any of the said items above, the committee may make the recommendation to either put the club on probation or dismiss the club and reallocate to be dispersed, evenly, among complying clubs.

If the special inquiry committee recommends either putting the club on probation or dismissing the club, the ASUMW Senate shall follow these rules:  
The ASUMW will vote to approve, by a majority vote, the special inquiry committee's recommendation to move into probation or dismissal actions.

If approved, the ASUMW will send the special inquiry committee's findings to the club's officer(s) and advisor(s).

The Senate cannot vote to either put a club on probation or dismiss a club for at least two (2) business weeks, in order to let the club rebuttal the findings or charges against them.

To either put the club on probation or dismiss the club the Senate must approve the motion by a two-thirds (2/3) vote.

If a club is put on probation or dismissed, the ASUMW may determine the terms of the probation or dismissal, with at least one review of club activities during the time of probation or dismissal.

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