

ASMT By-Laws

Revised
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Article I- ASMT Library of Congress

Section 1: Location

- A. The Library of Congress shall be maintained in a location with public access, which shall be communicated to students via the ASMT website.

Section 2: Content

- A. The Library of Congress shall be split into two sections: Current Documents, and Archives.
 - i. The Library of Congress shall hold all of the public documents of ASMT.
 - a. Public documents of ASMT include but are not limited to: The ASMT Constitution, the ASMT By-laws, the ASMT Budget, minutes from all the ASMT meetings.
 - ii. When the ASMT Constitution, By-laws, and Budget are revised the current document shall be moved to the Library Archives and the new document shall be made current.
 - iii. Meeting minutes shall be Current until the end of the academic year they are written, at which point they shall be moved to Archives.
- B. The Librarian of Congress shall be responsible for posting all documents with in one week of passage.

Section 3: Librarian of Congress

- A. The Treasurer/Secretary shall serve as the Librarian of Congress
 - i. The Librarian of Congress shall be responsible for establishing and maintaining the Library of congress.

Article II- ASMT Committees

Section 1: Types of Committees

A. Standing Committees

- i. Standing committees are permanent committees formed and dissolved by amending Article II, Section 4 of the ASMT By-Laws providing the name and duties of the committee.
- ii. In the event that the ASMT By-Laws Article II, Section 4 disagree with any other part of Article II of the AMST By-Laws, Article II, Section 4 will take precedence.

B. Special Committees

- i. The Chairperson of a committee shall be a current member of the Senate and appointed by the presiding officer of the Senate.
- ii. The Chairperson of a Committee shall be a voting member of the committee.
- iii. The chairperson of a committee shall be responsible for establishing times and dates for meetings, overseeing meeting proceedings and keeping minutes and roll call.
- iv. The other members of the committee shall be volunteers from the current members of the senate. If insufficient volunteers come forward, enough members shall be appointed by the presiding officer of the

Section 2: Powers of Committees

- A. All committees, standing or special, shall have the power to act with the full weight and power of the Senate.

Section 3: Minutes

- A. The Chairperson of each committee, standing or special, is responsible for maintaining minutes of each meeting and documenting them to the Librarian of Congress.

Section 4: Standing Committees

A. Standing Committees on Finance

- i. The chairperson of the Finance committee shall be the ASMT Treasure/Secretary
- ii. Members of the committee shall be the Executive Cabinet and two appointed senator.
- iii. The committee's responsibilities include but are not limited to screening financial requests before bringing recommendations to the Senate, and making financial recommendation to the senate.

Article III- ASMT Senate Absence Excuses

Section 1: Senate

- A. Excuses for absence from a Senate meeting shall be any medical necessity with written doctor's excuse, a death in the immediate family in the week preceding the meeting, any academic conflict, or any situation the Executive council sees fit.

Section 2: Senate Committees

- A. Excuses for absence from a Senate Committee meeting shall be any medical necessity with written doctor's excuse, a death in the immediate family in the week preceding the meeting, any academic conflict, or any situation the Committee Chairperson sees fit.

Section 3: Appeal

- A. If at any time a Senator feels he or she has been unjustly denied excuse, he or she can appeal, no later than the first meeting after the senator has returned, to the Senate and excuse can be granted with 2/3 of the votes cast.

Article IV- ASMT Election Rules and Regulations

Section 1: Guidelines

- A. The student body shall be told one (1) month before elections about available positions and applications will be made available at that time. Applications will be due one (1) week prior to elections. Applications for office shall be turned into the ASMT office. In the event of a contested election, an open forum/debate must be held to allow students to ask question of candidates one (1) week prior to elections.
 - i. Executive office elections will be held no later than the end of April.
 - ii. ASMT Senate elections will be held no later than the end of April.
 - iii. Freshman senator elections shall be held no later than the two (2) weeks after the first day of classes.
- B. All candidates for ASMT office may post their campaign signs and material upon completion of the application process up to three (3) weeks before elections.

Section 2: Contested Elections

- A. Written complaint stating the reason for the contention of the previous election must be given to the President of ASMT by 5:00 pm of the next business day following the election.
- B. The President of ASMT shall present the complaint to the Judicial Board of ASMT for an opinion based on the Election Rules and Regulations.
- C. If the Justice's opinion is in favor of the complaint, the outcome of the election shall be decided by the Judicial Board.

Article V- Financial Policy

Section 1- Campus and Community

- A. This account shall exist to enhance the student experience at Montana Tech, and can be used for purposes such as supporting Student organizations, statewide Student Government Affiliations, and enhancing the Montana Tech Campus.
- B. All funds in this account shall be assigned by a majority of votes cast by the Senate
- C. At the end of the academic year if any funds remain in this account the funds roll over to the next academic year.

Section 2- General Account

- A. This account shall exist to fund the ASMT's general, operational needs.
- B. Funds allocated to this account shall be used at the discretion of the ASMT Executive Council.
- C. At the end of the academic year if any funds remain in this account the funds roll over to the next academic year.

Section 3- ASMT Entity Accounts

- A. Each ASMT entity shall have an ASMT account. These accounts shall exist to fund the function of ASMT's entities.
- B. Funds allocated to these accounts shall be used at the discretion of the entities directors.
- C. At the end of the academic year if any funds remain in these accounts the funds roll over to the next academic year.

Section 4- Funds Requests

- A. All recognized student organizations, containing at least $\frac{2}{3}$ fee paying students, may request funding from the ASMT Student Senate.
- B. To receive funding, student organizations must meet the following criteria:
 - i. Be a recognized Montana Tech student organization
 - ii. Contain at least $\frac{2}{3}$ fee paying students
 - iii. Submit a proposal for funding to the Finance Committee prior to payment of the expenditure
 - a. Proposal must include itemized costs, expenditures, and total request for funding
 - b. The student organization must present to both the Finance Committee and ASMT Senate for funding
 - c. No proposals for fund requests will be accepted for an event that already took place
 - d. Food and drink is not covered by ASMT funds

Section 5- Types of Fund Requests

- A. Annual Budgets
 - i. By the beginning of March, recognized Student Organizations are allowed to submit itemized budgets for the next academic year, by filling out the ASMT Student Organization Budget Form. These Budgets should make up the bulk of their Business Office Accounts.

- a. Upon acceptance by the ASMT Financial Committee, each organization will schedule a time to present their budget to the ASMT Senate
 - b. Line item changes.
 - i. In the event that an expenditure is lower than anticipated, or a student organization chooses not to use a line item as originally planned, a petition can be made to the ASMT financial committee and the ASMT Senate to move the funds to a new or existing line item.
 - ii. Upon review by the AMST Financial Committee and the ASMT Senate, a simple majority of votes cast by the ASMT Senate is need to approve a request.
- B. Unexpected Expenditure
- i. Throughout the year, outside of the regular budgeting time, student organizations may submit itemized request to move funds from the Campus and Community account to new or existing line items in their ASMT accounts.
 - ii. Upon review by the AMST Financial Committee and the ASMT Senate, a simple majority of votes cast by the ASMT Senate is need to approve a request.

Section 6- Points of Emphasis

These are points to be considered by the ASMT Senate when considering allocating funds to a student organization.

- A. Is the amount of money that will be given to the recognized Student organization going to benefit the student body?
- B. How active is the student organization on campus? Do they have their own fundraisers? Do they do any other charitable or helpful work in the community or on campus?
 - i. No volunteer hours will be considered that have not been logged with the Montana Tech Website (<http://www.mtech.edu/career/volunteerism/survey.php>).
- C. Are the student organization representatives willing to answer questions that may arise from the Senate pertaining to the fund request?
- D. To what extent will the money given to the recognized student organization benefit Montana Tech?
- E. Do the funds help the student organization accomplish their mission?

Section 7-Competition Groups

- A. Student organization competition groups or paper presentations associated or affiliated with student organizations are eligible for ASMT Campus and Community funds.
- B. Funds must be used for direct event costs, including but not limited to transportation, lodging, and registration fees.

Section 8- Ineligible for Funding

Graduate and undergraduate research will not be considered for any fund requests regardless of any affiliation to a recognized Montana Tech student organization.

Article VI- ASMT Student Organizations

In order to be recognized, the Student Organization must be approved by a majority of votes cast by the ASMT Executive Cabinet.

Section 1: Student Organization Requirements

- A. Place on file with the ASMT office a copy of their student organization application which has been approved by the ASMT Senate.
- B. Have a minimum of 5 fee paying student members, and at least 2/3 of members are fee paying
- C. Have participated in Club Rush
- D. Have a faculty or staff advisor
- E. Have elected officers, at minimum an elected President and Treasurer
 - a. A student organization must provide ASMT a method by which officer are elected

Section 2: Renewal of Recognition

- A. To remain a recognized Student Organization must file an annual update with the ASMT Executive Cabinet no later than the week of Fall Club Rush. The update should include:
 - i. The elected officers for the year.
 - ii. The current advisor
 - iii. Any other information the Executive Cabinet sees fit to maintain effective governance.
 - iv. If a club is not properly renewed they will be considered unable to meet any correlating requirements

Section 3: Failure to Meet Requirements

- A. If at any time a student organization is no longer compliant with any of these requirements the ASMT Vice-President will send a notice to the officers and advisor of the student organization. The student organization will then have ninety (90) days to present to the ASMT Senate how they have come to meet the requirements or be officially recognized as inactive.
- B. If a student organization is inactive for one (1) academic year they shall be dissolved.

Section 4: Student Organization Finance

- A. No student organization shall have a negative account balance
 - i. If at any time after all deposits and withdrawals are accounted a club account is less than a negative balance of twenty-five dollars the student organization will be recognized as having a negative balance
- B. If at any time a student organization account goes negative that student organization's recognition will be suspended until sufficient measures are taken by the student organization and is able to achieve a positive account balance.

Section 5: Eligibility

- A. To participate in ASMT sanctioned events or to receive funding through ASMT, student organization enrollment must meet 2/3 or more fee-paying students.

Section 6: Dissolution

- A. If a student organization has an inactive status for one (1) year, or the student organization's member's votes in favor of dissolution, the student organization shall be dissolved. Upon the passage of these By-Laws if a student organization has been inactive for three (3) or more years it shall be dissolved.
- B. If a student organization is dissolved it will no longer be a recognized student organization.
- C. Six (6) Academic years after a student organization has dissolved any funds remaining in the student organization's business office account shall be transferred to any deficit clubs. In the event that no clubs have a deficit or the deficit is resolved, any other funds shall be moved to the ASMT Contingency Fund.

Section 7: If at any time Article VI- ASMT Student Organizations of the ASMT By-Laws conflicts with Article V- Financial Policy of the AMST By-Laws, Article V shall take precedence.

Article VII- Student Organization Code of Conduct

Section 1- Individual Behavior

The personal behavior of each member reflects on and impacts both the Organization and the University, thus making it imperative for each member to act ethically at all times. Demonstrating respect, integrity, and adhering to the Student Handbook is expected at all times.

Section 2- Community Relations

Student Organizations shall seek to build and maintain supportive, communicative, and positive relations with the community. These relationships reflect upon the University, making it necessary for members to conduct themselves positively in the community.

Section 3- Financial Management

All funds shall be handled by members and officers of the Student Organization responsibly, taking care to adhere to the relevant financial policies in place. Officers shall avoid incurring debts on behalf of their representative Organization by working closely with their advisor to ensure appropriate funds are available.

Section 4- Responsibility

Members of Student Organizations have a responsibility to know and uphold all laws and policies set forth by any applicable governments and the University, including drug and alcohol policies and nondiscrimination laws.

Section 5- Self-Governance

Each Organization shall effectively operate in a manner that allows officers and members to uphold the standards of this code.

Section 6- Procedures for the Review of Code Violations

Action can be taken against a recognized student organization that is in violation of the Code of Conduct, by any individual, by filing a formal complaint to the Judiciary Board. All complaints will be investigated and responded to.

Section 7- Sanctions

- A. Student Organizations found in violation of this code shall receive sanctions, as outlined in the following sanction grid, or those deemed adequate for the conduct in question, by ASMT.
- B. While on probation the Student Organization must appeal to the Senate for any expenditure and is not allowed to participate in any ASMT sanctioned event.

Violations of probation include, but are not limited to, failure to complete assigned sanctions by assigned deadline, and an additional violation to the Code of Conduct.

Student Organization Sanctioning Grid--The following grid proposes minimums as well as a list of possible enhancements based upon the situation. This minimum sanction grid covers a 2 year (continuous) period of time. **all academic time periods exclude summer months*

Incident	Minimum Sanction	Possible enhancements?	Violation of Probation Possible Enhancements
Organization found not responsible for a Code of Conduct (CoC) violation	Follow up letter indicating findings	Letter may include: Meet with the appropriate administrator to review policies, etc.	No probation applied
1 st CoC violation	<ol style="list-style-type: none"> 1. Three (2) academic* months probation minimum 2. All members identified as participating in documented behavior must perform campus community service related to the violation, 80% of membership must participate 3. Advisor is notified as well as any affiliated regional, national, or international parent group. 4. Financial restitution for damages 5. Public Notification by Oredigger Media 	<ul style="list-style-type: none"> ▪ Make posters ▪ Additional community service ▪ Letters of apology ▪ If situation warrants, sanctions for the 2nd/3rd violation may be applied to 1st violation 	<ol style="list-style-type: none"> 1. Probation: Extend one (1) academic semester
2 nd CoC violation	<ol style="list-style-type: none"> 1. One (1) academic semester* probation minimum 2. External Review (comprised of peer group, faculty member, and student affairs staff member) 3. Advisor is notified as well as any affiliated regional, national, or international parent group 4. Public Notification by Oredigger Media 	<ul style="list-style-type: none"> ▪ Community service ▪ Letters of apology; article in Oredigger Media ▪ If situation warrants, sanctions for the 3rd violation may be applied. 	<ol style="list-style-type: none"> 1. Probation: Extend to one (1) academic year. 2. Immediate review of organization recognition by ASMT Senate
3 rd CoC violation	<ol style="list-style-type: none"> 1. Immediate review of organization recognition done by the ASMT Senate 2. Public Notification by Oredigger Media 	<ul style="list-style-type: none"> ▪ If recognition is pulled, org. may not re-organize for 6 years ▪ Permanent loss of recognition 	(Fourth violator's sanction)

Article VIII - Oredigger Media Policy

Section 1-Mission Statement

A. To provide the fee paying students of Montana Tech with a radio station (KMSM) and a newspaper (Technocrat) by utilizing the university and student resources available, student suggestions and ideas, and coordinating with other ASMT clubs and organizations. KMSM Radio Station shall be run by student station manager. The Technocrat shall be ran by a student editor.

Section 2-Oredigger Media Entity Policy

- A. The Oredigger Media entities (KMSM Radio Station and Technocrat) shall be run by students on the Montana Tech campus.
- B. The Oredigger Media entities shall be required to be at, but not limited to, ASMT sanctioned events such as: Homecoming, Student organization Rush, Holiday Stroll, and M-Days.
- C. The station manager and editor are responsible for reporting to the ASMT Senate on the current activities and any important information pertaining to the radio station as requested by the ASMT Executive Council.
- D. The station manager and editor for the upcoming year shall be hired before the last day of spring semester by the hiring committee, which shall be comprised of the current standing and incoming Executive officers.

Article IX- ASMT Campus Entertainment and Traditional Events Policy

Section 1- Mission Statement

- A. To provide the fee paying students of Montana Tech with quality activities, entertainment, and special events by utilizing the university and student resources available, student suggestions and ideas, and coordinating with other ASMT student organization s and organizations.

Section 2- ASMT Campus Entertainment

- A. Campus Entertainment is to be overseen by the Director of Student Activities and their assistant
- B. Campus Entertainment shall be responsible for implementing and overseeing Montana Tech traditional events which are defined as the following: Homecoming, Holiday Stroll, Student organization Rush, and M-Days.
- C. Campus Entertainment will distribute a Homecoming guidebook for all student organization s to use during Homecoming week
- D. Campus Entertainment will be responsible for providing additional events for students throughout the academic school year. Campus Entertainment will compile and distribute a monthly events calendar that shall be available to all fee paying students
- E. The Director of Student Activities and their assistant shall be in charge of hiring student employees to help coordinate and run Campus Entertainment events

Article X- ASMT Intramurals Policy

Section 1-Mission Statement

- A. To provide the fee paying students of Montana Tech with exercise, recreation, and fun in a relaxed, yet structured environment by utilizing the university and student resources available.

Section 1- Intramural Policy

- A. There shall be a student ran Intramurals program on the Montana Tech campus.
- B. Intramurals shall be required to provide a minimum of the following sports to fee paying students: basketball, volleyball, football, and softball
- C. The Intramurals student director is responsible for reporting to the ASMT Senate on the current activities of Intramurals as requested by the ASMT Executive Council
- D. The Intramurals student director for the upcoming year shall be hired before the last day of the spring semester by the hiring committee, which shall be comprised of the current standing Executive Council and the incoming Executive officers.

Article XI- Resignation and Removal of ASMT Entity Directors

Section 1- Resignation of AMT Entity Directors

- A. ASMT Entity Directors shall be required to provide the ASMT Executive Council with a two week resignation notice in writing. The resignation letter shall be turned in to the ASMT President
- B. The ASMT Executive Council shall appoint an appropriate person to fill the position for the remainder of the school year

Section 2- Removal of ASMT Entity Directors

- A. The ASMT Senate shall have a no tolerance policy for job misconduct. If an entity director fails to comply with the job requirements laid out by ASMT, the ASMT Senate may vote to remove the director from their position
- B. In the case this situation arises, the ASMT Executive Council shall appoint an appropriate person to fill the position for the remainder of the school year