Section 6-1 General Conditions and Definitions

A. ASMSU Programs exist to provide services to the Montana State University community, with priority given to students.

B. Organizations registered with the Office of Student Activities and Engagement are not governed by these policies.

Section 6-2 Student Programs

A. A student program has its annual operating budget funded by the Activity Fee and is directed by a student director.

B. The ASMSU student programs will be as follows:

1. ASMSU Campus Entertainment
2. ASMSU Arts and Exhibits
3. ASMSU Films
4. ASMSU Productions
5. Latenight Streamline
6. ASMSU Elections
7. ASMSU Spirit
8. ASMSU Student Political Action
9. ASMSU Public Relations

Section 6-3 Classified Programs

A. A classified program has its annual operating budget funded by the Activity Fee and is directed by a classified employee.

B. The ASMSU classified programs will be as follows:

1. ASMSU Day Care
2. KGLT-FM Radio
3. MSU Leadership Institute
4. ASMSU Outdoor Recreation
5. ASMSU Student Legal Services

Section 6-4 Fee-Based Programs

A. A fee-based program has its annual operating budget funded by a student fee other than the Activity Fee. Fee-based programs can be directed by either a student or by a classified employee.

B. The ASMSU fee-based programs are as follows:

1. ASMSU Exponent
2. ASMSU Recreational Sports and Fitness
3. Streamline
4. MSU Office of Sustainability
5. MSU Leadership Institute
4.6. **ASMSU Outdoor Recreation**

C. These programs are funded by the Student Press Fee, the Intramural Fee, the Bus Fee and the Sustainability, Student Leadership, and Outdoor Recreation Fees.

Section 6-5 **Program Directors**

A. Duties

All program directors shall:

1. Prepare, submit, and present the program’s annual, supplemental and reserve budget requests to the Finance Board and Senate;

2. Maintain a current mission statement for the program;

3. Administer the program’s budget and account for all funds appropriated to and/or generated by the program;

4. Report regularly to the Senate;

5. Ensure program is in compliance with all federal, state, and local regulations;

6. Ensure a successful transition to future successor directors;

7. Coordinate, plan, advertise, and administer program’s operations and events;

8. Hire and supervise staff when applicable;

9. Submit a year-end report to Administrative Council and Senate; and,

10. Keep the program’s website information current.

Section 6-6 **Student Program Directors**

A. Qualification

1. All student program directors shall be ASMSU members as defined in the Constitution.
B. Appointment and Term Employment

1. The President shall hire all student program directors. The hiring process shall be administered by the incoming President during the spring semester in accordance with the hiring guidelines.

2. Directors shall begin employment during the last month of the spring semester in which they are hired. Termination of employment shall occur at the end of the following spring semester.

3. Student program directors shall be hired no later than four weeks before the final day of classes of the Spring semester. The final regularly scheduled Senate meeting.

4. During these last weeks the newly hired program directors shall train with the outgoing program directors.

5. All student program directors shall be required to sign a contract. Failure to fulfill the terms and obligations of the contract may result in termination of employment and/or forfeiture of unpaid and unearned stipend.

6. Hiring will take place as needed to fill vacancies.

Section 6-7 Program Oversight

A. All program directors shall report directly to the President.

B. The President, in conjunction with the ASMSU Attorney, OSE Director, shall supervise the classified program directors.

C. The Vice President, in conjunction with the Office Manager, shall supervise the student program directors.

D. The Senate may order any program director to report to Senate for any reason.