ASMSU 2023-B-02
Amend ASMSU Bylaw Articles 3 & 4

Sponsor: [Jacob Zink]  Yes 19 No 0 Senators Present 19
Co-Sponsors: [Rosa Roccisano]  First Reading 02.02.2023
[Ray Van Steeland]  Second Reading 02.09.2023
[Lane Lerum]  Paytn Wilson

Vote Necessary: A majority  ASMSU Senate Speaker

Sections: 03  Lucas Oelkers
04  ASMSU President

Effective Date 02.09.2023

Intent: To amend articles 3 & 4 of ASMSU Bylaws

Article 34. Councils, Boards, and Committees

Section 34-1 General Provisions

1. Definitions:
   a. Council – Participates in governance;
   b. Boards – Decision-making function;
   c. Committee – Ongoing advisory function;
   d. Special Committee – Specific charge to accomplish a task in a specified amount of time; and,
   e. Task Force – Informal group created to accomplish a specific task.

2. Meeting Conduct
   All ASMSU councils, boards, and committees (CBCs) shall adhere to the following rules:
   a. The quorum shall be a majority of the voting members;
   b. All meetings shall allow time for public comment; and,
   c. The meeting shall be open to the public in accordance with MCA 2-3-203.

3. Chair’s Duties
   The Chair of all ASMSU CBCs shall:
   a. Vote only to break a tie, unless specified;
   b. Ensure fairness and order; and,
   c. Record and distribute meeting minutes of all formal meetings.

4. Executive Session
   a. Executive session is closed to the public.
   b. Prior to convening in an executive session, the chair shall announce the rationale that forms the legal basis for the executive session.
c. Executive session shall only be conducted to address confidential personnel issues. Executive session shall not be called if the person being discussed wishes to have an open meeting.

d. Any CBC may go into executive session at any time.

e. No public record shall be kept of executive session business.

f. Executive session shall be conducted according to MCA 2-3-203.

g. MCA 2-3-203 shall supersede Section 5-4 in case of conflict with these Bylaws.

5. Appointments

a. Initial Senatorial and At-Large appointments to ASMSU boards and committees shall take place during the fall semester.

b. Initial At-Large appointments to ASMSU boards and committees shall take place during the fall semester.

Section 34-2 Administrative Council

A. Meeting schedule

1. The Administrative Council shall meet weekly throughout the fall and spring semesters.

B. Composition

1. The voting membership of the Administrative Council shall consist of:
   i. The President;
   ii. The Vice President;
   iii. The Business Manager;
   iv. The Senate Speaker; and,
   v. and the Senate Speaker Pro Tempore.

2. The Chief Justice and ASMSU classified staff shall serve as non-voting, ex-officio members.

C. Quorum

1. Quorum shall consist of a majority of the voting members with at least one member of the Senate leadership present.

D. Duties

1. The Administrative Council shall:
   i. Make all financial and policy decisions when the Senate is not in session; and
   ii. Assist the President in personnel matters and in executing the ASMSU budget; and
   iii. Discuss general ASMSU issues as needed; and, iv. Provide a forum for discussion about all issues pertaining to ASMSU.

Section 34-3 Senate Judiciary Committee

A. Composition

1. The voting membership of the Senate Judiciary Committee shall consist of:
   i. Three Senators appointed by the ASMSU Senate; and, ii. The Senate Speaker shall serve as the non-voting chair and will vote only to break ties.
B.Duties

1. The Senate Judiciary Committee shall:
   i. Continually review and update the Bylaws and Constitution by submitting the proper legislation to the ASMSU Senate;
   ii. Review all submitted bills for inconsistencies and grammatical errors, and correct the inconsistencies and errors prior to the first reading in Senate and,
   iii. Review all submitted resolutions for grammatical errors, and correct the errors prior to the first reading in Senate.

Section 34-4  Stipend Review Committee

A. Composition

1. The voting membership of the Stipend Review Committee shall consist of:
   i. Three Senators appointed by the Senate;
   ii. The Vice President and the Business Manager shall serve as non-voting members; and,
   iii. The Senate Speaker shall serve as the non-voting chair.

B. Duties

1. The Stipend Review Committee shall:
   i. Review stipends for all student employees during the spring semester of every odd year; and,
   ii. Submit a recommendation to the Administrative Council for changes to the stipends prior to the budgeting process in the spring semester.

Section 34-5  Finance Board

A. Composition

1. The membership of the Finance Board shall consist of:
   i. Three Senators, appointed by the Senate;
   ii. Three at-large students, appointed by the President and confirmed by the Senate;
   iii. The Vice President for Student Success or designee, who shall serve as a non-voting, ex-officio member;
   iv. The Vice President for Finance and Administration or designee, who shall serve as a non-voting, ex-officio member;
   v. The Business Manager, who shall serve as a non-voting ex-officio member; and,
   vi. The Senate Speaker Pro Tempore, who shall serve as the chair, and will vote only to break ties.

B. Duties

1. The Finance Board shall:
   i. Review and make recommendations regarding all budget requests to the Senate;
a. Reallocation of monies within an existing budget does not constitute a budget request, as long as the amount for reallocation stays within three percent of the program’s total allocated budget, or three thousand dollars, whichever is lower.

ii. Review and make recommendations regarding the annual budget to the Senate; and,

iii. Recommend legislation regarding fiscal policy.

C. Executive Power

1. Supplemental requests under $500 will go to the Administrative Council to make a recommendation to Senate if Finance Board is not already meeting.

Section 34-6 Registered Student Organization Funding Board

A. Composition

1. The voting membership of the Registered Student Organization Funding Board (RSOFB) shall consist of:

   i. three Senators and two at-large students appointed by the Senate;
   
   ii. The Senate Speaker Pro Tempore shall serve as the non-voting chair; and,
   
   iii. The Assistant Director of the Office of Student Engagement or designee shall serve as a non-voting advisory member.

B. Duties

1. The RSOFB shall allocate the Student Organization Fee in accordance with the Funding Policies for Registered Student Organizations.

C. Funding Policies for Registered Student Organizations

1. The RSOFB shall maintain a funding policy document to be amended by majority approval of the board.

Section 34-7 Club Sports Funding Board

A. Composition

1. The voting membership of the Club Sports Funding Board (CSFB) shall consist of:

   i. Four Club Sports representatives nominated by the Club Sports Council;
   
   ii. One ASMSU Senator appointed by Senate;
   
   iii. Two at-large students appointed by Senate;
   
   iv. One Recreational Sports & Fitness (RSF) student employee appointed by an application process and selected by Club Sports Council;
   
   v. Club Sports Council will nominate a non-voting chairperson; and,
   
   vi. A staff member from Recreational Sports & Fitness, or designee shall serve as a non-voting advisory member.

2. The non-voting members of the CSFB shall consist of:

   i. Non-voting chairperson nominated by Club Sports Council; and,
   
   ii. A staff member from Recreational Sports & Fitness, or designee, as an advisory member. Club Sports Council will nominate a chairperson.

B. Duties
1. The CSFB shall allocate the designated fees as determined by the Club Sports Funding Board in accordance with the Club Sports Funding Policies.

C. Funding Policies for Registered Student Organizations

1. The CSFB shall maintain a funding policy document to be amended by majority approval of the CSFB.

Section 34-8  **ASMSU Preschool Advisory Committee**

A. Composition

1. The Preschool Advisory Committee shall consist of:
   - i. Two Senate liaisons;
   - ii. Four parents of Preschool students;
   - iii. Two members from MSU staff or faculty;
   - iv. Director of Auxiliary Services or designee; and,
   - v. The Vice President, who shall serve as the non-voting chair; and,
   - vi. The Director of the ASMSU Preschool shall serve as an ex-officio, non-voting member.

B. Duties

1. The ASMSU Preschool Advisory Committee shall:
   - i. Assist in formulating policy governing the goals and objectives of the ASMSU Preschool program;
   - ii. Assist in the preparation and presentation of budget requests; and,
   - iii. Ensure the priority of students in the benefits derived from the ASMSU Preschool program.

Section 34-9  **PACE Board ASMSU Events Board**

A. Composition

1. The **PACE Board ASMSU Events Board** shall consist of:
   - i. The ASMSU Vice President, a voting member of the Board;
   - ii. One **PACE Board ASMSU Events Board** Chair, who shall chair all meetings of the board, be advised by the Student Engagement and Leadership Advisor, and report to the ASMSU Admin Council weekly;
   - iii. Three **PACE Board ASMSU Events Board** Directors;
   - iv. Three **PACE ASMSU Events Board** Associates;
   - v. Three Senate liaisons; and,
   - vi. Two Production Technicians.

B. Duties

1. The **PACE ASMSU Events** Board shall:
   - i. Plan, facilitate, and evaluate student activities and events;
   - ii. Lead events as budgeted by the Senate;
   - iii. Meet at least once a month regarding events and budgets; and,
   - iv. Report to Senate via liaisons at least once a month regarding events and budgets.

Section 34-10  **KGLT Advisory Committee**
A. The Friends of KGLT shall serve as the KGLT Advisory Committee. The two Senate liaisons shall serve on this committee.

Section 34-11  Leadership Institute Advisory Committee
A. The Leadership Institute Advisory Board shall serve as the Leadership Institute Advisory Committee. The two Senate liaisons shall serve on this committee.

Section 4-12  Streamline Advisory Committee
A. The Streamline Advisory Board shall serve as the Streamline Advisory Committee. The two Senate liaisons shall serve on this committee.

Section 34-13  Legal Services Advisory Committee
A. Composition
1. The Legal Services Advisory Committee shall consist of:
   i. Two ASMSU Senate liaisons; and,
   ii. The ASMSU President, who shall serve as the chair; and,
   iii. Additionally, employees of ASMSU Legal Services shall serve as non-voting, ex-officio members.

B. Duties
1. The Legal Services Advisory Committee shall:
   i. Make recommendations for improving the Legal Services Program.

Section 34-14  Outdoor Recreation Advisory Committee
A. Composition
1. The Outdoor Recreation Advisory Committee shall consist of:
   i. Two ASMSU Senate liaisons, who shall serve as the committee’s co-chairs;
   ii. Two Outdoor Recreation student employees;
   iii. Two student members appointed by the President;
   iv. One faculty representative selected by Faculty Senate;
   v. One staff representative selected by the Staff Senate; and,
   vi. One professional staff representative selected by the Professional Council; and,
   vii. Additionally, the Director of ASMSU Outdoor Recreation shall serve as an ex-officio, non-voting member.

B. Duties
1. The Outdoor Recreation Advisory Committee shall:
   i. Assist in formulating policy governing the goals and objectives of the Outdoor Recreation Program;
   ii. Assist in the preparation and presentation of budget requests; and,
   iii. Ensure the priority of students in the benefits derived from the Outdoor Recreation Program.
Section 34-15  Recreational Sports and Fitness Advisory Committee

A. Composition

1. The Recreational Sports and Fitness Advisory Committee (RSFAF) shall consist of:
   i. Two ASMSU Senate liaisons, who shall serve as the committee’s co-chairs;
   ii. One faculty representative selected by Faculty Senate;
   iii. One staff representative selected by the Staff Senate;
   iv. One professional staff representative selected by Professional Council;
   v. One graduate student selected by the Graduate School;
   vi. One student representative from club sports selected by the Club Sports Council Executive;
   vii. One student representative selected by the Office of Fraternity and Sorority Life;
   viii. One student representative selected by the Residence Hall Association;
   ix. One student representative from intramural sports selected by the Intramural Sports Director;
   x. One student representative from Fitness Services selected by the Fitness Service staff; and,
   xi. One RSFAF student staff representative selected by the RSFAF Facilities Coordinator; and,
   xii. Additionally, the director of ASMSU Recreational Sports and Fitness and the Director of Sports Facilities shall serve as ex-officio, non-voting members.

B. Duties

1. The RSFAF Advisory Committee shall:
   i. Be active in formulating policy governing the goals and objectives of the RSFAF program;
   ii. Ensure that the students are the major beneficiaries of all programs and equipment; and,
   iii. Participate in the preparation and presentation of all annual and supplemental budget requests.

Section 34-16  Exponent Publications Board

A. The Exponent Publications Board will be the main governing body for the Exponent.

1. Two Senators will serve as liaisons to this board.

Section 4-17  Special Committees

A. Commission

1. A special committee shall be commissioned only by resolution.
B. **Purpose**
   1. A special committee may be commissioned to research and recommend any legislation on any issue the Senate deems necessary.
   2. A special committee can make recommendations of any kind to the Senate.

C. **Composition**
   1. A special committee may consist of any Senators, at-large students, or others as specified by resolution.

### Section 34-178 Budget Oversight Committee

A. **Composition**
   1. The voting membership of the Budget Oversight Committee shall consist of:
      (i) Three senators, appointed by Senate;
      (ii) The Business Manager shall serve as a non-voting, ex-officio member; and,
      (iii) The Senate Speaker shall serve as the chair and vote only to break ties.

B. **Duties**
   1. The Budget Oversight Committee shall:
      i. Meet as needed to review student program and classified program expenditures and ensure budget alignment; and
      ii. Hear proposed reallocations of monies allocated to directors and vote on their approval; and
      iii. Recommend action to the Senate via resolution in response to deviation of the fiscal budget as allocated by the Senate; and
      iv. Have the ability to order a meeting with the director of the program in question. The President and Business Manager shall have the right to be present at the meeting; and,
      v. Recommend any legislation and proceedings deemed necessary to rectify the situation.

### Section 34-18-19 Diversity, Equity, and Inclusion Board Committee

A. **Composition**
   1. The Diversity, Equity, and Inclusion Committee shall consist of:
      a. The Diversity and Inclusion Director, who shall serve as chair;
      b. Three Board Members, appointed by an appointment committee and confirmed by Senate,
         i. The appointment committee shall consist of at least:
            i. The President;
            ii. The Diversity and Inclusion Director; and,
            iii. One Senator;
      2. At least one member of this board will be delegated to focus on outreach and will advertise the forum and attend meetings of all various clubs deemed appropriate to encourage attendance of the public forum.
3. The advertising process for hiring the Board Members must consist of a minimum of 10 days of advertisement and outreach to all clubs on campus related to Diversity, Equity, and Inclusion; and.

4. Two Senators appointed by Senate.

B. Duties

The Diversity, Equity, and Inclusion Committee shall:

1. Conduct an open forum that is open to all of campus every month during the Spring and Fall Semesters;

2. Discuss and address the Agenda that is before the MSU Diversity Council;

3. Discuss and address all issues that the Board members deem important to diversity, equity, and inclusion;

4. Report to Senate via liaisons regarding the actions and discussion of the Diversity, equity, and Inclusion Committee;

5. The Board committee should meet at least once a month outside the open-forum to set the Agenda for the forum;

6. Gather feedback on programming done by ASMSU and collaborate with ASMSU Events Page to address concerns as needed; and.

7. At a minimum, the open forum must be advertised through: the DISC listserv, posters in the SUB, and the DISC and ASMSU OSE Instagram accounts.

Section 34-1920 VOICE Center Leadership Committee

A. Composition

The VOICE Center Leadership Committee shall consist of:

1. Two ASMSU Senate Liaisons, who shall serve as the committee’s voting co-chairs;

2. One member of the ASMSU Administrative team, who shall be appointed by ASMSU President;

3. The Director of the VOICE Center who shall serve as the committee’s chair; and.

4. Two VOICE Center student advocates, who shall be appointed by the Director of the VOICE Center.

B. Duties

The VOICE Center Leadership Committee shall:

1. Communicate trainings and official initiatives of the VOICE Center to the Senate;

2. Attend the VOICE Center Violence Prevention Workshop at least once a year; and facilitate the organization of Violence Prevention Workshop for the entirety of Senate;

3. Ensure adequate funding and support for the VOICE Center and its agenda;

4. Advocate for resources furthering the VOICE Center’s mission statement, so as to “provide a safe, highly confidential place on campus for survivors of interpersonal violence, offering support, advocacy and resources,” and;

5. Represent MSU students’ needs in situations of interpersonal violence.
Section 34-20  Special Committees
   A. Commission
      1. A special committee shall be commissioned only by resolution.
   B. Purpose
      1. A special committee may be commissioned to research and recommend any legislation on any issue the Senate deems necessary.
      2. A special committee can make recommendations of any kind to the Senate.
   C. Composition
      1. A special committee may consist of any Senators, at-large students, or others as specified by resolution.

Article 45. Senate Rules

Section 45-1  Authority
   A. These rules shall apply only to meetings of the ASMSU Senate.
   B. The most recent edition of Robert’s Rules of Order, Newly Revised shall serve as the authority on conduct and procedure in all matters pertaining to the Senate when not in conflict with the authorities of the Constitution or the Bylaws.

Section 45-2  Session
   A. The Senate shall be in session beginning from the first meeting of the Fall semester until the last meeting of the Spring semester.
   B. The first meeting of the session shall occur no later than the second full week of fall semester.
   C. Meetings shall be held at least weekly during the instructional periods of fall and spring semester, not including the first full week of fall semester, the last full week of spring semester and finals weeks.
   D. Meetings of the Senate can be cancelled only by a three-fourths majority vote of the Senate and must be voted on at the meeting immediately preceding the cancelled one. The Senate Speaker may cancel a meeting only if a risk exists to members’ well-being.
   E. Senate meetings shall be held at a central location. Senators who are not present in person shall have the right to participate by video conference or other electronic meetings at the discretion of the Senate Speaker, given circumstances warrant the exception, subject to any limitations established in the rules adopted by the Senate to govern such participation.

Section 45-3  Voting
   A. General Voting
      1. In all instances where a specific proportion of affirmative votes from the members of the Senate that are present at the meeting and voting shall be
required, such proportion shall be calculated solely from the affirmative and negative vote counts, ignoring any abstentions entirely.

2. In all instances requiring a specific proportion of affirmative votes from the entire membership of the Senate, or from all members of the Senate present, abstentions necessarily must be calculated as negative votes.

3. The ASMSU Senate Speaker shall vote only to make or break a tie or where such vote could be the deciding vote. The Senate Speaker shall only vote to make or break a tie vote. This vote must be disclosed.

B. Ballot Voting

1. Ballot Voting shall be used for all appointments of Senate Leadership, Senate vacancies, committees, councils, boards, and taskforces that require an appointment by Senate.

2. The Senate Speaker shall only vote to make or break ties or where such vote could be the deciding vote. This vote shall not be disclosed.

Section 45-4 Executive Session

A. Executive Session

1. Executive session is closed to the public.

2. Prior to convening in executive session, the chair shall announce the rationale that forms the legal basis for the executive session.

3. Executive session shall only be conducted to address confidential personnel issues. Executive session shall not be called if the person being discussed wishes to have an open meeting.

4. Senate may go into executive session at any time.

5. No public record shall be kept of executive session business.

6. Executive session shall be conducted according to MCA 2-3-203.

7. MCA 2-3-203 shall supersede Section 45-4 in case of conflict with these Bylaws.

Section 45-5 Quorum

A. Quorum of the Senate shall consist of the presence of at least 50% plus 1 of the voting seats in the Senate.

B. In the absence of quorum, the Senate shall only:

1. Receive reports from Senators, program directors, and executives;

2. Conduct public comment;

3. Hear presentations; and,

4. Allow members to make announcements.

Section 45-6 Open Meeting

A. Senate meetings shall be open to the public in accordance with MCA 2-3-203.

B. Public comment regarding issues pertaining to ASMSU shall be allowed at the beginning of each meeting.
C. The amount of time allotted for public comment will be at the discretion of the chairperson.

Section 45-7 Yielding to Public
A. Any member of the public can be yielded time by a Senator who has the floor for relevant input.

Section 45-8 Conduct
A. Each year, following taking office, the Senate will affirm a code of expectations for the upcoming year.

Section 45-9 Meeting Materials
A. All meeting materials (i.e., agenda, legislation, etc.) shall be distributed electronically to senators and other interested parties, by the Senate Speaker, no less than 48 hours prior to the scheduled senate meeting time.
B. If, for any reason, a Senator or other interested party would not like to receive meeting materials electronically, they may request a physical copy from the Senate Speaker which shall be made available in a timely manner.

Section 45-10 Electronics Usage
A. Senators may only use electronic devices when their participation in Senate meetings requires it.

Supplemental Document
ABSENT: Delker