<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION I. ASMSU-N MEMBERSHIP</td>
<td>2</td>
</tr>
<tr>
<td>Article I. Active Membership</td>
<td>2</td>
</tr>
<tr>
<td>DIVISION II. SENATE MEMBERSHIP</td>
<td>2</td>
</tr>
<tr>
<td>Article I. Composition</td>
<td>2</td>
</tr>
<tr>
<td>Article II. Installation</td>
<td>2</td>
</tr>
<tr>
<td>Article III. Position Descriptions</td>
<td>2</td>
</tr>
<tr>
<td>Article IV. Impeachment</td>
<td>3</td>
</tr>
<tr>
<td>Article V. Inactive Membership</td>
<td>3</td>
</tr>
<tr>
<td>DIVISION III. SENATE QUALIFICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>Article I. The President</td>
<td>3</td>
</tr>
<tr>
<td>Article II. The Vice President</td>
<td>3</td>
</tr>
<tr>
<td>Article III. The Business Manager</td>
<td>3</td>
</tr>
<tr>
<td>Article IV. Senators</td>
<td>4</td>
</tr>
<tr>
<td>Article V. ASMSU-N Building Representatives</td>
<td>4</td>
</tr>
<tr>
<td>DIVISION IV. CLUBS, ORGANIZATIONS, AND GROUPS</td>
<td>4</td>
</tr>
<tr>
<td>Article I. Organizational Responsibility</td>
<td>4</td>
</tr>
<tr>
<td>Article II. Affiliation</td>
<td>4</td>
</tr>
<tr>
<td>DIVISION V. SENATE MEETINGS</td>
<td>4</td>
</tr>
<tr>
<td>Article I. Procedures</td>
<td>4</td>
</tr>
<tr>
<td>DIVISION VI. COUNCILS AND COMMITTIES</td>
<td>5</td>
</tr>
<tr>
<td>Article I. Committees</td>
<td>5</td>
</tr>
<tr>
<td>Article II Councils</td>
<td>6</td>
</tr>
<tr>
<td>DIVISION VII. FINANCE</td>
<td>7</td>
</tr>
<tr>
<td>Article I. Operation</td>
<td>7</td>
</tr>
<tr>
<td>Article II. Finance/Vending Committee</td>
<td>7</td>
</tr>
<tr>
<td>Article III. Stipends</td>
<td>8</td>
</tr>
<tr>
<td>DIVISION VIII. ELECTIONS</td>
<td>8</td>
</tr>
<tr>
<td>Article I. Eligibility</td>
<td>8</td>
</tr>
<tr>
<td>Article II Campaigning</td>
<td>8</td>
</tr>
<tr>
<td>Article III. Election Guidelines</td>
<td>9</td>
</tr>
<tr>
<td>Article IV. Counting</td>
<td>9</td>
</tr>
<tr>
<td>Article V. Violation of Rules</td>
<td>9</td>
</tr>
<tr>
<td>Article VI. Appeals</td>
<td>10</td>
</tr>
<tr>
<td>Article VII. Elections</td>
<td>10</td>
</tr>
<tr>
<td>DIVISION IX. HOMECOMING</td>
<td>10</td>
</tr>
<tr>
<td>Article I. Homecoming Activities</td>
<td>10</td>
</tr>
<tr>
<td>Article II Eligibility</td>
<td>10</td>
</tr>
<tr>
<td>Article III Responsibilities</td>
<td>10</td>
</tr>
<tr>
<td>DIVISION X. AMENDMENTS</td>
<td>11</td>
</tr>
<tr>
<td>Article I. Amendments</td>
<td>11</td>
</tr>
<tr>
<td>President</td>
<td>12</td>
</tr>
<tr>
<td>Vice-President</td>
<td>13</td>
</tr>
<tr>
<td>Business Manager</td>
<td>14</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>15</td>
</tr>
<tr>
<td>Sustainability Coordinator</td>
<td>16</td>
</tr>
<tr>
<td>Program Council</td>
<td>17</td>
</tr>
<tr>
<td>Intramurals/Recreation</td>
<td>18</td>
</tr>
<tr>
<td>Senator Expectations</td>
<td>19</td>
</tr>
</tbody>
</table>
DIVISION I. ASMSU-N MEMBERSHIP

Article I. Active Membership
1. All students in accordance with Article II of the Associated Students Constitution shall have active membership.
2. Active membership shall allow a student the rights and privileges of the Associated Students Constitution and Bylaws as a student of Montana State University-Northern.

DIVISION II. SENATE MEMBERSHIP

Article I. Composition
1. The President, Vice President, and Business Manager of the Associated Students shall serve as officers of the Senate and be elected in the Spring General Election.
2. A minimum of five (5) voting Senators of any major, class status, and active members of ASMSU-N as defined by the Constitution, one (1) Administrative Assistant, one (1) Sustainability Coordinator, one Intramural and Recreation Coordinator, and one (1) Program Council Coordinator shall be elected in the Spring General Election. A minimum of two (2) Freshman Senators shall be elected in the Fall Homecoming Election.

Article II. Installation
1. At a designated meeting, the new Senate elected in the Spring Semester shall be sworn in.
2. The Provost shall install the newly elected President and Vice President of the Student Senate. In the event that the Provost is unable to perform this duty, the Chancellor shall preside over the induction.
3. The ASMSU-N President shall swear in the newly elected or appointed Senate members. In the absence of the President, the Vice President of the Senate shall swear new Senate members into office.
4. The Oath of Office: “I (name), as (office), of the Associated Students of Montana State University – Northern, affirm that I shall fulfill to the best of my abilities all the duties assigned to me under the Constitution and Bylaws of the Associated Students of Montana State University – Northern.”
5. Those delegates elected in the Fall General Election shall be installed at the first Senate meeting following the election.

Article III. Position Descriptions
1. In addition to the position responsibilities identified for positions in the ASMSU-N Constitution and Bylaws, a “Position Description” appendix shall be attached to the Bylaws in order to provide a more detailed guideline on the role of each position within the ASMSU-N.
2. The purpose of maintaining these more detailed descriptions is to provide newly chosen members with directional ideas for what they should be doing and what ideas they should continue to build on.
3. These documents are meant to be fluid guidelines that should be continually reviewed and updated through a majority Senate vote.

**Article IV. Impeachment**
1. Any member of the Senate may be impeached. Registration of the petition to be valid must specify the name of the person to be impeached with a short narrative and presented to a Senate member.
2. It is that Senate member’s responsibility to present the petition to the Senate body at the next regular meeting.
3. Signatures of 25% of the eligible members is required. The advisors of ASMSU-N will validate the authenticity of member signatures.
4. The member being impeached may submit evidence in their defense.
5. If judged guilty by the advisors impeachment proceedings, the impeached member’s term shall terminate immediately. If a stipend position is terminated, the stipend must be prorated as of that date.
6. Grounds for impeachment;
   i. Any member failing to fulfill their duties as directed by the ASMSU-N Constitution and Bylaws.

**Article V. Inactive Membership**
1. Any member of the Senate who meets the requirement of “Inactive Membership” as outlined in Article III, Section 4, Sub-Section C, of the Constitution shall become inactive as defined by said Article.

**DIVISION III. SENATE QUALIFICATIONS**

**Article I. The President**
1. Qualifications. (Article III, Section 2) of the Constitution
2. Duties
   i. See attached job description. (page 12)

**Article II. The Vice President**
1. Qualifications. (Article III, Section 2) of the Constitution
2. Duties
   i. See attached job description. (page 13)

**Article III. The Business Manager**
1. Qualifications. (Article III, Section 2) of the Constitution
2. Duties
   i. See attached job description. (Page 14)
Article IV. Senators  
1. Qualifications. (Article III, Section 2) of the Constitution  
2. Duties  
   i. See attached job description. (Page 19)

Article V. ASMSU-N Building Representatives  
1. The primary goal is to insure active communication between the MSU-Northern student body and the ASMSU-N Student Senate.  
2. Membership shall consist of the Vice President, Business Manager, Council Coordinators, the Administrative Assistant, and all ASMSU-N Senators.  
3. All ASMSU-N Senate members shall serve three (3) hours each week in the Senate Office.

DIVISION IV. CLUBS, ORGANIZATIONS, AND GROUPS

Article I. Organizational Responsibility  
1. Any constitution of an organization or club should be a clearly defined description of that organization’s goals and objectives. It must also include any rules or regulations that pertain to membership and holding office within that organization.  
2. Advisors may be selected from the administrative body, faculty, or staff of Montana State University – Northern. The Organization may select an off-campus advisor, however; at least one of the organizations members must be an on-campus representative.  
3. Failure to complete and IOC registration (Article IX. Constitution), or failure to attend required meetings will result in the loss of formal recognition as an ASMSU-N Club. This will disqualify that organization from receiving any services from ASMSU-N including financial services.  

Article II. Affiliation  
1. It is required that all ASMSU-N clubs, organizations, and advisors be affiliated with MSU-N

DIVISION V. SENATE MEETINGS

Article I. Procedures  
1. The Senate shall meet upon the call of the President.  
2. The President shall call a special meeting upon presentation of a petition signed by 25% of the active members of ASMSU-N.  
3. Senate meetings shall be held at an appointed time during the academic year except during school holidays and finals week.  
4. All meetings of the Senate shall be open to all members of ASMSU-N, students, faculty, staff, and administrators of MSU-n and members of the community.
5. At the discretion of a 2/3 vote of the Senate or at the call of the President, and executive session may be called. In the event that a full Senate is not seated, by election or appointment, a quorum shall consist of at least two (2) Executive Officers and three (3) voting Senators.

6. 2/3 of the active members of the Senate shall constitute a quorum.

7. All proceedings of the Senate shall be conducted at the President’s discretion and in conformity with the Constitution and Bylaws. In the case of a conflict, the Constitution and or Bylaws shall rule.

8. All voting records and minutes of the Senate shall be deemed public and open to every entity.

DIVISION VI. COUNCILS AND COMMITTEES

Article I. Committees

1. The ASMSU-N Senate shall have standing committees and councils to review items and make recommendations to the Senate. The Senate shall have the final authority over all committee actions.

   i. All councils and committees shall be selected under the procedures of this section unless otherwise designated in the individual sections.

   ii. All Senate members shall volunteer to be a member of standing councils and/or committees. If no one volunteers, then members shall be appointed to standing council and/or committees by the President or Vice President during the second regular meeting of the Senate.

   iii. All Senate members are responsible for actively recruiting students to serve as members in the Senate councils and/or committees.

   iv. All students wishing to be a member of a Senate Council or University Committee shall inform the President. Recommendations from these applications will be made by the ASMSU-N President to the Council Chairpersons for appointment.

   v. Council members shall schedule meetings, obtain any needed information, keep records of committee actions, confer with the President and Vice President over important matters, excuse members from meetings, and file a regular report to the Senate at their meetings.

   vi. Council chairpersons may obtain a faculty, staff, or administrative advisor for their committee if they so desire, or otherwise required. The chairperson shall have the authority to select the advisor with the approval of the Senate.

   vii. If a committee member’s seat is vacated, the seat will be filled according to (ii) of this section.

   viii. All committee proceedings shall be subject to Senate approval.

   ix. Chairpersons will be responsible for conducting all committee proceedings in an orderly manner.
x. Special committees may be established when the President or Senate deems necessary. The president with senate approval shall appoint all special committees.

2. Constitutional Review Committee
   i. The Constitutional Review Committee shall meet to review and make recommendations concerning new and existing organizational constitutions. The committee shall review proposed changes to the ASMSU-N Constitution and Bylaws.
   ii. This committee shall consist of one (1) Senate Chairperson and at least two (2) Senate Members.
   iii. This committee may make corrections to the ASMSU-N Constitution and Bylaws with regard to typographical errors, grammatical errors, etc., without the express vote of the Student body or Senate.
   iv. All Constitutions and Bylaws must comply with the ASMSU-N and University guidelines.
   v. This committee shall review the Constitution and Bylaws every legislative year.

Article II Councils
   1. Finance
      i. No council or Committee shall spend more than two-thousand five-hundred dollars ($2500) on a single function without Senate approval.
      ii. All contracts must have the signature of the Council Coordinator and the advisor.
   2. Program Council
      i. The Council shall consist of one (1) elected coordinator, members selected by the coordinator, at least two (2) Senate members, and at least one (1) ex-officio advisor to be selected by the Council and approved by the Senate.
      ii. The coordinator shall be elected in the Spring General Election of each year and fill the position from spring to spring term. The newly elected coordinator shall take office at the designated Spring Senate meeting. The coordinator shall preside over all meetings of the Program Council.
      iii. The Council is responsible for planning and coordinating student activity programs, to include but not limited to, dances, concerts, homecoming, and lectures. These programs must be designed to appeal to the diversified student body of the University.
      iv. The coordinator is responsible for the submission of an annual budget for consideration to the ASMSU-N Finance/Vending Committee each spring.
      v. The coordinator and advisor shall sign contracts. All financial matters must be in accordance with the ASMSU-N Fiscal Policy.
      vi. To update the Program Council Policy as necessary, subject to organization and Senate approval.
   3. Inter-Organizational Council (IOC)
      i. Purpose
         A. To register student clubs and organizations.
B. To enhance communication between clubs.
C. To encourage involvement in ASMSU-N activities and events from clubs and organizations.

ii. The ASMSU-N Vice President shall serve as the chairperson of IOC

iii. Duties of Chairperson
A. To distribute IOC Registration forms at the beginning of Fall Semester to be completed to the clubs and organizations.
B. To keep an updated file of registered ASMSU-N clubs and organizations.
C. To make two (2) copies of each IOC registration form and return one the MSU-N Business Office and one to the ASMSU-N Business Manager.
D. To act as a liaison between the clubs and organizations and the Senate.
E. To oversee and assist in the expansion of MSU-N clubs and organizations.
F. To update IOC Policy as necessary, subject to club, organization, and Senate approval.

iv. Membership
A. All ASMSU-N registered clubs and organizations are members of IOC
B. Each registered club or organization is required to have and IOC representative at meetings (see IOC Handbook)

v. Meetings
A. IOC shall meet on a regular basis and the meeting dates shall be printed on the Semester ASMSU-N Calendar and posted in the ASMSU-N offices.

DIVISION VII. FINANCE

Article I. Operation
1. All ASMSU-N Senate committees, commission, and councils must operate under the guidelines established in the ASMSU-N Fiscal Policy.
2. No council may spend over $2500 on a single function without Senate approval.

Article II. Finance/Vending Committee
1. The committee shall be responsible for the ASMSU-N annual budget, monetary aspects of the Student Activity Fee monies, and allocating the portion of funds derived from the vending machines as prescribed by the ASMSU-N Fiscal Policy, and other designated financial duties.
2. The committee shall consist of the ASMSU-N Business Manager, President, and Advisor.
3. The committee shall review special financial requests for the annual ASMSU-N budget and prepare said budget for recommendation to the Senate. All requesting organizations will be responsible for meeting with the committee over their request. The committee will contact each organization to schedule meeting times. The committee must meet with the requesting organization before making a recommendation to the Senate.
4. The committee shall be responsible for revision of the ASMSU-N Fiscal Policy when deemed necessary by the Committee or the Senate.
5. The committee shall review vending machine contracts yearly, with the MSU-Northern Comptroller at the start of the Fall Semester.

Article III. Stipends
1. Stipend positions over $100/semester will be paid monthly after the service period.
2. Monthly payments will be authorized by the President for services in the previous month.

DIVISION VIII. ELECTIONS

Article I. Eligibility
1. Any active member of ASMSU-N who meets the guidelines in Article II of the ASMSU-N Constitution may seek office.
2. A candidate must file an ASMSU-N Application form, excluding write in candidates. In the event a write in candidate wins and elected seat, they must file the application form prior to induction. These forms shall be available at the Student Union Information Desk during regular Student Union hours. An ASMSU-N Application form must consist of the printed or typed name, class standing, local address, and phone number of the candidate and must be returned to the designated location.
3. The names of all candidates shall be published after validation. Notice of all elections shall be posted at least twice before the election.
4. Notices of elections shall be posted campus wide, at least one month prior to each election. Special elections may be posted two (2) weeks prior to any such election.
5. The Spring General Election shall be held no later than the second Wednesday in April. This gives the new officers time to work with prior officers.
6. The Fall General Election shall be held on the second week of September.

Article II Campaigning
1. Definition: the appearance or presentation of a candidate or a candidate’s platform for the purpose of soliciting votes, or the display or distribution of campaign materials for the purpose of soliciting votes either on or off campus.
2. There will be no campaigning allowed until:
   i. A candidate has turned in their ASMSU-N Application Form at the designated location by a designated time.
3. Three (3) school days following the election, all campaign materials must be removed from campus.
4. The Senate may sponsor a forum for all ASMSU-N Senate candidates prior to the election at the request of the candidates. Other groups may sponsor forums or debates, but must have approval from the Senate and the candidates to ensure fairness.
5. Candidates running for an ASMSU-N position shall not be allowed to give campaign speeches to classes.
6. Campaign materials may be placed on campus in accordance with these rules:
   i. General Buildings – Campaign materials may be placed in any classroom, building, residence hall, or in the Student Union.
ii. Outdoors – Campaign materials may be outdoors in any area that is appropriate
iii. Glass Surfaces – Campaign materials shall not be placed on any glass surface on campus
iv. Painted Walls – Campaign materials shall not be placed on any painted walls on campus
v. No defacement of campus property, such as sidewalk chalk, spray paint, etc. will be allowed

7. Write in candidates who wish to campaign are subject to election rules. Campaign rules will be available at the Student Union Information Desk.

Article III. Election Guidelines
1. All election dates will be set by the ASMSU-N Senate prior to the start of each semester. These dates will be printed on the semester ASMSU-N Calendar.
2. Names of candidates for any office shall be placed in random order on the ballot under the office for which they are running. The drawing shall be open to the general public. Space shall be provided for two (2) write in candidates for each position on the ballot. The ballots for an ASMSU-N election shall consist of three (3) sections: one for officer races, one for senator races, and one for Council Coordinator races.
3. For a write in Candidate to be eligible for election, they must generate more votes than their opponent on the ballot. If no other candidate is on the ballot, the write in candidate must prove their eligibility per article II of the ASMSU-N Constitution, and their intent to hold the elective office.
4. Officers and Coordinators shall be elected and installed at the designated meeting at the end of the spring semester. Term of office shall include Summer, Fall, and Spring terms in that order. Senators shall be elected and installed at the designated meeting at the end of the Spring Semester. Freshman Senators will run from Fall to Fall.

Article IV. Counting
1. Upon the closer of the polls the Senate shall receive the election results from the ASMSU-N Advisor.
2. Write in votes need not be spelled correctly if the intent of the voter is clear.
3. Any ballot that is improper, shall not be accepted
4. A tie vote in the General Election shall result in having a special election within two (2) weeks following the election to determine a winner.
5. The candidate with the most votes wins
6. For an election to be valid, eight (8) percent of the active members of ASMSU-N must cast ballots.
7. The numerical results shall be posted in the Student Union Building and the Office of the Associated Students immediately following the counting.

Article V. Violation of Rules
1. Any candidate who violates any of the rules may be barred, at the discretion of the advisor, from participation in the election and denied from taking office. The decision of the advisor may be appealed to the Judicial Council.
Article VI. Appeals
1. Any candidate who disagrees with any ruling of the Advisor who wishes to lodge a complaint concerning any action in connection with the operation of the election including, but not limited to, rules violations, voting discrepancies, and improper procedures, may appeal to the Senate in writing within one business day after the results have been posted in the Student Union Building.
2. The Senate shall notify all parties involved of any election complaints.
3. The Senate shall examine the complaint and decide what, if any, action is warranted.
4. The Advisor may invalidate the results of any single race. The Advisor must do so before the Senate meeting following the election.
5. Any Candidate may appeal the decision of the Advisor to the Senate who will send it to the Judicial Council to rule on the matter.

Article VII. Elections
1. The Senate shall not hold elections for class officers or any other organization except the Associated Students Officers, Senators, and Coordinators.
2. Program Council Royalty elections for Homecoming shall be confidential.

DIVISION IX. HOMECOMING

Article I. Homecoming Activities
1. Elections will be held for homecoming King and Queen, including a court of two additional couples as prince and princess and duke and duchess. In the event that there are more than three (3) couples, each couple over the royal court will receive a corsage and be named the court as lord and lady.
2. Winners will be determined by the number of votes received with King and Queen the first place vote, prince and princess second, and duke and duchess third. All others are named lord and Lady of the court.
3. Candidates shall run as couples and not individuals.

Article II Eligibility
1. Any student who pays the activity fee
2. Any student who was not a member of a previous court
3. Candidates must be nominated by Senate recognized clubs or organizations by the required date.

Article III Responsibilities
1. Program Council
   i. Set date for homecoming
   ii. Set closing date for nominations at least two (2) weeks before coronation.
   iii. Plan activities including meet the candidate’s opportunities, rehearsals, photography sessions, and coronation.
2. Couples
i. Abide by the Election complain rules (Division VIII, Article II. ASMSU-N Bylaws)

ii. Attend all functions set up by the Program Council (Class/Work schedules taken into consideration)

iii. In order to have their names on the printed ballot, candidates must attend a mandatory candidates meeting set up by the Program Council at a specified location, date, and time. Write in Candidacy will be accepted as per Division VIII, Article III, of the ASMSU-N Bylaws.

DIVISION X. AMENDMENTS

Article I. Amendments
1. Amendments shall be in accordance to the Constitution
2. This Bylaw shall take effect immediately upon its passage. This Bylaw replaces and repeals all previous Bylaws.

Revised 3/26/15
President

1. To facilitate and preside as chairperson at Student Senate meetings and special meetings of ASMSU-N
2. To be an official representative of the Associated Students of MSU-N
3. To serve as an optional non-voting, ex-officio member on all committees, commissions, and councils.
4. To appoint all committee chairpersons and other positions as enumerated in the Bylaws or Constitution
5. To represent or appoint representation for ASMSU-N Students at Montana Associated Students meetings and at Montana Coalition meetings.
6. To maintain rapport with the students of Montana State University – Northern
7. To attend Board of Regents meetings as needed, or designate a senator to attend
8. To maintain rapport with other University System Student Presidents.
9. To arrange and attend regular informal meetings with the Chancellor of Montana State University – Northern.
10. To serve three (3) hours/week office hours
11. Keep up Communications with administration, faculty, staff, clubs, and students at MSU-Northern.
12. Keep student senate and students informed.
13. Keep senate positions filled
14. Golden-N, organize meeting for Golden-N award
15. Graduation banquet/ Marshal for graduation (unless graduating)
16. Provide a list of campus committees and the number of students required to the Dean of Student Engagement.
17. Appoint Student Senators to one (1) standing committee or at the President’s discretion, other appropriate campus committees when standing committees have to remaining vacancies.
18. And all other duties as directed by the Senate
19. One (1) unexcused absence are cause for impeachment removal from the Senate.
Vice-President

1. To act on behalf of the President in their absence
2. To serve as an optional non-voting, ex-officio member of all boards and committees
3. To assist the president in every possible, practical manner
4. To serve as or appoint a parliamentarian
5. Act as committee whip to oversee Student Senate committees and to make recommendations to committee chairpersons and the ASMSU-N President about appointments and removal of the committee members.
6. To serve as the Inter-Organizational Council (IOC) Chairperson
7. Serve three (3) hours/week office hours
8. Attend all meetings unless excused.
9. Keep up communications with faculty, staff, and Campus Clubs
10. To give a detailed IOC report at every Senate meeting
11. To carry out any other duties specifically delegated by the President
12. One (1) unexcused absence is grounds for impeachment removal from the Senate.
Business Manager

1. To prepare an annual Budget Review for submission to the Senate
2. To report expenditures and account balances to the ASMSU-N President
3. To carry out all fiscal matters of the Associated Students
4. To work with the Montana State University – Northern Business Office
5. To conduct an annual Budget Review of organizations on the ASMSU-N Budget
6. To be accountable to the ASMSU-N Fiscal Policy
7. Provide a monthly Detailed Budget Reports to the ASMSU-N President
8. Shall chair the Finance Committee
9. Attend all meetings unless excused
10. Serve three (3) hours/week office hours
11. Hold a Budget meeting for the following year on the first week of March
12. Shall review vending machine contracts yearly, with the MSU-Northern Comptroller at the start of the Fall Semester then provide a written report to the Student Senate
13. Maintain a current binder including EVERY transaction that has taken place that school year
14. To carry out any other duties specifically designated by the president
15. Three (3) unexcused absences are cause for impeachment removal from the Senate
Administrative Assistant

1. The Administrative Assistant will report directly to the ASMSU-N President. The ASMSU-N Vice-President and Business Manager will also be responsible for giving direction to the Administrative Assistant. ASMSU-N Council Coordinators and Senators must request assistance for projects. (These requests may be coordinated through the Executive staff.)

2. To take all ASMSU-N Senate meeting minutes and Senate voting records

3. To prepare all ASMSU-N Senate meeting minutes and distribute to all designated parties by the Friday following that meeting date and maintain a meeting minutes file.

4. To maintain an organized filing system of Senate business and correspondence.

5. Update the ASMSU-N webpage with accurate weekly minutes and other pertinent information

6. To maintain weekly office hours as arranged by the Administrative Assistant and the ASMSU-N President (three hours weekly)

7. To carry out any other duties specifically designated by the President

8. Maintain an active agenda for weekly meetings in the Senate office

9. Attend all meetings (If a meeting is to be missed, notify the President as soon as possible and provide a substitute.)
Sustainability Coordinator

1. The sustainability council shall consist of one (1) elected Coordinator and members selected by the Coordinator.
2. The coordinator shall be elected in the Spring and serve from fall to fall.
3. The Coordinator shall preside over all meetings of the Sustainability Council.
4. The council is responsible for planning and coordinating campus sustainability programs, to include but not limited to, recycling, new technologies, collection of recyclable items and sustainability awareness.
5. The coordinator will maintain rapport with Recycle Hi-Line or any community groups endeavoring to maintain a greener planet.
6. The coordinator and advisor shall sign contracts. All financial matters must be in accordance with the ASMSU-N fiscal policy.
7. The coordinator is responsible for a weekly report to the Student Senate at the ASMSU-N meetings.
8. Have meetings as needed with the Director of Student Activities and report at Senate meetings.
9. To carry out any other duties specifically designated by the President.
10. Keep an up to date binder containing sustainability work done.
11. Serve three (3) hours/week office hours (Includes hours spent recycling on or off campus).
12. Three (3) unexcused absences are grounds for impeachment removal from the Senate.
Program Council

1. The council shall consist of one (1) elected Coordinator and members selected by the Coordinator
2. The coordinator shall be elected in the Spring and serve from fall to fall
3. The coordinator shall preside over all meetings of the Program Council
4. The Council is responsible for planning and coordinating student activity programs, to include but not limited to, dances, concerts, homecoming, and lectures. These programs must be designed to appeal to the diversified student body of the University
5. The coordinator and Advisor shall sign contracts. All financial matters must be in accordance with the ASMSU-N fiscal policy
6. The coordinator is responsible for a weekly report to the Student Senate at the ASMSU-N meetings
7. Have meetings as needed with the Director of Student Activities and report to Senate meetings
8. To carry out any other duties specifically designated by the President
9. Keep an up to date binder containing Program Council work
10. Three (3) unexcused absences are cause for impeachment removal from the Senate
Intramurals/Recreation

1. The Council shall consist of one (1) elected Coordinator and members selected by the Coordinator
2. The Coordinator shall preside over meetings and the Recreation Council
3. The Council is responsible for planning and coordinating student recreational activity and programs. These programs must be designated to appeal to the diversified student body of the University.
4. The Coordinator is responsible for the submission of an annual budget for consideration to the ASMSU-N Finance Vending Committee each spring
5. All financial matters must be in accordance with the ASMSU-N Fiscal Policy
6. To carry out any other duties specifically designated by the President
7. Keep and up to date binder containing Recreational Council work
8. Three (3) unexcused absences are cause for impeachment removal from the Senate
Senator Expectations

1. Attend all Senate Meetings (unless excused)
2. Schedule three (3) office hours per week (and attend)
3. Be on one (1) council or committee
4. Attend as many activities as your schedule allows
5. Be a good representative of the Student Senate
6. Read and understand your job description and fulfill it to the best of your abilities