



## BYLAWS

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# The Associated Students of Montana State University Northern Bylaws

## Division I. ASMSUN MEMBERSHIP

### Article I. Active Membership

- I. All students in accordance with Article II of the ASMSUN Constitution shall have active membership.
- II. Active membership shall allow a student the rights and privileges of the Associated Students as outlined in the Constitution and Bylaws.

## Division II. SENATE MEMBERSHIP

### Article I. Composition

- I. The President, Vice President, Business Manager, and Administrative Assistant of the Associated Students shall serve as the officers of the Senate and be elected in the Spring General Election.
- II. A minimum of five (5) voting senators of any major, class status, and active members of ASMSUN as defined by the Constitution, one Sustainability Coordinator, and one Program, Recreation, and Media (PRM) Coordinator shall be elected in the Spring General Election.
- III. A maximum of nine (9) voting Senators to be elected in the Spring General Election, not including elected officers, Council Coordinators, and Freshman Senators.
- IV. A maximum of three (3) voting Freshman Senators will be elected in the Fall Homecoming Election.

## **Article II. Installation**

- I. At a designated meeting, the new Senate elected in the Spring Semester shall be sworn in.
- II. The Provost shall install the newly elected President and Vice President of the Student Senate. In the event that that Provost is unable to perform this duty the Chancellor shall preside over the induction.
  - a. In the event that neither the Provost nor Chancellor can attend the induction meeting, the standing President can swear in the newly elected President and Vice President.
- III. The ASMSUN 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 the new Senate members into office.
- IV. The Oath of Office:
  - a. "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."
- V. Those delegates elected in the Fall General Election shall be installed at the first Senate meeting following the election.

## **Article III. Position Descriptions**

- I. In addition to the position responsibilities identified for positions in the ASMSUN 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 ASMSUN.
- II. 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.

- III. These documents are meant to be fluid guidelines that should be continually reviewed and updated through a majority Senate vote.

#### **Article IV. Impeachment**

- I. 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 member of the Executive Council.
- II. It is that Executive Council members responsibility to present the petition to the Senate body at the next regular meeting.
- III. Signatures of 50% of the eligible members of ASMSUN senate is required. The advisor of ASMSUN will validate the authenticity of member signatures.
- IV. The member being impeached may submit evidence in their defense.
- V. If judged guilty by the advisor's impeachment proceedings, the impeached members term shall be terminated immediately. If a stipend position is terminated, the stipend must be prorated as of that date.
- VI. Grounds for impeachment;
  - a. Any member failing to fulfill their duties as directed by the ASMSUN Constitution and Bylaws.

#### **Article V. Inactive Membership**

- I. Any member of the Senate who meets the requirement of "Inactive Membership" as outlined in Article IV, Section I, Sub-Section C, of the Constitution shall become inactive as defined by said Article.

### **Division III. SENATE QUALIFICATIONS**

#### **Article I. The President**

- I. Qualifications Article III, Section II of the Constitution
- II. Duties Article III, Section III of the Constitution

## **Article II. The Vice President**

- I. Qualifications Article III, Section II of the Constitution
- II. Duties Article III, Section IV of the Constitution

## **Article III. The Business Manager**

- I. Qualifications Article III, Section II of the Constitution
- II. Duties Article III, Section VI of the Constitution

## **Article IV. Administrative Assistant**

- I. Qualifications Article III, Section II of the Constitution
- II. Duties Article III, Section V of the Constitution

## **Article V. Senators**

- I. Qualifications Article III, Section VI of the Constitution
- II. Duties Article IV, Section VII of the Constitution

## **Article VI. ASMSUN Building Representatives**

- I. The primary goal is to insure active communication between the MSU-Northern Student Body and the ASMSUN Student Senate.
- II. Membership shall consist of the President, Vice President, Business Manager, Council Coordinators, Administrative Assistant, and all ASMSUN Senators.
- III. All ASMSUN Senate members shall serve, at minimum, three (3) hours each week in the Senate Office.

## **Division IV. CLUBS, ORGANIZATIONS & GROUPS**

### **Article I. Organizational Responsibility**

- I. Any Constitution of a club or organization should be 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.
- II. 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.
  - III. Failure to complete an IOC Registration (Article X of Constitution), or failure to attend required meetings will result in the loss of formal recognition as an ASMSUN Club. This will disqualify that organization from receiving any services from ASMSUN including financial services.

## **Article II. Affiliation**

- I. It is required that all ASMSUN clubs, organizations, and advisors be affiliated with MSU-Northern

## **Division V. SENATE MEETINGS**

### **Article I. Procedures**

- I. The Senate shall meet upon the call of the President
- II. The President shall call a special meeting upon presentation of a petition signed by 25% of the active members of the ASMSUN Senate.
- III. Senate meetings shall be held at an appointed time during the academic year except during school holidays and finals week.
- IV. All meetings of the Senate shall be open to all members of ASMSUN, students, faculty, staff, and administrators of MSU-Northern and members of the community.
- V. At the discretion of the Senate or at the call of the President, an executive session may be called.



- VI. 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, OR,
- VII. 50% of the active members of Senate shall constitute as a quorum.
- VIII. All proceedings of the Senate shall be conducted at the Presidents discretion and in conformity with the Constitution and Bylaws. In the case of a conflict, the Constitution and or Bylaws shall rule.
- IX. All voting records and minutes of the Senate shall be deemed public and open to every entity.
- X. A passing vote will consist of 51% of the quorum which is established at the start of the meeting.

## Division VI. COUNCILS & COMMITTEES

### **Article I. Committees and Councils Guidelines**

- I. The ASMSUN Senate shall have standing committees and councils to review items and make recommendations to the Senate. The Senate shall have authority over all committee actions.
  - a. All council and committees shall be selected under the procedures of this section unless otherwise designated in the individual sections.
  - b. All Senate members shall volunteer to be a member of standing councils and/or committees. If no one volunteers, then the President or Vice President shall appoint members to standing council and/or committees.
  - c. All Senate members are responsible for actively recruiting students to serve as members in the Senate councils and/or committees.
  - d. All students wishing to be a member of a Senate Council or University Council shall inform the President. The ASMSUN

President will make recommendations to the Council Chairperson for appointment.

- e. Council shall schedule meetings, obtain any needed information, keep records of committee actions, confer with the President or Vice President over important matters, excuse members from meetings, and file a regular report to the Senate at their meetings.
- f. The council may obtain a faculty, staff, or administrative advisor for their council. The chairperson shall have the authority to select the advisor with the approval of the Senate.
- g. If a committee member's seat is vacated, the seat will be filled according to Sub-Section B of this Article.
- h. All committee proceedings shall be subject to Senate approval.
- i. Committee chairpersons will be responsible for conducting all committee proceedings in an orderly manner.
- j. Special committees may be established when the President or Senate deems necessary. The President, with Senate approval, shall appoint all special committees.

## **Article II. Policy Review**

- I. The Constitutional Review Committee shall meet to review and make recommendations concerning new and existing organizational governing documents. The committee shall review proposed changes to the ASMSUN Constitution, Bylaws, and Fiscal Policy.
- 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 ASMSUN Constitution, Bylaws, and Fiscal Policy. About document formatting, grammatical errors, spelling, etc. without the express vote of the Senate.

- IV. All Constitutions and Bylaws must comply with the ASMSUN and University guidelines.
- V. This committee shall review the Constitution, Bylaws, and Fiscal Policy every legislative year.

## **Article II. Councils & Committees**

- I. Program, Recreation, & Media (PRM) Council
  - a. 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 elected by the Council and approved by the Senate.
  - b. 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 PRM Council.
  - c. 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 designated to appeal to the diversified student body of the University.
  - d. The coordinator is responsible for the submission of a semesterly budget for consideration to the ASMSUN Senate at the designated fall and spring meetings.
  - e. The coordinator and advisor shall sign all contracts. All financial matters must be in accordance with the ASMSUN Fiscal Policy.
  - f. To update the PRM Council Policy as necessary, subject to organization and Senate approval.
- II. Sustainability Coordinator

- a. 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 Sustainability Council.
- b. The coordinator is responsible for the submission of a semesterly budget for consideration to the ASMSUN Senate at the designated fall and spring meetings.
- c. The coordinator and advisors shall sign all contracts. All financial matters must be in accordance with the ASMSUN Fiscal Policy.
- d. To update the Sustainability Council Policy as necessary, subject to organization and Senate approval.
- e. To support sustainable efforts on MSU-Northern's campus.

### III. Inter-Organizational Council (IOC)

- a. Purpose:
  - i. To register student clubs and organizations and enhance communication between clubs.
  - ii. To encourage involvement in ASMSUN activities and events from clubs and organizations.
  - iii. The ASMSUN Vice President shall serve as the chairperson of IOC.
- b. Duties of the Chairperson:
  - i. To distribute IOC registration forms at the beginning of the Fall Semester to be completed by the clubs and organizations.
  - ii. To keep an updated file of registered ASMSUN clubs and organizations.
  - iii. To make two copies of each IOC registration form and return one to the MSUN Business Office and one to the ASMSUN Business Manager.

- iv. To act as a liaison between clubs and organizations and the Senate.
  - v. To oversee and assist in the expansion of MSUN clubs and organizations.
  - vi. To update the IOC Policy as necessary, subject to club, organization, and Senate approval.
- c. Membership
- i. All ASMSUN registered clubs and organizations are members of IOC.
  - ii. Each registered club or organization is required to have and IOC representative at meetings (see IOC Handbook).
- d. Meetings
- i. IOC shall meet on a regular basis and the meeting dates shall be printed on the Semester ASMSUN Calendar and posted in the ASMSUN Senate Office.

## **Division VII. FINANCE**

### **Article I. Operation**

- I. All ASMSUN Senate committees, commissions, and councils must operate under the guidelines in the ASMSUN Fiscal Policy.
- II. No council may spend over \$2500 on a single function without Senate approval.

### **Article II. Executive Council**

- I. The committee shall be responsible for the ASMSUN 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 ASMSUN Fiscal Policy, and other designated financial duties.

- II. The committee shall consist of the ASMSUN President, Vice President, Business Manager, Administrative Assistant, and Advisor(s).
- III. The committee shall review special financial requests for the annual ASMSUN budget and prepare said budget for recommendations to 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.
- IV. The committee shall review vending machine contracts yearly, with the MSU-Northern Comptroller at the start of the Fall Semester.

### **Article III. Stipends**

- I. Stipend positions over \$100/semester will be paid monthly after the service paid.
- II. Monthly payments will be authorized by the President for services in the previous month.

## **Division VIII. ELECTIONS**

### **Article I. Eligibility**

- I. Any active member of ASMSUN who meets the guidelines in Article II of the ASMSUN Constitution may see office.
- II. A candidate must file an ASMSUN application form, excluding write in candidates. In the event a write in candidate wins an 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) ASMSUN Senate Office, and on Northern's website. An ASMSUN Application form must consist of the printed or typed name, class standing (Freshman, Sophomore, Junior or Senior),

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- email address, and phone number of the candidate and must be returned to the SUB Info Desk or the ASMSUN Senate Office.
- III. The names of all candidates shall be published after validation. Notice of all elections shall be posted at least twice before the election.
  - IV. Notices of elections shall be posted campus wide, at least one month prior to each election. Special elections may be posted two weeks prior to any such election.
  - V. The Spring General Elections shall be held no later than the second Wednesday in April. This gives the new officers time to work with prior officers.
  - VI. The Fall General Election shall be held during Homecoming Elections.

## **Article II. Campaigning**

- I. 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 on or off campus.
- II. There will be no campaigning allowed until:
  - a. A candidate has turned in their ASMSUN Application Form to the SUB Info Desk or the ASMSUN Senate Office, by a designate time.
- III. Three school days following the election, all campaign materials must be removed from campus.
- IV. The Senate may sponsor a forum for all ASMSUN 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.
- V. Candidates running for an ASMSUN position shall not be allowed to give campaign speeches to classes but can inform classes that elections are going on. Revised

- VI. Campaign materials may be placed on campus in accordance with these rules:
- a. General Buildings- Campaign materials may be placed in any classroom, building, resident hall, or in the Student Union Building.
  - b. Outdoors- Campaign materials may be outdoors in any area that is appropriate.
  - c. Glass Surfaces- Campaign materials shall not be placed on any glass surface on campus, ex. Doors and windows.
  - d. Painted Walls- Campaign materials shall not be placed on any painted wall on campus.
  - e. No defacement of campus property, such as sidewalk chalk, spray paint, etc. will be allowed.
- VII. Write in candidates who wish to campaign are subject to election rules. Campaign rules will be available at the Student Union Building Information Desk and ASMSUN Senate Office.

### **Article III. Election Guidelines**

- I. All election dates will be set by the ASMSUN Senate prior to the start of each semester. These dates will be printed on the MSUN calendar.
- II. Names of all candidates for any office shall be placed in random order on the ballot under the office which they are running. Voting shall be open to the general public. Space shall be provided for a written in candidates for each position on the ballot.
  - a. Senators at Large will have five (5) write in spaces.
- III. 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 ASMSUN Constitution, and their intent to hold the elected office.



- IV. 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 Fall to Fall.

#### **Article IV. Counting**

- I. Upon the closure of the polls, the Senate shall receive the election results from the ASMSUN Advisor or ASMSUN President.
- II. Write in votes need not be spelled correctly if the intent of the voter is clear.
- III. Any ballot that is improper shall not be accepted.
- IV. A tie vote in the General Election shall result in having a special election within two weeks following the election to determine a winner.
- V. The candidate with the most votes wins.
  - a. For an election to be valid, eight percent (8%) of the active member of ASMSUN must cast votes.
  - b. In the event that eight percent (8%) is not reached, the election will be extended another five (5) days.
- VI. The numerical election results shall be posted in the Student Union Building and the ASMSUN Senate Office immediately following the counting.

#### **Article V. Violation of Rules**

- I. Any candidate who violates any of these rules may be barred, at the direction of the advisor, from participation in the election to denied from taking office. The decision of the advisor may be appealed to the Judicial Council.

#### **Article VI. Appeals**

- I. 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, rule violation, 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.
- II. The Senate shall notify all parties involved of any election complaints
- III. The Senate shall examine the complaint and decide what, if any, action is warranted.
- IV. The Advisor may invalidate the results of any single race. The Advisor must do so before the Senate meeting following the election.
- V. 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**

- I. The Senate shall not hold elections for class officers or any other organization except for the Associated Students Officers, Senators, and Council Coordinators.
- II. PRM Council Royalty elections for Homecoming shall be confidential.

#### **Article VIII. Exemptions**

- I. If there is a vacant spot after elections, the President can appoint a qualified and interested person with the approval of Senate.

### **Division IX. HOMECOMING**

#### **Article I. Homecoming Activities**

- I. The previous spring's Program Rec and Media Council Coordinator shall set the Homecoming date.
- II. 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 couples, each couple over the royal court will receive a corsage and be named the court as Lord and Lady.
- III. Winners will be determined by number of votes received with King and Queen with the first-place vote, Prince and Princess second, and Duke and Duchess third. All others are named Lord and Lady of the court.
- IV. In the event of a tie, the Director of Campus Activities will flip a coin to decide the winner. The loser of the coin flip will be awarded the next lowest position.
- V. Candidates shall run as couples and not individuals.

## **Article II. Eligibility**

- I. Any student who pay the Activity Fee.
- II. Any student who was not a member of a previous court.
- III. Candidates must be nominated by a Senate recognized club, organization, and athletics (no limited by one nomination) by the required date.

## **Article III. Responsibilities**

- I. Program Rec and Media Council Coordinator
  - a. Set date for Homecoming
  - b. Set closing date for nominations at least two weeks before coronation
  - c. Plan activities including meet the candidate's opportunities, rehearsals, photography sessions, and coronation.

## II. Couples

- a. Abide by the Election complain rules (Division VIII, Article II of ASMSUN Bylaws).
- b. Attend all functions set up by the PRM Council (class/work schedules taken into consideration)
- c. In order to have their names on the printed ballot, candidates must attend a mandatory candidate meeting set up by the PRM Council Coordinator at a specified location, date, and time. Write in Candidacy will be accepted per Division VIII, Article III, of the ASMSUN Bylaws.

## Division X. AMENDMENTS

### **Article I. Amendments**

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

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## Duties of the President

- I. To facilitate and preside as chairperson at Student Senate meetings and special meetings of ASMSUN.

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- II. To be an official representative of the Associated Students of MSU-Northern.
- III. To serve as an option non-voting, ex-officio member on all committees, commissions, and councils
- IV. To appoint all committee chairpersons and other positions as enumerated in the Bylaws or Constitution.
- V. To represent or appoint representation for ASMSUN Students at Montana Associated Students (MAS) meetings and at Montana Coalition meetings.
- VI. To maintain rapport with the students of Montana State University Northern.
- VII. To attend Board of Regent (BOR) meetings as needed,
  - a. In extenuating circumstances, a Senator may be assigned to go.
- VIII. To maintain rapport with other University System Student Presidents.
- IX. To arrange and attend regular informal meetings with the Chancellor and Provost of Montana State University Northern.
- X. To serve 15 hours in the ASMSUN Senate Office each week.
- XI. Keep up communication with administration, faculty, staff, clubs, and students of MSU-Northern.
- XII. Keep senate positions filled; by appointing qualified students.
- XIII. Be a Marshal for graduation (unless graduating)
- XIV. Appoint Student Senators to a standing committee, or at the President's discretion, other appropriate campus committees when standing committees have vacancies.
- XV. Perform all other duties as directed by the Senate.
- XVI. One unexcused absence is grounds for impeachment and removal from the Senate.

## Duties of the Vice President

- I. To act on behalf of the President in their absence.
- II. To serve as an optional non-voting, ex-officio member of all boards and committees.

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- III. To assist the President in every possible, practical manner.
- IV. To serve as or appoint a parliamentarian
- V. Act as committee whip to oversee Student Senate committees and to make recommendations to committee chairpersons and the ASMSUN President about appointments and removal of committee members.
- VI. To attend Board of Regent (BOR) meetings as needed,
  - a. In extenuating circumstances, a Senator may be assigned to go.
- VII. To represent or appoint representation for ASMSUN Students at Montana Associated Students (MAS) meetings and at Montana Coalition meetings.
- VIII. To serve as the Inter-Organizational Council (IOC) Chairperson
- IX. Provide a list of campus committees and the number of students required to the Dean of Student Engagement.
- X. Serve 15 hours per week in the ASMSUN Senate Office.
- XI. Attend all meetings unless excused.
- XII. Keep up communication with faculty, staff, and campus clubs.
- XIII. Give a detailed IOC report at every Senate meeting
- XIV. To carry out any other duties specifically delegated by the President
- XV. One unexcused absence is grounds for impeachment and removal from the Senate.

### Duties of the Administrative Assistant

- I. The Administrative Assistant will report directly to the ASMSUN President. The ASMSUN Vice President and Business Manager will also be responsible for giving direction to the Administrative Assistant.

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- ASMSUN Council Coordinators and Senators must request assistance for projects. (These projects must be coordinated through the Executive Council.)
- II. To take all ASMSUN Senate meeting minutes and Senate voting records.
  - III. To prepare all ASMSUN Senate meeting minutes and distribute to all designated parties and maintain a meeting minutes file.
  - IV. To maintain an organized filing system of Senate business and correspondence.
  - V. Update to ASMSUN webpage with accurate weekly minutes and other pertinent information.
  - VI. Serve 10 hours per week in the ASMSUN Senate Office.
  - VII. To carry out any other duties specifically designated by the President.
  - VIII. Maintain an active agenda for weekly meetings in the Senate Office.
  - IX. Attend all meetings (if a meeting is to be missed, notify the President as soon as possible and provide a substitute).
  - X. One unexcused absence is grounds for impeachment and removal from the Senate.

### Duties of the Business Manager

- I. To prepare an annual Budget Review for submission to the Senate.
- II. To report expenditures and account balances to the ASMSUN President.



- III. To carry out all fiscal matters of the Associated Students.
- IV. To work with the Montana State University Northern Business Office.
- V. To be in accordance with the ASMSUN Fiscal Policy.
- VI. Attend all meetings unless excused.
- VII. Serve 10 hours per week in the ASMSUN Senate Office.
- VIII. Hold a Budget meeting for the following year the week after Spring Elections close.
- IX. Maintain a current binder including every transaction that has taken place that school year.
- X. To carry out any other duties specifically designated by the President.
- XI. One unexcused absence is caused for impeachment and removal from the Senate.

### Duties of the Sustainability Coordinator

- I. The Sustainability Coordinator shall consist of one elected Coordinator and members selected by the Coordinator.

- II. The Coordinator shall be elected in the Spring General Election and serve from Spring to Spring.
- III. Serve as an advisory non-voting position of the ASMSUN Student Senate.
- IV. The Coordinator shall be the Chairperson at all meetings of the Sustainability Council.
- V. 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.
- VI. The Coordinator and advisor shall sign contracts. All financial matters must be in accordance with the ASMSUN Fiscal Policy.
- VII. The coordinator is responsible for a monthly report to the Student Senate at the first ASMSUN meeting of the month, unless other arrangements have been made with the ASMSUN President.
- VIII. Have meetings as needed with the Director of Campus Activities and report at the first Senate meeting of each month, unless other arrangements have been made with the ASMSUN President.
- IX. To carry out any other duties specifically designated by the President.
- X. Keep an up to date binder containing sustainability work done.
- XI. Serve 10 hours per week in the ASMSUN Senate Office or work on Sustainable efforts on MSU-Northern's campus.
- XII. One unexcused absence is grounds for impeachment and removal from Senate.

## **Duties of the Program, Recreation, and Media (PRM) Council Coordinator**

- I. The council shall consist of one elected Coordinator and members selected by the Coordinator.
- II. The Coordinator shall be elected in the Spring General Election and serve Spring to Spring.
- III. Serve as an advisory non-voting position on the ASMSUN Student Senate.
- IV. The Coordinator shall preside over all meetings of the PRM Council.
- V. 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.
- VI. 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.
- VII. The Coordinator and Advisor shall sign all contracts. All financial matters must be in accordance to the ASMSUN Fiscal Policy.
- VIII. The Coordinator is responsible for the submission of a bi-annual budget for consideration to the ASMSUN Executive Council each Spring & Fall.
- IX. The Coordinator is responsible for a monthly report to the Student Senate at the first ASMSUN meeting of the month, unless other arrangements have been made with the ASMSUN President.
- X. Have meetings as needed with the Director of Campus Activities and report to Senate meetings.
- XI. To carry out any duties specifically designated by the President.
- XII. Keep an up to date binder containing Program, Recreation, and Media Council work.
- XIII. Must serve a minimum of five (5) office hours each week, to include but not limited to, serving hours in the ASMSUN Senate Office,

coordinating intramurals/activities in the gym or on campus, pertaining to PRM Council activities at MSU-N.

- XIV. One unexcused absence is cause for impeachment and removal from the Senate.

## Duties of Senators at Large and Freshman Senators

Revised August 24, 2019

- I. The Senators at Large and Freshman Senators of Senate shall:
  - a. Attend regular and special meetings of the Senate;
  - b. Each serve on one standing Internal or University committee;
  - c. Perform duties enumerated in the Bylaws;
  - d. Be courteous and respectful to other Senators;
  - e. Serve three (3) hours each week in the ASMSUN Senate Office;
  - f. Carry out any other duties specifically designated by the President.