

ASGFC MSU

By-Laws

ASSOCIATED STUDENTS OF
GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY

BY-LAWS

These by-laws serve as a corollary to the constitution and further definition of the rights and responsibilities of ASGFC MSU Senate and Executive Officers. Herein this document all members of the Executive Cabinet shall be referred to as Officers, all members of the Associated Student Senate shall be referred to as The Senate or Senators and all fee paying members of Great Falls College Montana State University (GFC MSU) shall be referred to as The Association.

1. Standing Committees:

a. Student Referral Program (SRP)

The members of the SRP committee will be composed of the current executives of the ASGFCMSU and the SRP advisors. SRP will be responsible for referring students with financial or other needs that interfere with student success to appropriate organizations or advisors both on and off campus. Members of the SRP committee will be in charge of the following:

- Keeping accurate information on current support organizations and persons, both in the campus and in the community.
- SRP committee will have two (2) advisors – one (1) faculty and one (1) staff member, Neither of whom are current advisors to the Senate.

b. Supreme Court

1. Will review Officers and Senators journals, activities, reports, and other information to verify the Officers and Senators eligibility for pay throughout the semester. Executives are responsible for making their own journals with the Supreme Court mandating what should be included in Executive's Journal. A Senator's Journal is given to a senator by the Executives at the beginning of their term. The Executives are responsible for mandating the content of a Senator Journal.
2. Executives' pay will be approved bi-monthly for distribution. Executive journals will be reviewed every third week of the month
3. Senator journals will be turned into the Supreme Court no later than four (4) weeks before the end of the semester and no earlier than six (6) weeks before the end of semester. Senator journals will be reviewed by the Supreme Court for payment once a term.
4. The Supreme Court will handle all circumstances where investigation/reprimand of any officials within the senate is required.
5. The Chief Justice of the Supreme Court will be elected by the senate with a majority vote. The election of a Chief Justice will occur no later than the end of the first month of the semester.
6. The Chief Justice of the Supreme Court is allowed ONLY two (2) non-consecutive terms of office.
7. In the event the Vice President is removed from office, the Chief Justice will assume the duties and responsibilities of the Vice President. A new Chief Justice will be appointed by a majority vote from the senate.
8. Being a member of the Supreme Court (except as Chief Justice) DOES NOT count toward the committee requirements for senators.
9. The Chief Justice is not eligible to be chair of any other committees. The Chief justice is not obligated to join any other committees after being appointed by the senate.

- c. Student Recreation Committee SRC: Will strive to increase a positive student atmosphere and campus life within the College. Will strive to collaborate with the community at large. Will be in charge of organizing mandatory large events, unless otherwise delegated by the President. SRC is encouraged to hold monthly events that benefit

the student body (i.e., Raffles or other campus events). In addition, SRC will be in charge of all decorations and all correspondence of the student senate.

- d. Maintenance of the campus will be the responsibility of all committees. The individual committee responsible will be determined on a weekly basis. Making a Semester schedule is recommended. Responsibilities include but are not limited to:
- Cleaning the bus stops and emptying the garbage cans at the bus stops.
 - Maintaining the Smoker Shack
 - Monitoring the Recycling program bins.
 - Cleaning the appliances owned by the Associated Students
- g. Food Pantry: The student food pantry is a committee within student government that will oversee all operations of the GFC-MSU student food pantry. The committee will be run by a senator from ASGFCMSU, who will be appointed by the president and confirmed by a majority vote of the senate. The student government representative will be responsible for insuring that the following duties are performed:
- Acceptance and distribution of items donated to the food pantry.
 - Maintenance and organization of the food pantry.
 - Reporting any new developments to student government
 - Accepting and providing for (as resources allow) specific requests
 - Maintaining proper documents, and contracts.
 - Recruiting volunteers.
 - Community outreach
 - Keeping updated reports and member list and making that information available to the senate.
 - The Food Pantry Chair is required to maintain a journal of his/her activities. Including approximate lbs. of food provided to students.

Student food pantry will be exclusively under the executive control of student government. Participating members will be students of GFC-MSU or one of its affiliates (MSU Northern/Bozeman), or members of the staff of GFC-MSU. Other community members will be considered for membership with the Food Pantry at the discretion of the student government committee appointed to this organization and approval by president-

2. Elections, term limits and campaigns:

- a. Any member of the Senate, past or present, who has served at least one semester in the Senate, including the current semester, may be nominated for office provided they meet the qualifications for office as defined in the constitution and by-laws.
- b. Nominations will occur no later than the second meeting in March. In extenuating circumstances the date will be set by the Vice President of the Senate with the Senate's approval.
- c. Individuals must be nominated for an office by a current Senate member; they may not self-nominate.
- d. Nominees must sign the attached Release of Directory Information form, allowing their personal information to be released to the campus community and/or general public.
- e. Any Senate member nominated for the position of Office may decline said nomination at any time up until and including the day of election.
- f. All nominees may campaign for office, at their own expense, beginning the last week of March. No funds (from GFC MSU or the Senate) may be utilized for individual campaigns. Campaigns must be conducted within the

established policies of the College and the Montana University System with respect to publication and distribution of information. The Associated Students shall be notified by the Senate of the nominees, Q/A session dates and times and course of action to vote.

- g. Elections will be held on the Tuesday three weeks prior to the end of the semester. In the event of extenuating circumstances, the date will be set by the Vice President of the Senate with the Senate's approval.
- h. The Association shall render their vote for nominees via a web election. Online voting will be open for a 12 hour timeframe. Students will vote using their Student ID number to ensure only one vote per student; however, all individual ballots will remain confidential. The votes will be tallied and Student ID numbers will be cross-referenced with a current list of Student IDs from the GFC MSU Registrar's Office. Duplicates will be discarded as well as non-valid Student IDs.
- i. New Officers will be notified by members of the current ASGFC MSU Executive Cabinet within 24 hours of the close of balloting. The campus body will be notified within 24 hours of the close of balloting.
- j. The incoming and outgoing officers will have a transition period lasting at least two weeks. Incoming officers will preside over the senate meeting during the transition week and will be monitored by the outgoing officers.
- k. Officers may serve no more than a total of two terms in office, but may serve as a Senator after said term of office. A term for a Senate member is defined as one semester. A term for an officer is defined as one school year (two semesters plus any summer session.)
- l. Any fee-paying member of the Association shall be allowed the opportunity to serve as a Senate member, provided all qualifications are met.
- m. Any and all election disputes shall be directed to the current ASGFC MSU Vice President and ASGFC MSU Secretary at the time of the election. In the event that the disputed election concerns the Vice President and/or the Secretary, the election dispute will be directed to the current ASGFC MSU President and the current GFC MSU Associate Dean of Student Services.
- n. Any and all outgoing Executive Cabinet members must provide a personal explanation of duties to the incoming officers, as defined in the Constitution and by-laws. If they fail to perform this duty, their last pay check will be held.

3. Student Lounge:

- a. The pool table shall be maintained by the Maintenance Committee. In the event professional repair is needed, this Committee shall refer cost to the Senate.
- b. The pay-per-use copiers, and other vending machines will be maintained by the businesses contracted to provide them, who will be contacted by the Secretary when necessary, unless this duty is otherwise assigned by the President.

4. Salaries:

- a. Officer salaries shall total as follows per semester: President, \$1000, Vice President, \$900, Secretary, \$800, Treasurer, \$800. Five (5) equal payments shall be made on a bi-weekly schedule. These payments are applicable during the regular fall and spring semesters. Officers serving terms over the summer will receive an additional sum of \$200.
- b. Senator salaries shall total \$50, with Standing Committee Chairpersons receiving an additional \$25. Senators shall be paid one time only at the end of each semester provided they fulfill their responsibilities.
- c. The Supreme Court reserves the right to review all officer and senator journals and activities and holds the obligation to recommend a reduction in pay for any individual found to not be performing their duties. The Supreme Court shall inform the Senate of any and all approvals of pay for informational purposes.
- d. The Chief Justice of the Supreme Court will be paid a total of \$100 per term. This will be paid at the end of their term, at the same time the senators are paid.
- e. The Chair of the Food Pantry will be paid a total of \$200 per term. This will be paid at the end of the term, at the same time the senators are paid.

5. Computer Usage Policy:

- a. A copy of the current campus computer usage policy can be obtained in the GFC MSU IT department or on the IT web site. All senators and officers will adhere to the policy.

6. Mandatory Large Events:

- a. Harvest Festival shall be held at a time during the fall as designated by members of the Senate. All Officers and Senators are required to participate unless they are excused by an executive officer
- b. A mandatory spring event as determined by the current senate ~~Spring Picnic~~ shall be held at a time during the spring as designated by members of the Senate. All Officers and Senators are required to participate unless excused by an executive officer
- c. To be excused you must give an executive a sound reason for not going to a mandatory event.

7. Requests for Funds:

- a. Any group requesting funds must have previously been recognized by the Senate. All programs of study and academic departments are deemed previously recognized. Any student organization requesting recognition should refer to the Student Organization Application Procedures (S.O.A.P.) found on the student government webpage.

8. President Qualifications and Duties:

- a. During an Officers term they must be attending classes for the full year (fall and spring semesters) and must be enrolled in at least six credits per semester.
- b. Officers must maintain a Semester Grade Point Average (GPA) of at least 2.5. Failure to achieve a semester 2.5 will result in non-payment of ~~semester~~ any future salary and removal from office.
- c. Officers must attend **all** meetings unless excused by another executive officer. Executives cannot excuse themselves from meetings.
- d. Must be well versed in Roberts Rules of Order and able to conduct the business of a meeting in an efficient manner.
- e. Will act as the official representative of the Associated Students at all times during the term of office, and will act accordingly.
- f. Will be the primary means of communication between the ASGFC MSU administration, faculty, staff and Association.
- g. Will have the authority to request and receive reports from the administration/faculty/staff as necessary to perform assigned duties.
- h. Will serve as Chairperson of the Executive Cabinet and the Senate, and as such will have no vote except in the event of a tie. This is in accordance with Roberts Rules of Order and Article 3, Section 5 of the Constitution.
- i. May appoint Senate members to campus-wide committees as required and assist in the coordination of said committees, and shall promote student participation in such committees.

- j. Cannot vote in Senate except when there is a tie vote.
- k. Has the power to veto any resolution or amendment passed by the Senate, as follows: If the President does not deem the measure to be in accordance with the Constitution or by-laws, or beneficial to the Association, he/she may state "veto" upon announcing the results of the vote. The matter must then be tabled until the following regular meeting, at which time the vetoed item shall be the first order of old business following opening the meeting, roll call, and review of previous minutes. The matter shall be opened for a motion to override veto, if seconded the motion shall require a 2/3 majority of the quorum to pass. Shall the motion to override the veto fail to be seconded or fail the vote, the matter shall be closed in accordance with Article 5, Section 8 of the Constitution.
- l. Will be responsible for the public relations and/or the delegation thereof for the Association.
- m. Will serve as a voting member of ASGFC MSU for the Montana Associated Students (MAS), and in any and all other statewide student organizations.
- n. Will oversee the Executive Officers and Senate in the performance of their duties, provide them with necessary information to perform those duties to the best of their abilities, and intervene if deemed necessary to uphold the Constitution and by-laws.
- o. Shall uphold and enforce all articles of the Constitution and by-laws
- p. Will maintain a journal of his/her activities relating to the office and provide to the ASGFC MSU Supreme Court according to these By-Laws.
- q. Will appoint a secretary and treasurer after being elected into office
- r. If the President is impeached or removed for any reason, the Vice President will assume the position of president.

10. Vice President Qualifications and Duties:

- a. During an Officers term they must be attending classes for the full year (fall and spring semesters) and must be enrolled in at least six credits per semester.
- b. Officers must maintain a Semester Grade Point Average (GPA) of at least 2.5. Failure to achieve a semester 2.5 will result in non-payment of semester salary and removal from office.
- c. Officers must attend **all** meetings unless excused by another executive officer. Executives cannot excuse themselves from meetings.
- d. Will assume the President's duties in his/her absence. In any matter resulting in vacancy in the office of President, shall assume the office for the remainder of the term of office.
- e. Will develop the agenda for Senate meetings, and notify all Senators at least 48 hours prior to any special meetings.
- f. Will call roll at all Senate meetings.
- g. Will be responsible for overseeing all Associated Student elections with the Secretary.
- h. Will oversee all elections and will act as Chairperson for any election committee that may be formed.

- i. Will oversee all Senate committees, if in attendance will have voice at those committee meetings, and must intervene if the Constitution, By-laws or ASGFC MSU policies are violated.
- j. Will fulfill other duties as assigned by the President.
- k. Shall uphold and enforce all articles of the Constitution and By-laws.
- l. Will maintain a journal of his/her activities relating to the Office.
- m. Will serve as a voting member of ASGFC MSU for the Montana Associated Students (MAS).
- n. Will have a voice and be a voting member at all senate meetings.
- o. If the Vice President is impeached or removed for any reason, the Chief Justice of the Supreme Court will assume the position of Vice President.

10. Secretary Qualifications:

- a. During an Officers term they must be attending classes for the full year (fall and spring semesters) and must be enrolled in at least six credits per semester.
- b. Officers must maintain a Semester Grade Point Average (GPA) of at least 2.5. Failure to achieve a semester 2.5 will result in non-payment of semester salary and removal from office.
- c. Officers must attend **all** meetings unless excused by another executive officer. Executives cannot excuse themselves from meetings.
- d. Will keep current, accurate and precise written records of all Senate meetings, and post such to the ASGFC MSU web site. Will annotate and attach a corrections page to the original minutes to maintain an accurate documentation of meetings.
- e. Shall be responsible for correspondence within the Senate.
- f. Shall keep all committee reports.
- g. Will be responsible for maintaining all records in an orderly fashion in the Senate office.
- h. Will be responsible for receiving W-2 information from all Senators, relaying messages to Senators, scheduling building use for the Senate, and maintaining the Senate office.
- i. Will fulfill other duties as assigned by the President.
- j. Shall uphold and enforce all articles of the Constitution and By-laws.
- k. Will maintain a journal of his/her activities relating to the Office.
- l. If the Secretary is impeached or removed for any reason, the President will appoint a replacement for the position. Said appointment will be done in accordance with Article 4 Sec 4 of the ASGFC-MSU Constitution.

- m. Keep ASGFC MSU web site updated.

11. Treasurer Qualifications and Duties:

- a. During an Officers term they must be attending classes for the full year (fall and spring semesters) and must be enrolled in at least six credits per semester.
- b. Officers must maintain a Semester Grade Point Average (GPA) of at least 2.5. Failure to achieve a semester 2.5 will result in non-payment of semester salary and removal from office.
- c. Officers must attend **all** meetings unless excused by another executive officer. Executives cannot excuse themselves from meetings.
- d. Will manage the business and financial affairs of the Associated Students, keeping all records of said affairs in an orderly fashion, and shall keep the Executive Cabinet and Senators apprised of the financial condition of the ASGFC MSU.
- e. Draft proposed budget for the year, for review and approval by Senate.
- f. Shall provide monthly detailed accounting reports, and an annual audit to the Senate.
- g. Will meet with the GFC MSU Fiscal Authority to verify Associated Students accounts and distribution of funds.
- h. Will fulfill all other duties as assigned by the President.
- i. Shall uphold and enforce all articles of the Constitution and By-laws.
- j. Will maintain a journal of his/her activities related to the Office.
- k. If the Treasurer is impeached or removed for any reason, the President will appoint a replacement for the position. Said appointment will be done in accordance with Article 4 Sec 3 of the ASGFC-MSU Constitution.

12. Senator Qualifications and Duties:

- a. Must be attending classes at least half-time (six credits) at GFC MSU.
- b. Must maintain a Semester Grade Point Average (GPA) of at least 2.0. Failure to achieve a semester 2.0 will result in non-payment of semester salary and removal from office.
- c. Must attend **all** meetings, unless excused by a member of the executive cabinet. Grounds for excusal of meetings shall include but are not limited to: Conflicting class schedule, Personal emergency, or other reasons deemed appropriate by Executive Cabinet.
- d. Must attend **all** meetings. If a meeting is missed Senator must be excused by an Officer. If a Senator has three (3) unexcused consecutive meetings it will be considered grounds for dismissal.
- e. Senators are to report on all that occurred in the weekly meetings to the students in your program.
- f. Senators should bring all requests and concerns of students to the attention of the Senate.

- g. All senators are **required** to participate in at least one (1) Senate committee.
- h. Senators are to keep minutes of all meetings and other information pertaining to Associated Students for reference.
- i. Senators must maintain a journal or log of participation in Senate meetings and events and provide to the ASGFC MSU Supreme Court according to ASGFC MSU Constitution and By-Laws.
- j. All Senators are required to help with any mandatory large events that occur during the semester, unless excused by a member of the Executive Cabinet. A mandatory event is defined in these By-Laws.