

ASSOCIATED STUDENTS OF GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY

BYLAWS

These Bylaws serve as an extension to the constitution and further definition of the rights and responsibilities of the 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. Supreme Court

- i. Will review the Officers' and Senators' journals, activities, reports, and other information to verify which Officers and Senators are eligible for pay throughout the semester and passed on to the Advisors for final approval. Officers are responsible for making their own journals with Advisors and Supreme Court mandating what should be included in an Officer's Journal. A Senator's Journal shall be provided to a senator by the Officers at the beginning of their term. The Officers are responsible for mandating the content of a Senator Journal.
- ii. Officers' pay will be approved by Advisors for five (5) equal payments distributed throughout the semester. Officer journals will be reviewed every third week of the month or according to a schedule created by the Supreme Court in accordance with pay periods for semester.
- iii. Senator journals will be turned into the Supreme Court no later than three (3) weeks before the end of the semester and no earlier than five (5) weeks before the end of the semester. Senator journals will be collected and reviewed by the Supreme Court and passed on to the Advisors for payment once a term.
- iv. The Supreme Court will handle all circumstances where investigation/reprimand of any officials within the senate is required.
- v. The Chief Justice of the Supreme Court will be elected by the senate with a majority vote. The election of the Chief Justice will occur no later than the end of the second month of the school year.
- vi. The Chief Justice of the Supreme Court is allowed ONLY two (2) terms of office in this role consecutively.

- vii. In the event the Vice President role is left vacant for any reason, 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.
- viii. The Chief Justice is not eligible to be chair of any other committee. The Chief justice is not obligated to join any other committees after being appointed by the senate.

b. Student Engagement Taskforce (SET):

- i. Will strive to create a positive student atmosphere and campus life within the college.
- ii. Will strive to collaborate with the community at large.
- iii. Will be in charge of organizing mandatory large events.
- iv. The SET is encouraged to hold monthly events that benefit the student body (i.e., trivia, workshops, ice cream socials, or other campus events) and conduct all planning for said events and adhere to the provided budget.

c. Media Management Committee:

- i. Will work with the Marketing Department to put out media that promotes ASGFC.
- ii. Will notify the marketing department of upcoming events hosted by ASGFC.
- iii. Must maintain communication with the Marketing Department regarding all events and media posts.
- iv. Will add interested members to the committee, upon the Media Manager's discretion.
- v. Will be in charge of marketing for the Student Government and all events under the ASGFC's jurisdiction.
- vi. The purpose of this committee is to inspire student engagement and awareness of events on campus and of the ASGFC.
- vii. Will organize the ASGFC Canvas account, and post events to the Canvas calendar – working alongside the SET for updates.
- viii. Will manage the ASGFC webpage on the GFCMSU website.
- ix. The Media Management Committee will be chaired by the Media Manager, and the Media Manager will not serve as any other chair under the ASGFC.
- x. Any posts made by the Media Manager must be approved by an Officer, Advisor, or marketing department and comply with all policies of GFC MSU and local law.

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 Bylaws.

- 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 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 Officer 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 four (4) 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 four-day 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 or Office of Institutional Research. 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 four (4) weeks. Incoming officers will preside over the senate meeting during the transition weeks and will be monitored by the outgoing officers.
- k. Officers and Committee Chairs may serve no more than a total of two (2) terms in a single office. A term for an Officer and Committee Chair is defined as one (1) academic year: spring, fall, and summer semesters.
- l. A term for a Senate member is defined as one (1) semester.
- m. Any fee-paying member of the Association shall be allowed the opportunity to serve as a Senate member, provided all qualifications are met.
- n. 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 Secretary, the election

dispute will be directed to the current ASGFC MSU President and the current Executive Director of Student Services.

3. Student Lounge:

- a. The pool table and all Student Lounge equipment shall be maintained by the Student Government unless other school funding is available. In the event professional repair is needed, it shall refer costs to the Senate.

4. Salaries:

- a. Officer salaries shall total as follows per semester: President, \$1150, Vice President, \$1035, and Secretary and Treasurer, \$920. Five (5) equal payments shall be made. These payments are applicable during the regular fall and spring semesters. Officers serving terms over the summer will receive an additional sum of \$230.
 - i. If the Treasurer and Secretary positions are not filled independently, then an interim Business Manager, who shall take the role of both positions, will receive \$1035.
- b. Senator salaries shall total \$57.50 per semester.
 - i. Senators shall be paid one time only at the end of each semester provided they fulfill their responsibilities.
- c. Standing Committee Chairpersons should receive a total of \$115.
 - i. If a Co-Chair situation occurs, each chair will receive \$86.25 instead of the \$115 dollar total.
 - ii. Standing Committee Chairpersons shall be paid one time only at the end of each semester provided they fulfill their responsibilities.
- d. The Chief Justice of the Supreme Court will be paid a total of \$115 per term. This will be paid at the end of their term; at the same time the senators are paid.
- e. 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.

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. The ASGFC hosts two large, mandatory events every year as defined by the Student Engagement Taskforce - one event per semester.
- b. Officers and Senators must participate in events, or they must inform an Officer if they cannot make it to the event. Officers cannot excuse themselves.
 - i. Participation is defined, but not limited to, as set-up, take-down, and purchase of supplies for the event.
 - ii. If excused, persons must participate in substitutional activities, as determined by the Task Force Committee.

7. Requests for Funds:

- a. Any group requesting funds must have previously been recognized by the Office of Student Engagement. All programs of study and academic departments are deemed previously recognized. Any student organization requesting recognition should refer to the Student Organization Handbook, found on the ASGFC webpage.

8. President Qualifications and Duties:

- a. During an Officer's 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 GPA of at least 2.5 will result in non-payment of the current semester and removal from office.
- c. Officers must attend all meetings unless excused by another Executive Officer. Executives Officers 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 call roll at all Senate meetings.
- f. Will act as the official representative of the Association at all times during their term of office.
- g. Will be the primary means of communication between the ASGFC MSU administration, faculty, staff, and the Association.
- h. Will have the authority to request and receive reports from the administration/faculty/staff as necessary to perform assigned duties.
- i. 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.)
- j. May appoint Senate members to campus-wide committees, assist in the coordination of, and promote student participation in such committees.
- 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 Bylaws, 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. Should 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 public relations and/or the delegation thereof for the Association, unless delegated to a committee.
- 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 Bylaws.
 - o. Shall uphold and enforce all articles of the Constitution and Bylaws.
 - p. Will maintain a journal of their activities relating to the office and provide them to the ASGFC MSU Supreme Court according to these Bylaws.
 - q. Will appoint a Secretary and Treasurer (or Business Manager) after being elected to office.
 - r. If the President is impeached or removed for any reason, the Vice President will assume the position of president.
 - s. Any and all outgoing Executive Cabinet members must provide a personal explanation of duties to the incoming officers, as defined in the Constitution and Bylaws. If they fail to perform this duty, their last paycheck will be held.
9. Vice President Qualifications and Duties:
- a. During an Officer's 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 GPA of at least 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. Officers cannot excuse themselves from meetings.
 - d. Will assume the President's duties in their 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 be responsible for overseeing all Associated Student elections with the Secretary.
 - g. Will oversee all elections and will act as Chairperson for any election committee that may be formed.
 - h. Will oversee all Senate committees, if in attendance will have voice at those committee meetings, and must intervene if the Constitution, Bylaws, or ASGFC MSU policies are violated.
 - i. Will fulfill other duties as assigned by the President.
 - j. Shall uphold and enforce all articles of the Constitution and Bylaws.
 - k. Will maintain a journal of their activities relating to the Office.
 - l. Will serve as a voting member of ASGFC MSU for the Montana Associated Students (MAS).
 - m. Will have a voice and be a voting member at all senate meetings.
 - n. 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.

- o. Any and all outgoing Executive Cabinet members must provide a personal explanation of duties to the incoming officers, as defined in the Constitution and Bylaws. If they fail to perform this duty, their last paycheck will be held.
10. Treasurer Qualifications and Responsibilities:
- 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 GPA of at least 2.5 will result in non-payment of semester salary and removal from office.
 - c. Officers must attend all meetings unless excused by another Officer. Officers 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 approval by 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 Bylaws.
 - j. Will maintain a journal of their activities related to 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.
 - l. In the event that the Treasurer and Secretary position cannot both be filled, the responsibilities of both shall fall onto one person who shall be known as the Business Manager.
 - m. Any and all outgoing Executive Cabinet members must provide a personal explanation of duties to the incoming officers, as defined in the Constitution and Bylaws. If they fail to perform this duty, their last paycheck will be held.
11. Secretary Qualifications and Responsibilities:
- 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 GPA of at least 2.5 will result in non-payment of semester salary and removal from office.
 - c. Officers must attend all meetings unless excused by another Officer. Officers cannot excuse themselves from meetings.
 - d. Will keep current, accurate and precise written records of all Senate meetings, and posts 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 Bylaws.
 - k. Will maintain a journal of their activities relating to 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. In the event that the Treasurer and Secretary position cannot both be filled, the responsibilities of both shall fall onto one person who shall be known as the Business Manager.
 - 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 Bylaws. If they fail to perform this duty, their last paycheck will be held.
12. Business Manager Qualifications and Duties:
- a. Will have the same duties and qualifications as the Treasurer and Secretary, as described in Section 10 and Section 11 of the Bylaws.
13. 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 the Executive Cabinet.
 - i. If a meeting is missed, the Senator must be excused by an Officer. If a Senator has three (3) unexcused consecutive meetings it will be considered grounds for dismissal.
 - d. Senators are to report on all that occurred in the weekly meetings to the students in their program.
 - e. Senators should bring all requests and concerns of students to the attention of the Senate.
 - f. All senators are required to participate in at least one (1) Senate committee.
 - g. Senators are to keep minutes of all meetings and other information pertaining to Associated Students for reference.

- h. Senators must maintain a journal or log of participation in Senate meetings and events and provide it to the ASGFC MSU Supreme Court according to ASGFC MSU Constitution and Bylaws.
 - i. 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 Bylaws.
- 14. Senate Additions or Dismissals:
 - a. Offices for student government may be added or dropped at any time at the discretion of the President, Vice President, and Student Government Advisor.
- 15. Review of Bylaws
 - a. This document must be presented by the President to the Senate for review and amendment within the first 4 official Senate meetings every year. However, failure to do so will not result in a nullification of any of the articles within the Bylaws.