



# CONSTITUTION

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We the students of Montana State University – Northern, establish this constitution for the Associated Students of MSU-Northern in order to: Protect the rights and privileges and provide for the welfare of every student at Montana State University Northern. To encourage constructive relationships among students, faculty, and administration. Promote mutually advantageous relationships between the university and community.

## **Article I. Name**

This association shall be named the Associated Students of Montana State University- Northern (ASMSUN) and referred to as the Associated Students.

## **Article II. Membership**

Any Student registered for classes and who have paid the Student Activity Fee shall be granted active membership and have all attendant rights and privileges.

## **Article III. Executive Council**

The Executive Council shall administer the affairs of ASMSUN. It shall enforce and put into effect all statures duly passed by the Senate. The Executive Council shall consist of the following:

### **Section 1. Officers**

- I. The officers of the Associated Students' Senate shall be:
  - a. President

- b. Vice President
- c. Business Manager
- d. Administrative Assistant

## **Section 2. Selection/Election of Officers**

- I. Each officer of the Associated Students shall:
  - a. Have served on ASMSUN for one (1) academic year before qualifying for an Executive Position,
  - b. Be elected by a plurality of the votes casted by the Associated Students in the Fall or Spring General Election,
  - c. Maintain a 2.50 minimum cumulative GPA, throughout his/her term of office,
  - d. Maintain membership as stated in Article II,
  - e. Shall serve one academic year as a senator on ASMSUN,
  - f. If no one applies or is qualified for an Executive Position, the Senate shall determine the most judicial means of obtaining an officer for that position.

## **Section 3. Duties of the President**

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

#### **Section 4. 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.
- 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.

### **Section 5. 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. 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.

### **Section 6. 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.

### **Section 7. 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.

## **Section 8. 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.

### **Section 9. Succession**

- I. In the absence of the President, the order of succession shall be as follows: Vice President, followed by the Business Manager, and Administrative Assistant.
- II. In the event that all officers are incapacitated on a permanent basis, the Senate shall determine the most judicial means of obtaining new officers.

## **ARTICLE IV. Senate**

### **Section 1. Non-Voting Ex-Officio Member and Voting Members**

- I. The Non-Voting Ex-Officio membership of the Senate shall consist of:
  - a. Four Executive Officers (President, who shall only vote in the case of a tie vote; Vice President, Business Manager, and Administrative Assistant);
  - b. Two Council Coordinators (PRM and Sustainability Coordinators)
- II. The Voting membership of the Senate shall consist of:
  - a. A maximum of nine (9) Senators at Large

- b. A maximum of three (3) Freshman Senators
- III. Advisors
  - a. The Senate shall select a minimum of one Faculty advisor and a minimum of one Administrative advisor by their third regularly scheduled meeting.
  - b. The advisor's terms are for one calendar year.
  - c. The advisors will act as ex-officio non-voting members of the Senate.
- IV. Active/Inactive Membership
  - a. All Senators shall begin their terms with Active Membership and be counted towards a quorum.
  - b. Senators who miss one unexcused regularly scheduled meeting will lose their Active Membership and be categorized as Inactive.
  - c. Inactive Membership will not count towards a quorum and will become non-voting members of Senate.
  - d. To regain Active Membership, the Inactive Member must:
    - i. Submit a written or typed document to the ASMSUN President of their intent to regain Active Membership,
    - ii. The President will bring the document to the Executive Council
  - e. The Executive Council shall determine if the member shall regain Active Membership.

## **Section 2. Selection/Election of Senator and Council Coordinators**

- I. Senators at Lage and Council Coordinators shall be composed of members voted-in during the Spring and Fall General Elections as outlined in the ASMSUN Bylaws.

### **Section 3. Qualifications**

- I. Each Senator and Council Coordinator shall:
  - a. Be an Active Member of ASMSUN;
  - b. Maintain a 2.50 minimum cumulative GPA, throughout his/her term of office;
  - c. Have at least 24 credits; (24 of which are completed while in residence at MSU-N) at the time he/she takes office.
    - i. Freshman Senators are exempt from Sub-Section C.

### **Section 4. Duties of Senators at Large & Freshman Senators**

- 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 designated by the President.
- II. Council Coordinators shall:
  - a. Attend one regular meeting a month and special meetings of the Senate;
  - b. Perform duties enumerated in the Bylaws and Constitution.

### **Section 5. Removal**

- I. Officers, Senators, and Council Coordinators shall be automatically removed from office upon:
  - a. Failure to have and maintain a 2.50 minimum cumulative GPA;
  - b. Be in violation of any rule enumerated in the Bylaws and Constitution;
  - c. Exceptions can be made at the discretion of the ASMSUN President.

## **Section 6. Resignation**

- I. An official resignation must be presented in writing to the ASMSUN President.
- II. The President will bring the resignation to the Senate.
- III. The resignation is only official upon acceptance by the Senate.

## **Section 7. Impeachment**

- I. Any member of the Senate may be impeached for violating his/her responsibilities as defined in the Constitution and Bylaws.
- II. The impeachment proceedings shall be conducted according to the impeachment proceedings outline in the Bylaws.
- III. The Judicial Council shall conduct impeachment proceedings.

## **Section 8. Vacancies**

- I. When a vacancy occurs in any of the elected Senate positions, the position will be declared vacant and will be publicly advertised for five (5) calendar days as a position open for replacement.
- II. The Executive Council shall convene over the application process, and submit the name(s) of the eligible student(s) to the ASMSUN President. The President can appoint students.
- III. The President can appoint said student(s) for the remaining term of office; with the advice and consent of the Senate.

# **ARTICLE V. Finance**

## **Section 1. Definition**

- I. The Associated Students shall be supported and maintained with funds derived from the Student Activity Fee.

## **Section 2. Purpose**

- I. The Senate shall be responsible for developing and maintaining a Fiscal Policy and procedures, which shall be followed in all expenditures and funds.
- II. No funds shall be distributed until the ASMSUN Senate approves the bi-annual budget.
- III. The budget shall be published under the pre-approved format. Which will be distributed by the ASMSUN President.
- IV. The Senate shall develop and publish a budget in the Fall for the said Spring semester, and a budget in the Spring for said Spring Semester.

# **ARTICLE VI. Senate Meetings**

All Proceedings of the Senate meetings shall be conducted at the Presidents discretion.

## **Section 1. Regular Meetings**

- I. The Senate must convene at least twice a month during the academic year. The regular date, location, and time shall be established by the President. All regular meetings are open to any member of the Associated Students.
- II. Majority of the active voting membership shall constitute a quorum.

## **Section 2. Executive Session**

- I. The Senate Executive Session shall consist of the Executive Council and all voting Senate members.
- II. The Executive Session shall be called in accordance with State and Federal Law.

- III. The Senate may call an Executive session by two-thirds vote.
- IV. The ASMSUN President may call for an Executive Session

### **Section 3. Town Hall Meetings**

- I. The Senate may hold a Town Hall meeting at the discretion of the Senate.
- II. A Town Hall meeting is one in which any Associated Student may attend, and:
  - a. Bring any issue before the Senate
  - b. Speak on any issue before the Senate.

### **Section 4. Special Meetings**

- I. Special meetings may be called by the President or by two-thirds vote of the Senate.

## **ARTICLE VII. Committees, Commissions, & Councils**

### **Section 1. Definition**

- I. Activities of the Associated Students shall be handled through such standing committees, commissions, and councils as established in the Bylaws.
- II. Members of the Senate committees shall be appointed by the President with the advice and approval of the Senate, unless otherwise stated in the Constitution and/or Bylaws.
- III. Any other new committees can be formed by the President, with the advice and approval of the Senate.



# **ARTICLE VIII. Judicial Council**

## **Section 1. Definition**

- I. Judicial powers of ASMSUN Senate shall be vested in the Judicial Council

## **Section 2. Duties**

- I. To interpret the Constitution when the Senate members request it.
- II. To make rulings in the legality of Senate activities and policies as requested by the majority of the Senate.
- III. To try cases of impeachment when cases are presented before the Judicial Council by the Senate.

## **Section 3. Membership**

- I. The membership of the Judicial Council shall include three (3) students appointed by the President and approved by two-thirds of the Senate.
- II. If any members of the council resign, the council shall choose a successor and he/she shall be approved by the Senate.
- III. The Judicial Council shall also include the Dean of Students as a non-voting Ex-Officio member.

## **Section 4. Qualifications**

- I. Members of the council shall:
  - a. Be at least a sophomore in good standing;
  - b. Have and maintain at least a 2.50 GPA;
  - c. Be a member of the Associated Students;
  - d. Not be a member of the Senate or Executive Council

## **Section 5. Meetings**

- I. The Judicial Council shall meet within two school days of receiving a request.
- II. The Council must deliver a verdict within one school day of meeting, unless the President grants an extension of time.
- III. If the Council does not deliver a verdict within this amount of time, the decision shall revert to the ASMSUN Senate.

## **Section 6. Binding Authority**

- I. The Judicial Council's judgments are binding in the Senate and all parties involved.
- II. The judgments remain in effect until superseded by a constitutional or legislative change or by a subsequent ruling from the Judicial Council.

# **ARTICLE IX. Initiative & Referendum**

## **Section 1. Initiative**

- I. Legislation may be placed on the ballot of a general election for action by ASMSUN upon presentation of a petition specifying the action to be considered and bearing the signatures of fifteen percent (15%) of the active members of ASMSUN
- II. Passage requires two-thirds vote of all ballots cast.

## **Section 2. Referendum**

- I. Any act of the Senate may be referred by a petition specifying the action to be considered and bearing the signatures of fifteen percent (15%) of active members of ASMSUN.
- II. Passage requires two-thirds of all ballots cast.

### **Section 3. Enactment**

- I. The Senate must hold a special election within fifteen (15) school days.
- II. Initiated and referred measures that pass shall take effect immediately.
- III. Initiated and referred measures that fail should not be reconsidered for at least 90 days from the date of the election.

## **ARTICLE X. Clubs & Organizations**

### **Section 1. Responsibility**

- I. Student clubs and organizations are responsible to the Senate, and:
  - a. Must have a Constitution or Bylaws on file with the Senate;
  - b. Must have an active advisor whose duty is to assure the organization obeys all State and Federal laws and regulations and University System policies;
  - c. Must complete an IOC Club Registration form within four (4) weeks of the start of the Fall or Spring Semester.
- II. Clubs and Organizations shall present reports to the Senate upon the request of the Senate.

### **Section 2. Standing Committees, Commissions, and Councils**

- I. The Senate exercises supervision over all standing committees, commissions, and councils.
- II. Any recommendations of the standing committees, commissions, and councils require a majority vote from the ASMSUN Senate for adoption.

### **Section 3. Appointments**

- I. The appointments of all chairpersons and members of the committees, commissions, and councils shall be made by the President or Vice President unless otherwise provided for in the Bylaws.
- II. All appointments shall be appointed as the Bylaws direct, and subject to ASMSUN Senate approval.

## **ARTICLE XI. Amendments**

### **Section 1. Definition**

- I. A proposed amendment shall be subject to vote by a majority approval of the ASMSUN Senate.
- II. By petition of 15% of the active voting members of the Associated Students.

## **ARTICLE XII. Bylaws**

### **Section 1. Definition**

- I. The Senate shall enact such measures as necessary to carry out the provisions of the Constitution.

### **Section 2. Enactment**

- I. New Bylaws or changes in existing Bylaws must be brought to the next ASMSUN Senate meeting.

### **Senate 3. Citing**

- I. If a new or existing Bylaws makes a reference to the Constitution, the Bylaws must include the article and section number of the material being referenced.

## **ARTICLE XIII. Special Enactment**

This Constitution shall take effect immediately upon its passage. This constitution replaces and repeals previous Constitutions.

Revised August 24, 2019