

ASSOCIATED STUDENTS OF  
MICHIGAN STATE UNIVERSITY

# **ASMSU MANUAL**

Adopted March 14, 2013

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# **ASMSU CONSTITUTION**

# ASSOCIATED STUDENTS OF MICHIGAN STATE UNIVERSITY

## **PREAMBLE**

*We, the undergraduate students of Michigan State University, in order to establish a collective student voice, ensure the protection and defense of the rights of students, provide comprehensive and valuable services to the student body, promote the health and wellness of undergraduate Spartans, secure the advantages of a strong, autonomous, and sovereign all-university student government association, we do hereby ratify and establish this constitution and the Associated Students of Michigan State University.*

*We recognize that the ultimate goal as students attending the University must be education. We also recognize and accept the responsibility to address the unique needs and concerns of the student community. It is to meet these particular needs that we establish ASMSU, and through ASMSU collectively strive to better ourselves and the undergraduate experience for Michigan State students.*

*We recognize the individual liberties of our diverse population and ASMSU at no time shall discriminate on the basis of sex, religion, creed, sexual orientation, national origin, color, age, marital*

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*status, gender identity, differential physical ability, veteran status,  
political persuasion, or physical characteristics.*

*ASMSU is organized exclusively for charitable and educational  
purposes within the meaning of Section 501(c)(3) of the Internal  
Revenue Code, including, for such purposes, the making of  
distributions to organizations that may qualify as exempt  
organizations under Section 501(c)(3) of the Internal Revenue  
Code or the corresponding section of any future United States  
Internal Revenue Law.*

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## ARTICLE I

- Section 1. A person shall be considered a member of ASMSU during a given semester if:
- A. That person enrolled for classes as an undergraduate student for that semester or the previous semester; and
  - B. That person has paid the ASMSU tax and has not received a refund of that payment.
- Section 2. No project shall be undertaken by ASMSU or by any division of ASMSU unless that project benefits the membership of ASMSU.
- Section 3. Every officer of or appointment by ASMSU or of any division of ASMSU must be a member of ASMSU.
- Section 4. ASMSU shall be governed by the General Assembly of the Associated Students of Michigan State University, as well as their committees, boards, councils and other entities.

## ARTICLE II

- Section 1. The General Assembly shall represent undergraduate students on all relevant issues.
- A. The Assembly shall appoint undergraduate students to Academic Governance committees as determined by the Bylaws for Academic Governance
  - B. The Assembly shall oversee ASMSU and the control and direction of all expenditures from the Association's funds.
- Section 2. The General Assembly shall be composed of representatives from University colleges; one representative each for the racial, ethnic, and progressive student groups; and one representative each from the major governing groups.
- A. Each undergraduate degree granting college, as well as No-Preference Students, shall be represented on General Assembly according to the following scale:
    - 1-3000 students 2 representatives
    - 3001-6000 students 3 representatives



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6001+ students 4 representatives

B. The following racial, ethnic, and progressive student groups shall be represented:

1. Asian Pacific American Student Organization
2. Black Student Alliance
3. Culturas de las Razas Unidas
4. North American Indigenous Student Organization
5. Alliance of Queer and Ally Students
6. Council of Students with Disabilities
7. Women's Council
8. Arab Cultural Society
9. International Student Association
10. Jewish Student Union
11. Spartan Armed Forces Council
12. Campus Interfaith Council

C. The following major governing groups shall be represented:

1. Residence Hall Association
2. Inter-Fraternity Council
3. Panhellenic Council
4. National Pan-Hellenic Council
5. Student Housing Cooperative
6. University Apartments Council of Residents
7. Independent Greek Council

Section 3. All groups listed under Section 2, sub section A of this Article shall select their representative(s) through an ASMSU sponsored democratic election occurring spring semester of every year.

Section 4. All groups listed under Section 2, subsection B, and C of this Article shall select their representative(s) through a democratic system approved by the General Assembly, insuring all potential members of the aforementioned groups shall be able to participate and vote in the selection of the representative.

- A. Representatives will be popularly elected from within their representative group, and shall serve a term of one (1) year.
- B. The General Assembly shall retain the right to remove the voting privileges of any General Assembly representative should they fail to meet any of the criteria established under the auspices of Section 3 of this Article.
- C. Vacancies shall be filled according to the General Assembly Code of Operations.

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- Section 5. The Officers of ASMSU shall include a President and one or more Vice-Presidents.
- A. The General Assembly may elect any additional non-voting officers as necessary
  - B. The General Assembly may elect additional officers from and by the voting membership of the General Assembly, and who shall retain his/her voting seat while acting in the described capacity of officer, as necessary.
- Section 6. The General Assembly may form committees and prescribe their duties and functions. Officers of the Assembly shall be ex-officio members of all such committees. All committees shall keep a record of their proceedings and shall report to the Assembly as required. The delegation of any authority of the Assembly to any committee shall not operate to relieve the Assembly or any member thereof of any responsibility imposed by the Constitution.
- A. The Finance Committee shall facilitate the petitions and requests of constituent university-recognized major governing groups, ASMSU activity departments, and university recognized registered student organizations for monies to fund their activities.
- Section 7. The following Boards shall assist the Finance Committee in its operations
- A. The Programming Board, who shall have the responsibility of providing funding to qualified ASMSU Activity Departments for programming of a university-wide nature. The membership of Programming Board shall include ASMSU members as outlined in the ASMSU General Assembly Code of Operations.
    - 1. The Programming Board shall operate as outlined in the ASMSU General Assembly Code of Operations and its own Code of Operations as approved by a two-thirds (2/3) vote of the General Assembly. The ASMSU General Assembly Code of Operations shall be the superior document.
  - B. The Funding Board, who shall have the responsibility of providing funding to qualified, Registered Student Organizations (RSOs). The membership of the Funding Board shall include ASMSU members as outlined in the ASMSU General Assembly Code of Operations.
    - 1. The Funding Board shall operate as outlined in the ASMSU General Assembly Code of Operations and its own Code of
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Operations as approved by a two-thirds (2/3) vote of the General Assembly. The ASMSU General Assembly Code of Operations shall be the superior document.

## Section 8. Recall of Members

- A. Officers
  - 1. The President of ASMSU may be recalled by a two-thirds (2/3) vote of the elected membership of the General Assembly.
  - 2. A Vice-President and/or any other elected officer of the General Assembly retaining his/her vote may be recalled from his/her position as officer by a two-thirds (2/3) vote of the elected membership of the General Assembly, but shall retain his/her voting seat unless recalled under Section 5, Subsection B of this Article.
  - 3. Non-voting officers of the General Assembly may be recalled by a two-thirds (2/3) vote of the voting membership of the General Assembly.
- B. A voting member of the General Assembly may be recalled by a simple majority vote of the representative's constituency through a recall election initiated by a petition containing 10% of the eligible voters of the representative's constituency.
- C. A voting member of the General Assembly may be removed for failure to obtain a two-thirds (2/3) vote of retention from General Assembly resulting from a failure to attend meetings and/or office hours as specified in the General Assembly Code of Operations.

## Section 9. The General Assembly shall have the following powers, duties, and responsibilities:

- A. Levy an assessment on all qualified voting students of per student per semester in accordance with University financial procedures.
- B. General supervision over the Association and the control and direction of all expenditures from the Association's funds.
- C. Represent the undergraduate student body and act in its interest.
- D. Set its own policies and rules of procedure.
- E. Review and ratify appointments to and of the General Assembly.
- F. Put amendments to this constitution before the qualified undergraduate student voters in the form of a referendum as described in Article IV of this Constitution.

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- G. Retain the power to execute all of the aforementioned duties and responsibilities and such others as the General Assembly of the undergraduate students shall deem necessary to promote the general welfare of the student body and the University.
- H. Exercise discretionary power, by a two-thirds (2/3) vote, over the affairs of General Assembly departments.
- I. Determine organization-wide policy.
- J. Exercise those powers not specified nor prohibited in this constitution that are necessary to carry out the duties of the General Assembly.

## Section 10. Financial Arrangements

- A. The General Assembly shall appropriate no less than 20% each to the Programming Board and no less than 10% to the Funding Board.
  - 1. The General Assembly shall appropriate \$1.25 per student each semester from the ASMSU tax revenue for the ASMSU Readership Program. This \$1.25 shall not be included in the base collected tax revenue mentioned above in Article II, Section 9, sub section A.
- B. The General Assembly shall have sole jurisdiction and shall exercise final determination over the use of any moneys and/or assets held by any branch of ASMSU.
- C. No part of the net earnings of ASMSU shall inure to the benefits of, or be distributable to, any of its members, officers, directors or other private persons, except that ASMSU shall be authorized and empowered to pay reasonable compensation for services and to make payments and distributions in furtherance of the purposes set forth herein.
- D. No substantial part of the activities of ASMSU shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and ASMSU shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions herein, ASMSU shall not carry on any other activities not permitted to be carried on by an entity exempt under income tax section 501(c)(3) of the internal Revenue Code, or the corresponding section of any future tax code, or by an entity, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future tax code.

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- E. Upon the winding up and dissolution of ASMSU after paying or adequately providing for the debts and obligations of ASMSU, the remaining assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the internal Revenue Code or the corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent jurisdiction of the county in which the principal office of ASMSU is then located, exclusively for such purposes or to such organization, as said Court shall determine, which are organized and operate exclusively for such purposes.

## ARTICLE III

- Section 1. The membership of ASMSU may petition for a ballot on any decision of the General Assembly. Such a ballot shall be acted upon no more than twenty class days after submission of petitions bearing the signatures of 1,000 of the members of ASMSU or 10% of the members, whichever is less, requesting such a referendum.
- Section 2. The ballot for such a petition must receive a minimum of 1,000 votes in total, or 10% of the members of ASMSU, whichever is less, or it will be considered void unless approved by the same majority required for the original action to pass in the General Assemblies.
- Section 3. The General Assembly shall not rescind the mandate of a referendum for one calendar year after the referendum. A referendum may be held during that year to reconsider the mandate.
- Section 4. A decision of the General Assembly, or the mandate of an earlier referendum, may be reversed in a later referendum by a majority vote of the members of ASMSU.

## ARTICLE IV

- Section 1. An amendment to this constitution may be proposed by either:
- A. A petition bearing the signatures of 10% of the members of ASMSU; or
- B. A two-thirds (2/3) vote of the General Assembly

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- Section 2. Proposed amendments shall be brought to referendum of the membership of ASMSU at the regularly scheduled spring semester elections. Amendments proposed by petition must be submitted no later than thirty class days prior to the election.
- Section 3. An amendment to this constitution shall take effect seven days after its passage, unless the amendment explicitly states otherwise.

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**GENERAL  
ASSEMBLY  
CODE OF  
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## TITLE ONE CODE REVISION AND DEFINITIONS

- Section 1. The ASMSU General Assembly Code of Operations shall remain in effect until amended or repealed by the General Assembly.
- A. To amend or repeal the Code of Operations shall require a two-thirds (2/3) majority vote of the General Assembly quorum present; and at least a five class days advance notice to all Assembly members of the proposed amendment(s) language.
  - B. All motions to amend the Code of Operations shall include the exact wording of the amendments.
  - C. Any amendment to the code shall take effect immediately upon a two-thirds (2/3) majority vote of the Assembly, unless otherwise stated in the bill to amend or repeal.
- Section 2. The following are defined as used in this Code:
- A. ASMSU - The organization known as Associated Students of Michigan State University.
  - B. Constitution - unless otherwise specified, the Constitution of ASMSU.
  - C. Assembly, General Assembly or GA - as specified in Article II of the Constitution.
  - D. General Meeting – a meeting of the full Assembly (not separated into committees).  
Committee Meeting – a meeting of the one or more Committees: Academic, Policy, and Finance.
  - E. Two-thirds, three-fourths, or other fractions - all fractions shall be rounded up: e.g. ten and one-third members would be considered eleven members.
  - F. CORES - the organization known as the Council of Racial and Ethnic Students.
  - G. COPS - the organization known as the Council of Progressive Students.
  - H. Legislation – either a Bill or Resolution.

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Resolution – expresses a sentiment of ASMSU or commits ASMSU to a position or stance regarding a particular subject.

Bill – establishes policies, procedures, code or referendum, or instructs or commits ASMSU to action regarding a particular subject.

Section 3. Inappropriate Acts shall be those actions that involve violations of the Constitution, any relevant Code of Operations, financial misallocations, or direct violations of ASMSU organization wide internal policy as specified in the Constitution.

Section 4. Unless otherwise specified, all votes shall be tabulated as a specified majority of seated members that are present and voting.

A. Abstentions shall not be counted as votes.

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**TITLE TWO**  
**GENERAL ASSEMBLY RULES AND**  
**PROCEDURES**

Section 1. The General Assembly shall be numbered consecutively beginning with the “First Student Board” which assumed direction of the Associated Students of Michigan State University on the day following the eleventh class day of Spring Term 1965, for the selection of members-at-large; and then shared direction of the Association with Academic Assembly beginning with the “First Academic Assembly” which assumed the responsibility of the Associated Students of Michigan State University academic affairs on Tuesday, during the seventh week of the spring term, 1992 until the twelfth week of the spring term, 2011. The duration of each Assembly’s direction shall be known as the “Session”.

MEETINGS

Section 2. For each session, the General Assembly President is charged with setting the General Assembly meeting schedule for the upcoming semester no later than two weeks before the beginning of the semester. The schedule shall consist of weekly meetings, alternating between General Meeting and Committee Meeting at the discretion of the President, at a consistently pre-arranged place and time.

- A. The Assembly shall meet once during the Summer prior to the first day of the Fall Semester, at a time and location set before the last regular meeting of Spring Semester.
- B. Upon the request of one-fourth (1/4) of the voting Assembly members, the General Assembly President shall call a special Assembly meeting within two class days. All Assembly members shall be notified of any meeting thus called.

Section 3. In the event of a temporary absence of the ASMSU President, the following, in order of succession, shall act as President Pro-Tempore:

- A. The ASMSU Vice-President for Academic Affairs
- B. The ASMSU Vice-President for Finance and Operations.
- C. The ASMSU Vice-President for Governmental Affairs.
- D. The ASMSU Vice-President for Internal Administration
- E. The ASMSU Vice-President for University Programming.

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- F. The ASMSU Vice-President for Student Funding.
- G. The ASMSU Vice-President for Special Projects
- H. In the event of the absence of the ASMSU VP for Academic Affairs, the ASMSU VP for Finance and Operations, the ASMSU VP for Governmental Affairs, the VP for Internal Administration the ASMSU VP for Student Programming, the ASMSU VP for Student Funding, the VP for Special Projects shall call the meeting to order. The first order of business shall be the selection of a President Pro-Tempore.

Section 4. In the event of a permanent absence of the ASMSU President, the President Pro-Tempore, defined in Section 3 of this Title, shall assume the duties of the President until such time as a new President is elected.

Section 5. A quorum shall be one-half, rounded up to the nearest whole number, plus one of the voting Assembly members currently serving.

Section 6. Elected college representatives may not send formal representatives in their place.

- A. The President shall have the authority to make interim college representative appointments for a one-time three week period.

Section 7. CORES, COPS, and Major Governing Groups shall elect representatives in a manner consistent with Article II, section 4 of the Constitution.

- A. Documentation of the election process shall be submitted to the ASMSU VP for Internal Administration.
- B. A “democratic” election process shall meet the following criteria:
  - 1. The election process must ensure that all voting members of the organization’s governing board are able to participate and vote in the election of their Assembly representative.
  - 2. The election process must take place at a regular, open meeting of the organization’s governing board.
  - 3. Members of the organization’s constituency must be allowed to participate in debate during the election process.
- C. The election process need only be approved once, unless a group’s processes are altered. Groups are required to file changes in accordance with above Section 7, subsection A.
- D. The President or Chairperson of the CORES, COPS, or Major Governing Group shall submit a signed letter to the ASMSU VP for Internal Administration stating the name of the Representative elected to represent their respective group and that the election occurred in accordance with the approved election procedures for their group.

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E. Representatives shall retire their seat on the Assembly to the next representative of their group immediately upon their successor's investiture into the office.

Section 8. General Assembly retains the right to suspend the voting privileges of any General Assembly representative as outlined in Article II, section 4, subsection B of the Constitution.

Section 9. Non-voting members of the Assembly shall attend Assembly meetings, and shall exercise, at will, all non-voting parliamentary privileges.

Section 10. The following order of business shall be used at all General Assembly meetings:

- I. Call to Order
  - A. Roll Call
  - B. Approval of Minutes
  - C. Approval of Agenda
- II. Presentations
- III. Reports
  - A. Assembly Members
  - B. Committees
  - C. The Office of the President
  - D. Advisor
- IV. Public Comment on Agenda Items
- V. Action Items
  - A. Consent Business
  - B. Old Business
  - C. New Business
- VI. Discussion Items
  - A. Announcements
  - B. Final Roll Call
- VIII. Members Privilege
- IX. Adjournment

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- A. During Members' Privilege, any member of the General Assembly may speak on any topic of interest, but may speak only once, with a three minute time limit unless extended by consent of the Assembly.
- B. Consent Business items are main motions dealing with routine business items of the ASMSU General Assembly that can be approved with a single vote. Bills regarding with personnel approvals shall be automatically placed on the agenda under Consent. It shall be at the discretion of the ASMSU President with the advice and consent of the ASMSU VP for Internal Administration to place main motions in Consent Business. A motion and second shall be required by Assembly members to move an item from Consent Business to New Business.
- C. During public comment on agenda items, any topic may be discussed up to 15 minutes unless extended by a majority vote of the assembly. Any student may speak, but only once, with a three minute time limit unless extended by consent of the Assembly.

Section 11. All meetings of the Assembly shall be open to the public unless closed by a two-thirds vote of the members present.

- A. The ASMSU VP for Internal Administration shall call the roll and record the votes, for and against, abstentions and absences, which shall be recorded in the minutes for any motion to move into closed session.
- B. No vote shall be taken on a *main* motion (bill or resolution) during a closed meeting.

Section 12. The ASMSU President, officers, and members shall make all ASMSU events fully accessible and accommodating as defined by the Resource Center for Persons with Disabilities to those persons with mobility characteristics, and supply the following services upon request:

- A. Accessible copies of written materials shall be supplied if requested two class days in advance of the event.
- B. Sign language interpreters shall be supplied by the Assembly if requested three class days in advance of the event. Any sign language interpreter supplied by means other than the Assembly shall be compensated if approval of the ASMSU President is given two days in advance of the event.
- C. The Assembly shall make every reasonable attempt to publicize this policy to students with disabilities.



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## COMMITTEES

Section 13. There shall exist four standing Committees: the Steering Committee, the Executive Academic Committee, the Policy Committee, and the Finance Committee . Committee membership assignment shall be determined by the second week of each session by the ASMSU VP for Internal Administration. These committees shall consist of no less than eight assigned members. Committee membership assignments shall be proportionally balanced between college representatives, Major Governing Groups, and CORES and COPS groups. Committee membership assignments may be changed when deemed necessary by the ASMSU VP for Internal Administration.

Section 14. The Steering Committee

- A. The Steering Committee shall serve as an advisory body of the Association, and shall have the following responsibilities:
  - 1. Advise the President in setting the ASMSU legislative schedule for the following legislative bodies: the General Assembly, Standing Committees, and sub-committees.
  - 2. Make recommendations to the General Assembly on amendments to the Personnel Code, personnel policies and procedures.
  - 3. Draft and approve Job Descriptions for all ASMSU compensated personnel corresponding to budget proposals.
  - 4. Shall draft, arbitrate, and approve the ASMSU Elections Code of Operations; and shall facilitate, organize, and execute ASMSU elections as governed by the ASMSU Elections Code of Operations.
  - 5. Regularly convene a meeting of ASMSU staff, chaired by the ASMSU Chief of Staff.
  - 6. Shall draft, arbitrate, and approve the ASMSU Manual of Business Procedures and any amendments.
- B. The ASMSU President shall serve as chair of the Steering Committee.
- C. The Steering Committee shall operate under the ASMSU Code of Operations and its own Code of Operations as approved by a two-thirds (2/3) vote of the General Assembly. The ASMSU Code of Operations shall be the superior document.
- D. The membership of the Steering Committee shall be as follows:
  - 1. The President, the Chief of Staff, the VP for Academic Affairs, the VP for Internal Administration, the VP for Finance and Operations, the VP for Governmental, the VP for University Programming, the VP for Student Funding, VP for Special Projects and the Chairs and Vice Chairs of each Standing Committee.

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## Section 15. The Academic Affairs Committee

- A. The Committee shall have the following responsibilities:
  - 1. The Committee shall facilitate, organize, and execute the Academic Governance duties and responsibilities of ASMSU as granted in the Michigan State University Academic Governance Bylaws and affirmed by the ASMSU Constitution.
  - 2. The Committee shall research, publicize, draft, arbitrate, and make recommendations on all policies concerning changes or recommendations to undergraduate academics, and all policies originating in or intended for Academic Governance.
- B. The ASMSU VP for Academic Affairs shall serve as an ex-officio member of the Committee.
- C. The Academic Committee Chair and Vice-Chair shall be elected from and by the assigned membership of the Committee.
- D. There shall exist an ASMSU Student Caucus.
  - 1. The Student Caucus shall be composed of the at-large student member of Academic Governance committees, as appointed by the ASMSU Vice-President for Academic Affairs.
  - 2. The Student Caucus shall have no voting or veto authority. The Student Caucus shall be subordinate to the Academic Affairs Committee and the General Assembly.
  - 3. The Student Caucus shall make recommendations, provide advice, and speak for at-large students on proposals developed in Academic Governance.
  - 4. The Student Caucus shall discuss issues brought forth by the Academic Affairs Committee germane to Academic Governance, including issues considered by all Standing and non-Standing committees.
  - 5. All Student Caucus meetings will be open to the public and members of the Caucus shall communicate its positions on issues with the Academic Affairs Committee and its respective constituent groups.
  - 6. The ASMSU Vice-President for Academic Affairs shall serve as the chairperson of the Student Caucus.
  - 7. The ASMSU Vice-Chairperson for Academic Affairs shall serve as an ex-officio member of the caucus.
  - 8. The Student Caucus shall serve solely as an informative discussion group in which the at-large student members of Academic Governance as well as the members of ASMSU Academic Affairs

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Committee can collaborate and discuss issues related to Academic Governance.

9. The Vice-President for Academic Affairs shall present a list of vacant seats on Academic Governance Standing and Non-Standing committees, as defined by the Michigan State University Bylaws for Academic Governance, at the first Student Caucus meeting of each Fall semester.
10. The members of Student Caucus shall nominate from within themselves the members to present to the ASMSU General Assembly for consideration for official appointment to vacancies within Academic Governance.
11. All appointed members as defined above will serve as student representatives on University Council.

## Section 16. The Policy Committee

- A. The Committee shall have the following responsibilities:
  1. The Committee shall review all legislation dealing with student affairs, and matters not directly related to any other committee.
  2. The Committee shall research, publicize, draft, arbitrate, and make recommendations on all ASMSU governing documents and procedures: including the Constitution, codes, policies, procedures, and regulations.
  3. The Committee shall also be responsible for conducting a semester review of the Office of the President and reporting their review to the General Assembly.
- B. The ASMSU VP for Governmental Affairs and VP for Internal Administration shall serve as ex-officio members of the Committee.
- C. The Policy Committee Chair and Vice-Chair shall be elected from and by the assigned membership of the Committee.

## Section 18. The Finance Committee

- A. The Committee shall have the following responsibilities:
  1. The Committee shall make recommendations concerning budgeting matters, financial matters, and take action as outlined in Appendix I.
  2. The committee shall also appoint directors to the Programming Board of Directors and Funding Board of Directors.
  3. The Committee shall also review and audit programs, services, and personnel; and shall be responsible to execute the duties of Title Three, section 10, Title Four, and Appendix II the ASMSU Personnel Code.

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- B. The ASMSU VP for Finance and Operations shall serve as an ex-officio member of the Committee
- C. The Finance Committee Chair and Vice-Chair shall be elected from and by the assigned membership of the Committee.

Section 19. If a vacancy occurs in a Committee position because of a voting General Assembly seat vacancy, the person who fills the Assembly seat shall also fill the Committee position with the exception of the Committee Chair and Vice-Chair.

Section 20. Standing Committees and sub-committees shall abide by the following procedures:

- A. Quorum for Standing Committees and sub committees shall be as follows:
  - 1. Standing Committees - six assigned members.
  - 2. Sub-committees - one-half of the assigned members.
- B. Every voting General Assembly member shall be a voting member of each Committee.
- C. All Committee meetings shall be open to the public unless closed by a two-thirds vote.
- D. The Committee Chairperson shall have the authority to assign subcommittee membership, with a two-thirds approval of the assigned Committee membership.
- E. A majority vote of committee members shall be required to send any issue to a sub-committee, or raise an issue from a sub-committee.

Section 21. The acting chairpersons of Committees shall have the following duties and responsibilities:

- A. Chair and set the agenda for Committee meetings.
  - 1. A tentative agenda shall be submitted to the ASMSU VP for Internal Administration at least 24 hours prior to a committee meeting, to be placed on the ASMSU website.
- B. Facilitate research on matters presented for committee consideration.
- C. Give reports on committee activities at each General Assembly meeting and submit parliamentary minutes of committee activities to the ASMSU VP for Internal Administration.
- D. Facilitate the writing of legislation in committee.
- E. Report any legislation as passed out of committee to the ASMSU VP for Internal Administration:

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1. Legislation should be submitted in a Microsoft Office Word document, with tracked changes to record amendments made to it.

- F. Report Committee Attendance to the ASMSU VP for Internal Administration.
- G. Report Vote Totals for all legislation passed out of committee and for legislation tabled in the committee to the ASMSU VP for Internal Administration
- H. Other duties as specified by the ASMSU President and this Code of Operations.

Section 22. Vice-Chairs of Standing Committees shall assist their respective committee Chair in the exercise of their duties and responsibilities, as defined in section 21.

## ATTENDANCE

Section 23. During a given session, a member shall be allowed three unexcused or five total absences from General meetings and Committee meetings.

Section 24. During a given session, a member shall be required to participate, as a representative of ASMSU and their constituents (as appropriate), in ASMSU Mandatory Activities.

- A. The ASMSU General Assembly will approve a list of Mandatory Activities at the beginning of each new session to be compiled and presented by the ASMSU VP for Internal Administration, in consultation with the Steering Committee.
- B. Unexcused absences are not allowed. Members who are unable to attend an assigned activity or meeting must inform the ASMSU VP for Internal Administration at least 24 hours in advance and work to find a substitute to attend in their place.
  - 1. A substitute must agree in writing to the ASMSU VP for Internal Administration to attend in the member's place.
- C. All other ASMSU Mandatory Activities, not defined in Section 24, B, do not require a substitute.

Section 25. An absence shall be excused if reasonable justification is given to the ASMSU VP for Internal Administration twenty-four hours prior to the meeting, when possible, or if reasonable justification is given within 72 hours following the meeting, as determined by the ASMSU VP for Internal Administration, in the case of an accident or emergency. Any member who fails to meet these attendance criteria shall have the question of their removal placed on the agenda as New Business at the next General Meeting.

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- A. Attendance shall be taken at the beginning and end of business for General Assembly meetings and Committee Meetings.
  - 1. Any member not present for attendance taken at the end of business will be considered absent.
- B. Attendance shall be defined as roll taken at the beginning and end of each meeting or in the event of a quorum call.
- C. In the event of a quorum call, the twenty-four (24) hour in advance policy shall apply and failure to give the ASMSU VP for Internal Affairs twenty-four (24) hours notice, as defined above, that an assembly member will need to leave early will be considered an unexcused absence.
  - 1. Being absent for an entire meeting, even if quorum is called, will only count as one absence.
  - 2. A member can only be counted absent once per meeting.
- D. Attendance shall be posted on the ASMSU website for all constituents and leaders to see if their Representative has been attending meetings.
  - 1. In the case that attendance fails to be posted due to unforeseen circumstances, letters shall be sent out by the ASMSU VP for Internal Administration to the appropriate leader(s) of the CORES, COPS, or Major Governing Group if their Representative is one absence (excused or unexcused) away from failing to abide by the attendance policy.
- E. CORES/COPS leaders shall be notified by the ASMSU VP for Internal Administration if their Representative is one absence (excused or unexcused) from failing to abide by the attendance policy.
  - 1. If the leader of the CORES/COPS group whose Representative fails to abide by the attendance policy does not respond to the letter with reasonable justification for the absence of their Representative or a representative does not show up at the next meeting, that CORES/COPS group shall be placed on probation.
  - 2. Justification shall be determined as reasonable by the ASMSU VP for Internal Administration
  - 3. Probation shall be defined as having their Programming Board operating budget frozen, in addition to not allowing that CORES/COPS group to introduce program bills in Programming Board.
  - 4. CORES/COPS groups may still put on programs through Programming Board funds approved prior to probation. Other Activity Departments may not introduce program bills for a CORES/COPS group that is on probation.
  - 5. Probation shall be lifted, meaning operating budgets shall be unfrozen and introducing privileges shall be restored, when a Representative from the CORES/COPS group attends three

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consecutive General Assembly General Meetings and Committee Meetings combined.

6. CORES/COPS groups may send a proxy, who shall count for any attendance taken. A Proxy may attend the three consecutive meetings if funds are frozen.
  7. Failure to attend three consecutive meetings shall keep the group on probation indefinitely.
  8. Failure to attend three consecutive meetings within three years from the time the group was placed on probation shall result in the automatic revocation of the group's Programming Board Activity Department status.
    - a. The group may at any time reapply for Activity Board status.
  9. The president or chairperson of a CORES/COPS group, upon being unable to fill a seat in General Assembly, may contact the ASMSU VP for Internal Administration and request that their seat remain dormant due to extenuating circumstances. Dormancy shall be under the VPIA's discretion.
    - a. This seat would remain dormant until the leader of said CORES/COPS group notifies the VPIA in writing.
    - b. While a seat is dormant, it shall not count for the purposes of quorum. There is also no attendance penalty for a dormant seat.
- F. If a representative from a Major Governing Group fails to abide by the attendance policy, then a letter shall be sent out to the leader of that Major Governing Group informing the leader that the representative has not been attending meetings.
1. The Major Governing Group, whose representative fails to abide by the attendance policy, shall have voting privileges on General Assembly automatically revoked.
  2. Voting privileges shall be reinstated once a Major Governing Group representative has attended three consecutive meetings, including Executive Committees.
  3. Major Governing Groups may send a proxy to count for any attendance and the proxy may also attend the three consecutive meetings.

## LEGISLATION

Section 26. Each piece of legislation shall embrace only one subject and matters properly connected therewith. The subject shall be expressed in the title.

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- Section 27. The following procedures shall govern the proper movement of Legislation, as defined in Title I, from introduction to final passage:
- A. Legislation, whether a bill or resolution, may originate from an Executive Committee or sub-committee.
  - B. Legislation shall be introduced by an Assembly member who obtains the second of another Assembly member.
  - C. Upon introduction in the General Assembly, whether in a general meeting, Committee meeting, or subcommittee meeting, the legislation shall be considered “read” for the first time and shall be assigned a two-part number by the ASMSU VP for Internal Administration: the first part of which shall be the number of the current session, the second part of which shall reflect the numerical order of the motion being brought up within the current session.
  - D. All legislation shall be submitted in electronic form to the ASMSU VP for Internal Administration.
  - E. A Resolution introduced at a General meeting may be immediately considered for passage.
  - F. All Bills introduced at a General meeting shall be automatically referred to the appropriate Committee without debate, as determined by the ASMSU VP for Internal Administration.
  - G. Legislation shall be moved through Executive Committee or sub-committee by the following rules and procedures.
    - 1. Legislation may be moved out of committee by a majority vote of that committee.
    - 2. The General Assembly may pull legislation out of a committee after the bill has sat in that committee for a period longer than three weeks and with a two-thirds (2/3) majority vote.
    - 3. Prior to a general meeting of the General Assembly, a new bill may be placed under New Business with a majority vote of Steering Committee.
  - H. The ASMSU VP for Internal Administration shall have the obligation of monitoring the proper movement of legislation from introduction through final passage.
- Section 28. To be considered at a particular General meeting, a Bill must be distributed twenty-four hours before the meeting.
- Section 29. No amendments to the Code of Operations or the Constitution may be considered until five class days have elapsed since its introduction.



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- Section 30. On votes for all legislation, the ASMSU VP for Internal Administration shall call roll and record the votes, for and against, abstentions and absences, which shall be recorded in the minutes.
- A. No proxy vote will be accepted if the intent of a legislation has been altered.
- Section 31. Legislation shall be considered adopted if passed by a majority vote of the General Assembly. The Annual Budget Bill and any other financial bills shall be considered adopted if passed by a two-thirds majority vote of the General Assembly.
- A. All legislation which has been passed by a previous General Assembly shall remain in effect for three sessions following the session in which it is enacted; or until repealed by the Assembly or a subsequent Assembly. A bill shall be drafted by the ASMSU VP for Internal Administration to repeal all legislation set to expire. Legislation may be removed from the bill to repeal by motion to amend that has obtained the second of another member of the General Assembly; or until repealed by the Assembly or a subsequent Assembly.
- B. All legislation which remains tabled or postponed by General Assembly action, numbered prior to the last Session, shall automatically be considered defeated.
- C. All legislation referred to and still remaining in any committee, numbered prior to the last Session, shall automatically be considered defeated by that committee.

## ASMSU PRESIDENT ELECTION

- Section 32. Each new Assembly shall be called into the Session by the ASMSU President of the previous Session who will chair the meetings of the new Assembly until the new President is elected during the second meeting of the new session.
- A. Beginning the second meeting of the new session, the new membership shall elect the session's Office of the President-elect. The Office of the President-elect shall then preside over the remaining meetings of the session in which they were elected.
- B. The previous session's Office of the President shall continue in their respected positions until the first day of the summer semester that immediately follows the regular Office of the President election.

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- C. The second meeting of the session shall have the elections for the following positions: President, Vice-President for Academic Affairs, and Vice-President for Finance and Operations. The third meeting of the session shall have the elections for the remaining positions: Vice-President for Governmental Affairs, Vice-President for Internal Administration, Vice-President for University Programming, Vice-President for Student Funding, and Vice-President for Special Projects.

- Section 33. The selection for the ASMSU President, to be initiated by the previous paragraph or by the vacancy of the position, shall be conducted as follows.
- A. All current Assembly members shall be informed of the vacancy/election and the time and place of the impending election during a period of no less than ten class days prior to the ASMSU President election.
  - B. The ASMSU Undergraduate Elections Commission shall inform the general student body of the impending election, its time and place, and the position's requirements and responsibilities no less than ten class days prior to the President election. All methods, as deemed appropriate by the ASMSU Undergraduate Elections Commission, may be used to publicize the election.
  - C. All candidates must submit a Statement of Candidacy no later than five class days prior to the President election. The application shall be available in the ASMSU Business Office during a period of no less than ten class days prior to the election.
    - 1. The Undergraduate Elections Commission shall make public all candidates on a rolling basis.
  - D. If the current ASMSU President is seeking the position, a pro-tempore shall lead the meeting in accordance with Title II, Section 3. The pro-tem selection shall retain any voting privileges they normally have, but may not engage in debate.
  - E. The Assembly shall select a sergeant-at-arms who shall escort the candidates out of the Assembly room. The Assembly shall then move in to closed session. The Assembly members shall receive copies of the candidates' submitted applications and Statements of Candidacy from the Director of Human Resources, or designate thereof. The Assembly shall then formulate prepared questions to be asked of all candidates. More questions can be formulated with a two-thirds vote of the Assembly. No minutes shall be recorded while in closed Session.
  - F. Once questions have been prepared, the Assembly shall move out of closed session. Candidates shall be brought before the Assembly individually. All candidates shall be allowed a five minute presentation to the Assembly to be followed by a five minute question and answer period
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that can be altered equally for all candidates with a two-thirds vote of the Assembly. The Assembly may then move into an unlimited debate period.

- G. The Assembly shall vote by secret ballot, eliminating those candidates with the least votes, until one candidate achieves a majority. The Assembly may, at any time, open or reopen debate. The ASMSU Undergraduate Elections Commission shall verify all vote totals.
- H. The Assembly shall return to an open session with the acting President announcing the election results.
- I. The above timeline or process to elect the ASMSU President may be altered on a temporary basis by a two-thirds majority vote of seated General Assembly members shall be conducted in the same manner as the President election.

Section 34. Election of the ASMSU VP for Academic Affairs, the ASMSU VP for Finance and Operations, the ASMSU VP for Governmental Affairs, the ASMSU VP for University Programming, the ASMSU VP for Student Funding, ASMSU VP for Internal Administration, and the ASMSU VP for Special Projects shall be conducted in the same manner as the ASMSU President.

## OTHER RULES AND PROCEDURES

- Section 35. There shall exist an ASMSU Manual to contain all ASMSU governing documents and procedures: including the Constitution, codes, policies, procedures and regulations.
- A. All ongoing policies contained in bills and resolutions shall be entered in this manual.
  - B. Any internal procedures or guidelines may be entered in the manual by a two-thirds vote of the General Assembly. All such materials must be available in final, written form to all members voting.
  - C. Current copies of this manual shall also contain, at minimum, the ASMSU Constitution, ASMSU Code of Operations, Financial Code of Operations, Elections Code, Personnel Code, Programming Board Code, Funding Board Code, Steering Committee Code, and Class Council Codes of Operations, and shall be maintained by the ASMSU VP for Internal Administration.

## PRECEDENCE OF RULES

Section 36. Any matter of procedure not explicitly covered in this Code of Operations shall be ruled by the most recent edition of Robert's Rules of Order, Newly Revised.

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- Section 37. Any section of this Code of Operations supersedes any rule of procedure stated by Robert's Rules of Order, Newly Revised.
- Section 38. Any provision of the Constitution supersedes any rule mandated by this Code of Operations or by Robert's Rules of Order, Newly Revised.

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**TITLE THREE**  
**GENERAL ASSEMBLY OFFICE OF THE**  
**PRESIDENT**

- Section 1. There shall exist an ASMSU Office of the President. This office shall be charged with assisting the President in executing the directives of the Assembly.
- Section 2. The President shall be selected as specified in Title II, Section 33 of the ASMSU Code of Operations. The responsibilities of the President shall be as follows:
- A. Serve as chief executive officer of ASMSU.
  - B. Serve as chief administrative officer and chair of the General Assembly.
  - B. Serve as the primary delegate and spokesperson of ASMSU to the university administration and all other outside bodies subject to General Assembly directive.
  - C. Be responsible for implementation of actions and policies of the General Assembly.
  - D. Oversee all appointments and obligations of ASMSU.
  - E. Chair the meetings of the Steering Committee.
  - F. Others as specified by the Constitution, this Code of Operations, and the official General Assembly Chairperson job description.
- Section 3. There shall exist an ASMSU Vice-President for Academic Affairs who shall be selected as specified in Title II, Section 34 of the ASMSU Code of Operations. The responsibilities of the VPAA shall be as follows:
- A. Serve as the senior ex-officio member on the Academic Committee.
  - B. Serve as Chief ASMSU liaison for Academic Governance and the University Budget.
  - C. Shall assign members to Academic Governance bodies, in consultation with the members to be assigned.

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- Section 4. There shall exist an ASMSU Vice-President for Finance and Operations who shall be selected as specified in Title II, Section 34 of the ASMSU Code of Operations. The responsibilities of the Vice-President for Finance and Operations shall be as follows:
- A. Serve as the senior ex-officio member of the Finance Committee.
  - B. Manage ASMSU services and programs:
    1. Oversee the operations of the Red Cedar Log Yearbook Department, the Student Legal Services Department, the Student Defenders Department, and MSU Community Health.
    2. Manage the Blue Book Program, the Readership Program, the i>clicker Deposit Program, and the Loan Program
- Section 5. There shall exist an ASMSU Vice-President for Governmental Affairs who shall be selected as specified in Title II, Section 34 of the ASMSU Code of Operations. The responsibilities of the Vice-President for Governmental Affairs shall be as follows:
- A. Serve as senior ex-officio member of the Policy committee.
  - B. Supervise the Governmental Affairs Department: the State Liaison, and the Community Liaison.
  - C. Oversee the advocacy and engagement activities of the Association.
- Section 6. There shall exist an ASMSU Vice-President for University Programming who shall be selected as specified in Title II, Section 34 of this Code of Operations. The responsibilities of the Vice-President for Student Programming shall be as follows:
- A. Act as chief administrative officer of the Programming Board.
  - B. Chair the meetings of the Programming Board.
  - C. Others as specified in the Constitution, this Code of Operations, the Programming Board Code of Operations, and the official Vice-President for Student Programming job description.
- Section 7. There shall exist an ASMSU Vice-President for Student Funding who shall be selected as specified in Title II, Section 34 of the General Assembly Code of Operations. The responsibilities of the Vice-President for Student Funding shall be as follows:
- A. Act as chief administrative officer of the Funding Board.
  - B. Chair the meetings of the Funding Board.

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- C. Others as specified in the Constitution, this Code of Operations, the Funding Board Code of Operations, and the official Vice-President for Student Funding job description.

Section 8. There shall exist an ASMSU Vice-President for Internal Administration who shall be selected as specified in Title II, Section 34 of the General Assembly Code of Operations. The responsibilities of the ASMSU VP for Internal Administration shall be as follows:

- A. Serve as senior ex-officio member of the Policy Committee.
- B. Serve as Association parliamentarian.
- C. Monitor the movement of legislation.
- D. Shall record and maintain minutes of the General Assembly and Steering Committee.
- E. Maintain all records of the Association according to the ASMSU Business Manual.
- F. Serve as the undergraduate advisor to the Class Councils.

Section 9. There shall exist an ASMSU Vice President for Special Projects who shall be selected as specified in Title II, Section 35 of the General Assembly Code of Operations. The responsibilities of the ASMSU Vice President for Special Projects shall be as follows:

- A. Serve as the chief visionary officer of the Association.
- B. Serve as the chief liaison between the Office of the President and the General Assembly, boards, and councils.
- C. Shall serve as senior ex-officio member of the Goals and Oversight Committee.
- D. Shall be charged with developing and implementing new outreach, engagement, innovative, and constituent relation initiatives.
- E. Shall have a broad and comprehensive knowledge of the Association and the university and attempt to move the Association forward and adapt to new constituency groups.

Section 9. Conditions of employment for members of the Office of the President shall be as defined in the ASMSU Personnel Code.

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- Section 10. The Office of the President shall be reviewed at least twice annually by the Office of the President Review Sub-committee formed by the Policy Committee and chaired by the acting chair of the Committee
- A. There shall exist an ASMSU Office of the President Review Handbook kept on file by the Director of Human Resources.
    - 1. The ASMSU Policy Committee Chair shall annually review the Handbook in collaboration with the Director of Human Resources.
  - B. Related documentation of the process shall be kept on file by the Director of Human Resources.
  - C. Review documentation may be kept confidential by the sub-committee during the review process, and may remain confidential at the discretion of the Review subcommittee and with consultation of the Director of Human Resources.



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**TITLE FOUR**  
**OFFICE SPACE ALLOCATION**

- Section 1. At the beginning of each session, the allocation of any ASMSU office space shall occur.
- A. The procedures to request office space shall be made known to all ASMSU Offices, Boards, Departments, and agencies.
1. ASMSU Offices, Boards, Departments, and agencies shall be given priority in office space allocation.
  2. ASMSU Offices, Boards, Departments, or agencies are not required to submit a request unless requesting new office space or an expansion or reduction in office space.
  3. The relevant ASMSU Offices, Boards, Departments, or agencies shall be notified of the committee's decision to alter existing office space. The ASMSU Office, Boards, Departments, or agencies shall be granted the opportunity to appear before the Steering Committee to dispute alterations before office space assignments are issued.
- Section 2. Once petitioning has opened, ASMSU Offices, Boards, Departments, and agencies shall be given fifteen class days to submit office space applications to the Office Space Allocations Committee.
- A. This committee shall consist of at least three appointed members of the Steering Committee membership
- B. Quorum shall consist of three members.
- Section 3. Once petitioning has closed, a hearing shall be conducted by the committee to determine the validity of all office space requests.
- Section 4. Allocations of office space shall be based upon the following criteria:
- A. The ability to use allocated office space in a manner benefiting the ASMSU membership.
- B. The necessity of office space to the effective operation of the Office, Board, Department, or agency.
- C. Any other criteria deemed as relevant by the Office Space Allocation Committee.

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- Section 5. Once the hearing is complete, the Office Space Allocation Committee shall recommend office space allocation to the Steering Committee. This recommendation shall be subject to approval by a two-thirds vote of the Steering Committee.
- Section 6. Final decisions on office space allocation shall be posted outside of room 307 Student Services Building.
- Section 7. The Chairperson of the Office Space Allocation Committee shall bear the responsibility for all the mechanics of office space allocation.
- Section 8. The Assembly may re-allocate space by a two-thirds vote upon recommendation by the Policy Committee.

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**TITLE FIVE**  
**PROGRAMMING BOARD**

- Section 1. There shall exist an ASMSU Programming Board that shall have the responsibility to facilitate, organize, and execute student programming of an all-university nature.
- Section 2. The ASMSU Vice-President for University Programming shall serve as the chief administrative officer of the Programming Board and shall chair its meetings.
- Section 3. The Programming Board shall operate under the ASMSU General Assembly Code of Operations and its own Code of Operations as approved by a two-thirds (2/3) vote of the General Assembly. The ASMSU General Assembly Code of Operations shall be the superior document.
- Section 4. The Programming Board of Directors shall have final approval on all programming proposals brought to Programming Board.
- A. The Directors of Programming Board shall be nominated by the Vice-President for University Programming and appointed by the Finance Committee.
- Section 5. The membership of Programming Board shall be comprised of the following activity departments:
- Arab Cultural Society (ACS)
  - Asian Pacific American Student Organization (APASO)
  - Black Student Alliance (BSA)
  - Campus Interfaith Council (CIC)
  - Council of Students with Disabilities (CSD)
  - Culturas De Las Razas Unidas (CRU)
  - International Student Association (ISA)
  - Jewish Student Union (JSU)
  - Alliance of Queer and Ally Students (AQAS)
  - North American Indian Student Organization (NAISO)
  - Spartan Armed Forces Council (SAFC)
  - MSU Telecasters
  - Women's Council

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- Section 6. Programming Membership grants eligibility to receive Programming Board funds as approved by the Board of Directors.
- Section 7. The Programming Board shall be subject to all ASMSU organization-wide internal policies.
- Section 8. A final vote of the Programming Board shall occur no less than ten (10) class days prior to the commencement of the program to be funded.
- Section 9. The Vice-President for University Programming shall have the power to place a hold on any programming allocation passed by the Programming Board. This hold will pass the decision from the Programming Board to the General Assembly. A veto of funding to a program may be applied through a two-thirds (2/3) vote of the General Assembly. Should the General Assembly fail to act on this hold within five (5) class days, the hold shall be lifted.
- Section 10. An activity department shall complete a Co-Sponsorship Agreement for every event it participates in that has more than 1 sponsor. Funding for an event will only be considered by the Programming Board when a completed Preliminary Alternative Funding Sheet is submitted as part of the activity department's financial proposal.
- A completed Co-Sponsorship Agreement includes the completion of all attachments and the disclosure of all alternative funding sources, the amount of funds to be provided along with an expenditure itemization of said funds, and a list of all services to be rendered.
- Section 11. After approval of a financial proposal by the Programming Board but prior to the date of the event, should an Activity Department obtain another or additional sponsors, it shall submit a completed amended Co-Sponsorship Agreement to the Programming Board by no later than 1 week before the date of the event. A completed amended Co-Sponsorship Agreement includes the completion of all attachments and the disclosure of all alternative funding sources, the amount of funds to be provided along with an expenditure itemization of said funds, and a list of all services to be rendered.
- Section 12. More than 1 failure to timely submit a completed Co-Sponsorship Agreement or a completed amended Co-Sponsorship Agreement within the same academic year (August – July) shall result in the Activity Department's account being frozen for 1 calendar year.
- Section 13. Failure to disclose or to misrepresent any information required by a completed Co-Sponsorship Agreement or completed amended Co-

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Sponsorship Agreement will result in the Activity Department's account being frozen for a minimum of 1 year and until such time thereafter that the Activity Department has repaid all funds it received from the Programming Board under the Co-Sponsorship Agreement and/or amended Co-Sponsorship Agreement.

- Section 14. All Activity Department representatives must have a signed acknowledgement agreement on file with the Vice President for University Programming and Programming Board controller stating they have read and understand General Assembly codes, Programming Board codes, Robert's Rules, and co-sponsorship contracts by the second Friday of the school year. If an activity department doesn't turn in their acknowledgement agreement and attend the training session in a timely manner no funding will be provided to them until the acknowledgement agreement is received.

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**TITLE SIX**  
**FUNDING BOARD**

- Section 1. There shall exist an ASMSU Funding Board that shall have the responsibility of providing the opportunity for Registered Student Organizations to receive funding. These funds shall be used for the benefit of the undergraduate students and the university community.
- Section 2. The ASMSU Vice-President for Student Funding shall serve as the chief administrative officer of the Funding Board and shall chair its meetings.
- Section 3. The Funding Board shall operate under the ASMSU General Assembly Code of Operations and its own Code of Operations as approved by a two-thirds (2/3) vote of the General Assembly. The ASMSU General Assembly Code of Operations shall be the superior document.
- Section 4. The Funding Board of Directors shall have final approval on all funding requests brought to Funding Board.
- A. The Directors of Funding Board shall be nominated by the Vice-President for Student Funding and appointed by the Finance Committee
- Section 5. The Funding Board shall be subject to all ASMSU organizational wide internal procedures.
- Section 6. The Vice-President for Student Funding shall have the power to place a hold on any programming allocation passed by the Funding Board. This hold will pass the decision from the Funding Board to the General Assembly. A veto of funding to a program may be applied through a two-thirds (2/3) vote of the General Assembly. Should the General Assembly fail to act on this hold within ten (10) class days, the hold shall be lifted.

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**TITLE SEVEN**  
**SENIOR CLASS COUNCIL**

- Section 1. There shall exist a Senior Class Council that shall have the primary responsibility of serving the needs of the Senior Class.
- Section 2. The business and property of the Council shall be managed by its members. The Council may alter, amend, add to or repeal their Code of Operations as approved by a two-thirds vote of the Assembly.
- Section 3. Membership of the Senior Class Council shall be selected in a manner consistent with the ASMSU Spring Elections.
- Section 4. The Assembly shall have discretionary power in the affairs of the Council. A majority vote of the Assembly shall be required to override actions of the Council.
- Section 5. The ASMSU VP for Internal Administration shall serve as the undergraduate advisor to the Senior Class Council.
- Section 6. Rules and procedures of the Council not specified in this Title shall be as defined in the Senior Class Council Code of Operations.

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**TITLE EIGHT**  
**FRESHMEN CLASS COUNCIL**

- Section 1. There shall exist a Freshmen Class Council that shall have the primary responsibility of serving the needs of the Freshmen Class.
- Section 2. The business and property of the Council shall be managed by its members. The Council may alter, amend, add to or repeal their Code of Operations as approved by a majority vote of the Assembly.
- Section 3. Membership of the Freshmen Class Council shall be selected by the Vice-President for Internal Administration, in consultation with the Assembly. Section 4. The Assembly shall have discretionary power in the affairs of the Council. A majority vote of the Assembly shall be required to override actions of the Council.
- Section 5. The ASMSU VP for Internal Administration shall serve as the undergraduate advisor to the Freshmen Class Council.
- Section 6. Rules and procedures of the Council not specified in this Title shall be as defined in the Freshmen Class Council Code of Operations.



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**TITLE NINE**  
**RED CEDAR LOG**

- Section 1. There shall exist an MSU Yearbook. This yearbook shall be known as the "Red Cedar Log."
- Section 2. The mission of the Red Cedar Log shall be to create a non-profit, student-produced, student-focused, journalistic, historical publication for the community of Michigan State University that is cost-effective, high-quality, and serves as a practicum for the students of Michigan State University.
- Section 3. There shall exist a Red Cedar Log Advisory Committee that shall be comprised of the the ASMSU Steering Committee, member of the Senior Class Council, a Journalism Advisor, the editor-in-chief and business manager of the Red Cedar Log.
- A. The Director of Human Resources shall be responsible for the recruitment of professionals in the field of journalism and shall select and approve an individual of their choosing, in conjunction with the Advisory Committee, to serve as the RCL Journalism Advisor for a term of one year.
1. The Journalism Advisor shall work in collaboration with the Red Cedar Log Editor-in-Chief in order to continually improve the journalistic quality and integrity of the Red Cedar Log publication.
  2. The Journalism Advisor shall be subject to the personnel code and all RCL governing documents, and shall maintain their position at the discretion of the Editor-in-Chief.
- B. The advisory committee shall meet on a regular basis, as determined by the committee, throughout the year to advise and monitor the progress of the yearbook. The committee may discuss any topic or issue relevant to the yearbook, including but not limited to contractual issues, distribution, human resource issues, and business issues, but final editorial and content discussions shall be at the discretion of the editor-in-chief and editorial staff.
- Section 4. The Red Cedar Log shall operate under a Red Cedar Log Code of Operations.
- A. The order of precedence over the Red Cedar Log Code of Operations shall be as follows: General Assembly Code of

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Operations and the ASMSU personnel Code, and above all the ASMSU Constitution.

- B. All stages of the employment of all Red Cedar Log employees shall be governed by the ASMSU Steering Committee Code of Operations Appendix: ASMSU Personnel Code.
- C. The Red Cedar Log Code of Operations shall be maintained by the VCIA to centralize the amendments and shall be distributed by the VCIA to the Red Cedar Log Staff.

Section 5. The General Assembly shall have discretionary power over the affairs of the Red Cedar Log. A two-thirds vote shall be required to override the actions that are inappropriate as defined in Title One of this Code of Operations.

- A. Decisions to override Red Cedar Log actions shall not be based on the editorial content of the Red Cedar Log yearbook.

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**TITLE TEN**  
**BUSINESS OFFICE**

- Section 1. There shall exist an ASMSU Business Office
- Section 2. The ASMSU Controller shall oversee the Business Office. As such, the ASMSU Controller shall be responsible for the operations and policies of the Business Office.
- Section 3. There shall exist a Business Office Manager in the Business Office. The responsibilities of the business manager shall be as follows:
- A. Will be invited by the Director of Human Resources to serve on all Business Office interview committees.
  - B. Process the payroll for all ASMSU student employees.
  - C. Keep financial records of ASMSU, including all the ASMSU boards, divisions, and departments.
  - D. Other duties as delegated by the ASMSU Controller in consultation with the ASMSU President and the Chief of Staff, and as described in their official job description.
- Section 4. There shall exist an Administrative Assistant in the Business Office who is supervised by the ASMSU Controller. The duties of the Executive Secretary shall be as specified by the ASMSU Controller in consultation with the Vice-President for Finance and Operations. The day to day duties and responsibilities shall be overseen by the Business Office Manager.
- Section 5. In the event that the Administrative Assistant is unable to attend office hours, the following procedures shall take effect:
- A. The Vice-President for Finance and Operations shall be notified immediately of the situation.
  - B. The Loan hours shall only be during the time of the Vice-President for Finance and Operations office hours.
  - C. The Business Office Manager shall have the authority to conduct the loan program under the auspices of the Vice-President for Finance and Operations. The Vice-President for Finance and Operations shall sign all loan checks.
  - D. At the end of the day, the count of money shall be taken by the Business Office Manager. The count shall be checked by the Vice-

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President for Finance and Operations, or a designee thereof, and signed off on.

- E. On the days which the Business Office Manager is unable to attend office hours, the count of the money shall be taken by the Executive Secretary and checked by the Vice-President for Finance and Operations, or designee thereof, and signed off on.

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**TITLE ELEVEN**  
**THE STUDENT DEFENDERS AND LEGAL**  
**SERVICES PROGRAM**

- Section 1. There shall be a Student Defenders Department that shall have the responsibility of providing counsel and assistance to eligible students who are going through the MSU Hearing process. Eligibility requirements shall be as defined in the policies of ASMSU and subordinately the Student Defender Department.
- Section 2. There shall be a Student Legal Services Department that shall be responsible for providing low cost legal services to eligible students. Eligibility requirements shall be as defined in the policies of ASMSU and the Student Legal Services Department.
- Section 3. There shall be a Director of the Student Defenders and Legal Services Program who shall be selected in a manner consistent with the ASMSU Personnel Code and approved by a two-thirds vote of the General Assembly. The responsibilities of the Director of the Student Defenders and Legal Services Program are as follows:
- A. Coordinate the daily operations of the Student Defenders Department, including: supervision of the Department's personnel, scheduling and case assignments.
  - B. Be responsible for the administration of Student Defenders, and set the policies and code of operations for the Student Defenders Department.
  - C. Assist the General Assembly with hearings involving the Association and its assemblies, boards, offices, departments and other bodies, and to advise in matters of hearing procedure when requested.
  - D. Give reports on the activities of the Student Defenders Department as required by the General Assembly.
  - E. Others as specified by the official Director of Student Defenders job description.
- Section 4. There shall be an Associate Director of Student Defenders who shall be selected in a manner consistent with the ASMSU Personnel Code and approved by a two-thirds vote of the General Assembly. The

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responsibilities of the Associate Director of Student Defenders are as follows:

- A. Assist the Director of Student Defenders in the supervision and administration of the Student Defenders.
- B. Others as specified by the official Associate Director of Student Defenders job description.
- A. Coordinate the daily operations of the Student Legal Services Department.
- B. Be responsible for the administration of Student Legal Services, and set the policies and code of operations for the Legal Services Department.
- C. Maintain copies of and oversee the proper execution of Student Legal Services contracts.
- D. Oversee the actions of the Student Legal Services staff.
- E. Be responsible for the maintenance of office records and finances.
- F. Give reports on the activities of the Student Legal Services Departments required by the General Assembly.
- G. Others as specified by the official Director of Student Legal Services job description.

Section 5. Conditions of employment for all employees of the Student Defenders and Legal Services Program shall be defined in the ASMSU Personnel Code.

Section 6. The Vice-President for Finance and Operations shall oversee the operations of the Student Defenders and Legal Services Program.

Section 7. All contracts dealing with the Student Legal Services Departments shall be under the jurisdiction of the Finance Committee.

- A. The Director of Student Defenders and Legal Services Program shall be present during all questions, discussions and action taken regarding this matter.

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**TITLE TWELVE**  
**JUDICIAL AND HEARING BOARDS**

- Section 1. The ASMSU General Assembly shall be responsible, on behalf of ASMSU, for the appointment of undergraduates to judicial and hearing boards.
- Section 2. The ASMSU VP for Internal Administration shall annually review this Title in accordance with University Policies, and propose to the Assembly amendments to this Title as necessary to maintain the following in line with University Policies.

HEARING BOARDS

- Section 3. The following, in accordance with the Academic Freedom Report shall govern the nomination of student members of Non-Academic Hearing Boards.
- A. The ASMSU President, or Office of the President designee thereof, shall serve as the ASMSU representation to the Nominating Committee.
  - B. The Committee shall, to the extent specified in the AFR, be responsible for the following functions:
    - 1. The Committee shall develop and follow written procedures to govern the nomination process.
    - 2. The Committee shall develop procedures to recruit and nominate students primarily enrolled at MSU locations other than the main campus in East Lansing to serve on panels that may be convened to hear cases involving students from that location.
    - 3. Throughout the year, the Committee may also identify replacements in case of resignations or a member's inability to serve for a full term.
    - 4. Once the nomination process is complete, the Committee must submit the names of the candidates for appointment to the

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appropriate governing bodies including the ASMSU General Assembly by no later than the sixth week of spring semester.

- Section 4. The following shall govern ASMSU appointments of undergraduate student hearing board members, as specified in the AFR.
- A. Appointments must be passed by a two-thirds (2/3) majority vote of the ASMSU General Assembly
  - B. All student appointments shall be made by the tenth week of spring semester.
  - C. All terms of office shall begin the summer semester following appointment.
  - D. Student members appointed mid-semester will serve until the beginning of the next succeeding summer semester.
- Section 5. The ASMSU General Assembly shall appoint at least three undergraduate students to the All University Student Hearing Board (AUSHB) for a term of one year, with the opportunity for reappointment for one additional term.
- Section 6. The ASMSU General Assembly shall appoint five undergraduate students to the Student-Faculty Hearing Board for a term of two years, with the opportunity for reappointment for one additional two-year term.
- Section 7. The ASMSU General Assembly shall appoint two undergraduate students to the University Student Appeals Board for a term of two years with the opportunity for reappointment for one additional two-year term.

## JUDICIAL BOARDS

- Section 8. Pursuant to the Anti-Discrimination Policy, All-University Policy #02-03-01, the ASMSU General Assembly shall appoint three junior-status, undergraduate students to the Anti-Discrimination Judicial Board for a term of two years with the possibility for reappointment for an additional two-year term.



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**TITLE THIRTEEN  
ASMSU TAX REFUND**

- Section 1. The ASMSU Business Office Manager shall place an advertisement in a newspaper of general student circulation for the first five class days of each term, notifying undergraduates that the ASMSU Tax is refundable, detailing where and how the tax can be refunded and the time limit for applying for the refund.

**TITLE FOURTEEN  
SEVERANCE PROVISION**

- Section 1. If any provision of this Code or part thereof be adjudged invalid by a judiciary of competent jurisdiction, then such adjudication shall not affect the validity of this Code as a whole or any provision or part thereof not so adjudged invalid.

**TITLE FIFTEEN  
ENFORCEMENT OF VIOLATIONS**

- Section 1. Non-compliance of a provision of this Code or action of the Assembly, by any organization or individual, shall be considered a violation.
- Section 2. Any resolve of the Assembly acted upon in violation of another action of that Assembly, any provision of this Code, or any provision of the ASMSU Constitution shall be considered automatically invalid and void.

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**GENERAL  
ASSEMBLY CODE  
OF OPERATIONS**

**APPENDIX I: FINANCIAL CODE OF  
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**TITLE I      FINANCIAL AUTHORITY**

- Section 1.      The General Assembly shall have the authority over all financial matters of ASMSU as defined in Article II, Section 9.B of the ASMSU Constitution.
- Section 2.      The Finance Committee shall be charged with the oversight of all ASMSU financial and budgetary matters as specified in Title II, Section 18 of the ASMSU General Assembly Code of Operations.
- Section 3.      The ASMSU Controller shall be the chief financial officer for the Associated Students of Michigan State University and shall be charged with advising the Finance Committee and the implementation of its charges and directions.
- A.      ASMSU Controller to be hired in must be able to be present and working for ninety (90) percent of combined Summer, Fall, and Spring Terms. ASMSU Assistant Controller shall resume the duties and responsibilities of the Controller, in case of absence. If for some reason the ASMSU Controller must be absent for a prolonged period of time, notification must be made at time of hire.
- B.      That if the ASMSU Controller position is unfilled then all Controller signatory power is transferred to the Assistant Controller. In the event that the Assistant Controller is absent then the duties shall transfer to the acting chair of Finance Committee.
- C.      In the case of prolonged incapacity of the ASMSU Controller, the Assistant Controller may assume Controller signatory power in case of a time of urgency or financial risk. Financial risk being a time that if a said expenditure did not occur then a detrimental situation could arise. When signing the Assistant Controller must document to the ASMSU Controller within a twenty-four (24) hour period, and the Controller must verify receipt in writing. In addition the Assistant Controller should maintain a copy on file of the expenditure authorization.
- D.      During time of prolonged incapacity of the ASMSU Controller, the Assistant Controller must be provided documentation by the “Authorized Signature” stating the purpose for urgency and needs to be attached to the expenditure authorization form. If found by the ASMSU Controller that the need for urgency is invalid, then the “Authorized Signature” will be held responsible. If

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documentation is not provided at time of signature the Assistant Controller shall not sign.

- Section 4. ASMSU President shall be the signatory agent for ASMSU accounts and expenditures thereof upon receipt of documented approval from the ASMSU Finance Committee to the ASMSU Controller.
- A. In the case of prolonged incapacity of the ASMSU President, signatory authority shall be extended to the ASMSU controller given authorization by majority vote of the ASMSU Financial Committee.
- Section 5. All matters of a financial or budgetary nature, shall require a two-thirds vote of the General Assembly for passage or reversal.
- A. The ASMSU Programming Board and ASMSU Funding Board shall have jurisdiction over the distribution over monies allocated as defined in Title V and VI of the ASMSU General Assembly Code of Operations.
- B. The Veto authority of the ASMSU General Assembly as defined in Title V and VI of the ASMSU General Assembly Code of Operations shall only occur within the guidelines of each respective Title.
- Section 6. The “ASMSU Fiscal Year” shall begin on the first day of July and shall end on the last day of June.
- A. Any money allocated by ASMSU and remaining unused at the end of the fiscal year shall be considered no longer allocated, unless specific distinction is made prior to the end of the fiscal year.
- Section 7. No ASMSU Department or individual, Registered Student Organization, Programming Board Activity Department or other outside organization shall receive financial assistance from more than one division of ASMSU.
- A. Programming Board Activity Departments, as defined in the ASMSU General Assembly Code of Operations, may only receive ASMSU funding from the ASMSU Programming Board.
- B. Registered Student Organizations, as defined by the University, may only receive ASMSU funding from the ASMSU Funding Board.
- Section 8. ASMSU shall not provide financial support to any campaign for public office.
- Section 9. Any event or program funded with student tax dollars or revenues created via student tax dollars shall give ASMSU credit as a sponsor.

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- Section 10. The ASMSU Budget, all ASMSU financial reports and all documentation pertaining to the ASMSU Budget shall be available to the tax-paying members of ASMSU upon request and following reimbursement of ASMSU for the cost of printing at the Business Office's posted price of copy services.
- A. The ASMSU Business Office shall be charged with facilitating this task with the assistance of the ASMSU Office of the Chair and the ASMSU Controller.
  - B. Such requests for information must be handled in a timely fashion.
  - C. The above documentation will also be made available to the University for review upon request by the Vice-President for Student Affairs and Services or designee thereof.
- Section 11. ASMSU shall conduct a yearly full audit.
- A. The ASMSU Controller shall be charged with arranging an independent audit.
  - B. Audit Report shall be submitted to the Vice President of Student Affairs and Services or designee thereof.



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## **TITLE II ASMSU BUDGET**

- Section 1. The creation and supervision of the ASMSU Budget shall be under the auspices of the ASMSU Finance Committee.
- A. The ASMSU Finance Committee shall follow a fiscal year beginning the day after the last day of the Spring Semester and ending on the last day of the Spring Semester.
- Section 2. The procedures for administering the yearly budgeting process shall be the responsibility of the ASMSU Controller and shall include setting guidelines and criteria.
- A. At the beginning of each session the ASMSU Controller shall notify the following departments, in writing, of the procedures and timeline of the yearly budgeting:
1. General Assembly
  2. The Programs, Departments and Councils of ASMSU
  3. Executive Branch
  4. Programming Board
  5. Funding Board
  6. ASMSU Business Office
- B. By the second week of the Spring Semester, the ASMSU Controller shall give each department mentioned above an official budgetary request form, a copy of their current budget and any other relevant information.
- C. On the third week of the Spring Semester, the departments mentioned above shall submit their proposed budgets to the ASMSU Controller, who shall then review and evaluate each budget.
- D. On the fourth week of the Spring Semester, the ASMSU Controller shall submit the proposed budgets to the members of the ASMSU Finance Committee for review.
1. The ASMSU Finance Committee shall be expected, but not limited, to utilizing factors such as previous department performance and future department potential when assessing financial need.
  2. On the fifth week of the Spring Semester, the ASMSU Controller shall interview each of the departments to assess the financial need of each department for the next fiscal year.

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- a. Assessment shall be expected, but not limited, to utilizing factors such as previous department performance and future department potential when assessing financial need.
  3. By the seventh week the ASMSU Finance Committee shall formulate and recommend a budget for the fiscal year.
    - a. The ASMSU Controller, the ASMSU Office of the President, Programs, Departments and Council administrators shall be notified of all meetings in which the new budget is to be discussed and shall have the opportunity to represent their respective board, department or council's financial interest.
  4. This recommendation shall be submitted as the first order of business to the subsequent session of the General Assembly and shall be approved by a two-thirds vote.
    - a. The proposed budget shall be distributed to all Representatives of the General Assembly and shall be required to sit at least one week in the General Assembly.
      - i. During this period, any tax-paying member of ASMSU may have the opportunity to see the proposed budget.
  5. Upon passage of the budget by the ASMSU General Assembly, the ASMSU Controller shall take all appropriate actions to ensure a smooth transition between fiscal years.
- Section 3. Any money not allocated to specific departments in the ASMSU Budget shall be identified as surplus funds and shall be automatically allocated to the ASMSU General Fund.
- A. The rules and procedures for the surplus funds shall be outlined further in this code of operations.
- Section 4. Any money not used at the end of each fiscal year shall be considered a part of the ASMSU Budget Rollover.
- A. The ASMSU Controller shall ensure that a portion of this surplus is set aside as a buffer as a means of protecting ASMSU from overdrawing its accounts.
    1. This amount shall be determined with the assistance of the Business Office Manager and with the notification of the ASMSU Finance Committee.
  - B. The rollover money shall be split into three equal parts.

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- C. The first portion shall be automatically given to the ASMSU Funding Board to be used for allocations to Registered Student Organizations.
- D. The second portion shall be at the discretion of the General Assembly as a “General Fund” Account and shall be equal to the amount given to the ASMSU Funding Board.
  - 1. The rules and procedures for the “General Funds” Account shall be outlined further in this code of operations.
- E. The third portion shall be automatically placed in the ASMSU Risk Management Fund and shall be equal to the amount given to the ASMSU Funding Board.
  - 1. The rules and procedures for the ASMSU Risk Management Fund shall be outlined further in this code of operations.
- F. The ASMSU Budget Rollover Allocations shall be reviewed and authorized by the ASMSU Finance Committee, with consultation from the ASMSU Controller one week after the beginning of Fall Semester.
  - 1. The ASMSU Controller shall present a fiscal year-end report to the ASMSU Finance Committee to account for the all sources of the balance of the ASMSU Budget Rollover, including, but not limited to: non-dispersed bill allocations, non-dispersed budget allocations, and unanticipated revenues one week after the beginning of Fall Semester.

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**TITLE III EXPENDITURE OF BUDGETED  
FUNDS**

- Section 1. The following procedures shall govern the use and expenditure of budgeted funds.
- A. The ASMSU Controller shall have the ability to open and close accounts on behalf of ASMSU, and shall have the authority to make transfers of monies between accounts.
  - B. No expenditure above the allocated budget shall be made.
  - C. Before any expenditure is made from the ASMSU Budget, approval must be granted in written form from the ASMSU Controller.
  - D. Any Individual who makes charges to the ASMSU account without such authorization may be held personally responsible for those charges and may lose the right to serve in any capacity concerning the transaction of ASMSU funds.
  - E. The monthly bill and weekly payroll need only be approved by the ASMSU Controller, if not within the budget limits, and/or used for purposes not stated explicitly within the budget.
  - F. The Boards and departments serving in a given session shall only spend the amount of their respective budget in proportion to the length they serve during that fiscal year.
    - 1. Any individual who violates this provision may be held personally responsible for the charges resulting in such a violation.
  - G. All expenditures must be approved by the ASMSU Controller to be valid.
  - H. A two-thirds majority vote of the ASMSU Finance Committee may overturn any decision of the ASMSU Controller.
- Section 2. The ASMSU Finance Committee shall have the authority to reallocate money from one department/entity budget or budget category to another.
- Section 3. Movement of funds within department/entity budget categories may occur at the discretion of the ASMSU Controller.

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- A. Any such action must be documented with a memo by the ASMSU Controller to the ASMSU President and any other related parties.

Section 4. The General Assembly may revoke or freeze the allocation of money to any department or entity by a two-thirds vote of the Assembly.

- A. A motion to revoke or freeze the allocation of money may be initiated within the General Assembly or within the ASMSU Finance Committee.
- B. Should the motion be initiated in the ASMSU Finance Committee, it shall be the obligation of the acting chair of that committee to introduce the motion in the General Assembly.

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**TITLE IV ASMSU EXPENDITURE  
AUTHORIZATION FORM**

Section 1. Money allocated by the General Assembly or Board cannot be distributed or reimbursed to an individual or an organization by the ASMSU Business Office until the signed and approved Bill or paperwork has been filed with the ASMSU Business Office by way of the office of the ASMSU Controller.

Section 2. An ASMSU Expenditure Authorization Form shall serve as the primary financial document for the Associated Students of Michigan State University.

A. Signatory authority for “Authorized Signature” on the ASMSU Expenditure Authorization Form shall be as follows:

<u>Department</u>	<u>‘Authorized Signature’</u>
Business Office	Chief of Staff
Central Staff	Chief of Staff
Freshman Class Council	Freshman Class Council President
Funding Board	Vice-President for Student Funding
Student Legal Services	Vice-President for Finance and
Operations	
Student Defenders	Vice-President for Finance and Operations
Loan Program	Vice-President for Finance and Operations
Programming Board	Vice-President for Student Programming
Red Cedar Log	Vice-President for Finance and Operations
Senior Class Council	Senior Class Council President
Governmental Affairs	Vice-President for Governmental Affairs
Office of the President	President
RESPECT	President
Special Projects	President
Risk Management	President
Readership Program	Vice-President for Finance & Operations

1. The ASMSU President may sign for any of the financial departments as the authorized signer listed above with their notification and the consent of the Vice-President for Finance and Operations.

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B. Signer for “Appropriate Controller” shall be as follows

<u>Department</u>	<u>‘Appropriate Controller’</u>
Business Office	ASMSU Controller
Central Staff	ASMSU Controller
Freshman Class Council	Freshman Class Council Director of Finance
Funding Board	Funding Board Controller
Legal Services	ASMSU Controller
Student Defenders	ASMSU Controller
Loan Program	ASMSU Controller
Programming Board	Programming Board Controller
Red Cedar Log	ASMSU Controller
Senior Class Council	Senior Class Council Treasurer
Governmental Affairs	ASMSU Controller
Office of the President	ASMSU ControllerController
RESPECT	ASMSU Controller
Special Projects	ASMSU Controller
Readership Program	ASMSU Controller

C. Changes to the ASMSU Expenditure Authorization Form must be approved by the ASMSU Finance Committee with the knowledge of the ASMSU General Assembly and ASMSU Controller.

Section 3. The ASMSU Controller may request additional documentation to accompany any ASMSU Expenditure Authorization Form.

- A. Additional documentation must be directly related to the particular ASMSU Expenditure Authorization Form and may include information such as a Social Security Number for expenditures involving direct payment to individuals.
- B. This policy will be made known to all individuals requesting money from ASMSU.
- C. Individuals, Organizations or Departments receiving money from ASMSU will be given exact information on additional documentation necessary for the processing of their financial requests a reasonable amount of time before they need their money.
  1. Appropriate agents and divisions of ASMSU may each have the authority to make various requirements dealing with ASMSU Expenditure Authorization Forms as long as they are in accordance with the Finance Code of Operations and documented and on-file with the ASMSU Business Office for entry into the ASMSU Business Manual.

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- Section 4. The Controller shall have the authority to not sign an ASMSU Expenditure Authorization Form for the following reasons.
- A. The appropriate paperwork was not completely filled out or additional documentation was not provided as was requested a reasonable amount of time in advance.
  - B. The Constitution or Policies of the Associated Students of Michigan State University were ignored.
  - C. Said expenditure could bring about direct harm to the Associated Students of Michigan State University and/or any of its organizational divisions.
  - D. The ASMSU Finance Committee shall be notified within 24 hours of this decision so as to determine whether or not to exercise their power as provided in Title Three, section 1, subsection H.



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**TITLE V      GENERAL FUND ACCOUNT**

- Section 1.      A General Fund Account shall exist to serve as a discretionary tool of the ASMSU General Assembly.
- Section 2.      The purpose and mission of the Special Projects Account shall be to fund projects proposed by the ASMSU Assembly representatives and/or ASMSU Officers which are beneficial to the undergraduate student body.
- Section 3.      The following procedures must be followed to gain funding from the General Fund Account.
- A.      A bill requesting appropriations of money must be introduced and seconded by members of the ASMSU General Assembly
  - B.      A presentation must be given to Finance Committee, including an estimated breakdown of expense(s).
  - C.      Upon receiving funds from the General Fund Account, the ASMSU Controller must receive a copy of enacted bill from the ASMSU VP/IA within 24 hours following its passage.
    - 1.      It is the responsibility of the ASMSU Controller to make sure all necessary paperwork is given to the individual or entity who received funding in a timely fashion.
    - 2.      No money shall be dispersed until all necessary paperwork is returned to the ASMSU Controller, after being completely filled out.
  - D.      Money that is appropriated by the ASMSU General Assembly, but remaining unused at the end of the session shall be considered no longer appropriated and shall be retained as a part of the ASMSU Budget Rollover.
    - 1.      This fact shall be presented to any and all parties requesting appropriations immediately following the adoption of the request.
- Section 4.      No money from the General Fund Account may be used to fund a Registered Student Organization or Programming Board Activity Department.
- Section 5.      If money from the General Fund Account is spent in such a way that some form of revenue is realized, the following procedures shall be followed.

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- A. The Special Projects Account shall be paid back up to the allocated budgeted expenses as set upon passage of the allocation.

Section 6. If a project funded by the Special Projects Account does not generate any revenue, there will be no responsibility for repaying the Account.

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**TITLE VI ASMSU LOANS AND LOAN  
PROGRAM**

- Section 1. ASMSU shall not make loans to Registered Student Organizations or other external bodies for any reason.
- A. The ASMSU Programming and Funding Boards shall not make any loans to any party for any reason.
- Section 2. ASMSU shall have the authority to provide loans to individual members of ASMSU through the ASMSU Loan Program.
- A. The ASMSU Controller shall report the status of said program on a semesterly basis to the ASMSU Finance Committee.
- B. The Council of Graduate Students may allow their membership to receive Loans through the ASMSU Loan Program as long as they agree to terms as defined by the ASMSU Business Office with the advice of the ASMSU Controller and consent of the ASMSU Finance Committee.
- Section 3. The following rules and procedures shall govern the ASMSU Loan Program.
- A. Loans shall be given out starting on the first day of each semester.
- B. The ASMSU Business Office, with the consent of the ASMSU Controller and ASMSU Finance Committee, shall set the date upon which loans will no longer be given out for each semester.
- C. To receive a loan, an ASMSU Loan Contract must be fully completed. The contract shall minimally include the following terms:
1. A statement in which the student agrees to re-pay the loan with cash or a money order to ASMSU.
  2. Notification that a \$2.50 per week late fee shall be assessed to overdue loans.
  3. Notification that a "Hold-card" will be issued on any individual who has an outstanding loan as of the Loan Due Date and will also incur a \$5.00 administrative fee.
  4. Notification that any individual who repays a loan after the last week of the semester in which the loan was received shall be ineligible for one year from the payment date.

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5. Notification that loans remaining outstanding after two semesters from the semester in which the loan was received will be turned over to a collection agency and a \$30.00 late fee will be assessed.
6. Notification that individuals shall lose the right to receive ASMSU Loans if they abuse the Loan Program as defined by the ASMSU Business Office with the advice of the ASMSU Controller and the approval of the ASMSU Finance Committee.
7. Any other terms or amendments to those listed above must come with the advice of the ASMSU Controller and the approval of the ASMSU Finance Committee.

Section 4. No money dedicated to the ASMSU Loan Program may be used for any other purpose than providing loans to the appropriate constituency population within Michigan State University.

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**TITLE VII ASMSU RISK MANAGEMENT  
FUND**

- Section 1. The ASMSU Risk Management Fund shall be managed by the ASMSU Fund Advisor in an appropriate manner.
- A. Guidelines
1. One account shall contain 100% of the total money.
    - a. This account may be invested in a blend of individual stock securities, individual fixed income securities, open and/or closed end mutual funds, ETF's, index funds or any commonly traded securities in order to achieve a 3-7% target growth rate within the following asset allocation ranges:
      - i. Cash and cash equivalents 0-50%
      - ii. Fixed income 0-50%
      - iii. Equities 0-90%
      - iv. Preferred securities
      - v. Other individual securities as reviewed and recommended by Fund Advisor
  2. All ASMSU Risk Management Fund accounts shall be managed under a "wrap-fee" structure by the ASMSU Fund Advisor, where a specific management fee is based on the value of the assets managed.
  3. No private placement securities shall be purchased in any account.
  4. No security with a credit rating of less than BBB shall be purchased in any category, except stock securities.
- B. All invested money of the Associated Students of Michigan State University shall be handled under a "socially responsible investment" rubric to the degree deemed practicable and reasonable by the ASMSU Fund Advisor.
1. When funds are to be invested directly in stock securities, the following types of companies may not be selected:
    - a. Companies convicted of Environmental Protection Agency violations within the past year.
    - b. Companies convicted of discrimination charges filed by an employee or client within the past year.

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- c. Companies convicted of labor violations within the past year.
  - d. Companies which realize more than three percent of revenue from defense contracts.
  - e. Companies which realize more than three percent of revenue from weapon sales.
  - f. No companies which realize revenue from tobacco and/or alcohol sales.
  - g. Companies convicted of animal abuse violations within the past year.
  - h. Given the nature of the structure of packaged investment products we will adhere to the above as much as is practicable.
2. When funds are to be invested in municipal or corporate paper, the aforementioned exclusionary criteria shall apply for stock security purchases.
  3. When funds are to be invested in mutual funds, mutual funds which follow a socially responsible investment rubric, as described above, shall be favored if deemed practicable by the ASMSU Fund Advisor.
  4. If any security held by the Associated Students of Michigan State University is found to have violated any of the aforementioned provisions, it shall be liquidated as soon as possible.
- C. The ASMSU Controller shall be charged with monitoring all Fund activity with the assistance of the ASMSU Fund Advisor and shall be notified of all transactions on the funds and shall relay such information to the ASMSU Finance Committee.
1. At least every six months the ASMSU Fund Advisor shall meet with the ASMSU Finance Committee to review ASMSU's portfolio and give counsel about necessary allocations; and shall be available to the General Assembly upon advance request.
- D. Money from the ASMSU Risk Management Fund may be requested using the following guidelines.
1. All requests for an appropriation shall first be submitted in writing to the ASMSU Controller and ASMSU Finance Committee.
  2. Requests from the Funding Board and/or Programming Board must be approved by their respective voting body before consideration by the Finance Committee.
  3. The ASMSU Secretary shall assist the ASMSU Controller in the preparation of a bill which shall be submitted to the

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Finance Committee within ten class days of receipt of the written request.

4. The ASMSU Finance Committee shall hear a presentation from the requesting ASMSU department or agent, and shall conduct an interview with the division or agent concurrently with discussion of the bill.
5. The ASMSU Finance Committee shall deliberate on the request with consultation from the ASMSU Controller, and shall, via the acting chair of the Finance Committee, submit a recommendation along with the bill for consideration by the General Assembly.
6. Final approval of ASMSU Risk Management Fund requests shall require a three-fourths (3/4) majority vote of the General Assembly.

Section 3. If money from the ASMSU Risk Management Fund is spent in such a way that some form of revenue is realized, the following procedures shall be followed.

- A. The ASMSU Risk Management Fund shall be paid back up to the allocated budgeted expenses as set upon passage of the allocation.
- B. Excess profit will be divided on a 75/25 basis with the Risk Management Fund and other parties, with the Risk Management Fund receiving 75% of all excess profits.
  1. Parties petitioning for funds from the Risk Management Fund must be notified in advance of this clause.

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**TITLE VIII PRECEDENCE, RATIFICATION  
AND AMENDMENTS**

- Section 1. This Code of Operations shall serve as the guidelines for all divisions and agents of ASMSU and shall be accepted as a ratified Appendix to the ASMSU General Assembly Code of Operations and shall be maintained by the ASMSU VPIA and the ASMSU Vice-President for Finance and Operations.
- A. This Code of Operations must be reviewed every three academic years by a committee chaired by the ASMSU VPIA and including, at least, three members of the ASMSU Policy Committee; two members of the ASMSU Finance Committee; and the ASMSU Vice-President for Finance and Operations (ex-officio).
1. These recommendations will be presented to the General Assembly by the third week of the Spring Semester of that academic year.
- Section 2. If any provision of this Code of Operations or part thereof be judged invalid or be found in conflict with the ASMSU Constitution by a judiciary of competent jurisdiction, then such adjudication shall not affect the validity of this Code as a whole or any provision or part thereof not so adjudged invalid.
- Section 3. All amendments to this Code of Operations must be approved by a two-thirds vote of the ASMSU General Assembly with the advice of the ASMSU Controller.
- Section 4. This Code of Operations shall require a three-fourths roll-call vote of the ASMSU General Assembly in order to waive any section.
- A. Whenever a motion is made to waive the Financial Code of Operations, the ASMSU Controller, Programming Board Controller and Funding Board Controller must be allowed to voice any and all objections.
- Section 5. Ratification of this Code of Operations shall require a two-thirds majority vote of the ASMSU General Assembly.
- A. Upon ratification by the General Assembly the ASMSU Vice-President for Student Programming and ASMSU Vice-President



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for Student Funding shall inform their respective Boards of said  
action.

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**GENERAL  
ASSEMBLY CODE  
OF OPERATIONS**

**APPENDIX II: ASMSU ELECTIONS CODE**

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**PREAMBLE**

*ASMSU prides itself on being a body that represents all of the undergraduate students of MSU and is not affected by political persuasion. ASMSU does not endorse the use of political slates or unauthorized political endorsements in its election process.*

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## **TITLE I SCOPE AND AUTHORITY**

- Section 1. This Elections Code Appendix to the ASMSU General Assembly Code of Operations shall govern all aspects of ASMSU general elections and referenda not specified by the ASMSU Constitution.

## **TITLE II CODE REVISION, REPEAL, AND DEFINITIONS**

- Section 1. This Elections Code Appendix to the ASMSU General Assembly Code of Operations shall remain in effect until amended or repealed by the ASMSU Undergraduate Student Elections Commission or by the ASMSU General Assembly.

- A. Amendments to this Elections Code must be approved no later than the end of the semester preceding an election or referenda to be considered enforceable during an election cycle.

- Section 2. The following terms are used within this Elections Code

- A. Voter: Any member of ASMSU as defined in Article I, Section 1 of the Constitution.
- B. UEC: The Undergraduate Elections Commission is a commission of MSU undergraduates who are appointed by the Chief of Staff, and defined further in Title III of this Elections Code
- C. Prospective Candidate: A prospective candidate is any Voter who has received an Election Packet, signed an acknowledgement of receipt of this Elections Code, and provided an email address to allow distribution of election information from the UEC.
- D. Qualified Voter: A Qualified Voter is a member of ASMSU who has a major in the same college as the Candidate and could vote for a Candidate
- E. Certified Candidate: A Certified Candidate is a prospective candidate who has received the minimum number of verified signatures of qualified Voters to appear on the Ballot
- F. Disqualified Candidate: Any member of ASMSU who is determined by the UEC to be in violation of this Elections Code, and is prohibited from appearing on the ballot, campaigning, and campaigning as a Write-In candidate



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- G. Petition: A request for a Member of ASMSU to appear on the ballot which must bear specific information specified in Title IV, Section 1.
- H. Campaign Material: Defined in Title V, Section 2.
- I. Campaign Funds: Include materials, assessed at fair market value, and all money, including personal funds used by the candidate in the elections process.
- J. Write-In Candidate: Any member of ASMSU who has filed a Write-In Agreement with the UEC to run for election while not appearing on the ballot and whose campaign is governed by this Elections Code.
- K. UEAC: Undergraduate Elections Appeals Committee as defined in Title VI of this code.

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**TITLE III**  
**UNDERGRADUATE ELECTIONS**  
**COMMISSION**

- Section 1      There shall exist an Undergraduate Elections Commission (UEC) which shall have the responsibility of supervising all ASMSU Representative, Officer, and referenda elections.
- A.      The Chief of Staff shall be responsible for appointing members to the UEC, subject to approval of the Steering Committee.
1.      The Chief of Staff shall be responsible to chair the UEC meetings, set meeting schedules, and all other required administration.
- a.      In the event that the Chief of Staff is seeking election the Director of Human Resources shall chair the UEC.
2.      The UEC shall be fully formed no later than the first week of the Spring Semester.
- B.      The UEC shall consist of five to seven members who shall be approved by a two-thirds vote of the Steering Committee.
1.      No more than two members with a major in the same college as determined by the Office of the Registrar may serve on the UEC.
2.      Individuals seeking election to Representative seats of a given college cannot serve on the UEC. Candidates for Assembly and members of the Steering Committee may not sit on the UEC.
3.      The Chief of Staff shall be responsible for selecting members for the UEC, subject to the final approval of the Steering Committee.
4.      The UEC shall be fully formed no later than one week after the beginning of Spring Semester.
- C.      The UEC shall be responsible for the oversight and implementation of the election process, and carrying out the tenets of this Elections Code.
- D.      The UEC shall have the authority to regulate any aspect of the representative elections process, including but not limited to the number, date, times, and duration of ASMSU election(s), not specified in the Constitution or this Code of Operations. Decisions of the UEC may be reversed by a two-thirds vote of the ASMSU General Assembly.

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- E. The ASMSU General Assembly shall have responsibility for the general oversight of UEC, and shall be responsible for the financial and technical support of ASMSU elections and the UEC.

Section 2. UEC shall have the responsibility of determining the number of Representative seats open for election for each college based on enrollment data for the semester of the election,

- A. This determination shall be made no more than one week after the Registrar's office releases the enrollment data (Usually the fifth week of said semester)
- B. If the enrollment figures for a particular college have changed and the change would result in a change in the number of seats for a particular college, then the number of seats that college receives shall be increased or decreased at the next election.

Section 3. An eligible voter shall be any member of ASMSU as defined in Article I, Section 1 of the Constitution. In elections for college representatives, a voter may vote only in the college of their major(s) as defined by the MSU Office of the Registrar.

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## TITLE IV PETITIONING

- Section 1. A person shall be eligible for election in the college in which they have major(s) as defined by the Office of the Registrar, provided that the candidate receives at least twenty-five (25) signatures of voters (with student numbers) eligible to vote in that election on a petition bearing the potential candidate's name (as it will appear on the ballot), student number, and seat petitioned for.
- A. An eligible voter shall be eligible to sign any petition for the college of the voter's major(s).
  - B. Petitioning shall open no later than one class week after the start of the spring semester, and shall close at the end of the business day, as determined by the hours of operation of the ASMSU Business Office, no later than four class weeks prior to the election.
  - C. Certification of candidacy shall take place upon verification by UEC, in coordination with the ASMSU Business Office, of the voter status of prospective candidates and of the signatures on the petition.
  - D. Prospective candidates shall be notified by the UEC of the status of their candidacy no later than two class days after a non-certification decision. Any appeal to non-certification must be filed with UEC no later than three class days after notification or three weeks before the election.
  - E. Appeals to non-certification shall be heard by the UEC no later than one class week prior to the start of the election, and a decision shall be rendered no later than one class day after the appeal hearing.
- Section 2. Constitutional amendments and other issues may be brought to referendum as described in Article IV of the Constitution.
- A. Referendum petitions must be brought to the UEC no later than five class weeks prior to the election. Verification of signatures and student numbers by the UEC must be completed and notification given to referendum circulators no later than three class weeks prior to the election. Any appeal to non-certification must be filed with UEC not less than two class weeks prior to the election.
  - B. Referendum questions proposed in the manner stated in Article IV of the Constitution shall be made public no later than ten class days prior to the election.

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C. The wording of constitutional amendments and other issues submitted by the student body shall be subject to USEC approval.

Section 3. The MSU Vice President for Student Affairs and Services shall be responsible for tax referenda, which shall be dealt with in accordance with University Financial Procedure.

Section 4. The time schedules in the Elections Code of Operations may be modified, after consultation with UEC, and according to UEC procedure.

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## TITLE V CAMPAIGNING

Section 1. A candidate may start campaigning as soon as the candidate returns completed candidate petition to the ASMSU Business Office, as specified in the timeframe outlined in Title IV, section 1.

- A. Upon returning a petition, the candidate shall be notified that although the candidate may begin campaigning, the candidate has not officially been certified as a candidate for the election.
- B. UEC shall notify candidates by phone or in writing (including e-mail) when candidates have been officially certified for the election.

Section 2. The following regulations shall govern campaign conduct:

- A. Campaign material shall be defined as fliers, posters, or any tangible written or electronic material published for the purpose of electing or criticizing a candidate for ASMSU office.
  - 1. Not classified as campaign material is private correspondence such as private emails sent over a listserv compiled by the candidate or a private group listserv. Campaign material does not include emails sent from candidates to another individual.
- B. Candidates may not send campaign material over a college or major academic unit administered listserv.
- C. Campaign material can not contain names of candidates from different colleges. At no time may a candidate defame another candidate in campaign material.
- D. Spending of campaign funds for one candidate in all campaigns run by said person in one academic year in an election is limited to a total of fifty dollars per college candidate. Campaign funds include all donations of materials, assessed at an average retail value, and all monetary contributions, including money spent by the candidate. An itemized list of sources and uses of campaign funds, signed by the candidate must be presented to the UEC no later than five class days after the election.
- E. At all times during the election process, all students and student groups shall adhere to all General Student Regulations, Student Group Regulations, Living Group Regulations, and All-University policies as set forth within the Spartan Life Handbook and Resource Guide.

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- Section 5. Any individuals campaigning for write-in positions shall fall under the proper jurisdiction of this code and all other relevant Codes of Operations.
- Section 6. No invalidation shall occur unless the aforementioned provisions of this Elections Code are violated.
- Section 7. The Elections Code shall not be construed to exempt candidates from any responsibility they have to adhere to federal or state law, or university regulations.

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**TITLE VI**  
**INVALIDATION PROCEDURE**

- Section 1. Suspected violations of this code will be sent to UEC for review.
- A. The candidate shall have the right to a hearing before the UEC. The candidate shall have 5 minutes to refute any and all complaints brought forth to the UEC.
  - B. The UEC shall then, in closed session, decide whether the candidate violated this code.
- Section 2. Any decision of the UEC can be challenged and heard by the UEAC.
- A. The UEAC shall consist of 5 members from the General Assembly.
  - B. No member of the UEAC may be seeking reelection nor shall any member or representative of the UEAC be a current voting member of the Steering Committee or UEC.
  - C. Members of the UEAC shall be appointed by the ASMSU President.
  - D. The UEAC shall be chaired by the acting Director of Human Resources.
- Section 3. Any decision of the UEAC may be challenged and heard by the AUSHB.
- Section 4. Any candidate in violation of this Code of Operations shall be subject to mandatory penalty of election invalidation provided one or more of the following criteria is met:
- A. The candidate acknowledges, in a signed statement, that one of more of the guidelines have been violated.
  - B. UEC, UEAC, or AUSHB find that this Code of Operations has been violated.
  - C. The candidate in question fails to file a spending report as described in Title V, section 2, subsection D above.



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## TITLE VII ELECTIONS

- Section 1. The UEC shall be responsible, in conjunction with the ASMSU General Assembly for determining the method of polling. Reasonable accommodations shall be made to ensure that the method of polling is accessible to people with disabilities.
- Section 2. All elections and referenda shall adhere to the basic principles of fairness, confidentiality, and impartiality.
- Section 3. The date(s) and time(s) of the pending election(s) or referendum shall be requested to be announced by UEC no less than six class weeks prior to the election(s) or referendum.
- Section 4. Records of the election(s) shall be kept by the UEC for three months after the election(s) or until all pending judicial proceedings are resolved, whichever is longer.
- Section 5. Any candidate in ASMSU election(s) must receive at least twenty-five votes to hold office. Should no candidate meet this minimum vote requirement, the seat(s) shall remain vacant.
- Section 6. Candidates receiving the most votes shall fill the allotted number of seats as specified in Article II, Section 2 of the Constitution.
- Section 7. Results of the top five vote winning candidates in the election(s) or referendum shall be posted, including the number of votes won, by the end of the business day, as determined by the hours of operation of the ASMSU Business Office, no later than one class week after the election(s).
- Section 8. All complaints of conduct in the election(s), and all request for recounts must be presented to UEC, no later than two class days after election(s) results are posted.
- Section 9. No later than one class week after the election(s) results are posted, UEC must have posted all invalidations that occurred under this Elections Code of Operations, the reasons for such invalidations, and shall have submitted all necessary complaints to UEAC.
- A. A complaint in response to invalidation must be filed with the UEAC no later than two class days after the invalidation posting by UEC.
  - B. A complaint to the decision of UEAC must be filed with AUSHB no later than five class days after UEACs decision is issued.

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- C. If a candidate is invalidated, the candidate with the next highest votes (if any) shall assume the vacant seat provided he/she meets all necessary requirements to be a valid, elected representative.
- D. A representative-elect who has a case pending in either UEC, UEAC, or AUSHB shall hold elected office until a decision has been issued by UEC, UEAC, or AUSHB

Section 10. Representatives shall begin their term of office upon the calling into order of the first meeting of the new session, which will be called by the ASMSU President of the previous session, or the standard meeting time of the ASMSU General Assembly no later than the third class week before the end of the semester.

- A. A representative-elect who has a case pending in either UEAC or AUSHB shall hold elected office until a verdict has been issued by UEAC, unless a secondary appeal has been filed with AUSHB, which would allow a representative to continue to hold a representative office until a decision has been issued by AUSHB.

Section 11. Seats that remain vacant after the election may be filled according to the ASMSU General Assembly Code of Operations.

Section 13. In the event of a tie in an ASMSU election, UEC shall conduct a recount of all votes cast, and a review of any ballots that have been invalidated.

- A. In the event the above procedure fails to produce a winner, the election shall be decided by a coin flip. The coin shall be a fair, U.S. quarter dollar provided by and flipped by the ASMSU President in the presence of both candidates. In the case of one candidate being an incumbent, the incumbent shall have the right to “call” the coin. In all other cases, the President shall decide who shall call the coin.

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**TITLE VIII**  
**OFFICE OF THE PRESIDENT**  
**ELECTIONS**

- Section 1. The UEC shall be responsible for the announcement and promotion of the ASMSU Office of the President election(s).
- A. UEC shall make know the time and place of the Office of the President election(s) at least ten class days prior to the election.
  - B. Applications for the Office of the President shall be made available in the ASMSU Business Office no less than ten class days prior to the election(s).
  - C. All candidates will submit a statement of candidacy in a manner determined by the UEC no later than five class days prior to the election(s).
  - D. UEC shall make public the names of all candidates for Office of the Chair no later than three class days prior to the election.
- Section 2. The UEC shall be present at and shall verify the results of the ASMSU Office of the President election(s).
- A. UEC shall report the results and vote totals to the acting President to announce.
- Section 3. No member of UEC may be seeking a position with the ASMSU Office of the Chair. Any current UEC member who intends to run for Office of the Chair must resign their position prior to the Office of the Chair election cycle.

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**ASMSU  
GENERAL  
ASSEMBLY CODE  
OF OPERATIONS**

**APPENDIX III: PERSONNEL CODE**

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# ASSOCIATED STUDENTS OF MICHIGAN STATE UNIVERSITY

## INTRODUCTION

The Associated Students of Michigan State University has many opportunities for interested undergraduate students to further develop their leadership skills, gain experience related to their major or career, and apply lessons learned from their academic education in an institutional setting. ASMSU has a responsibility to make every effort to recruit, hire, and promote a staff that is representative of the diversity of Michigan State University's undergraduate student population. This Personnel Code – consistent with accepted personnel policies – shall govern and provide a basis for the personnel operation of this organization. It shall be the responsibility of the ASMSU Director of Human Resources for implementation and enforcement of this Personnel Code.

This Personnel Code shall govern all ASMSU bodies – including the General Assembly, Executive Committees, Boards, departments, and staff (whether compensated employees, elected representatives, or volunteers). Because all members of the ASMSU bodies are also students at Michigan State University, they are expected to adhere to the university's policies.

Representations made on behalf of ASMSU are to be neither misleading, incorrect, nor false, and are to reflect organizational policy and opinion.

## MEDIA RELATIONS POLICY

Effective communications with media shall be accomplished both responsively and proactively through the Director of Media Relations who serves as the chief spokesperson for the organization in preparing public responses. The Director of Media Relations is the sole representative of the opinions and viewpoints of ASMSU. Any personal opinions made by members of ASMSU must reflect that those opinions do not reflect the viewpoints of the organization.

The Director of Media Relations summarizes all media interactions to the Chief of Staff and ASMSU Chairperson. It is the policy of ASMSU to respond to media inquiries accurately and in a timely manner to help promote general understanding of ASMSU's recent activities and issues. All staff should notify the Director of Media Relations regarding all inquiries from the media through a Media Contact Report if contacted by the media. All Directors and members of the Office of the Chair must submit a biweekly "News Advisory Report" to ensure accurate information is provided to the Director of Media Relations so that accurate information is provided to the media.

## ANTI-DISCRIMINATION

The efforts of the Associated Students of Michigan State University occur within the context of general societal expectations, as embodied in the law. ASMSU, consistent with university policies and governing law, promotes institutional diversity and pluralism through an over-arching strategy promoting equitable access to opportunity.



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ASMSU's commitment to non-discrimination is the foundation for such efforts. ASMSU shall at no time engage in any unlawful discriminatory act or practice against persons on the basis of age, color, creed, gender, marital status, national origin, physical characteristics, political persuasion, religion, sexual orientation, gender identity and veteran status. If any compensated employee, elected representative, or volunteer engages in any such behavior, they will be subject to appropriate disciplinary action.

## HARASSMENT POLICY

ASMSU shall have a Sexual Harassment Policy that is strictly enforced. This General Harassment Policy shall be consistent with the policy of Michigan State University. Physical and emotional harassment within an organization can occur on a continuum of severity. This may include, but is not limited to, harming another person, threatening another person or their property, or exhibiting behavior that causes a person to feel extreme distress due to the behavior of another individual. Personnel of ASMSU are unconditionally prohibited from engaging in any type or severity of harassment.

Because sexual harassment is made unlawful by the Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Michigan Elliott-Larson Civil Rights Act, ASMSU shall also have a Sexual Harassment Policy that is strictly enforced. Sexual harassment in an organization setting is unwanted sexual advances, requests for sexually related favors, or any other unwanted sexual behaviors that make an individual feel uncomfortable or create a hostile working environment. Sexual harassment may also include circumstances in which a person is offered advancement/or is held back from advancement for giving/denying a sexually related request. Furthermore, sexual harassment can occur on a continuum of severity. Personnel of ASMSU are unconditionally prohibited from engaging in any form or extent of sexual harassment.

All complaints of harassment, including sexual harassment, should be reported to the Director of Human Resources, who will then have the responsibilities of aiding the individual in taking the proper action in accordance with ASMSU and university policy.

## CONDITIONS FOR EMPLOYMENT

All persons wishing to apply for any position in ASMSU must meet the following requirements to be considered for an interview:

- Applicants must be a current member of ASMSU as defined by the ASMSU Constitution.
- Applicants must agree that they will continue to be a member of ASMSU as defined by the ASMSU Constitution for the term of their employment.
- If previously employed by ASMSU, applicants must have received at least a satisfactory rating on their most recent performance evaluation. What constitutes a satisfactory evaluation shall be determined by the Director of Human Resources based on the design of the specific performance evaluation system that is implemented at that time.

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- The Director of Human Resources has the discretion to not consider an applicant who has not followed the instructions on the application.

## JOB DESCRIPTIONS

A job description shall exist for all compensated positions at ASMSU. The Director of Human Resources shall be responsible for the upkeep of these job descriptions. All job descriptions and changes to job descriptions must be approved by the appropriate Executive Committee and the General Assembly.

It is requested that the Steering Committee shall review and approve in bill form with all proposed job descriptions attached, all Job Descriptions and organization wide standards for job descriptions by the end of the fall semester each year. This is in preparation for the spring recruitment process.

## CONFIDENTIALITY

All candidates applying for positions in ASMSU shall have the guaranteed right to confidentiality. All information supplied by the candidate shall remain confidential – including anything said during the interview, all written materials, and all discussion conducted by the committee following the interview. All information must be kept confidential to all except the Director of Human Resources, those individuals on the interview committee, the General Assembly, and any member deemed appropriate by the Director of Human Resources as appropriate due to filing or regulation purposes.

## APPLICATIONS FOR EMPLOYMENT

All applications for ASMSU shall include, but not be limited to, the following information:

- The main application, which shall include general information, experience in student government and other activities, previous work experience, dates of employment, and criminal background. Further, the applications should include a section where a signature is required from the applicant indicating that the applicant has not falsified any information and if any information is falsified, the applicant will not be considered in the process and can be a basis for termination in the future.
- A section that requests professional references from the applicant.
- Job descriptions should be publicly available.

After the application process, including papercuts and/or interviews, if the applicant wishes to apply for another position, they may reapply by filling out and submitting additional application packets.

All applicants shall return applications by the date and time stated on the application. At the decision of the ASMSU Director of Human Resources, application deadlines may be officially extended.

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## INTERNSHIP PROGRAM

There shall exist a structured internship program organized by the Director of Human Resources that runs during the fall and spring semesters of every year. The program includes evaluations at the beginning, midpoint, and final portions of the semester. The internships are project based and interns shall assist staff as necessary in a way that is consistent with the intern job description. The selection process will be utilized, along with the decision making process, during the beginning of the fall semester. Areas of ASMSU that have the need for an intern must have this approved with their respective Chairperson and the Chief of Staff during the previous spring semester. The necessary information must then be given to the Director of Human Resources in preparation for a job description, job posting and recruitment plan to be completed during the Spring Semester. The positions run on a semester by semester basis, but selection is only needed once an academic year. If the supervisor is present during spring interviews, they may select an intern for the following year at that time. Interns shall take part in an on boarding process that includes an orientation alongside a required meeting between supervisor and intern to discuss projects and expectations for the intern during the next semester.

## SELECTION PROCESS

A selection process is established to work in collaboration with hiring but does not substitute for general hiring practices. It will be resourced in selecting persons for committees, internships, and other positions as defined by ASMSU. The Application process is determined by the Director of Human Resources. The committee will include at least the following three people and not more than four in total:

- Director of Human Resources or designate (nonvoting),
- Liaison for University Multicultural Affairs (or designate),
- Supervisory Position and/or Chairperson

All attempts should be made by the Director of Human Resources to ensure diversity in the interview committee. In an unavoidable or emergency situation incumbents may be used. In any exceptional circumstances the issues should be referred to the Director of Human Resources. Any member who may have a conflict of interest must disqualify themselves from the selection process. The Director of Human Resources is responsible for all arrangements pertaining to arranging interviews and the process as a whole. Each candidate shall be interviewed separately. Refer to “Decision Making” for the rest of the process.

## PAPERCUTS

At the discretion of the ASMSU Director of Human Resources, paper-cuts may be conducted if the applicant pool for a position is too large to interview. At least two members of the interview committee for a position must be present to conduct papercuts, but all committee members must be notified in advance of the date and time of the

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papercuts. Any decision to not interview an applicant must be made by unanimous consent of the members of the interview committee who are present at the papercuts meeting.

## INTERVIEW COMMITTEE

The ASMSU Director of Human Resources shall be solely responsible for setting up interview committees for all ASMSU open positions. Only those persons whom have attended an interview training session may serve on these committees. The composition of the interview committees should ideally be as follows:

- Director of Human Resources (or designate), (non voting).
- The Liaison for University Multicultural Affairs or position's supervisor or designate.
- One representative from the appropriate Assembly or Board shall serve on the interview committee.
- The position's incumbent, if available.
- Supervisory position, if available.

Due to time constraints, uncontrollable circumstances, and conflicting schedules, it may not be logical to wait for a time period when all of these individuals may be present. Therefore, there must be a minimum of the Liaison for University Multicultural Affairs, one representative, and the Director of Human Resources on all interview committees.

However, in no case shall a person applying for a position sit on the interview committee for that position.

The members of the interview committee must be the same for each candidate that is applying for the same position.

All attempts should be made by the Director of Human Resources to ensure diversity in the interview committee.

Only individuals as defined by the ASMSU Constitution may have voting rights on the Interview Committee. Other individuals may be invited to sit on the interview committee as deemed appropriate by the Director of Human Resources.

Any member of ASMSU who accepts an invitation to sit on an interview committee knowing they have a bias toward an applicant, candidate, or any other part of the selection process that may affect the outcome of the committee's decision, must report it to the Director of Human Resources prior to the start of the interview process.

## INTERVIEWS

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All interviews shall be conducted by the ASMSU Director of Human Resources, or designate. Each candidate shall be interviewed separately. All candidates shall be notified of the available interview times by phone or in writing at least 2 class days in advance.

Outside information (any information given to the interview committee not contained in the application of in the interview of the candidate) should not be permitted except for in the following circumstances.

- If the employee was previously employed by ASMSU, information from past performance evaluations may be used in evaluating the applicant.
- The Director of Human Resources may choose to check the references of an applicant. The information obtained from this reference check can be used in evaluating an applicant.
- Verifiable information known about a candidate that relates to the individual performing the essential job duties and responsibilities of the position, relayed by an ASMSU employee may be used in evaluating the candidate at the discretion of the Director of Human Resources. Personal bias issues or information not relating to actual job duties and responsibilities will not be permitted under any circumstance.

In the event that a candidate does not show up for his/her scheduled interview, the candidate then forfeits their opportunity to interview for the position unless an acceptable/uncontrollable circumstance has occurred.

## DECISION MAKING PROCESS

After all candidates have been interviewed, the interview committee shall deliberate using an organized system developed by the ASMSU Director of Human Resources. All decisions of the interview committee shall be by unanimous consent.

Each candidate shall be evaluated based on certain qualities, including, but not limited to, motivation, organizational skills, human awareness, communication, experience, abilities as they relate to the position, and knowledge of ASMSU dependent upon the position. If multiple candidates are determined to be qualified for the position, those candidates so qualified shall be ranked by the committee in descending order of preference. In the case that the most preferred candidate does not accept the job offer, the Director of Human Resources shall offer the position to the remaining candidates in sequential order of preference.

If the candidate partakes in an interview for a position within ASMSU, they must be notified whether or not they are being extended an offer in a timely manner.

## POSITION APPROVAL

After the interview process to select a qualified candidate for a specific position, the candidate shall not be official until approved by the ASMSU General Assembly. The candidate must be made aware of this situation.

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The following positions shall be interviewed by an ASMSU interview committee, reviewed by the appropriate ASMSU Executive Committee and approved at a General Meeting of the ASMSU General Assembly by a two-thirds majority vote.

All recruited individuals offered a position through Human Resources must be presented to the ASMSU General Assembly for approval within four weeks of the beginning of the fall semester term for all individuals offered a position during the previous spring recruitment. If the individual is hired at a time during the term of the position, the person must be presented to the General Assembly within four weeks of the job offer. The candidate must be made aware that the job offer is contingent upon the approval of the General Assembly. The Director of Human Resources shall be responsible for notifying the appropriate member(s) of the ASMSU Office of the Chair, of the newly hired staff and the members of their interview committee in written form, so that the bills may be drawn up.

The Director of Human Resources shall be responsible for all newly created positions and the determination of new position classification.

## INTERVIEW SCHEDULE

By the first week of February, the Director of Human Resources must determine the interview schedule. This interview schedule must be over the course of at least five weeks. The Director of Human Resources must present this proposal to Steering Committee for approval. The following schedule shall apply for hired positions. This schedule may be altered by the Chief of Staff and the Director of Human Resources in consultation with the Steering Committee.

All interviews should be done before finals week.

## ELECTIONS

The following shall be elected as defined in the respective Code of Operations:

- ASMSU Chairperson
- ASMSU Provost
- ASMSU Vice-Chairperson for Finance and Operations
- ASMSU Vice-Chairperson for Governmental Affairs
- ASMSU Vice-Chairperson for Student Programming
- ASMSU Vice-Chairperson for Student Funding
- ASMSU Secretary

## REQUIRED TRAINING SESSION

The Director of Human Resources and Liaison for University Multicultural Affairs shall be responsible for facilitating one training session for the ASMSU General Assembly and

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staff per semester. The training session will include information on the Personnel Code and Interviewing Committee Training.

The Director of Human Resources shall train the ASMSU Office of the Chair, to administer interviews with the Interview Committee in the absence of the Director of Human Resources.

## RESIGNATION

If an employee chooses to resign from their position, a letter shall be written to the employee's supervisor(s) and the Director of Human Resources indicating the termination of employment. Employment is terminated either on a date indicated in the letter, or on the date the letter is received by the supervisor. It is preferred that the employee give two weeks notice before resigning.

## EXIT INTERVIEWS

The Director of Human Resources shall endeavor to conduct an exit interview with personnel upon termination of employment or resignation and report trends or serious situations to an executive session of the ASMSU Steering Committee.

## CONFLICT OF INTEREST

No member of ASMSU shall permanently hold more than one compensated position in any part of the organization.

## PERFORMANCE EVALUATIONS

There shall be a Performance Evaluation System for all hired positions within ASMSU. The purpose of the performance evaluations is to determine whether an employee would be eligible for rehire within the organization and also for individual developmental purposes. The Director of Human Resources and the Chief of Staff will determine this Performance Evaluation System. The system involves a 360 degree feedback were possible to ensure the inclusiveness of the process. Supervisors are encouraged to partake in the verbal feedback meeting with the employee and the Director of Human Resources. Performance Evaluations should be concluded by the end of summer, fall and spring semesters. The Performance Evaluation must include clear criteria and be individualized for each position within the organization. The Performance Evaluation must come with clear instructions for all employees. The Director of Human Resources should enforce the Performance Evaluation system with assistance from the Chief of Staff.

## EMPLOYMENT STATUS AND CORRECTIVE ACTION PROCEDURE

### A. Employment Status:

All ASMSU employees shall be hired by ASMSU.

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Employment with ASMSU is at-will. At-will means that employment may be terminated at any time, for any reason, without cause and/or prior notice at the discretion of ASMSU. At-will employment also means that employment may be terminated at any time, for any reason, with or without notice, by the employee. Any change or modification of the at-will employment status shall not be made unless it is in writing and has first been approved by the ASMSU Steering Committee.

## B. Work Rules:

The following work rules are applicable to all ASMSU Employees. The reasons for establishing these work rules is not to restrict the rights of anyone, but to encourage cooperation and reasonable standards of productivity and professionalism.

Listed below are ASMSU's employee work rules and General Requirements (GR). This list is not exhaustive. Instead, it is expected that each employee has a general understanding of ASMSU's behavior and job performance expectations.

GR -1 Employees are required to carry out or follow ASMSU's Constitution, Codes of Operations, organizational policies and procedures, job descriptions, and other relevant documents.

GR -2 Unauthorized possession, consumption, or being under the influence of alcohol or controlled substances while on the job is prohibited. This includes any on the job time spent in an ASMSU office or any recognized ASMSU activity or event.

GR -3 Unsatisfactory performance including prolonged unexcused absences from work (equal to one week or longer) is prohibited.

GR -4 Disclosure of confidential information is prohibited.

GR -5 Misconduct of a criminal nature that leads to an arrest and conviction is prohibited.

GR -6 Improper personal conduct or harassment is prohibited.

GR -7 Embezzlement, theft, misuse or misappropriation of ASMSU property, money, equipment, or supplies is prohibited.

GR -8 Falsification of personnel records, documents, or reports is prohibited.

GR -9 Insubordination is prohibited.

Violation of any part of these work rules or related ASMSU policies, practices and procedures may subject an employee to disciplinary action which range from oral warning through discharge.



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All appeals of disciplinary action shall be made to the ASMSU Steering Committee.

Because employment with ASMSU is at-will, ASMSU is not required to follow a formalized disciplinary process, nor do any of these provisions create a contractual employment relationship or require cause before discipline or discharge is imposed.

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**GENERAL ASSEMBLY  
CODE OF  
OPERATIONS**

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ASSOCIATED STUDENTS OF  
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**PREFACE**

This document is an appendix to the General Assembly Code of Operations and includes all sections of the By-Laws for Academic Governance that pertain to ASMSU's role in the Academic Governance System.

**SECTION 3 – UNIVERSITY COUNCIL**

3.2.3. Voting Members of the University Council

3.2.3.1. The voting members of the University Council shall be the faculty representatives elected as members of the Faculty Senate, ASMSU and COGS student representatives, designated members of University-level Standing Committees, voting members of The Steering Committee, and the members of the Appointed Council.

3.2.3.2. The voting members of the Academic Assembly and the Student Assembly of the ASMSU as determined by the constitution of ASMSU, shall serve on the University Council.

3.2.4. Student Representatives

3.2.4.1. The Academic Assembly of ASMSU shall select a number of undergraduate student representatives to the University Council equal to one-third (1/3) of the total voting membership of the body. The number of representatives shall be rounded to the nearest integer. The overall selection shall ensure balanced collegiate representation. The Student Assembly of ASMSU shall select no more than three representatives to serve on the University Council.

3.2.4.1.1. Undergraduate student representatives to the University Council shall be chosen according to procedures established by the constitution of ASMSU and shall be chosen such that the diversity of the delegation is ensured.

3.2.7. Procedures of the University Council

3.2.7.5. The Faculty Senate, the Appointed Council, the Academic Assembly of ASMSU, or COGS may, by a majority vote of those present and voting, refer matters to the University Council. Such recommendations shall be placed on the agenda of the University Council by The Steering Committee.

3.2.8. Functions of the Academic Assembly of ASMSU

3.2.8.1. The Academic Assembly of ASMSU shall consider and act upon all recommendations to University Council regarding student academic rights and

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responsibilities and judicial procedures; upon any proposed amendment to or revision of Academic Freedom for Students at Michigan State University and General Student Regulations prior to its consideration by University Council; upon all matters brought before it by the President, the Provost, or the Vice President for Student Affairs and Services; and upon all matters on which its constitution requires such action.

3.2.8.2. On any matter brought before the Academic Assembly of ASMSU the mode of participation shall be that which is specified on the matter in the ascription of functions to University-level Standing Committees (4.3.-4.9.).

3.3.1.5. The President, the Provost, one elected member from the Academic Assembly of ASMSU, one elected member from COGS, and the Chairperson of the Athletic Council (or the Chairperson's designee) will serve as ex officio members of the Faculty Senate, with voice, but no vote.

## 3.4.1. Composition of The Steering Committee

3.4.1.1. The Steering Committee shall be composed of (a) five members of the faculty, elected at-large; (b) the Chairpersons of the University-level Standing Committees; (c) the Chairperson of ASMSU Academic Assembly and the President of the Council of Graduate Students, who will have voting rights on all matters not reserved for the faculty (1.2.3.); (d) one undergraduate student chosen from the voting members of the ASMSU Academic Assembly and one graduate student selected from the student members of COGS will have voting rights on all matters not reserved for the faculty.

3.4.1.2.4. The term of office for student members of The Steering Committee shall be one year. No student may serve more than two consecutive terms on The Steering Committee unless that student holds the office of President of COGS or ASMSU Academic Assembly Chairperson, in which event the student may serve on The Steering Committee while holding that office. Student members of The Steering Committee will be identified by the end of each Spring Semester.

3.4.1.2.4.1. Student members of The Steering Committee shall be chosen from the voting membership of ASMSU Academic Assembly and COGS.

3.4.1.2.4.2. Should a student member leave The Steering Committee, a replacement shall be chosen by ASMSU Academic Assembly in the case of an undergraduate student, or COGS in the case of a graduate student.

3.5.1. The Secretary for Academic Governance will direct the Office of Academic Governance.

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3.5.2. The Secretary for Academic Governance shall be appointed by the President in consultation with The Steering Committee, and they shall review the appointment at periods not to exceed five years.

3.5.3. The Secretary for Academic Governance shall be the parliamentarian with regard to the Bylaws for Academic Governance, and shall serve as a non-voting, ex officio member of the University Council, the Faculty Senate, The Steering Committee, the Academic Congress and the Academic Assembly of ASMSU.

3.5.4. The Secretary for Academic Governance will serve as the liaison between the Academic Assembly of ASMSU and academic governance and between COGS and academic governance.

3.5.4.1. The Secretary for Academic Governance will be responsible for sharing information with academic governance regarding actions being taken by the Academic Assembly of ASMSU and COGS.

3.5.4.2. The Secretary for Academic Governance will serve as informational parliamentarian for the Academic Assembly of ASMSU and COGS.

3.5.4.3. The Secretary of Academic Governance will receive and file the minutes of meetings of the Academic Assembly of ASMSU and COGS in the Office of Academic Governance.

3.5.4.4. The Office of Student Life will consult regularly with the Secretary of Academic Governance regarding ASMSU and COGS elections and will provide assistance to the Academic Assembly of ASMSU and COGS.

3.5.5. The Office of the Secretary for Academic Governance, along with other administrative offices, provides staff support to The Steering Committee, the University Council, the Faculty Senate, the Academic Assembly of ASMSU, the Council of Graduate Students, and the University-level Standing Committees in the execution of responsibilities directly and indirectly expressed in these Bylaws. The Secretary of Academic Governance shall supervise elections to the University Council, the Academic Assembly of ASMSU, the Council of Graduate Students, and of the at-large faculty of The Steering Committee, with review by the University Committee on Academic Governance.

4.1.1. There shall be the following University-level Standing Committees within Academic Governance:

University Committee on Academic Governance

University Committee on Undergraduate Studies

University Committee on Curriculum

University Committee on Faculty Affairs

University Committee on Faculty Tenure

University Committee on Graduate Studies



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University Committee on Student Affairs

## **SECTION 4 – STANDING COMMITTEES**

### 4.2. GENERAL RULES GOVERNING STANDING COMMITTEES

#### 4.2.1. Composition of University-level Standing Committees

4.2.1.1. The composition of each University-level Standing Committee is specified in the description of each committee. The number of members for each committee is monitored by the University Committee on Academic Governance (4.3.-4.9.).

4.2.1.2. Unless otherwise provided, no college shall have more than one faculty representative on a University-level Standing Committee.

4.2.1.3. Unless provided otherwise in detailed descriptions below, the term of office for faculty members on University-level Standing Committees shall be two years. Provisions shall be made to stagger elections. Terms of office shall begin August 16.

4.2.1.4. The term of office for student members on University level Standing Committees shall be one year. Terms of office shall begin on the first day of summer semester classes.

4.2.1.5. No individual may serve more than three consecutive terms on the same University-level Standing Committee as a representative of the same constituency.

4.2.1.6. No individual may serve concurrently as a voting member of more than one University-level Standing Committee.

4.2.1.7. Election and appointment to University-level Standing Committees shall take place in the spring of each year.

4.2.1.8. If for any reason a member of a University-level Standing Committee is unable to serve for a period of one or more semesters, a replacement shall be named for that period. The selection of the replacement shall take place in the same manner as the selection of the member unable to serve.

4.2.1.9. Where faculty members of University-level Standing Committees are selected from the elected faculty on the University Council, they shall be elected by the Faculty Senate from a list of nominees chosen by the faculty of the University Committee on Academic Governance. The number of nominees shall be at least 1.5 times the number of positions to be filled.

4.2.1.10. Where faculty members of a University-level Standing Committee are elected in college elections, nominating procedures shall be specified in college bylaws. Colleges

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may, in their bylaws, authorize the election to any University-level Standing Committee, except the University Committee on Faculty Tenure, of full-time fixed-term faculty who have served at least three consecutive years, and/or of specialists in the continuing appointment system.

4.2.1.11. Unless otherwise provided, undergraduate student members of University-level Standing Committees shall be elected by the Academic Assembly of ASMSU, and graduate student members of University-level Standing Committees shall be elected by COGS. Elections shall be held prior to the end of spring semester.

4.2.1.12. Elections to all University-level Standing Committees shall be completed prior to May 1.

## 4.2.2. General Procedures of Standing Committees

4.2.2.1. After University-level Standing Committees for the next year have been constituted in the spring, each new Committee shall use its best efforts to meet prior to the end of spring semester to elect its chairperson and vice chairperson. These officers must be elected no later than the first Committee meeting of the next academic year.

4.2.2.2. The chairperson of each University-level Standing Committee shall prepare a report at the end of each semester, summarizing the activities and actions of the Committee during that semester, and its projected activities for the next semester. The end-of-the-semester summaries will be posted on the web site for Academic Governance. The Secretary for Academic Governance shall distribute these with the agenda or minutes for the University Council (3.2.6.), or the Faculty Senate (3.2.5.), as appropriate. At least once each academic year, each chairperson shall report at a meeting of the Faculty Senate (3.3.5.) or the University Council (3.2.6.), as appropriate. The Secretary for Academic Governance shall establish the schedule for these reports.

4.2.2.3. The chairperson of each University-level Standing Committee shall submit an annual written report of that Committee's activities and actions to the Academic Governance Office by August 31. Summaries of these reports shall be posted on the web site for Academic Governance. Each University-level Standing Committee's chairperson shall regularly report to The Steering Committee on the work of that Committee.

4.2.2.4. University-level Standing Committees are encouraged to call on diverse members of the University community for the perspective which they may bring to the consideration of issues.

Such individuals are asked to render such services as the relevant Committee may reasonably request.

4.2.2.5. University-level Standing Committees shall establish their own rules and procedures, as long as they are not in conflict with these Bylaws.

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4.2.2.6. Subcommittees or ad hoc committees exist at the discretion of the parent University-level Standing Committees, which shall review the need for such subcommittees or ad hoc committees annually or at the conclusion of the period for which such subcommittee or ad hoc committee was constituted.

## 4.2.3. General Functions of Standing Committees

4.2.3.1. University-level Standing Committee members shall represent the interests of the entire University.

4.2.3.2. University-level Standing Committees shall initiate recommendations to, and communicate with, the Faculty Senate (3.3.5.) or the University Council (3.2.6.), as appropriate. Subject to the review of Faculty Senate or University Council, each University-level Standing Committee may make recommendations to the Provost and other administrators, as indicated in these Bylaws, on matters within the purview of the Committee.

4.2.3.3. Each University-level Standing Committee shall respond to reasonable requests for consultation or advice from administrators who initiate requests on matters within the purview of that Committee.

4.2.3.4. University-level Standing Committees shall regularly review their composition, procedures, and functions and recommend appropriate Bylaw revisions to the Committee on Academic Governance.

## 4.2.4. Meetings of Standing Committees

4.2.4.1. The administrator(s), or a designee, being advised by a University-level Standing Committee shall be present at meetings of the Committee except when the administrator(s) and Committee mutually agree otherwise.

4.2.4.2. Each University-level Standing Committee shall schedule its own meetings and post the schedule on its web page.

4.2.4.3. University-level Standing Committee meetings shall ordinarily be open, but any such Committee may formulate procedures for closing some of its meetings for stated reasons.

When a meeting is to be closed, the reasons for such closure will be announced publicly and stated on the Committee web page.

4.2.4.4. Each University-level Standing Committee shall determine its own agenda. Members of The Steering Committee, administrators, faculty, and students may suggest items for a Committee's agenda. Announcements of University-level Standing Committee meetings must be posted on the relevant Committee's web page at least one week in advance of the meeting and include the time and place of the meeting and an agenda.

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## 4.3. UNIVERSITY COMMITTEE ON ACADEMIC GOVERNANCE

4.3.1. The University Committee on Academic Governance (UCAG) shall have seven faculty members selected from the elected faculty currently serving on the University Council or having served within the past three years. UCAG shall have five undergraduate student members, of whom at least one must be a member of the Academic Assembly of ASMSU, and two graduate student members. The Provost or designee and the Secretary for Academic Governance shall be ex officio members of UCAG.

4.3.1.1. The University Committee on Academic Governance shall report to the University Council.

4.3.1.2. The chairperson of the University Committee on Academic Governance shall be a member of The Steering Committee, and thus of the Faculty Senate and the University Council.

4.3.2. The University Committee on Academic Governance shall nominate to the University Council individuals who may be appointed to University-level Standing Committees, The Steering Committee, Advisory-Consultative Committees, and other committees as may be requested by the University Council.

4.3.2.1. Only the faculty members of the University Committee on Academic Governance shall nominate faculty to the committees listed in 4.3.2.

4.3.2.2. The Academic Assembly of ASMSU shall solicit nominations from the entire undergraduate student population for the undergraduate vacancies on the committees listed in 4.3.2. COGS shall appoint graduate and professional students to graduate vacancies on the committees listed in 4.3.2.

4.3.2.3. The Secretary for Academic Governance shall provide staff assistance to UCAG in developing nominations.

4.3.3. The University Committee on Academic Governance shall conduct a continuing review of the Bylaws and shall be responsible for recommending amendments in these Bylaws to the University Council.

4.3.4. The University Committee on Academic Governance shall interpret these Bylaws subject to review by the University Council.

4.3.5. The University Committee on Academic Governance shall review college bylaws for consistency with these Bylaws. It shall review each college's bylaws at least once every five years.

4.3.6. The University Committee on Academic Governance shall consider appeals of reviews of department/school bylaws by college committees.

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4.3.7. Decisions of the University Committee on Academic Governance on college and department bylaws are subject to review by the University Council.

4.3.8. The University Committee on Academic Governance shall provide guidelines for elections to the University Council and to The Steering Committee, review challenged elections, and recommend appropriate action to the University Council.

## 4.4. UNIVERSITY COMMITTEE ON UNDERGRADUATE STUDIES

4.4.1. The membership of the University Committee on Undergraduate Studies (UCUS) shall include a faculty member from each college, and a faculty member from the non-college faculty. UCUS shall also have four undergraduate student members, of whom one must be a member of the Academic Assembly of ASMSU, and two graduate student members. The Provost or the Provost's designee shall be a member with voice, but no vote.

4.4.1.1. The University Committee on Undergraduate Studies shall report to the University Council (3.2.6.).

4.4.1.2. Each year the University Committee on Undergraduate Studies shall appoint one of its faculty members to serve as an ex officio member on the Athletic Council.

4.4.2. The chairperson of the University Committee on Undergraduate Studies will serve on The Steering Committee and thus on the University Council and the Faculty Senate.

4.4.3. The University Committee on Undergraduate Studies shall exercise the faculty's delegated authority on grading policy for undergraduate students and the use of grades and grade point averages for undergraduate admissions and for advancement in or graduation from undergraduate academic programs.

4.4.4. The University Committee on Undergraduate Studies shall review all changes in undergraduate academic programs proposed by academic units and recommend their approval or rejection to the University Committee on Curriculum.

4.4.5. The University Committee on Undergraduate Studies shall have shared responsibility with the Dean of Undergraduate Studies to consult with the Provost on the establishment, moratorium, discontinuance, or merger of undergraduate academic programs; on policies pertaining to curriculum revision, methods of instruction, evaluation of instruction, and advising and counseling for undergraduate students and programs; and on other policies pertaining to undergraduate education. On issues of the establishment, moratorium, discontinuance, and merger of undergraduate academic programs, the University Council and the Faculty Senate will be informed of the UCUS's consultation with the Provost.

## ASSOCIATED STUDENTS OF MICHIGAN STATE UNIVERSITY

4.4.6. The University Committee on Undergraduate Studies shall have shared responsibility with the Dean of Undergraduate Studies to consult with the Provost on policy pertaining to admissions and retention, financial aid, and the use and distribution of educational and research resources for undergraduate students and programs.

4.4.7. The University Committee on Undergraduate Studies shall advise and consult with the Dean of Undergraduate Studies and the Provost and make recommendations to the University Council on all other matters of academic policy affecting undergraduate students.

4.4.8. The University Committee on Undergraduate Studies shall coordinate its activities with those of other committees, as appropriate.

### 4.5. UNIVERSITY COMMITTEE ON CURRICULUM

4.5.1. The members of the University Committee on Curriculum (UCC) shall include a faculty member from each college. UCC shall also have five undergraduate student members, of whom one must be a member of the Academic Assembly of ASMSU, and two graduate student members. The Provost or the Provost's designee shall be a member with voice, but no vote. The Provost shall also name an executive secretary to serve ex officio without vote.

4.5.1.1. The University Committee on Curriculum will report to the Faculty Senate. UCC may seek advice from the University Council before reporting to the Faculty Senate on a particular matter, and will do so if The Steering Committee so requests.

4.5.2. The chairperson of the University Committee on Curriculum will serve on The Steering Committee and thus on the University Council and the Faculty Senate.

4.5.3. The University Committee on Curriculum shall exercise the faculty's delegated authority to review and approve or reject all changes in undergraduate curricula and degree requirements recommended by the University Committee on Undergraduate Studies, and to review and approve or reject changes in graduate and graduate-professional curricula and degree requirements recommended by the University Committee on Graduate Studies. The University Committee on Curriculum shall not reject a recommendation from either the University Committee on Undergraduate Studies or the University Committee on Graduate Studies without providing a rationale for the rejection and consulting with the appropriate committee. In addition, the University Committee on Curriculum shall exercise the faculty's delegated authority to review and approve or reject all undergraduate and graduate courses proposed by academic units.

4.5.4. The University Committee on Curriculum shall advise the Provost on criteria for the establishment and deletion of courses and curricula.

4.5.5. The University Committee on Curriculum shall coordinate its activities with those of other committees, as appropriate.

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## 4.6. UNIVERSITY COMMITTEE ON FACULTY AFFAIRS

4.6.1. The faculty of each college, and the non-college faculty, shall select one faculty member to represent it on the University Committee on Faculty Affairs (UCFA). UCFA shall have as members at least two non-tenured regular faculty and two full-time fixed-term faculty who are eligible to be voting faculty under 1.1.2.1. Each year the University Committee on Academic

Governance shall designate which colleges, or college groupings, shall select non-tenured faculty and full time fixed-term faculty as members of the University Committee on Faculty Affairs. The

Provost or the Provost's designee shall be a member of UCFA with voice, but no vote.

4.6.1.1. The University Committee on Faculty Affairs will report to the Faculty Senate. At its discretion, the University Committee on Faculty Affairs may request an opportunity for UCFA representatives to appear before the University Council to seek advice.

4.6.1.2. The University Committee on Faculty Affairs shall make recommendations to the Faculty Senate on issues related to the University budget, and shall report annually to a meeting of the Faculty Senate on academic budget allocations and adjustments in salary and other forms of economic benefits.

4.6.2. The chairperson of the University Committee on Faculty Affairs shall be a member of The Steering Committee and thus of the Faculty Senate and the University Council.

4.6.3. The University Committee on Faculty Affairs shall have shared responsibility with the Provost for the formulation of faculty grievance procedures and on the rights and responsibilities of faculty.

4.6.4. The University Committee on Faculty Affairs shall advise the Provost on personnel policies relating to faculty, including appointment, reappointment, promotion, leaves, retirement, and assignment to teaching, research, and administration.

4.6.5. The Committee on Faculty Affairs shall consult with and/or advise the Provost during the formulation of the University's annual budget request to the State of Michigan.

4.6.6. The University Committee on Faculty Affairs recommendations regarding faculty rights and responsibilities and grievance procedures must also be approved by the Faculty Senate.

## 4.7. UNIVERSITY COMMITTEE ON FACULTY TENURE

4.7.1. The faculty of each college, and the non-college faculty, shall select one regular faculty member (1.1.1.1.) to represent it on the University Committee on Faculty Tenure (UCFT). UCFT shall have as members at least three non-tenured faculty. Each year the

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Committee on Academic Governance shall designate which colleges, or college groupings, shall select non-tenured faculty as members of the University Committee on Faculty Tenure. UCFT shall have two undergraduate student members, of whom one must be a member of the Academic Assembly of ASMSU, and one graduate student member. The Provost or the Provost's designee shall be a member with voice, but no vote.

4.7.1.1. The University Committee on Faculty Tenure will report to the Faculty Senate. At its discretion, the University Committee on Faculty Tenure may request an opportunity for UCFT representatives to appear before the University Council to seek advice.

4.7.2. The chairperson of the University Committee on Faculty Tenure shall be designated as a voting member of The Steering Committee and thus of the University Council and the Faculty Senate.

4.7.3. The University Committee on Faculty Tenure shall advise the Provost on the formal and procedural rules for the award and revocation of tenure and on policies relating to tenure, and shall make recommendations to the Faculty Senate on such rules and on policies.

4.7.4. The role of the University Committee on Faculty Tenure on the interpretation of the rules of tenure is determined by Principle Seven of the Operating Principles of the Tenure System (see Faculty Handbook).

4.7.5. The University Committee on Faculty Tenure shall hear and act on all cases for exceptions to the rules of tenure and its decisions on the matters shall be binding on the administration and on the faculty member.

4.7.6. The University Committee on Faculty Tenure shall report promptly to the Faculty Senate if the administration acts in a manner contrary to UCFT's decision on a question involving tenure.

## 4.8. UNIVERSITY COMMITTEE ON GRADUATE STUDIES

4.8.1. The members of the University Committee on Graduate Studies (UCGS) shall include a faculty member from each college with a graduate or graduate-professional degree program, plus one additional member from the Colleges of Agriculture and Natural Resources, Arts and Letters, Business, Education, Natural Science, and Social Science. UCGS shall have five graduate student members selected by the Council of Graduate Students. No more than one student member may be from any one department, with consideration being given to University-wide representation insofar as possible. The Dean of the Graduate School or the Dean's designee shall be a member with voice, but no vote.



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4.8.1.1. The University Committee on Graduate Studies will report to the University Council (3.2.6.).

4.8.2. The chairperson of the University Committee on Graduate Studies will serve on The Steering Committee and thus on the University Council and the Faculty Senate.

4.8.3. The University Committee on Graduate Studies shall exercise the faculty's delegated authority on grading policy for graduate and graduate-professional students.

4.8.4. The University Committee on Graduate Studies shall review all changes in graduate and professional academic programs and recommend their approval or rejection to the University Committee on Curriculum.

4.8.5. The University Committee on Graduate Studies shall have shared responsibility with the Dean of the Graduate School to consult with the Provost on the establishment, moratorium, discontinuance, or merger of graduate programs; on policy pertaining to methods of instruction, evaluation of instruction, advising and counseling, and admissions and retention of graduate and graduate-professional students; and on other policies pertaining to administration of graduate and graduate-professional programs. On issues of the establishment, moratorium, discontinuance, and merger of graduate programs, the University Council and the Faculty Senate will be informed of UCGS's consultation with the Provost.

4.8.6. The University Committee on Graduate Studies shall have shared responsibility with the Dean of the Graduate School to advise the Provost on the coordination of graduate and graduate-professional programs.

4.8.7. The University Committee on Graduate Studies shall have shared responsibility with the Dean of the Graduate School to consult with the Provost on policies pertaining to financial aid and employment of graduate students and on the use and distribution of educational and research resources for graduate and graduate-professional programs and students.

4.8.8. The University Committee on Graduate Studies shall advise and consult with the Dean of the Graduate School and the Vice President for Research and Graduate Studies on policies relating to research development, as they pertain to graduate and graduate professional education.

4.8.9. The University Committee on Graduate Studies shall maintain liaison with academic units offering graduate and graduate professional programs.

4.8.10. The University Committee on Graduate Studies shall maintain liaison with the Council of Graduate Students.

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4.8.11. The University Committee on Graduate Studies shall coordinate its activities with those of other committees, as appropriate.

## 4.9. UNIVERSITY COMMITTEE ON STUDENT AFFAIRS

4.9.1. The University Committee on Student Affairs (UCSA) shall have four faculty members selected by the Faculty Senate. UCSA shall have eight student members appointed as follows: three ASMSU Student Assembly appointees, including the Chairperson of the ASMSU Student Assembly or the Chairperson's designee; two appointees from the Council of Graduate Students; and three ASMSU Academic Assembly appointees. UCSA appointees are expected to reflect the diversity of their constituencies. The Vice President for Student Affairs and Services or the Vice President's designee and the University Ombudsman shall be members with voice, but no vote.

4.9.1.1. The University Committee on Student Affairs shall report to the University Council (3.2.6.). However, any policy amendment or statement reviewed by UCSA that affects the professional rights and responsibilities of the faculty must be approved by the Faculty Senate before consideration by the University Council.

4.9.2. The chairperson of the University Committee on Student Affairs shall be a voting member of the University Council.

4.9.3. The University Committee on Student Affairs shall advise the Vice President for Student Affairs and Services on all policies of the Office of the Vice President for Student Affairs and Services and on other University policies as they affect the academic achievement of students.

4.9.4. The University Committee on Student Affairs shall initiate and review proposed amendments to Academic Freedom for Students at Michigan State University, General Student Regulations, and policies relating to the academic rights and responsibilities of students.

4.9.4.1. Any such amendment affecting the professional rights and responsibilities of the faculty must be reviewed by the University Committee on Faculty Affairs and approved by the Faculty Senate before consideration by the University Council.

4.9.5. The University Committee on Student Affairs shall assume the duties of the Committee on Academic Rights and Responsibilities under the Academic Freedom for Students at Michigan State University.

## **SECTION 5 - OTHER UNIVERSITY-LEVEL COMMITTEES**

# ASSOCIATED STUDENTS OF MICHIGAN STATE UNIVERSITY

## 5.1. UNIVERSITY COUNCIL ADVISORY-CONSULTATIVE COMMITTEES

5.1.1. The University Council may establish Advisory-Consultative Committees for academic administrators of University-wide programs which do not have students and/or faculty regularly attached, or where the advisory processes established in Academic Freedom for Students at Michigan State University do not provide a sufficiently broad base for the University-wide program.

5.1.2. The University Council shall establish the functions and the general procedures of Advisory-Consultative Committees, taking account of the recommendations of the administrator to be advised.

5.1.3. The composition of Advisory-Consultative Committees shall be established by the University Council. Membership shall be determined according to procedures specified in 4.3.2., except as noted in 5.1.3.1. The terms of office shall be two years for faculty and one year for students. No member may serve for more than two consecutive terms.

5.1.3.1. When an Advisory-Consultative Committee's bylaws specify one faculty member from each of the colleges and one from among non-college faculty, each College Advisory Committee shall select one member and the appropriate representative body for the non-college faculty shall select one.

5.1.4. Advisory-Consultative Committees shall advise and consult with appropriate administrators. The committees shall recommend to the University Council, through The Steering Committee or an appropriate University-level Standing Committee, needed changes in University policies and procedures. An annual report shall be made to The Steering Committee for distribution with the University Council minutes. Minutes of all meetings shall be sent to The Steering Committee.

5.1.5. The University Committee on Academic Governance shall review the need for each Advisory-Consultative Committee at intervals not to exceed five years and recommend appropriate action, if any, to the University Council.

## 5.2. ATHLETIC COUNCIL

5.2.1. There shall be an Athletic Council with composition and bylaws subject to approval by the University Council. The Athletic Council shall function as the faculty voice in the intercollegiate athletic program.

### 5.2.2. Composition of the Athletic Council

5.2.2.1. The voting members of the Athletic Council shall be eight members of the faculty, eligible for election under 1.1.2.4. and 1.1.2.5., three alumni, and three students.

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5.2.2.2. Ex officio members without vote shall include: the Director of Intercollegiate Athletics, the Faculty Athletic Representative, the Executive Director of the Alumni Association, and the Vice President for Finance and Operations or the Vice President's designee.

## 5.2.3. Appointment of Members

5.2.3.1. Faculty members of the Athletic Council shall be selected by the President from a slate of nominees (two for each vacancy) prepared by the faculty of the University Committee on Academic Governance and approved by the Faculty Senate.

5.2.3.1.1. The University Committee on Undergraduate Studies shall appoint one of its faculty members to serve as an ex officio member of the Athletic Council.

5.2.3.2. Alumni representatives shall be chosen from members of the Michigan State University Alumni Association, which shall prepare a slate of two nominees for each vacancy, from which the President shall appoint one. One of the alumni representatives shall be a former student varsity athlete. Alumni members shall not be employees of the University.

5.2.3.3. The President shall select student members of the Athletic Council.

5.2.3.3.1. One undergraduate student shall be appointed from a slate of three nominees submitted by the Associated Students of Michigan State University. One graduate student shall be appointed from a slate of three nominees submitted by the Council of Graduate Students. One member of the Student-Athlete Advisory Council shall be selected from a slate of three nominees prepared by the Student-Athlete Advisory Council.

5.2.3.4. The Faculty Athletic Representative to the athletic agencies or conferences to which the University chooses to belong shall be a member of the regular faculty appointed by the President. The appointment shall be made with the advice of the voting members of the Athletic Council.

## 5.2.4. Terms of Appointment

5.2.4.1. The terms of appointment of faculty and alumni representatives on the Athletic Council shall be two years and shall begin on August 16. Terms of members shall be staggered so that not less than one-third of the membership will return the following year.

5.2.4.2. The term of appointment for student representatives shall be one year and shall begin on the first day of summer semester.

5.2.4.3. Vacancies for a period of one or more academic terms that occur during the term of appointment of any voting member shall be filled for the remainder of the unfinished term in the same manner as the regular selection of the member unable to serve. Voting

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members of the Athletic Council can serve no more than two consecutive terms. An appointment of more than eight months to fill an unfinished term shall be equivalent to a full term in considering eligibility for reappointment.

5.2.4.4. The Faculty Athletic Representative shall serve at the discretion of the President. The President shall review the Faculty Athletic Representative at least once every five years with the advice of the voting members of the Athletic Council.

## 5.2.5. Responsibilities of the Athletic Council

5.2.5.1. The Athletic Council serves as the deliberative body for the discussion of academic policy related to student-athletes and intercollegiate athletics.

5.2.5.2. The Athletic Council advises the Director of Intercollegiate Athletics on matters of policy, procedures and organization related to intercollegiate athletics.

5.2.5.2.1. In formulating policy regarding the regular season and post-season tickets and trips, voting members of the Athletic Council shall strive to minimize the award of special privileges to themselves that are uncharacteristic of those generally available to faculty. Nonetheless, it is expected that Athletic Council will fulfill responsibilities related to institutional representation as appropriate throughout the year.

5.2.5.2.2. Complimentary tickets given to Athletic Council Members are considered non-transferable.

5.2.6. The Athletic Council reports to the University Council. Form and frequency of reporting will be determined by The Steering Committee, but in no case will the frequency of reporting be less than once each academic year. The Athletic Council will also respond to questions asked by the University Council through its seated representative in the University Council, the Chairperson of Athletic Council.

5.2.6.1. Policies regarding regular season and post-season trips, as well as a record of the disbursement of complimentary tickets and trips, shall be reported in the annual report of Athletic Council to University Council.

## 5.3. AD HOC COMMITTEES OF THE UNIVERSITY COUNCIL

5.3.1. Ad hoc committees shall be kept to a minimum. Before establishing an ad hoc committee, the University Council shall consult with The Steering Committee to determine whether the commission might appropriately be referred to one or more University-level Standing Committees.

5.3.2. The Steering Committee shall recommend to the University Council the composition, method of selecting members, functions, and procedures of ad hoc committees.

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**SECTION 7 - ADMINISTRATIVE SUPPORT  
OF ACADEMIC GOVERNANCE**

7.1. The administrator of an academic unit shall render necessary support, clerical and otherwise, to academic governance at the unit level. At the University level, this is the responsibility of the Provost and the Vice President for Student Affairs and Services.

7.2. Academic administrators shall recognize a faculty member's participation in academic governance as an important and integral part of the individual's work load. Teaching schedules or other work assignments should be made consistent with regular committee or council meetings in sofar as that is reasonably possible.

**SECTION 8 - INTERPRETATION AND  
AMENDMENT**

8.1. The academic governance bodies established by these Bylaws shall follow Robert's Rules of Order, Revised unless otherwise specified in these Bylaws.

8.2. Except for the Board of Trustees, the University Council shall be the final authority with regard to the interpretation of these Bylaws.

8.3. Amendments

8.3.1. Proposed amendments shall be submitted to the University Committee on Academic Governance. After review by UCAG, proposed amendments may be submitted to the University Council for action under 3.2.5.11., by UCAG or by any member of the University Council.

8.3.2. If the University Council approves the proposed amendment, The Steering Committee shall forward it to the President.

8.3.2.1. If the President concurs with the proposed amendment, the President shall notify The Steering Committee and place the proposed amendment on the agenda for action by the Board of Trustees within 90 days (excluding the time between the end of spring semester and the start of fall semester).

8.3.2.2. If the President does not concur with the proposed amendment, the President shall return it to The Steering Committee with the President's written objections and recommendations within 30 days (subject to the exclusion noted in 8.3.2.1.). The Steering

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Committee shall submit the proposed amendment and the President's comments to the University Council for reconsideration.

8.3.2.2.1. If the University Council declines reconsideration, or if reconsideration results in no change to the proposed amendment, The Steering Committee shall return the proposed amendment to the President, who shall place it on the agenda for action by the Board of Trustees

within 60 days (subject to the exclusion noted in 8.3.2.1.). 8.3.2.2.2. In the event that reconsideration leads to modification of the proposed amendment by the University Council, The Steering Committee shall forward the modified proposed amendment to the President, as set forth in 8.3.2.

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**ASMSU  
GENERAL  
ASSEMBLY CODE  
OF OPERATIONS**

**APPENDIX V: ASMSU STANDING POLICY**



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*The following is a summary compilation of Standing Policies of ASMSU, ordered from oldest to newest. Each paragraph includes general summary of the policy (typically the bill or resolution title), a reference legislation number, and the exact wording of the policy resolves. Those policies which have been completed, invalidated, or outdated, have been struck and include summary notations of their completion, invalidation, or other supporting rationale.*

**ASMSU shall document all Green Emergency Phones Functionality and Accessibility [PURSUANT SA44-04]:** The Office of the Chair is charged to document all Campus Emergency Phones with photos taken in such a way to demonstrate the green light functionality and accessibility. The Office of the Chair shall submit a report of their findings no later than the passage of this bill. The Student Assembly Office of the Chair shall be given the responsibility to document the functionality of Green Phones on campus.

## **INVALIDATED BY THE ACADEMIC FREEDOM REPORT**

### **~~ASMSU and Judiciary Hearings~~**

~~[PURSUANT SA44-05]: ASMSU shall appoint no person to serve as a Judicial Board Member until such time as a public and published code of operations for Judicial Hearings is approved by this assembly. The Office of the Chair is charged to immediately compose an adequate and experienced task force of people to write a practical and effective Code of Operations for Judicial Hearings. Student Assembly must approve the completed Judicial Hearings Code of Operations by a vote of 2/3 before Judicial Board Member appointments will be considered.~~

## **ACCOMPLISHED 2009**

### **~~ASMSU urges the University to enhance the technological capabilities of mail.msu.edu~~**

~~[PURSUANT SA44-17]: The Student Assembly Chairperson shall urge the appropriate administrators to incorporate working spam filters, text options (bold, italics, underline, font, sizing, spacing), an improved spell check, ability to support HTML in email, additional storage space, functional search feature and enhanced user design capabilities to mail.msu.edu.~~

### **ASMSU shall research the feasibility of bringing a Presidential Primary Debate to Michigan State University**

**[PURSUANT SA44-18]:** The Office of the Chair shall research the possibility of bringing a Presidential Primary Debate to Michigan State University.

### **ASMSU shall initiate a Comprehensive Voter Registration Campaign**

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**[PURSUANT SA44-19]:** ASMSU shall initiate a proactive and aggressive Voter Registration Campaign to get MSU Students to register to vote locally. The Student Assembly Vice Chairman for External Affairs shall be charged with coordinating this campaign with the Governmental Affairs Department and provide a detailed report every General Assembly Meeting on the progress of the campaign, including a comprehensive plan effectively laying out the campaign plan, the number of students registered, and the steps taken to reach the largest number of students.

## **ASMSU presses University to assure student security during natural disasters, as university facilities**

**[PURSUANT SA44-30]:** Student Assembly Office of the Chair contact the appropriate parties within the University to request arrangement of facilities that are adequate for students and staff in case of similar emergencies (tornadoes of 2007).

## **ASMSU encourages the University to salt the pavements for the safety of students**

**[PURSUANT SA44-32]:** ASMSU Office of the Chair shall advocate to the appropriate university officials for better salting and snow materials of the pavements to decrease the chance of students becoming injured.

## **ASMSU condemns the proliferation of parking meters at accessible parking spaces and advocate for their removal**

**[PURSUANT SA44-39]:** MSU's proliferation of parking meters at accessible parking spaces shall be condemned as offensive. ASMSU shall advocate for the immediate removal of these offensive parking meters from the accessible parking spaces in all locations on campus. Progress reports shall be presented at each Student Assembly general meeting until these goals are accomplished.

## **ASMSU shall advocate changing MSU's Parking meters to have a standard maximum time allowed**

**[PURSUANT SA44-42]:** ASMSU shall advocate for all parking meters on campus that currently have a 1 hour time limit changed to a maximum time allowed of two hours or more to allow students to learn without interruption. Progress on this issue shall be reported at each Student Assembly general meeting until this goal has been achieved.

## **ASMSU shall approach University Official on Natural Disaster Security**

**[PURSUANT SA44-44]:** The Office of the Chair shall consult and invite an appropriate university official to speak to the ASMSU Student Assembly who can explain university policy in emergency situations.

## **ASMSU shall help contribute to underprivileged people in the City of Lansing and East Lansing**

**[PURSUANT SA44-45]:** Student Assembly Office of the Chair shall contact the Assistant Vice President for University Housing and Food Services to explore the possibility of donating left over foods to local homeless shelters.

## **ASMSU Free Speech Workshop**

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**[PURSUANT SA44-66]:** ASMSU Student Assembly shall actively pursue a workshop at the Student Assembly which the ASMSU Attorneys present on behalf of the student body on Hate Speech and Free Speech in the MSU community, with representatives from the Office of the Vice President for Student Affairs, Office of Inclusion and Intercultural Affairs, and the University Legal Counsel shall have representatives present. ASMSU shall advocate the aforementioned Offices to present to student assembly about the MSU Anti-Discrimination and Anti-Harassment.

## **ASMSU shall improve its sustainability by reducing paper waste**

**[PURSUANT SA44-69]:** Minutes shall be distributed via e-mail to all assembly members in a week's period immediately following the meeting for revision and corrections. Only one printed copy of the minutes will be made available at the meeting rather than one per assembly member, thereby reducing paper waste.

## **ASMSU empowers the Chair of the Student Assembly to address rental property timetables with the City of East Lansing**

**[PURSUANT SA44-70]:** The Student Assembly Chair is empowered to represent the undergraduate student body in requesting from the East Lansing city council a lease signing date of no earlier than the first of the calendar year in which the lease will begin.

## **ASMSU shall advocate to bring Sonic to East Lansing, Michigan**

**[PURSUANT SA44-72]:** ASMSU shall contact Sonic to encourage them to locate to East Lansing.

## **ASMSU shall advocates for providing more accommodating seating for students with varying physical characteristics**

**[PURSUANT SA44-73]:** [Many seats in large lecture halls are narrow and legroom is limited]. ASMSU advocate for the addition of more accommodating seating for these students (Big & Tall Students).

## **ASMSU advocates adding mirrors to blind corners at Cherry Lane Apartments to promote student safety**

**[PURSUANT SA44-74]:** ASMSU advocates the addition of safety mirrors to Cherry Lane Apartments and that the Office of the Chair be charged with seeing this is carried out.

## **ASMSU denounces poor MSU parking policies & demands improvements**

**[PURSUANT SA44-77]:** ASMSU strongly denounces the MSU policy and the practice of ticketing cars simply because the meter has failed. ASMSU officers will pursue changing this policy and practice with all necessary administration so that a broken meter is not the grounds for a ticket and report back to the Assembly before the end of the Session

## **ASMSU shall advocate for a Housing Bill of Rights**

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**[PURSUANT SA44-78]:** The following items be considered a first draft of a Renter's Bill of Rights, strenuously pursued legislatively through the City Council of East Lansing, then as an Educational service of ASMSU.

- Renters shall be made aware of health-affecting conditions of property rented in similar fashion as a purchase of a home, i.e. presence of lead paint, presence of mold.
- The City Council of East Lansing shall provide a Landlord evaluation system which allows for landlord evaluation by previous or current residents. This data shall be public and available to prospective tenants to sort by address or landlord.
- Landlords shall be responsible to post a notice on entrance ways the reasons that they have entered the rental property, including but not limited to maintenance is being performed, or the property being shown.
- Landlords shall be responsible to leave a summary of work performed left after maintenance is done.
- Landlords will be required to give at least 24 hours notice before entering property for non-emergency maintenance.
- Lease Agreement provisions which allow for rent increases within rental periods must be limited to increases no sooner than 12 (twelve) months.
- The City of East Lansing should provide adequate access to its recycling services.
- The Landlord shall refund the security deposit within one week of the termination of the lease, with at least one month to dispute any charges against the deposit by the landlord.
- The Landlord shall correct any critical safety/health related problems within one day.
- The Landlord shall correct any non-critical problems within one week.

The Department of Governmental Affairs shall make pressing this Renter's Bill of Rights a critical priority over the summer semester, with updates to the Assembly as possible by the Vice-Chairperson for External Affairs. The OGA report to Student Assembly with an educational plan for potential renters in the fall of 2008.

## **ASMSU shall research and develop a "Good Samaritan Ordinance" for Michigan State University and the City of East Lansing**

**[PURSUANT SA45-45]:** The Office of External Affairs will research and work with the City of East Lansing, Michigan State University Administration and officials, Olin Health Center, and other necessary parties to develop a "Good Samaritan" program that stretches across Michigan State's campus and the City of East Lansing.

## **ASMSU supports and advocates for the Construction of an On-Campus Rock Climbing Facility**

**[PURSUANT SA45-52]:** ASMSU shall, to whom it deems necessary, communicate for an indoor rock climbing facility at Michigan State University and advocate for its construction and operation.

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## **ASMSU shall investigate how to get contact information on the back of the MSU ID card**

**[PURSUANT SA45-58]:** The Office of the Chair shall research how to get the contact information of organizations deemed prudent by the Office of the Chair on the back of the MSU ID Cards.

## **ASMSU shall advocate for adequate shoveling and salting of MSU sidewalks**

**[PURSUANT SA45-59]:** The Office of the Chair shall speak with the administration to adequately salt and shovel all sidewalks and parking lots so students and faculty are able to safely arrive to the classroom.

## **ASMSU shall collaborate with the administration to discuss methods of expanding the amount of electrical outlets in the Main Library**

**[PURSUANT SA45-66]:** The Office of the Chair shall collaborate with the administration to research methods of expanding the amount of electrical outlets available to students, either through adding more electrical outlets, or through adding surge protectors to some of the outlets, to provide students with more places to charge their laptops.

## **ASMSU SA Office of the Chair shall look into collaborating with SAF to improve ticket distribution system for the Izzone at Men's Basketball games**

**[PURSUANT SA45-77]:** ASMSU SA Office of the Chair shall collaborate with the SAF to figure out a way to stop people from sneaking friends into the lower bowl.

## **ASMSU SA Office of the Chair shall engage in constructive dialogue with the MSU Administration on the possible move of the Olin Health Center to the MSU Clinical Center**

**[PURSUANT SA46-06]:** The Office of the Chair shall engage in constructive dialogue with the MSU Administration to understand the present situation and work toward finding a solution that would not cause Olin Health Center to become decentralized and combined with the MSU Clinical Center.

## **ASMSU shall begin a Student Health and Safety initiative on campus**

**[PURSUANT SA46-08]:** ASMSU Student Assembly supports the passage of House Bill No. 4876, which will help encourage those around others who are deathly ill to seek help. The ASMSU Office of External Affairs shall begin a health and safety campaign working with places such as MSU Safe Place, Olin Health Center, City of East Lansing, and whomever else it is deemed necessary to speak with in regards to promoting and succeeding in the increased safety of all students at all times across campus.

## **ASMSU shall form a sub-committee dedicated to developing and implementing strategies to help Haiti relief efforts**

**[PURSUANT SA46-38]:** ASMSU shall form a sub-committee dedicated to developing strategies to raise funds to help Haiti relief efforts in conjunction with other Big 10 Student Governments, the Caribbean Student Association at Michigan State University,



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and any other MSU students and members of the greater East Lansing community who want to join in the effort of supporting Haiti relief efforts.

## **A Resolution of ASMSU's continued support of the Council of Racial and Ethnic Students (C.O.R.E.S.)**

**[PURSUANT SA46-42]:** ASMSU shall advocate to help save the Council of Racial and Ethnic Students because we are the student government and we are their voice.

## **ASMSU SA Office of the Chair look into getting the IM clocks running properly**

**[PURSUANT SA46-50]:** ASMSU Student Assembly Office of the Chair look into getting all the IM facility clocks working and running on time.

## **DEADLINE FOR RFIs PASSED.**

## **A Resolution to bring a "Google Fiber for Communities" fiber optic trial to MSU and the Greater Lansing Community**

**[PURSUANT SA46-51]:** ASMSU shall advocate for a trial to be conducted in the MSU and greater Lansing Community. ASMSU Office of the Chair shall ~~submit a completed Request for Information (RFI), and~~ work collaboratively with members of the MSU, East Lansing and Lansing Community to bring a Google fiber optic trial to our community.

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