

ASSOCIATED STUDENTS of MICHIGAN STATE UNIVERSITY

# ASMSU MANUAL



Revised  
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# ASSOCIATED STUDENTS of MICHIGAN STATE UNIVERSITY

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# ASMSU Constitution

## 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, and autonomous 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.*



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

### 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

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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
  - 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. Student Veterans of America
  - 12. Campus Interfaith Council
  - 13. Muslim Student Association
- 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. Multicultural Greek Council
  - 7. Other recognizable group(s)
    - i. Student Athlete Advisory Committee

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.

- A. 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. 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

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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.

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 Student Allocations Board shall assist the Finance Committee in its operations

- A. The Student Allocations Board shall have the responsibility of providing funding to qualified ASMSU Activity Departments, and shall have the responsibility of providing funding to qualified, Registered Student Organizations (RSOs).
- B. The membership of the Student Allocations Board shall include ASMSU members as outlined in the ASMSU General Assembly Code of Operations.
  - 1. The Student Allocations 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.

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## 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.

### B. A Vice-President and/or any other elected officer retaining their vote may be recalled from their position as officer by a two-thirds (2/3) vote of the elected membership of the body they belong to and/or preside over, but shall retain their 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.

1. 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 (1) a failure to attend meetings and/or office hours as specified in the General Assembly Code of Operations, and/or (2) Inappropriate Acts.

## 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 in compliance with Michigan State University.
- 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.
- 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.

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- 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 30% of the annual budget to the Student Allocations Board, 10% to be used to fund RSOs and 20% to fund ASMSU Activity Departments minus any related costs of maintaining the Board, its staff, and any office allocations.
  - 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.
  - 2. The General Assembly shall appropriate \$3.00 per student each semester from the ASMSU tax revenue for the ASMSU Safe Ride Program. This \$3.00 shall not be included in the base collected tax revenue mentioned above in Article II, Section 9, sub section A.

## 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.



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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

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.

# GENERAL ASSEMBLY CODE OF OPERATIONS

## TITLE ONE: Code Revisions 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. **Office of the President** - consists of the President and the Vice Presidents.
- D. **Assembly, General Assembly or GA** - as specified in Article II of the Constitution.
- E. **General Assembly Meeting** - a meeting of the full Assembly (not separated into committees).
- F. **Standing Committee Meeting** - a meeting of the one or more Committees: Academic, Policy, and Finance.
- G. **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.



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- H. **CORES** - the organization known as the Council of Racial and Ethnic Students.
- I. **COPS** - the organization known as the Council of Progressive Students.
- J. **Legislation** – either a Bill or Resolution.
- K. **Resolution** – expresses a sentiment of ASMSU or commits ASMSU to a position or stance regarding a particular subject.
- L. **Bill** – establishes policies, procedures, code or referendum, or instructs or commits ASMSU to action regarding a particular subject.
- M. **Appointment** – all nominations shall be appointments to any MSU or ASMSU board, council, or committee. If General Assembly approval is required the nominations may be immediately considered for passage.

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.

## TITLE TWO: General Assembly 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.”

Section 2. For each session, the ASMSU 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

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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 ASMSU President shall call a special General Assembly meeting within two class days. All Assembly members shall be notified of any meeting thus called.
- C. The President shall also retain the right to call a special General Assembly meeting. 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 Finance and Operations.
- B. The ASMSU Vice President for Academic Affairs
- C. The ASMSU Vice President for Governmental Affairs.
- D. The ASMSU Vice President for Internal Administration
- E. The ASMSU Vice President for Student Allocations
- F. In the event of the absence of all the above Vice Presidents 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 with the majority consent of the Vice Presidents 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.

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- 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:
  - i. 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.
  - ii. The election process must take place at a regular, open meeting of the organization’s governing board.
  - iii. 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.
- 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. An official Appointment Process shall exist to appoint eligible members of ASMSU to vacant seats of colleges represented within the General Assembly for the remaining duration of the given session; such an Appointment Process will be subject to the following rules and procedures:

- A. A person shall be eligible for appointment to represent the college in which they have major(s) as defined by the Office of the Registrar, provided that the candidate is a taxpaying member of ASMSU.
- B. Interested Students shall be required to submit a completed Appointment Application along with a current resume to the Vice President for Internal Administration for consideration of an appointment.
  - 1. Appointment Applications shall be available to any member of the public, both online and in the ASMSU Engagement Office.
  - 2. Applications shall be accepted upon a rolling basis throughout each session of the General Assembly.

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- C. Upon the verification of the application and certification of candidacy by the Vice President for Internal Administration, the student must then be reviewed and approved by an Appointment Board. The appointment board will make formal recommendations to the General Assembly for their approval.
- D. All final recommendations made by the Board will appear on the agenda for the following General Assembly meeting for approval of the appointment.
- E. All appointments must be approved by a majority vote of the General Assembly.
- F. The Vice President for Internal Administration shall be responsible for overseeing and administering all arrangements pertaining to the appointment process including the following responsibilities:
  - 1. Discretion to conduct paper-cuts if the applicant pool is too large for interview. At least one additional member of the appointment board must be present to administer paper-cuts.
  - 2. Discretion to not consider a petitioner who has not followed the instructions on the petition.
  - 3. Organize interviews on behalf of the appointment board and send the Board's official recommendation to the General Assembly for approval.
  - 4. Determine means of evaluating applicants during the interview process and keep record of the decision making process.
- G. An Appointment Board shall exist to oversee and administer the interview process under which individuals petitioning for a position will undergo. The appointment board will adhere to the following procedures and guidelines:
  - 1. All appointment board interviews shall be open only to members of the public that are currently enrolled in the University. No member of the public will be allowed to be present during the interview, but may speak on the merits of the candidate during a public comment time. All public comments must remain germane to the evaluation of the applicant being interviewed. All public comments are subject to a three-minute limit.
  - 2. Each applicant will be interviewed separately.
  - 3. The board will be organized and chaired by the Vice President for Internal Administration.
  - 4. Consist of the following members:
    - i. Vice President for Internal Administration
    - ii. One other member of the Office of The President.
    - iii. Chief Diversity Equity and Inclusion Officer or designee.



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- iv. Two currently serving representative of the college the petitioner is applying for. If there is no available representative serving in the same college, a representative from another college may sit as a member of the board.
- 5. There shall be procedural consistency within the board for all applicants of the same college.
- 6. At least three members of the board shall be consistent for all applicants of the same college
- 7. Once all applicants for a specific college have been interviewed, the appointment board shall deliberate and determine which applicants will be recommended to the General Assembly for appointment.
- 8. All official recommendations to the General Assembly shall be candidates who have received the highest combined rating of the board after the following procedure has been completed,
  - i. Before each interview, the VPIA will provide all board members with evaluation sheets.
  - ii. Each sheet will include interview questions, spaces for comments, and ratings scales from 1 to 5.
  - iii. During interviews, each board member will rate the candidate's response to each question on a scale of 1 to 5.
  - iv. At the end of the interview, board members will deliberate with each other on the candidate's overall performance.
- v. After deliberations, board members will proceed with a yes/no vote.
- vi. If a majority of board members vote to approve the candidate, they will proceed to rate each of the candidate's qualities below on a scale of 1 to 5:
  - a) Quality of resume, cover letter, and other accolades.
  - b) Overall interview performance
  - c) Ability to connect and communicate with constituents
  - d) Has a basic knowledge of ASMSU and understands its underlying responsibilities
  - e) Motivation and intention to be an involved representative
  - f) Potential legislative ideas or goals.
- vii. The VPIA will then compile the ratings of each candidate.
- viii. The candidate with the highest rating overall will be recommended to the General Assembly.
- ix. The VPIA shall compile reports for all interviewed applicants, whether approved or not.
  - (1) Reports of approved applicants sent to the General Assembly, shall include details on how the applicant met

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- qualifications, answered interview questions, and reasoning of majority consent along with any dissent reasoning.
- (2) Reports of rejected applicants, sent to the applicant, shall include details on how the applicant met qualifications, answered interview questions, and reasoning of majority consent along with any dissent reasoning.
- (3) ASMSU shall make representation be known publicly, and a summary of their report to the General Assembly.
  - (a) Measures of applicant qualities based on interviews, reasoning of majority consent along with dissent will be not be confidential.
- x. In the case of a tie, board members shall deliberate further and hold a vote.
- xi. If the vote is a tie, then the VPIA shall choose the representative.
- xii. If there are fewer candidates than there are seats, then the appointments board would then follow the standard appointments process
- xiii. Candidates will be evaluated based on certain overarching qualities limited to, knowledge of ASMSU and its procedures, potential legislative ideas of measures, involvement in college and motivation and intention to be an involved representative.
- xiv. Retain the right to not recommend any candidates to the General Assembly if the board does not find any candidates properly qualified.
- H. Once the VPIA receives an appointment application the VPIA must announce they are seeking applications for that college and allow for a 2 week application period for other interested students to submit applications.
- I. Applicants may ask for an appeal using the typical appeal process stated in the ASMSU bylaws title VII section 8.

Section 9. General Assembly retains the right to suspend the voting privileges of any General Assembly representative due to inappropriate acts (as defined in Title One, Section 3 of the General Assembly Code of Operations), physical violence; personal attacks of a severe and/or pervasive nature; and/or harassment and discrimination, or due to misrepresentation of a constituency as outlined in Article II, section 4, subsection B of the Constitution.

- A. Any alterations to the definition of Inappropriate Acts shall not go into effect until the following session.

Section 10. Non-voting members of the Assembly shall attend Assembly

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meetings, and shall exercise, at will, all non-voting parliamentary privileges.

Section 11. The following order of business shall be used at all General Assembly meetings:

- I. **Call to Order:**
  - A. Roll Call
  - B. Approval of Agenda
  - C. Approval of Minutes
- II. **Presentations**
- III. **Reports**
- IV. **Public Comment**
- V. **Action Items**
  - A. Consent Business
  - B. Old Business
  - C. New Business
- VI. **Discussion Items**
- VII. **Announcements**
- VIII. **Final Roll Call**
- IX. **Members Privilege**
- X. **Adjournment**

- 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 (3) minute time limit unless extended by consent of the General 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 General Assembly.
- D. During a single debate period all members on the General Assembly shall be allowed three (3) speeches and three (3)



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minutes per each speech.

Section 12. All meetings of the General Assembly shall be open to the public unless closed by a two-thirds (2/3) vote of the members present.

- A. The ASMSU Vice President 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 14. 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.

### Committees

Section 14. There shall exist four standing Committees: the Steering Committee, the Academic Affairs 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 15. The Steering Committee

- A. The Steering Committee shall serve as an advisory body of the Association, and shall have the following responsibilities:

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- i. Advise the President in setting the ASMSU legislative schedule for the following legislative bodies: the General Assembly, Standing Committees, and sub-committees.
  - ii. Make recommendations to the General Assembly on amendments to the Personnel Code, personnel policies and procedures.
  - iii. Draft and approve Job Descriptions for all ASMSU compensated personnel corresponding to budget proposals.
  - iv. 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.
  - v. Regularly convene a meeting of ASMSU staff, chaired by the ASMSU Chief of Staff.
  - vi. 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 membership of the Steering Committee shall be as follows:
1. The Office of the President, Chief of Staff, the Chief Diversity Equity and Inclusion Officer, and the Chairs and Vice Chairs of each Standing Committee.

### Section 16. 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 Vice President for Academic Affairs shall serve as an ex-officio member of the Committee.
- C. The Academic Affairs 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

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undergraduate student members of Academic Governance as appointed by the ASMSU Vice President for Academic Affairs and approved by the General Assembly.

- i. In the event that the General Assembly does not approve one or more of the appointees from the ASMSU Vice President for Academic Affairs, that seat shall remain unfilled until a different candidate is put forward by the ASMSU Vice President for Academic Affairs and approved by the General Assembly.
  - ii. The ASMSU Vice President for Academic Affairs shall have the authority to appoint interim Academic Governance members for a period of one meeting cycle for the designated committee or body.
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 Chair and Vice Chair of the Academic Affairs Committee shall serve as ex-officio members 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 Committee can collaborate and discuss issues related to Academic Governance.
9. The Student Caucus is subject to the General Assembly Attendance outlined in this code of operations, Title II, Section 23.

### Section 17. The Policy Committee

- A. The Committee shall have the following responsibilities:

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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 Vice President for Governmental Affairs and Vice President 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 approve appointments to the Student Allocations Board.
- B. The ASMSU Vice President 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 subcommittees shall be as follows:
1. Standing Committees - one-half, rounded up to the nearest whole number, plus one of the voting Assembly members currently assigned to the committee.
  2. Sub-committees - one-half of the assigned members.
- B. Every voting General Assembly member shall be a voting member of at least one Standing Committee.
- C. All Committee meetings shall be open to the public unless



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closed by a two-thirds vote.

- D. The Committee Chair 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 Vice President for Internal Administration at least 24 hours prior to a committee meeting, to be posted, per TITLE 2, section 36 of this code of operations.
- 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 Vice President for Internal Administration.
- D. Facilitate the writing of legislation in committee.
- E. Report any legislation as passed out of committee to the ASMSU Vice President for Internal Administration.
  - 1. Legislation should be submitted in a Microsoft Office Word document, with tracked changes to record amendments made to it. Report Committee attendance to the ASMSU Vice President for Internal Administration.
- F. Report vote totals for all legislation passed out of committee and for legislation tabled in the committee to the ASMSU Vice President for Internal Administration.
  - 1. The Vice President for Internal Administration shall then post all legislation passed by the committees to be consider by General Assembly to the ASMSU website within twenty-four (24) hours after the conclusion of the committee meetings.
- G. 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.

Section 23. During a given session, a member shall be allowed five (5) total absences from General Assembly meetings, committee

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meetings, MSU Academic Governance meetings, and mandatory activities.

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 Vice President for Internal Administration, in consultation with the Steering Committee.
- B. Justification should be given to the ASMSU Vice President for Internal Administration twenty-four (24) hours prior to the meeting, when possible, or reasonable justification shall be given seventy-two (72) hours following the meeting in the case of an accident or emergency.

Section 25. Any member who fails to meet the following attendance criteria shall have the question of their removal placed on the agenda as New Business at the next General Meeting.

- 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.
  - 2. A member can only be counted absent once per meeting.
- 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. 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, correspondences shall be sent out by the ASMSU Vice President for Student Allocations 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.
- D. CORES/COPS leaders shall be notified by the ASMSU Vice President for Student Allocations if their Representative is one absence from failing to abide by the attendance policy.
  - 1. If the leader of the CORES/COPS group who's 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.



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2. Justification shall be determined as reasonable by the ASMSU Vice President for Student Allocations
3. Probation shall be defined as having their Student Allocations operating budget frozen, in addition to not allowing that CORES/COPS group to introduce program bills in the Student Allocations Board.
4. CORES/COPS groups may still put on programs through Student Allocations 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 consecutive General Assembly meetings and Standing 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 Student Allocations 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 Vice President for Internal Administration and request that their seat remain dormant due to extenuating circumstances. Dormancy shall be under the Vice President for Internal Administration's discretion.
  - (a) This seat would remain dormant until the leader of said CORES/COPS group notifies the Vice President for Student Allocations 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.
- E. If a representative from a Major Governing Group fails to abide by the attendance policy, then correspondence 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



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General Assembly automatically revoked.

2. Voting privileges shall be reinstated once a Major Governing Group representative has attended three consecutive General Assembly meetings, including Standing Committees.
3. Major Governing Groups may send a proxy to count for any attendance and the proxy may also attend the three consecutive General Assembly meetings, including Standing Committees.

### Legislation

Section 26. Each piece of legislation shall embrace only one subject. The subject shall be expressed in the title.

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 a Standing Committee or sub-committee.
- B. Legislation shall be introduced by a General 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 Vice President 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 Vice President for Internal Administration, no later than 72 hours prior to the meeting in which it is to be considered
- E. A Resolution introduced at a General Assembly meeting may be immediately considered for passage.
- F. All Bills introduced at a General Assembly meeting shall be automatically referred to the appropriate committee without debate, as determined by the ASMSU Vice President for Internal Administration.
- G. Legislation shall be moved through Standing Committee or subcommittee 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.

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3. Prior to a General Assembly meeting, a new bill may be placed under New Business with a majority vote of Steering Committee.
- H. The ASMSU Vice President 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 Assembly meeting, a bill must be distributed forty-eight (48) hours before the meeting.

Section 29. No amendments to the Code of Operations or the Constitution may be considered at a General Assembly meeting until five class days have elapsed since its introduction.

Section 30. On votes for all legislation, the ASMSU Vice President 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, and signed by the ASMSU President. The Annual Budget Bill and any other financial bills shall be considered adopted if passed by a two-thirds (2/3) majority vote of the General Assembly, and signed by the President.

- 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 General Assembly or a subsequent General 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.

Section 32. All Legislation must be submitted to the President for signature. Upon receipt, the President shall have 2 class weeks from the date of passage to sign or veto all legislation, except in the case of legislation passed where the two week period would exceed the end of the session.

- A. All Legislation that remains unsigned past this two week time frame or by the end of the session will be considered



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- automatically vetoed.
- B. All Presidential vetoes must be announced and reported to the assembly during the President's Report at the following General Assembly meeting.
  - C. Following the announcement of vetoed legislation, a motion to reconsider the legislation is in order.
    - 1. A motion to reconsider vetoed legislation must be made within two weeks of the time in which the veto was announced to the assembly.
    - 2. If the Motion to reconsider is made and seconded, a majority vote will be required to adopt the motion and move into a period of debate on the reconsideration of the legislation.
    - 3. During such reconsideration, the President's veto may be overridden by a two-thirds majority of the Assembly.
  - D. In cases where legislation remains unsigned by the end of the session, the President must announce the veto to the assembly members of the session in which the legislation was introduced.
    - 1. Following the announcement of the veto, a special meeting to reconsider legislation can be called upon the request of one-fourth (1/4) of the voting Assembly members of the session in which the legislation was introduced (as specified in Title Two, Section 2, B of the General Assembly Code of Operations) up to two class weeks after the end of the session
    - 2. In such a meeting, only Assembly members serving in the session in which the legislation was introduced will have voice or vote.

### Conflicts of Interest

Section 33. No General Assembly Representative shall vote on any question upon which that member has a conflict of interest or a financial interest. If the question of a conflict of interest or financial interest is raised by a member of the assembly at any meeting, said question shall be put to a vote and determined by a majority of those members present, Other than the member in question, before the Legislation shall be considered. If the majority of members determine the Representative in Question has a conflict of interest or a financial interest in the question to be voted on, the member affected shall not vote or otherwise attempt to exert any influence on any other member regarding the matter to be acted upon and shall not be counted in determining the quorum for the meeting.

### ASMSU Office of the President Elections

Section 34. Each new Assembly shall be called into the Session by the

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ASMSU President of the previous Session who will chair the meetings of the new General 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.
  - 1. 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
- 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.
- 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 and Vice President for Student Allocations.

Section 35. Election of the ASMSU Office of the President shall be conducted in the same manner as the ASMSU President. See Appendix II: ASMSU Election Code, Title VIII: Office of the President Elections.

### Notice Provision

Section 36. Meeting notices and agendas required by the ASMSU General Assembly Code of Operations Shall Be posted in the ASMSU Engagement Office, on the ASMSU Website and at, or on, such other places as the Assembly may deem appropriate.

- A. Notice of a schedule of regular meetings will be posted within 10 days of the first ASMSU General Assembly meeting of the academic year. Notice of special meetings, and meetings rescheduled will be posted at least 18 hours before the meeting or, if applicable, within 3 days after the meeting during which the special meeting or rescheduled meeting was announced.

### Other Rules and Procedures

Section 37. 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



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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, Student Allocations Board Code, Steering Committee Code, and Class Council Codes of Operations, and shall be maintained by the ASMSU Vice President for Internal Administration.

### **Precedence of Rules**

Section 38. 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.

Section 39. Any section of this Code of Operations supersedes any rule of procedure stated by Robert's Rules of Order, Newly Revised.

Section 40. Any provision of the Constitution supersedes any rule mandated by this Code of Operations or by Robert's Rules of Order, Newly Revised.

## **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.
- C. Serve as the primary delegate and spokesperson of ASMSU to the university administration and all other outside bodies subject to General Assembly directive.
- D. Be responsible for implementation of actions and policies of the

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General Assembly.

- E. Oversee all appointments and obligations of ASMSU.
- F. Chair the meetings of the Steering Committee.
- G. Others as specified by the Constitution, this Code of Operations, and the official ASMSU President Job Description.
- H. Shall have a broad and comprehensive knowledge of the Association and the university.

Section 3. There shall exist an ASMSU Vice President for Academic Affairs (VPAA) 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.
- D. Others as specified by the Constitution, this Code of Operations, and the official ASMSU President job description
- E. Shall have a broad and comprehensive knowledge of the Association and the university.

Section 4. There shall exist an ASMSU Vice President for Finance and Operations (VPFO) who shall be selected as specified in Title II, Section 34 of the ASMSU Code of Operations. The responsibilities of the VPFO shall be as follows:

- A. Serve as the senior ex-officio member of the Finance Committee.
- B. Manage ASMSU services and programs.
- C. Others as specified by the Constitution, this Code of Operations, and the official ASMSU President job description
- D. Shall have a broad and comprehensive knowledge of the Association and the university.

Section 5. There shall exist an ASMSU Vice President for Governmental Affairs (VPGA) who shall be selected as specified in Title II, Section 34 of the ASMSU Code of Operations. The responsibilities of the VPGA shall be as follows:

- A. Serve as senior ex-officio member of the Policy committee.
- B. Supervise the Governmental Affairs Department.
- C. Oversee the advocacy and engagement activities of the Association.
- D. Others as specified by the Constitution, this Code of Operations, and the official ASMSU President job description
- E. Shall have a broad and comprehensive knowledge of the



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Association an the university.

- Section 6. There shall exist an ASMSU Vice President for Internal Administration (VPIA) who shall be selected as specified in Title II, Section 34 of the General Assembly Code of Operations. The responsibilities of the ASMSU VPIA 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 Manual.
  - F. The ASMSU Advisor or designee shall facilitate a General Assembly education session after new representatives have been elected and before Office of the President elections occur.
  - G. Serve as the undergraduate advisor to the Class Councils.
  - H. Others as Specified in the Constitution, the Code of Operations, the Class Councils' Code of Operations, and the official Vice President for Internal Administration job description.
  - I. Shall have a broad and comprehensive knowledge of the Association and the university.

- Section 7. There shall exist an ASMSU Vice President for Student Allocation (VPSA) who shall be selected as specified in Title II, Section 34 Of this Code of Operations. The responsibilities of the Vice President for Student Allocations shall be as follows:
- A. Serve as senior ex-officio member of the Finance committee.
  - B. Act as chief administrative officer of the Student Allocations Board.
  - C. Chair the meetings of the Student Allocations Board.
  - D. Others as specified in the Constitution, this Code of Operations, the Student Allocations Board Code of Operations, and the official Vice President for Student Allocations job description.
  - E. Supervise the Student Allocations Board staff.
  - F. Others as specified by the Constitution, this Code of Operations, and the official ASMSU President job description
  - G. Shall have a broad and comprehensive knowledge of the Association and the university.

Section 8. Conditions of employment for members of the Office of the President shall be as defined in the ASMSU Personnel Code.

Section 9. The Office of the President shall be reviewed at least twice



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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.

## TITLE FOUR Student Allocations Board

Section 1. There shall exist an ASMSU Student Allocations Board that shall have the responsibility to facilitate, organize, and execute student programming of an all-university nature. This board shall have the responsibility of providing the opportunity for listed ASMSU Activity Departments, Registered Student Organizations, and Individual research interests to receive funding. These Funds shall be used to the benefit of the undergraduate students and the university community.

Section 2. The following Activity Departments shall be eligible to receive funding through the ASMSU Student Allocations Board: 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) Student Veterans of America (SVA) Muslim Students Association (MSA) MSU Telecasters Women's Council

Section 3. The ASMSU Vice President for Student Allocations shall serve as the chief administrative officer of the Student Allocations Board and shall chair its meetings.

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Section 4. The Student Allocations 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 5. The Student Allocations Board shall have final approval on all programming proposals and funding requests brought to the Board.

- A. The members of The Student Allocations Board shall be nominated by the Vice President for Student Allocations and appointed by the General Assembly.

Section 6. The Student Allocations Board shall be subject to all ASMSU organization-wide internal policies.

Section 7. The Vice President for Student Allocations shall have the power to place a hold on any allocation passed by the Student Allocations Board. This hold will pass the decision from the Student Allocations 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.

Section 8. An activity department, or RSO 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 Student Allocations Board when a completed Preliminary Alternative Funding Sheet is submitted as part of the activity department's financial proposal.

- A. 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 9. After approval of a financial proposal by the Student Allocations Board but prior to the date of the event, should an Activity Department, or RSO obtain another or additional sponsors, it shall submit a completed amended Co-Sponsorship Agreement to the Student Allocations 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

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to be provided along with an expenditure itemization of said funds, and a list of all services to be rendered.

Section 10. More than one (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 group's account being frozen for one (1) Academic year.

Section 11. Failure to disclose or to misrepresent any information required by a completed Co-Sponsorship Agreement or completed amended Co-Sponsorship Agreement will result in the group's account being frozen for a minimum of one (1) year and until such time thereafter that the group has repaid all funds it received from the Student Allocations Board under the Co-Sponsorship Agreement and/or amended Co-Sponsorship Agreement.

Section 12. All Activity Department representatives must have a signed acknowledgement agreement on file with the Vice President for Student Allocations and Student Allocations Board Financial Manager stating they have read and understand General Assembly codes, Student Allocations 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.

## TITLE FIVE Class Councils

Section 1. There shall exist ASMSU Class Councils, the Freshman Class Council, Sophomore Class Council, Junior Class Council, and Senior Class Council, that shall have the primary responsibility of serving the needs of their respective class.

Section 2. Membership of the Class Council shall be selected by the Vice President for Internal Administration and Liaison of Diversity and Inclusion Initiative (or designate) through an Application Process.

Section 3. The business and property of each Class Council shall be managed



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by its members. Class Councils may alter, amend, add to or repeal their respective Code of Operations as approved by a two-thirds (2/3) vote of the General Assembly.

Section 4. The General Assembly shall have discretionary power in the affairs of the Class Councils. A majority vote of the General Assembly shall be required to override actions of the Class Councils.

Section 5. The ASMSU Vice President for Internal Administration shall serve as the undergraduate advisor to the ASMSU Class Councils.

Section 6. Rules and procedures of the Class Councils not specified in this Title shall be as defined in the respective Class Council Code of Operations.

## TITLE SIX 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. 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 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 General Assembly Code of Operations Appendix III: ASMSU Personnel Code.
- C. The Red Cedar Log Code of Operations shall be maintained by the Vice President for Internal Administration to centralize the amendments.

Section 4. 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



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One, Section 3 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.

Section 5. The Vice President for Finance and Operations shall oversee the operations of the Red Cedar Log department.

## TITLE SEVEN Engagement Office

Section 1. There shall exist an ASMSU Engagement Office.

Section 2. The ASMSU Vice President of Finance and Operations shall oversee the Business Office. As such, the ASMSU VPFO shall be responsible for the operations and policies of the Engagement Office.

Section 3. There shall exist a Business Manager hired in accordance with the MSU Office of the Vice President for Student Affairs and Services while maintaining proper voice in the final decision. The responsibilities of the Business Manager shall be as follows:

- A. Will be invited by the Director of Human Resources to serve on all
- B. Engagement Office interview committees.
- C. Keep financial records of ASMSU, including all the ASMSU boards, divisions, and departments.
- D. Oversee the ASMSU Loan Program and sign all loan checks.
- E. Other duties as delegated by the ASMSU VPFO 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 who is supervised by the ASMSU Business Manager. The duties of the Administrative Assistant shall be as specified by the ASMSU Business Manager in consultation with the Vice President for Finance and Operations.

Section 5. In the event that the Administrative Assistant is unable to attend office hours, the following procedures shall take effect:

- A. The Business Manager shall be notified immediately of the situation.
- B. At the end of the day, the count of money shall be taken by the Business Manager. The count shall be checked by the Vice President for Finance and Operations, or a designee thereof, and signed off on.
- C. On the days which the Business Manager is unable to attend

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office hours, the count of the money shall be taken by the Administrative Assistant and checked by the Vice President for Finance and Operations, or designee thereof, and signed off on.

### **TITLE EIGHT The Student Right's Advocates and Legal Services Program**

Section 1. There shall be a Student Rights Advocates 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 Rights Advocates 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 Rights Advocates and Legal Services Program who shall be selected in a manner consistent with the ASMSU Personnel Code. The responsibilities of the Director of the Student Rights Advocates and Legal Services Program are as follows:

- A. Coordinate the daily operations of the Student Rights Advocates Department, including: supervision of the Department's personnel, scheduling and case assignments.
- B. Be responsible for the administration of Student Rights Advocates, and set the policies and code of operations for the Student Rights Advocates 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 Rights Advocates Department as required by the General Assembly.
- E. Others as specified by the official Director of Student Rights Advocates job description.

Section 4. There shall be an Assistant Director of Student Rights Advocates



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who shall be selected in a manner consistent with the ASMSU Personnel Code. The responsibilities of the Assistant Director of Student Rights Advocates are as follows:

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

Section 5. Conditions of employment for all employees of the Student Rights Advocates 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 Rights Advocates and Legal Services program.

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

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

## TITLE NINE 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 Vice President for Internal Administration shall annually review this Title in accordance with University Policies, and propose to the General Assembly amendments to this Title as necessary to maintain the following in line with University

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Policies.

## Hearing Boards

Section 3. The following, in accordance with the Students Rights and Responsibilities (SRR) Document shall govern the nomination of student members of Hearing Boards.

- A. The ASMSU President, or Office of the President designee thereof, shall serve as the ASMSU representation to the Nominating Committee.

Section 4. The following shall govern ASMSU appointments of undergraduate student hearing board members, as specified in the SRR.

- A. Appointments must be passed by a two-thirds (2/3) majority vote of the ASMSU General Assembly.

Section 5. The ASMSU General Assembly shall appoint at least three undergraduate students to the All University Student Hearing Board (AUSB) 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 (SFB) 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 (USAB) 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 Steering Committee 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.

## TITLE TEN ASMSU Tax Refund

Section 1. The ASMSU Business Manager shall place an advertisement in a



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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 ELEVEN Severance Provision**

Section 1. If any provision of this Code or part thereof be ruled 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 TWELVE Enforcement of Violations**

Section 1. Non-compliance of a provision of this Code or action of the General Assembly, by any organization or individual, shall be considered a violation.

Section 2. Any resolve of the General Assembly acted upon in violation of another action of that General Assembly, any provision of this Code, or any provision of the ASMSU Constitution shall be considered automatically invalid and void.

### **TITLE THIRTEEN The Safe Ride Program**

Section 1. There shall be a Safe Ride Department that shall have the responsibility of providing free and non-judgmental rides home to undergraduate students in East Lansing, MSU, and surrounding community. Eligibility requirements shall be as defined in the policies of ASMSU and subordinately the Safe Ride department.

Section 2. The Safe Ride program will be primarily funded through the Safe Ride Tax that is voted on by the student body in conjunction with policy governing ASMSU tax collecting authority.

Section 3. There shall be a Safe Ride Manager position who shall be selected and hired in a manner consistent with the ASMSU Personnel Code. The responsibilities of the Safe Ride Manager position are as follows:

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- A. Coordinate the daily operations of the Safe Ride program including, but not limited to: supervision of the Department's personnel, scheduling, program improvement and strategy, issue resolution, and coordination of program partners.
- B. Be responsible for the administration of Safe Ride, and set the policies for the Safe Ride department.
- C. Give reports on the activities of the Safe Ride department as required by the General Assembly.
- D. Other responsibilities as specified by the official Safe Ride Manager position job description and as directed by the Vice President for Finance and Operations.
- E. Report to the Vice President for Finance and Operations.

Section 4. Conditions of employment for all employees of the Safe Ride Program shall be defined in the ASMSU Personnel Code.

Section 5. The Vice President for Finance and Operations shall supervise the Safe Ride department.

# APPENDIX I: Financial Code of Operations

## 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

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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. 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 ASMSU President.
- 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. The Documentation will be maintained by the ASMSU Business Manager. 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 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 President Pro-Tempore as outlined in Title 2, Section 3 of the ASMSU General Assembly Code of Operations.

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 Student Allocations Board shall have jurisdiction over the distribution over monies allocated as defined in Title V

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of the ASMSU General Assembly Code of Operations.

- B. The Veto authority of the ASMSU General Assembly as defined in Title V 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.

Section 7. No ASMSU Department or individual, Registered Student Organization, ASMSU Activity Department or other outside organization shall receive financial assistance from more than one division of ASMSU.

- A. ASMSU Activity Departments, as defined in the ASMSU General Assembly Code of Operations, may only receive ASMSU funding from the ASMSU Student Allocations Board.
- B. Registered Student Organizations, as defined by the University, may only receive ASMSU funding from the ASMSU Student Allocations 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.

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.

- A. The ASMSU Business Office shall be charged with facilitating this task with the assistance of the ASMSU Office of the President and the ASMSU Controller.
- B. Such requests for information must be handled in a timely fashion.
- C. Section 11. ASMSU shall comply with a yearly audit conducted by the University.
- D. The ASMSU Business Office Manager shall be charged with overseeing the audit.
- E. Audit Report shall be submitted to the Vice President of Student Affairs and Services or designee thereof.



## TITLE II ASMSU Budget

Section 1. The creation and supervision of the ASMSU Budget shall be under the auspices of the ASMSU Finance Committee.

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 General Assembly and all ASMSU departments, in writing, of the procedures and timeline of the yearly budgeting.
- B. The ASMSU Controller shall give each department an official budgetary request form, a copy of their current budget and any other relevant information.
- C. The departments 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. The ASMSU Controller shall interview each of the departments to assess the financial need of each department for the next fiscal year.
    - (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. 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

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Assembly.

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 Account.

- 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. Monies not included in the rollover calculation include funds earmarked and collected for a specific purpose such as monies collected through the Safe Ride or Readership taxes. Any surplus funds in these budgets are to remain in their respective budgets in the next fiscal year budget, but shall be marked as rollover funds within their respective parts of the ASMSU budget. These rollover funds may be reallocated at the discretion of the General Assembly to prevent large surpluses from building, but will be used for their respective earmarked purpose given no reallocation by the General Assembly.
- B. The ASMSU Controller shall ensure that a portion of this surplus is set aside for the Budget Stabilization Fund.
  1. This amount shall be determined with the assistance of the Business Office Manager and with the notification of the ASMSU Finance Committee.
- C. After a determination of allocation made to the Budget Stabilization Fund, the remaining rollover money shall be split into two equal parts.
  1. The first portion shall be automatically given to the ASMSU Student Allocations to be used for allocations to Registered Student Organizations.
  2. The second portion shall be at the discretion of the General Assembly as General Fund.
    - (a) The rules and procedures for the General Fund shall be outlined further in this code of operations.
- D. The ASMSU Budget Rollover Allocations shall be reviewed and authorized by the ASMSU Finance Committee, with consultation from the ASMSU.
  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

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budget allocations, and unanticipated revenues.

### Section 5. Rules and procedures for the surplus funds in the ASMSU Budget

- A. All funds that are not in the ASMSU Operating Budget are considered restricted. The action on the restricted funds are presented to and approved by the assembly in bill form.
  - 1. The fund allocated from the bills will remain active for three years. After expiration, all funds allocated by the assembly not spent will be given to rollover, unless otherwise extended by the assembly.
  - 2. All other restricted funds will remain separate and will not be considered a part of the annual rollover.

### Section 6. Rule and procedures for Non-Fiscal Year (FY) Specific Funds

- A. All funds that have been allocated from the General Fund for a specific purpose, but not a part of the ASMSU Operating Budget shall be considered Non-FY Specific funds, where these funds are considered restricted.
  - 1. To create additional Non-FY specific fund budget line items will require the passing of additional bills via the ASMSU General Assembly, which will require a two-thirds vote of the assembly.
  - 2. Current ASMSU Non-FY Specific funds include: Budget Stabilization Fund, Long Term Investment Fund

## TITLE III Expenditure of Budgeted Funds

### Section 1. The following procedures shall govern the use and expenditure of budgeted funds.

- A. The ASMSU Controller, with approval from the ASMSU President, 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 from the ASMSU Controller, as outlined in Title IV Section 2 of this Financial Code.
- 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. Weekly payroll need only be approved by the ASMSU Controller, President, and Business Office Manager.
- F. President, and Business Office Manager.



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- G. 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.
- H. All expenditures must be approved by the ASMSU Controller to be valid.
- I. A two-thirds majority vote of the ASMSU Finance Committee may overturn any decision of the ASMSU Controller.

Section 2. The ASMSU General Assembly 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.

- 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.

## TITLE IV ASMSU Expenditure Authorization

Section 1. Money allocated by the General Assembly, Boards, or Councils cannot be distributed or reimbursed to an individual or an organization by the ASMSU Engagement Office until the signed and approved Bill and approved expenditure authorization has been filed with the ASMSU Engagement Office by way of the office of the ASMSU Controller.

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

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

- Engagement Office, Chief of Staff
- Central Staff, Chief of Staff
- Student Allocations Board, Vice President for Student Allocations
- Student Legal Services, Vice President for Finance and Operations
- Student Rights Advocates, Vice President for Finance and Operations
- Red Cedar Log, Vice President for Finance and Operations
- Governmental Affairs, Vice President for Governmental Affairs
- Office of the President, President General Fund
- Readership Program, Vice President for Finance and Operations
- Safe Ride, Vice President for Finance and Operations
- Freshman Class Council, Vice President for Internal Administration
- Sophomore Class Council, Vice President for Internal Administration
- Junior Class Council, Vice President for Internal Administration
- Senior Class Council, Vice President for Internal Administration
- Diversity and Inclusion Office, Chief Diversity Equity and Inclusion Officer

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 Authorized Signer of that account.

B. Signer for “Appropriate Controller” shall be as follows: Department ‘Appropriate Controller’

- Engagement Office, ASMSU Controller
- Central Staff, ASMSU Controller
- Student Allocations Board, Student Allocations Board Financial Manager
- Legal Services, ASMSU Controller
- Student Rights Advocates, ASMSU Controller
- Red Cedar Log, ASMSU Controller
- Governmental Affairs, ASMSU Controller
- Office of the President, ASMSU Controller
- General Fund, ASMSU Controller
- Readership Program, ASMSU Controller
- Safe Ride, ASMSU Controller
- Freshman Class Council, ASMSU Controller



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- Sophomore Class Council, ASMSU Controller
- Junior Class Council ASMSU Controller
- Senior Class Council, ASMSU Controller
- Diversity and Inclusion Office, ASMSU Controller

C. Changes to the ASMSU Expenditure Authorization 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.

- A. Additional documentation must be directly related to the particular ASMSU Expenditure Authorization Form and may include information 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 as long as they are in accordance with the Financial Code of Operations and documented and on-file with the ASMSU Engagement Office for entry into the ASMSU Business Manual.

Section 4. The Controller shall have the authority to not sign an ASMSU Expenditure Authorization for the following reasons;

- A. The appropriate paperwork was not completely filled out or additional documentation was not provided.
- 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 forty-eight(48) hours of any decision to not sign. In the event of the controller rejecting the expenditure Authorization, the requester or department may petition the ASMSU Finance Committee to exercise their power as provided in Title Three, Section 1, Subsection H.



## TITLE V General Fund

Section 1. The General fund shall exist to serve as a discretionary financial tool of the ASMSU General Assembly.

Section 2. The purpose and mission of the General fund shall be to fund projects proposed by the ASMSU General Assembly representatives and/or ASMSU Officers which are beneficial to the undergraduate student body in accordance to the ASMSU Constitution and Code of Operations.

Section 3. The following procedures must be followed to gain funding from the General fund.

- 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, the ASMSU Controller, and Business Office Manager must receive a copy of enacted bill from the ASMSU Vice President for Internal Administration.
  1. It is the responsibility of the ASMSU Controller to make sure all necessary documents are given to the individual or entity who received funding in a timely fashion.
  2. No money shall be dispersed until all necessary documents are returned to the ASMSU Controller, after being completely filled out.
- D. Money that is appropriated by the ASMSU General Assembly, but remains unused at the end of the session shall be retained as originally appropriated within the General fund.

Section 4. No money from the General fund may be used to fund a Registered Student Organization or ASMSU Activity Department.

Section 5. If money from the General fund is spent in such a way that some form of revenue is realized, the following procedures shall be followed.

- A. The General fund 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 General fund does not generate any revenue, there will be no responsibility for repaying the account.

## 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 Student Allocations Board 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 Vice President for Finance and Operations shall report the status of said program on a semester 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 Engagement 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 Engagement Office, with the consent of the ASMSU
- C. Controller and ASMSU Finance Committee, shall set the date upon which loans will no longer be given out for each semester.
- D. 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 \$3.00 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.
  - 5. Notification that loans remaining outstanding after 90 days from the semester in which the loan was received will be turned over to a collection agency and a \$20.00 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



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the ASMSU Engagement 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.

## TITLE VII 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 Vice President for Internal Administration and the ASMSU Vice President for Finance and Operations.

- A. This Code of Operations must be reviewed every three academic years by the Internal Review Board chaired by the ASMSU VPIA and including, at least, the chairs of the Policy, Finance, and Academic Affairs Committees, at least one at-large member from each of the committees, the Director for Student Rights and Legal Services, the Chief Diversity Equity and Inclusion Officer. The ASMSU Vice Presidents for Finance and Operation and Academic Affairs will serve as ex-officio members. 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.
2. All parts of The Code of Operations are subjected to review, including Standing Policies.

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



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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, and Student Allocations Board Financial Manager 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 Allocations shall inform their respective Board of said action.

# APPENDIX II: ASMSU Elections Code

## 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.*

## TITLE I Scope and Authority

Section 1. This Elections Code Appendix to the ASMSU General Assembly

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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 Spring Break of the election semester or referenda to be considered enforceable during an election cycle.

Section 2 The following terms are used within this Elections Code

- A. Election Cycle: Begins at the time Election Packets become available, as determined by the UEC.
- B. UEC: The Undergraduate Elections Commission is a commission of ASMSU members who are appointed by the Chief of Staff, and defined further in Title III of this Elections Code.
- C. UEAC - The Undergraduate Elections Appeal Commission is a commission of ASMSU members who are appointed by the ASMSU President to hear appeals of the UEC.
- D. 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.
- E. Qualified Voter: A Qualified Voter is a member of ASMSU as defined in Article I, Section 1 of the Constitution, and who is a member of the college or class as defined by the MSU Office of the Registrar for which a candidate is running for.
- F. Certified Candidate: A Certified Candidate is a prospective candidate who has gathered the minimum number of verified signatures of qualified voters to appear on the ballot.
- G. 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.
- H. Petition: A request for a member of ASMSU to appear on the ballot which must bear specific information specified in Title IV, Section 1.
- I. Campaign Funds: Include materials, assessed at fair market value,



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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. Campaigning: Active solicitation of votes and advertising of platform by the candidate themselves or by proxy.

## 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, Office of the President, and referenda elections.

- A. The Chief of Staff shall be responsible for appointing members and a chairperson to the UEC, subject to approval by a two-thirds vote of the Steering Committee.
  - 1. The UEC Chairperson shall be a staff member of ASMSU, not seeking election to any ASMSU office or position, the Chief of Staff may appoint themselves as commission chair if not seeking elected office.
  - 2. The UEC Chairperson shall set meeting schedules, and all other required administration.
  - 3. The UEC shall be fully formed no later than the end of the first week of the Spring Semester.
- B. The UEC shall consist of five to seven members.
  - 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 the General Assembly and members of the Steering Committee may not sit on the UEC.
  - 3. In the case of a five member board, there must be one member from the GA. In the case of a seven member board, there must be two members from GA on UEC.
- C. The UEC shall be responsible for the oversight and implementation of elections, 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



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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.

- 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 Fall semester before the election semester.

## 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. A qualified voter shall be eligible to sign any petition for the college of the voter's major(s).
- B. Petitioning shall open at the start of the election cycle.
  - i. The UEC shall make election petitions available no later than 8 weeks before the election date, and shall close at the end of the business day, as determined by the hours of operation of the ASMSU Engagement Office, no later than two class weeks before the election.
- C. Certification of candidacy shall take place upon verification by UEC, in coordination with the ASMSU Engagement 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 weeks prior to the election.
  - i. Any appeal to non-certification must be filed with UEC no later than three class days after notification.
  - ii. The UEC shall notify candidates by email, phone, or in writing when candidates have been officially certified for 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

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

Section 3. Write-in candidate agreements shall be turned in no later than one week prior to the election.

Section 4. The MSU Vice President for Student Affairs and Services shall be responsible for approving the language of a tax referendum, which shall be dealt with in accordance with University Financial Procedure.

Section 5. The time schedules in the Elections Code of Operations may be modified by the General Assembly, with the recommendation of UEC, and according to UEC procedure.

## TITLE V Campaigning

Section 1. A candidate may start campaigning, once they receive formal approval of their candidacy from the UEC.

- 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.



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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.
- D. At no time may a candidate defame another candidate in campaign material.
- E. 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 one hundred 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.
- F. 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.

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.

## TITLE V Invalidation Procedure

Section 1. Suspected violations of this code will be sent to UEC for review.

- A. The individual who filed the complaint (Complainant) shall have 5 minutes to present the complaint before the UEC, prior to the Respondent's hearing.
- B. The respondent shall have 5 minutes to refute any and all complaints brought forth to the UEC.
- C. The UEC shall then, in closed session, decide whether the



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respondent violated this code.

Section 2. Any decision of the UEC may be challenged by the claimant or respondent 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. The 5 Members, and a Chairperson of the UEAC shall be appointed by the ASMSU President. The person filing the complaint shall have 5 minutes to present the complaint before the UEAC, prior to the respondent's hearing.
- D. The respondent shall have 5 minutes to refute any and all complaints brought forth to the UEAC.

Section 3. Any decision of the UEAC may be challenged by the respondent or the claimant and heard by the All University Student Hearing board (AUSB).

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 or more of the guidelines have been violated.
- B. UEC, UEAC, or AUSB 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.

## TITLE VII Elections

Section 1. The UEC shall be responsible, in conjunction with the ASMSU General Assembly for determining the method of voting. Reasonable accommodations shall be made to ensure that the method of voting 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 announced by UEC no less than eight class weeks prior to the election(s) or referendum.

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- 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 election(s) or referendum shall be posted, including the number of votes won, in a timely manner.
- 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 AUSB no later than five class days after UEACs decision is issued.
  - 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 AUSB shall hold elected office until a decision has been issued by UEC, UEAC, or AUSB
- 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 two class weeks before the end of the semester.
- A. A representative-elect who has a case pending in either UEAC or AUSB shall hold elected office until a verdict has been issued by UEAC, unless a secondary appeal has been



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filed with AUSB, which would allow a representative to continue to hold a representative office until a decision has been issued by AUSB.

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

Section 12. 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.

## 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 Engagement 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 President 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. The selection for the ASMSU President and all other Office of the President members, to be initiated or by the vacancy of the position, shall be conducted as follows.



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- A. All current General 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 once all applicants have been confirmed eligible.
- D. The General Assembly shall select a sergeant-at-arms who shall escort the candidates out of the Assembly room.
- E. The General Assembly shall then move into closed session. The General Assembly members shall receive copies of the candidates' submitted applications and Statements of Candidacy from the UEC Chair, or designate thereof. The General Assembly shall then formulate prepared questions to be asked of all candidates. No minutes shall be recorded while in closed Session.
- F. Once questions have been prepared, the General Assembly shall move out of closed session. Candidates shall be brought before the General Assembly individually. All candidates shall be allowed a five (5) minute presentation to the General Assembly to be followed by a five (5) minute question and answer period that can be altered equally for all candidates with a two-thirds vote of the General Assembly. The Assembly may then move into a closed session debate period.
- G. The General Assembly shall return to an open session to vote by roll call, eliminating those candidates with the least votes, until one candidate achieves a majority. The General Assembly may, at any time, open or reopen debate. The ASMSU UEC shall verify all vote totals.
- H. Following the vote the President will announce 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

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vote of seated General Assembly members shall be conducted in the same manner as the President election.

Section 4. No member of UEC may be seeking a position with the ASMSU Office of the President. Any current UEC member who intends to run for Office of the President must resign their position prior to the Office of the President election cycle.

# APPENDIX III: Personnel Code

## TITLE I Introduction

Section 1: 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.

Section 2: This Personnel Code shall govern all ASMSU bodies - including the General Assembly, Standing Committees, Boards, departments, interns 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.

Section 3: Representations made on behalf of ASMSU are to be neither misleading, incorrect, nor inherently false, and are to reflect organizational policy and opinion.

## TITLE II Public Relations Policy



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Section 1: Effective communications with media shall be accomplished both responsively and pro-actively through the Director of Public Relations who serves as the chief spokesperson for the organization in preparing public responses. The Director of Public Relations, and the ASMSU President are the primary representatives 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.

A. All officers, representatives, and staff must consult with the Director of Public Relations before making any statements on behalf of ASMSU.

Section 2: The Director of Public Relations summarizes all media interactions to the Chief of Staff and ASMSU President. 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 Public Relations regarding all inquiries from the media. All Directors and Office of the President members must communicate often to ensure accurate information is provided to the Director of Public Relations so that accurate information is provided to the media.

## TITLE III Anti-Discrimination

Section 1: The efforts of the Associated Students of Michigan State University shall be consistent with university policies and governing law, promotes institutional diversity and pluralism through an overarching strategy promoting equal access and opportunity.

Section 2: 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.

## TITLE IV Harassment Policy



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Section 1: 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 and all applicable state and federal laws. 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.

Section 2: 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 includes, but is not limited to, verbal or physical behavior such as 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 advance mentor is held back from advancement for giving or 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.

Section 3: All complaints of harassment, including sexual harassment, should be reported to the Director of Human Resources, who will then have the responsibility of aiding the individual in taking the proper action in accordance with ASMSU and university policy.

## TITLE V Conditions for Employment

Section 1: All persons wishing to apply for any position in ASMSU must meet the following requirements to be considered for an interview:

- A. Applicants must be a current tax-paying member of ASMSU as defined by the ASMSU Constitution.
- B. 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.
- C. If previously employed by ASMSU, applicants must have received a satisfactory evaluation on their most recent performance

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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.

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

## TITLE VI Job Descriptions

Section 1: 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 Steering Committee.

Section 2: The Steering Committee shall review and approve in bill form with all proposed job descriptions attached, all job descriptions and organizational standards for job descriptions by the end of the fall semester each year. This is in preparation for the spring recruitment process.

- A. Job descriptions may be added to the recruitment process with the review and approval of the Steering Committee.

## TITLE VII Confidentiality

Section 1: 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, and any member deemed appropriate by the Director of Human Resources due to filing or regulation purposes. This applies to the whole of the ASMSU Manual except otherwise noted

## TITLE VIII Internship Program

Section 1. There shall exist a structured internship program organized by the

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Chief of Staff that runs during the fall and spring semesters of every year. The program includes evaluations at the beginning, midpoint, and final portions of the program. 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 the President and the Chief of Staff. 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 training 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.

Section 2. Selection of interns shall be consistent with the following staff protocol in this code.

## TITLE IX Applications for Employment

Section 1: All applications for ASMSU shall include, but not be limited to, the following information:

- A. 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.
- B. A section that requests professional references from the applicant.
- C. Job descriptions should be publicly available.

Section 2: After the application process, including paper cuts and/or interviews, if the applicant wishes to apply for another position, they may reapply by filling out and submitting additional



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application packets.

Section 3: 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.

### TITLE X Selection Process

Section 1: 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 staff, internships, and other positions as defined by ASMSU. The application process is determined by the Director of Human Resources.

Section 2: All attempts should be made by the Director of Human Resources to ensure diversity in the interview committee. 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.

### TITLE XI Interview Committee

Section 1: The ASMSU Director of Human Resources shall be solely responsible for setting up interview committees for all open ASMSU positions. Only those persons whom have attended an interview training session may serve on these committees.

- A. The committee will include the following two people:
  - i. Director of Human Resources or the Assistant Director of Human Resources (nonvoting)
  - ii. Chief Diversity Equity and Inclusion Officer (or designate)
- B. The committee will also include at least one of the following three:
  - i. Office of the President and/or Chief of Staff
  - ii. Supervisory Position
  - iii. The position's incumbent, if available

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Section 2: 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 Chief Diversity Equity and Inclusion Officer, and the Director of Human Resources on all interview committees.

Section 3: In no case shall a person applying for a position sit on the interview committee for that position.

Section 4: The members of the interview committee must be the same for each candidate that is applying for the same position.

Section 5: All attempts should be made by the Director of Human Resources to ensure diversity in the interview committee.

Section 6: Other individuals may be invited to sit on the interview committee as deemed appropriate by the Director of Human Resources.

Section 7: 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.

## TITLE XII Paper Cuts

Section 1: 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 paper cuts, but all committee members must be notified in advance of the date and time of the paper cuts. 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 paper cuts meeting.

## TITLE XIII Interviews

Section 1: All interviews shall be conducted by the ASMSU Director of Human Resources, or the Assistant Director of Human Resources. Each

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candidate shall be interviewed separately. All candidates shall be notified of the available interview times by email, phone or in writing at least 2 class days in advance.

Section 2: Outside information (any information given to the interview committee not contained in the application or in the interview of the candidate) should not be permitted except for in the following circumstances.

- A. If the employee was previously employed by ASMSU, information from past performance evaluations may be used in evaluating the applicant.
- B. 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.
- C. 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.

Section 2: Personal bias issues or information not relating to actual job duties and responsibilities will not be permitted under any circumstance.

Section 3: In the event that a candidate does not show up for his or her scheduled interview, the candidate then forfeits their opportunity to interview for the position unless an acceptable and/or uncontrollable circumstance has occurred.

## TITLE XIV Decision Making Process

Section 1: 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.

Section 2: 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



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Director of Human Resources shall offer the position to the remaining candidates in sequential order of preference.

Section 3: All candidates applying for a position within ASMSU must be notified whether or not they are being extended an offer in a timely manner.

### TITLE XV Position Approval

Section 1: After the interview process to select a qualified candidate for a specific position, the candidate for the following positions shall not be official until approved by the ASMSU General Assembly. The candidate must be made aware of this situation.

- A. Chief of Staff
- B. Controller
- C. Chief Diversity Equity and Inclusion Officer
- D. Director of Public Relations
- E. Director of Marketing
- F. Director of Alumni Relations
- G. Director of Human Resources
- H. Director of Information Technology
- I. Director of Student Rights Advocates and Legal Services
- J. RCL Editor-In-Chief

Section 2: All recruited individuals offered a position listed above 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 these positions 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 Director of Human Resources shall be responsible for notifying the appropriate member(s) of the ASMSU Office of the President, of the newly hired staff and the members of their interview committee in written form, so that the bills may be drawn up.

Section 3: The Director of Human Resources shall be responsible for all newly created positions and the determination of new position classification.

Section 4: No member of ASMSU shall permanently hold more than one compensated position in any part of the organization.

## **TITLE XVI Interview Schedule**

Section 1: By the first week of February, the Director of Human Resources must determine the interview schedule. The Director of Human Resources must present this proposal to Steering Committee for approval.. This schedule may be altered by the Chief of Staff and the Director of Human Resources. All interviews should be done before finals week.

## **TITLE XVII Elections**

Section 1: The following shall be elected as defined in the ASMSU Elections Code:

- A. President
- B. Vice President for Academic Affairs
- C. Vice President for Finance and Operations
- D. Vice President for Governmental Affairs
- E. Vice President for Internal Administration F. Vice President for Student Allocations

## **TITLE XVIII Required Training Session**

Section 1: The Chief of Staff, Director of Human Resources, and Chief Diversity Equity and Inclusion Officer, shall be responsible for facilitating one training session for the ASMSU Office of the President, General Assembly, and staff per semester. The training session will include information on the Personnel Code and Interviewing Committee Training.

Section 2: The Director of Human Resources shall train the ASMSU Office of the President to administer interviews with the Interview Committee in the absence of the Director of Human Resources.

## **TITLE XIX Resignation**

Section 1: 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.

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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.

Section 2: 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.

### **TITLE XX Performance Evaluations**

Section 1: 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 comprehensive feedback when 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 conducted one to two times a year as determined by the Chief of Staff and Director of Human Resources. 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.

### **TITLE XXI Employment status and Corrective Action Procedure**

Section 1: Employment Status:

- A. All ASMSU employees shall be hired by ASMSU.
- B. 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,



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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.

### Section 2: Work Rules:

- A. 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.
- B. 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.

Section 3: 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.

Section 4: All appeals of disciplinary action shall be made to the ASMSU Steering Committee.

Section 5: 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.

# APPENDIX IV: ASMSU Standing Policy

The following is a summary compilation of the standing Policies of ASMSU from the past three years, ordered from oldest to newest. Each paragraph includes a general summary of the policy (typically the Bill or Resolution title), and a reference legislative number. Those policies which have been completed, or invalidated have been struck and include summary notation of their completion, invalidation, or other supporting rationale.