

## **II. ASNMU BY-LAWS**

### **BY-LAWS OF THE ASSOCIATED STUDENTS OF NORTHERN MICHIGAN UNIVERSITY STUDENT GOVERNMENT**

#### **ARTICLE I- Legislative Branch**

##### **Section I- General Assembly Rules**

- A. Attendance is required at all meetings of the Assembly, as well as Assembly committees in which a representative holds membership.
- B. Assembly members must request an excused absence from the chairperson of the Assembly at least 24 hours in advance of a scheduled meeting.
- C. Excused absences will be granted only for a circumstance beyond the control of the Assembly member.
- D. More than two unexcused absences per semester by an Assembly member is sufficient ground to begin the impeachment process under the neglect of office provision as outlined in the ASNMU Constitution.
- E. All Assembly members must serve as student advocates for at least two hours per week in the ASNMU office at times that have been pre-arranged with the chairperson of the Assembly.
- F. All Assembly members must have their two office hours posted at least in the ASNMU office, the ASNMU Web site, and communicated to their constituents.
- G. Office hours, if missed, must be made up.
- H. Office hours which are missed and not made up constitute sufficient grounds for impeachment under the neglect of office provision as outlined in the ASNMU Constitution.
- I. A Peer Evaluation Process will evaluate all Assembly members meeting attendance, office hour productivity, communication with constituents, and demonstration of leadership at the end of each semester and will be implemented by the chairperson of the Assembly.
- J. The ASNMU Leadership Scholarship Evaluation Committee (President, chairperson of the Assembly, and the advisors) will be responsible for the selection of recipients of the ASNMU Leadership Scholarship.

##### **SECTION II - Chair of the Assembly**

- A. When the chairperson of the Assembly is chosen by the membership and vacates his/her elected position, the vacated position will be filled by direct appointment of the Chair of the Assembly with the following guidelines:
  - i. The appointee must be from the constituency the Chair of the Assembly vacated.
  - ii. The appointee must meet the position requirements set forth in the ASNMU Constitution and By-laws.

- B. The chairperson of the Assembly is responsible for the operation of the Assembly including setting meeting agendas and enforcing parliamentary procedures.
- C. The chairperson of the Assembly must meet weekly with the President of ASNMU.
- D. The chairperson of the Assembly must sit on the ASNMU Leadership Scholarship Evaluation Committee and may not appoint a designee.
- E. A vote of no confidence may be taken by the assembly calling for the removal of the chairperson of the Assembly. Upon  $\frac{3}{4}$  affirmative vote of no confidence, a new chairperson shall be selected and the removed chairperson shall be dismissed from the general assembly. The removed chairperson is then eligible to apply for any open positions for which he/she is qualified and is further at the discretion of the appointments committee.

### **SECTION III – Committees**

A. All members of the Assembly must sit on at least one committee, usually filled through the Appointments Committee that is external to the Assembly or Executive Council which is approved by the chairperson of the Assembly and ASNMU President. Representatives must choose this committee no later than the second meeting of the Assembly or the Assembly Chair is vested with the authority to delegate representatives to committee positions.

B. The Appointments Committee:

- i. Shall have as its chair the Vice President of ASNMU.
- ii. Must meet no less than monthly, but may meet more often at the discretion of the chairperson of the Appointments Committee.

C. The Student Affairs Committee:

- i. Shall choose a chairperson from among its members by the second meeting of the new academic year, and approved by the ASNMU president and chairperson of the Assembly.
- ii. Must meet no less than every other week during the academic year.

D. The Academic Affairs Committee:

- i. Shall choose a chairperson from among its members by the second meeting of the new academic year, and approved by the ASNMU president and chairperson of the Assembly.
- ii. Must meet no less than every other week during the academic year.

E. External Affairs Committee

i. The External Affairs Committee is responsible for monitoring the progress of key legislative items at the local, state and federal levels of government. Issues are to be monitored on an ongoing basis to keep ASNMU informed about important issues related to higher education and student life.

ii. The External Affairs Committee shall meet no less than every other week during the academic year, and shall present a report comprised of information from all three members of the External Affairs Committee to the general assembly no less than every other week during the academic year.

iv. Members of the External Affairs Committee shall be selected from, and approved by, the general assembly.

- 1. Chair of the External Affairs Committee

- a. The chair of the External Affairs Committee serves as the liaison between the general assembly and the External Affairs Committee.
  - b. The Chair shall be responsible for preparing and presenting updates, consisting of information received from the Local Affairs Liaison and Legislative Affairs Liaison. These presentations will occur no less than every other week during the academic year.
  - c. The Chair shall be responsible for serving, along with the President of ASNMU, as the representative of ASNMU to the Student Association of Michigan.
  - d. The Chair of the External Affairs Committee shall be responsible for coordinating lobbying trips to Lansing with the president of ASNMU. Lobbying shall be limited to issues related to higher education and trips will be planned at least twice per academic year.
2. Local Affairs Liaison
- a. The Local Affairs Liaison serves to monitor information concern to students on a local level.
  - b. The Local Affairs Liaison shall be responsible for reading Marquette City Commission meetings on a bi-weekly basis.
3. Legislative Affairs Liaison
- a. The Legislative Affairs Liaison serves to monitor initiatives relevant to Northern Michigan University students in the Michigan House and Senate.
  - b. The Legislative Affairs shall be responsible for monitoring the Michigan House of Representatives Appropriation Subcommittee on Higher Education.

## **ARTICLE II - Executive Branch**

### **SECTION I - General Executive Rules**

- A. Attendance is required at all meetings of the ASNMU General Assembly and Executive Council as well as all Assembly committees in which an Executive Council member holds membership.
- B. Executive Council members must request an excused absence from the ASNMU President at least 24 hours in advance of a scheduled meeting.
- C. Excused absences will be granted only for circumstances beyond the control of the Executive Council member.
- D. More than two unexcused absences per semester by an Executive Council member is sufficient ground to begin impeachment proceedings under the neglect of office provision as outlined in the ASNMU Constitution.
- E. All Executive Council members must serve as a student advocate for at least the hours required by the executive board compensation proposal in the ASNMU office at times that have been prearranged with the ASNMU president.
- F. All Executive Council members must have their office hours posted at least in the ASNMU office, the ASNMU Web site and communicated to constituents.
- G. Office hours, if missed, must be made up.

H. Office hours which are missed and not made up constitute sufficient grounds for impeachment under the neglect of office provision as outlined in the ASNMU Constitution.

## **SECTION II - President**

- A. The President must convene and attend a weekly meeting with the chairperson of the Assembly.
- B. The President must act upon all motions and/or resolutions passed by the ASNMU Assembly within 7 (seven) days by signature or veto.
- C. If the President vetoes a motion and/or resolution and the Assembly overturns the veto, the President must then sign the motion and/or resolution.
- D. The President may veto all actions of the ASNMU Assembly with the exception of any vote of impeachment which may not be vetoed.
- E. The President must sit on the ASNMU Leadership Scholarship Evaluation Committee and may not appoint a designee.
- F. In the event the Treasurer is unavailable for an extended period of time or is incapacitated, the President may sign purchase orders, printing requests, checks, or other documents that directly cause expenditure of ASNMU funds. It is the President's responsibility to inform the Treasurer, in writing, as to what monetary documents were signed and the amount of funds committed within 10 (ten) working days.

## **SECTION III - Vice-President**

- A. The Vice President shall serve as chairperson of the Appointments Committee.
- B. In the event the Treasurer is unavailable for an extended period of time or is incapacitated, the Vice-President may sign purchase orders, printing requests, checks, or other documents that directly cause expenditure of ASNMU funds. It is the Vice-President's responsibility to inform the Treasurer, in writing, as to what monetary documents were signed and the amount of funds committed within (10) working days.

## **SECTION IV - Treasurer**

- A. The Treasurer is the budgetary signature agent for the ASNMU Assembly.
- B. The Treasurer must submit an operating budget and any subsequent revisions to the ASNMU Assembly for approval.
- C. The Treasurer must submit, and the ASNMU Assembly approves, all expenditures over \$150.00 (one hundred and fifty) except for: secretarial wages, telephone charges, printing of the ASNMU Assembly minutes, and printing of official documents.
- D. The Treasurer shall be responsible for the enforcement of the ASNMU Financial Policy. Assembly and Executive Council members requesting funds for special projects must prepare budget requests according to the guidelines of the current ASNMU Financial Policy in order to obtain approval for the expenditure of ASNMU Operating Budget funds. The Treasurer, prior to an Assembly hearing on a budget request, must review the request. The Treasurer must make him/ herself available for this review. The Treasurer is responsible for making recommendations to Assembly and Executive Council members on improving budget requests and regarding the approval of budget requests by the ASNMU Assembly.

### **Section V – Director of Information Technologies**

- A. The director of information technologies shall be responsible for developing and implementing a comprehensive information systems plan which complements the mission of ASNMU
- B. The director of information technologies shall be responsible for maintaining an up to date electronic documentation system which archives all documents circulated by the Executive Council and General Assembly
- C. The director of information technologies shall also serve as the ASNMU webmaster and be responsible for performing all duties associated with that position.
- D. The director of information technologies may request to employ an interim webmaster to carry out a specific web development project. The request shall be made to the General Assembly and if approved by a majority vote will be referred to the Appointments Committee.

### **Section VI – Secretary of the Board**

- A. The secretary of the board must compile the minutes at all general assembly meetings.
- B. The secretary of the board must post the assembly minutes approved by the Assembly chairperson within forty-eight hours of the completion of an assembly meeting, at least:
  - i. in the ASNMU office
  - ii. on the ASNMU web site
  - iii. on ASNMU University Center posting site
  - iv. In the Dean of Students office
- C. The secretary of the board shall be responsible for writing up all motions and resolutions for the president to sign within forty-eight hours
- D. The secretary of the board shall be responsible for keeping copies of signed motions and resolutions on file and copies distributed to the ASNMU president and the Dean of Students
- E. The secretary of the board also shall act as an office assistant when her/his primary duties are fulfilled.

### **Section VII – Secretary of Finance**

- A. The secretary of finance must compile the minutes at all SFC meetings
- B. The secretary of finance must post the SFC minutes approved by the treasurer within forty-eight hours of the assembly meeting, at least:
  - i. in the ASNMU office
  - ii. on the ASNMU Web site
  - iii. on the ASNMU University Center posting site
  - iv. in the Dean of Students office
- C. The secretary of finance shall be responsible for writing up all budget approvals and rejections for posting within forty-eight hours.
- D. The secretary of finance also shall act as an office assistant when her/his primary duties are fulfilled.

## **ARTICLE III - General Rules**

## **SECTION I. Elections and Related Information**

- A. An Elections Committee, appointed by the ASNMU Assembly, will administer elections and referenda. This committee will:
- i. Publicize the election and referenda.
  - ii. Develop and enforce campaign rules approved by the elections committee and ASNMU advisor.
  - iii. Prepare the petitions and ballots.
  - iv. Verify the validity of petitions.
  - v. Decide if an election should be postponed.
  - vi. Handle all aspects of voting the day of the election.
  - vii. Have original jurisdiction over any complaints that arise concerning the elections or referenda. Appellate jurisdiction shall rest with the All Student Judiciary.
- B. Twenty class days prior to the election, the Elections Committee shall announce that applications and petitions for the positions are available. These shall be printed at the expense of the Elections Committee.
- C. All candidates for elected positions must file their applications in the ASNMU Office with the Elections Committee no later than 5:00 p.m. 7 (seven) calendar days prior to the date of the election.
- i. Candidates are not to participate in any administrative aspect of the election.
  - ii. On the day of the election, there shall be no campaigning or campaign signs within a distance of 75 feet from polling locations.
- D. Write-in ballots will not be accepted.
- E. Election results may be contested for 2 (two) class days following their appearance in an official student publication available throughout campus such as *THE NORTHWIND*.
- F. A letter stating the reason(s) for contesting an election result or for requesting a recount must be submitted in writing to the Elections Committee which shall decide if the complaint warrants action. An appeal of the Elections Committee's decision(s) may be made to the All Student Judiciary within 2 (two) days upon written notification of the Elections Committee's decision. If there is no appeal, the Elections Committee's decision stands.
- G. There are no further stipulations on candidacy other than the qualifications outlined in the ASNMU Constitution except the following additional requirements:
- i. In order to run and maintain office as a candidate for an Academic Representative position a student must have been admitted to the college he/she represent.
  - ii. The General University Academic Representative position may be held by a person who has been admitted to a college only if during the election phase he/she had not been admitted to a specific college.
  - iii. A student may be a candidate for only one office per election

### **Section II - Voting Procedure:**

- A. Voting shall take place at locations designated by the Elections Committee.
- B. Locations and hours of voting booths or online times will be posted throughout campus 5 (five) calendar days prior to the election.
- C. Voters must show a valid proof of identity in order to vote.

- D. Voters can vote once at the polling place designated for their use. The Elections Committee is responsible for administering a validation process during the election.
- E. At least one person designated by the Elections Committee must be present at each polling location at all times to oversee voting.
- F. Students participating in off-campus educational programs can obtain absentee ballots 5 (five) calendar days prior to the final day of the election. They will not be accepted after 5:00 p.m. on the final day of the election.
- G. Ballots and online results are to be taken in their sealed containers or envelopes from the polling locations and stored until the time designated for counting (not later than 10:00 a.m. the morning after the election unless computer time is unavailable).
- H. Only members of the Elections Committee are allowed to be present during the computer tabulation of ballots and online results.
- I. When all formal complaints have been resolved, the election results become official.
- J. Upon inauguration of the new Assembly, ballots must be destroyed along with all other confidential election materials.
- K. If an election is postponed, the applications originally turned in will remain valid until the election is held.
- L. The ASNMU advisor(s) shall serve as advisor(s) to the Elections Committee.

### **SECTION III - Student Discretionary Activity Fee Referenda**

- A. A Referendum Committee appointed by the ASNMU President and approved by the ASNMU Assembly will administer referenda concerning the Student Discretionary Activity Fee. This committee shall include the President of ASNMU, the Student Finance Committee Chairperson, and 3 (three) students of the general student body with no ties to any student organization requesting funds. In addition, the committee shall have as its advisor a staff member appointed by the Dean of Students. This committee will select its own chairperson from within its members.
- B. All members must sit on the committee and may not appoint a designee.
- C. Referenda must be called no later than the fourth week of the fall semester of the academic year in which the referendum vote will take place.
- D. Letters must be sent notifying all student organizations of the Referendum Committee meeting dates and deadlines two weeks prior to any hearing on requests from student organizations.
- E. Organizations applying for funds must submit copies from the last two years with a description of all revenues and expenditures along with sponsored programs and/or activities. The organization must also submit a budget request for the next referendum period, which outlines proposed programs and/or activities with a detailed budget including all proposed revenues and expenditures. Organizations must meet all requests for information and deadlines established by the Referendum Committee in order to be eligible for funding.
- F. The Referendum Committee will:
  - i. Review and evaluate all proposed funding requests from student organizations.
  - ii. Draft ballot referendum questions for approval by the Assembly.

iii. Make recommendations to the Assembly regarding referendum questions and proposed Student Discretionary Activity Fee decreases and increases as well as other concerns regarding the of Student Activity Fee monies.

v. Groups may appeal in writing decisions and recommendations made by the Referendum Committee first, to the Committee, and then to the ASNMU Assembly. Appeals must be made no later than two class days after formal notification to the organization of the Referendum Committees decision.

G. Any collection of monies for student-assessed fees must go through the referendum process as outlined in the constitution and bylaws. Student monies cannot be used to support existing university-sponsored (funded through the universities general operating budget) departmental programs and activities.

#### **SECTION IV - Student Finance Committee Appeals Procedure**

A. Student Finance Committee rulings, in total or in part, may be appealed based upon inaccurate interpretation or unequal application of the Student Discretionary Activity Fee Policy or the Student Finance Committee Guidelines or By-Laws. Inaccurate interpretation would refer to instances based upon the Student Finance Committee s failure to understand and implement the guidelines as worded in the current Student Discretionary Activity Fee Policy and/or SFC Guidelines or By-Laws. Unequal application would refer to instances based upon the SFC s alleged or perceived favoritism or upon an inconsistent application of standards in considering a budget for funding.

B. Appeals procedure:

i. The requesting organization must appeal in writing to the Assembly of within 5 (five) class days upon receipt of a dated, written notice of a SFC decision to approve or deny the request in part or whole.

ii. No later than its next regularly scheduled meeting or at a special meeting called to consider the appeal, the Assembly shall review the written appeal to determine whether or not sufficient justification exists to warrant granting an appeal hearing.

iii. If the Assembly decides that an appeal hearing is warranted, it shall immediately notify in writing the appealing organization and the Student Finance Committee. The appeal hearing shall be held within two weeks (when classes are in session) of written notice, but no sooner that 48 hours of the notification.

iv. Each party shall designate a spokesperson to speak on its behalf.

v. Representatives from both parties shall be given a predetermined equal period of time (not less than ten minutes) to present their arguments. The SFC representative shall have the opportunity to present his/her organization's case first and the appealing organization s spokesperson shall summarize last at the conclusion of the hearing.

vi. Following the presentations, the Assembly will question the SFC and appealing organization s representatives. A motion from the floor may limit the time allowed for questioning.

vii. At the conclusion of the questioning, each party shall be given a three minute period to present a summary of his/her case.

viii. Both the SFC and the appealing organization shall be notified in writing within two class days of the Assembly s decision.

## **SECTION V - Governance of Organizations Receiving Student Discretionary Activity Fee Funds.**

A. All organizations receiving a direct allocation from the Student Discretionary Activity Fee, including the Student Finance Committee, must annually submit a year-end report to the Assembly of ASNMU prior to the last Monday of March.

B. The year-end report must include a detailed list of organization revenues and expenditures for that academic year and any available uncommitted funds utilizing University standard line accounting annotations. Additionally, the organizations must describe any programs and/or activities completed or attempted during the year (i.e. programs produced, projects completed or planned, activities in which the organization participated).

C. If the ASNMU Assembly finds sufficient evidence to warrant future funding of the organization with a direct allocation from Student Discretionary Activity Fee Funds, the ASNMU Assembly may vote to continue the organizations direct allocation funding.

D. If the ASNMU Assembly has sufficient reason to believe the organization receiving a direct allocation from the SDAF is misusing these funds, has not operated according to its stated mission, is no longer a viable student organization, or any other reasonable circumstance that has caused the organization to exhibit poor performance, the Assembly may vote to withdraw a portion or all of the organization's direct allocation of funds.

E. When the ASNMU Assembly revokes an organization's funding, the Assembly may recommend action or enforce sanctions against the student organization, including any or all of the following:

- i. Recommend to the Dean of Students that the organization's account(s) be frozen for a period of time determined by the ASNMU Assembly.
  - ii. Require the organization to submit weekly financial and programming reports to the SFC for a period of time determined by the Assembly.
  - iii. Revoke the funding and reallocate the funds in whole or part to the SFC for distribution for a period not to exceed two semesters excluding summer. If the funds are revoked or reallocated, the Assembly must put the question of continued funding of the organization to the student body at the next election.

F. The Chair of the Student Finance Committee must provide a written report biweekly to the ASNMU Executive Council and Assembly. This report must contain information on the funding of programs, activities and amount of funds approved and committed. The report shall also include the balance of funds left in the SFC s account(s).

G. If the Assembly of ASNMU finds sufficient grounds for misconduct by the Student Finance Committee, such as misuse of student funds, failure to maintain accurate records, failure to report to the Executive Committee and Assembly as stated in the By-Laws, operating outside of the SFC s stated mission, finds the SFC to have viability problems, and/or any other reasonable circumstance that requires corrective action, the Assembly may vote to take disciplinary action including but not limited to the following:

- i. Suspend the activities of the SFC until new members are appointed.
- ii. Freeze the SFC general account.

H. The SFC may appeal Assembly disciplinary actions to the All Student Judiciary.

## **Section VII – Office Conduct and Rules**

A. Each representative must abide by the student code.

- B. After one academic semester the representative is eligible for an office key. A representative may receive an office key earlier at the discretion of the executive board.
- C. The chair shall keep a log of all who check out an office key, including representative's name, the key number, and the date signed out.
- D. Each representative shall sign a contract at the beginning of their term stating that the key shall be returned within forty-eight hours at the end of their term or they shall be charged a \$125.00 fee. This fee will be applied to the cost of setting new locks for the ASNMU office.

#### **SECTION VIII- Amendments**

These Bylaws may be amended by a three-fourths vote of the ASNMU Assembly based on currently filled positions.

#### **SECTION IX - Adoption**

These bylaws are considered adopted upon approval by three-fourths vote of the Assembly and the approval of the ASNMU President and Vice President of Student Affairs or equivalent position.

Approved unanimously by the ASNMU Assembly on January 16, 2007.

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Erik Maillard, President,  
~~Associated~~ Students of  
Northern Michigan University