

**CONSTITUTION OF THE ASSOCIATED STUDENTS
OF THE UNIVERSITY OF MONTANA – HELENA COLLEGE OF TECHNOLOGY**

PREAMBLE

We, the Associated Students of The University of Montana – Helena College of Technology, in order to encourage constructive relationships among the students, the faculty, and the administration; to supplement and compliment formal education on the UM-HCT campus; to represent students interests, needs and welfare within the college campus; to provide for the expression of student opinions and interests to the community at large on issues affecting student life; and to protect the privileges and rights of students herein stated, do hereby establish and affirm this constitution for the Associated Students of The University of Montana – Helena College of Technology.

ARTICLE 1 – NAME

Section 1. The name of this association shall be the Associated Students of The University of Montana – Helena College of Technology, hereinafter called ASUM-Helena.

ARTICLE 2 – PURPOSE

Section 1. The purpose of the ASUM-Helena shall be to help develop attitudes of, and practice good citizenship, promote harmonious relations with the general public and throughout the school, provide a forum for students expression, establish student activities, and to promote the general welfare of the school.

ARTICLE 3 – MEMBERSHIP

Section 1. All registered students of The University of Montana – Helena College of Technology enrolled in one (1) or more credits, and only such persons shall be members of the Association. These members are entitled to vote, to hold office in the Association if qualifications are met, entitled to participate in the programs and activities provided by ASUM-Helena, and to exercise the various rights and privileges of membership.

ARTICLE 4 – MANAGEMENT & STRUCTURE

Section 1. All officers and senate shall have the primary duties of determining and representing student opinions and executing appropriate action.

Section 2. The ASUM-Helena shall function through the Executive Branch, and will associate a senate.

ARTICLE 5 – EXECUTIVE BRANCH & TERMS OF OFFICE

Section 1. The Executive Branch shall administer the affairs of ASUM-Helena. It shall enforce and put into effect all statutes duly passed by the senate, the executive Cabinet shall consist of the following:

a. Officers:

- i. ASUM-Helena President
- ii. ASUM-Helena Vice President
- iii. ASUM-Helena Business Manager

b. Advisory Staff:

- i. Faculty/Professional Staff Advisor to the ASUM-Helena Senate

Section 2. All members of the Executive Cabinet shall serve with voice and vote, except the Advisory Staff, who shall serve with voice only.

Section 3. Qualifications and terms of Executive Cabinet Officers:

- a. The Officers shall be enrolled for twelve (12) semester credits at the time of their election and shall maintain (unless exempted by a 2/3 vote) at least twelve (12) credit hours during their term of office. The officers shall have at the time of their election a 3.0 Grade Point Average and maintain at least a 2.5 G.P.A. during their term in office.
- b. The President and Vice President shall at the time of the election have accumulated a minimum of 18 semester credits.
- c. The President and Vice President shall have been members of ASUM-Helena the semester immediately preceding assumption of office.
- d. The Officer's term of office shall begin the day following conclusion of Spring semester of the year in which they are elected. The term of office shall end the last day of the next Spring semester.

Section 4. Powers and Responsibilities of the ASUM-Helena President.

- a. Shall act as official representative of ASUM-Helena at all times during his/her term of office.
- b. Be the means of communication between The University of Montana – Missoula and The University of Montana – Helena.
- c. Have authority to request and receive reports as necessary.
- d. Shall serve as chairperson of the executive cabinet.

- e. Act as the official ASUM-Helena representative in all statewide student organizations.
- f. Shall uphold and enforce the constitution.

Section 5. Powers and Responsibilities of the ASUM-Helena Vice President.

- a. Shall assume the duties of President in his/her absence, if said absence impairs the functioning ability of ASUM-Helena Associated Students.
- b. Shall take on duties of the Business Manager in his/her absence and also with his/her duties when needed.
- c. Shall act as committee advisor, when necessary, and oversee all ASUM-Helena committees and make recommendations to the President.
- d. Aid the President in any matter that he/she deems necessary.
- e. Develop weekly agendas and call all meetings, regular or special. He/she must notify Senators two days prior of meetings except in the case of emergency/special meetings.
- f. Fulfill other duties as assigned by the ASUM-Helena President.

Section 6. Powers and Responsibilities of the ASUM-Helena Business Manager.

- a. Shall perform the duties of the Secretary/Treasurer combined.
- b. Take minutes of all official meetings of the ASUM-Helena.
- c. Keep a written record of all proceedings of the council.
- d. See that all faculty members have a copy of the minutes.
- e. Provide information to the President and Advisor concerning action which should be taken by the Senate or which has been referred to a committee.
- f. Shall meet with the ASUM-Helena President, Vice President and Advisor periodically to confirm account balances.
- g. Shall work with the Advisor in maintaining records of receipts and expenditures of the ASUM-Helena funds.
- h. Inquire with the school accountant in receiving a ASUM-Helena account balances and transaction history.
- i. Shall post minutes at various points in the school.

Section 7. Resignation and Impeachment

- a. Miss three (3) consecutive meetings unless excused by 2/3 vote of the ASUM-Helena Senate Association.
- b. Not performing his/her duties as described above.
- c. Not maintaining a 2.5 G.P.A.

ARTICLE 6 – THE SENATE

- Section 1. The senators will represent their program beginning the first month of the school year and continuing until the last day of the following spring semester.
- Section 2. Dismissal of Senators
- a. Not performing his/her duties and by a 2/3 majority vote.
- Section 3. Attend meetings and report to the students of what transpired at the meetings.
- Section 4. Senators will bring all concerns and requests of students to the attention of the ASUM-Helena.
- Section 5. All senators are required to participate in at least one committee.

ARTICLE 7 – RECOGNIZED ASUM-HELENA CLUB GROUP RULES – Adopted 4/24/09

- Section 1. A group wanting ASUM-Helena recognition must:
- a. Have a faculty advisor,
 - b. Have a participating member in the student senate.
 - c. If the club wishes to have dues, funds from Student Senate, donations from other sources or fundraising monies, the club must have a financial account with the school to keep balances of money. (May be opened before or after recognition at the request of the club advisor and student senate advisor.)
 - d. Have elected officers.
 - e. National or state affiliation preferred but not necessary.
 - g. Have a Constitution to show structure of a group and group's mission and purpose. The constitution must be written before recognition is given. The constitution must include the following language:
"Benefits of membership shall not be denied in any manner contrary to federal or state anti-discrimination laws. Organization members are entitled to the rights outlined in Title 49, Chapters One and Two, MCA."
 - h. Have a membership minimum of at least 5 participating members with 85% student membership
 - i. Complete the "Application for Student Organization Recognition by Student Senate"
 - J. All recognized groups must re-apply for recognition each year.
- Section 2. Allocation of money from the student senate budget to ASUM-Helena recognized groups will be conducted on a case-by-case basis.
- Section 3. Proposals for funding are to be presented at one meeting and voted upon at the following unless the Student Senate votes to do otherwise.

ARTICLE 8 – FINANCIAL POLICY

Section 1. The Associated Student Fee is the fee paid by all registered students of ASUM-Helena for the financing of student activities and needs.

Section 2. Financial Regulations

- a. All student funds, those allocated or revenue made from student funds must remain in a student – controlled ASUM-Helena account.
- b. All student organizations requesting funds must be recognized by the ASUM-Helena.
- c. All allocations must be approved by a majority vote of the ASUM-Helena.

Section 3. Fiscal Authority

- a. ASUM-Helena shall have authority to investigate, to oversee, and to allocate all student funds.
- b. Shall have access to pertinent financial information regarding any funds.

Section 4. Fund requisition procedure for ASUM-Helena groups.

- a. Groups applying for ASUM-Helena funds must submit a typed proposal.
 - i. Estimated costs for the group, and how the funds will be spent.
 - ii. One month in advance.
 - iii. Number of people attending.
- b. Proposal will then be passed on to the Budget Committee.
 - i. Reviewed by the Budget Committee.
 - ii. Budget Committee can suggest changes in amounts they feel necessary.
- c. Presented to ASUM-Helena.
 - i. ASUM-Helena will discuss what the Budget Committee has recommended.
 - ii. ASUM-Helena will then vote the proposal in or out.
- d. Requirements
 - i. Students or groups must return with receipts showing expenses.
 - ii. Students must prove that this event or organization will benefit students from an educationally or developmental aspect.

- iii. No group will be excluded from consideration of funding from ASUM-Helena based on race, religion, sex, physical or mental disability, marital status, or political belief.

ARTICLE 9 – COMMITTEES

Section 1. Standing Committees

- a. The Executive Committee: To be composed of the President, Vice President, Business Manager and advisor. The committee shall undertake proposal of money spent, make decisions concerning executive administration not provided for, and any other situation the ASUM-Helena may deem to come under executive control.

Section 2. Special Committees

- a. These may be formed as the need arises and exists until their mission is accomplished for which the committee was created.

ARTICLE 10 – Meetings

Section 1. Meetings will be presided over by the President.

Section 2. The Order of Business will be conducted as the President deems necessary, but should follow the parliamentary procedure as outlined in the Robert's Rules of Order.

Section 3. Attendance

- a. Roll-call will be conducted by the Business Manager in a verbal manner.
- b. Meetings will be open to the Student Body.
- c. Any student having business to discuss may do so through his/her senator.

Section 4. All meetings must contain a quorum in order to conduct business. A quorum shall consist of eight (8) senators and one (1) officer.

Section 5. It shall be the responsibility of all committees to prepare verbal and written minutes after each meeting.

ARTICLE 11 – ELECTIONS

- Section 1. Yearly elections will be held by the ASUM-Helena.
- a. The elections will be during the last month of the Spring semester.
 - b. Officers will be nominated by the Associated Students and elected by majority vote.
 - c. President and Vice President must have been a senator for one semester prior to being nominated.

ARTICLE 12 – REMOVAL AND VACANCIES OF OFFICERS

- Section 1. If a vacancy occurs during the elected term:
- a. President: The Vice President will step into the President's seat.
 - b. Vice President: The seat will be filled by election within the ASUM-Helena.
 - c. Business Manager: The vacancy will be filled by election within the ASUM-Helena.
 - d. Any program not represented by its senator at three consecutive meetings shall elect a new senator.
- Section 2. The Associated Students have the right to recall any elected Officer by submitting a petition to the Student Senate, signed by at least the number of students equal to fifty percent (50%) of the number of students voting in the election in which that officer was elected. The Senate shall place the issue before the Associated Students in a recall election within three (3) weeks after receipt of said petition. If a recall is approved by a two-thirds (2/3) majority of the Associated Students who vote on the issue in the recall election, the term of the Officer in question will terminate immediately. Election ballots where students fail to vote either for or against the issue shall not be counted in the two-thirds (2/3) vote.
- Section 3. Any student government office or member of the Senate who feels they cannot fulfill their duties of office shall submit a written resignation to the President of the ASUM-Helena.

ARTICLE 13 – AMENDMENTS

- Section 1. This Constitution may be amended during the regular year at either a regular or special meeting.

Section 2. Amendments must be submitted in writing at a regular meeting. At the next regular meeting, the amendments may be discussed and a vote of two-thirds (2/3) of the ASUM-Helena is required for passage (a quorum being present).