

**ASSOCIATED STUDENTS OF
MONTANA STATE UNIVERSITY – GREAT FALLS COLLEGE OF TECHNOLOGY**

BY-LAWS

These by-laws serve as corollaries to the constitution and further definition of the rights and responsibilities of ASMSU – GF COT Senate and Executive Officers. Herein this document all members of the Executive Cabinet shall be referred to as Officers, all members of the Associated Student Senate shall be referred to as The Senate or Senators and all fee paying members of MSU – GF COT shall be referred to as The Association or Associated Students.

1. Duties and Responsibilities of the ASMSU – GF COT President:

- a. Will act as the official representative of the Associated Students at all times during the term of office, and will act accordingly.
- b. Will be the primary means of communication between the MSU – GF COT administration, faculty, staff and Association.
- c. Will have the authority to request and receive reports from the administration/faculty/staff as necessary to perform assigned duties.
- d. Will serve as Chairperson of the Executive Cabinet and the Senate, as such will have voice but may only vote in the event of a tie.
- e. May appoint Senate members to campus-wide committees as required and assist in the coordination of said committees, and shall promote student participation in such committees.
- f. Has the power to veto any resolution or amendment passed by the Senate, as follows: If the President does not deem the measure to be in accordance with the Constitution or by-laws, or beneficial to the Association, he/she may state “veto” upon announcing the results of the vote. The matter must then be tabled until the following regular meeting, at which time the vetoed item shall be the first order of business following opening the meeting, roll call, and review of previous minutes. The matter shall be opened for a motion to override veto, if seconded the motion shall require a $\frac{3}{4}$ majority of the quorum to pass. Shall the motion to override the veto fail to be seconded or fail the vote, the matter shall be closed in accordance with Article 12 Section 3 of the Constitution.
- g. Will be responsible for the public relations and/or the delegation thereof for the Association.
- h. Will serve as the voting member of ASMSU-GF COT for the Montana Associated Students (MAS), and in any and all other statewide student organizations.
- i. Will oversee the Executive Officers and Senate in the performance of their duties, provide them with necessary information to perform those duties to the best of their abilities, and intervene if deemed necessary to uphold the Constitution and by-laws.
- j. Shall uphold and enforce all articles of the Constitution and by-laws.
- k. Will maintain a journal of his/her activities relating to the office.

2. Duties and Responsibilities of the ASMSU – GF COT Vice President:

- a. Will assume the President’s duties in his/her absence. In any matter resulting in vacancy in the office of President, shall assume the office for the remainder of the term of office.
- b. Will develop the agenda for any Senate meetings, and notify all Senators at least 48 hours prior to any special meetings.
- c. Will call roll at all Senate meetings.
- d. Will be responsible for overseeing all Associated Student elections.
- e. Will oversee all elections and will act as Chairperson for any election committee that may be formed.

- f. Will oversee all Senate committees, if in attendance will have voice at those committee meetings, and must intervene if the Constitution, by-laws or MSU – GF COT policies are violated.
- g. Will fulfill other duties as assigned by the President.
- h. Shall uphold and enforce all articles of the Constitution and by-laws.
- i. Will maintain a journal of his/her activities relating to the Office.

3. Duties and Responsibilities of the ASMSU – GF COT Secretary:

- a. Will assume the Vice President’s duties in his/her absence. In any matter resulting in vacancy in the office of Vice President, will be Acting Vice President until the office is filled in accordance with the Constitution.
- b. Will keep accurate and precise records of all Senate meetings and will annotate and attach a corrections page to the original minutes to maintain an accurate journal of meetings.
- c. Shall be responsible for correspondence of the Senate.
- d. Shall keep all committee reports.
- e. Will be responsible for maintaining all records in an orderly fashion in the Senate office.
- f. Will be responsible for receiving W-2 information from all Senators, relaying messages to Senators, scheduling building use for the Senate, and maintaining the Senate office.
- g. Will fulfill other duties as assigned by the President.
- h. Shall uphold and enforce all articles of the Constitution and by-laws.
- i. Will maintain a journal of his/her activities relating to the Office.

4. Duties & Responsibilities of the ASMSU – GF COT Treasurer:

- a. Will assume the Secretary’s duties in his/her absence. In any matter resulting in vacancy in the office of Secretary, will be Acting Secretary until the office is filled in accordance with the Constitution.
- b. Will be responsible for the management of the business and financial affairs of the Associated Students, keeping all records of said affairs in an orderly fashion, and shall keep the Executive Cabinet and Senators apprised of the financial condition of the ASMSU – GF COT.
- c. Shall provide periodic detailed accounting reports and an annual audit to the Senate.
- d. Will meet with the Fiscal Authority to verify Associated Students accounts.
- e. Will fulfill all other duties as assigned by the President.
- f. Shall uphold and enforce all articles of the Constitution and by-laws.
- g. Will maintain a journal of his/her activities related to the Office.

5. Duties & Responsibilities of the ASMSU – GF COT Faculty and Staff Advisors:

- a. Advisors have voice but no vote in all Senate meetings.
- b. Advisors terms of office shall begin the day they are confirmed during spring term & conclude the following spring term when the new Advisors are confirmed.
- c. Advisors are encouraged to attend all meetings.
- d. Advisors may bring any student requests or concerns they receive to the attention of the Senate.
- e. Advisors are encouraged to assist with the mandatory large events that occur during the semester.
- f. Advisors may meet individually or collectively with Officers or Senators as needed throughout their terms of office.

- g. Advisors will have the authority to request and receive reports as necessary to perform assigned duties.
- h. Shall uphold and enforce all articles of the Constitution and by-laws.

6. Standing Committees:

- a. Student Emergency Assistance Program (SEAP): will review any applications for student emergency assistance within two (2) business days of receiving said application, will plan fundraisers as necessary, will allocate funds as deemed appropriate by the committee, and will assist any students applying for assistance in the manner deemed best by the committee.
 - The SEAP budget will be maintained by the Treasurer.
 - The SEAP committee will have two (2) advisors – one (1) faculty and one (1) staff member, neither who are current advisors to the Senate.
 - Attached are SEAPs forms and procedures.
- b. Wage Addendum Committee (WAC): will review Officers and Senators journals, activities, reports, and other information to verify the Officers and Senators eligibility for pay throughout the semester.
- c. Maintenance: will maintain the bus stop, microwave in the student lounge, microwave and refrigerator in the Senate office, and assist in moving materials into and out of the Senate storage shed.
- d. Decorating: will decorate for the large events throughout the year and will decorate the campus for holidays and/or seasons as determined by the Senate.

7. Elections, term limits and campaigns:

- a. Any member of the Senate, past or present, who has served at least one semester in the Senate may be nominated for office provided they meet the qualifications for office as defined in the constitution and by-laws.
- b. Nominations will occur no later than the third meeting in March. In extenuating circumstances the date will be set by the Vice President of the Senate with the Senate's approval.
- c. Senate members must be nominated for an office by a current Senate member; they may not self-nominate.
- d. Nominees must sign the attached Release of Directory Information form, allowing their personal information to be released to the campus community and/or general public.
- e. Any Senate member nominated for the position of Office may decline said nomination at any time up until and including the day of election.
- f. All nominees may campaign for office, at their own expense, beginning April 1st. No funds (from MSU - GF COT or the Senate) may be utilized for individual campaigns. Campaigns must be conducted within the established policies of the College and the Montana University System with respect to publication and distribution of information. The Associated Students shall be notified by the Senate of the nominees, Q/A session dates and times and course of action to vote.
- g. Elections will be held on the Tuesday two weeks prior to the end of the semester. In the event of extenuating circumstances, the date will be set by the Vice President of the Senate with the Senate's approval.
- h. The Associated Students shall render their vote for nominees via a web election. Online voting will be open for a 12 hour timeframe. Students will vote using their Student ID number to ensure only one vote per student; however, all individual ballots will remain confidential. The votes will be tallied and Student ID numbers will be cross-referenced with a current list of

Student IDs from the MSU – GF COT’s Registrar’s Office. Duplicates will be discarded as well as non-valid Student IDs.

- i. New Officers will be notified by members of the current Executive Cabinet within 20 hours of the close of balloting. The campus body will be notified within 24 hours of the close of balloting.
- j. Officers may serve no more than a total of two terms in office, but may serve as a Senator after said term of office. Senators may serve a total of six (6) terms in office, not including any terms served as an officer. A term for a Senate member is defined as one semester. A term for an officer is defined as one school year (two semesters plus any interim summer session.)
- k. Any fee-paying member of the Associate Students shall be allowed the opportunity to serve as a Senate member, provided all qualifications are met.
- l. Any and all election disputes shall be directed to the current ASMSU-GF Vice President at the time of the election. In the event that the disputed election concerns the Vice President, the election dispute will be directed to the current ASMSU-GF COT President.
- m. Post-election decisions to veto a nomination or election to office must be submitted in the form of a written resignation to the current ASMSU-GF COT President.
- n. Any and all outgoing Executive Cabinet members must provide a personal explanation of duties to the incoming officers, as defined in the Constitution and by-laws.

8. Student Lounge:

- a. The pool table shall be maintained by the Maintenance Committee. In the event professional repair is needed, this Committee shall refer to the Officers.
- b. The pay-per-use copiers, pay phones and other vending machines will be maintained by the businesses contracted to provide them, who will be contacted by the Secretary when necessary, unless this duty is otherwise assigned by the President.

9. Salaries:

- a. Officer salaries shall total as follows per semester: President, \$1000; Vice President, \$850, Secretary, \$600; Treasurer, \$600. Five (5) equal payments shall be made on a bi-weekly schedule. These payments are applicable during the regular fall and spring semesters. Officers serving terms over the summer will receive an additional sum of \$200.
- b. Senator salaries shall total \$50, with Standing Committee Chairpersons receiving an additional \$25. Senators shall be paid one time only at the end of each semester.
- c. WAC reserves the right to review all officer and senator journals and activities and holds the obligation to recommend a dock in pay for any individual found lacking on their duties. The committee shall inform the Senate of any and all approvals of pay for informational purposes.

10. Computer Usage Policy:

- a. A copy of the current campus computer usage policy can be obtained in the MSU – GF COT IT department.

11. Mandatory Large Events:

- a. Harvest Jamboree shall be held at a time during the fall as designated by members of the Senate. All Officers and Senators are required to participate unless excused.
- b. Spring Picnic shall be held at a time during the spring as designated by members of the Senate. All Officers and Senators are required to participate unless excused.

12. Requests for Funds:

- a. Any group requesting funds must have previously been recognized by the Senate. All programs of study and academic departments are deemed previously recognized.

Release of Directory Information

Name _____ Student ID _____

By signing this form, I agree to allow Directory Information to be released to all members of the Montana State University – Great Falls College of Technology campus and/or the general public. This form overrides any restrictions previously placed upon release of my student records.

Directory Information as defined by MSU - GF COT includes: student name, e-mail address, mailing address, telephone number, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received and most recent previous school attended.

Signature

Date

PROCEDURES
STUDENT EMERGENCY ASSISTANCE PROGRAM

Effective November 22, 2004

SEAP defines an emergency as an endangering combination of circumstances that are unforeseeable, unavoidable, and unsolvable through other means that call for immediate action. In keeping with this mission the following procedures will be used:

1. First and foremost, the members of the SEAP committee will be anonymous. No information should be given about any member.
2. There will be no conversation about the emergency situation with the applicant or any person other than the committee members.
3. The application will be completed, put into the attached envelope, sealed and taken to the front office. The front office will then place the envelope in the SEAP mailbox.
4. The following are circumstances that will be considered an emergency NOTE: Applications will vary and the committee will take all circumstances into consideration:
 - Car broke down
 - Hospital bills/Illnesses has put the family/person in a bind
 - Newly separated individual who has lost their income
 - Accident
 - A Fire where all is lost
 - Loss of job and unemployment not available yet
 - Financial Aid not available
 - Family emergencies
 - Financial hardship due to observance of holidays
5. Assistance that is provided at this time is Albertson's Gift Certificates and Bus Passes.
6. SEAP will not be advertised, however faculty/staff should be aware of the program and what emergency circumstances will be considered.
7. Membership will consist of an Advisor, Chair (Student Government position) Faculty Rep, and Student Members

STUDENT EMERGENCY ASSISTANCE PROGRAM (SEAP)

SEMESTER INCOME

List all loans and grants received this semester. These may be verified.

ASSISTANCE RECEIVED	AMOUNT	DATE RECEIVED
PELL		
GSL		
SSL		
VA		
VOC-REHAB		
OTHER (PLEASE LIST)		

OTHER INCOME

List all income received this month (other than what is listed above).

INCOME RECEIVED	AMOUNT	DATE RECEIVED
EMPLOYMENT		
WORK STUDY		
AFDC (WELFARE)		
FOOD STAMPS		
GENERAL ASSISTANCE		
BIA ASSISTANCE		
J.T.P.A.		
WORKER'S COMPENSATION		
UNEMPLOYMENT		
INCOME TAX RETURNS (STATE/FEDERAL)		
CHILD SUPPORT		
OTHER (PLEASE LIST)		

DO YOUR CHILDREN RECEIVE SSI? <u> </u> YES <u> </u> NO // ARE YOU LISTING IT AS INCOME? <u> </u> YES <u> </u> NO
--

STUDENT EMERGENCY ASSISTANCE PROGRAM (SEAP)

MONTHLY EXPENSES

Please list all expenses for this month.

EXPENSE	AMOUNT	DATE DUE
RENT (IS RENT SUBSIDIZED?) <input type="checkbox"/> YES <input type="checkbox"/> NO		
ELECTRICITY		
GAS (FOR HOME HEAT)		
FOOD		
TELEPHONE		
INSURANCE (PERSONAL)		
INSURANCE (AUTOMOBILE)		
GASOLINE		
CHILD CARE (IS CHILD CARE SUBSIDIZED?) <input type="checkbox"/> YES <input type="checkbox"/> NO		
OTHER (PLEASE LIST)		

THE FINANCIAL INFORMATION I HAVE PROVIDED IS CORRECT TO THE BEST OF MY KNOWLEDGE AND MAY BE VERIFIED.

SIGNATURE _____

DATE _____

WHAT KIND OF ASSISTANCE ARE YOU APPLYING FOR AND WHY?

**SENATOR QUALIFICATIONS AND DUTIES FORM
ASSOCIATED STUDENTS
MONTANA STATE UNIVERSITY – GREAT FALLS COLLEGE OF TECHNOLOGY**

QUALIFICATIONS:

1. Must be attending classes at least half-time (six credits) at MSU – GF COT.
2. Must maintain a semester Grade Point Average (GPA) of at least 2.0.
3. Must be willing to attend **all** meetings.

DUTIES:

1. Must attend **all** meetings. If a meeting is missed you must be excused by an Officer. If you are unexcused for three (3) consecutive meetings you will be dismissed.
2. To report on all that occurred in the weekly meetings to the students in your program.
3. To bring all requests and concerns of students to the attention of the Senate.
4. **All** senators are *required* to participate in at least one (1) Senate committee.
5. To keep minutes of all meetings and other information pertaining to Associated Students for reference.
6. Maintain a journal or log of participation in Senate meetings and events.
7. All Senators are required to help with any mandatory large events that occur during the semester, unless excused by a member of the Executive Cabinet.

I, _____, have read and understand the qualifications and duties required to be a Senator for the Montana State University – Great Falls College of Technology Associated Students. I agree to uphold the Constitution and by-laws of the Montana State University – Great Falls College of Technology Associated Students and to do everything in my power to uphold my duties as a Senator.

I authorize my semester GPA to be verified with the Registrar's Office at the end of the semester prior to being paid.

Signed: _____

Date: _____

**PRESIDENT QUALIFICATIONS AND DUTIES FORM
ASSOCIATED STUDENTS
MONTANA STATE UNIVERSITY – GREAT FALLS COLLEGE OF TECHNOLOGY**

QUALIFICATIONS:

4. Officers must be attending classes for a full year (fall and spring semesters) and must be enrolled at least nine credits per semester during the term of office.
5. Officers must maintain a semester Grade Point Average (GPA) of at least 2.0.
6. Officers must be willing to attend **all** meetings.

Duties and Responsibilities of the ASMSU – GF COT President:

- l. Will act as the official representative of the Associated Students at all times during the term of office, and will act accordingly.
- m. Will be the primary means of communication between the MSU – GF COT administration, faculty, staff and Association.
- n. Will have the authority to request and receive reports from the administration/faculty/staff as necessary to perform assigned duties.
- o. Will serve as Chairperson of the Executive Cabinet and the Senate, as such will have voice but may only vote in the event of a tie.
- p. May appoint Senate members to campus-wide committees as required and assist in the coordination of said committees, and shall promote student participation in such committees.
- q. Has the power to veto any resolution or amendment passed by the Senate, as follows: If the President does not deem the measure to be in accordance with the Constitution or by-laws, or beneficial to the Association, he/she may state “veto” upon announcing the results of the vote. The matter must then be tabled until the following regular meeting, at which time the vetoed item shall be the first order of business following opening the meeting, roll call, and review of previous minutes. The matter shall be opened for a motion to override veto, if seconded the motion shall require a $\frac{3}{4}$ majority of the quorum to pass. Shall the motion to override the veto fail to be seconded or fail the vote, the matter shall be closed in accordance with Article 12 Section 3 of the Constitution.
- r. Will be responsible for the public relations and/or the delegation thereof for the Association.
- s. Will serve as the voting member of ASMSU-GF COT for the Montana Associated Students (MAS), and in any and all other statewide student organizations.
- t. Will oversee the Executive Officers and Senate in the performance of their duties, provide them with necessary information to perform those duties to the best of their abilities, and intervene if deemed necessary to uphold the Constitution and by-laws.
- u. Shall uphold and enforce all articles of the Constitution and by-laws.
- v. Will maintain a journal of his/her activities relating to the office.

I, _____, have read and understand the qualifications and duties required to be the President for the Montana State University – Great Falls College of Technology Associated Students. I agree to uphold the constitution of the Montana State University – Great Falls College of Technology Associated Students and to do everything in my power to uphold my duties as President.

I authorize my semester GPA to be verified with the Registrar’s Office at the end of the semester prior to being paid.

Signed: _____

Date: _____

**VICE PRESIDENT QUALIFICATIONS AND DUTIES FORM
ASSOCIATED STUDENTS
MONTANA STATE UNIVERSITY – GREAT FALLS COLLEGE OF TECHNOLOGY**

QUALIFICATIONS:

7. Officers must be attending classes for a full year (fall and spring semesters) and must be enrolled at least nine credits per semester during the term of office.
8. Officers must maintain a semester Grade Point Average (GPA) of at least 2.0.
9. Officers must be willing to attend **all** meetings.

Duties and Responsibilities of the ASMSU - GF COT Vice President:

- j. Will assume the President's duties in his/her absence. In any matter resulting in vacancy in the office of President, shall assume the office for the remainder of the term of office.
- k. Will develop the agenda for any Senate meetings, and notify all Senators at least 48 hours prior to any special meetings.
- l. Will call roll at all Senate meetings.
- m. Will be responsible for overseeing all Associated Student elections.
- n. Will oversee all elections and will act as Chairperson for any election committee that may be formed.
- o. Will oversee all Senate committees, if in attendance will have voice at those committee meetings, and must intervene if the Constitution, by-laws or MSU – GF COT policies are violated.
- p. Will fulfill other duties as assigned by the President.
- q. Shall uphold and enforce all articles of the Constitution and by-laws.
- r. Will maintain a journal of his/her activities relating to the Office.

I, _____, have read and understand the qualifications and duties required to be the Vice President for the Montana State University – Great Falls College of Technology Associated Students. I agree to uphold the constitution of the Montana State University – Great Falls College of Technology Associated Students and to do everything in my power to uphold my duties as Vice President.

I authorize my semester GPA to be verified with the Registrar's Office at the end of the semester prior to being paid.

Signed: _____

Date: _____

**SECRETARY QUALIFICATIONS AND DUTIES FORM
ASSOCIATED STUDENTS
MONTANA STATE UNIVERSITY – GREAT FALLS COLLEGE OF TECHNOLOGY**

QUALIFICATIONS:

- 10. Officers must be attending classes for a full year (fall and spring semesters) and must be enrolled at least nine credits per semester during the term of office.
- 11. Officers must maintain a semester Grade Point Average (GPA) of at least 2.0.
- 12. Officers must be willing to attend **all** meetings.

Duties and Responsibilities of the ASMSU – GF COT Secretary:

- h. Will assume the Vice President’s duties in his/her absence. In any matter resulting in vacancy in the office of Vice President, will be Acting Vice President until the office is filled in accordance with the Constitution.
- i. Will keep accurate and precise records of all Senate meetings and will annotate and attach a corrections page to the original minutes to maintain an accurate journal of meetings.
- j. Shall be responsible for correspondence of the Senate.
- k. Shall keep all committee reports.
- l. Will be responsible for maintaining all records in an orderly fashion in the Senate office.
- m. Will be responsible for receiving W-2 information from all Senators, relaying messages to Senators, scheduling building use for the Senate, and maintaining the Senate office.
- g. Will fulfill other duties as assigned by the President.
- i. Shall uphold and enforce all articles of the Constitution and by-laws.
- i. Will maintain a journal of his/her activities relating to the Office.

I, _____, have read and understand the qualifications and duties required to be the Secretary for the Montana State University – Great Falls College of Technology Associated Students. I agree to uphold the constitution of the Montana State University – Great Falls College of Technology Associated Students and to do everything in my power to uphold my duties as Secretary.

I authorize my semester GPA to be verified with the Registrar’s Office at the end of the semester prior to being paid.

Signed: _____

Date: _____

**TREASURER QUALIFICATIONS AND DUTIES FORM
ASSOCIATED STUDENTS
MONTANA STATE UNIVERSITY – GREAT FALLS COLLEGE OF TECHNOLOGY**

QUALIFICATIONS:

- 13. Officers must be attending classes for a full year (fall and spring semesters) and must be enrolled at least nine credits per semester during the term of office.
- 14. Officers must maintain a semester Grade Point Average (GPA) of at least 2.0.
- 15. Officers must be willing to attend **all** meetings.

Duties & Responsibilities of the ASMSU – GF COT Treasurer:

- e. Will assume the Secretary’s duties in his/her absence. In any matter resulting in vacancy in the office of Secretary, will be Acting Secretary until the office is filled in accordance with the Constitution.
- f. Will be responsible for the management of the business and financial affairs of the Associated Students, keeping all records of said affairs in an orderly fashion, and shall keep the Executive Cabinet and Senators apprised of the financial condition of the ASMSU – GF COT.
- g. Shall provide periodic detailed accounting reports and an annual audit to the Senate.
- h. Will meet with the Fiscal Authority to verify Associated Students accounts.
- e. Will fulfill all other duties as assigned by the President.
- f. Shall uphold and enforce all articles of the Constitution and by-laws.
- g. Will maintain a journal of his/her activities related to the Office.

I, _____, have read and understand the qualifications and duties required to be the Treasurer for the Montana State University – Great Falls College of Technology Associated Students. I agree to uphold the constitution of the Montana State University – Great Falls College of Technology Associated Students and to do everything in my power to uphold my duties as Treasurer.

I authorize my semester GPA to be verified with the Registrar’s Office at the end of the semester prior to being paid.

Signed: _____

Date: _____