

# ASMT By-Laws

Revised April 2016

**Table of Contents**.....2  
Article I- ASMT Committees.....3  
Article II- ASMT Election Rules and Regulations.....4  
Article III- ASMT Clubs.....5  
Article IV ASMT Financial Policy.....6  
Article VASMT Radio Station Policy.....7  
Article VI ASMT Newspaper Policy.....8  
Article VII ASMT Campus Entertainment Policy.....9  
Article VIII ASMT Intramurals Policy.....10  
Article IX Resignation/Removal of ASMT Entity Directors.....11

Revised April 2016

## **Article I- ASMT Committees**

The chairperson of any needed committee shall be an ASMT Senator appointed the ASMT Vice President. The committee shall be made up of at least three (3) members of the ASMT Senate. Voting shall be by a simple majority of the voting members present at an announced meeting. The chairperson of the standing Senate committee shall be responsible for presenting minutes to the Executive Cabinet upon request. The chairperson shall also be responsible for roll call at the meetings.

## **Article II- ASMT Election Rules and Regulations**

### Section 1- Guidelines:

- A. The student body shall be told one (1) month before elections about available positions and applications will be made available at that time. Applications will be due one (1) week prior to elections. Applications for office shall be turned into the ASMT office.
  - i. Executive office elections will be held no later than the end of Spring
  - ii. ASMT Senate elections will be held no later than the end of April
- B. All candidates for ASMT office may post their campaign signs and material upon completion of the application process up to three (3) weeks before elections

### Section 2- Contested Elections

- A. A written complaint stating the reason for the contention of the previous election must be given to the President of ASMT by 5:00 pm of the next business day following the election
- B. The President of ASMT shall present the complaint to the Judicial Board of ASMT for an opinion based on the Election Rules and Regulations
- C. If the Justice's opinion is in favor of the complaint, the outcome of the election shall be decided by the Judicial Board

## **Article III- ASMT Clubs**

In order to be a recognized club, the club must be approved by the ASMT Executive Council and must meet the following requirements:

### **Section 1- Club Requirements**

- A. Place on file with the ASMT office a copy of their club application which has been approved by the ASMT Executive Council
- B. Have a faculty or staff advisor
- C. Have elected officers, at minimum an elected President
- D. Have been a participant in Club Rush in the current academic year

### **Section 2- Eligibility**

- A. To participate in ASMT sanctioned events or to receive funding through ASMT, club enrollment must meet 2/3 or more fee-paying North Campus students

### **Section 3-Ineligibilities**

- A. Any club in violation of the stated requirements shall be ineligible for ASMT funding
- B. Any club which is ineligible shall be considered inactive and must petition the Executive Council to be placed on active status

## **Article IV- Financial Policy**

### Section 1- Campus and Community

All recognized clubs may request funding from the ASMT Student Senate. To receive funding, clubs must meet the following criteria:

- A. Submit a proposal for funding to the Finance Committee prior to the event date
  - i. Proposal must include itemized costs, expenditures, and total request for funding
  - ii. Food and drink is not covered by ASMT funds
- B. The club must present to both the Finance Committee and ASMT Senate for funding
- C. A representative from the club shall report to ASMT, no later than the semester end, with a short (5 minute maximum) oral or written presentation describing what the club did with the funds
- D. No proposal for fund requests will be accepted for an event that already took place

### Section 2- Points of Emphasis

- Is the amount of money that will be given to the recognized club going to benefit the student body?
- How active is the club on campus? Do they have their own fundraisers? Do they do any other charitable or helpful work in the community or on campus?
- Are the club representatives willing to answer questions that may arise from the Senate pertaining to the fund request?
- To what extent will the money given to the recognized club benefit Montana Tech?

### Section 3- Club Behavior

If a club that represents Montana Tech exhibits unfavorable behavior at any event that is sponsored by ASMT funds, the Executive Council shall meet to discuss the behavior. If the Executive Council feels it is necessary, the situation shall be turned over to the Judicial Board for further action.

### Section 4- Competition Groups

Club competition groups or paper presentations associated or affiliated as club members are eligible for ASMT Campus and Community funds. Funds must be used for direct event costs, including but not limited to transportation, lodging, and registration fees.

### Section 5- Ineligible for Funding

The ASMT Senate shall limit fund requests to recognized Montana Tech clubs. Graduate and undergraduate research will not be considered for any fund requests regardless of any affiliation to a recognized Montana Tech club.

## **Article V- ASMT Radio Station Policy**

### Section 1- Radio Station Policy

- A. There shall be a student ran FM radio station on the Montana Tech campus
- B. The radio station shall be required to be at (a minimum of) all ASMT sanctioned events- Homecoming, Holiday Stroll, Club Rush, and M-Days
- C. The station manager is responsible for reporting to the ASMT Senate on the current activities of the radio station as requested by the ASMT Executive Council
- D. The station manager for the upcoming year shall be hired before the last day of the spring semester by the hiring committee, which shall be comprised of the current standing Executive Council and the incoming Executive officers.

## **Article VI- ASMT Newspaper Policy**

### Section 1- Newspaper Policy

- A. There shall be a student ran newspaper publication written and printed for the members of ASMT on a minimum of a bimonthly basis.
- B. The newspaper shall be required to be at (a minimum of) all ASMT sanctioned events- Homecoming, Holiday Stroll, Club Rush, and M-Days
- C. The editor of the newspaper is responsible for reporting to the ASMT Senate on the current activities of the paper as requested by the ASMT Executive Council
- D. The newspaper editor for the upcoming year shall be hired before the last day of the spring semester by the hiring committee, which shall be comprised of the current standing Executive Council and the incoming Executive Council.



## **Article VII- ASMT Campus Entertainment and Traditional Events Policy**

### Section 1- Mission Statement

- A. To provide the fee paying North Campus students of Montana Tech with quality activities, entertainment, and special events by utilizing the university and student resources available, student suggestions and ideas, and coordinating with other ASMT clubs and organizations.

### Section 2- ASMT Campus Entertainment Policy

- A. Campus Entertainment is to be overseen by the Director of Student Activities and their assistant
- B. Campus Entertainment shall be responsible for implementing and overseeing Montana Tech traditional events which are defined as the following: Homecoming, Holiday Stroll, Club Rush, and M-Days
- C. Campus Entertainment will distribute a Homecoming guidebook for all clubs to use during Homecoming week
- D. Campus Entertainment will be responsible for providing additional events for students throughout the academic school year. Campus Entertainment will compile and distribute a monthly events calendar that shall be available to all fee paying North Campus students
- E. The Director of Student Activities and their assistant shall be in charge of hiring student employees to help coordinate and run Campus Entertainment events

## **Article VIII- ASMT Intramurals Policy**

- A. There shall be a student ran Intramurals program on the Montana Tech campus that shall be overseen by the director of the pool\*
- B. Intramurals shall be required to provide a minimum of the following sports to fee paying students: basketball, volleyball, football, and softball
- C. The Intramurals student director is responsible for reporting to the ASMT Senate on the current activities of Intramurals as requested by the ASMT Executive Council
- D. The Intramurals student director for the upcoming year shall be hired before the last day of the spring semester by the hiring committee, which shall be comprised of the current standing Executive Council and the incoming Executive officers as well as the pool director\* if the person in that position so chooses.

*\*At the time these by-laws were written (April 2016), there was no official job title for the position overseeing the pool and Intramurals program*

## **Article IX- Resignation and Removal of ASMT Entity Directors**

### Section 1- Resignation of ASMT Entity Directors

- A. ASMT Entity Directors shall be required to provide the ASMT Executive Council with a two week resignation notice in writing. The resignation letter shall be turned in to the ASMT President
- B. The ASMT Executive Council shall appoint an appropriate person to fill the position for the remainder of the school year

### Section 2- Removal of ASMT Entity Directors

- A. The ASMT Senate shall have a no tolerance policy for job misconduct. If an entity director fails to comply with the job requirements laid out by ASMT, the ASMT Senate may vote to remove the director from their position
- B. In the case this situation arises, the ASMT Executive Council shall appoint an appropriate person to fill the position for the remainder of the school year