



The Bylaws of the Associated Students of Saint Martin's University

Amended: August 2023

Ratified:

Article I. Requirements for Holding Office

Those holding office and appointed ASSMU positions must be a member of the ASSMU assembly and must, at all times, continue to meet all qualifications and responsibilities as long as they hold office. All members of the Senate must maintain a cumulative Saint Martin's University grade point average of 2.50 or higher. Verification of these qualifications will be completed by the ASSMU Advisor at the end of each semester that senators are in office to verify continued eligibility.

Article II. Duties of the Senate

Section 2.1 Each Senate member shall be responsible for a verbal report outlining duties, office hours, and meetings in the previous week. This report will be given at the start of each ASSMU assembly meeting. Digital notes of the aforementioned report will be submitted to the Executive Secretary by the specified date set by the Executive Secretary.

Section 2.2 Each Senate member shall be required to attend all ASSMU meetings for the entirety of their term in office. Should extenuating circumstances occur, the ASSMU President and Advisor will both receive documentation of a senator's absence at least 1 hour before the assembly meeting. No Senate member should be absent from more than two total assembly meetings per semester that they hold office.

(a) Should more than two absences occur, see Article III.

Section 2.3 Senate members will be required to serve on a committee with the Board of Trustees and undertake all duties outlined in their respective job descriptions, as well as any other tasks relevant to their positions on ASSMU or as assigned by the ASSMU President.

Section 2.4 Civic engagement and encouragement of peers to participate in student government shall be the first and foremost goal of each Senator in their respective constituencies.

Section 2.5 Each Senate member shall uphold the laws and bylaws as outlined in the ASSMU Governing Documents, and create amendments, revisions, and resolutions as they become necessary for the betterment of their individual and group goals within ASSMU.

Section 2.7 Officers (Senate and Executive Board Members) whose performance does not reflect any aforementioned duties and goals of ASSMU shall be subject to notice and conference with the ASSMU Disciplinary Committee.

- (a) Should the performance of a Senator remain unimproved within 75 days of aforementioned conference, the ASSMU President will receive notice via email from the Disciplinary Committee and probationary status of the officer's position will be enacted. For probationary measures, see Article III.
- (b) Should the performance of an Executive Board member remain unimproved within 50 days of aforementioned conference, the ASSMU President will receive notice via email from the Disciplinary Committee and probationary status of the officer's position will be enacted. For probationary measures, see Article III.
- (c) Should the President fail in executing their duties of office despite proper Disciplinary intervention, the Vice President will take over duties of office and the President will undergo impeachment.

Section 2.8 President

- (a) Shall be the chief executive officer for ASSMU;
- (b) Shall chair all Senate meetings;
- (c) Shall exercise general supervision of ASSMU operation including authority to assign duties to any Senate member, with documented correspondence via SMU email;
- (d) Shall serve as the official representative of ASSMU in every public capacity;
- (e) Shall work to maintain good public relations between ASSMU, the Administration, Faculty, Staff, and Monastic Community of SMU, as well as with the general public;
- (f) Shall serve as the official student member on the SMU Board of Trustees
 - a. As a Board of Trustees member will submit quarterly Board of Trustees reports
- (g) Cannot vote except in the event of a tie within the Senate;
- (h) Shall have the right to exercise Presidential Veto for any legislation viewed or approved by the ASSMU Senate;
- (i) Shall maintain general oversight of all ASSMU funds within the policies set forth by the University and under advisement of the Executive Treasurer;
- (j) Shall make club ledgers available on request by any ASSMU assembly member.

Section 2.9 Vice President

- (a) Shall act as parliamentarian for the Senate for all meetings;
- (b) Shall act as custodian for ASSMU Constitution and Bylaws and make them available upon request;
- (c) Shall review all legislation for constitutionality prior to consideration by the Senate and present a recommendation before legislation is called to a vote;
- (d) Shall be the chief officer in settling disputes involving interpretation of the governing documents as it is outlined by the Constitutional Review Committee;
- (e) Shall form and chair a Disciplinary and Appellate Committee

- a. Disciplinary and Appellate Committee duties are outlined in Appendix D;
- (f) Shall work with the Executive Secretary as Media Relations Officers for ASSMU, including posting:
 - a. Social media;
 - b. Press releases;
 - c. Programming advertisement;
 - d. TUB and Old Main Bulletin Board;

Section 2.10 Executive Secretary

- (a) Upon being elected the President shall appoint or designate someone to appoint the Secretary for the following academic year.
- (b) Shall distribute a written agenda to each officer prior to the ASSMU general meeting;
- (c) Shall act as ASSMU historian through accurate minutes of all assembly meetings and special meetings;
- (d) Shall publish minutes of those meetings within five (5) academic days following each meeting;
- (e) Shall chair and appoint the Elections Committee with Senate approval;
 - a. The Elections Committee role is outlined in Appendix C;
- (f) Shall be responsible for the general management of ASSMU Elections (See Elections Code);
- (g) Shall not campaign for any officer outside of his or her own office
 - a. Should such an instance occur, the ASSMU President will immediately call for the vacating of the Executive Secretary office and take over immediate supervision of the Elections Committee;
- (h) Shall record attendance of Senate and assembly members at all Senate meetings;
- (i) Shall be responsible for completing Senate office tasks as needed, including scheduling;
- (j) Shall work with the Vice President as Media Relations Officers for ASSMU, including posting:
 - a. Social media;
 - b. Press releases;
 - c. Programming advertisement;
 - d. TUB and Old Main Bulletin Board;

Section 2.11 Executive Treasurer

- (a) Upon being elected the President shall appoint or designate someone to appoint the Treasurer for the following academic year. Qualifications for the position include:
 - a. Shall be a member of ASSMU and maintain a minimum Saint Martin's University grade point average of 2.75. Verification of these qualifications will be handled by the ASSMU Advisor
 - b. Shall demonstrate a history of financial accountability in either an academic or professional capacity;

- (b) The Vice President shall exercise general supervision over the Treasurer;
- (c) Shall act as custodian for all ASSMU Finance Code and make it available upon request;
- (d) The Treasurer shall aid in the coordination of funds between ASSMU and its sponsored clubs;
- (e) Shall maintain copies of all statements, bills, receipts, requisitions and any other financial records;
- (f) Shall aid in the publication of club ledgers at least once per semester;
- (g) Shall aid the Vice President in cross referencing any and all transactions between ASSMU and its financial constituents;
- (h) Shall undertake other duties as assigned by the President;
- (i) Shall serve as Chair of the Finance Committee and appoint its members with Senate approval;
 - a. Finance Committee tasks are outlined in Appendix B;

Section 2.12 Executive Club Coordinator

- (a) Shall act as the formal representative of all ASSMU clubs, responding to their input, acting on their behalf, and advocating for their interests;
- (b) Shall be responsible for conducting a regular meeting with the representatives of all ASSMU recognized clubs;
- (c) Shall act as custodian for ASSMU Club Handbook and make available upon request;
- (d) Shall be responsible for keeping the ASSMU Senate informed of club and organization activities and concerns with verbal reports and updates via SMU email;

Section 2.13 Senator of Commuter Students

- (a) Shall act as the formal representative of all ASSMU Commuter Students, responding to their input, acting on their behalf, and advocating for their interests;
- (b) Shall be a commuter student for the academic year they are in office;
- (c) Shall assist in planning on-campus activities that are welcoming to Commuter students;
- (d) Shall maintain and oversee the commuter student parking spot located in the Harned Parking Lot;
- (e) Shall not miss more than one (1) Commuter Student meeting/lunch per semester;
- (f) Shall serve on a Board of Trustees Committee as assigned by the ASSMU President & Advisor.

Section 2.14 Senator of Cultural Diversity

- (a) Shall work to vocalize and represent the needs of all students of diverse nationality, ethnicity, race, class, gender, religion, sexual orientation, age, and physical, mental, or sensory ability;
- (b) Shall be an advocate in Senate meetings and within the SMU community for minority or oppressed groups or persons;

- (c) Shall create and promote events and activities that educate the community on cultural diversity;
- (d) Shall serve as the chair of the Social Justice Committee;
- (e) Shall serve on a Board of Trustees Committee as assigned by the ASSMU President & Advisor.

Section 2.15 Senator of International Students

- (a) Shall act as the formal representative of all ASSMU International Students, responding to their input, acting on their behalf, and advocating for their interest;
- (b) Shall self-identify as an international student at SMU;
- (c) Shall increase communication amongst International students;
- (d) Shall assist in planning on-campus activities that are welcoming to International Students;
- (e) Shall serve on a Board of Trustees Committee as assigned by the ASSMU President & Advisor.

Section 2.16 Senator of Non-Traditional Students

- a) Shall act as the formal representative of all ASSMU Non-Traditional Students, responding to their input, acting on their behalf and advocating for their interests;
- b) Shall identify as a non-traditional student;
 - a. Non-Traditional Students shall be identified as:
 - i. Financially independent;
 - ii. Not following an academic path directly from high school to college;
 - iii. Has other life responsibilities that, in time of crisis, took precedence over their educational goals;
 - iv. May be partnered, single, with or without children, or under other circumstances causing them to be a non-traditional student;
- c) Shall increase communication amongst Non-Traditional students;
- d) Shall assist in planning on-campus activities that are welcoming to Non-Traditional students;
- e) Shall serve on a Board of Trustees Committee as assigned by the ASSMU President & Advisor.

Section 2.17 Senator of Academic Schools

- (a) An individual senator will be elected for the following academic fields: Arts and Sciences, Business, Education, Engineering, Graduate Students, Life Sciences, and Public Health;
- (b) Each aforementioned Senator shall act as the formal representative of their Saint Martin's University School, responding to their constituents' input, acting on their behalf and advocating for their interests;
- (c) Shall be registered as a student within their respective fields of study;
- (d) Shall meet with the Deans of their schools once a month;

- (e) Shall serve on a Board of Trustees Committee as assigned by the ASSMU President & Advisor.

Section 2.18 Senator of Athletic Students

- (a) Shall act as the formal representative of all ASSMU Athletic Students, responding to their input, acting on their behalf and advocating for their interests;
- (b) Shall be enrolled as an NCAA student athlete at SMU;
- (c) Shall increase communication amongst Athletic Students;
- (d) Shall assist in planning on-campus activities that are welcoming to Athletic Students.
- (e) Shall serve on a Board of Trustees Committee as assigned by the ASSMU President & Advisor.

Section 2.19 Senator of Military-Affiliated Students

- (a) Shall act as the formal representative of all ASSMU Military-Affiliated Students, responding to their input, acting on their behalf and advocating for their interests;
- (b) Shall Identify as a Military-Affiliated Student;
- (c) Shall work in relation to the Office of Veteran Affairs
- (d) Shall increase communication amongst military-affiliated students;
- (e) Shall assist in planning on-campus activities that are welcoming to military-affiliated students;
- (f) Shall serve on a Board of Trustees Committee as assigned by the ASSMU President & Advisor.

Section 2.2 All aforementioned duties of the ASSMU Executive Board and Senate are subject to review and revision annually by a specially selected Constitutional Review Committee. Changes will be presented to and voted upon by current ASSMU officers annually.

Article III. Vacancies or Impeachment between Elections

Section 3.1 In the event of a vacancy or impeachment in the Office of the President between elections, the elected Vice President shall assume all duties and responsibilities of the Presidency.

Section 3.2 In the event of a vacancy or impeachment in the Office of the Vice President, a special election by the elections committee shall be held to fill the position within fifteen (15) business days of the vacancy when said vacancy is announced to the Senate.

Section 3.3 In the event of a vacancy or impeachment in a Senate Position, either the ASSMU President shall appoint, at their discretion and with approval of the Senate, a qualified person to fill the vacancy, or call for a special election within fifteen (15) business days of the vacancy's beginning. All candidates for the vacant positions must meet the minimum qualifications outlined in the ASSMU Governing Documents.

Section 3.4 A Senate or Executive Board member may be removed from office for failure to meet Requirements for Holding Office as outline in Article I or for just cause as outlined in the manner listed below:

- (a) Any ASSMU Senate or Assembly member can submit a formal removal of office request to the ASSMU President or ASSMU advisor;
 - a. Removal of Office request outline can be found in Appendix H;
- (b) Immediate notice will be submitted via ASSMU email to the ASSMU member in question within 48 hours of receiving the removal of office request;
- (c) The ASSMU member in question shall be afforded the opportunity to explain or refute the allegations according to Parliamentary Procedure;
 - a. In the event that the Senate shall find the grievances outlined to be factual, the Senate shall have the power to declare such office vacant upon reaching a super majority vote, and the vacancy shall be filled in accordance with Article III;
 - b. In the event that the Senate shall find the grievances lacking merit or fact, the ASSMU member in question shall retain his or her office.

Article IV. Clubs

Section 4.1 Recognition of a New Club

- (a) To create a new club, the interested student(s) must submit to ASSMU, via the Executive Club Coordinator, all documentation outlined in the ASSMU Club Handbook ;
- (b) The Executive Club Coordinator will submit the club request to the ASSMU Vice President for Constitutional Review. The Vice President has one (1) academic week to determine the document's constitutionality.
- (c) To be formally recognized, a club must be approved by a simple majority vote of the Senate. The ASSMU President has the right to veto the recognition of a club at the time of recognition only.
- (d) All club requirements for semester and academic year status updates are outlined in the ASSMU Club Handbook.

Article V. Committees

Section 5.1 The Constitutional Review Committee, Finance Committee, Elections Committee, Disciplinary and Appellate Committee, and Social Justice Committee shall be considered standing committees of the Senate. These committees have special procedures and responsibilities which are outlined in the Appendix.

Section 5.2 Upon filling a standing committee, the chair shall appoint, with the approval of the committee, a vice-chair to serve in his/her absence.

Section 5.3 The President, with advisement of the Senate, shall create and appoint chairs of all standing and ad-hoc committees. These chairs shall serve for a term of one (1) academic year unless otherwise specified by the ASSMU President. These committees shall consist of at least one (1) senate member.

Section 5.4 The committees shall submit a written report to the ASSMU Senate regarding goals, planning, and progress at the beginning and end of each semester. The end of semester report shall be verbally presented during and ASSMU general meeting.

Section 5.5 The committees shall complete a minimum of one project per academic year.

Article VI. Elections

Section 6.1 The election of ASSMU officers for the following academic year shall take place in the spring semester. In order to be eligible to be on the spring ballot for an Executive or Senate position, a candidate must be a member of ASSMU and have a cumulative University grade point average of 2.50 or higher. Transfer students may use their transcripts from their previous institution to meet these requirements. However, such transcripts may be used only during the semester in which the student transferred to Saint Martin's University (after which only SMU grades shall apply).

Section 6.2 The election of the ASSMU Senate shall be complete no less than six (6) weeks prior to the end of the spring semester. Three (3) weeks shall be allowed for notification of upcoming elections, a minimum of ten (10) days for campaigning and a minimum of two (2) academic days for balloting.

- (a) Campaign rules and other election procedures are outlined in the Elections Code
- (b) All elections processes will be overseen by the Elections Committee, as outlined in Appendix C.

Article VII. Summer Authorization

Section 7.1 The ASSMU Senate and Executive Board shall be authorized to transact business concerning ASSMU during the summer months, in accordance with the Constitution, Bylaws and policies set forth by the Senate;

- (a) A report, made by the ASSMU President for the Fall semester following the summer in question, shall be presented to the Senate of the same session of all actions; taken during the summer months by the second regular meeting of the Fall semester;
- (b) All decisions made by the ASSMU members during the summer are subject to review by the presiding Senate whose budget provides the funding;
- (c) Summer authorization shall not exceed the established dollar amount voted upon by the ASSMU Senate at the final ASSMU assembly meeting of the Spring semester;
 - a. A memorandum shall be submitted by the ASSMU Executive Treasurer outlining the summer authorization budget before the close of the Spring semester before the summer.

Article VIII. Meeting Management

Section 8.1 The ASSMU Senate shall meet at minimum once a week at a time specified and published to the assembly.

Section 8.2 All ASSMU assembly meetings shall be open to the public.

Section 8.3 All ASSMU assembly meetings shall follow the latest updated edition of Parliamentary Procedure, as advised by the ASSMU President and Vice President.

Section 8.4 All items to be listed on the Agenda for any ASSMU general meeting must be submitted to the Executive Secretary via SMU email by the deadline set forth by the Executive Secretary.

Section 8.5 Issues before the Senate require a simple majority to be enacted;

(a) A simple majority shall be defined as 50 percent the voting members present plus one (1);

(b) The Senate has the right to overturn a Presidential veto by a two-thirds (2/3) majority of the voting members present.

Section 8.6 Only elected Senators, Vice President, and Executive Club Coordinator shall have a vote in the ASSMU proceedings unless a tie occurs (See Section 2.9h).

Section 8.7 All business conducted by this body shall go into effect immediately after passage unless otherwise specified by the Constitution or the legislation itself.

Article IX. Amendments

Section 9.1 Amendments to these Bylaws shall be made by a simple majority vote of the Senate.

Section 9.2 Submitting a proposed amendment to the ASSMU Bylaws shall be made in the same manner as prescribed in the Constitution (Article VII).

Section 9.3 Should assembly members find need for amendments to be made to ASSMU Governing documents, they have the ability to petition their respective Senators to create said changes.

Section 9.4 Through the resolution, voting on the proposed amendment shall follow the procedure as outlined in the Constitution (Article V).

Appendix A – Constitutional Review Committee

Section A.1 The function of the Constitutional Review Committee will be to conduct a review of the Constitution at the beginning of each academic year. This review shall entail examining the documents for clarity, functionality and coherence with ASSMU's mission. At the conclusion

of this review, the Vice President shall make a report to the Senate outlining the Committee's findings and the recommendations of the Committee.

Section A.2 The Vice President shall serve as the chair of the Constitutional Review Committee.

Section A.3 The Vice President shall appoint, with senatorial approval, five (5) general ASSMU members to sit on the committee.

Section A.4 The Constitutional Review Committee shall be formed no later than six (6) weeks from the beginning of the academic year.

Section A.5 The Constitutional Review Committee must meet no less than three (3) times per semester and must address business sent to it within ten (10) academic days of submission.

Section A.6 All questions pertaining to the Constitution must be referred to the Constitutional Review Committee. The committee shall then research the question(s) and has the power to interpret and make decisions based on their review of the empowering documents. The decision(s) of the Constitutional Review Committee in these matters are submitted to the Senate and are non-negotiable.

Appendix B – Finance Committee, Accounting and Budget Procedure.

Section B.1 The function of the Finance Committee will be to administer all ASSMU funds within the boundaries and policies the University and ASSMU have set forth.

Section B.2 The Executive Treasurer shall serve as the Chair of the Finance Committee.

Section B.3 The Finance Committee shall be comprised of the Treasurer, President, Vice President, and four (4) general ASSMU members – one commuter student, one resident student, one non-traditional student, and one international student. These members may also be represented as ASSMU Senators but the committee must always maintain a minimum of two (2) ASSMU assembly members.

Section B.4 The Finance Committee shall be formed no later than six (6) weeks from the beginning of the academic year.

Section B.5 The Finance Committee shall meet at least once a month and submit a written and verbal report at each ASSMU assembly meeting.

Section B.6 All financial policies and procedures are defined and outlined in the ASSMU Finance Code and thus the committee will reference the ASSMU Governing Documents when making recommendations.

Appendix C- Elections Committee

Section C.1 The function of the Elections Committee shall be to organize and facilitate any ASSMU Election. This shall include publishing all dates and times pertinent to elections processes, including nominations and balloting, as well as making available all policies pertinent to aforementioned processes. Printing, distributing, collecting and counting ballots will take place through the elections committee.

Section C.2 The Executive Secretary shall serve as the Chair of the Elections Committee. The Executive Secretary will only vote in committee proceedings in the event of a tie.

Section C.3 Should the Executive Secretary decide to run for an office in an election, the Executive Secretary must resign from the Elections Committee prior to elections packets becoming available. The new Elections Committee Chair as voted upon by the committee will then assume the Executive Secretary's responsibilities and report directly to the ASSMU Senate on all elections proceedings.

Section C.4 Members of the Elections Committee shall consist of the Executive Secretary (as chair), one appointed Vice Chair, and at least four (4) general ASSMU members appointed by the Executive Secretary and approved by the Senate to serve as general committee members.

Section C.5 The Elections Committee shall be formed no later than six (6) weeks from the beginning of the academic year to provide for the student's right of a timely initiative and referendum process.

Section C.6 The Executive Secretary shall prepare an Election Packet, which will include and clearly outline all rules and regulations that will apply to the election process in addition to all applicable forms and resources for candidates. The submission of this packet will take place at least seven (7) days prior to the date assigned to the beginning of the elections process. The final Election Packet will not be issued until passing a simple majority vote of the committee.

Section C.7 The Elections Packet shall be published and available to ASSMU at least 14 days prior to the first day of the Executive Election.

Section C.8 All other election policies, procedures, and guidelines are defined and outlined in the Elections Code.

Section C.9 Grievances and Appeals Board

- (a) The Grievances and Appeals Committees are outlined in the Elections Code (See Elections Code, Article IV).

Appendix D- Social Justice Committee

Section D.1 The function of the Social Justice Committee shall be to work towards furthering initiatives for the betterment and knowledge of the Saint Martin's community.

Section D.2 The Social Justice Committee shall be chaired by the Senator of Cultural Diversity elected for the academic year.

Section D.3 The Senator of Cultural Diversity will appoint no less than three (3) committee members. One (1) member may be an ASSMU senate member. One (1) faculty or staff member may be selected to sit in as a non-voting member and advisor. The committee shall be formed no later than six (6) weeks from the beginning of the academic year.

Section D.4 The Social Justice Committee must meet no less than two (2) times per semester during the academic year.

Appendix E- Disciplinary and Appellate Committee

Section E.1 The function of the Disciplinary and Appellate Committee shall be to hear any and all appeals made to any and all decisions voted upon by the ASSMU Senate; they shall also address any and all disciplinary action called for by and for any Senate or Executive Board members of ASSMU. During an election cycle the committee will also serve as the ad-hoc appellate committee for any grievances filed with the elections proceedings.

Section E.2 The Vice President shall serve as the chair of the committee. The Vice President may participate in ASSMU elections as a candidate; however, if an appeal dealing with the Vice President or the position he/she is seeking is presented, they must temporarily excuse themselves from the hearing, allowing the ASSMU advisor to chair that meeting. The Vice President will only vote in committee proceedings in the event of a tie.

Section E.3 The Disciplinary and Appellate Committee shall consist of the Vice President, who shall act as the chair, the President, and three (3) assembly members.

Section E.4 Any grievances with ASSMU or its officers, by assembly members or elected officials, will be received and evaluated through the Disciplinary and Appellate Committee.

Section E.5 Should an officer receive notice by the ASSMU President of an infraction or probation notice, a probation hearing shall be conducted by the committee.

Appendix F- Removal of Office Request

Section H.1 An email must be submitted to the Chair of the Disciplinary and Appellate Committee in the following format:

Subject: Removal of Office Memorandum

To: Chair of Disciplinary and Appellate Committee

CC: ASSMU President, ASSMU Advisor

Email Contents:

Attention (Chairperson),

From: Name, ASSMU membership status

Date: XX/XX/XXXX

Topic: Removal of Office Request for (officer in question)

1. Purpose: I am submitting this request on behalf of (concerned party) as a constituent of (officer in question.)

2. Concern: (outline grievance with officer in question: lack of duties performance, difficulty in communication or contact, etc.)
3. Infraction: (details of request, specific infractions conducted by officer in question, etc.)
4. Requested Action: I therefore propose that the Disciplinary and Appellate Committee review aforementioned infractions and conduct a hearing for the officer in question.

Respectfully submitted,

Name

Title