

Bylaws to the Constitution of the Associated Students of the University of Missouri

Adopted by affirmation of Campus Advisors, System Advisors, campus student leaders, and ASUM Executive Director: May 9, 2012.

Amended by the Board of Directors: April 2018

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Title I: Officers

Article 1.1: Executive Director

Selection

- a. One (1) candidate for Executive Director shall be nominated by the Executive Director Search Committee (EDSC) which shall be composed under the rules established in *Article 2.01* of these bylaws.
- b. The candidate for Executive Director must be confirmed by a majority vote of the Board.

Eligibility

A person must meet the following requirements to serve or to be eligible to serve as Executive Director.

- a. Only full-time students in good academic standing shall serve as the Executive Director. A non-student may serve if approved by a two-thirds (2/3) vote of the Board.
- b. No person shall serve while actively seeking a paid public elected office.
 - (i) Upon filing for any paid public elected position at any level of government, the person is no longer eligible to serve as Executive Director and their position automatically becomes vacant without any action of the Board.

Two Executive Directors Scheme

- a. If recommended by the Campus Advisors and System Advisor and approved by the Board, then the Executive Director may be set up as two (2) separate but equal positions as deemed necessary to fulfill the duties of the Executive Director.
- b. If two (2) persons serve as Executive Director, the duties assigned to the Executive Director shall fall to the individual most closely connected to the activity. Where uncertainty exists, both Executive Directors will decide who will assume a responsibility and seek the assistance of the System Advisor, if unable to make the decision. The two (2) Executive Directors will work closely with one another to further the mission of ASUM.

Term

- a. The Executive Director position is a two-year commitment that shall begin on August 1.
- b. An Executive Director may not seek more than a single two-year term.
- c. There shall be a transition period between the election of an Executive Director and the start of their term.

Duties and Responsibilities

The following duties have been partitioned to accommodate two (2) Executive Directors if necessary. These roles shall be combined if one (1) Executive Director serves.

- a. Unspecified authority (both)
 - (i) All authority not specified in these bylaws as the Board's authority shall be given to the Executive Director.
- b. Board Chair and Campus Liaison
 - (i) Serve as Board Chair as described in the Chapter regarding the Board of Directors.
 - (ii) Present the annual budget to appropriate University agencies and officials.
 - (iii) Work closely with Campus Advisors to ensure the betterment of ASUM as an organization.
 - (iv) Assist each member campus in promoting the Campus Chapter through information sessions about the organization and the Legislative Internship program, by providing orientation for new advisors, by providing training to members in areas such as lobbying, and in facilitating campus programming.
- c. Legislative Intern Coordinator and Central Organizer
 - (i) Liaison between ASUM and UM, particularly regarding the respective campus budgetary offices, Senior Vice President for Academic Affairs, and the UM System Office of the Vice President for Government Relations.
 - (ii) With input from the Board and System Advisor, hire the Legislative Directors.
 - (iii) Supervise the Legislative Directors and assist with their assigned responsibilities as appropriate.

- (iv) In collaboration with the Campus Advisors and Legislative Directors, recruit and hire the legislative interns.
- (v) The Executive Director bears ultimate responsibility for training and supervision of the interns. This includes developing a legislative strategy to implement the legislative policies set by the Board and maintaining a good working relationship with the University departments on all campuses that award internship credit to the legislative interns.
- (vi) Direct ASUM's research on legislative issues and supervise the dissemination of information to students and members of the University community.
- (vii) Provide comprehensive information on all ASUM activities via a weekly newsletter during the legislative session and through other means during recess.
- (viii) Manage the budget and expenditures of ASUM, sign all legal documents and warrants on behalf of ASUM, prepare budget reports for presentation to the Board, prepare annual budget for ASUM and oversee ASUM budget processes and maintenance including the individual campus budgets and requests as appropriate.
- (ix) Report to the Board at all Board meetings.
- (x) Maintain central organizational files and records and oversee an efficient, resourceful Central Office.
- (xi) Oversee all hiring processes to assure legal and equitable hiring.
- (xii) Assure processes and practices be legal and ethical and in keeping with university policy.

Compensation

- a. The Executive Director shall receive a stipend to be paid out of the Central Budget.
- b. Historically, this position has been approved for a tuition and fee waiver if filled by a graduate student.
- c. The Executive Director shall not be considered a full-time UM employee, and as such they shall not receive full-time employee benefits from UM.

Accountability

- a. The Executive Director is accountable to the Board.

- b. If the performance of the Executive Director is called into question by a Board member, Intern, Officer, Campus Advisor, or System Advisor; then, the System Advisor shall launch an investigation. Upon the conclusion of the investigation, The System Advisor shall make a recommendation to the Board regarding acting to probate or fire the Executive Director.
 - (i) If called for by a two-thirds (2/3) vote of the Board, the Executive Director can be placed on probation that may not exceed three (3) months. If the Board determines at the end of the probationary period that the Executive Director is not satisfactorily fulfilling their duties, the Executive Directory may be fired by a two-thirds (2/3) vote of the Board.
 - (ii) If called for by a two-thirds (2/3) vote of the Board, the Executive Director may be fired immediately.

Article 1.2: Legislative Directors

Hiring

- a. Two Legislative Directors shall be hired by the Executive Director after consulting with Campus Advisors and System Advisor.

Eligibility

A person must meet the following requirements to serve or to be eligible to serve as Legislative Directors.

- a. A Legislative Director must be a full-time student enrolled at a member campus and maintain good academic standing. A Legislative Director may be an undergraduate or graduate student.
 - (i) Exemptions to full-time enrollment may be made on a case-by-case basis by the Executive Director in consultation with Campus Advisors and System Advisor.
- b. Experience as a Legislative Intern is required for at least one Legislative Director unless no suitable candidate with such experience is willing to serve.
- c. No person shall serve while simultaneously holding any chair or president position in a national or statewide, partisan organization or special interest group.
- d. No person shall serve while in any capacity of service to a national or statewide governmental agency or official including service to national or state legislators.

- e. No person shall serve while actively seeking a paid public elected office.
 - (i) Upon filing for any paid public elected position at any level of government, the person is no longer eligible to serve as Legislative Director and their position automatically becomes vacant without any action of the Board.

Duties and Responsibilities

- a. Ultimately responsible for all recruitment, interviewing, and selection of the participants in the Legislative Internship program.
- b. Serve as the supervisor of the Legislative Internship program in Jefferson City.
- c. Develop intern training materials and organize training of the interns.
- d. Assist in paperwork completion for home campus interns.
- e. Assign interns to work on specific priorities, and track process and status of legislative priority issues.
- f. Talk to legislators and elected officials to keep abreast of happenings and atmosphere in the capitol.
- g. Communicate as appropriate with member campus personnel.
- h. Work to aid the development and administration of legislative surveys.
- i. Work with the Executive Director to develop an intern calendar.
- j. Maintain ongoing communication with interns.
- k. Provide the Board with updates of intern work during session.
- l. Work with the Executive Director in managing the interns and addressing personnel and policy issues that arise.
- m. Oversee the delegation of public relations tasks for ASUM Central among Board members and Interns, including, but not limited to:
 - (i) Keep up to date with all ASUM social media sites.
 - (ii) Work closely with the Executive Director to formulate, edit, and distribute an electronic weekly newsletter.
- n. Manage and grow the positive public perception of the Legislative Internship program through any and all avenues.
- o. Assume other duties as the Executive Director or Board may delegate.

Compensation

- a. The compensation of the Legislative Directors shall be determined by the Executive Director in consultation with the System Advisor. Stipend to be administered as directed by the Board, budget out of the Central Budget.

Accountability

- a. The Legislative Directors are held responsible to the Board and is supervised by the Executive Director.
- b. If a Legislative Director fails to complete their duties, they may be removed by the Executive Director. If the Legislative Director position falls vacant, then the Co-Legislative Director shall be promoted to the position.

Article 1.3: Independence of Officers

- a. The Executive Director, Legislative Director, and Deputy Legislative Director shall not be occupied simultaneously by students all from the same member campus.

Title II: Committees

Article 2.1: Executive Director Search Committee

|Eligibility

No individual shall serve on the Executive Director Search Committee (EDSC) while also seeking the position of Executive Director.

|Composition

- a. The EDSC shall be composed of two (2) voting members from each member campus.
 - (i) One (1) voting member from each member campus shall be the Chapter President. If a Chapter President cannot serve on the committee, then the Chapter President shall be replaced on the committee by the ranking officer in the Campus Chapter or by the process established below.
 - (ii) One (1) voting member from each member campus shall be an individual who is either in a leadership position in their Campus Chapter or a member of the Board from their campus to serve on the committee.
- b. Each voting member shall be granted one (1) vote.
- c. The Executive Director, Campus Advisors, and System Advisor shall comprise the permanent non-voting, ex officio members of the EDSC.
- d. The Legislative Director and Deputy Legislative Director may serve as non-voting, ex officio members if they meet the eligibility requirements.

|Committee Operations

- a. The Chair of the EDSC shall be selected by nomination and a simple majority vote of the EDSC. The Chair shall be responsible for preparing agendas, corresponding with applicants, and scheduling meetings.
- b. The EDSC may not conduct business without equal representation from each campus.
- c. The EDSC will undergo search committee training administered by the UM System Office of Academic Affairs at its first meeting.

| Selection of Candidate

- a. The EDSC shall select its candidate using a two-round voting system.
- b. The EDSC shall select its candidate no later than April 1st of a selection year, pursuant to the term of the Executive Director.
- c. If the EDSC fails to select an applicant by April 1st of a selection year, pursuant to the term of the Executive Director, then the decision will fall to the Board.

Article 2.2: Survey Committee

| Eligibility

- a. Any Board member is eligible to serve on the Survey committee.

| Composition

- a. The Survey committee shall be composed of at least one (1) voting member from each member campus.
- b. The Executive Director must serve on the Survey committee.
- c. Each committee member shall have one (1) vote.

| Committee Operations

- a. The chair of the Survey committee shall be the Executive Director. The Chair shall be responsible for preparing agendas, scheduling meetings, communicating updates with the Board, and updating the survey as needed.
- b. The Survey committee may not conduct business without half of the committee present.
- c. The Survey committee must meet at least once per month starting in December through April.

| Survey Timeline

- a. The Survey committee shall draft a timeline to be approved by the Board at the January Board meeting. The following items must be on this timeline:
 - (i) Any system-wide communications regarding the survey
 - (ii) Recommended campus-wide communications regarding the survey
 - (iii) Initial survey draft completed and released to Board for feedback

- (iv) Final survey draft completed and released to the Board for feedback
 - (v) Open demo testing of the survey to the Board for feedback
 - (vi) Survey open date
 - (vii) Survey close date
- b. The Survey committee shall conduct an initial review of the previous year's survey and present updated recommendations for changing the survey to the Board at the February Board meeting.
 - c. The Survey committee shall update the survey with the Board's requests to be presented and finally approved by the March Board meeting.

Title III: Membership

Article 3.1: Membership Status of a UM System Campus

Requirements

A UM System campus must meet the following requirements to be considered a member campus.

- a. The campus must commit to support, financially and otherwise, the Central Budget.
- b. The campus must commit to support, financially and otherwise, a Campus Chapter.

Article 3.2: ASUM's Obligations to Member Campuses

Executive Director's Obligations

The Executive Director shall assist each member campus in promoting their Campus Chapter.

- a. In the fall semester, the Executive Director shall:
 - (i) Conduct a face-to-face or telepresence information session to raise awareness of the Campus Chapters.
 - (ii) Conduct a face-to-face or telepresence information session to promote the Legislative Internship program.
 - (iii) Provide training to Campus Chapter members to facilitate campus programming.
 - (iv) Provide an orientation session for new Campus Advisors as needed.
- b. In the spring semester, the Executive Director shall:
 - (i) The Executive Director will provide training to members to assist them in lobbying effort prior to Advocacy Days and rallies at the Capitol.

- c. The Executive Director shall provide comprehensive information on all ASUM activities via a weekly newsletter during the legislative session and through other means during recess.
- d. Each member campus is entitled to three (3) voting Board members through which ASUM shall carefully consider the individual needs of that member campus.

Financial Obligations

- a. Each Campus Chapter shall develop and submit a Campus Budget to their Campus Advisor. Each Campus Budget is subject to the approval of the Campus Advisor.
- b. Each member campus is responsible for payment and support of the Central Budget used to support the Directors and the Legislative Internship program.

Referendum Submission to Student Body.

If funding of ASUM is authorized through a student referendum, the following election standards will prevail.

- a. There are certain criteria the referendum must meet to qualify as valid for the purposes of authorizing ASUM funding.
 - (i) The referendum must be by secret ballot.
 - (ii) The referendum must be publicized by the student election authority at least two (2) weeks in advance of the actual election.
 - (iii) The referendum must be open to all members of the student body.
 - (iv) The referendum must be conducted in a fair and reasonable manner to allow the maximum participation by all students, in accordance with individual campus balloting procedures.
 - (v) The ASUM referendum may be included along with other student issues as part of a generalized ballot.
- b. Suggested referendum wording shall be “Shall the student body of the (insert institution name) [continue to] assess themselves in the amount of (insert amount in dollars and cents) per semester to support the Associated Students of the University of Missouri (ASUM)?”

- c. Certification of Election Results. The Board shall accept the results of the campus election authority at its next meeting and shall certify the admittance of the campus in question to full membership at that time by majority vote. The Board shall be the final arbiter in any dispute concerning the validity of an ASUM referendum.
- (i) Should some question arise as to the validity of the election under the standards set forth in the preceding section, any Board member may move that the Board convene to determine whether certification of the election is warranted under the circumstances. Such motion shall be made in writing to the Board Chair.
 - (ii) In making its determination as to certification, the standard of fairness and openness to the student body shall take precedence over technical issues.
 - (iii) The Board shall also consider the differing methods traditionally used on each campus for submitting questions such as the ASUM referendum to its student body.
 - (iv) Whether the election was conducted in a manner suitable for certification under the standards set forth above shall be entirely a question of fact for the Board's determination.
 - (v) Should the Board determine by a two-thirds (2/3) vote that the election did not meet the standards herein, it shall not certify the results and shall request resubmission of the referendum to the students of the campus in question.

Title IV: Board of Directors

Article 4.1: Duties of the Board

The penultimate duty of the Board shall be to endeavor to fulfill its mission as articulated in its mission statement.

Organizational Operations

- a. The Board shall approve the appointment of the Legislative Interns chosen by the Directors.
- b. The Board shall provide input to the Executive Director regarding the hiring of the Legislative Director and Deputy Legislative Director.
- c. The Board shall approve the annual operating budget after receiving recommendations from all Board members, Campus Advisors, and the Executive Director.
- d. The Board shall set strategy for the passage of the ASUM referendum on any member campus.
- e. The Board shall approve and annually review programming activities of this organization which shall further student voter education, registration, and general political participations in the process of government. The programming activities and efforts of each individual campus will be reviewed to gauge system-wide progress in achieving the ASUM Mission.
- f. The Board shall arbitrate all disputed issues regarding its membership. It shall have the power to declare any member void and call for the replacement of that member through a two-thirds (2/3) vote of all voting Board members.
- g. The Board shall exercise such other duties as are necessary to carry out its responsibilities under the Constitution.

Evaluations

- a. The Board shall annually evaluate and review each Officer, the System Advisor, and the Vice Board Chair using the job descriptions outlined in these bylaws.
 - (i) The Board shall be chaired by the Vice Board Chair for the duration of the evaluations, excepting the evaluation of the Vice Board Chair. The Board shall be chaired by the Board Chair for the evaluation of the Vice Board Chair.

- (ii) Any concerns with job performance shall be reviewed and turned over to System Advisor for investigation.

|Legislative Direction

- a. The Board shall approve legislative policies on issues of concern to the students, after receiving recommendations from the Directors, the Board members, System Advisor, and the students of the UM System.

Article 4.2: Structure

The Board shall consist of a Board Chair, Vice Board Chair, voting members, and non-voting, ex officio members.

Article 4.3: Board Chair

|Selection

- a. The Board Chair shall be the Executive Director. In the absence of an Executive Director, this role shall be fulfilled by the Vice Board Chair.

|Duties

- a. scheduling and presiding over meetings
- b. drafting meeting agendas
- c. appointing subcommittees and ad hoc committees
- d. enforcing and overseeing Board member requirements
- e. ensuring that Board decisions are carried out properly according to set process and policy
- f. writing Board reports and drafting correspondence

|Compensation

- a. There shall be no financial compensation associated directly with the Board Chair position.

|Accountability

- a. The Board Chair is accountable to the Board.

Article 4.4: Vice Board Chair

|Selection

- a. The Vice Board Chair shall be elected by a majority of the Board at the annual Board Retreat.
- b. The term of the Vice Board Chair shall be July 1st through June 30th.
- c. In determining Board seat allocation for each campus, the Vice Board Chair shall be included in the total number of seats allocated for the home campus of the Vice Board Chair.
- d. Should the office of Vice Board Chair become vacant, the election of a new Vice Board Chair shall be the first order of business at the next Board meeting. The Vice Board Chair elected to fill such a vacancy shall serve only the remainder of the term.

|Eligibility

- a. Only voting members of the Board may be eligible to run for Vice Board Chair.

|Duties

The Vice Board Chair may assume the duties of the Board Chair in their absence. If presiding over a meeting in the absence of the Board Chair, the Vice Board Chair shall retain a vote only to break a tie.

- a. Take minutes of Board meetings and distribute them to all members of the Board via email within three (3) days following any meeting.
- b. Perform other duties as assigned by the Board Chair or by directive of the Board.
- c. In the absence of the Vice Board Chair, the Executive Director shall appoint another Board member to assume the responsibilities of the Vice Board Chair for the duration of the Board meeting.

|Compensation

- a. There shall be no financial compensation associated with the Vice Board Chair position.

|Accountability

- a. The Vice Board Chair is accountable to the Board and works collaboratively with the Board Chair.
- b. The Vice Board Chair may be removed from office for dereliction of duty, by a two-thirds (2/3) majority of the voting members present. If the Board votes to remove the Vice Board Chair, then the individual will remain as a member of the Board unless a vote of expulsion is passed by two-thirds (2/3) of the Board members.

Article 4.5: Additional Board Appointments

The Board shall elect members to serve specific roles on the Board as it sees necessary.

|Federal Issues Director

- a. The Board must appoint a Federal Issues Director each spring whose role shall be to research, inform, educate, and update the Board regarding federal governmental higher education issues that impact student interests. If necessary, a deputy may be appointed.
- b. The Federal Issues Director may work with the Legislative Director and Deputy Legislative Director to delegate assignments to Legislative Interns if it does not disrupt the standard operations of the Legislative Internship program.
- c. The Federal Issues Director will receive no additional compensation for serving in this role.

Article 4.6: Voting Board Members

|Composition

- a. Each member campus shall have three (3) voting Board members. Effort should be made to have at least one (1) undergraduate student and at least one (1) graduate student from each campus.
 - (i) One (1) voting member from each member campus shall be the Undergraduate Student Representative who shall be the president or a designee of the campus undergraduate student government association.

- (ii) One (1) voting member from each member campus shall be the Graduate Student Representative who shall be the president or a designee of the campus graduate student government association.
 - (iii) One (1) voting member shall be the Chapter President of the Campus Chapter if the campus has an active Campus Chapter. Chapter Presidents are required to sign the Terms of Agreement to be eligible to serve as a voting member of the Board.
- b. The Legislative Director and Deputy Legislative Director shall be voting members on the Board and neither shall be counted as one (1) of the three (3) members from a campus.

Substitute Members

- a. Substitute members may be designated or selected.
- b. To serve on the Board, a designated member must be confirmed in their position.
 - (i) A designated member will be confirmed after completion of a Board Member Confirmation Form, obtained from either the Executive Director or Campus Advisor, and an interview with both the Executive Director and Campus Advisor.
- c. If there is no designated member, a substitute member will be selected using the application process described below.
 - (i) A selected member will be selected after completion of a Board Member Application Form to be obtained from the Executive Director or Campus Advisor and an interview with both the Campus Advisor and the Executive Director.
 - (ii) If a candidate is found unsatisfactory, the name of an alternate candidate will be submitted by the respective campus for review.
 - (iii) In the absence of a Campus Advisor, the Executive Director has power to approve new Board members.
 - (iv) The process of appointment shall occur annually with the appointment of new Board members occurring in May, with the term beginning and ending on the first and last days of the following academic year.
 - (v) A selected Board member shall serve a term of two (2) consecutive semesters and will be eligible to apply for one (1) additional term through the process described in II.B.1.b.

- d. If a designee serves, they shall hold an office in the Campus Chapter and shall support the Chapter President in carrying out campus activities.

|Eligibility

- a. Voting Board members must be full-time students with a GPA of at least 2.50.
- b. Voting Board members must maintain good-academic standing as full-time students in both the fall and spring semesters.
 - (i) Exceptions to full-time enrollment or GPA requirements may be granted on a case-by-case basis by the Campus Advisor.
- c. Students who will graduate within four (4) months of their election to the Board are not eligible to serve.
- d. No person shall serve on the Board while actively seeking a paid public elected office.
 - (i) Upon filing for any paid public elected position at any level of government, the person is no longer eligible to serve on the Board and their seat on the Board automatically becomes vacant without any action of the Board required.
- e. In addition, the selection of any individual to the Board who is currently serving in any paid public elected office or actively running for any paid public office shall be deemed null and void.

|Duties

- a. All members must complete an orientation conducted by the Executive Director.
- b. The voting members of the Board are expected to participate in Board meetings and abide by any and all standards set forth in these Bylaws.
- c. This Board member shall lead the Campus Chapter and coordinate activities of the Campus Chapter with ASUM as appropriate.
- d. Undergraduate Student Representatives shall liaison between ASUM and their respective campus undergraduate student body. Graduate Student Representatives shall liaison between ASUM and their respective campus graduate student body.
- e. Board members serve as representatives of their campuses in conducting Board and ASUM business.
- f. Attend Board meetings.

- (i) Except in case of an emergency, all absences must be communicated to the Board Chair at least forty-eight (48) hours in advance to the Board meeting.
 - (ii) The failure to attend two (2) meetings within a semester will subject the Board member to review by the Executive Director and Campus Advisor, with the potential for any and all reprimands outlined below.
- g. Communicate activities of ASUM with appropriate campus and system officials and students.
- h. Actively participate in branding, publicizing, and promoting the ASUM organization and mission.
- i. Distribute (electronically and/or physically) the ASUM-Legislative newsletter, to be obtained from the ASUM-Legislative Media Intern.
- j. Support System-level programs, as appropriate.
- k. The Board members representing the undergraduate student government and the graduate student government bodies shall act as the ASUM liaison to their respective organizations. As such, they will facilitate communication about the activities of their organization to the Board and communicate the activities of ASUM to their respective organizations.
- l. All duties, activities and responsibilities above shall be executed with the utmost degree of professionalism. All failure to comply with the ASUM code of conduct will be subject to penalties discussed in section E below.
- m. All Board members shall contact the Campus Advisor when in need of funds, assistance, or reimbursement.
- n. Members of the Board may not speak, or authorize someone to speak, on behalf of ASUM through testimony or other means, on issues ASUM has taken a public stance on without approval from the Executive Director.

|Accountability

- a. If it is deemed necessary, any Board member may be removed through a consensus vote of the Executive Director and the Campus Advisor.

|Vacancies

- a. A vacancy in a campus Board position can be filled at any time through the process described for substitute members.

Article 4.7: Ex Officio Members

- a. Interns, the Student Representative to the Board of Curators, the Executive Director, Campus Advisors, and the System Advisor are *ex officio* members of the Board.
- b. Ex Officio members need not meet the requirements set forth for voting members of the Board.

Title V: Meetings

Article 5.1: Procedure, Parliamentary Authority

- a. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern meetings of the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.
 - (i) The character of meetings shall proceed in the relatively informal manner described in the sub-chapter relating to Boards and Executive Committees.

Article 5.2: Quorum

- a. A simple majority of voting Board members presently serving shall constitute quorum and shall be necessary to transact business.

Article 5.3: Voting

Procedure

- a. All voting Board members shall have one (1) vote.
- b. Each vote of the Board shall be recorded by the Vice Board Chair.
 - (i) All votes for adopting the legislative platform, amending the legislative platform, and approving the annual budget must be recorded as a roll-call vote.
- c. The annual budget must be approved by a two-thirds (2/3) vote.
- d. No Board member shall participate in an election for a position for which they are a candidate.
- e. New members shall have voting privileges at the first meeting following their approval.
 - (i) Should the election of the Vice Board Chair occur at the first meeting following the approval of a new Board member, the new Board member

will abstain from a vote in the election. This does not apply to members serving a consecutive term.

Proxy

- a. Voting may be by proxy, but such proxy voting shall be limited to items on the published agenda and shall require a statement from the absent member, which may also limit the extent of the proxy. Only qualified voting Board members may hold the proxy of another member.

Veto Policy

- a. If all three (3) Board members from a member campus vote against a proposal that still passes the Board through a majority vote, then the Executive Director shall have the authority to veto the proposal and request an alternative proposal.

Meetings

- a. The agenda of each meeting shall be established by the Board Chair subject to approval by the Board.
- b. Minutes shall be taken at all meetings and archived by the Vice Board Chair after approval.
- c. The Board Chair shall schedule regular meetings of the Board in August, September, November, January, February and April. Meetings may be held on any of the member campuses or by conference call. In addition to any regular business, meetings in each month will require specific business items be discussed as follows:
 - (i) August: Introduction, semester programming on campuses, recruitment for the Legislative Internship program.
 - (ii) September: Voter registration, introduction of Interns, input on legislative issues.
 - (iii) November: Recap of semester, preview of spring semester programming.
 - (iv) January: Programming for semester, issue update, Advocacy Day.
 - (v) February: Advocacy Day.
 - (vi) April: Recap of semester, introductory meeting of new Board Members and election of Vice Board Chair.

- d. Each month the Board meets, the Chair shall schedule one additional meeting only requiring the Officers and Chapter Presidents be present.
- e. Special meetings of the Board may be called for any reason by the Board Chair or by request of any four (4) members of the Board.

Open and Closed Meetings

- a. Unless otherwise specified, Board meetings shall be open to the visitation of students, staff, and faculty of the UM System. Visiting individuals do not have voting or speaking rights; however, a Board member may yield the floor to a visiting individual.
- b. Board meetings (or portions of a meeting) will be closed for personnel matters of hiring, firing, disciplining and promoting; for election of the Vice Board Chair; for appointment of committee members; and for performance matters related to Legislative Interns.

Title VI: Campus Chapters

Article 6.1: Structure

ASUM campus chapters shall be led by the Campus President and a slate of officers.

Campus President

- a. The Campus President shall be chosen by the Campus Chapter in April each year.
- b. Take office and assume responsibilities on August 1st of each year and serve the remainder of the academic year.
- c. Be responsible for conducting elections for all other ASUM campus offices.
- d. Responsible for all required campus activities explicitly detailed in the Bylaws and any additional responsibility assigned by the Campus Advisor or Executive Director.

Article 6.2: Campus Chapter Duties

Active Campus Chapter Activities

- a. The following activities shall be carried out by each Campus Chapter each fall semester.
 - (i) Recruitment of prospective candidates for the Legislative Internship program in cooperation with the Directors and Campus Advisor.
 - (ii) A minimum of two (2) events at which a state legislator is present and participates in active conversation with students (e.g., “Lunch with a Legislator”).
 - (iii) At least one (1) legislative forum in any statewide or nationwide election year.
 - (iv) At least ten (10) hours of Voter Registration Drive.
 - (v) Additional events planned and executed in cooperation with the Executive Director and Campus Advisor.
- b. The following activities shall be carried out by each Campus Chapter each spring semester.

- (i) Advocacy Day at the Capitol, planned and executed in cooperation with the Directors.
 - (ii) A minimum of two (2) events at which a state legislator is present and participates in active conversation with students (e.g., “Lunch with a Legislator”).
- c. Campus Chapters shall submit two (2) Campus Chapter reports to the Executive Director annually, covering various periods and due on the dates as follows:
- (i) December 1 (August 1 – November 30)
 - (ii) May 1 (January 1 – April 30)

Inactive Campus Chapter Activities

If there is no active Campus Chapter, the campus Board members in collaboration with the Campus Advisor are responsible for the following activities:

- a. Fall semester:
 - (i) Recruitment of prospective candidates for the Legislative Internship program in cooperation with Directors and Campus Advisor.
 - (ii) At least ten (10) hours of Voter Registration Drive.
- b. Spring semester:
 - (i) Coordinating student participation in Advocacy Day at the Capitol.

Title VII: Advisors

Article 7.1: System Advisor

There shall be a System Advisor in the UM System Office of Academic Affairs that will provide advice and guidance to ASUM.

Article 7.2: Campus Advisor

Each member campus shall have a faculty or staff advisor serve as Campus Advisor. The Campus Advisor guides the campus chapter and assists with successful navigation through the university system and processes. The Campus Advisor shall be assigned by the Student Life Department on each respective campus.

Campus Advisor Duties

- a. Assist ASUM in navigating campus policies and processes.
- b. Mentor and advise ASUM student leaders.
- c. Share best practices with other Campus Advisors.
- d. Serve as liaison between ASUM and the campus when protocol or campus situations arise.
- e. Participate in meetings with Campus Advisors (typically by teleconference) to share issues and events and learn about the activities of the other campus chapters.
- f. Assist with advertising the Legislative Intern program, recruit applicants, screen applicants and forward up to five (5) applications on to the Executive Director for consideration for the Legislative Internship program.
- g. Remain abreast of campus ASUM activities and programs.
- h. Communicate ASUM activities with appropriate campus administration.
- i. Communicate to ASUM about available campus resources.
- j. Communicate with Legislative Intern faculty advisors as appropriate.
- k. Assist ASUM in advertising its activities.
- l. Assist Central Office to secure campus-based information as needed.
- m. Complete any other duties that might arise from this constitution.

Compensation

The role of Campus Advisor is not financially compensated beyond any University salary or stipend already provided. Compensation includes helping students to make a difference and develop leadership skills.

Accountability

The Campus Advisor is accountable to the home campus and works collaboratively with the Executive Director and specific campus chapter.

Title VIII: Legislative Internship Program

Article 8.1: Internships

Eligibility

At the time of selection, Interns must have a cumulative GPA of at least 3.0 and remain in good academic standing throughout the duration of their internship. Interns shall be enrolled in at least nine (9) credit hours in the fall semester and nine (9) hours in the spring semester, which may include up to six (6) credit hours for the internship.

- a. Exceptions to GPA or enrollment requirements may be made on a case-by-case basis.

Selection and Advertisement

Legislative Interns shall be selected through a process involving the Directors and Campus Advisors, as follows:

- a. The Executive Director shall work with the Campus Advisors to schedule and hold information sessions to make students aware of the Legislative Internship program. These sessions may be face-to-face, through the UM Telepresence facilities or by other electronic means.
- b. The Campus Advisors and Board members will advertise the program and recruit prospective interns who will complete an application form.
- c. The Campus Advisors will screen applicants from their respective campus and forward up to five names onto the Executive Director.
- d. The Directors shall interview each applicant whose name was forwarded. Interviews may be held in person or through distance tools. The System Advisor may also participate in the interviews.
- e. The Directors shall select up to ten (10) interns from the pool of applicants and shall strive to select one (1) media intern.

Compensation

Costs associated with the internship are reimbursed by the home campus, in accordance with campus policy. Travel reimbursement must be approved by the Legislative Director or the Deputy Legislative Director.

|Accountability

Legislative Interns are accountable to their campus, Deputy Legislative Director and the Legislative Director, and ultimately to the ASUM Executive Director. Interns are also accountable to their Campus Advisor, through whom academic credit is being supervised.

Article 8.2: Intern Responsibilities

|Duties of Legislative Interns

The Legislative Interns represent ASUM and UM students through lobbying efforts in Jefferson City during the legislative session. Interns must agree to the following.

- a. Attend all training sessions.
- b. Return to Columbia in early January (date to be given each year) for training and start of work in Jefferson City.
- c. Notify the Legislative Director or Deputy Legislative Director of daily calendar during legislative session.
- d. Assist in public dissemination of information about ASUM's legislative activities.
- e. Complete a weekly report of activities, issues and perceptions to be turned in to the Legislative Director.
- f. Abide by code of conduct, and state and federal law.
- g. Honorably represent the UM system, one's home university, and ASUM.
- h. Abide by ASUM policies, bylaws, university policy, and in accordance with regulations of the Missouri Board of Ethics.
- i. Attend and participate in weekly intern meetings.
- j. Register as a lobbyist under applicable state law.
- k. Read available newspapers, journals, online updates related to assigned issue(s).
- l. Complete an informal mid-term evaluation of the internship experience and a final report for ASUM.
- m. Complete paperwork required by faculty advisor and academic department. Stay in communication with faculty advisor throughout the internship.
- n. Arrange to be available in Jefferson City at least two (2) days a week.

- o. Attend ASUM programs on home and all UM campuses as appropriate.
- p. Communicate regularly with the Legislative Director and notify them immediately of issues or problems encountered.
- q. Be on time at all times. Notify the Legislative Director if arriving late.
- r. Communicate to home campus ASUM the progress of your internship.
- s. Keep informed of current relevant political events and keep track of legislation daily.
- t. Research and carry out lobbying activity related to the issues to which have been assigned (testify, research, be present during bill floor debate, stay in contact with key legislators etc.).
- u. be responsible for keeping up and notifying the Legislative Director and Deputy Legislative Director about external news relating to the program or the issues on which it lobbies.
- v. Fulfill other duties as delegated by the Directors or Board.

Article 8.3: Intern Code of Conduct

Code of Conduct

All Interns shall maintain a standard of conduct including, but not limited to:

- a. All Interns shall always abide by the rules of the UM System Collected Rules and Regulations regarding Student Conduct.
- b. During the legislative session, no Intern shall participate in any political or legislative event outside of the Capitol without prior approval from the Executive Director or Legislative Director.
- c. No Intern shall consume alcoholic beverages while engaged in lobbying activities or at any time while in Jefferson City.
- d. Interns shall conduct themselves in a manner consistent with general respect and decorum, including but not limited to a dress code.
- e. Interns shall not lobby for issues that are not approved by the Board. Interns shall lobby for all issues approved by the Board per instruction of the Legislative Director. If an intern has a personal conflict or moral objection to an issue supported by the program, that intern shall be relieved of their duty to lobby on behalf of that issue.

- f. During the legislative session, Interns shall work as a team under the supervision of the Legislative Director. Any intern unable or unwilling to work with other Interns or staff is subject to immediate removal.

Breach of Conduct

- a. Any intern found in non-compliance with the code of conduct may be subject to immediate suspension. When an issue of non-compliance is made known to the Executive Director, the Executive Director shall quickly consult with the Legislative Director and appropriate academic departments and then take appropriate action.
- b. Any intern who is suspended will either be removed from the program or reinstated following review by the Board. Should the academic department remove the intern, there will be no review by the Board.

Title IX: Funds

Article 9.1: Approval of Funds

- a. Such level of funding as is mutually agreeable among the campuses shall be assessed on an annual basis. The level of funding shall at least be consistent with the level most recently assessed against a campus.

Article 9.2: Central Budget

Central Account

- a. The UM System Office of Academic Affairs shall maintain a Central Account. Access to the Central Account shall be the sole authority of the Executive Director.
- b. The money in the Central Account shall be spent and acquired in accordance with the Central Budget as passed by the Board. Transferring funds between line items greater than \$50 must be approved by the Board.

Fee Apportionment

- a. The Central Budget shall be funded by each member campus in the following steps:
 - (i) Each member campus shall pay an equal share of one-third (1/3) of the total amount of the Central Budget.
 - (ii) Each member campus shall pay a share proportionate to their relative student enrollment of two-thirds (2/3) of the total amount of the Central Budget.
- b. Any amount owed to the Central Budget shall be transferred by September 1st to the Central Account.

Accepting Donations

The Executive Director may accept donations to ASUM throughout the year under the following conditions.

- a. The Executive Director must notify the Board within twenty-four (24) hours of accepting any donation with value greater than or equal to \$100.

- b. The Executive Director must get majority approval from the Board prior to accepting any donation with value greater than or equal to \$500.
- c. All donations accepted from outside sources must go into the General fund in the Central Budget. By majority vote, the Board may accept the donation into a different line item in the Central Budget.

Title X: Adoption and Amendments

Adoption

Adoption of the constitution and bylaws will be done through a majority vote of the Board present.

Amendments

Amendments to these bylaws must be approved by two-thirds (2/3) of the voting members of the Board. Amendments must be written and submitted in advance to all voting members at least one (1) week prior to the vote.

Nomenclature

This constitution and bylaws shall be known from this point forward as the Constitution and Bylaws of the Associated Students of the University of Missouri.