

# ASMSU MANUAL



Rev. 03/2025

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# ASMSU Constitution

## PREAMBLE

*“We, the undergraduate students of Michigan State University, in order to establish a collective student voice, ensure the protection and defense of the rights of students, provide comprehensive and valuable services to the student body, promote the health and wellness of undergraduate Spartans, secure the advantages of a strong, and autonomous all-university student government association, we do hereby ratify and establish this constitution and the Associated Students of Michigan State University.*

*We recognize that the ultimate goal as students attending the University must be education. We also recognize and accept the responsibility to address the unique needs and concerns of the student community. It is to meet these particular needs that we establish ASMSU, and through ASMSU collectively strive to better ourselves and the undergraduate experience for Michigan State students.*

*We recognize the individual liberties of our diverse population and ASMSU at no time shall discriminate on the basis of sex, religion, creed, sexual orientation, national origin, color, age, marital status, gender identity, differential physical ability, veteran status, political persuasion, or physical characteristics.”*

## **ARTICLE I**

- Section 1. A person shall be considered a member of ASMSU during a given semester if:
- A. That person enrolled for classes as an undergraduate student for that semester or the previous semester; and
  - B. That person has paid the ASMSU tax of the present semester and has not received a refund of that payment.
- Section 2. No project shall be undertaken by ASMSU or by any division of ASMSU unless that project benefits the membership of ASMSU.
- Section 3. Every officer of or appointment by ASMSU or of any division of ASMSU must be a member of ASMSU.
- Section 4. ASMSU shall be governed by the General Assembly of the Associated Students of Michigan State University, as well as their committees, boards, councils, and other entities.

## **ARTICLE II**

- Section 1. The General Assembly shall represent undergraduate students on all relevant issues.
- A. The Assembly shall create a process to nominate and appoint undergraduate students to university governance bodies.
  - B. The Assembly shall oversee ASMSU and the control and direction of all expenditures from the Association's funds.
- Section 2. The General Assembly shall be composed of representatives from University colleges; one representative each for the racial, ethnic, and progressive student groups; one representative each from the major governing groups; and one representative from each of the ASMSU Class Councils.
- A. Each undergraduate degree granting college, as well as No-Preference Students, shall be represented on General Assembly according to the following scale:
    1. 1-3000 students 2 representatives
    2. 3001-6000 students 3 representatives
    3. 6001+ students 4 representatives
  - B. The following racial, ethnic, and progressive student groups shall be represented:
    1. Asian Pacific American Student Organization
    2. Black Student Alliance
    3. Culturas de las Razas Unidas
    4. North American Indigenous Student Organization
    5. Alliance of Queer and Ally Students
    6. Council of Students with Disabilities
    7. Women\*s Council

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8. Arab Cultural Society
  9. International Student Association
  10. Jewish Student Union
  11. Student Veterans of America
  12. Campus Interfaith Council
  13. Muslim Student Association
- C. The following major governing groups shall be represented:
1. Residence Hall Association
  2. Inter-Fraternity Council
  3. Panhellenic Council
  4. National Pan-hellenic Council
  5. Spartan Housing Cooperative
  6. Multicultural Greek Council
  7. Other recognizable group(s)
    - i. Student Athletic Advisory Committee
    - ii. Transfer Student Advisory Board
- D. The following Associated Students of MSU Class Councils shall be represented:
1. Freshman Class Council
  2. Sophomore Class Council
  3. Junior Class Council
  4. Senior Class Council

Section 3. All groups listed under Section 2, sub section A of this Article shall select their representative(s) through an ASMSU sponsored democratic process occurring in the fall or spring semester of every year.

Section 4. All groups listed under Section 2, subsection B, and C of this Article shall select their representative(s) through a democratic system approved by the General Assembly, ensuring all potential members of the aforementioned groups shall be able to participate and vote in the selection of the representative. Representatives will be popularly elected from within their representative group, and shall serve a term of one (1) year.

- A. The General Assembly shall retain the right to remove the voting privileges of any General Assembly representative should they fail to meet any of the criteria established under the auspices of Section 3 of this Article.
- B. Vacancies shall be filled according to the General Assembly Code of Operations.

Section 5. The Officers of ASMSU shall include a President and five Vice-Presidents: the Vice-President of Academic Affairs, the Vice-President of Finance and Operations, the Vice-President of Governmental Affairs, the Vice-President of Internal Administration, and the Vice-President of Student Allocations.

- A. The General Assembly may elect any additional non-voting officers as necessary
- B. The General Assembly may elect additional officers from and by the voting membership of the General Assembly, and who shall retain his/her voting seat while acting in the described capacity of officer, as necessary.

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Section 6. The General Assembly may form committees and prescribe their duties and functions. Officers of the Assembly shall be *ex-officio* members of all such committees. All committees shall keep a record of their proceedings and shall report to the Assembly as required. The delegation of any authority of the Assembly to any committee shall not operate to relieve the Assembly or any member thereof of any responsibility imposed by the Constitution.

- A. The Finance Committee shall facilitate the petitions and requests of constituent university-recognized major governing groups, ASMSU activity departments, and university-recognized registered student organizations for monies to fund their activities.

Section 7. The Student Allocations Board shall assist the Finance Committee in its operations

- A. The Student Allocations Board shall have the responsibility of providing funding to qualified ASMSU Activity Departments, and shall have the responsibility of providing funding to qualified, Registered Student Organizations (RSOs).
- B. The membership of the Student Allocations Board shall include ASMSU members as outlined in the ASMSU General Assembly Code of Operations.
  - 1. The Student Allocations Board shall operate as outlined in the ASMSU General Assembly Code of Operations and its own Code of Operations as approved by a two-thirds (2/3) vote of the General Assembly. The ASMSU General Assembly Code of Operations shall be the superior document.

Section 8. Recall of Members

- A. Officers
  - 1. The President of ASMSU may be recalled by a two-thirds (2/3) vote of the elected membership of the General Assembly.
- B. A Vice-President and/or any other elected officer retaining their vote may be recalled from their position as officer by a two-thirds (2/3) vote of the elected membership of the body they belong to and/or preside over, but shall retain their voting seat unless recalled under Section 5, Subsection B of this Article.
  - 3. Non-voting officers of the General Assembly may be recalled by a two-thirds (2/3) vote of the voting membership of the General Assembly.
    - 1. A voting member of the General Assembly may be recalled by a simple majority vote of the representative's constituency through a recall election initiated by a petition containing 10% of the eligible voters of the representative's constituency.
- C. A voting member of the General Assembly may be removed for failure to obtain a two-thirds (2/3) vote of retention from General Assembly resulting from (1) a failure to attend meetings and/or office hours as specified in the General Assembly Code of Operations, and/or (2) Inappropriate Acts.

Section 9. The General Assembly shall have the following powers, duties, and responsibilities:

- A. Levy an assessment on all qualified voting students per student per semester in accordance with University financial procedures.
- B. General supervision over the Association and the control and direction of all expenditures from the Association's funds.



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- C. Represent the undergraduate student body and act in its interest.
- D. Set its own policies and rules of procedure in compliance with Michigan State University.
- E. Review and ratify appointments to and of the General Assembly.
- F. Put amendments to this constitution before the qualified undergraduate student voters in the form of a referendum as described in Article IV of this Constitution.
- G. Retain the power to execute all of the aforementioned duties and responsibilities and such others as the General Assembly of the undergraduate students shall deem necessary to promote the general welfare of the student body and the University.
- H. Exercise discretionary power, by a two-thirds (2/3) vote, over the affairs of General Assembly departments.
- I. Determine organization-wide policy.
- J. Exercise those powers not specified nor prohibited in this constitution that are necessary to carry out the duties of the General Assembly.

### **Section 10. Financial Arrangements**

- A. The General Assembly shall appropriate no less than 30% of the annual budget to the Student Allocations Board, 10% to be used to fund RSOs and 20% to fund ASMSU Activity Departments minus any related costs of maintaining the Board, its staff, and any office allocations.
  - 1. The General Assembly shall appropriate \$1.25 per student each semester from the ASMSU tax revenue for the ASMSU Readership Program. This \$1.25 shall not be included in the base collected tax revenue mentioned above in Article II, Section 9, sub section A.
  - 2. The General Assembly shall appropriate \$3.00 per student each semester from the ASMSU tax revenue for the ASMSU Safe Ride Program. This \$3.00 shall not be included in the base collected tax revenue mentioned above in Article II, Section 9, sub section A.

## **ARTICLE III**

Section 1. The membership of ASMSU may petition for a ballot on any decision of the General Assembly. Such a ballot shall be acted upon no more than twenty class days after submission of petitions bearing the signatures of 1,000 of the members of ASMSU or 10% of the members, whichever is less, requesting such a referendum.

Section 2. The ballot for such a petition must receive a minimum of 1,000 votes in total, or 10% of the members of ASMSU, whichever is less, or it will be considered void unless approved by the same majority required for the original action to pass in the General Assemblies.

Section 3. The General Assembly shall not rescind the mandate of a referendum for one calendar year after the referendum. A referendum may be held during that year to reconsider the mandate.

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Section 4. A decision of the General Assembly, or the mandate of an earlier referendum, may be reversed in a later referendum by a majority vote of the members of ASMSU.

# **ARTICLE IV**

Section 1. An amendment to this constitution may be proposed by either:

- A. A petition bearing the signatures of 10% of the members of ASMSU; or
- B. A two-thirds (2/3) vote of the General Assembly

Section 2. Proposed amendments shall be brought to referendum of the membership of ASMSU at the regularly scheduled spring semester elections. Amendments proposed by petition must be submitted no later than thirty class days prior to the election.

Section 3. An amendment to this constitution shall take effect seven days after its passage, unless the amendment explicitly states otherwise.



# GENERAL ASSEMBLY CODE OF OPERATIONS

## TITLE ONE: Code Revisions and Definitions

Section 1. The ASMSU General Assembly Code of Operations shall remain in effect until amended or repealed by the General Assembly.

- A. To amend or repeal the Code of Operations shall require a two-thirds (2/3) majority vote of the General Assembly quorum present; and must be presented and passed with a 2/3 majority vote of the Policy Committee quorum present prior to introduction to the full Assembly.
- B. All motions to amend the Code of Operations shall include the exact wording of the amendments.
- C. Any amendment to the code shall take effect immediately upon a two-thirds (2/3) majority vote of the Assembly, unless otherwise stated in the bill to amend or repeal.

Section 2. The following are defined as used in this Code:

- A. **ASMSU**: The organization known as Associated Students of Michigan State University.
- B. **Constitution**: unless otherwise specified, the Constitution of ASMSU.
- C. **The Office of the President (OOTP)**: consists of the President, their five Vice-Presidents, and two Chief Officers.
- D. **The Vice Presidents**: The Vice-President of Academic Affairs, the Vice-President of Finance and Operations, the Vice-President of Governmental Affairs, the Vice-President of Internal Administration, and the Vice President of Student Allocations.
- E. **Chief Officers**: Chief of Staff and Chief Diversity, Equity, and Inclusion Officer.
- F. **Assembly, General Assembly or GA**: as specified in Article II of the Constitution.
- G. **General Assembly Meeting**: a meeting of the full Assembly (not separated into committees).
- H. **Standing Committee Meeting**: a meeting of the one or more Standing Committees: Academic, Policy, and Finance.
- I. **Student Allocations Board (SAB)**: as specified in Article IV of the Constitution.

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- J. **Two-thirds, one-half, or other fractions:** all fractions shall be rounded up: e.g. ten and one-third members would be considered eleven members.
- K. **CORES:** the coalition of organizations known as the Council of Racial and Ethnic Students.
- L. **COPS:** the **coalition of organizations** known as the Council of Progressive Students.
- M. **Bill:** piece of legislation that can express a sentiment of ASMSU, commit ASMSU to a position or advocacy, establish policies, procedures, code or referendum, or commit ASMSU to action regarding a particular subject.
- N. **Appointment:** all nominations shall be appointments to any MSU or ASMSU board, council, or committee. If General Assembly approval is required the nominations may be immediately considered for passage.
- O. **Ex-Officio:** pertains to membership with voicing privileges but no voting privileges.
- P. **Senior Ex-Officio:** pertains to an *ex-officio* member with voicing privileges but no voting privileges in order to behave in an advisory role to the body.
- Q. **Quorum:** one-half, rounded up to the nearest whole number, plus one of the voting Assembly members currently serving.

Section 3. Inappropriate Acts shall be those actions that involve violations of the Constitution, any relevant Code of Operations, financial misallocations, or direct violations of ASMSU organization wide internal policy as specified in the Constitution.

Section 4. Unless otherwise specified, all votes shall be tabulated as a specified majority of seated members that are present and voting.

- A. Parliamentary Procedure for ASMSU meetings falls under Robert's Rules of Order to guide agendas and establish a precedent for voting procedures.
- B. Votes cannot be proceed unless a quorum, as defined by Robert's Rules, is present.
- C. Abstentions shall not be counted as votes.

## TITLE TWO: General Assembly and Procedures

Section 1. The General Assembly shall be numbered consecutively beginning with the "First Student Board" which assumed direction of the Associated Students of Michigan State University on the day following the eleventh class day of Spring Term 1965, for the selection of members-at-large; and then shared direction of the Association with Academic Assembly beginning with the "First Academic Assembly" which assumed the responsibility of the Associated Students of Michigan State University academic affairs on Tuesday, during the seventh week of the spring term, 1992 until the twelfth week of the spring term, 2011. The duration of each Assembly's direction shall be known as the "Session."

Section 2. For each session, the ASMSU President is charged with setting the General Assembly meeting schedule for the upcoming academic year no later than one month before the beginning of the Fall semester. The schedule shall consist of weekly meetings, alternating between General Meeting and Committee Meeting at

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the discretion of the President, at a consistently pre-arranged place and time.

- A. The Assembly shall meet once during the summer prior to the first day of the fall semester, at a time and location set by the last regular meeting of spring semester.
- B. Upon the request of one-fourth (1/4) of the voting Assembly members, the ASMSU President shall call a special General Assembly meeting within two class days. All Assembly members shall be notified of any meeting thus called.
- C. The President shall also retain the right to call a special General Assembly meeting. All Assembly members shall be notified of any such meeting 48 hours in advance of the set meeting time.

Section 3. In the event of a temporary absence of the ASMSU President, in which they would not be able to perform their typical responsibilities for a period longer than one week, the following, in order of succession, shall act as President Pro-Tempore:

- A. The ASMSU Vice President for Finance and Operations
- B. The ASMSU Vice President for Academic Affairs
- C. The ASMSU Vice President for Governmental Affairs
- D. The ASMSU Vice President for Internal Administration
- E. The ASMSU Vice President for Student Allocations

Section 4. In the event of a permanent absence of the ASMSU President, the President Pro-Tempore, defined in Section 3 of this Title, shall assume the duties of the President until such time as a new President is elected.

Section 5. In the event that the ASMSU President is absent or otherwise unable to chair a General Assembly meeting the following, in order of succession, shall act as Chair:

- A. The ASMSU Vice President for Internal Administration
- B. The ASMSU Vice President for Student Allocations
- C. The ASMSU Vice President for Academic Affairs
- D. The ASMSU Vice President for Governmental Affairs
- E. The ASMSU Vice President for Finance and Operations
  - a. In the event of the absence of all the above Vice Presidents, the Chief of Staff shall call the meeting to order and the first order of business shall be the selection of a Chair.

Section 6. Elected college representatives may send proxies with majors in the same college in their place three times per Session.

- A. Representatives must identify the name of their proxy at the time of their election.
- B. A representative's proxy will retain the role of proxy for the whole session.
- C. A representative wishing to change their proxy must submit a formal letter of intent to the VPIA at least two days in advance to the next general/committee meeting.
- D. A change in proxy can only happen twice per representative per session.
- E. No two representatives can have the same individual as their proxy listed at the same time during the session.
- F. Representatives cannot list other General Assembly representatives as their proxy.

Section 7. CORES, COPS, and Major Governing Groups shall elect representatives in a

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manner consistent with Article II, section 4 of the Constitution.

- G. Documentation of the election process shall be submitted to the ASMSU VP for Internal Administration.
- H. A “democratic” election process shall meet the following criteria:
  - i. The election process must ensure that all voting members of the organization’s governing board are able to participate and vote in the election of their Assembly representative.
  - ii. The election process must take place at a regular, open meeting of the organization’s governing board.
  - iii. Members of the organization’s constituency must be allowed to participate in debate during the election process.
- I. The election process need only be approved once, unless a group’s processes are altered. Groups are required to file changes in accordance with above Section 7, subsection A.
- J. The President or Chairperson of the CORES, COPS, or Major Governing Group shall submit a signed letter to the ASMSU VP for Internal Administration stating the name of the Representative elected to represent their respective group and that the election occurred in accordance with the approved election procedures for their group.
- K. Representatives shall retire their seat on the Assembly to the next representative of their group immediately upon their successor’s investiture into the office.

Section 8. An official Appointment Process shall exist to appoint eligible members of ASMSU to vacant seats of colleges represented within the General Assembly for the remaining duration of the given session; such an Appointment Process will be subject to the following rules and procedures:

- A. A person shall be eligible for appointment to represent the college in which they have major(s) as defined by the Office of the Registrar, provided that the candidate is a taxpaying member of ASMSU.
- B. Interested students shall be required to submit a completed Appointment Application along with a current resume to the relevant form on the ASMSU website in order for the Recruitment and Engagement Coordinator to consider an appointment.
  - 1. Appointment Applications shall be available to any member of the public, both online and in the ASMSU Engagement Office.
  - 2. Applications shall be accepted upon a rolling basis throughout each session of the General Assembly.
- C. Upon the verification of the application and certification of candidacy by the Recruitment and Engagement Coordinator, the student must then be reviewed and approved by an appointment board. The appointment board, led by the Recruitment and Engagement Coordinator, will make formal recommendations to the General Assembly for their approval.
- D. All final recommendations made by the Board will appear on the agenda for the following General Assembly meeting for approval of the appointment.
- E. All appointments must be approved by a majority vote of the General Assembly.
- F. The Recruitment and Engagement Coordinator shall be responsible for overseeing and administering all arrangements pertaining to the appointment process including the following responsibilities:
  - 1. Discretion to conduct paper-cuts if the applicant pool is too large for interviews. At least one additional member of the appointment board must be present to administer paper-cuts.

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2. Discretion to not consider a petitioner who has not followed the instructions on the petition.
  3. Organize interviews on behalf of the appointment board and send the Boards official recommendation to the General Assembly for approval.
  4. Determine means of evaluating applicants during the interview process and keep record of the decision making process.
- G. The means of evaluating applicants, conducting interviews, and reporting said evaluations to both the candidates and the Assembly shall be presented to and approved by the General Assembly prior to the first appointments of a Session being conducted.
- H. An Appointment Board shall exist to oversee and administer the interview process under which individuals petitioning for a position will undergo. The appointment board will adhere to the following procedures and guidelines:
1. All appointment board interviews shall be open only to members of the public that are currently enrolled in the University. No member of the public will be allowed to be present during the interview, but may speak on the merits of the candidate during a public comment time. All public comments must remain germane to the evaluation of the applicant being interviewed. All public comments are subject to a three-minute limit.
  2. Each applicant will be interviewed separately.
  3. The board will be organized and chaired by the Recruitment and Engagement Coordinator.
  4. Consist of the following members:
    - i. Recruitment and Engagement Coordinator
    - ii. One member of the Office of The President.
    - iii. Chief Diversity Equity and Inclusion Officer or designee.
    - iv. A minimum of one currently serving representatives of the college the petitioner is applying for. If there is no available representative serving in the same college, a representative from another college may sit as a member of the board.
  5. There shall be procedural consistency within the board for all applicants of the same college.
  6. At least three members of the board shall be consistent for all applicants of the same college
  7. Once all applicants for a specific college have been interviewed, the appointment board shall deliberate and determine which applicants will be recommended to the General Assembly for appointment.
  8. All official recommendations to the General Assembly shall be candidates who have received the highest combined rating of the board after the following procedure has been completed,
    - i. Before each interview, the Recruitment and Engagement Coordinator will provide all board members with evaluation sheets.
    - ii. Each sheet will include interview questions, spaces for comments, and ratings scales from 1 to 5.
    - iii. During interviews, each board member will rate the candidate's response to each question on a scale of 1 to 5.
    - iv. At the end of the interview, board members will deliberate with each other on the candidate's overall performance.
    - v. After deliberations, board members will proceed with a yes/no vote.
    - vi. If a majority of board members vote to approve the candidate, they will proceed to rate each of the candidate's qualities below on a scale of 1 to 5:



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- a) Quality of resume, cover letter, and other accolades.
- b) Overall interview performance
- c) Ability to connect and communicate with constituents
- d) Has a basic knowledge of ASMSU and understands its underlying responsibilities
- e) Motivation and intention to be an involved representative
- f) Potential legislative ideas or goals.
- vii. The Recruitment and Engagement Coordinator will then compile the ratings of each candidate.
- viii. The candidate with the highest rating overall will be recommended to the General Assembly.
- ix. The Recruitment and Engagement Coordinator shall compile reports for all interviewed applicants, whether approved or not.
  - i. Reports of approved applicants sent to the General Assembly, shall include details on how the applicant met qualifications, answered interview questions, and reasoning of majority consent along with any dissent reasoning.
  - ii. Reports of rejected applicants, sent to the applicant, shall include details on how the applicant met qualifications, answered interview questions, and reasoning of majority consent along with any dissent reasoning.
  - iii. ASMSU shall make representation be known publicly, and a summary of their report to the General Assembly.
    - a) Measures of applicant qualities based on interviews, reasoning of majority consent along with dissent will not be confidential.
- x. In the case of a tie, board members shall deliberate further and hold a vote.
- xi. If the vote is a tie, then the Recruitment and Engagement Coordinator shall choose the representative.
- xii. If there are fewer candidates than there are seats, then the appointments board would then follow the standard appointments process
- xiii. Candidates will be evaluated based on certain overarching qualities limited to, has a basic knowledge of ASMSU and understands its underlying responsibilities, potential legislative ideas or goals, quality of resume, cover letter, and other accolades, overall interview performance, and motivation, and intention to be an involved representative.
- xiv. Evaluated overarching qualities do not include membership in student group(s) in applicant's college, specific political stances, or other personalized evaluations.
- xv. Retain the right to not recommend any candidates to the General Assembly if the board does not find any candidates properly qualified.
- I. Once the Recruitment and Engagement Coordinator receives an appointment application the Recruitment and Engagement Coordinator must announce **that** they are seeking applications for that college and allow for a 2 week application period for other interested students to submit applications.
- J. Applicants may ask for an appeal using the typical appeal process stated in the ASMSU bylaws Title VII section 8.

Section 9. General Assembly retains the right to suspend the voting privileges of any General Assembly representative due to inappropriate acts (as defined in Title One,

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Section 3 of the General Assembly Code of Operations), physical violence; personal attacks of a severe and/or pervasive nature; and/or harassment and discrimination, or due to misrepresentation of a constituency as outlined in Article II, section 4, subsection B of the Constitution.

01. Any alterations to the definition of Inappropriate Acts shall not go into effect until the following session.

Section 10. Non-voting members of the Assembly shall attend Assembly meetings, and shall exercise, at will, all non-voting parliamentary privileges.

Section 11. The following order of business shall be used at all General Assembly meetings:

- I. Call to Order
    - i. Land Acknowledgement
    - ii. Roll Call
    - iii. Approval of Agenda
    - iv. Approval of Minutes
  - II. Public Comments on Agenda Items
  - III. Presentations
  - IV. Reports
    - A. Assembly Members
    - B. Committee Leadership
    - C. Office of the President
    - D. Chief Officers
    - E. Advisor(s)
  - V. Action Items
    - A. Consent Business
    - B. Old Business
    - C. New Business
  - VI. Discussion Items
  - VII. Announcements
  - VIII. Final Roll Call
  - IX. Members Privilege
  - X. Adjournment
- A. During Members' Privilege, any member of the General Assembly may speak on any topic of interest, but may speak only once, with a one (1) minute time limit unless extended by consent of the General Assembly.
    1. Comments made in Members' Privilege should follow Robert's Rules of decorum.
  - B. Consent Business items are main motions dealing with routine business items of the ASMSU General Assembly that can be approved with a single vote. Bills regarding personnel approvals shall be automatically placed on the agenda under Consent. It shall be at the discretion of the ASMSU President with the advice and consent of the ASMSU VP for Internal Administration to place main motions in Consent Business. A motion and second shall be required by Assembly members to move an item from Consent Business to New Business.
  - C. During public comment on agenda items, any topic may be discussed for up to 15 minutes unless extended by a majority vote of the Assembly. Any Michigan State University affiliated person as defined in these guidelines may speak, but only once, with a three minute time limit unless extended by consent of the General Assembly. The rules for public comment shall be reviewed by the ASMSU President and VPIA at the beginning of each Session, and any edits the ASMSU President and VPIA deem necessary will be made through a code change bill. The current public comment guidelines are as follows:

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1. To public comment, one must make that desire known by either submitting a comment through the form on the ASMSU website within 24 hours of the General Assembly meeting and/or simply raising their hand during the public comment portion of the meeting. Should the public commenter be unable to attend, the ASMSU Vice President for Internal Administration will read their comment aloud at the relevant meeting.
2. Public commenters will be addressed in the order in which their desire to speak was made known. Those who submitted the form shall go first in the order in which they submitted, then those in attendance who did not submit the form shall be permitted to speak in the order they raised their hands.
3. Those from the public wishing to comment must begin their public comment by stating their name, their direct affiliation to Michigan State University, and the topic they are wishing to comment on.
  - a. If a speaker is representing or speaking on behalf of other persons, groups or entities, then the speaker shall state the nature of that representation.
  - b. Those with direct affiliation to Michigan State University that may public comment includes tax-paying students, faculty, staff, and alumni of Michigan State University.
4. Comments shall relate to either items specifically on the agenda or the business of ASMSU and undergraduate Spartans.
5. Public commenters must address the Chair during the entire length of their comment.
6. Public commenters may not yield or give their speaking time to another person.
7. Those who have speaking privileges within a meeting are not permitted to speak during the public comment period on items that will be discussed further in the agenda.
  - a. Those who have speaking privileges within the General Assembly (Office of the President, Chief Officers, & General Assembly Representatives) may only ask clarifying questions of the public commenter if they are extremely pertinent.
8. Any public comment that has to deal with sensitive topics (violence, suicide, sexual misconduct, etc) must include a warning before the public comment is read/spoken.
9. Public commenters shall refrain from comments or behavior that involves:
  - a. Disorderly speech or action
  - b. Name-calling or personal attacks
  - c. Obscene or indecent remarks
  - d. Derogatory comments on personalities
  - e. Any comment that goes against relevant parts of the ASMSU Manual (ex. Anti-Discrimination Clause) or these rules
10. If a public commenter is found in violation of these rules:
  - a. Depending upon the extent of the indiscretion, they may first be interrupted and given a warning by the Chair.
  - b. If the indiscretion is continued after being warned, they will be interrupted again and their time will be given back to the Chair.
11. These rules shall be available on the ASMSU website with the form to submit public comments and made available per request at meetings.
12. At the beginning of each session of the General Assembly, the ASMSU President and VPIA will review and revise these public comment rules to ensure their continued effectiveness.

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- D. During a single debate period all members on the General Assembly shall be allowed three (3) speeches and three (3) minutes per each speech.
- E. Presentations shall be limited to a ten (10) minute presentation period with a five (5) minute period to yield questions from the Assembly. This can be extended by consent of the Assembly.
- F. Reports shall be limited to a three (3) minute report per person and reports must be submitted in written format to the VPIA twelve (12) hours prior to the meeting.
- G. The introduction and seconding of bills shall be limited to three (3) minutes each.
- H. The State of the Student Body address shall be a permanent presentation item for the first General Meeting of the new General Assembly session.

Section 12. All meetings of the General Assembly shall be open to the public unless closed by a two-thirds (2/3) vote of the members present.

- A. The ASMSU Vice President for Internal Administration shall call the roll and record the votes, for and against, abstentions and absences, which shall be recorded in the minutes for any motion to move into closed session.
- B. No vote shall be taken on a main motion (any legislation) during a closed meeting.

Section 13. The ASMSU President, officers, and members shall make all ASMSU events fully accessible and accommodating as defined by the Resource Center for Persons with Disabilities to those persons with disabilities that would not allow for full participation, and supply the following services upon request:

- A. Accessible copies of written materials shall be supplied if requested two class days in advance of the event.
- B. Sign language interpreters shall be supplied by the Assembly if requested three class days in advance of the event. Any sign language interpreter supplied by means other than the Assembly shall be compensated if approval of the ASMSU President is given two days in advance of the event.
- C. Any other reasonable accommodation requested by a student in order to fully participate in an event, so long as such request is made within 3-5 class days.
- D. The Assembly shall make every reasonable attempt to publicize this policy to students with disabilities.

Section 14. All Vice Presidents, as well as the Chief Officers, have *ex-officio* speaking rights in General Meetings.

## Committees

Section 15. There shall exist three standing Committees: the Academic Committee, the Policy Committee, and the Finance Committee. Committee membership assignment shall be determined by the second week of the fall semester by the ASMSU VP for Internal Administration. These committees shall consist of no less than eight assigned members. Committee membership assignments shall be proportionally balanced between college representatives, Major Governing Groups, and CORES and COPS groups. Committee membership assignments may be changed when deemed necessary by the ASMSU VP for Internal Administration.

- A. All Office of the President members and Chief Officers shall serve with *ex-officio* status in the Academic, Policy, and Finance Committees.
- B. During initial consideration of committee placements, the Vice President of

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Internal Administration is required to consult with General Assembly representatives before determining their committee preferences. This can be done either through in-person or digital means.

- C. Any General Assembly member who wishes to switch committee placements must first consult and get approval from the Vice President of Internal Administration. Those wishing to switch must have one representative from their desired committee to switch with that does not disrupt the balance of college representatives, Major Governing Groups, and CORES & COPS groups.
- D. At the first General Assembly meeting of the Fall Semester, each session of the General Assembly shall approve committee placements under Consent Business.

### Section 16. The Steering Committee

- A. The Steering Committee shall serve as an advisory body of the Association, and shall have the following responsibilities:
  - i. Advise the President in setting the ASMSU legislative schedule for the following legislative bodies: the General Assembly, Standing Committees, and sub-committees.
  - ii. Make recommendations to the General Assembly on amendments to the Personnel Code, personnel policies and procedures.
  - iii. Draft and approve Job Descriptions for all ASMSU compensated personnel corresponding to budget proposals.
  - iv. Shall draft, arbitrate, and approve statements on behalf of ASMSU should the situations surrounding the statement not allow for the General Assembly to act.
  - v. Shall determine the structure of each Ad-Hoc Committee through the following processes:
    - (1) The ASMSU Steering Committee will take the appendix of each Ad-Hoc Committee bill into account while making the approvals for Chair, Vice Chair, and Ex-Officio members.
    - (2) The Chair of an Ad-Hoc Committee shall be determined by the Steering Committee by undergoing the proper election process as defined by Robert's Rules, and the Vice Chair shall be elected at the first Ad-Hoc Committee unless otherwise specified by the ASMSU Steering Committee.
    - (3) Any ex-officio members of the Ad-Hoc Committee, which may include ASMSU Staff and members of OOTP, shall be approved by the Steering Committee by a simple majority vote.
- B. The ASMSU President shall serve as chair of the Steering Committee.
- C. The membership of the Steering Committee shall be as follows:
  - i. The Office of the President, Chief of Staff, the Chief Diversity Equity and Inclusion Officer, and the Chairs and Vice Chairs of each Standing Committee.
  - ii. The ASMSU Controller, Director of Human Resources, Executive Assistant, and PR Director shall serve as *ex-officio* members.

### Section 17. The Academic Committee

- A. The Committee shall have the following responsibilities:
  - 1. The Committee shall facilitate, organize, and execute the Academic Governance duties and responsibilities of ASMSU as granted in the Michigan State University Academic Governance Bylaws and affirmed by the ASMSU

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- Constitution.
- 2. The Academic Affairs Nominations Committee shall assist the Academic Affairs Committee in its operations.
- 3. The Committee shall research, publicize, draft, arbitrate, and make recommendations on all policies concerning changes or recommendations to undergraduate academics, and all policies originating in or intended for university governance bodies.
- B. The ASMSU Vice President for Academic Affairs shall serve as a senior *ex-officio* member of the Committee.
- C. The Academic Affairs Committee Chair and Vice Chair shall be elected from and by the assigned membership of the Committee.
- D. There shall exist an ASMSU Student Governance Caucus as outlined in Appendix V that shall be subordinate to the Academic Affairs Committee.

### Section 18. The Policy Committee

- A. The Committee shall have the following responsibilities:
  - 1. The Committee shall review all legislation dealing with student affairs, governmental affairs, community affairs, and matters not directly related to any other committee.
  - 2. The Committee shall research, publicize, draft, arbitrate, and make recommendations on all ASMSU governing documents and procedures: including the Constitution, codes, policies, procedures, and regulations.
  - 3. The Committee shall also be responsible for conducting a semester review of the Office of the President and reporting their review to the General Assembly.
- B. The ASMSU Vice President for Governmental Affairs and Vice President for Internal Administration shall serve as senior *ex-officio* members of the Committee.
- C. The Policy Committee Chair and Vice Chair shall be elected from and by the assigned membership of the Committee.

### Section 19. The Finance Committee

- A. The Committee shall have the following responsibilities:
  - 1. The Committee shall make recommendations concerning budgeting matters, financial matters, and take action as outlined in Appendix I.
  - 2. The committee shall be provided the following outlined financial documentation before making decisions on budgeting or financial matters:
    - I. Appendix
    - ITEMIZED BUDGET:
    - STAFF INVOLVEMENT:
    - Staff member and/or point of contact for follow-through:
    - Proposed responsibilities of staff member and/or point of contact:
    - Detailed action steps for follow-through:
    - Staff member's and/or point of contact's statement of confirmation:
- B. The ASMSU Vice President for Finance and Operations and Vice President for Student Allocations shall serve as senior *ex-officio* members of the Committee.
- C. The Finance Committee Chair and Vice Chair shall be elected from and by the assigned membership of the Committee.

### Section 20. If a vacancy occurs in a Committee position because of a voting General Assembly



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seat vacancy, the person who fills the Assembly seat shall also fill the Committee position with the exception of the Committee Chair and Vice Chair.

Section 21. An Ad-Hoc Committee shall be defined as a temporary advisory group that addresses a specific issue or task that pertains to the business of ASMSU. Ad-Hoc Committees shall be formed by the following means:

- A. Ad-Hoc Committees shall be chaired by a member of the ASMSU Office of the President, and Vice-Chaired by a member of GA to be elected at the first Ad-Hoc Committee meeting.
- B. A bill must pass through both the General Assembly Policy Committee and General Assembly calling for the implementation of an Ad-Hoc Committee and must detail its purpose and need.
  1. This bill shall also include the following appendix to lay out the suggested Chair and Ex-Officio members for the Committee:

I. Appendix

Name of Ad-Hoc Committee:

Final Goal of the Ad-Hoc Committee:

Chair Suggestion:

Suggested Ex-Officio Members:

Composition Suggestion:

Number of members:

Ratio of ASMSU Staff, Major Governing Groups,

College, and CORES/COPS Representatives:

Proposed Timeline:

Section 22. Standing Committees and subcommittees shall abide by the following procedures:

- A. Quorum for Standing Committees and subcommittees shall be as follows:
  1. Standing Committees - one-half, rounded up to the nearest whole number, plus one of the voting Assembly members currently assigned to the committee.
  2. Sub-committees - one-half of the assigned members.
- B. Every voting General Assembly member shall be a voting member of at least one Standing Committee.
- C. All Committee meetings shall be open to the public unless closed by a two-thirds vote.

Section 23. The acting chairpersons of committees shall have the following duties and responsibilities:

- A. Chair and set the agenda for Committee meetings.
  1. A tentative agenda shall be created by the ASMSU Vice President for Internal Administration in conjunction with Committee Leadership at least 48 hours prior to a Committee meeting.
- B. Facilitate research on matters presented for committee consideration.
- C. Give reports on committee activities at each General Assembly meeting and submit parliamentary minutes of committee activities to the ASMSU Vice President for Internal Administration.

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- D. Facilitate the writing of legislation in committee.
- E. Report any legislation as passed out of committee to the ASMSU Vice President for Internal Administration.
  - 1. Legislation should be submitted in a Google Doc, with tracked changes to record amendments made to it. Report Committee attendance to the ASMSU Vice President for Internal Administration.
- F. Report vote totals for all legislation passed out of committee and for legislation tabled in the committee to the ASMSU Vice President for Internal Administration.
  - 1. The Vice President for Internal Administration shall then post all legislation passed by the committees to be considered by the General Assembly to the ASMSU website within twenty-four (24) hours after the conclusion of the committee meetings.
- G. Other duties as specified by the ASMSU President and this Code of Operations.

Section 24. Vice Chairs of Standing Committees shall assist their respective Committee Chair in the exercise of their duties and responsibilities, as well as complete the following duties and responsibilities:

- A. Take the minutes and attendance at every Committee meeting.
- B. Maintain records of roll call votes from the Committee.
- C. Coordinate with the Vice President for Internal Administration to maintain all records of the Committee.

Section 25. During a given session, a member shall be allowed five (5) excused absences and three (3) unexcused absences from General Assembly meetings, committee meetings, and mandatory activities.

- A. Excused absences shall be given at the discretion of the ASMSU Vice President for Internal Administration or ASMSU President
- B. An unexcused absence can be appealed by a majority vote of the General Assembly at the full assembly meeting following the absence. The VPIA must be made aware of the desire to appeal 72 hours in advance of the meeting
- C. Written notice of an excused absence shall be sent to the ASMSU Vice President for Internal Administration 48 hours following the meeting.
- D. Any excused absence submitted for the Office of the President Elections shall not count against the total excused absences allowed for any given session.

Section 26. During a given session, a member shall be required to participate, as a representative of ASMSU and their constituents (as appropriate), in ASMSU Mandatory activities.

- A. The ASMSU General Assembly will approve a list of Mandatory Activities at the beginning of each new session to be compiled and presented by the ASMSU Vice President for Internal Administration, in consultation with the Steering Committee.
- B. Justification should be given to the ASMSU Vice President for Internal Administration twenty-four (24) hours prior to the meeting, when possible, or reasonable justification shall be given seventy-two (72) hours following the meeting in the case of an accident or emergency.

Section 27. Any member who fails to meet the following attendance criteria shall have the question of their removal placed on the agenda as New Business at the next General Meeting.



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- A. Attendance shall be taken at the beginning and end of business for General Assembly meetings and Committee Meetings.
  - 1. Any member not present for attendance taken at the end of business will be considered absent.
  - 2. A member can only be counted absent once per meeting.
- B. Attendance shall be defined as roll taken at the beginning and end of each meeting or in the event of a quorum call.
- C. Attendance shall be posted on the ASMSU website for all constituents and leaders to see if their Representative has been attending meetings.
  - 1. In the case that attendance fails to be posted due to unforeseen circumstances, correspondences shall be sent out by the ASMSU Vice President for Internal Administration to the appropriate leader(s) of the CORES, COPS, or Major Governing Group if their Representative is one absence (excused or unexcused) away from failing to abide by the attendance policy.
- D. CORES/COPS leaders shall be notified by the ASMSU Chief Diversity, Equity, and Inclusion Officer if their Representative is one absence from failing to abide by the attendance policy.
  - 1. If the leader of the CORES/COPS group who's Representative fails to abide by the attendance policy does not respond to the letter with reasonable justification for the absence of their Representative or a representative does not show up at the next meeting, their official representative's removal shall be automatically placed on the next agenda under "New Business."
  - 2. Justification shall be determined as reasonable by the ASMSU Chief Diversity, Equity, and Inclusion Officer."
  - 3. CORES/COPS groups may send a proxy, who shall count for any attendance taken.
  - 4. The president or chairperson of a CORES/COPS group, upon being unable to fill a seat in the General Assembly, may contact the ASMSU Vice President for Internal Administration and request that their seat remain dormant due to extenuating circumstances. Dormancy shall be under the Vice President for Internal Administration's discretion.
    - i. This seat would remain dormant until the leader of said CORES/COPS group notifies the ASMSU Chief Diversity, Equity, and Inclusion Officer in writing.
    - ii. While a seat is dormant, it shall not count for the purposes of quorum. There is also no attendance penalty for a dormant seat.
- E. If a representative from a Major Governing Group fails to abide by the attendance policy, then correspondence shall be sent out to the leader of that Major Governing Group informing the leader that the representative has not been attending meetings.
  - 1. The Major Governing Group, whose representative fails to abide by the attendance policy, shall have General Assembly voting privileges automatically revoked.
  - 2. Voting privileges shall be reinstated once a Major Governing Group representative has attended three consecutive General Assembly meetings, including Standing Committees.
  - 3. Major Governing Groups may send a proxy to count for any attendance and the proxy may also attend the three consecutive General Assembly meetings, including Standing Committees.

## **Legislation**

Section 28. Each piece of legislation shall embrace only one subject. The subject shall be expressed in the title.

Section 29. The following procedures shall govern the proper movement of Legislation, as defined in Title I, from introduction to final passage:

- A. Legislation shall originate from a Standing Committee.
- B. Legislation shall be introduced by a General Assembly member or Vice President who obtains the second of another Assembly member or Vice President.
- C. Upon introduction in the General Assembly, whether in a general meeting, Committee meeting, or subcommittee meeting, the legislation shall be considered “read” for the first time and shall be assigned a two-part number by the ASMSU Vice President for Internal Administration: the first part of which shall be the number of the current session, the second part of which shall reflect the numerical order of the motion being brought up within the current session.
- D. All legislation shall be submitted in electronic form to the ASMSU Vice President for Internal Administration, no later than 72 hours prior to the meeting in which it is to be considered.
- E. Legislation shall be moved through Standing Committee or subcommittee by the following rules and procedures.
  1. Legislation may be moved out of committee by a majority vote of that committee, unless legislation requires other voting majorities previously stated.
  2. The General Assembly may pull legislation out of a committee after the bill has sat in that committee for a period longer than three weeks and with a two-thirds (2/3) majority vote.
  3. Prior to a General Assembly meeting, a new bill may be placed under New Business with a majority vote of Steering Committee.
- F. The ASMSU Vice President for Internal Administration may, with the approval of the ASMSU President, allow a bill to be introduced directly to the General Assembly in the case of emergent circumstances.
- G. The ASMSU Vice President for Internal Administration shall have the obligation of monitoring the proper movement of legislation from introduction through final passage.

Section 30. To be considered at a particular General Assembly meeting, a bill must be distributed forty-eight (48) hours before the meeting.

Section 31. No amendments to the Code of Operations or the Constitution may be considered at a General Assembly meeting until five class days have elapsed since its introduction.

Section 32. On votes for legislation in which there is clear division or legislation requiring  $\frac{2}{3}$  majority, the ASMSU Vice President for Internal Administration shall call roll and record the votes, for and against, abstentions and absences, which shall be recorded in the minutes.

- A. No proxy vote will be accepted if the intent of a legislation has been altered.
- B. All other legislation shall be a simple majority vote that does not need roll call to be recorded.

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Section 33. Legislation shall be considered adopted if passed by a majority vote of the General Assembly, and signed by the ASMSU President. The Annual Budget Bill and any other financial bills shall be considered adopted if passed by a two-thirds (2/3) majority vote of the General Assembly, and signed by the President.

- A. All legislation which has been passed by a previous General Assembly shall remain in effect for three sessions following the session in which it is enacted; or until repealed by the General Assembly or a subsequent General Assembly.
- B. All legislation which remains tabled or postponed by General Assembly action, numbered prior to the last Session, shall automatically be considered defeated.
- C. All legislation referred to and still remaining in any committee, numbered prior to the last Session, shall automatically be considered defeated by that committee.

Section 34. All Legislation must be submitted to the President for signature. Upon receipt, the President shall have 2 class weeks from the date of passage to sign or veto all legislation.

- A. All Legislation that remains unsigned past this two week time frame will be considered automatically vetoed.
- B. All Presidential vetoes must be announced and reported to the assembly during the President's Report at the following General Assembly meeting.
- C. Following the announcement of vetoed legislation, a motion to reconsider the legislation is in order.
  - 1. A motion to reconsider vetoed legislation must be made within two weeks of the time in which the veto was announced to the assembly.
  - 2. If the Motion to reconsider is made and seconded, a majority vote will be required to adopt the motion and move into a period of debate on the reconsideration of the legislation.
  - 3. During such reconsideration, the President's veto may be overridden by a two-thirds majority of the Assembly.
- D. In cases where legislation remains unsigned by the end of the session, the President must announce the veto to the Assembly Members no later than a week prior to the end of the session.
  - 1. Following the announcement of the veto, a special meeting to reconsider legislation can be called upon the request of one-fourth (1/4) of the voting Assembly members of the session in which the legislation was introduced (as specified in Title Two, Section 2, B of the General Assembly Code of Operations) up to one week after the announcement of the veto.
  - 2. In such a meeting, only Assembly members serving in the session in which the legislation was introduced will have voice or vote.
  - 3. If the ASMSU President fails to announce the vetoed legislation within the timeframe listed above, the responsibility to give the approving signature will then fall upon the newly elected ASMSU President and Vice President for Internal Administration of the new session. This includes their right to veto the bill and place it on the agenda for next session's first General Assembly meeting after the veto has been announced.

## **Conflicts of Interest**

Section 35. No General Assembly Representative shall vote on any question upon which that member has a conflict of interest or a financial interest. If the question of a conflict of interest or financial interest is raised by a member of the assembly at any meeting, said question shall be put to a vote and determined by a majority of those

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members present, Other than the member in question, before the Legislation shall be considered. If the majority of members determine the Representative in Question has a conflict of interest or a financial interest in the question to be voted on, the member affected shall not vote or otherwise attempt to exert any influence on any other member regarding the matter to be acted upon and shall not be counted in determining the quorum for the meeting.

- A. In the event that an individual is elected to a General Assembly seat and receives an ASMSU staff position offer for the same academic year, a conflict of interest is presented. Individuals in this situation must resign from one of their two positions within 24 hours of that session's first General Assembly meeting, and this resignation letter must be sent to the ASMSU VPIA and HR Director. If an individual does not notify the appropriate parties within 24 hours of the first General Assembly meeting, they will automatically retain their General Assembly seat and forfeit their staff position offer.
- B. Relationships considered romantic or sexual in any way between members of ASMSU who hold paid positions within the organization constitute a conflict of interest. Such relationships must be privately disclosed to ASMSU's Director of Human Resources and the supervisors of the parties in the relationship.
  - a. If the relationship involves a voting General Assembly Member and a Vice President of the Office of the President, the General Assembly Member cannot be placed in the same standing committee that the Vice President resides as an Ex-Officio Member.
    - i. If the relationship begins between a voting General Assembly Member and a Vice President of the Office of the President while both sit on the same committee, the non-Ex-Officio member must be moved to a different committee.
  - b. If the relationship is between members of the Office of the President, a Consensual Amorous Contract must be signed by both parties, overseen by ASMSU's Director of Human Resources.
  - c. If the relationship is between a supervisor and supervisee as a part of staff, a Consensual Amorous Contract must be signed by both parties, overseen by ASMSU's Director of Human Resources and the supervisor of both romantic individuals, if applicable. This subsection encompasses the ASMSU President under the definition of supervisor so as to apply to them as well.
  - d. If the relationship between two paid members of ASMSU had started before both parties held their positions within the organization, one or both individuals must disclose the relationship in a private meeting to the Director of Human Resources and their supervisor. The individual who first held their position within ASMSU must declare their conflict of interest and abstain from any hiring committees where their partner is being considered for employment or election votes that their partner is actively running as a candidate.
  - e. If the relationship were to end during the session, one or both parties must inform the Director of Human Resources immediately in a private meeting in order to prevent acts of retaliation against any party involved in the relationship.
  - f. Any and all information regarding the disclosed relationships to the Director of Human Resources and appropriate supervisors will be kept fully confidential and must in no way be used against those who have disclosed.

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- g. This policy is in no way made to target or infringe upon one's privacy. It is made in order to protect ASMSU members from hostile working environments, unbalanced power, and potential issues of RVSM.
- C. Conflicts of interest may also be present within familial relationships. Such relationships present in ASMSU should be disclosed to ASMSU's Director of Human Resources.
  - a. The individual who holds a position within ASMSU before the other family member must declare their conflict of interest and abstain from any hiring committees where their family member is being considered for employment or election votes that their family member is actively running as a candidate.
  - b. Family members in ASMSU cannot stand in as proxy for each other in their responsibilities as either staff or as a General Assembly member
  - c. If the familial relationship involves a voting General Assembly Member and a Vice President of the Office of the President, the General Assembly Member cannot be placed in the same standing committee that the Vice President resides as an Ex-Officio Member.

### **ASMSU Office of the President Elections**

- Section 36. Each new Assembly shall be called into the Session by the ASMSU President of the previous Session who will chair the meetings of the new General Assembly until the new President is elected during the second meeting of the new session.
- A. Beginning the second meeting of the new session, the new membership shall elect the session's Office of the President-elect. The Office of the President-elect shall then preside over the remaining meetings of the session in which they were elected.
    - 1. If the current ASMSU President is seeking the position, a pro-tempore shall lead the meeting in accordance with Title II, Section 3. The pro-tem selection shall retain any voting privileges they normally have, but may not engage in debate
  - B. The previous session's Office of the President shall continue in their respective positions until the first day of the summer semester that immediately follows the regular Office of the President election.
  - C. The second meeting of the session shall have the elections for the following positions: President, Vice President for Finance and Operations. The third meeting of the Session shall have the elections for the following positions: Vice President for Academic Affairs & Vice President for Governmental Affairs. The fourth meeting of the session shall have the elections for the remaining positions: Vice President for Internal Administration and Vice President for Student Allocations.

- Section 37. Election of the ASMSU Office of the President shall be conducted in the same manner as the ASMSU President. See Appendix II: ASMSU Election Code, Title VIII: Office of the President Elections.

### **ASMSU Office of the President Recall**

- Section 38. The ASMSU General Assembly reserves the power to recall any elected member of the Office of the President.



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- A. To remove the President or a Vice President from office, the General Assembly must first pass a vote of no confidence against the OOTP member in question with a two-thirds majority vote through a full session General Assembly meeting. A vote of no confidence bill must be sent to the ASMSU Vice President for Internal Administration or the ASMSU President at least 48 hours before the meeting in which the vote of no confidence will be introduced and immediately distributed to all General Assembly Representatives for review prior to the meeting.
  - a. The vote of no confidence bill must include the desired outcome, including if there is an intention to introduce a recall bill for the OOTP member in question.
  - b. The OOTP member in question will not be exempt from Robert's Rules speaking limits unless otherwise motioned, but will be yielded an additional five (5) minutes to speak immediately before the voting period for the bill.
  - c. If the no confidence bill is passed, the OOTP member in question will be permitted to fulfill their duties, but will be closely supervised by the ASMSU advisors and the ASMSU President for two weeks following the passage of the bill.
    - i. In the case that a vote of no confidence has been cast against the ASMSU President, they will be supervised by the ASMSU advisors and the Chief of Staff to ensure that duties are being fulfilled.
  - d. A recall bill must be introduced at the Policy Committee meeting immediately following the full session General Assembly meeting in which a related vote of no confidence was passed. If the Policy Committee passes a recall bill with a  $\frac{2}{3}$  majority vote, that bill will move on to the next full General Assembly meeting.
- B. To effectively recall an elected OOTP member from office, a recall bill must pass through a full General Assembly with a  $\frac{2}{3}$  majority vote after the steps listed in Subsection A and Subsection B of Title II, Section 38 or after the ASMSU Ethics Oversight Committee issues a recall recommendation to the General Assembly as outlined in Title 14, Section 18.
  - a. The OOTP member in question will not be exempt from Robert's Rules speaking limits unless otherwise motioned, but will be yielded an additional five (5) minutes to speak immediately before the voting period for the bill.
  - b. Once a recall bill passes, the recalled OOTP member will be immediately relieved of their duties, but will be required to turn in a transition manual to the ASMSU Chief of Staff within five (5) class days following the passage of the recall bill.
    - i. After a member of OOTP is relieved of their duties, the following position-holders will act as interim until an election takes place. If the following position-holders decline to act as interim in the case of a recall, then the General Assembly must pass a bill nominating a ASMSU Staff Member or General Assembly Representative to do so.
      - 1. The ASMSU and Student Body President will be temporarily succeeded by the Vice President for Finance and Operations, who acts as the *President Pro-Tempore* according to Title Two, Section 3 of the ASMSU General Assembly Code of Operations. The Vice President for

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Internal Administration shall act as Chair of the General Assembly as outlined in Title Two, Section 5 of the ASMSU General Assembly Code of Operations.

2. The Vice President for Finance and Operations will be temporarily succeeded by the Associate Vice President for Finance and Operations.
3. The Vice President for Academic Affairs will be temporarily succeeded by the Associate Vice President for Academic Affairs.
4. The Vice President for Governmental Affairs will be temporarily succeeded by the ASMSU State Liaison.
5. The Vice President for Internal Administration will be temporarily succeeded by the Associate Vice President for Internal Administration.
6. The Vice President for Student Allocations will be temporarily succeeded by the Student Allocations Financial Manager.

Section 39. The ASMSU General Assembly may call the ASMSU Chief Officers into question, but does not reserve the power to recall these positions.

- A. To call an ASMSU Chief Officer into question, the General Assembly may pass a vote of no confidence against that Chief Officer with a two-thirds majority vote through a full session General Assembly meeting. A vote of no confidence bill must be sent to the Director of Human Resources and the ASMSU Vice President for Internal Administration or the ASMSU President at least 48 hours before the meeting in which it will be introduced and immediately distributed to all General Assembly Representatives for review prior to the meeting.
  - a. It is to be understood that a vote of no confidence against an ASMSU Chief Officer is simply a means to show dissatisfaction with how the Chief Officer in question has been fulfilling their duties. Because there is no tangible action that the General Assembly can take against an ASMSU Chief Officer, no desired outcome shall be included in the vote of no confidence bill.
  - b. The Chief Officer in question will not be exempt from Robert's Rules speaking limits unless otherwise motioned, but will be yielded an additional five (5) minutes to speak immediately before the voting period for the bill.
  - c. If the no confidence bill is passed, the legislation will be sent to the ASMSU HR Department for further review and potential administrative action.

### **Notice Provision**

Section 40. Meeting notices and agendas required by the ASMSU General Assembly Code of Operations Shall Be posted in the ASMSU Engagement Office, on the ASMSU Website and at, or on, such other places as the Assembly may deem appropriate.

- A. Notice of a schedule of regular meetings will be posted within 10 days of the first ASMSU General Assembly meeting of the academic year. Notice of special meetings, and meetings rescheduled will be posted at least 18 hours before the meeting or, if applicable, within 3 days after the meeting during which the special meeting or rescheduled meeting was announced.

## **Other Rules and Procedures**

- Section 41. There shall exist an ASMSU Manual to contain all ASMSU governing documents and procedures: including the Constitution, codes, policies, procedures and regulations.
- A. All ongoing policies contained in bills and resolutions shall be entered in this manual.
  - B. Any internal procedures or guidelines may be entered in the manual by a two-thirds vote of the General Assembly. All such materials must be available in final, written form to all members voting.
  - C. Current copies of this manual shall also contain, at minimum, the ASMSU Constitution, ASMSU Code of Operations, Financial Code of Operations, Elections Code, Personnel Code, Student Allocations Board Code, Steering Committee Code, and Class Council Codes of Operations, and shall be maintained by the ASMSU Vice President for Internal Administration.

## **Precedence of Rules**

- Section 42. Any matter of procedure not explicitly covered in this Code of Operations shall be ruled by the most recent edition of Robert's Rules of Order, Newly Revised.
- Section 43. Any section of this Code of Operations supersedes any rule of procedure stated by Robert's Rules of Order, Newly Revised.
- Section 44. Any provision of the Constitution supersedes any rule mandated by this Code of Operations or by Robert's Rules of Order, Newly Revised.

# **TITLE THREE: General Assembly Office of the President**

- Section 1. There shall exist an ASMSU Office of the President. This office shall be charged with assisting the President in executing the directives of the Assembly.
- Section 2. The President shall be selected as specified in Title II, Section 33 of the ASMSU Code of Operations. The responsibilities of the President shall be as follows:
- A. Serve as chief executive officer of ASMSU.
  - B. Serve as chief administrative officer and chair of the General Assembly.
  - C. Serve as the primary delegate and spokesperson of ASMSU to the university administration and all other outside bodies subject to General Assembly directive.
  - D. Be responsible for implementation of actions and policies of the General Assembly.
  - E. Oversee all advocacy and obligations of ASMSU.
  - F. Chair the meetings of the Steering Committee.



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- G. Shall deliver an annual State of the Student Body Address that is co-authored by various members of a committee representative of both the organization and the student body.
  - i. This address shall be delivered at the first General Assembly meeting of the new session during “Presentations” and a pre-recorded version shall be posted on ASMSU social media following this meeting.
- H. Others as specified by the Constitution, this Code of Operations, and the official ASMSU President Job Description.
- I. Shall have a broad and comprehensive knowledge of the Association and the university.

Section 3. There shall exist an ASMSU Vice President for Academic Affairs (VPAA) who shall be selected as specified in Title II, Section 34 of the ASMSU Code of Operations. The responsibilities of the VPAA shall be as follows:

- A. Serve as the senior *ex-officio* member on the Academic Committee.
- B. Serve as Chief ASMSU liaison for Academic Governance and the University Budget.
- C. Shall be the chairperson for the Academic Affairs Nominations Committee (AANC) and enforce the university governance bodies nominations process outlined in Appendix V.
- D. Others as specified by the Constitution, this Code of Operations, and the official ASMSU President job description.
- E. Shall have a broad and comprehensive knowledge of the Association and the university.

Section 4. There shall exist an ASMSU Vice President for Finance and Operations (VPFO) who shall be selected as specified in Title II, Section 34 of the ASMSU Code of Operations. The responsibilities of the VPFO shall be as follows:

- A. Serve as the senior *ex-officio* member of the Finance Committee.
- B. Manage ASMSU services and programs.
- C. Shall assist the ASMSU Controller in maintaining the ASMSU budget
- D. Others as specified by the Constitution, this Code of Operations, and the official ASMSU President job description.
- E. Shall have a broad and comprehensive knowledge of the Association and the university.

Section 5. There shall exist an ASMSU Vice President for Governmental Affairs (VPGA) who shall be selected as specified in Title II, Section 34 of the ASMSU Code of Operations. The responsibilities of the VPGA shall be as follows:

- A. Serve as senior *ex-officio* member of the Policy committee.
- B. Supervise the Governmental Affairs Department.
- C. Oversee the governmental advocacy and civic engagement activities of the Association.
- D. Serve as the Chair of the ASMSU Ethics Oversight Committee.

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- E. Others as specified by the Constitution, this Code of Operations, and the official ASMSU President job description.
- F. Shall have a broad and comprehensive knowledge of the Association and the university.

Section 6. There shall exist an ASMSU Vice President for Internal Administration (VPIA) who shall be selected as specified in Title II, Section 34 of the General Assembly Code of Operations. The responsibilities of the ASMSU VPIA shall be as follows:

- A. Serve as senior *ex-officio* member of the Policy Committee.
- B. Serve as Association parliamentarian.
- C. Monitor the movement of legislation.
- D. Shall record and maintain minutes of the General Assembly and Steering Committee.
- E. Maintain all records of the Association according to the ASMSU Manual.
- F. May style and format the General Assembly Code of Operations as they see fit, but may not make changes that would alter the meaning, application, or interpretation of any provision. The VPIA must present a report at the following Assembly meeting regarding these changes.
- G. The ASMSU Advisor or designee shall facilitate a General Assembly education session no later than two weeks after General Assembly candidates have been announced, for all prospective members of the new assembly, be it candidates for elections, or members of major governing groups, and members of CORES and COPS.
- H. Serve as the undergraduate advisor to the Class Councils.
- I. Others as Specified in the Constitution, the Code of Operations, the Class Councils' Code of Operations, and the official Vice President for Internal Administration job description.
- J. Shall have a broad and comprehensive knowledge of the Association and the university.

Section 7. There shall exist an ASMSU Vice President for Student Allocation (VPSA) who shall be selected as specified in Title II, Section 34 of this Code of Operations. The responsibilities of the Vice President for Student Allocations shall be as follows:

- A. Serve as senior *ex-officio* member of the Finance committee.
- B. Act as chief administrative officer of the Student Allocations Board.
- C. Chair the meetings of the Student Allocations Board.
- D. Supervise the Student Allocations Board staff.
- E. Others as specified by the Constitution, this Code of Operations, and the official ASMSU President job description
- F. Shall have a broad and comprehensive knowledge of the Association and the university.

Section 8. Conditions of employment for members of the Office of the President shall be as defined in the ASMSU Personnel Code.

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- Section 9. The Office of the President shall be reviewed at least twice annually by a survey created, managed, and presented to the Assembly by the Chair of the Policy Committee and the ASMSU Staff Advisor, or designee thereof.
- A. Related documentation of the process shall be kept on file by the Director of Human Resources.

## **TITLE FOUR: Student Allocations Board**

- Section 1. There shall exist an ASMSU Student Allocations Board that shall have the responsibility to facilitate, organize, and execute student programming of an all-university nature. This board shall have the responsibility of providing the opportunity for listed ASMSU Activity Departments, Registered Student Organizations, and Individual research interests to receive funding. These Funds shall be used to the benefit of the undergraduate students and the university community.
- Section 2. The following Activity Departments shall be eligible to receive funding through the ASMSU Student Allocations Board: Arab Cultural Society (ACS), Asian Pacific American Student Organization (APASO), Black Student Alliance (BSA), Campus Interfaith Council (CIC), Council of Students with Disabilities (CSD), Culturas De Las Razas Unidas (CRU), International Student Association (ISA), Jewish Student Union (JSU), Alliance of Queer and Ally Students (AQAS), North American Indian Student Organization (NAISO), Student Veterans of America (SVA), Muslim Students Association (MSA), Women\*s Council.
- Section 3. The ASMSU Vice President for Student Allocations shall serve as the chief administrative officer of the Student Allocations Board and shall chair its meetings.
- Section 4. The Student Allocations Board shall operate under the ASMSU General Assembly Code of Operations and its own Code of Operations as approved by a two-thirds (2/3) vote of the General Assembly. The ASMSU General Assembly Code of Operations shall be the superior document.
- Section 5. The Student Allocations Board shall have final approval on all programming proposals and funding requests brought to the Board.
- A. The members of The Student Allocations Board shall be nominated by the Vice President for Student Allocations, and shall be selected in a manner consistent with the ASMSU Personnel Code, and appointed by the General Assembly.
- Section 6. The Student Allocations Board shall be subject to all ASMSU organization-wide internal policies.

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Section 7. The Vice President for Student Allocations shall have the power to place a hold on any allocation passed by the Student Allocations Board. This hold will pass the decision from the Student Allocations Board to the General Assembly. A veto of funding to a program may be applied through a two-thirds (2/3) vote of the General Assembly. Should the General Assembly fail to act on this hold within ten (10) class days, the hold shall be lifted.

Section 8. An activity department, or RSO shall complete an Allocation Agreement for every event it participates in that has more than 1 sponsor. Funding for an event will only be considered by the Student Allocations Board when a completed Preliminary Alternative Funding Sheet is submitted as part of the activity department's financial proposal.

A. A completed Allocation Agreement includes the completion of all attachments and the disclosure of all alternative funding sources, the amount of funds to be provided along with an expenditure itemization of said funds, and a list of all services to be rendered.

Section 9. After approval of a financial proposal by the Student Allocations Board but prior to the date of the event, should an Activity Department, or RSO obtain another or additional sponsors, it shall submit a completed amended Co-Sponsorship Agreement to the Student Allocations Board by no later than 1 week before the date of the event. A completed amended Co-Sponsorship Agreement includes the completion of all attachments and the disclosure of all alternative funding sources, the amount of funds to be provided along with an expenditure itemization of said funds, and a list of all services to be rendered.

Section 10. More than one (1) failure to timely submit a completed Co-Sponsorship Agreement or a completed amended Co-Sponsorship Agreement within the same academic year (August – July) shall result in the group's account being frozen for one (1) Academic year.

Section 11. Failure to disclose or to misrepresent any information required by a completed Co-Sponsorship Agreement or completed amended Co-Sponsorship Agreement will result in the group's account being frozen for a minimum of one (1) year and until such time thereafter that the group has repaid all funds it received from the Student Allocations Board under the Co-Sponsorship Agreement and/or amended Co-Sponsorship Agreement.

Section 12. All Activity Department representatives must have a signed acknowledgement agreement on file with the Vice President for Student Allocations and Student Allocations Board Financial Manager stating they have read and understand General Assembly codes, Student Allocations Board codes, Robert's Rules, and co-sponsorship contracts by the second Friday of the school year. If an activity department doesn't turn in their acknowledgement agreement and attend the

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training session in a timely manner no funding will be provided to them until the acknowledgement agreement is received.

### **TITLE FIVE: Class Councils**

- Section 1. There shall exist ASMSU Class Councils, the Freshman Class Council, Sophomore Class Council, Junior Class Council, and Senior Class Council, that shall have the primary responsibility of serving the needs of their respective class.
- Section 2. The business and property of each Class Council shall be managed by its members. Class Councils may alter, amend, add to or repeal their respective Code of Operations as approved by a two-thirds (2/3) vote of the General Assembly.
- Section 3. The General Assembly shall have discretionary power in the affairs of the Class Councils. A majority vote of the General Assembly shall be required to override actions of the Class Councils.
- Section 4. The ASMSU Vice President for Internal Administration shall serve as the undergraduate advisor to the ASMSU Class Councils.
- Section 5. Rules and procedures of the Class Councils not specified in this Title shall be as defined in the respective Class Council Code of Operations.
- Section 6. Each Class Council shall elect a General Assembly Representative to be delegated as the ASMSU GA Representative for that class standing.

### **TITLE SIX: Red Cedar Log**

- Section 1. There shall exist an MSU Yearbook. This yearbook shall be known as the "Red Cedar Log."
- Section 2. The mission of the Red Cedar Log shall be to create a non-profit, student-produced, student-focused, journalistic, historical publication for the community of Michigan State University that is cost-effective, high quality, and serves as a practicum for the students of Michigan State University.
- Section 3. The Red Cedar Log shall operate under a Red Cedar Log Code of Operations.
- A. The order of precedence over the Red Cedar Log Code of Operations shall be as follows: General Assembly Code of Operations and the ASMSU personnel Code, and above all the ASMSU Constitution.
  - B. All stages of the employment of all Red Cedar Log employees shall be governed by the ASMSU General Assembly Code of Operations Appendix III: ASMSU Personnel Code.
  - C. The Red Cedar Log Code of Operations shall be maintained by the Vice President for Internal Administration to centralize the amendments.

Section 4. The General Assembly shall have discretionary power over the affairs of the Red Cedar Log. A two-thirds vote shall be required to override the actions that are inappropriate as defined in Title One, Section 3 of this Code of Operations.

A. Decisions to override Red Cedar Log actions shall not be based on the editorial content of the Red Cedar Log yearbook.

Section 5. The Vice President for Finance and Operations shall oversee the operations of the Red Cedar Log department.

## **TITLE SEVEN: Engagement Office**

Section 1. There shall exist an ASMSU Engagement Office.

Section 2. The ASMSU Vice President of Finance and Operations shall oversee the Business Office. As such, the ASMSU VPFO shall be responsible for the operations and policies of the Engagement Office.

Section 3. There shall exist a Business Manager hired in accordance with the MSU Office of the Vice President for Student Affairs and Services while maintaining proper voice in the final decision. The responsibilities of the Business Manager shall be as follows:

- A. Will be invited by the Director of Human Resources to serve on all
- B. Engagement Office interview committees.
- C. Keep financial records of ASMSU, including all the ASMSU boards, divisions, and departments.
- D. Oversee the ASMSU Loan Program and sign all loan checks.
- E. Other duties as delegated by the ASMSU VPFO in consultation with the ASMSU President and the Chief of Staff, and as described in their official job description.

Section 4. There shall exist an Administrative Assistant who is supervised by the ASMSU Business Manager. The duties of the Administrative Assistant shall be as specified by the ASMSU Business Manager in consultation with the Vice President for Finance and Operations.

Section 5. In the event that the Administrative Assistant is unable to attend office hours, this following procedures shall take effect:

- A. The Business Manager shall be notified immediately of the situation.
- B. At the end of the day, the count of money shall be taken by the Business Manager. The count shall be checked by the Vice President for Finance and Operations, or a designee thereof, and signed off on.
- C. On the days which the Business Manager is unable to attend office hours, the count of the money shall be taken by the Administrative Assistant and checked by the Vice President for Finance and Operations, or designee thereof, and signed off on.

## TITLE EIGHT: The Student Rights Advocates and Legal Services Program

Section 1. There shall be a Student Rights Advocates Department that shall have the responsibility of advising eligible students who are going through the MSU Student Conduct process, or else otherwise in need of advice pertaining to University affairs. They shall further pursue policy reform in the interest of student rights. Eligibility requirements shall be as defined in the policies of ASMSU and subordinately the Student Rights Advocates Department.

Section 2. There shall be a Student Legal Services Department that shall be responsible for providing low cost legal services to eligible students. Eligibility requirements shall be as defined in the policies of ASMSU and the Student Legal Services Department.

Section 3. There shall be a Director of the Student Rights Advocates and Legal Services Program who shall be selected in a manner consistent with the ASMSU Personnel Code. The responsibilities of the Director of the Student Rights Advocates and Legal Services Program are as follows:

- A. Coordinate the daily operations of the Student Rights Advocates Department, including: supervision of the Department's personnel, scheduling and case assignments.
- B. Be responsible for the administration of Student Rights Advocates, and set the policies and code of operations for the Student Rights Advocates Department.
- C. Assist the General Assembly with hearings involving the Association and its assemblies, boards, offices, departments and other bodies, and to advise in matters of hearing procedure when requested.
- D. Give reports on the activities of the Student Rights Advocates Department as required by the General Assembly.
- E. Coordinate the daily operations of the Student Rights Advocates Department.
- F. Be responsible for the maintenance of office records and finances.
- G. Others as specified by the official Director of Student Rights Advocates job description.

Section 4. There shall be an Assistant Director of Student Rights Advocates who shall be selected in a manner consistent with the ASMSU Personnel Code. The responsibilities of the Assistant Director of Student Rights Advocates are as follows:

- A. Assist the Director of Student Rights Advocates in the supervision and administration of the Student Rights Advocates.
- B. Maintain copies of and oversee the proper execution of Student **Rights Advocates records and** contracts.
- C. Others as specified by the official Assistant Director of Student Rights Advocates job description.



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Section 5. Conditions of employment for all employees of the Student Rights Advocates and Legal Services Program shall be defined in the ASMSU Personnel Code.

Section 6. The Vice President for Finance and Operations shall oversee the operations of the Student Rights Advocates and Legal Services program.

Section 7. All contracts dealing with the Student Legal Services Program shall be under the jurisdiction of the Finance Committee.

A. The Director of Student Rights Advocates and Legal Services Program shall be present during all questions, discussions and action taken regarding this matter.

## **TITLE NINE: Judicial and Hearing Boards**

Section 1. The ASMSU General Assembly shall be responsible, on behalf of ASMSU, for the appointment of undergraduates to the All-University Student Hearing Board, the Student-Faculty-Staff Hearing Board, and the University Student Appeals Board.

Section 2. The ASMSU Vice President for Internal Administration shall annually review this Title in accordance with University Policies, and propose to the General Assembly amendments to this Title as necessary to maintain the following in line with University Policies.

### **Hearing Boards**

Section 3. The following, in accordance with the Students Rights and Responsibilities (SRR) Document shall govern the nomination of student members of Hearing Boards.

A. The ASMSU President, or Office of the President designee thereof, shall serve as the ASMSU representation to the Nominating Committee.

Section 4. The following shall govern ASMSU appointments of undergraduate student hearing board members, as specified in the SRR.

A. Appointments must be passed by a two-thirds (2/3) majority vote of the ASMSU General Assembly.

Section 5. The ASMSU General Assembly shall appoint at least three undergraduate students to the All University Student Hearing Board (AUSB) for a term of one year, with the opportunity for reappointment for one additional term.

Section 6. The ASMSU General Assembly shall appoint five undergraduate students to the Student Faculty Hearing Board (SFB) for a term of two years, with the opportunity for reappointment for one additional two-year term.



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Section 7. The ASMSU General Assembly shall appoint two undergraduate students to the University Student Appeals Board (USAB) for a term of two years with the opportunity for reappointment for one additional two-year term.

### **Judicial Boards**

Section 8. The ASMSU President (or their designee) shall recommend three undergraduate students to serve on the Anti-Discrimination/Relationship Violence and Sexual Misconduct Sanction Panel; these recommendations shall be made to the Provost and Department of Student Life.

## **TITLE TEN: ASMSU Tax Refund**

Section 1. The ASMSU Business Office Manager shall place an advertisement in The State News for the first five class days of each term, notifying undergraduates that the ASMSU Tax is refundable, detailing where and how the tax can be refunded and the time limit for applying for the refund.

## **TITLE ELEVEN: Severance Provision**

Section 1. If any provision of this Code or part thereof be ruled invalid by a judiciary of competent jurisdiction, then such adjudication shall not affect the validity of this Code as a whole or any provision or part thereof not so adjudged invalid.

## **TITLE TWELVE: Enforcement of Violations**

Section 1. Non-compliance of a provision of this Code or action of the General Assembly, by any organization or individual, shall be considered a violation.

Section 2. Any resolve of the General Assembly acted upon in violation of another action of that General Assembly, any provision of this Code, or any provision of the ASMSU Constitution shall be considered automatically invalid and void.

## **TITLE THIRTEEN: The Safe Ride Program**

Section 1. There shall be a Safe Ride Department that shall have the responsibility of providing free and non-judgmental rides home to undergraduate students in East Lansing, MSU, and surrounding community. Eligibility requirements shall be as defined in the policies of ASMSU and subordinatedly the Safe Ride department.

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Section 2. The Safe Ride program will be primarily funded through the Safe Ride Tax that is voted on by the student body in conjunction with policy governing ASMSU tax collecting authority.

Section 3. There shall be a Safe Ride Director position who shall be selected and hired in a manner consistent with the ASMSU Personnel Code. The responsibilities of the Safe Ride Director position are as follows:

- A. Coordinate the daily operations of the Safe Ride program including, but not limited to: supervision of the Department's personnel, scheduling, program improvement and strategy, issue resolution, and coordination of program partners.
- B. Be responsible for the administration of Safe Ride, and set the policies for the Safe Ride department.
- C. Give reports on the activities of the Safe Ride department as required by the General Assembly.
- D. Other responsibilities as specified by the official Safe Ride Director position job description and as directed by the Vice President for Finance and Operations.
- E. Report to the Vice President for Finance and Operations.

Section 4. Conditions of employment for all employees of the Safe Ride Program shall be defined in the ASMSU Personnel Code.

Section 5. The Vice President for Finance and Operations shall supervise the Safe Ride department.

Section 6. The ASMSU Vice President for Finance and Operations in conjunction with the Safe Ride Director shall have emergency clearance to hire new dispatchers if need be.

## **TITLE FOURTEEN: The ASMSU Ethics Oversight Committee**

Section 1. There shall exist an ASMSU Ethics Oversight Committee that shall have the responsibility of upholding the ASMSU Code of Operations, Constitution, and other governing documents and ensuring that General Assembly Representatives and Office of the President members are held accountable for any violations of ASMSU governing documents.

Section 2. The ASMSU Ethics Oversight Committee shall be made up of the following individuals:

- A. The ASMSU Vice President for Governmental Affairs, who shall serve as the Chair of the Committee but still be allowed to vote.

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- B. A member of the ASMSU DEI Office.
  - a. The seat for the ASMSU DEI Office can be rotated amongst the staff members.
  - b. Once a member of the ASMSU DEI Office is assigned to a hearing, they must sit on the hearing for the entire process.
- C. The following members shall serve on the Committee as ex-officios:
  - a. The ASMSU Director of Human Resources
  - b. The ASMSU Recruitment and Engagement Coordinator
  - c. The ASMSU Advisor
  - d. The ASMSU Executive Assistant
- D. Three representatives chosen from the General Assembly as stated in Section 4 of this Title.

Section 3. All conflicts of interest must be reported to the Chair and the Advisor before proceedings.

- A. Conflicts of interest can be defined by Title II, Section 35.
- B. Failure to report conflict of interests will result in disciplinary actions, including being subject to the ASMSU Ethics Oversight Committee.

Section 4. All General Assembly Representatives have the duty of serving on the ASMSU Ethics Oversight Committee.

- A. When a case is brought forward to the ASMSU Ethics Oversight Committee, six General Assembly Representatives will be randomly selected in a number order to potentially serve on a specific case. Only three representatives from the randomly selected six will be called to hear an Ethics Oversight Committee case based on their predicted conflict of interest.
  - a. The Chair of the ASMSU Ethics Oversight Committee, with help from the Advisor, will assess each chosen Representative's potential conflict of interest in the numbered order in which they were selected until there are three Representatives with no compromise to the integrity of the Committee.
- B. If a General Assembly Representative is unable to participate in hearing a case for the ASMSU Ethics Oversight Committee, they will be relieved by submitting a written request to the Chair.
  - a. A General Assembly Representative is permitted to submit a request for relief from serving two times in any given Session.

Section 5. There shall be two sides of a submitted complaint:

- A. The Complainant
  - a. The individual who submitted the report
- B. The Respondent
  - a. The individual who was reported

Section 6. The ASMSU Advisor and the Chair of the ASMSU Ethics Oversight Committee will oversee the Case Submission Form for potential hearings.

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- A. The ASMSU Advisor and the Chair shall determine whether or not the case submitted is in the purview of the committee or needs to be sent elsewhere, such as to a University Hearing Board or the Office of Student Support and Accountability.
- B. The individual submitting the form must include their name, contact information for themselves and the reported individual, their role in ASMSU, the testimony of the report, and a list of any witnesses they would like to bring in.
  - a. Testimony submitted must include information on what portion(s) of the code was broken and what action(s) broke the code.

Section 7. If a case is determined to be seen by the ASMSU Ethics Oversight Committee, then the Chair shall contact the Respondent to explain that they were reported, the allegations of the report, and to retrieve additional testimony, a witness list, and their availability from their side.

- A. The Respondent has 72 hours to provide the above information to the Chair.
- B. The Chair will contact all parties involved and members of the committee to schedule a hearing within 10 class days of the first submission of a complaint.
- C. If the alleged allegations are against the Chair, the duties of being chair will be passed to the Director of HR.

Section 8. If a case is denied by the ASMSU Ethics Oversight Committee to be seen, the complainant can write and introduce a bill to the General Assembly in order to appeal for the committee to hear their case.

- A. The bill must go through proper procedures for legislation by being submitted to committees first.

Section 9. Each party has the right to call upon witnesses for their hearings as established in Section 16 of this Title.

- A. Witnesses retain all of the same rights as Complainants and Respondents as established in Section 17 of this Title.
- B. Witness lists must be provided to the Chair when first submitting testimony as established in Sections 6 and 7 of this Title.
- C. Witnesses may only be questioned by the voting Ethics Oversight Committee members.
- D. The Chair shall have the discretion to yield time to witnesses in order to answer questions about the case.

Section 10. 48 hours before a hearing, both sides must be sent all documents that pertain to the case, including testimony, their rights as outlined in Section 17 of this Title, and any other documents that might be needed.

Section 11. For committee meetings, all voting members of the ASMSU Ethics Oversight Committee must be present in order to go forward with operations.

- A. For members of the committee, 24 hours notice must be given to the Chair, unless it is an emergent circumstance.

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Section 12. For committee meetings, all ex-officios must be in attendance unless excused by the Chair.

- A. If the ASMSU Executive Assistant is unavailable to take minutes of the committee, the Chair shall appoint a member to take minutes.
- B. For ex-officio members of the committee, 24 hours notice must be given to the Chair, unless it is an emergent circumstance.

Section 13. For committee meetings, the complainant or respondent must give 24 hours notice if they are going to be absent from the committee meeting.

- A. The 24 hours notice must include future availability as well as the reason why they are unable to attend.
- B. If a 24 hours notice is given, the Chair shall cancel the meeting and reschedule it for as soon as possible.
- C. If a 24 hours notice is not given, the Chair shall have full discretion to continue committee business or to cancel the meeting for a future date.

Section 14. The ASMSU Ethics Oversight Committee shall operate under the most current version of Robert's Rules of Order, unless contradicted by this Title.

Section 15. The ASMSU Ethics Oversight Committee shall operate in a respectful and orderly manner at all times, as subject to Section 14 of this Title.

- A. If a party is determined to have breached decorum, they are subject to removal by discretion of the Chair.
- B. If a party is removed due to breaches of decorum, committee business shall continue by the discretion of the Chair.

Section 16. The ASMSU Ethics Oversight Committee shall use a preponderance of evidence standard when evaluating and debating the facts of each case.

- A. Either party shall not be determined as guilty until determined otherwise by the ASMSU Ethics Oversight Committee.
- B. The Burden of Proof for all cases shall be on the Complainant.

Section 17. All parties have the following rights during a committee meeting which will be read to them prior to the start of the meeting:

- A. Refuse to answer a question without the presumption of guilt.
- B. Not be subjected to a hearing for an accusation against them that was previously heard by the ASMSU Ethics Oversight Committee.
  - a. This right becomes void if additional evidence is reported to the committee.
- C. Call witnesses to answer questions of the board.
- D. See all evidence, testimony, and witness lists.
- E. All parties retain all rights guaranteed to them as students by Michigan State University.

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Section 18. All cases put before the ASMSU Ethics Oversight Committee shall be seen as bench trials where the Committee has the duty to find evidence, determine the facts of the case, apply the ASMSU code, decide the culpability of the Respondent, and impose penalties.

- A. The committee shall find evidence by asking questions to both sides and witnesses about the content of their testimonies.
  - a. At the beginning of the committee meeting, the Chair shall read aloud a summary of each side's argument and verify if each side's argument is properly interpreted by the ASMSU Ethics Oversight Committee.
  - b. Following this, the ASMSU Ethics Oversight Committee will be allowed to ask questions to either side and their witnesses about the testimony provided to expand on information not included in the submitted testimonies and determine the factuality of each statement.
    - i. The respondent, complainant, and witnesses are only allowed to speak when yielded time to answer questions from the committee or when given permission by the Chair.
- B. The ASMSU Ethics Oversight Committee shall determine the facts of the case, apply the ASMSU code, and decide the culpability of the respondent by deliberating on the evidence found during the committee meeting and from the respondent's report, the complainant's report, and witness testimony.
  - a. At this time, the respondent, complainant, and all witnesses shall be escorted out of the room and supervised by the ASMSU Advisor.
  - b. Following deliberation of the committee, both parties shall be brought back in to hear the verdict of the committee.
    - i. The verdict shall be read by the Chair of the committee.
- C. The ASMSU Ethics Oversight Committee shall impose penalties on the respondent or the complainant if their actions have been found to break code or if they were determined to have made a false accusation.
  - a. Penalties shall be determined by Section 20 of this Title.

Section 19. Following a decision by the ASMSU Ethics Oversight Committee, the Chair of the committee must release a written decision to the General Assembly and the ASMSU website at most two days after the committee meeting.

- A. At the next General Assembly meeting following a committee meeting, the decision of the ASMSU Ethics Oversight Committee shall be given out verbally during Committee Reports.

Section 20. The ASMSU Ethics Oversight Committee shall have the right to determine the validity of the complaint and to issue penalties accordingly.

- A. Penalties can either be enforced by the ASMSU Ethics Oversight Committee or must be approved by the General Assembly.
- B. Penalties enforced by the ASMSU Ethics Oversight Committee include:
  - a. Verbal Warnings: A warning given by the ASMSU Ethics Oversight Committee to the guilty party that explains any wrongdoing and potential future consequences.

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- b. **Censures:** Formal statements of disapproval by ASMSU Ethics Oversight Committee. Censures shall be fully read to the General Assembly during the committee report.
  - c. **Training Requirements:** A requirement that the guilty party must go through a General Assembly representative, Human Resources, or Diversity, Equity, and Inclusion training based upon the violation.
- C. **Penalties that must be enforced by the General Assembly through a bill include:**
  - a. **Revokage of Speaking Privileges:** The removal of speaking privileges for a representative which includes participation in discussion on bills, reports, and member's privilege.
  - b. **Recall:** The removal of a representative from their seat. Further recall procedures are outlined in Title II, Section 38 of the General Assembly Code of Operations.
- D. The Committee reserves the right to issue multiple penalties as needed per case.
- E. The Committee reserves the right to issue penalties not specifically listed with approval from the General Assembly and the Office of Student Support and Accountability.
- F. A party removed from an ASMSU Ethics Oversight Committee for breaches of decorum cannot use the removal as a defense during discussions of penalties at the General Assembly.

Section 21. The ASMSU Ethics Oversight Committee wholeheartedly condemns false reports given by either the Complainant, Respondent, or a witness.

- A. If a party has been found to knowingly give a false report, said party can have a penalty enforced upon them by the ASMSU Ethics Oversight Committee regardless of their status as Complainant, Respondent, or witness.
- B. If a party has been found to unknowingly give a false report, said party will be issued a verbal warning, censure, or both, by the ASMSU Ethics Oversight Committee regardless of their status as Complainant, Respondent, or witness.
- C. The ASMSU Ethics Oversight Committee shall strike any false reports given through testimony in the minutes.

Section 22. All documents pertaining to the ASMSU Ethics Oversight Committee, including reports, decisions, minutes, testimony and other documents shall be publicly available on the ASMSU Website.

Section 23. Members of the public are allowed to attend meetings of the ASMSU Ethics Oversight Committee.

- A. Members of the public are allowed for the duration of the meeting except for periods of deliberation amongst the committee members.
- B. Members of the public are not allowed to speak during the proceedings of the committee.
- C. If a member of the public is found to be violating any part of this section, they are subject to removal by the Chair.



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# APPENDIX I:

# Financial Code of Operations

## TITLE ONE: Financial Authority

Section 1. The General Assembly shall have the authority over all financial matters of ASMSU as defined in Article II, Section 9.B of the ASMSU Constitution.

Section 2. The Finance Committee shall be charged with the oversight of all ASMSU financial and budgetary matters as specified in Title II, Section 18 of the ASMSU General Assembly Code of Operations.

Section 3. The ASMSU Controller shall be the chief financial officer for the Associated Students of Michigan State University and shall be charged with advising the Finance Committee and the implementation of its charges and directions.

- A. ASMSU Controller to be hired in must be able to be present and working for ninety (90) percent of combined Summer, Fall, and Spring Terms. ASMSU Assistant Controller shall resume the duties and responsibilities of the Controller, in case of absence. If for some reason the ASMSU Controller must be absent for a prolonged period of time, notification must be made at time of hire.
- B. If the ASMSU Controller position is unfilled then all Controller signatory power is transferred to the Assistant Controller. In the event that the Assistant Controller is absent then the duties shall transfer to ASMSU President.
- C. In the case of prolonged incapacity of the ASMSU Controller, the Assistant Controller may assume Controller signatory power in case of a time of urgency or financial risk. Financial risk being a time that if a said expenditure did not occur then a detrimental situation could arise. When signing the Assistant Controller must document to the ASMSU Controller within a twenty-four (24) hour period, and the Controller must verify receipt in writing. The Documentation will be maintained by the ASMSU Business Manager. In addition the Assistant Controller should maintain a copy on file of the expenditure authorization.
- D. During time of prolonged incapacity of the ASMSU Controller, the Assistant Controller must be provided documentation by the “Authorized Signature” stating the purpose for urgency and needs to be attached to the expenditure

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authorization form. If found by the ASMSU Controller that the need for urgency is invalid, then the “Authorized Signature” will be held responsible. If documentation is not provided at time of signature the Assistant Controller shall not sign.

Section 4. ASMSU President shall be the signatory agent for ASMSU accounts and expenditures thereof upon receipt of documented approval from the ASMSU Finance Committee to the ASMSU Controller.

- A. In the case of prolonged incapacity of the ASMSU President, signatory authority shall be extended to the President Pro-Tempore as outlined in Title 2, Section 3 of the ASMSU General Assembly Code of Operations.

Section 5. All matters of a financial or budgetary nature, shall require a two-thirds vote of the General Assembly for passage or reversal.

- A. The ASMSU Student Allocations Board shall have jurisdiction over the distribution over monies allocated as defined in Title V of the ASMSU General Assembly Code of Operations.
- B. The Veto authority of the ASMSU General Assembly as defined in Title V of the ASMSU General Assembly Code of Operations shall only occur within the guidelines of each respective Title.

Section 6. The “ASMSU Fiscal Year” shall begin on the first day of July and shall end on the last day of June.

Section 7. No ASMSU Department or individual, Registered Student Organization, ASMSU Activity Department or other outside organization shall receive financial assistance from more than one division of ASMSU.

- A. ASMSU Activity Departments, as defined in the ASMSU General Assembly Code of Operations, may only receive ASMSU funding from the ASMSU Student Allocations Board.
- B. Registered Student Organizations, as defined by the University, may only receive ASMSU funding from the ASMSU Student Allocations Board.

Section 8. ASMSU shall not provide financial support to any campaign for public office.

Section 9. Any event or program funded with student tax dollars or revenues created via student tax dollars shall give ASMSU credit as a sponsor.

Section 10. The ASMSU Budget, all ASMSU financial reports and all documentation pertaining to the ASMSU Budget shall be available to the tax-paying members of ASMSU upon request.

- A. The ASMSU Business Office shall be charged with facilitating this task with the assistance of the ASMSU Office of the President and the ASMSU Controller.
- B. Such requests for information must be handled in a timely fashion.

Section 11. ASMSU shall comply with a yearly audit conducted by the University.

- A. The ASMSU Business Office Manager shall be charged with overseeing the audit.
- B. Audit Report shall be submitted to the Vice President of Student Affairs and Services or designee thereof.

## **TITLE TWO: ASMSU Budget**

Section 1. The creation and supervision of the ASMSU Budget shall be under the auspices of the ASMSU Finance Committee.

Section 2. The procedures for administering the yearly budgeting process shall be the responsibility of the ASMSU Controller and shall include setting guidelines and criteria.

- A. At the beginning of each session the ASMSU Controller shall notify the General Assembly and all ASMSU departments, in writing, of the procedures and timeline of the yearly budgeting.
- B. The ASMSU Controller shall give each department an official budgetary request form, a copy of their current budget and any other relevant information.
- C. The departments shall submit their proposed budgets to the ASMSU Controller, who shall then review and evaluate each budget.
- D. On the fourth week of the Spring Semester, the ASMSU Controller shall submit the proposed budgets to the members of the ASMSU Finance Committee for review.
  - 1. The ASMSU Finance Committee shall be expected, but not limited, to utilizing factors such as previous department performance and future department potential when assessing financial need.
  - 2. The ASMSU Controller shall interview each of the departments to assess the financial need of each department for the next fiscal year.
    - (a) Assessment shall be expected, but not limited, to utilizing factors such as previous department performance and future department potential when assessing financial need.
  - 3. The ASMSU Finance Committee shall formulate and recommend a budget for the fiscal year.
    - (a) The ASMSU Controller, the ASMSU Office of the President, Programs, Departments and Council administrators shall be notified of all meetings in which the new budget is to be discussed and shall have the opportunity to represent their respective board, department or council's financial interest.
  - 4. This recommendation shall be submitted as the first order of business to the subsequent session of the General Assembly and shall be approved by a two-thirds vote.
    - (a) The proposed budget shall be distributed to all Representatives of the General Assembly and shall be required to sit at least one week in the General Assembly.

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5. Upon passage of the budget by the ASMSU General Assembly, the ASMSU Controller shall take all appropriate actions to ensure a smooth transition between fiscal years.

Section 3. Any money not allocated to specific departments in the ASMSU Budget shall be identified as surplus funds and shall be automatically allocated to the ASMSU General Fund Account.

- A. The rules and procedures for the surplus funds shall be outlined further in this code of operations.

Section 4. Any money not used at the end of each fiscal year shall be considered a part of the ASMSU Budget Rollover.

- A. The ASMSU Controller shall ensure that a portion of this surplus is set aside for the Budget Stabilization Fund.
  1. This amount shall be determined with the assistance of the Business Office Manager and with the notification of the ASMSU Finance Committee.
- B. After a determination of allocation made to the Budget Stabilization Fund, the remaining rollover money shall be split into two equal parts.
  1. The first portion shall be automatically given to the ASMSU Student Allocations to be used for allocations to Registered Student Organizations.
  2. The second portion shall be at the discretion of the General Assembly as General Fund.
    - (a) The rules and procedures for the General Fund shall be outlined further in this code of operations.
- C. The ASMSU Budget Rollover Allocations shall be reviewed and authorized by the ASMSU Finance Committee, with consultation from the ASMSU Vice President of Finance and Operations and the ASMSU Controller.
  1. The ASMSU Controller shall present a fiscal year-end report to the ASMSU Finance Committee to account for the all sources of the balance of the ASMSU Budget Rollover, including, but not limited to: non-dispersed bill allocations, non-dispersed budget allocations, and unanticipated revenues.
- D. Monies not included in the rollover calculation shall include any funds earmarked or collected for a specific purpose. These monies shall include the Safe Ride and Readership Tax. Any surplus funds in these budgets are to remain in their respective budgets FOR the next fiscal year, but shall be marked as rollover funds within their respective budgets. These rollover funds may be reallocated in accordance with the Financial Code of Operations, Title III, Section 2.

Section 5. Rules and procedures for the surplus funds in the ASMSU Budget

- A. All funds that are not in the ASMSU Operating Budget are considered restricted. The action on the restricted funds are presented to and approve by the assembly in bill form.

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1. The fund allocated from the bills will remain active for three years. After expiration, all funds allocated by the assembly not spent will be given to rollover, unless otherwise extended by the assembly.
2. All other restricted funds will remain separate and will not be considered a part of the annual rollover.

### **Section 6. Rule and procedures for Non-Fiscal Year (FY) Specific Funds**

- A. All funds that have been allocated from the General Fund for a specific purpose, but not a part of the ASMSU Operating Budget shall be considered Non-FY Specific funds, where these funds are considered restricted.
  1. To create additional Non-FY specific fund budget line items will require the passing of additional bills via the ASMSU General Assembly, which will require a two-thirds vote of the assembly.
  2. Current ASMSU Non-FY Specific funds include: Budget Stabilization Fund, Long Term Investment Fund

## **TITLE THREE: Expenditure of Budgeted Funds**

### **Section 1. The following procedures shall govern the use and expenditure of budgeted funds.**

- A. The ASMSU Controller, with approval from the Vice President of Finance and Operations and ASMSU President, shall have the ability to open and close accounts on behalf of ASMSU, and shall have the authority to make transfers of monies between accounts.
- B. No expenditure above the allocated budget shall be made.
- C. Before any expenditure is made from the ASMSU Budget, approval must be granted from the ASMSU Controller, as outlined in Title IV Section 2 of this Financial Code.
- D. Any Individual who makes charges to the ASMSU account without such authorization may be held personally responsible for those charges and may lose the right to serve in any capacity concerning the transaction of ASMSU funds.
- E. Weekly payroll need only be approved by the ASMSU Controller, President, Business Office Manager, and Director of Human Resources.
- F. The boards and departments serving in a given session shall only spend the amount of their respective budget in proportion to the length they serve during that fiscal year.
  1. Any individual who violates this provision may be held personally responsible for the charges resulting in such a violation.
- G. All expenditures must be approved by the ASMSU Controller to be valid.
- H. A two-thirds majority vote of the ASMSU Finance Committee may overturn any decision of the ASMSU Controller.

### **Section 2. The ASMSU General Assembly shall have the authority to reallocate money from one department/entity budget or budget category to another.**

Section 3. Movement of funds within department/entity budget categories may occur at the discretion of the ASMSU Controller.

- A. Any such action must be documented with a memo by the ASMSU Controller to the ASMSU President and any other related parties.

Section 4. The General Assembly may revoke or freeze the allocation of money to any department or entity by a two-thirds vote of the Assembly.

- A. A motion to revoke or freeze the allocation of money may be initiated within the General Assembly or within the ASMSU Finance Committee.
- B. Should the motion be initiated in the ASMSU Finance Committee, it shall be the obligation of the acting chair of that committee to introduce the motion in the General Assembly.

## **TITLE FOUR: ASMSU Expenditure Authorization**

Section 1. Money allocated by the General Assembly, Boards, or Councils cannot be distributed or reimbursed to an individual or an organization by the ASMSU Engagement Office until the signed and approved Bill and approved expenditure authorization has been filed with the ASMSU Engagement Office by way of the office of the ASMSU Controller.

Section 2. An ASMSU Expenditure Authorization shall serve as the primary financial document for the Associated Students of Michigan State University.

- A. Signatory authority for “Authorized Signature” on the ASMSU Expenditure Authorization shall be as follows: Department ‘Authorized Signature’
  - Engagement Office, Vice President of Finance and Operations
  - Central Staff, Chief of Staff
  - Student Allocations Board, Vice President for Student Allocations
  - Student Legal Services, Vice President for Finance and Operations
  - Student Rights Advocates, Vice President for Finance and Operations
  - Red Cedar Log, Vice President for Finance and Operations
  - Governmental Affairs, Vice President for Governmental Affairs
  - Office of the President, President General Fund
  - Readership Program, Vice President for Finance and Operations
  - Safe Ride, Vice President for Finance and Operations
  - Freshman Class Council, Vice President for Internal Administration
  - Sophomore Class Council, Vice President for Internal Administration
  - Junior Class Council, Vice President for Internal Administration
  - Senior Class Council, Vice President for Internal Administration
  - Diversity and Inclusion Office, Chief Diversity Equity and Inclusion Officer



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1. The ASMSU President may sign for any of the financial departments as the authorized signer listed above with their notification and the consent of the Authorized Signer of that account.
- B. Signer for “Appropriate Controller” shall be as follows: Department ‘Appropriate Controller’
  - Engagement Office, ASMSU Controller
  - Central Staff, ASMSU Controller
  - Student Allocations Board, Student Allocations Board Financial Manager
  - Legal Services, ASMSU Controller
  - Student Rights Advocates, ASMSU Controller
  - Red Cedar Log, ASMSU Controller
  - Governmental Affairs, ASMSU Controller
  - Office of the President, ASMSU Controller
  - General Fund, ASMSU Controller
  - Readership Program, ASMSU Controller
  - Safe Ride, ASMSU Controller
  - Freshman Class Council, ASMSU Controller
  - Sophomore Class Council, ASMSU Controller
  - Junior Class Council ASMSU Controller
  - Senior Class Council, ASMSU Controller
  - Diversity and Inclusion Office, ASMSU Controller
- C. Changes to the ASMSU Expenditure Authorization must be approved by the ASMSU Finance Committee with the knowledge of the ASMSU General Assembly and ASMSU Controller.

Section 3. The ASMSU Controller may request additional documentation to accompany any ASMSU Expenditure Authorization.

- A. Additional documentation must be directly related to the particular ASMSU Expenditure Authorization Form and may include information for expenditures involving direct payment to individuals.
- B. This policy will be made known to all individuals requesting money from ASMSU.
- C. Individuals, Organizations or Departments receiving money from ASMSU will be given exact information on additional documentation necessary for the processing of their financial requests a reasonable amount of time before they need their money.
  1. Appropriate agents and divisions of ASMSU may each have the authority to make various requirements dealing with ASMSU Expenditure Authorization as long as they are in accordance with the Financial Code of Operations and documented and on-file with the ASMSU Engagement Office for entry into the ASMSU Business Manual.

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- Section 4. The Controller shall have the authority to not sign an ASMSU Expenditure Authorization for the following reasons:
- A. The appropriate paperwork was not completely filled out or additional documentation was not provided.
  - B. The Constitution or Policies of the Associated Students of Michigan State University were ignored.
  - C. Said expenditure could bring about direct harm to the Associated Students of Michigan State University and/or any of its organizational divisions.
  - D. The ASMSU Finance Committee shall be notified within forty-eight(48) hours of any decision to not sign. In the event of the controller rejecting the expenditure Authorization, the requester or department may petition the ASMSU Finance Committee to exercise their power as provided in Title Three, Section 1, Subsection H.

## **TITLE FIVE: General Fund**

Section 1. The General fund shall exist to serve as a discretionary financial tool of the ASMSU General Assembly.

Section 2. The purpose and mission of the General fund shall be to fund projects proposed by the ASMSU General Assembly representatives and/or ASMSU Officers which are beneficial to the undergraduate student body in accordance to the ASMSU Constitution and Code of Operations.

- Section 3. The following procedures must be followed to gain funding from the General Fund.
- A. A bill requesting appropriations of money must be introduced and seconded by members of the ASMSU General Assembly.
  - B. A presentation must be given to Finance Committee, including an estimated breakdown of expense(s).
  - C. Upon receiving funds from the General Fund, the ASMSU Controller and Business Office Manager must receive a copy of the enacted bill from the ASMSU Vice President for Internal Administration.
    1. It is the responsibility of the ASMSU Controller to make sure all necessary documents are given to the individual or entity who received funding in a timely fashion.
    2. No money shall be dispersed until all necessary documents are returned to the ASMSU Controller, after being completely filled out.
  - D. Money that is appropriated by the ASMSU General Assembly, but remains unused at the end of the session shall be retained as originally appropriated within the General fund.

Section 4. No money from the General fund may be used to fund a Registered Student Organization or ASMSU Activity Department.

Section 5. If money from the General fund is spent in such a way that some form of revenue is realized, the following procedures shall be followed.

- A. The General fund shall be paid back up to the allocated budgeted expenses as set upon passage of the allocation.

Section 6. If a project funded by the General fund does not generate any revenue, there will be no responsibility for repaying the account.

## **TITLE SIX: ASMSU Loans and Loan Program**

Section 1. ASMSU shall not make loans to Registered Student Organizations or other external bodies for any reason.

- A. The ASMSU Student Allocations Board shall not make any loans to any party for any reason.

Section 2. ASMSU shall have the authority to provide loans to individual members of ASMSU through the ASMSU Loan Program.

- A. The ASMSU Vice President for Finance and Operations shall report the status of said program on a semester basis to the ASMSU Finance Committee.
- B. The Council of Graduate Students may allow their membership to receive loans through the ASMSU Loan Program as long as they agree to terms as defined by the ASMSU Engagement Office with the advice of the ASMSU Controller and consent of the ASMSU Finance Committee.

Section 3. The following rules and procedures shall govern the ASMSU Loan Program.

- A. Loans shall be given out starting on the first day of each semester.
- B. The ASMSU Engagement Office, with the consent of the ASMSU Controller and ASMSU Finance Committee, shall set the date upon which loans will no longer be given out for each semester.
- C. To receive a loan, an ASMSU Loan Contract must be fully completed. The contract shall minimally include the following terms:
  - 1. A statement in which the student agrees to repay the loan with cash or a money order to ASMSU.
  - 2. Notification that a \$3.00 per week late fee shall be assessed to overdue loans.
  - 3. Notification that a “Hold-card” will be issued on any individual who has an outstanding loan as of the Loan Due Date and will also incur a \$5.00 administrative fee.
  - 4. Notification that any individual who repays a loan after the last week of the semester in which the loan was received shall be ineligible for one year from the payment date.
  - 5. Notification that loans remaining outstanding after 90 days from the semester in which the loan was received will be turned over to a collection agency and a \$20.00 late fee will be assessed.

6. Notification that individuals shall lose the right to receive ASMSU Loans if they abuse the Loan Program as defined by the ASMSU Engagement Office with the advice of the ASMSU Controller and the approval of the ASMSU Finance Committee.
7. Any other terms or amendments to those listed above must come with the advice of the ASMSU Controller and the approval of the ASMSU Finance Committee.

Section 4. No money dedicated to the ASMSU Loan Program may be used for any other purpose than providing loans to the appropriate constituency population within Michigan State University.

## **TITLE SEVEN: Precedence, Ratification and Amendments**

Section 1. This Code of Operations shall serve as the guidelines for all divisions and agents of ASMSU and shall be accepted as a ratified Appendix to the ASMSU General Assembly Code of Operations and shall be maintained by the ASMSU Vice President for Internal Administration and the ASMSU Vice President for Finance and Operations.

A. This Code of Operations must be reviewed every three academic years by the Internal Review Board chaired by the ASMSU VPIA and including, at least, the chairs of the Policy, Finance, and Academic Affairs Committees, at least one at-large member from each of the committees, the Director for Student Rights and Legal Services, the Chief Diversity Equity and Inclusion Officer. The ASMSU Vice Presidents for Finance and Operation and Academic Affairs will serve as *ex-officio* members. three members of the ASMSU Policy Committee; two members of the ASMSU Finance Committee; and the ASMSU Vice-President for Finance and Operations (*ex-officio*).

1. These recommendations will be presented to the General Assembly by the third week of the Spring Semester of that academic year.
2. All parts of The Code of Operations are subjected to review, including Standing Policies.

Section 2. If any provision of this Code of Operations or part thereof be judged invalid or be found in conflict with the ASMSU Constitution by a judiciary of competent jurisdiction, then such adjudication shall not affect the validity of this Code as a whole or any provision or part thereof not so adjudged invalid.

Section 3. All amendments to this Code of Operations must be approved by a two-thirds vote of the ASMSU General Assembly with the advice of the ASMSU Controller.

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Section 4. This Code of Operations shall require a three-fourths roll-call vote of the ASMSU General Assembly in order to waive any section.

- A. Whenever a motion is made to waive the Financial Code of Operations, the ASMSU Controller, and Student Allocations Board Financial Manager must be allowed to voice any and all objections.

Section 5. Ratification of this Code of Operations shall require a two-thirds majority vote of the ASMSU General Assembly.

- A. Upon ratification by the General Assembly the ASMSU Vice President for Student Allocations shall inform their respective Board of said action.



# APPENDIX II: ASMSU Elections Code

## PREAMBLE

*ASMSU prides itself on being a body that represents all of the undergraduate students of MSU and is not affected by political persuasion. ASMSU does not endorse the use of political slates or unauthorized political endorsements in its election process.*

## TITLE ONE: Scope and Authority

Section 1. This Elections Code Appendix to the ASMSU General Assembly Code of Operations shall govern all aspects of ASMSU general elections and referenda not specified by the ASMSU Constitution.

## TITLE TWO: Code Revision, Repeal, and Definitions

Section 1. This Elections Code Appendix to the ASMSU General Assembly Code of Operations shall remain in effect until amended or repealed by the ASMSU Undergraduate Student Elections Commission or by the ASMSU General Assembly.

- A. Amendments to this Elections Code must be approved no later than Spring Break of the election semester or referenda to be considered enforceable during an election cycle.

Section 2. The following terms are used within this Elections Code

- A. **Election Cycle:** Begins at the time Election Packets become available, as determined by the UEC.
- B. **UEC:** The Undergraduate Elections Commission is a commission of ASMSU members who are appointed by the Chief of Staff, and defined further in Title III of this Elections Code.
- C. **UEAC:** The Undergraduate Elections Appeal Commission is a commission of ASMSU members who are appointed by the ASMSU President to hear appeals of the UEC.



- D. **Prospective Candidate:** A Prospective Candidate is any voter who has received an election packet, signed an acknowledgement of receipt of this Elections Code, and provided an email address to allow distribution of election information from the UEC.
- E. **Qualified Voter:** A Qualified Voter is a member of ASMSU as defined in Article I, Section 1 of the Constitution, and who is a member of the college or class as defined by the MSU Office of the Registrar for which a candidate is running for.
- F. **Certified Candidate:** A Certified Candidate is a prospective candidate who has gathered the minimum number of verified signatures of qualified voters to appear on the ballot.
- G. **Disqualified Candidate:** Any member of ASMSU who is determined by the UEC to be in violation of this Elections Code, and is prohibited from appearing on the ballot, campaigning, and campaigning as a Write-In candidate.
- H. **Petition:** A request for a member of ASMSU to appear on the ballot which must bear specific information specified in Title IV, Section 1.
- I. **Campaign Funds:** Include materials, assessed at fair market value, and all money, including personal funds used by the candidate in the elections process.
- J. **Write-In Candidate:** Any member of ASMSU who has filed a Write-In Agreement with the UEC to run for election while not appearing on the ballot and whose campaign is governed by this Elections Code.
- K. **Campaigning:** Active solicitation of votes and advertising of platforms by the candidate themselves or by proxy.
- L. **Recruitment and Engagement Coordinator:** The salaried position within ASMSU Staff responsible for the conduct of the UEC.

## **TITLE THREE: Undergraduate Elections Commission**

Section 1. There shall exist an Undergraduate Elections Commission (UEC) which shall have the responsibility of supervising all ASMSU Representative, Office of the President, and referenda elections.

- A. The Recruitment and Engagement Coordinator shall be responsible for appointing members and acting as the chairperson to the UEC, subject to approval by a two-thirds vote of the Steering Committee.
  - 1. The Recruitment and Engagement Coordinator shall not seek election to any ASMSU office or position.
  - 2. The UEC Chairperson shall set meeting schedules, and all other required administration.
  - 3. The UEC shall be fully formed no later than three (3) weeks prior to the beginning of the election cycle.
- B. The UEC shall consist of five to seven members.

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1. No more than two members with a major in the same college as determined by the Office of the Registrar may serve on the UEC.
  2. Individuals seeking election to representative seats of a given college during the concurrent election cycle cannot serve on the UEC for that specific election cycle. Candidates for the General Assembly and members of the Steering Committee may not sit on the UEC.
  3. In the case of a five member board, there must be one member from the GA. In the case of a seven member board, there must be two members from GA on UEC.
- C. The UEC shall be responsible for the oversight and implementation of elections, and carrying out the tenets of this Elections Code.
- D. The UEC shall have the authority to regulate any aspect of the representative elections process, including but not limited to the number, date, times, and duration of ASMSU election(s), not specified in the constitution or this Code of Operations. Decisions of the UEC may be reversed by a two-thirds vote of the ASMSU General Assembly.
- E. The ASMSU General Assembly shall have responsibility for the general oversight of UEC, and shall be responsible for the financial and technical support of ASMSU elections and the UEC.

Section 2. UEC shall have the responsibility of determining the number of Representative seats open for election for each college based on enrollment data for the Fall semester before the election semester.

Section 3: The Recruitment and Engagement Coordinator shall be responsible for the necessary correspondence pertaining to the runner-up procedure of Elections Code, Appendix 2, Title VII, Section 10, as well as Election Code, Appendix 2, Title VIII, Section 5, during and after a General Assembly Election.

## TITLE FOUR: Petitioning

- Section 1. A person shall be eligible for election in the college in which they have major(s) as defined by the Office of the Registrar, provided that the candidate receives at least twenty-five (25) signatures or one (1) percent of their college's undergraduate signatures, whichever is less of voters, of voters (with student numbers) eligible to vote in that election on a petition bearing the potential candidate's name (as it will appear on the ballot), student number, and seat petitioned for.
- A. A qualified voter shall be eligible to sign any petition for the college of the voter's major(s).
  - B. Petitioning shall open at the start of the election cycle.
    - i. The UEC shall make election petitions available no later than 8 weeks before the election date, and shall close at the end of the business day, as determined by the hours of operation of the ASMSU Engagement Office, no later than two class weeks before the election.

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- C. Certification of candidacy shall take place upon verification by UEC, in coordination with the ASMSU Engagement Office, of the voter status of prospective candidates and of the signatures on the petition.
- D. Prospective candidates shall be notified by the UEC of the status of their candidacy no later than two class weeks prior to the election.
  - i. Any appeal to non-certification must be filed with UEC no later than three class days after notification.
  - ii. The UEC shall notify candidates by email, phone, or in writing when candidates have been officially certified for the election.
- E. Appeals to non-certification shall be heard by the UEC no later than one class week prior to the start of the election, and a decision shall be rendered no later than one class day after the appeal hearing.

Section 2. Constitutional amendments and other issues may be brought to referendum during the regularly scheduled spring semester elections, as described in Article IV of the Constitution.

- A. Referendum petitions must be brought to the UEC no later than five class weeks prior to the election. Verification of signatures and student numbers by the UEC must be completed and notification given to referendum circulators no later than three class weeks prior to the election. Any appeal to non-certification must be filed with UEC not less than Three class weeks prior to the election.
- B. Referendum questions proposed in the manner stated in Article IV of the Constitution shall be made public no later than ten class days prior to the election.
- C. The wording of constitutional amendments and other issues submitted by the student body shall be subject to UEC approval.

Section 3. Write-in candidate agreements shall be turned in no later than one week prior to the election.

Section 4. The MSU Vice President for Student Affairs and Services shall be responsible for approving the language of a tax referendum, which shall be dealt with in accordance with University Financial Procedure.

Section 5. The time schedules in the Elections Code of Operations may be modified by the General Assembly, with the recommendation of UEC, and according to UEC procedure.

## **TITLE FIVE: Campaigning**

Section 1. A candidate may start campaigning, once they receive formal approval of their candidacy from the UEC.

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Section 2. The following regulations shall govern campaign conduct:

- A. Campaign material shall be defined as fliers, posters, or any tangible written or electronic material published for the purpose of electing or criticizing a candidate for ASMSU office.
  - 1. Not classified as campaign material is private correspondence such as private emails sent over a listserv compiled by the candidate or a private group listserv. Campaign material does not include emails sent from candidates to another individual.
- B. Candidates may not send campaign material over a college or major academic unit administered listserv.
- C. Campaign material referencing other candidates may only include the names of candidates for the same elected position.
- D. At no time may a candidate defame another candidate in campaign material.
- E. Spending of campaign funds for one candidate in all campaigns run by said person in one academic year in an election is limited to a total of one hundred dollars per college candidate. Campaign funds include all donations of materials, assessed at an average retail value, and all monetary contributions, including money spent by the candidate. An itemized list of sources and uses of campaign funds, signed by the candidate, must be presented to the UEC no later than five class days after the election.
- F. At all times during the election process, all students and student groups shall adhere to all General Student Regulations, Student Group Regulations, Living Group Regulations, and All-University policies as set forth within the Spartan Life Handbook and Resource Guide.
- G. No campaigning may be in conflict with the University guidelines on campaigning. This includes door-to-door canvassing and other forms of campaigning in student residence halls.

Section 5. Any individuals campaigning for write-in positions shall fall under the proper jurisdiction of this code and all other relevant Codes of Operations.

Section 6. No invalidation shall occur unless the aforementioned provisions of this Elections Code are violated.

Section 7. The Elections Code shall not be construed to exempt candidates from any responsibility they have to adhere to federal or state law, or university regulations.

## TITLE SIX: Invalidation Procedure

Section 1. Suspected violations of this code will be sent to UEC for review.

- A. The individual who filed the complaint (Complainant) shall have 5 minutes to present the complaint before the UEC, prior to the Respondent's hearing.

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- B. The respondent shall have 5 minutes to refute any and all complaints brought forth to the UEC.
- C. The UEC shall then, in closed session, decide whether the respondent violated this code.
- D. UEC shall practice strict confidentiality when discussing complaints brought forward. Those in breach shall be removed from UEC.

Section 2. Any decision of the UEC may be challenged by the claimant or respondent and heard by the UEAC.

- A. The UEAC shall consist of 5 members from the General Assembly.
- B. No member of the UEAC may be seeking reelection in the current election, nor shall any member or representative of the UEAC be a current voting member of the Steering Committee or UEC.
- C. The 5 Members, and a Chairperson of the UEAC shall be appointed by the ASMSU President. The President may appoint themselves as commission chair of UEAC if not seeking elected office. The person filing the complaint shall have 5 minutes to present the complaint before the UEAC, prior to the respondent's hearing.
- D. The respondent shall have 5 minutes to refute any and all complaints brought forth to the UEAC.

Section 3. Any decision of the UEAC may be challenged by the respondent or the claimant and heard by the All University Student Hearing board (AUSB).

Section 4. Any candidate in violation of this Code of Operations shall be subject to mandatory penalty of election invalidation provided one or more of the following criteria is met:

- A. The candidate acknowledges, in a signed statement, that one or more of the guidelines have been violated.
- B. UEC, UEAC, or AUSB find that this Code of Operations has been violated.
- C. The candidate in question fails to file a spending report as described in Title V, section 2, subsection D above.

## **TITLE SEVEN: Elections**

Section 1. The UEC shall be responsible, in conjunction with the ASMSU General Assembly, for determining the method of voting. Reasonable accommodations shall be made to ensure that the method of voting is accessible to people with disabilities.

Section 2. All elections and referenda shall adhere to the basic principles of fairness, confidentiality, and impartiality.

Section 3. The date(s) and time(s) of the pending election(s) or referendum shall be announced by UEC no less than eight weeks prior to the election(s) or referendum.

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- Section 4. Records of the election(s) shall be kept by the UEC for three months after the election(s) or until all pending judicial proceedings are resolved, whichever is longer.
- Section 5. Any candidate in ASMSU election(s) must receive at least twenty-five (25) or one (1) percent of their college's undergraduate population, whichever is less, votes to hold office. Should no candidate meet this minimum vote requirement, the seat(s) shall remain vacant.
- Section 6. Candidates receiving the most votes shall fill the allotted number of seats as specified in Article II, Section 2 of the Constitution.
- Section 7. Results of the election(s) or referendum shall be posted, including the number of votes won, in a timely manner.
- Section 8. All complaints of conduct in the election(s) and all requests for recounts must be presented to UEC no later than two class days after election(s) results are posted.
- Section 9. No later than one class week after the election(s) results are posted, UEC must have posted all invalidations that occurred under this Elections Code of Operations, the reasons for such invalidations, and shall have submitted all necessary complaints to UEAC.
- A. A complaint in response to invalidation must be filed with the UEAC no later than two class days after the invalidation posting by UEC.
  - B. A complaint to the decision of UEAC must be filed with AUSB no later than five class days after UEACs decision is issued.
  - C. If a candidate is invalidated, the candidate with the next highest votes (if any) shall assume the vacant seat provided he/she meets all necessary requirements to be a valid, elected representative.
  - D. A representative-elect who has a case pending in either UEC, UEAC, or AUSB shall hold elected office until a decision has been issued by UEC, UEAC, or AUSB
- Section 10. If a representative-elect vacates their General Assembly College Seat 24 hours prior to the beginning of their term of office, the student who was the runner-up for the same General Assembly College Seat will be seated on the General Assembly by the UEC given that they reached the necessary vote threshold.
- A. In the case that the abdicating General Assembly Representative does not notify the UEC within the 24-hour deadline, but does so anytime after this point, it shall be the UEC's general discretion to convene and seat the student who was the runner-up for the same General Assembly College Seat given that they reached the necessary vote threshold.
- Section 11. Representatives shall begin their term of office upon the calling to order of the first meeting of the new session, which will be called by the ASMSU President of the

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previous session, or the standard meeting time of the ASMSU General Assembly, no later than the two class weeks before the end of the semester.

- A. A representative-elect who has a case pending in either UEAC or AUSB shall hold elected office until a verdict has been issued by UEAC, unless a secondary appeal has been filed with AUSB, which would allow a representative to continue to hold a representative office until a decision has been issued by AUSB.

Section 12. Seats that remain vacant after the spring election may be filled according to the ASMSU General Assembly Code of Operations, particularly referenced in Title Two: General Assembly and Procedures, Section 8, which describes the Appointments process to be conducted by the Recruitment and Engagement Coordinator.

- A. Appointments procedure: Title II, Section 8 in the event that the Trigger Rule is not enacted.
- B. Elections procedure: Appendix II in the event that the Trigger Rule is enacted.

Section 13. ASMSU shall follow the “Trigger Rule” after spring elections wherefore a fall election will occur if one of the subsequent conditions are met:

- 1. Less than or equal to 50% of total college seats are filled.
- 2. Less than or equal to 50% of each college have full representation.
- A. Representatives elected from this fall election shall begin their term of office upon the calling into order of the first meeting following the announcement of the official election results.
- B. Fall elections shall be subject to all applicable rules and procedures as stated within this ASMSU Elections Code, the ASMSU Constitution, and the General Assembly Code of Operations.

Section 14. In the event of a tie in an ASMSU election, UEC shall conduct a recount of all votes cast, and a review of any ballots that have been invalidated.

- A. In the event the above procedure fails to produce a winner, the election shall be decided by a coin flip. The coin shall be a fair, U.S. quarter dollar provided by and flipped by the ASMSU President in the presence of both candidates. In the case of one candidate being an incumbent, the incumbent shall have the right to “call” the coin. In all other cases, the President shall decide who shall call the coin.

## **TITLE EIGHT: Office of the President Elections**

Section 1. The Recruitment and Engagement Coordinator shall be responsible for the announcement and marketing promotion efforts of the ASMSU Office of the President election(s).

- A. UEC shall make known the time and place of the Office of the President election(s) at least ten class days prior to the election.
- B. Applications for the Office of the President shall be made available in the ASMSU Engagement Office no less than ten class days prior to the election(s).



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- C. All candidates will submit a statement of candidacy in a manner determined by the UEC no later than five class days prior to the election(s).
- D. UEC shall make public the names of all candidates for Office of the President no later than three class days prior to the election.

Section 2. The UEC shall be present at and shall verify the results of the ASMSU Office of the President election(s).

- A. UEC shall report the results and vote totals to the acting President to announce.

Section 3. The selection for the ASMSU President and all other Office of the President members, to be initiated or by the vacancy of the position, shall be conducted as follows.

- A. All current General Assembly members shall be informed of the vacancy/election and the time and place of the impending election during a period of no less than ten class days prior to the ASMSU President election.
- B. The ASMSU Undergraduate Elections Commission shall inform the general student body of the impending election, its time and place, and the position's requirements and responsibilities no less than ten class days prior to the President election. All methods, as deemed appropriate by the ASMSU Undergraduate Elections Commission, may be used to publicize the election.
- C. All candidates must submit a Statement of Candidacy no later than five class days prior to the President election. The application shall be available in the ASMSU Business Office during a period of no less than ten class days prior to the election.
  - 1. The Undergraduate Elections Commission shall make public all candidates once all applicants have been confirmed eligible.
- D. The General Assembly shall select a sergeant-at-arms who shall escort the candidates out of the Assembly room.
- E. The General Assembly shall then move into closed session. The General Assembly members shall receive copies of the candidates' submitted applications and Statements of Candidacy from the UEC Chair, or designate thereof. The General Assembly shall then formulate prepared questions to be asked of all candidates. No minutes shall be recorded while in closed Session.
- F. Once questions have been prepared, the General Assembly shall move out of closed session. Candidates shall be brought before the General Assembly individually. All candidates shall be allowed a five (5) minute presentation to the General Assembly to be followed by a five (5) minute question and answer period that can be altered equally for all candidates with a two-thirds vote of the General Assembly. The Assembly may then move into a closed session debate period.
- G. The General Assembly shall return to an open session to vote by roll call, eliminating those candidates with the least votes, until one candidate achieves a majority. The General Assembly may, at any time, open or reopen debate. The ASMSU UEC shall verify all vote totals.
- H. Following the vote the President will announce the election results.
- I. The above timeline or process to elect the ASMSU President may be altered on a temporary basis by a two-thirds majority vote of seated General Assembly members shall be conducted in the same manner as the President election.

Section 4. No member of UEC may be seeking a position with the ASMSU Office of the President. Any current UEC member who intends to run for Office of the President must resign their position prior to the Office of the President election cycle.

Section 5. In the case that a student is elected to a General Assembly college seat and then subsequently elected to the Office of the President, this General Assembly seat vacancy shall be eligible to be filled, at the UEC's general discretion, by the student who was the runner-up for the same General Assembly seat given that they reached the necessary vote threshold. This procedure is eligible to take place after the vacating General Assembly representative starts their term in the Office of the President.

## **TITLE NINE: Academic Eligibility of General Assembly Representatives**

Section 1. All elected representatives to the ASMSU General Assembly must remain in academic eligibility to remain in their position as a representative. Academic eligibility is comprised of two requirements: academic standing and major declaration.

Section 2. ASMSU General Assembly representatives must remain in good standing with MSU's Student Code of Conduct to satisfy ASMSU academic eligibility.

- A. If an ASMSU General Assembly representative is under investigation for violating the MSU Student Code of Conduct, they are to retain their seat on the General Assembly until their investigation has been concluded.
- B. If their investigation expunges all allegations, they are to remain in their seat. If their investigation results in disciplinary action and they are suspended from the university, their seat is automatically forfeit and will remain vacant until the next election cycle.
- C. If the representative appeals their disciplinary action, they are to remain in their seat until the appeal process has concluded. If their appeal is granted, they will remain in their seat. If their appeal is denied, their seat will be automatically forfeited and will remain vacant until the next election cycle.

Section 3. ASMSU General Assembly representatives that represent an academic population of students must be declared in a major within the academic population they have been elected to represent to satisfy ASMSU academic eligibility.

- A. If an ASMSU General Assembly representative for an academic population changes their major or drops one of their majors resulting in them no longer holding the major in the academic population they are to represent, the representative must gather signatures from students within their previous academic population resulting in 25 unique signatures or

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1% of that academic population, whichever is lower, stating that they have the consent to continue their representation. Collection of signatures must be completed and submitted to the Vice President of Internal Administration within one week after their change in major. Failure to do so within the one week time limit will result in automatic forfeit of their seat on the ASMSU General Assembly.

- B. Academic population in this context is defined as a constituency of students identified by the university college that their major program is located. In the case of undergraduate students who do not fall under an academic population of a university college, specifically students who are undeclared in a major, are obtaining a general associate's degree, or are taking courses as a non matriculated student, those students shall be represented as a part of the "No Preference" academic population.

# APPENDIX III:

# Personnel Code

## TITLE ONE: Introduction

Section 1. ASMSU has a responsibility to make every effort to recruit, hire, and promote a staff that is representative of the diversity of Michigan State University's undergraduate student population. This Personnel Code – consistent with accepted personnel policies – shall govern and provide a basis for the personnel operation of this organization. It shall be the responsibility of the ASMSU Director of Human Resources for the implementation and enforcement of this Personnel Code.

Section 2. This Personnel Code shall govern all ASMSU bodies – including the General Assembly, Standing Committees, Boards, departments, interns and staff (whether compensated employees, elected representatives, or volunteers). Because all members of the ASMSU bodies are also students at Michigan State University, they are expected to adhere to the university's policies.

Section 3. Representations made on behalf of ASMSU are to be neither misleading, incorrect, nor inherently false, and are to reflect organizational policy and opinion.

## TITLE TWO: Public Relations Policy

Section 1. Effective communications with media shall be accomplished both responsively and proactively through the PR Director who serves as the chief spokesperson for the organization in preparing public responses. The PR Director, and the ASMSU President are the primary representatives of the opinions and viewpoints of ASMSU. Any personal opinion made by members of ASMSU must reflect that those opinions do not reflect the viewpoint of the organization.

A. All officers, representatives, and staff must consult with the PR Director before making any statements on behalf of ASMSU.

Section 2. The PR Director summarizes all media interactions to the Chief of Staff and the ASMSU President. It is the policy of ASMSU to respond to media inquiries accurately and in a timely manner to help promote a general understanding of ASMSU's recent activities and issues. All staff should notify the PR Director regarding inquiries from

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the media. All Directors and Office of the President members must communicate often to ensure accurate information is provided to the PR Director so that accurate information is provided to the media.

- Section 3. All statements on behalf of the organization shall be approved by a majority vote of the ASMSU General Assembly.
- A. Should the situation surrounding the statement not allow for the General Assembly to draft, arbitrate, and pass a statement, then General Assemblies authority shall be exercised by a majority vote of the ASMSU Steering Committee.
  - B. When directors or officers of ASMSU draft and release statements and wish for that statement to be shared through the official ASMSU channels (press releases, shared on social media accounts, etc.), then that statement is also subject to approval of the General Assembly or the ASMSU Steering Committee.

## **TITLE THREE: Anti-Discrimination**

Section 1. The efforts of the Associated Students of Michigan State University shall be consistent with university policies and governing law, promotes institutional diversity and pluralism through an over-arching strategy promoting equal access and opportunity.

Section 2. ASMSU's commitment to non-discrimination is the foundation for such efforts. ASMSU shall at no time engage in any unlawful discriminatory act or practice against persons on the basis of age, color, race, ethnicity, citizenship status, creed, parental status, pregnancy, marital status, national origin, physical characteristics, disability status, political persuasion, religion, sexual orientation, gender identity, perceived gender, gender expression, sex, and veteran status. If any compensated employee, elected representative, or volunteer engages in any such behavior, they will be subject to appropriate disciplinary action.

Section 3. The ASMSU Diversity Department shall be responsible for holding diversity, equity, and inclusion training sessions for those that abide by the ASMSU Personnel Code.

- A. It is the responsibility of the Vice President of Internal Administration and the Diversity Department to ensure all those abiding by the ASMSU Personnel Code attend at least one training session per academic year.

## **TITLE FOUR: Harassment Policy**

Section 1. ASMSU shall have a Sexual Harassment Policy that is strictly enforced. This General Harassment Policy shall be consistent with the policy of Michigan State University and all applicable state and federal laws. Physical and emotional harassment within an organization can occur on a continuum of severity. This may include, but is not

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limited to, harming another person, threatening another person or their property, or exhibiting behavior that causes a person to feel extreme distress due to the behavior of another individual. Personnel of ASMSU are unconditionally prohibited from engaging in any type or severity of harassment.

Section 2. Because sexual harassment is made unlawful by the Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Michigan Elliott-Larson Civil Rights Act, ASMSU shall also have a Sexual Harassment Policy that is strictly enforced. Sexual harassment in an organization setting includes, but is not limited to, verbal or physical behavior such as unwanted sexual advances, requests for sexually related favors, or any other unwanted sexual behaviors that make an individual feel uncomfortable or create a hostile working environment. Sexual harassment may also include circumstances in which a person is offered advance mentor is held back from advancement for giving or denying a sexually related request. Furthermore, sexual harassment can occur on a continuum of severity. Personnel of ASMSU are unconditionally prohibited from engaging in any form or extent of sexual harassment.

Section 3. All complaints of harassment, including sexual harassment, should be reported to the Director of Human Resources, who will then have the responsibility of aiding the individual in taking the proper action in accordance with ASMSU and university policy.

## **TITLE FIVE: Conditions for Employment**

Section 1. All persons wishing to apply for any position in ASMSU must meet the following requirements to be considered for an interview:

- A. Applicants must be a current tax-paying member of ASMSU as defined by the ASMSU Constitution.
- B. Applicants must agree that they will continue to be a member of ASMSU as defined by the ASMSU Constitution for the term of their employment.
- C. If previously employed by ASMSU, applicants must have received a satisfactory evaluation on their most recent performance evaluation. What constitutes a satisfactory evaluation shall be determined by the Director of Human Resources based on the design of the specific performance evaluation system that is implemented at that time.
- D. The Director of Human Resources has the discretion to not consider an applicant who has not followed the instructions on the application.

## **TITLE SIX: Job Descriptions**

Section 1. A job description shall exist for all compensated positions at ASMSU. The Director of Human Resources shall be responsible for the upkeep of these job descriptions. All

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job descriptions and changes to job descriptions must be approved by the Steering Committee.

Section 2. The Steering Committee shall review and approve in bill form with all proposed job descriptions attached before the position in question is opened.

A. Job descriptions may be added to the recruitment process with the review and approval of the Steering Committee.

## **TITLE SEVEN: Confidentiality**

Section 1. All candidates applying for positions in ASMSU shall have the guaranteed right to confidentiality. All information supplied by the candidate shall remain confidential – including anything said during the interview, all written materials, and all discussion conducted by the committee following the interview. All information must be kept confidential to all except the Director of Human Resources, those individuals on the interview committee, and any member deemed appropriate by the Director of Human Resources due to filing or regulation purposes. This applies to the whole of the ASMSU Manual except where otherwise noted.

## **TITLE EIGHT: Applications for Employment**

Section 1. All applications for ASMSU shall include, but not be limited to, the following information:

- A. The main application shall include a resume that outlines previous work experience, educational background, and general information. The application should also include a cover letter expanding on this experience and a required statement touching on the applicant's experience and values related to diversity, equity, and inclusion. Further, the applications should include a verification from the applicant indicating that the applicant has not falsified any information and if any information is falsified, the applicant will not be considered in the process and can be a basis for termination in the future.
- B. Job descriptions should be publicly available.

Section 2. After the application process, including paper cuts and/or interviews, if the applicant wishes to apply for another position, they may reapply by filling out and submitting additional application packets.

Section 3. All applicants shall return applications by the date and time stated on the application. At the decision of the ASMSU Human Resources Department application deadlines may be officially extended.



## **TITLE NINE: Selection Process**

Section 1. A selection process is established to work in collaboration with hiring but does not substitute for general hiring practices. It will be resourced in selecting persons for staff, internships, and other positions as defined by ASMSU. The application process is determined by the Director of Human Resources.

Section 2. All attempts should be made by the Director of Human Resources to ensure diversity in the interview committee. In any exceptional circumstances the issues should be referred to the Director of Human Resources. Any member who may have a conflict of interest must disqualify themselves from the selection process. The Director of Human Resources is responsible for all arrangements pertaining to arranging interviews and the process as a whole. Each candidate shall be interviewed separately. Refer to “Decision Making” for the rest of the process.

## **TITLE TEN: Interview Committee**

Section 1. The ASMSU Director of Human Resources shall be solely responsible for setting up interview committees for all open ASMSU positions. Only those persons who have attended an interview training session may serve on these committees.

- A. The committee will include the following two people:
  - i. Director of Human Resources or designate
  - ii. Chief Diversity Equity and Inclusion Officer (or designate)
- B. The committee will also include at least one of the following three:
  - i. Chief of Staff
  - ii. Supervisory Position
  - iii. The position’s incumbent, if available

Section 2. In no case shall a person applying for a position sit on the interview committee for that position.

Section 3. The members of the interview committee must be the same for each candidate that is applying for the same position.

Section 4. Other individuals may be invited to sit on the interview committee as deemed appropriate by the Director of Human Resources.

Section 5. Any member of ASMSU who accepts an invitation to sit on an interview committee knowing they have a bias toward an applicant, candidate, or any other part of the selection process that may affect the outcome of the committee’s decision, must report it to the Director of Human Resources prior to the start of the interview process.

## TITLE ELEVEN: Paper Cuts

Section 1. At the discretion of the ASMSU Director of Human Resources, paper cuts may be conducted if the applicant pool for a position is too large to interview. All members of the interview committee for a position must be present to conduct paper cuts and all committee members must be notified in advance of the date and time of the paper cuts. Any decision to not interview an applicant must be made by unanimous consent by those conducting paper cuts

## TITLE TWELVE: Interviews

Section 1. All interviews shall be conducted by the ASMSU Director of Human Resources, or the Assistant Director of Human Resources. Each candidate shall be interviewed separately. All candidates shall be notified of the available interview times by email, phone or in writing at least 2 class days in advance.

Section 2. Outside information (any information given to the interview committee not contained in the application of in the interview of the candidate) should not be permitted except for in the following circumstances.

- A. If the employee was previously employed by ASMSU, information from past performance evaluations may be used in evaluating the applicant.
- B. Verifiable information known about a candidate that relates to the individual performing the essential job duties and responsibilities of the position, relayed by an ASMSU employee may be used in evaluating the candidate at the discretion of the Director of Human Resources.

Section 3. Personal bias issues or information not relating to actual job duties and responsibilities will not be permitted under any circumstance.

Section 4. In the event that a candidate does not show up for his or her scheduled interview, the candidate then forfeits their opportunity to interview for the position unless an acceptable and/or uncontrollable circumstance has occurred.

## TITLE THIRTEEN: Decision Making Process

Section 1. After all candidates have been interviewed, the interview committee will deliberate and fill out a form indicating their vote for who will be offered the position. The form should include who the first choice and second choice are for the position, why these people were selected over other candidates, and how they were evaluated. This form will be maintained and stored by the Director of HR. All decisions will be based on which candidate received a majority of the votes on a committee. In the case of a tie, the Chief of Staff or the person who leads the department will have the tie-breaking decision.

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Section 2. Each candidate shall be evaluated based on certain qualities, including, but not limited to, motivation, organizational skills, human awareness, communication, experience, abilities as they relate to the position, the valuing of diversity, equity, and inclusion and knowledge of ASMSU dependent upon the position. If multiple candidates are determined to be qualified for the position, those candidates so qualified shall be ranked by the committee in descending order of preference. In the case that the most preferred candidate does not accept the job offer, the Director of Human Resources shall offer the position to the remaining candidates in sequential order of preference.

Section 3. All candidates applying for a position within ASMSU must be notified whether or not they are being extended an offer in a timely manner.

### **TITLE FOURTEEN: Position Approval**

Section 1. After the interview process to select a qualified candidate for a specific position, the candidate for the following positions shall not be official until approved by the ASMSU General Assembly. The candidate must be made aware of this situation.

- A. Chief of Staff
- B. Controller
- C. Chief Diversity Equity and Inclusion Officer
- D. Director of Sustainability
- E. Director of Marketing
- F. Director of Health, Safety, and Wellness
- G. Director of Human Resources
- H. Director of Information Technology
- I. Director of Student Rights Advocates and Legal Services
- J. RCL Editor-In-Chief
- K. Recruitment and Engagement Coordinator
- L. Director of Safe Ride

Section 2. All recruited individuals offered a position listed above must be presented to the ASMSU General Assembly for approval within four weeks of the beginning of the fall semester term for all individuals offered these positions during the previous spring recruitment. If the individual is hired at a time during the term of the position, the person must be presented to the General Assembly within four weeks of the job offer. The Director of Human Resources shall be responsible for notifying the appropriate member(s) of the ASMSU Office of the President, of the newly hired staff and the members of their interview committee in written form, so that the bills may be drawn up.

Section 3. The Director of Human Resources and Chief of Staff shall be responsible for all newly created positions and the determination of new position classification.

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Section 4. No member of ASMSU shall permanently hold more than one compensated position in any part of the organization.

Section 5. No member of ASMSU shall serve as a General Assembly Representative and hold a staff position at the same time during the General Assembly session.

### **TITLE FIFTEEN: Interview Schedule**

Section 1. By the first week of February, the Director of Human Resources must determine the interview schedule. The Director of Human Resources must present this proposal to Steering Committee for approval.. This schedule may be altered by the Chief of Staff and the Director of Human Resources. All interviews should be done before finals week.

### **TITLE SIXTEEN: Elections**

Section 1. The following shall be elected as defined in the ASMSU Elections Code:

- A. President
- B. Vice President for Academic Affairs
- C. Vice President for Finance and Operations
- D. Vice President for Governmental Affairs
- E. Vice President for Internal Administration
- F. Vice President for Student Allocations

### **TITLE SEVENTEEN: Required Training Session**

Section 1. The Chief of Staff, Director of Human Resources, and Chief Diversity Equity and Inclusion Officer, shall be responsible for facilitating one training session for the ASMSU Office of the President, General Assembly, and staff per semester. The training session will include information on the Personnel Code and Interviewing Committee Training.

### **TITLE EIGHTEEN: Resignation**

Section 1. If an employee chooses to resign from their position, a letter shall be written to the employee's supervisor(s) and the Director of Human Resources indicating the termination of employment. Employment is terminated either on a date indicated in

the letter, or on the date the letter is received by the supervisor. It is preferred that the employee give two weeks notice before resigning.

Section 2. The Director of Human Resources is responsible for conducting exit interviews or surveys with personnel upon termination of employment or resignation and report trends or serious situations to the Chief of Staff and the President.

## **TITLE NINETEEN: Performance Evaluations**

Section 1. There shall be a Performance Evaluation System for all hired positions within ASMSU. The purpose of the performance evaluations is to determine whether an employee would be eligible for rehire within the organization and also for individual developmental purposes. The Director of Human Resources and the Chief of Staff will determine this Performance Evaluation System. The system involves a comprehensive feedback when possible to ensure the inclusiveness of the process. Supervisors are encouraged to partake in the verbal feedback meeting with the employee and the Director of Human Resources. Performance Evaluations should be conducted one to two times a year as determined by the Chief of Staff and Director of Human Resources. The Performance Evaluation must include clear criteria and be individualized for each position within the organization. The performance evaluation must come with clear instructions for all employees. The Director of Human Resources should enforce the Performance Evaluation system with assistance from the Chief of Staff.

## **TITLE TWENTY: Employment status and Corrective Action Procedure**

Section 1. Employment Status:

- A. All ASMSU employees shall be hired by ASMSU.
- B. Employment with ASMSU is at-will. At-will means that employment may be terminated at any time, for any reason, without cause and/or prior notice at the discretion of ASMSU. At will employment also means that employment may be terminated at any time, for any reason, with or without notice, by the employee. Any change or modification of the at-will employment status shall not be made unless it is in writing and has first been approved by the ASMSU Steering Committee.

Section 2. Work Rules:

- A. The following work rules are applicable to all ASMSU employees. The reasons for establishing these work rules is not to restrict the rights of anyone, but to

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encourage cooperation and reasonable standards of productivity and professionalism.

- B. Listed below are ASMSU's employee work rules and General Requirements (GR). This list is not exhaustive. Instead, it is expected that each employee has a general understanding of ASMSU's behavior and job performance expectations.
- GR -1: Employees are required to carry out or follow ASMSU's Constitution, Codes of Operations, organizational policies and procedures, job descriptions, and other relevant documents.
  - GR -2: Unauthorized possession, consumption, or being under the influence of alcohol or controlled substances while on the job is prohibited. This includes any on the job time spent in an ASMSU office or any recognized ASMSU activity or event.
  - GR -3: Unsatisfactory performance including prolonged unexcused absences from work (equal to one week or longer) is prohibited.
  - GR -4: Disclosure of confidential information is prohibited.
  - GR -5: Misconduct of a criminal nature that leads to an arrest and conviction is prohibited.
  - GR -6: Improper personal conduct or harassment is prohibited.
  - GR -7: Embezzlement, theft, misuse or misappropriation of ASMSU property, money, equipment, or supplies is prohibited.
  - GR -8: Falsification of personnel records, documents, or reports is prohibited.
  - GR -9: Insubordination is prohibited.

Section 3. Violation of any part of these work rules or related ASMSU policies, practices and procedures may subject an employee to disciplinary action which range from oral warning through discharge.

Section 4. All appeals of disciplinary action shall be made to the ASMSU Steering Committee.

Section 5. Because employment with ASMSU is at-will, ASMSU is not required to follow a formalized disciplinary process, nor do any of these provisions create a contractual employment relationship or require cause before discipline or discharge is imposed.

## **TITLE TWENTY ONE: Transition Policy and Materials**

Section 1. Each staff member employed by ASMSU must compile materials in a comprehensive binder to ensure a smooth transition at the end of each academic year or a change of individual in the position. The transition binder should include the following, but is not limited to:

1. An up-to-date job description
2. List of current projects and initiatives actively being worked on at the time of transition

3. Timeline of the position's roles and responsibilities throughout the academic year
  4. List of common professional contacts and collaborators
- Section 2. ASMSU's Director of Human Resources is responsible for the collection and distribution of staff transition binders.
- Section 3. Transition binders must be completed and submitted to the Director of Human Resources one week prior to ASMSU's Spring Elections.
- Section 4. Failure on the part of an ASMSU staff member to submit their transition binder by the spring deadline will result in disciplinary action carried out by the Director of Human Resources.

## **TITLE TWENTY TWO: ASMSU Conference Policy**

- Section 1. Throughout the academic year, ASMSU will have the opportunity to send a small delegation of students to represent MSU at various regional and national conferences. Attending such conferences will fall under the jurisdiction of the ASMSU President.
- Section 2. ASMSU's delegation shall be composed of members of ASMSU's Office of the President, Staff, General Assembly, Academic Governance, and Class Councils. The number of delegates for each conference will be determined by the ASMSU President.
- Section 3. Selecting the delegation will be overseen by the ASMSU President. The process of selecting delegates shall be done through anonymous application review.
- Section 4. To attend the conference, each of the delegation members must sign a Conference Rules and Etiquette contract overseen by the ASMSU President and Director of Human Resources. Violating the Conference Rules and Etiquette contract will result in disciplinary action.



# APPENDIX IV: CORES/COPS

## TITLE ONE: Introduction

Section 1. ASMSU formally recognizes the living [Constitution](#) of CORES/COPS.

# APPENDIX V: ASMSU Academic Affairs Code

## PREAMBLE

*ASMSU has been delegated the authority to appoint undergraduate delegates to the MSU Academic Governance bodies and other university governance bodies. ASMSU is committed to establishing an undergraduate delegation that is representative of the diverse student body and embodies the missions and initiatives of an autonomous undergraduate student government.*

## TITLE ONE: Scope and Authority

- Section 1. This Academic Affairs Code Appendix to the ASMSU General Assembly Code of Operations shall govern all aspects of ASMSU academic affairs nominations and appointments to MSU Academic Governance, other university committees, and university task forces as specified by the ASMSU Constitution.
- Section 2. This Academic Affairs Code Appendix to the ASMSU General Assembly Code of Operations shall establish the rights and responsibilities of student delegates to university governance bodies.
- Section 3. This Academic Affairs Code Appendix to the ASMSU General Assembly Code of Operations shall be in standing order with the MSU Academic Governance Bylaws.

## TITLE TWO: Code Revision, Repeal, and Definitions

- Section 1. This Academic Affairs Code Appendix to the ASMSU General Assembly Code of Operations shall remain in effect until amended or repealed by the ASMSU General Assembly.
- A. Amendments to Title Three and Title Four of the Academic Affairs Code must be approved no later than four weeks prior to the beginning of the Academic Affairs Nomination Cycle.
  - B. Amendments to Title Three and Title Four of the Academic Affairs Code shall be enforced at the start of the next Academic Affairs Nomination Cycle.
  - C. Amendments to all other titles to the Academic Affairs Code shall be enforced

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immediately after passage by the ASMSU General Assembly as stated in Title I, Section I of the General Assembly Code of Operations.

Section 2. The following terms are used within this Academic Affairs Code

- A. **Nomination Cycle:** Runs concurrently with each General Assembly session, as defined in Title Two of the General Assembly Code of Operations.
- B. **Nomination Round:** Begins at the time the Academic Affairs application form is opened and ends when the form is closed, as determined by the Vice President for Academic Affairs.
- C. **Application Form:** Electronic survey created by the Vice President for Academic Affairs and approved by the AANC.
- D. **AANC:** The Academic Affairs Nominations Commission is composed of five members and enforces the nomination process as defined further in Title III and Title IV of this Academic Affairs Code.
- E. **Applicant:** Individuals who have submitted an Academic Affairs application form and have been verified by the Vice President for Academic Affairs.
- F. **Nominee:** Individual confirmed by the Academic Affairs Nomination Commission.
- G. **Nomination:** Confirmed by the Academic Affairs Nomination Commission.
- H. **Delegate:** Individual confirmed by the General Assembly to serve in a governance body.
- I. **Interim Delegate:** Delegate that is appointed by the Vice President for Academic Affairs to fill vacancies due to resignation.
- J. **Designee:** A substitute for an absent delegate member due to attendance conflicts for one meeting cycle
- K. **Meeting Cycle:** Time between meetings of a given university governance body.
- L. **MSU Academic Governance:** University Governance system that is composed of the University Steering Committee, University Council, Faculty Senate, University Standing Committees, and University Advisory-Consultative Committees stated in the MSU Bylaws for Academic Governance.
- M. **Administrative Committee or Task Force:** Any non-MSU Academic Governance or non-internal ASMSU governance bodies in which nominations are delegated to the ASMSU Academic Affairs Nominations Committee.
- N. **University Governance Body:** any governance body that includes MSU Academic Governance, administrative committees, or administrative task forces.

## TITLE THREE: Academic Affairs Nomination Commission

Section 1. There shall exist an Academic Affairs Nomination Commission (AANC) which shall have the responsibility of nominating undergraduate students to vacant seats on Academic Governance bodies, administrative committees, and administrative task forces.

Section 2. The AANC shall be responsible for implementing and carrying out the tenets of this

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### Academic Affairs Code.

- Section 3. The AANC shall be a division of the ASMSU Academic Affairs Department and be subordinate to the ASMSU Academic Affairs Committee.
- A. The Vice President for Academic Affairs shall be responsible for nominating members to the AANC.
  - B. The AANC shall consist of the following members:
    - a. Vice President for Academic Affairs
    - b. Assistant Vice President for Academic Affairs
    - c. Chief Diversity, Equity, and Inclusion Officer or a delegate from the ASMSU DEI Department
    - d. Two General Assembly Representatives
  - C. Nominations to the AANC shall be approved by the ASMSU Steering Committee.
  - D. The Vice President for Academic Affairs shall serve as the chairperson of the AANC.
    - a. They shall set meeting schedules and all other required administration.
    - b. The Vice President for Academic Affairs shall maintain and preserve all documents related to the nomination process
  - E. The AANC shall be fully formed no later than three months prior to the start of the Fall Semester.
    - a. In the event of a resignation of a General Assembly member of the AANC, the Vice President for Academic Affairs shall fill the vacancy within two weeks prior to the state of the next nomination round in accordance with Section 3, Subsection B of this title.
  - F. The AANC shall have the authority to regulate any aspect of the Academic Affairs nomination process including the process of evaluation, methods of evaluation, and criteria of evaluation not specified in the ASMSU Constitution or in this Code of Operations. Decisions of the AANC may be reversed by a two-thirds vote of the ASMSU General Assembly.
  - G. The ASMSU Academic Committee shall have responsibility for the general oversight of the AANC, and the ASMSU General Assembly shall be responsible for the financial and technical support of the Academic Affairs undergraduate nominations and the AANC.

## TITLE FOUR: Academic Affairs Nomination and Appointment Process

- Section 1. A person shall be eligible for an undergraduate delegate nomination so long as they are a member of ASMSU as defined by Article I, Section 1 by the ASMSU Constitution.
- Section 2. The ASMSU President, the Vice President for Academic Affairs, and a delegate from the Diversity, Equity, and Inclusion department shall create the application form with approval from the AANC.
- Section 3. An applicant shall apply for an undergraduate student nomination during a nomination round.

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Section 4. The Vice President for Academic Affairs shall verify and transpose all applications for the AANC to review.

Section 5. The members of the AANC shall review all applicants based on the evaluation criteria and metrics determined by the AANC and submit reviews to the Vice President for Academic Affairs.

Section 6. Nomination and appointments of applicants shall be conducted through the following process:

- A. The Vice President for Academic Affairs shall present tentative nominees to the AANC for review.
- B. The AANC shall debate and amend the tentative nominees.
- C. The AANC shall vote on approval of the tentative nominees where a simple majority vote of the AANC is needed.
- D. The Vice President for Academic Affairs shall introduce a consent bill to the General Assembly for appointments of nominees.
- E. The Vice President for Academic Affairs shall then alert the delegate of their appointment.

Section 7. The Vice President for Academic Affairs shall have the authority to appoint an interim delegate to vacant seats for a period of two meeting cycles for the designated committee or body.

Section 8. ASMSU shall designate seats in Academic Governance for Office of the President members and certain ASMSU staff members including the following:

- A. The ASMSU President shall serve on the University Council, University Steering Committee, and the University Committee on Student Life and Engagement (UCSLE)
- B. The Vice President for Academic Affairs shall serve on the University Council, University Steering Committee, and the University Committee on Undergraduate Education (UCUE); The Vice President for Academic Affairs shall serve as an *ex-officio* member of the Faculty Senate
- C. The Associate Vice President for Academic Affairs shall serve on the University Council and the University Committee on Academic Governance (UCAG)
- D. The Director of Student Rights Advocates and Legal Services shall serve on the University Committee on Student Life Engagement (UCSLE)

## TITLE FIVE: Conduct of Academic Affairs Delegates

Section 1. All delegates shall represent and uphold the mission of the Associated Student for Michigan State University as stated in the preamble of the ASMSU Constitution.

Section 2. Delegates serving in MSU Academic Governance shall adhere to the conduct and responsibilities listed in this code unless specified otherwise in the MSU Bylaws for Academic Governance.

- A. Delegates may send a designee for one meeting cycle and must submit notice

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to the Vice President of Academic Affairs.

Section 3. Delegates serving on other administrative committees and task forces shall adhere to the conduct and the responsibilities listed in this code unless specified otherwise in the respective bodies' procedures and operations.

Section 4. Delegates shall adhere to all relevant policies as stated in the General Assembly Code of Operations.

## TITLE SIX: Removal of Academic Affairs Delegate

Section 1. Undergraduate delegates in MSU Academic Governance shall be removed if they are absent for two meetings in a semester or three meetings in a single academic year of a particular MSU Academic Governance body with failure to provide a designee as specified in the MSU Bylaws for Academic Governance [Section 1.4](#).

Section 2. Undergraduate delegates in other administrative committees or administrative task forces shall be removed as prescribed by the respective bodies' attendance policy.

Section 3. In the case that there is no prescribed attendance policy from said administrative committee or task force, undergraduate delegates shall be removed in violation of Title II, Section 23 of the ASMSU Code of Operations.

- A. The Vice President for Academic Affairs shall submit recommendations of removal for violation of this section's attendance policy to the Academic Affairs Committee.
  - a. A majority of the Academic Affairs Committee is required to endorse the removal of a delegate to the General Assembly.
  - b. A vote of  $\frac{2}{3}$  of the General Assembly is required to remove a delegate.

Section 4. Undergraduate delegates may be removed as a result of a violation of Title V of this code.

- A. A delegate can be charged with violation of Title V either by a petition of  $\frac{1}{4}$  of the delegates from the Undergraduate Student Governance Caucus or a recommendation from the Vice President for Academic Affairs.
- B. A majority of the Academic Affairs Committee is required to endorse the removal of a delegate to the General Assembly.
- C. A two-thirds vote of the General Assembly is required to remove a delegate.

## TITLE SEVEN: The Student Governance Caucus

Section 1. There shall exist an ASMSU Student Governance Caucus composed of undergraduate delegates to university governance bodies.

- A. Any undergraduate student delegate is eligible to be a member of the Student Governance Caucus.
- B. Members shall have voting and voice privileges within the Undergraduate Student Governance Caucus.

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Section 2. All Student Governance Caucus meetings shall be open to the public unless closed by a two-thirds ( $\frac{2}{3}$ ) vote of the voting members present.

Section 3. The Student Governance Caucus shall adhere to the accessibility and accommodation policy as stated in Title II, Section 13 of the General Assembly Code of Operations.

Section 4. The ASMSU Vice President for Academic Affairs shall serve as the chairperson of the Student Governance Caucus.

Section 5. The ASMSU Chairperson and Vice-Chairperson for the Academic Committee shall serve as *ex-officio* members of the Student Governance Caucus.

Section 6. The Student Governance Caucus shall be subordinate to the Academic Committee and the General Assembly as stated in Title II, Section 16D of the General Assembly Code of Operation.

Section 7. The Student Governance Caucus shall make recommendations, provide advice, and speak for at-large students on proposals developed in university governance bodies.

- A. The Student Governance Caucus shall serve as an informative discussion group in which the undergraduate delegate of university governance bodies can collaborate and discuss issues related to university governance bodies.
- B. The Student Governance Caucus shall discuss issues brought forth by the Academic Committee germane to university governance bodies.
- C. The Student Governance Caucus shall make formal recommendations to the ASMSU Academic Committee on issues germane to university governance bodies.

Section 8. The Student Governance Caucus is subject to the General Assembly Attendance outlined in this Code of Operations, Title II, Section 23.





# APPENDIX VI: ASMSU Standing Policy

The following is a summary compilation of the standing Policies of ASMSU from the past three years, ordered from oldest to newest. Each paragraph includes a general summary of the policy (typically the Bill or Resolution title), and a reference legislative number. Those policies which have been completed, or invalidated have been struck and include summary notation of their completion, invalidation, or other supporting rationale.