BYLAWS
Associated Students of the University of Missouri
at Missouri University of Science and Technology

LAST AMENDED
April 1, 2021
ASUM | Ambassadors
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Foreword

These bylaws, now hereinafter attached to the Constitution and Bylaws of the Associated Students of the University of Missouri (Constitution), further define and support the Constitution for the purposes of chapter organization and business of the Associated Students of the University of Missouri (ASUM) as necessary at Missouri University of Science and Technology (Missouri S&T) and will be as binding as any part of the Constitution and, when in conflict, will be subordinate to the Constitution.

Article I. Organization

Section A. Name and Affiliation

1. The name of this organization is the Associated Students of the University of Missouri at Missouri University of Science and Technology, hereinafter ASUM-S&T.

2. ASUM-S&T is the Campus Chapter officially affiliated with ASUM at Missouri S&T.

Section B. Statement of Impartiality

1. ASUM-S&T will always maintain a position of impartiality. ASUM-S&T may not sponsor or co-sponsor any event in which a statement of position must be declared or is assumed.

Article II. Membership

Section A. Definition

1. All students of Missouri S&T are members of ASUM-S&T. Students will not be denied membership based upon things such as race, color, religion, sex, gender identity, sexual orientation, national origin, age, or veteran status.

2. The classes of membership are Ambassador, Inactive, Advisor, and Alumnus.

   a. An Ambassador is a student in good academic standing who regularly attends chapter meetings and participates in at least one (1) chapter event per semester.

   b. An Inactive is a student at Missouri S&T who is not an Ambassador.
c. An Advisor is a staff or faculty member that advises ASUM-S&T.

d. An Alumnus is a person who is not a student at Missouri S&T and was previously an Ambassador or Advisor for at least two (2) semesters.

Section B. **Voting and Speaking Rights**

1. Voting rights are granted only to Ambassador members. Each Ambassador receives one (1) vote.

2. All members are granted speaking rights at meetings.

Article III. **Officers**

Section A. **Definition of Executive Board**

The executive board of ASUM-S&T consists of the officers President, Vice President, Business Director, Programming Coordinator, and Public Relations Coordinator.

Section B. **Eligibility**

1. Any member in good academic standing is eligible for election to an officer position.

Section C. **Responsibilities**

1. It shall be the duty of all officers to:
   
   a. Attend regular chapter meetings.

   b. Attend executive board meetings.

   c. Recruit prospective candidates for the Legislative Internship program in the fall semester.

   d. Promote and recruit for Advocacy Day in the spring semester.

2. It shall be the duty of the President to:

   a. Call, organize, and preside over regular chapter meetings and executive board meetings.

   b. Act as the official representative of ASUM and ASUM-S&T to the Missouri S&T campus community.

   c. Provide campus reports to the ASUM Board of Directors.

   d. Oversee the daily operations of ASUM-S&T.
e. Ensure election procedures are correctly executed.
f. Acclimate new members to ASUM and ASUM-S&T through appropriate information, literature, or other means.

3. It shall be the duty of the Vice President to:
   a. Fulfill the duties of the President in their absence.
   b. Assist the President in executing their duties.
   c. Assist Public Relations Coordinator with maintaining positive public relations via website, social media, and other methods of outreach and recruitment.
   d. Gather Missouri S&T student opinion throughout campus.
   e. Organize and maintain the office and storage spaces.
   f. Collaborate with the Programming Coordinator in planning and executing at least three (3) hours of tabling for recruitment and opinion-gathering per semester.

4. It shall be the duty of the Business Director to:
   a. Fulfill the duties of Vice President in their absence.
   b. Record minutes and attendance for all ASUM-S&T meetings.
   c. Assist President in creation and distribution of regular chapter meeting agendas.
   d. Provide eligible members with honor cords.
   e. Organize and archive important documents including minutes, rosters, budgets, and awards.

5. It shall be the duty of the Programming Coordinator to:
   a. Fulfill the duties of the Business Director in their absence.
   b. Oversee the planning and execution of at least one (1) program per month.
   c. Host at least two (2) programs each semester at which a state legislator is present and participates in active conversation with students, as required by the Constitution.
   d. Oversee the planning and execution of at least ten (10) hours of voter registration in the fall semester, as required by the Constitution.
e. Collaborate with the Vice President in planning and executing at least three (3) hours of tabling for recruitment and opinion-gathering per semester.

f. Assist in planning and execution of system-wide programs.

g. Work with the Public Relations Coordinator to ensure proper advertising for each program.

3. It shall be the duty of the Public Relations Coordinator to:
   a. Fulfill the duties of the Programming Coordinator in their absence.
   b. Oversee the social media presence of ASUM-S&T including, but not limited to: the ASUM-S&T website, Twitter, and Facebook.
   c. Work with the Vice President to advertise outreach initiatives to the Missouri S&T student body.
   d. Work with the Programming Coordinator to advertise programs and events in a timely manner.

Section D. **Selection and Term**

1. All officers on the executive board will be elected to their position via the election procedures described in Article VI.

2. The regular term for an officer is two (2) semesters, beginning in the fall semester after their election.

Section E. **Remuneration and Office Hours**

1. Each officer on the executive board must provide a minimum number of office hours corresponding to their position. Each officer must inform the President and Vice President of the times of their office hours, and tell the entire Executive Board when they will not make office hours on a specific date.
   a. The President shall hold at least five (5) office hours per week.
   b. The Vice President shall hold at least five (5) office hours per week.
   c. The Business Director shall hold at least three (3) office hours per week.
   d. The Programming Coordinator shall hold at least four (4) office hours per week.
   e. The Public Relations Coordinator shall hold at least three (3) office hours per week.
4. Each officer on the executive board will be compensated with a stipend at the end of each semester of their term. The stipend amount will reflect the officer’s positional duty performance and number of office hours held. The stipend amount will be evaluated by the Chapter Advisor.
   
   f. The President may receive a stipend of up to $600 per semester.
   
   g. The Vice President may receive a stipend of up to $500 per semester.
   
   h. The Business Director may receive a stipend of up to $300 per semester.
   
   i. The Programming Coordinator may receive a stipend of up to $500 per semester.
   
   j. The Public Relations Coordinator may receive a stipend of up to $300 per semester.

5. If an officer is unable to receive their stipend in full, then the portion of their stipend that is unclaimed will be dispensed into the ASUM-S&T general funds account.

Article IV. **Representatives**

Section A. **Definition**

1. There will be a Student Council Representative associated with the Student Council of the Missouri University of Science and Technology (S&T Student Council).

2. There will be a Graduate Student Council Representative associated with the Council of Graduate Students of the Missouri University of Science and Technology (S&T Graduate Student Council).

Section B. **Eligibility**

1. Any member in good academic standing is eligible for election to Student Council Representative or Graduate Student Council Representative.

Section C. **Responsibilities**

3. It shall be the duty of each representative to:
   
   a. Attend all general body meetings of their associated organization.
   
   b. Report ASUM and ASUM-S&T activities and information to their associated organization.
c. Attend all regular chapter meetings and report on significant events which
directly or indirectly impact ASUM-S&T.

d. Fulfill any requirements stipulated by their associated organization.

Section D. Selection of the Student Council Representative

1. The S&T Student Council shall be responsible for selecting an Undergraduate Representative to represent itself on the ASUM Board of Directors.

2. If the Undergraduate Representative is an Ambassador, then the Undergraduate Representative shall also act as the Student Council Representative; otherwise, the Student Council Representative shall be elected to their position via the election procedures described in Article VI.

Section E. Selection of the Graduate Student Council Representative

1. The S&T Graduate Student Council shall be responsible for selecting a Graduate Representative to represent itself on the ASUM Board of Directors.

2. If the Graduate Representative is an Ambassador, then the Graduate Representative shall also act as the Graduate Student Council Representative; otherwise, the Graduate Student Council Representative shall be elected to their position via the election procedures described in Article VI.

Article V. Advisor

Section A. Eligibility

1. Any staff or faculty member who meets the Student Life Department’s requirements for advising student organizations shall be eligible to advise ASUM-S&T.

2. Staff or faculty in the Division of Student Affairs or upper campus administration are preferred.

Section B. Responsibilities

It shall be the duty of the Chapter Advisor to:

a. Attend, to the best of their ability, regular chapter meetings, executive board meetings, and Board of Directors meetings.

b. Assist in navigating institution policies and processes.
c. Mentor and advise ASUM student leaders.
d. Share best practices with other campus advisors.
e. Liaison between ASUM and the campus when protocol or campus situations arise.
f. Participate in meetings with Campus Advisors at other institutions to share issues and events and learn about the activities of the other campus chapters.
g. Assist with advertising the Legislative Internship program, recruit applicants, screen applicants and forward up to five applications on to the Executive Director for consideration for the intern program.
h. Remain abreast of campus ASUM activities and programs.
i. Communicate ASUM activities with appropriate campus administration.
j. Communication to ASUM about available campus resources.
k. Communicate with Legislative Internship faculty advisors as appropriate.
l. Assist ASUM in advertising its activities.
m. Assist Central Office to secure campus-based information as needed.
n. Facilitate distribution of officer stipends.

Section C. **Search Process**

1. By the Constitution, the Campus Advisor shall be assigned by the Student Life Department. The executive board shall have input and may veto the decision of the Student Life Department.

Article VI. **Elections**

Section A. **Election Timeline**

1. Officer elections must be held in the month of April at the end of each spring semester.

2. Nominations for officer elections must open at least one (1) meeting before any election occurs.

Section B. **Procedure**
1. Elections must always occur in the following order: President, Vice President, Business Director, Programming Coordinator, Public Relations Coordinator, Student Council Representative, and finally Graduate Student Council Representative.

2. Elections for a position will consist of presentation time followed by discussion time.
   a. Presentation time will consist of the presentations of all nominees for the position being elected.
   b. Discussion time will consist of any discussion about nominees and voting.

3. Nominees are recommended to vacate the room during presentation time and must vacate the room during discussion time.

Section C. **Presentation Time**

1. Each nominee will have a limited presentation time based on the officer position for which they are running.
   a. Nominees for President are limited to seven (7) minutes of presentation time.
   b. Nominees for Vice President, Business Director, Programming Coordinator, and Public Relations Coordinator are limited to four (4) minutes of presentation time.
   c. Nominees for Student Council Representative and Graduate Student Council Representative are limited to two (2) minutes of presentation time.

Section D. **Vacancy**

1. If any position becomes vacant prior to the end of the spring semester, then special elections will be held immediately. This special election will be conducted following the same procedure and timeline as regular elections.

Article VII. **Meetings**

Section A. **Regular Meetings**

1. ASUM-S&T will hold regular chapter meetings. Regular chapter meetings will be held when at the greatest convenience for most members.

2. Attendance will be taken for informational and record keeping purposes.
Section B. **Officer Meetings**

1. ASUM-S&T will hold regular executive board meetings monthly. Regular executive board meetings will be held when all executive board members can attend.

Article VIII. **Amendments**

Section A. **Definition**

1. Amendments to these bylaws can be introduced by any member at any regular chapter meeting.

2. There must be at least one (1) week between the introduction of an amendment to these bylaws and its vote.

3. Any amendment to these bylaws must be passed by a two-thirds (2/3) majority vote of all voting members.