Foreword - Concerning ASUM

These bylaws, now hereinafter attached to the Constitution and Bylaws of the Associated Students of the University of Missouri, 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 ASUM Constitution and, when in conflict, will be subordinate to the ASUM Constitution.

Article I - Name, Insignia, Affiliation

Section A - Name

The name of this organization shall be the Associated Students of the University of Missouri at Missouri University of Science and Technology, hereinafter referred to as ASUM-S&T.

Section B - Colors and Insignia

1. The insignia of ASUM-S&T shall be the insignia as designated by the Associated Students of the University of Missouri.
   a. The insignia shall be a graphic image of the dome of the Capitol of Missouri with the acronym “ASUM” printed underneath. Underneath “ASUM”, a graphic of the state of Missouri in green is straddled by “EST. 1975”.
   b. The dome will be circled by the words “The Associated Students” on top and “of the University or Missouri” on bottom with laurels filling the space between the disconnected halves.
   c. Underneath the bottom arced text, the words “Missouri S&T” will be written in the same green as the graphic Missouri.

2. An image of the insignia shall appear on the first page and in the footer of these bylaws.

Section C - Affiliation

1. ASUM is supported through student fees, therefore, it is subject to the rules and regulations that apply to all student organizations.

2. ASUM determines its own legislative agenda that reflects the concerns and interests of students, even if that agenda puts ASUM in opposition with the administrations of the UM System and its campuses.

3. ASUM-S&T shall be affiliated with the ASUM Board of Directors.
4. ASUM-S&T shall be affiliated with the other chapters of ASUM located at the University of Missouri-Columbia, the University of Missouri-Kansas City, and the University of Missouri-St. Louis.

Article II - Aims and Impartiality

Section A - Aims

The aims and objectives of ASUM-S&T shall be to:

1. Educate students about the political process;
2. Increase political awareness, concern, and participation among students;
3. Provide the public with information concerning student interests;
4. Channel student energy and interest in the governmental decision-making process.

Section B - Statement of Impartiality

1. ASUM-S&T shall always maintain a position of impartiality in regards to U.S. political parties.
2. ASUM-S&T shall not sponsor or co-sponsor any event in which a statement of party preference must be declared or is to be assumed by any attendants or the organization itself.

Article III - Membership

Section A - Qualifications

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

Section B - Class of Membership

1. The classes of membership shall be:
   a. Inactive;
   b. Ambassador;
   c. Advisor;
   d. Alumnus.
2. Inactive:
   An Inactive Member of ASUM-S&T is a student at Missouri S&T who is not an Ambassador.

3. Ambassador:
   a. An Ambassador is a member in good academic standing with the university who regularly attends general meetings and participates in at least one chapter event per semester.
   b. All Officers of ASUM-S&T are considered Ambassadors.
   c. Voting rights in any capacity are granted only to Ambassador Members.

4. Advisor:
   An Advisor is a staff or faculty member that advises ASUM-S&T.

5. Alumnus:
   An Alumnus is a person who is not a student at Missouri S&T and was previously an Ambassador or Advisor for at least one semester.

Section C - Method of Removing Ambassadorship

1. Grounds for removal:
   Any Ambassador not attending general body meetings regularly, not participating in the events held by ASUM-S&T, or is otherwise seemed to be an inactive member by the Executive Board, is in jeopardy of no longer being considered an Ambassador of ASUM-S&T.

2. Due process
   a. If a member’s Ambassadorship is in question, they must be notified by the Executive Board and allowed to continue participating in their role as an Ambassador for at least one month.
   b. If the member continues not participating, they will be brought up for consideration at the next regularly scheduled general body meeting.
   c. Any member may regain their status as an Ambassador the following semester by meeting all the qualifications previously listed.

3. Vote % required to remove the accused:
   A simple majority vote of the ASUM-S&T Ambassadors is needed to remove any member’s Ambassadorship.

Section D - Graduation Cords

Any member of ASUM-S&T will be eligible to receive an ASUM-S&T honor cord to where upon their graduation provided they meet any of the following stipulations:
1. The member has been considered an ASUM-S&T Ambassador for at least two semesters;

2. The member has served as a Legislative Intern within their time as a student at Missouri S&T;

3. The member is serving on the Executive Board during their final semester.

Article IV  - Officers

Section A  - Officer Positions

ASUM-S&T shall have the following Officers:

1. President;

2. Vice-President;

3. Business Director;

4. Programming Coordinator;

5. Public Relations Coordinator.

Section B  - Composition of the Executive Board

1. All Officers of ASUM-S&T shall serve as voting members of the Executive Board.

2. All Representatives and Campus Advisors of ASUM-S&T shall serve as non-voting members of the Executive Board.

Section C  - Qualifications

1. Any member in good academic standing as determined by the Missouri S&T Advising Center is eligible for election to an officer position.

2. Ambassadorship is not required to be eligible for election to an officer position.

Section D  - Term of Office

1. The term of office is one calendar year, terminating at the end of the spring semester.

2. Regardless of the amount of time an Officer holds a position, an election for that position will take place at the end of the spring semester.
Section E - Duties and Responsibilities

1. It shall be the duty of all officers to:
   a. Attend regular general meetings;
   b. Attend Executive Board meetings;
   c. Recruit prospective candidates for the Legislative Internship program;
   d. Promote and recruit for Student Advocacy Day;
   e. Promote and recruit for Student Leader Lobby Day.

2. It shall be the duty of the President to:
   a. Call, organize, and preside over regular general 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;
   g. Establish ad-hoc committees and their chairperson when needed.

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 the Public Relations Coordinator with maintaining positive public relations via website, social media, and other methods of outreach, networking, 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 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 the 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 general meeting agendas;
   d. Provide eligible members with honor cords;
   e. Organize and archive important documents including minutes, rosters, budgets, and awards;
   f. Serve as the Missouri S&T Student Activity Finance Board Representative (SAFB Rep.) or work directly with the SAFB Rep. to create and submit ASUM-S&T annual budget request and inventory
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 program per month;
   c. Host at least two 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 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 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;

6. 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, Instagram, Facebook, and Twitter.
   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 F - Elections

1. Election Timeline
   a. Officer elections shall be held in the month of April at the end of each spring semester.
   b. Nominations for officer elections must open at least one meeting before any election occurs.

2. Election Procedure
   a. Elections must always occur in the following order: President, Vice President, Business Director, Programming Coordinator, Public Relations Coordinator
   b. Elections for a position will consist of presentation time followed by discussion time.
      i. Presentation time will consist of the presentations of all nominees for the position being elected.
      ii. Discussion time will consist of any discussion about nominees and voting.
c. Nominees are recommended to vacate the room during presentation time and must vacate the room during discussion time.

3. Election Presentations:
   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 minutes.
   b. Nominees for Vice President, Business Director, Programming Coordinator, and Public Relations Coordinator are limited to four minutes.

Section G - Vacancy Procedure

1. If any position becomes vacant prior to the end of the spring semester, then special elections will be held immediately.

2. This special election will be conducted following the same procedure and timeline as regular elections (still requiring one meeting after nomination for election).

Section H - Method of Impeachment

1. Grounds for removal
   a. Any officer found to not be fulfilling their duties as described in these Bylaws will be considered for removal from their position.
   b. Any Ambassador has the authority to bring up an officer for impeachment during any regularly scheduled general body meeting.

2. Due process:
   If an officer is brought up to be removed from their position, they must be given the opportunity to speak at the following regularly scheduled general body meeting where the Ambassadors will vote immediately following discussion.

3. Vote % required to remove:
   A ⅔ majority vote of the ASUM-S&T Ambassadors is needed to remove any Officer from their position.

Section I - Office Hours

1. Each Officer shall provide a minimum number of office hours corresponding to their position.
   a. The President shall hold at least five office hours per week.
   b. The Vice-President shall hold at least five office hours per week.
c. The Business Director shall hold at least three office hours per week.
d. The Programming Coordinator shall hold at least four office hours per week.
e. The Public Relations Coordinator shall hold at least three office hours per week.

2. Officers shall hold office hours every week that classes are in session during the Spring and Fall semester.

3. Officers shall post their office hours publicly.

4. Officers shall inform the Executive Board when they will be absent on a specific date.

Section J - Remuneration

1. Each Officer shall be compensated with a stipend at the end of each semester of their term.
   a. If an officer vacates their position before the end of their serving semester, their stipend shall be prorated to accurately reflect their work.
   b. 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.

2. The stipend amount will reflect the Officer’s positional duty performance and number of office hours held.
   a. The President shall receive a stipend of up to $600 per semester.
   b. The Vice-President shall receive a stipend of up to $500 per semester.
   c. The Business Director shall receive a stipend of up to $300 per semester.
   d. The Programming Coordinator shall receive a stipend of up to $500 per semester.
   e. The Public Relations Coordinator shall receive a stipend of up to $300 per semester.

Article V - Representatives

Section A - Definitions

1. ASUM-S&T shall have the following representatives:
   a. ASUM Board of Directors Undergraduate Student Representative (Board Undergrad Rep)
   b. ASUM Board of Directors Graduate Student Representative (Board Grad Rep)
   c. Missouri S&T Student Council Representative (StuCo Rep)
Section B - Eligibility

1. Any member including officers in good academic standing is eligible for election to a representative position.

2. Any member or officer may hold multiple representative positions.

Section C - Term of Office

1. The term of office is one calendar year, terminating at the end of the spring semester.

2. Regardless of the amount of time a Representative holds a position, an election for that position will take place at the end of the spring semester.

Section D - Responsibilities

1. It shall be the duty of all representatives to:
   a. Attend all ASUM-S&T general body meetings;
   b. Attend all general body meetings of their associated organizations and report on significant events which directly or indirectly impact ASUM-S&T;
   c. Report ASUM and ASUM-S&T activities and information to their associated organization;
   d. Fulfill any requirements stipulated by their associated organization;
   e. Communicate activities of ASUM with appropriate campus and system officials and students;
   f. Actively participate in branding, publicizing, and promoting the ASUM organization and mission.

2. It shall be the duty of the Board Undergrad Rep to:
   a. Participate in and attend all monthly ASUM Board of Directors meetings;
   b. Act as liaison between ASUM and the S&T undergraduate student body;

3. It shall be the duty of the Board Grad Rep to:
   a. Participate in and attend all monthly ASUM Board of Directors meetings;
   b. Act as liaison between ASUM and the S&T graduate student body;
4. It shall be the duty of the Stuco Rep to:
   a. Be a voting member of the Student Council general body;
   b. Report at each Student Council general body meeting about ASUM-S&T opportunities and activities;
   c. Participate in and attend all Student Council meetings;
   d. Act as a liaison between ASUM-S&T and Student Council;
   e. Represent ASUM-S&T in discussions and business passed.

5. It shall be the duty of the CGS Rep to:
   a. Be a voting member of the Council of Graduate Students general body;
   b. Report at each Council of Graduate Students general body meeting about ASUM-S&T opportunities and activities;
   c. Participate in and attend all Council of Graduate Student meetings;
   d. Act as a liaison between ASUM-S&T and Council of Graduate Students;
   e. Represent ASUM-S&T in discussions and business passed.

6. It shall be the duty of the SAFB Rep to:
   a. Participate in and attend all Student Activity Finance Board meetings;
   b. Act as a liaison between ASUM-S&T and SAFB;
   c. Collaborate with the Business Director to create and submit a yearly budget accurately.

Section E  - Elections

1. Election Jurisdiction
   a. The Board Undergrad Rep shall be duly nominated and elected by the Missouri S&T Student Council.
      i. The Ambassadors of ASUM-S&T shall nominate and confirm a recommendation to the Student Council prior to this election.
   b. The Board Grad Rep shall be duly nominated and elected by the Missouri S&T Council of Graduate Students.
      i. The Ambassadors of ASUM-S&T shall nominate and confirm a recommendation to the Council of Graduate Students prior to this election.
   c. The StuCo Rep and CGS Rep shall be appointed by the President.
   d. The SAFB Rep shall be duly nominated and confirmed by the Missouri S&T Student Council
      i. The President of ASUM-S&T shall make ASUM-S&T’s recommendation to SAFB
      ii. If possible, the SAFB Representative should be the Business Director unless otherwise constrained.

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

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

3. Election Presentations:
   Each representative nominee will have one minute of presentation time.

4. Vacancy Procedure:
   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.

Section F - Method of Impeachment

1. Grounds for removal
   a. Any representative found to not be fulfilling their duties as described in these Bylaws will be considered for removal from their position.
   b. Any representative found to not continuously meet the qualifications for their position by either these Bylaws or the subsequent qualifications for their associated organization will be removed from their position.
   c. Any representative removed by their associated organization will be removed from their position and no longer eligible to serve in that position again.

2. Due process
   a. If a representative is brought up to be removed from their position, they must be given the opportunity to speak at the following regularly scheduled general body meeting.
   b. Once removed, the President will appoint a proxy representative until the position can be refilled.

3. Vote % required to remove:
   A ⅔ majority vote of the ASUM-S&T Ambassadors is needed to remove any representative from their position.
Article VI  - Advisors

Section A  - Eligibility

1. Any staff or faculty member who meets the Student Involvement 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  - Selection Process

1. By the Constitution, the Campus Advisor shall be assigned by the Student Involvement Department.

2. The Executive Board shall have input and may veto the decision of the Student Involvement Department.

Section C  - Responsibilities

1. As defined by the ASUM Constitution, it shall be the duty of the Campus 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-S&T student leaders;
   d. Share best practices with other campus advisors;
   e. Liaison between ASUM-S&T 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-S&T activities and programs;
   i. Communicate ASUM-S&T activities with appropriate campus administration;
   j. Communication to ASUM-S&T about available campus resource;
   k. Communicate with Legislative Internship faculty advisors as appropriate;
   l. Assist ASUM-S&T in advertising its activities;
   m. Assist Central Office to secure campus-based information as needed;
   n. Facilitate distribution of officer stipends;
Section D - Removal Process

1. Grounds for removal
   a. The Executive Board has the authority to remove an advisor from their position for any reason deemed worthy by the Executive Board.

2. Process for removal
   a. The Executive Board must notify the advisor of their wish for removal with at least one week’s notice prior to the hearing meeting.

3. Due process for accused
   a. At the hearing meeting, the advisor will be given time to speak should they choose to utilize it.

4. Vote % required to remove
   a. A ⅔ majority vote of the ASUM-S&T Ambassadors is needed to remove any Advisor from their position.

Article VII - Committees

Section A - Standing Committees

Each Officer shall be assigned a standing committee whose purpose shall be to assist and execute that Officer’s duties.

1. Each Officer shall be the chair of their committee.

2. Each Officer shall be able to determine the members of their committee.

Section B - Ad Hoc Committees

1. The President shall have the ability to establish ad-hoc committees at any point throughout their term.

2. The President shall appoint the chairperson of ad-hoc committees when they are established.

3. Unless otherwise assigned by the President, ad-hoc committees will automatically dissolve when their establishing President’s term is complete.

Article VIII - Dues

Section A - Membership Dues

ASUM is supported through student fees, therefore, no further dues shall be charged of any member or Ambassador of ASUM-S&T.
Article IX  - Meetings
Section A  - Types of Meetings

1. General Meetings
   a. ASUM-S&T shall hold at least one regular, general meeting per month where any member is invited to attend.
   b. Regular general meetings will be held at the greatest convenience for most general members.
   c. Attendance will be taken for informational and record keeping purposes.

2. Committee Meetings
   a. Committee chairmen shall hold at least two committee meetings per academic semester.
   b. Regular committee meetings shall be held at the greatest convenience for most of the committee members.

3. Executive Board Meetings
   a. ASUM-S&T shall hold at least two regular, executive board meetings per month.
   b. Regular executive board meetings will be held when at the greatest convenience for most executive board members.

Section B  - Definition of Quorum

1. Quorum is the minimum number of voting members needed present for any business to be acted upon during a meeting:
   Without a quorum, no action can be taken by the general members beyond discussion of new or old business.

2. General Meetings:
   The quorum required for business at general meetings shall be defined as seven Ambassadors of ASUM-S&T.

3. Committee Meetings:
   The quorum required for business at committee meetings shall be defined as a simple majority of the assigned total committee members.

4. Executive Board Meetings:
   The quorum required for business at executive board meetings shall be defined as a simple majority of the current voting members of the Executive Board.
Section C  - Parliamentary Authority

1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order ASUM-S&T may adopt.

2. The character of meetings shall proceed in the relatively informal manner described in the subchapter relating to Boards and Executive Committees of the ASUM Constitution.

Article X  - Rules and Regulations

Section A  - Federal, State, and University Compliance

1. ASUM-S&T will follow federal and state laws and abide by the rules of the university.

2. ASUM-S&T will follow the rules/regulations set forth by the ASUM Constitution and Bylaws.

Section B  - Code of Conduct

1. The Code of Conduct for ASUM-S&T members is the University of Missouri Code of Conduct, the ASUM Constitution, the ASUM Bylaws, and these bylaws.

2. ASUM-S&T is responsible for behaving in a manner compatible with the university's standard for student organizations and Title IX federal laws. All forms of hazing, condoning and sanctioning of physical abuse, sexual harassment and sexual violence towards prospective or current members are illegal and will be immediately reported to the Office of Affirmative Action, Diversity and Inclusion or to the Office of Community Standards and Student Conduct for review and possible disciplinary action.

Section C  - Alcohol Statement

ASUM-S&T is responsible for abiding by state law and university policy for use of alcoholic beverages and controlled substances. In accordance with university policy, student organization funds administered through a university account may not be used to purchase alcohol, alcohol will not be publicized in promotional materials, and alcohol will not be consumed on university property without an approved alcohol permit. Failure to comply with the university's alcohol policy will be immediately reported to the Office of Community Standards and Student Conduct for review and possible disciplinary action.
Article XI - Bylaws

Section A - Amendments

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

2. There must be at least one 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 majority vote of all voting members.

4. Amendments to these bylaws regarding changes in a purely grammatical or other formatting context, can be addressed by the executive board.
   a. If a grammatical error or formatting error is identified, the Executive Board shall address and fix the error.
   b. The Executive Board shall then include the change in the following general chapter meeting minutes for review by the general body.
   c. If the Ambassadors do not identify an issue within the correction done by the Executive Board before the next regular general body meeting, the change will be applied to the bylaws.
   d. If any Ambassador disputes a change to the bylaws rewritten in this method, the correction will not be applied and the correction must be completed in the formal method as described in art. XI, § A, cl. 1-3.