

ASMSU 2017-B-04

Sponsor: Kade Falls Down
Co-Sponsors: Katherine Bertolino
John Walker
Karl Swenson

Yes 15 No 0 Senators Present 15
First Reading 2/9/17
Second Reading 2/15/17

Vote Necessary: A majority

Brad Jones
ASMSU Senate Speaker

Sections: 6-1 to 6-7

[Signature]
ASMSU President

Intent: To update Article 6. Programs

Effective Date 2/27/17

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2 Section 6-1 **General Conditions and Definitions**

3 A. ASMSU Programs exist to provide services to the Montana State University
4 community, with priority given to students.

5 B. Organizations registered with the Office of Student Activities and Engagement are
6 not governed by these policies.

7 Section 6-2 **Student Programs**

8 A. A student program has its annual operating budget funded by the Activity Fee and is
9 directed by a student director.

10 B. The ASMSU student programs will be as follows:

11 1. ASMSU Campus Entertainment

12 2. ASMSU Arts and Exhibits

13 3. ASMSU Films

14 4. ASMSU Productions

15 5. Latenight Streamline

16 6. ASMSU Elections

- 1 7. ASMSU Spirit
- 2 8. ASMSU Student Political Action
- 3 9. ASMSU Public Relations

4 Section 6-3 **Classified Programs**

5 A. A classified program has its annual operating budget funded by the Activity Fee and
6 is directed by a classified employee.

7 B. The ASMSU classified programs will be as follows:

- 8 1. ASMSU Day Care
- 9 ~~2. KGLT-FM Radio~~
- 10 ~~3. MSU Leadership Institute~~
- 11 ~~4.2. ASMSU Outdoor Recreation~~
- 12 ~~5.3. _____~~ ASMSU Student Legal Services

13 Section 6-4 **Fee-Based Programs**

14 A. A fee-based program has its annual operating budget funded by a student fee other
15 than the Activity Fee. Fee-based programs can be directed by either a student or by
16 a classified employee.

17 B. The ASMSU fee-based programs are as follows:

- 18 1. ASMSU Exponent
- 19 2. ASMSU Recreational Sports and Fitness
- 20 3. Streamline
- 21 4. MSU Office of Sustainability
- 22 5. MSU Leadership Institute

1 4.6. ASMSU Outdoor Recreation

2 C. These programs are funded by the Student Press Fee, the Intramural Fee, the Bus,
3 Fee and the Sustainability, Student Leadership, and Outdoor Recreation Fees.

4 Section 6-5 **Program Directors**

5 A. Duties

6 All program directors shall:

- 7 1. Prepare, submit, and present the program’s annual, supplemental and reserve
- 8 budget requests to the Finance Board and Senate;
- 9 2. Maintain a current mission statement for the program;
- 10 3. Administer the program’s budget and account for all funds appropriated to
- 11 and/or generated by the program;
- 12 4. Report regularly to the Senate;
- 13 5. Ensure program is in compliance with all federal, state, and local regulations;
- 14 6. Ensure a successful transition to future-successor directors;
- 15 7. Coordinate, plan, advertise, and administer program’s operations and events;
- 16 8. Hire and supervise staff when applicable;
- 17 9. Submit a year-end report to Administrative Council and Senate; and,
- 18 10. Keep the program’s website information current.

19 Section 6-6 **Student Program Directors**

20 A. Qualification

- 21 1. All student program directors shall be ASMSU members as defined in the
- 22 Constitution.

1 B. ~~Appointment and Term~~ Employment

- 2 1. The President shall hire all student program directors. The hiring process
3 shall be administered by the incoming President during the spring semester
4 in accordance with the hiring guidelines.
- 5 2. Directors shall begin employment during the last month of the spring
6 semester in which they are hired. Termination of employment shall occur at
7 the end of the following spring semester.
- 8 3. Student program directors shall be hired no later than ~~four weeks before the~~
9 ~~final day of classes of the Spring semester;~~ the final regularly scheduled
10 Senate meeting.
- 11 4. During these last weeks the newly hired program directors shall train with
12 the outgoing program directors.
- 13 5. All student program directors shall be required to sign a contract. Failure to
14 fulfill the terms and obligations of the contract may result in termination of
15 employment and/or forfeiture of unpaid and unearned stipend.
- 16 6. Hiring will take place as needed to fill vacancies.

17 Section 6-7 **Program Oversight**

- 18 A. All program directors shall report directly to the President.
- 19 B. The President, in conjunction with the ~~ASMSU Attorney~~ OSE Director, shall supervise
20 the classified program directors.
- 21 C. The Vice President, ~~in conjunction with the Office Manager,~~ shall supervise the
22 student program directors.
- 23 D. The Senate may order any program director to report to Senate for any reason.