

The Associated Students of  
Northern Michigan University  
(ASNMU)

Bylaws

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### BYLAWS OF THE ASSOCIATED STUDENTS OF NORTHERN MICHIGAN UNIVERSITY

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## **ARTICLE I: Legislative Branch**

### **Section 1. General Assembly Rules**

#### *Section 1.1 Attendance*

- A. Attendance is required at all meetings of the Assembly, as well as Assembly committees in which a representative holds membership
- B. Assembly members must request an excused absence from the Chair of the Assembly at least 24 hours in advance of a scheduled meeting
- C. Excused absences will be granted only for a circumstance beyond the control of the Assembly member
- D. More than two unexcused absences per semester by an Assembly member is sufficient grounds to begin the impeachment process under Article III, Section 3. Impeachment and Removal as outlined in the ASNMU Constitution
- E. The attendance of Assembly members on their respective committees shall be monitored by the Chairs of those committees. If the Chair sees a problem with the attendance of an Assembly member, the Chair should discuss options first with that Assembly member, then with that member's respective Affairs Chairs (student affairs or academic affairs). If no resolution can be reached, then the Chair of Assembly should be notified so an appropriate course of action can be taken.

#### *Section 1.2 Duties of Members*

- A. All Assembly members must serve as student advocates for at least two hours per week in the ASNMU office at times that have been pre-arranged with the Chair of the Assembly.
- B. All Assembly members must have their two office hours posted at least on the ASNMU website, and communicated to their constituents.
- C. Office Hours, if missed, must be made up within one week of the day they were missed. Office hours which are repeatedly missed and not made up constitute sufficient grounds for impeachment under Article III, Section 3. Impeachment and Removal as outlined in the ASNMU Constitution. The Chair of the Assembly shall work with the Representative to decide if the desired make-up office hours are appropriate.
- D. Assembly members must sit on at least one ASNMU committee, in addition to their respective Affairs side committee (Student Affairs or Academic Affairs).
- E. All Assembly members must serve on at least one University committee during the course of their term in order to advocate for the student body. Assembly members should work with the Vice President of ASNMU in order to ensure their University committee responsibilities are being fulfilled.

- F. Representatives must be free of any sanctions (e.g., Warning Probation, Disciplinary Probation, Suspension, etc.) imposed by the NMU student conduct system.

### *Section 1.3 Accountability*

- A. A Peer Evaluation Process will evaluate all Assembly members meeting attendance, office hour productivity, communication with constituents, and demonstration of leadership at the end of each semester and will be implemented by the Chair of the Assembly.
- B. The Outstanding Representative Award Committee, consisting of the ASNMU Executive Board, Chair of the Assembly, and the ASNMU advisor(s), will be responsible for the selection of recipients of the Outstanding Representative Award. The committee will take into account the process and categories outlined in part A of this section when discussing a winner. A winner will be chosen by a simple majority vote of a quorum of committee members. The Chair of the Assembly shall also chair the Outstanding Representative Award Committee.
- C. The winner of the Outstanding Representative Award shall receive a special plaque on behalf of ASNMU and be recognized at the NMU leadership banquet.

### **Section 2. Chair of the Assembly**

- A. The Chair of the Assembly is responsible for the operation of the Assembly including setting meeting agendas and enforcing parliamentary procedures.
- B. The Chair of the Assembly must meet weekly with the Executive Board of ASNMU.
- C. The Chair of the Assembly must sit on the Outstanding Representative Committee and may not appoint a designee.
- D. A vote of no confidence may be taken by the Assembly calling for the removal of the Chair of the Assembly. Upon three-fourths affirmative vote of no confidence, a new Chair shall be selected and the removed Chair shall be dismissed from the General Assembly. The removed Chair is then eligible to apply for any open positions for which they are qualified at the discretion of the appointments committee.
- E. In the event of removal, resignation, incapacity, or extended absence of the Chair of the Assembly, the vacancy shall be filled by election from the ASNMU General Assembly.
- F. If the Chair is to be absent from a General Assembly meeting, the Vice President of ASNMU shall run the meeting instead. Accountability for the Chair will be dependent on the Representatives of the ASNMU Assembly.

### **Section 3. Powers and Duties of the Director of External Affairs**

- A. The director of External Affairs of ASNMU shall:
  - i. Serve as the Chair of the External Affairs Committee.
  - ii. Facilitate a meeting of the Committee no less than every other week.
  - iii. Be responsible for preparing and presenting updates regarding activities of the External Affairs Committee at least every other week during the academic year.

- iv. Be responsible for preparing any necessary delegations to a statewide organization of student governments as deemed necessary by the External Affairs Committee.
- v. Be responsible for coordinating lobbying trips to Lansing with the President of ASNMU. Lobbying shall be limited to issues related to higher education and trips will be planned by the External Affairs Committee. The External Affairs committee may make recommendations to the Assembly for trips, pending financial ability.

#### **Section 4. Powers and Duties of the Director of Public Relations**

**A.** The director of Public Relations shall:

- i. Serve as the Director of Information Technologies and fulfill the duty outlined in Article I, Section V of the ASNMU Constitution.
- ii. Coordinate with the ASNMU President to handle the publicity operations for ASNMU to the Student Body of NMU and the Marquette community.
- iii. Maintain communication with campus, local, and statewide media outlets.
- iv. Develop and maintain a comprehensive communications plan within the first month of service on the board. This plan shall be in the form of a document that, at least, includes a plan for advertising ASNMU services and activities, utilization of the ASNMU social media outlets, and plans for updating and/or maintaining the ASNMU Website.
- v. Coordinate with the ASNMU Assembly to advertise services and activities of ASNMU.
- vi. Maintain the ASNMU social media outlets

#### **Section 5. Committees**

All members of the Assembly must sit on at least one committee, in addition to the appropriate affairs committee. The committee members must be approved-by a simple majority affirmative vote of the Assembly.

##### *Section 5.1 Appointments Committee*

- A.** The Vice President shall be the Chair of the Appointments Committee.
- B.** The Appointments Committee must meet no less than monthly when there are applicants to the General Assembly, but may meet more often at the discretion of the Chair of the Appointments Committee.
- C.** The Appointments Committee may make recommendations to the Assembly for an appointment for a vacancy on the Assembly based on a simple majority vote of a quorum of the Committee.
- D.** The Appointments Committee will respect the privacy of applicants, and must not divulge details of applicants to any entity outside of the Appointments Committee, except when it is relevant for a recommendation for the Assembly. This will be monitored by the Chair of the Appointments Committee and the ASNMU Judiciary.

- E. If a committee member violates the confidentiality of the Appointments Committee, including the Chair, then that member may be removed from the Committee by a simple majority vote of the Assembly. The Chair of the Committee can also consult with the Chair of the Judiciary if the violation is severe enough to warrant impeachment from the Assembly.

### *Section 5.2 Student Affairs Committee*

- A. Members of the Student Affairs Committee shall elect a Chair from among its members by the third week of the academic year. If no Chair is elected, the Chair of the Assembly shall sit as the Chair of Student Affairs until one is elected.
- B. Members of the Student Affairs Committee may remove the chair of Student Affairs at any time with a simple majority vote of no confidence. This does not remove the Chair from the Assembly.
- C. The Student Affairs Committee must meet no less than every other week during the academic year, but may meet more often at the discretion of the Chair of the Student Affairs Committee. The meetings may be in any format.
- D. The Student Affairs Committee shall be responsible for handling issues on campus facing students, including but not limited to: housing, dining, student services, complaints on non-academic offices on campus (registrar, DSO, etc), parking, tuition and fees, etc.
- E. The Student Affairs Committee shall be responsible for running and maintaining certain ASNMU programs: the “Career Closet”, “ASNMU Bike Share”, and “Light Therapy Lamps”, with help from the ASNMU Executive Board.

### *Section 5.3 Academic Affairs Committee*

- A. Members of the Academic Affairs Committee shall elect a Chair from among its members, by the third week of the academic year. If no Chair is elected, the Chair of the Assembly shall sit as the Chair of Academic Affairs until one is elected.
- B. Members of the Academic Affairs Committee may remove the Chair of Academic Affairs at any time with a simple majority vote of no confidence. This does not remove the Chair from the Assembly.
- C. The Academic Affairs Committee must meet no less than every other week during the academic year, but may meet more often at the discretion of the Chair of Academic Affairs Committee. The meetings may be in any format.
- D. The Academic Affairs Committee will be responsible for keeping the Assembly and Student Body up to date on issues concerning academics at NMU, as well as developing legislation concerning such issues to be reviewed by the Assembly.
- E. The Academic Affairs Committee shall have the ability to review NMU curricula, majors and minors, course numbers and titles, prerequisites, and anything else defined by section 3.3.1.6 of the AAUP Contract. Any proposed changes or considerations concerning the aforementioned matters may be brought, first to the General Assembly for review, and, if approved by a simple majority of the Assembly, may then be presented to the Academic Senate for consideration according to their rules.

- F. The Representatives on the Academic Affairs Committee will be responsible for maintaining good ASNMU relations with the faculty of NMU in their respective constituencies, as well as their respective Department Heads and Deans.

*Section 5.4 External Affairs Committee*

- A. The Director of External Affairs will chair the External Affairs Committee. The Director shall be chosen from among the members of the ASNMU General Assembly by a simple majority vote. The Director will be chosen by the second meeting of the new academic year. The Director of External Affairs must also be approved by the President of ASNMU.
- B. The External Affairs Committee is responsible for monitoring the progress of key legislative items at the local, state and federal levels of government. Issues are to be monitored on an ongoing basis to keep ASNMU informed about important issues related to higher education and student life. This should be in the form of a written report as specified in part C.
- C. The External Affairs Committee shall meet no less than every other week during the academic year, and shall present a report to the General Assembly no less than every other week during the academic year.
- D. The External Affairs Committee shall be responsible for planning student government related trips with help and advice from the ASNMU President. Plans for trips should be approved by a three fourths vote of the General Assembly, and presented in a fashion similar to budget proposals. The President of ASNMU may veto approved trips if they deem the trips to be unnecessary, irresponsible, or irrelevant to the purpose of ASNMU.
- E. The External Affairs Committee will be responsible for monitoring and maintain the ASNMU “Wildcat Wallet” and “Dozing Discounts” programs for the student body.
- F. The External Affairs Committee may recommend the removal of the Director of External Affairs, by majority vote, to the General Assembly. The Assembly may then vote to remove the Director from the Committee by a simple majority vote. This does not remove the Director from the General Assembly.
- G. The External Affairs Committee shall consist of at least the following members:
  - i. Local Affairs Liaison
    - a. The Local Affairs Liaison serves to monitor information of concern to students on a local level.
    - b. The Local Affairs Liaison shall be responsible for reading Marquette City commission minutes on an every other week basis.
  - ii. Legislative Affairs Liaison

- a. The Legislative Affairs Liaison serves to monitor initiatives relevant to Northern Michigan University students in the Michigan House and Senate.
- b. The Legislative Affairs Liaison shall be responsible for monitoring the Michigan House of Representatives Appropriation Subcommittee on Higher Education.
- iii. Student Organization Liaison
  - a. The Student Organizations Liaison shall foster communication among all registered student organizations to assist with policies and activities related to student organizations.
- iv. Member At Large
  - a. The Member At Large assists with projects and activities to further the goals of the External Affairs Committee.

*Section 5.5 Public Relations Committee*

- A.** The Director of Public Relations shall chair the Public Relations Committee. The Director shall be chosen from among the members of the ASNMU General Assembly by a simple majority vote. The Director will be chosen by the second meeting of the new academic year. The Director of Public Relations must also be approved by the President of ASNMU.
- B.** The Public Relations Committee shall consist of the following Assembly members:
  - i. The Director of Public Relations
  - ii. The Chair of Academic Affairs
  - iii. The Chair of Student Affairs
  - iv. The Director of External Affairs
  - v. The Chair of Assembly
- C.** The public Relations Committee shall meet no less than every other week during the academic year, but may meet more often at the discretion of the of Public Relations Committee.
- D.** The responsibility of the Public Relations committee shall be to assist and advise the Public Relations Director on all aspects relating to the publicity and marketing of ASNMU.
- E.** All publicity relating to ASNMU shall be presented to and reviewed by the Public Relations Committee.
- F.** On ASNMU publicity matters that extend beyond NMU (local TV, state TV, etc), the Public Relations Committee must consult with the ASNMU President when determining appropriate publicity actions.

- G. The Public Relations Committee may recommend the removal of the Director by simple majority vote to the General Assembly. The Assembly may remove the Director by a simple majority vote. This does not remove the Director from the General Assembly.

### *Section 5.6 Ad Hoc Committees*

- A. Ad-hoc committees shall, when specifically created by the President and/or the General Assembly, conduct studies, make recommendations to ASNMU, or take on specialized projects.
- B. An official Committee Charge document shall be created when the President or General Assembly calls for the creation of an Ad Hoc Committee. This document will contain the goal/purpose of the committee and be kept as a record for the future.
- C. A simple majority vote of the Assembly in favor of the committee will make the creation of the committee official. Committees proposed by the President must also be approved by a simple majority vote of the Assembly.

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## **ARTICLE II: EXECUTIVE BRANCH**

### **Section 1. General Executive Rules**

#### *Section 1.1 Attendance*

- A. Attendance is required at all meetings of the ASNMU General Assembly and Executive Board, as well as all Assembly committees in which an Executive Board member holds membership.
- B. Executive Board members must request an excused absence from the ASNMU President at least 24 hours in advance of a scheduled Executive Board meeting. If the President requests an excused absence for an Executive Board meeting, they must request the excused absence from the Vice President. It is the duty of the Chair of the Assembly to approve excused absences for Executive Board member attendance at General Assembly meetings.
- C. Excused absences will be granted only for circumstances beyond the control of the Executive Board member.
- D. More than two unexcused absences per semester by an Executive Board member is sufficient grounds to begin impeachment proceedings under Article III, Section 3; Impeachment and Removal as outlined in the ASNMU Constitution.
- E. The Executive Board shall invite the Chair of the Assembly to their meetings, and the Chair shall be a non-voting member of the Board.

#### *Section 1.2 Office Hours*

- A. All Executive Board members must serve as student advocates for at least three hours a week. Office hours for each member of the Executive Board will be monitored by the other members.

- B. All Executive Board members must have their office hours posted at least in the ASNMU office, the ASNMU Website, and communicated to constituents.
- C. Office hours, if missed, must be made up within a week of the day the hours were missed. Office hours which are missed and not made up constitute sufficient grounds for impeachment under the neglect of office provision outlined in the ASNMU Constitution.

### **Section 1.3 Executive Board Powers and Duties**

- A. The Executive Board shall be comprise of the President, Vice President, and Treasurer.
- B. The Executive Board shall be responsible for assisting the President in the execution of their duties.
- C. The Executive Board shall evaluate the progress and goals of ASNMU, and plan ways to improve functioning and productivity.
- D. The Executive Board shall be able to utilize up to \$150 of ASNMU funds per week without need of approval of the General Assembly in order to buy office supplies and other small purchases necessary to the functioning of ASNMU. In order to use the funds, the member requesting the purchases must prepare a simple budget outlining the cost. The Executive Board must vote and agree unanimously on the use of the funds. The Treasurer may then use the funds accordingly. A copy of the budget must be kept as a record by the Treasurer.

### **Section 2. Powers and Duties of the President**

- A. The President of ASNMU is the Executive Leadership of ASNMU, and as such must be an active participant in ASNMU policy and activity.
- B. The President of ASNMU is the primary representative of the students to the NMU administration and Board of Trustees, and must prepare presentations for the Board of Trustees public meetings on the progress and work of ASNMU during the academic year, as well as relevant student issues. The Secretary of the Board of Trustees can be contacted for assistance with this.
- C. The President of ASNMU must attend meetings of the NMU President's Council to give a report and obtain information of activities on campus to return to ASNMU and the student body with. If the President cannot attend President's Council meetings due to class schedule conflicts, the President may appoint a designee to attend instead.
- D. The President of ASNMU has the privilege to request an email to all NMU students through the Dean of Students.
- E. For every Fall Semester Commencement, the President of ASNMU will work with the NMU Mortar Board to implement the "Student's Choice Award" selection process by students to choose a Commencement Speaker from amongst NMU faculty.
- F. The President may veto all actions of the ASNMU Assembly with the exception of any vote of impeachment and an overturned veto, which may not be vetoed.
- G. If the President vetoes a motion and/or resolution and the Assembly overturns the veto, the President must then sign the motion and/or resolution within a week from when the Assembly overturned the veto.

- H. In the event the Treasurer is unavailable for longer than two weeks, or is incapacitated, the President may sign purchase orders, printing requests, checks, or other documents that directly cause expenditure of ASNMU funds. It is the President's responsibility to inform the Treasurer, in writing, as to what monetary documents were signed and the amount of funds committed within ten academic days.

### **Section 3. Powers and Duties of the Vice-President**

- A. The Vice-President shall serve as Chair of the Appointments Committee.
- B. The Vice-President shall appoint student representatives to University Committees and cooperate with committee chairs and, along with the Chair of the Assembly, representatives to ensure responsibilities are being fulfilled. All appointments must be approved by the President and then confirmed by a simple majority vote of the General Assembly.
- C. In the event the Treasurer and President are unavailable for longer than two weeks, or are incapacitated, the Vice-President may sign purchase orders, printing requests, checks, or other documents that directly cause expenditure of ASNMU funds. It is the Vice-President's responsibility to inform the Treasurer, in writing, as to what monetary documents were signed and the amount of funds committed within ten academic days.

### **Section 4. Powers and Duties of the Treasurer**

- A. The Treasurer is the budgetary signature agent for the ASNMU Assembly
- B. The Treasurer must report on the balance of SFC, as well as any programs or events approved by SFC at every meeting of the General Assembly.
- C. The Treasurer must submit, and the ASNMU Assembly approve by simple majority vote, all expenditures over \$150.00 except for: Secretarial Wages, Telephone Charges, Printing of the ASNMU Assembly Agenda and Minutes, and Printing of Official Documents.
- D. The Treasurer shall be responsible for the enforcement of the ASNMU Financial Policy. Assembly and Executive Board members requesting funds for special projects must prepare budget requests according to the guidelines of the current ASNMU Financial Policy in order to obtain approval for the expenditure of ASNMU Operating Budget funds. The Treasurer must make themselves available for this review. The Treasurer is responsible for making recommendations to Assembly and Executive Board members on approving budget requests and regarding the approval of budget requests by the ASNMU Assembly.

### **Section 5. Secretary of the Board**

- A. The Secretary of the Board must compile the minutes at all General Assembly meetings.
- B. The Secretary of the Board must post the Assembly minutes approved by the Assembly, in at least the following locations within a week of the General Assembly meeting where minutes were taken:
  - i. ASNMU Office
  - ii. ASNMU Website

iii. ASNMU University Center Posting Site

C. The Secretary of the Board also shall act as an Office Assistant when his/her primary duties are fulfilled.

### **Section 6. Secretary of Finance**

A. The Secretary of Finance must compile the minutes at all SFC meetings.

B. The Secretary of Finance must post the approved SFC minutes, in at least the following locations within two work days of the SFC meeting where minutes were approved:

i. ASNMU Office

ii. ASNMU Website

iii. ASNMU University Center Posting Site

C. The Secretary of Finance shall be responsible for writing up all budget approvals and rejections for posting within two academic days of the meeting during which the proposed budget was acted upon.

D. The Secretary of Finance also shall act as an Office Assistant when their primary duties are fulfilled.

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## **ARTICLE III: GENERAL PROVISIONS**

### **Section 1. Elections and Related Information**

A. An Elections Committee appointed and approved by the ASNMU Assembly, will administer elections and referenda.

B. The committee will be comprised of at least 3 people, with at least one person who is not a current ASNMU Executive Board or General Assembly Member. The committee shall amongst themselves, elect a chair. None of the committee members can be running in the current election.

C. This committee will:

i. Publicize the election and referenda.

ii. Develop and enforce campaign rules approved by the elections committee and ASNMU advisors.

iii. Verify the validity of candidates.

- iv. Decide if an election should be postponed.
  - v. Handle all aspects of voting the day of the election.
  - vi. Have original jurisdiction over any formal complaints that arise concerning the elections or referenda. Appellate jurisdiction shall rest with the ASNMU Judiciary.
- D.** Twenty academic days prior to the election, the Elections Committee shall announce that applications are open and what positions are available by requesting an all student email to be sent from the President of ASNMU.
- E.** All candidates for elected positions must file their applications in the ASNMU Office with the Elections Committee no later than 5:00 p.m. seven calendar days prior to the date of the election.
- F.** Write-in ballots will not be accepted.
- G.** Election results may be contested for two academic days following their official announcement.
- H.** A letter stating the reason(s) for contesting an election result or for requesting a recount must be submitted in writing to the Elections Committee, which shall decide if the complaint warrants action. An appeal of the Elections Committee's decision(s) may be made to the ASNMU Judiciary within two academic days upon written notification of the Elections Committee's decision. If there is no appeal, the Elections Committee's decision stands.
- I.** In addition to the qualifications outlined in the ASNMU Constitution, the following stipulations on candidacy apply:
- i. In order to run and maintain office as a candidate for an Academic Representative position, a student must have been admitted to the college they represent.
  - ii. The General University Academic Representative position may be held by a person who has been admitted to a college only if during the election phase they have not been admitted to a specific college.
  - iii. A student may be a candidate for only one office per election.

## **Section 2. Voting Procedure**

- A.** Voting shall take place at locations designated by the Elections Committee.
- B.** Locations and hours of voting booths or online time will be posted throughout campus five calendar days prior to the election.
- C.** Only members of the Elections Committee are allowed to be present during the computer tabulation online results.

- D. Upon inauguration of the new Assembly, all confidential election materials shall be destroyed.
- E. If an election is postponed, the applications originally turned in will remain valid until the election is held.
- F. The ASNMU advisor(s) shall serve as advisor(s) to the Elections Committee.

### **Section 3. Election Complaints**

- A. Any student has the right to submit a formal complaint against any other student regarding violations of election rules and procedures. Complaints shall be submitted to the Elections Committee Chair in a typed document as soon as possible following the alleged violation.
- B. After receiving the complaint, the Chair shall forward copies of the complaint to all parties listed therein. Said parties may submit typed responses back to the Chair within 24 hours following the notification of the complaint by the Chair.
- C. After typed responses are received, or after the 24 hours, the Elections Committee will determine the validity of the complaint and appropriate course of action.
- D. The Elections Committee has the power to remove candidates for violations of the election rules and procedures.
- E. Parties involved can appeal the decision of the Elections Committee to the ASNMU Judiciary.
- F. When all formal complaints have been resolved, the election results become official.

### **Section 4. Student Discretionary Activity Fee Referenda**

- A. A Referendum Committee appointed by the ASNMU President and approved by a simple majority of the ASNMU Assembly will administer referenda concerning the Student Discretionary Activity Fee. This committee shall include the President of ASNMU, the Student Finance Committee Chairperson, and three students of the general student body with no ties to any student organization requesting funds. In addition, the committee shall have a staff member appointed by the Dean of Students as its advisor. This committee will select its own chairperson from within its members.
- B. All members must sit on the committee and may not appoint a designee.
- C. Referenda of the Student Activity Fee must be called no later than the fourth week of the fall semester of the academic year in which the referendum vote will take place.
- D. Letters must be sent notifying all student organizations of the Referendum Committee meeting dates and deadlines two weeks prior to any hearing on requests from student organizations.
- E. Organizations applying for funds must submit copies from the last two years with a descriptions of all revenues and expenditures along with sponsored programs and/or activities. The organization must also submit a budget request for the next referendum

period, which outlines proposed expenditures. Organizations must meet all requests for information and deadlines established by the Referendum Committee in order to be eligible for funding.

**F.** The Referendum Committee will:

- i. Review and evaluate all proposed funding requests from student organizations.
- ii. Draft ballot referendum questions for approval by the Assembly.
- iii. Make recommendations to the Assembly regarding referendum questions and proposed Student Discretionary Activity Fee decreases and increases, as well as other concerns regarding Student Activity Fee monies.

**G.** Groups may appeal in writing decisions and recommendations made by the Referendum Committee first, to the Committee, and then to the ASNMU Assembly. Appeals must be made no later than two class days after formal notification to the organization of the Referendum Committee's decision.

**H.** Any collection of monies for student-assessed fees must go through the referendum process as outlined in the Constitution and Bylaws. Student monies cannot be used to support existing university-sponsored (funded through the university's general operating budget) departmental programs and activities.

### **Section 5. Student Finance Committee Appeals Procedure**

**A.** Student Finance Committee rulings, in total or in part, may be appealed based upon inaccurate interpretation or unequal application of the Student Discretionary Activity Fee Policy or the Student Finance Committee Guidelines or Bylaws. Inaccurate interpretations would refer to instances based upon the Student Finance Committee's failure to understand and implement the guidelines as worded in the current Student Discretionary Activity Fee Policy and/or SFC Guidelines or Bylaws. Unequal application of the Student Discretionary Activity Fee Policy or the Student Finance Committee Guidelines or Bylaws would refer to instances based upon the SFC's alleged or perceived favoritism or upon an inconsistent application of standards in considering a budget for funding.

**B.** Appeals Procedure:

- i. The requesting organization must appeal, in writing, to the Assembly within five class days upon receipt of a dated, written notice of the SFC decision to approve or deny the request in part or whole.
- ii. No later than its next regularly scheduled meeting or at a special meeting called to consider the appeal, the Assembly shall review the written appeal to determine whether or not sufficient justification exists to warrant granting an appeal hearing.
- iii. If the Assembly decides that an appeal hearing is warranted, it shall immediately notify, in writing, the appealing organization and the Student Finance Committee. The appeal hearing shall be held within two

weeks (when classes are in session) of written notice, but no sooner than 48 hours of the notification.

- iv. Each party shall designate a spokesperson to speak on its behalf.
- v. Representatives from both parties shall be given a predetermined equal period of time (not less than ten minutes) to present their arguments. The SFC representative shall have the opportunity to present their organizations case first.
- vi. Following the presentations, the Assembly will question the SFC and appealing organization's representatives. A motion from the floor may limit the time allowed for questioning.
- vii. At the conclusion of the questioning, each party shall be given a three-minute period to present a summary of their case. The appealing organization's spokesperson shall summarize last at the conclusion of the hearing.
- viii. Both the SFC and the appealing organization shall be notified, in writing, within two class days of the Assembly's decision.

#### **Section 6. Governance of Organizations Receiving Student Discretionary Activity Fee Funds**

- A. All organizations receiving a direct allocation from the Student Discretionary Activity Fee, including the Student Finance Committee, must annually submit a year-end report to the Assembly of ASNMU prior to the last Monday of March
- B. The year-end report must include a detailed list of organization revenues and expenditures for that academic year and any available uncommitted funds utilizing university standard line accounting annotations. Additionally, the organizations must describe any programs and/or activities completed or attempted during the year (i.e. programs produced, projects completed or planned, activities in which the organization participated).
- C. If the ASNMU Assembly finds sufficient evidence to warrant future funding of the organization with a direct allocation from Student Discretionary Activity Fee Funds, the ASNMU Assembly may vote to continue the organization's direct allocation funding.
- D. If the ASNMU Assembly has sufficient reason to believe the organization receiving a direct allocation from the SDAF is misusing these funds, has not operated according to its stated mission, is no longer a viable student organization, or any other reasonable circumstance that has caused the organization to exhibit poor performances, the Assembly may vote to withdraw a portion or all of the organization's direct allocation of funds.
- E. When the ASNMU Assembly revokes an organization's funding, the Assembly may recommend action or enforce sanctions against the student organization, including any or all of the following:
  - i. Recommend to the Dean of Students that the organization's account(s) be frozen for a period of time determined by the ASNMU Assembly.

- ii. Require the organization to submit weekly financial and programming reports to the SFC for a period of time determined by the Assembly.
  - iii. Revoke the funding and reallocate the funds in whole or part to the SFC for distribution for a period not to exceed two semesters, excluding summer. If the funds are revoked or reallocated, the Assembly must put the question of continued funding of the organization to the student body at the next election.
  
- F.** If the Assembly of ASNMU finds sufficient grounds for misconduct by the Student Finance committee, such as misuse of student funds, failure to maintain accurate records, failure to report to the Executive Committee and Assembly as stated in the Bylaws, operating outside of the SFC's stated mission, finds the SFC to have viability problems, and/or any other reasonable circumstance that requires corrective action, the Assembly may vote to take disciplinary action including but not limited to the following:
  - i. Suspend the activities of the SFC until new members are appointed.
  - ii. Freeze the SFC general account.
  
- G.** The Student Finance Committee may appeal the Assembly's disciplinary actions to the ASNMU Judiciary, who then may decide to uphold the decision of the Assembly or strike it down. The decision of the Judiciary is final and cannot be appealed again.

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## **ARTICLE IV: AMENDMENT AND ADOPTION OF BYLAWS**

These Bylaws may be amended by a three-fourths vote of the ASNMU Assembly based on currently filled positions.

These Bylaws are considered adopted upon approval by three-fourths vote of the Assembly and the approval of the ASNMU President, the Assistant Vice President and Dean of Students, and the Provost and Vice President of Academic Affairs or equivalent position.

Approved unanimously by the ASNMU Assembly on March 14th, 2017

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**Tristan Ruiz,  
President  
Associated Students of  
Northern Michigan University**

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**Date**

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**Chris Greer  
Dean of Students  
Northern Michigan University**

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**Date**

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**Kerri Schuling,  
Provost and  
Vice-President of Academic Affairs  
Northern Michigan University**

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**Date**