

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: STUDENT AFFAIRS

Policy 506.2 – Associated student organizations and officers

Adopted: October 25, 1985; Revised: November 18, 1999

Board policy

The recognized student government organization on each campus (hereinafter referred to as the associated students organization) shall be constituted and operated according to the following policies.

A. The associated students organization shall have a constitution, which must be approved by the president or chancellor of the campus in order to be effective.

B. The constitution shall specify how funds to other student organizations will be distributed, and the distribution shall be in accordance with the stated policy.

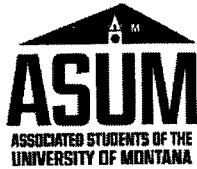
C. Applicable state and federal laws and regulations, Regents' policies, and campus policies shall be followed in the operation of the associated students organizations. This includes, but is not limited to, the areas of purchasing, travel, personnel, retirement systems, accounting, and bidding.

D. Grants from the associated students organization to other organizations, except those organizations created in Item 5, shall be accompanied by a disclaimer of liability.

E. The Associated Students' constitution shall provide for a publications board for all student media or for each student publication or broadcast station. The composition and charge of the boards shall be specified in the constitution. The duties shall include overseeing the general operation of the publications without infringing on First Amendment rights.

History:

Item 49-003-R0985; Administrative Policy, Associated Student Organizations and Officers; Montana University System (as amended), October 25, 1985 and November 18, 1999 (Item 104-103-R0999).



ASUM BYLAWS

Updated: March 11, 2021

C. The Relations and Affairs Committee shall be responsible for all activities occurring on the University campus that affect ASUM and students. These activities include, but are not limited to: auxiliary service fees and operations, campus development plans, campus security, environmental health, insurance, parking, university athletics, computer fees, academic issues, library operations, long-range building plans, international student affairs, student health service, drug and alcohol policy, and building and equipment fees.

Section 3. Board on Budget and Finance:

A. The Board on Budget and Finance shall be composed of nine (9) members, with the Business Manager as Chair, at least one (1) but no more than four (4) Senators, and the remainder at-large students.

B. The Chair may vote only in case of a tie, unless their vote is required to maintain a quorum on the Board.

C. A quorum shall consist of five (5) members of the Board. This quorum requirement shall include the chair as being present.

D. The Chair shall act for the Board in its absence, subject to its review. During the summer and winter breaks the Chair is required to email the Senate with all requests and wait for a minimum of two (2) days before taking fiscal action unless a different procedure is noted in Fiscal Policy for certain transactions.

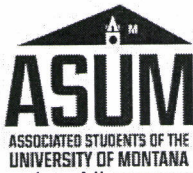
E. The Board shall be primarily responsible for the oversight, management, and allocation of ASUM appropriate funds generated through the student activity fee. The Board shall also be responsible for ASUM Fiscal Policy.

F. Further responsibilities of the Board are outlined in ASUM Fiscal Policy.

Section 4. Board on Member Organizations:

A. The Board shall be composed of seven (7) members, of whom one (1) but not more than three (3) shall be members of the Senate and the remainder shall be students-at-large.

B. The Board on Member Organizations shall review all applications for groups and organizations that wish to register with ASUM and/or receive ASUM funding. Groups meeting recognition requirements will be recommended for approval by the Board with a majority (50% plus 1) vote and forwarded to the ASUM Senate to be approved by a two-thirds (2/3) majority vote. This process shall occur after the second week of Fall Semester and continue throughout the school year. Those groups, which were budgeted funds during the previous year, will continue to be allowed access to these funds during the recognition process unless their recognition is suspended or revoked. Any budgeted groups who do not re-register for ASUM recognition will not be allowed access to their ASUM account funds.



ASUM BYLAWS

Updated: March 11, 2021

1. All groups requesting to participate in ASUM budgeting must return their fully completed recognition files to the Board on Member Organizations by the 5th school day of the Spring Semester to be considered for budgeting. Any group having discrepancies in their file that would prevent recognition must correct the problems completely before the third Friday of Spring Semester to still be eligible for ASUM budgeting.
2. All groups requesting to participate in ASUM budgeting are subject to The University of Montana's Policy prohibiting off-campus accounts, unless otherwise required or authorized by law, or unless explicitly authorized in a written agreement between the organization and The University of Montana. No group violating the policy regarding off-campus accounts will be allowed to register with ASUM or participate in ASUM budgeting until that group is in compliance with the policy.
3. No group returning its recognition file after the first Friday of Spring Semester will be allowed to participate in ASUM budgeting that school year.

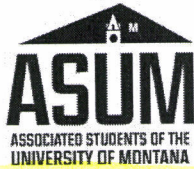
C. The Board will recognize student groups based on the following criteria: recognition forms, risk management forms, and governing documents, as well as Student Conduct Code with an emphasis on the Discrimination, harassment, Sexual Misconduct, Stalking, and Retaliation Policy in terms of membership, leadership, and group inclusivity to all activity

D. A student group wishing to apply for recognition shall select a category they feel they best fit in as outlined in section 9.7 of Fiscal Policy. The Board may confirm the category applied for by the student group or may change the category selected by a simple majority (50% plus 1) vote. This shall also be confirmed by the Senate when the student group's recognition application is voted on by the body.

E. If the Board has evidence that a member organization has failed to comply with the stated criteria necessary for ASUM recognition or has failed to meet all the responsibilities stipulated by ASUM, the Board has the option of sending a warning notice to the member organization specifying reasons for the warning and the corrective steps that must be taken within a period of no more than one month. The group shall have the opportunity within one week to schedule an informal hearing with the Board on Member Organizations. If the group acts, this hearing must take place within two weeks of the member organization's receipt of the notice. If the group fails to act, then they forfeit the right to participate in this procedure.

F. For any member organization that the Board has determined should have its recognition revoked, there shall be an appeals process. The process shall be as follows:

1. The group shall be given a hearing by the Board within one week of the notice of impending loss of ASUM recognition as stipulated in the prior section.
2. After the hearing, if the Board votes to derecognize the member organization, the case shall be forwarded to the Senate during the Business Manager's report and the member organization shall be given time to present its case during the Senate meeting.
3. The Senate, by a two-thirds (2/3) majority vote, shall have the opportunity to overturn a Board's recommendation to remove group recognition.



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G. The general policy of ASUM is to require membership lists of its recognized organizations to be available and open for inspection by the public. This policy is to promote openness and to ensure that recognized groups and organizations are composed of ASUM members. Since ASUM recognized groups and organizations receive access to various University facilities and have the ability to apply for ASUM funding, verification of membership for ASUM groups is required. Any group not providing a list of membership will not be recognized by ASUM.

H. Any group seeking ASUM recognition that desires the confidentiality of its membership must apply to the Board on Member Organizations for confidentiality approval. The application should contain an explanation of the purpose of the group and the need for confidentiality. If the Board on Member Organizations approve the request, the group must accomplish the following:

1. A copy of a membership list must be provided to the ASUM Office Manager. This list must be kept confidential.
2. The Office Manager shall confirm that the membership list is composed of at least 10 eligible members. Upon confirmation, the Office Manager will store the list and keep it confidential.

I. Presentation of a falsified list of group members to an advisor, the Office Manager, or to the Board shall be grounds for removal or denial of ASUM recognition. Re-recognition may occur only on approval of the Board and upon such additional conditions that the Board may set. For the purposes of this section, a member of a group shall be defined as a student paying the ASUM Activity fee that attends at least one meeting or event of the organization.

J. If the Board receives evidence that a student group leader failed to meet the requirements outlined above, the Board may act to remove said leader from holding a position of leadership with a simple majority vote. The Board's decision will then be forwarded to the floor of the Senate within the Business Manager's Report for general discussion. During this appeal, the student group leader will be given the opportunity to advocate for a reversal of their removal. At that point, the Senate may accept the results given by the Board or vote to overturn the Board's decision with a 2/3 vote. During these proceedings, the Business Manager may exercise discretion to enter into a closed session to protect the identity of the student group leader involved in accordance with Montana Code Annotated 2-3-203.

K. A group containing non-members may achieve recognition so long as its total membership is at least 85% ASUM members. This requirement can be waived by recommendation from the Board on Member Organizations and a 2/3 conformation from the ASUM Senate.

L. All groups must have a minimum of 10 members in order to be eligible for recognition. 100% of members in all student groups must be ASUM fee-paying members. Any group not in compliance with this are prohibited from being recognized.

- a. The only exception to this policy are distance learners. Students that are distance learners are allowed to be members of a group but are prohibited from holding a leadership position.

M. Each student group may review and make necessary updates to their governing document each year, and any changes must be submitted to ASUM. This document must be included with the application of first-time applicants to receive ASUM recognition.



ASUM CONSTITUTION

UPDATED: JANUARY 26, 2021

Article 1: Name and Membership

- Section 1 . The name of this organization shall be the Associated Students of the University of Montana.
- Section 2 . For the purposes of this Constitution, member shall be defined as any Student Activity Fee paying student of the University of Montana.
- Section 3 . For purposes of this Constitution, student shall be defined as anyone currently enrolled in The University of Montana.

Article 2: Associated Government

- Section 1 . ASUM shall be the representative body of the members of the Association, organized exclusively for educational and non-profit purposes. The primary responsibility of the Association is to serve as an advocate for the general welfare of the students.
- Section 2 . ASUM may also cooperate with other student associations to further common interests.
- Section 3 . The government and activities of the Association shall be carried on through (1) the Association as a whole with a general governing body known as the ASUM Senate, (2) an executive, consisting of the ASUM President, Vice President, and Business Manager, and (3) boards and standing committees as provided for in Article 5 of this Constitution.
- Section 4 . The ASUM government and activities must comply with Montana State law and the policies of the Montana Board of Regents on Higher Education.

Article 3: Executives of the Association

- Section 1 . The executive officers of the Association shall be the President, Vice President, and Business Manager.
- Section 2 . Duties and responsibilities of the President shall include:
 - (a) The President shall be the official spokesperson of the Association.
 - (b) The President may sit as a non-voting, ex officio member on all ASUM committees and boards except the Constitutional Review Board specified in Article 12, Section 2.
 - (c) The President may call emergency meetings of the ASUM Senate. Notices of all such meetings shall be published or posted prominently and must be communicated to the Vice President and to the ASUM Senate at least 24 hours in advance.
 - (d) In cooperation with the Vice President, the President shall make recommendations for all ASUM appointments.
 - (e) The President shall submit a budget recommendation to the ASUM Senate annually during the month of February.
 - (f) In the absence of the Vice President, the ASUM President shall act as Chair for ASUM Senate meetings.
 - (g) The President shall follow the expressed policies and Bylaws of ASUM.
- Section 3 . Duties and responsibilities of the Vice President shall include:



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- (a) In addition to carrying out those duties specifically delegated to the Vice President by the President, the Vice President may sit as a non-voting, ex officio member on all ASUM boards and committees except the Constitutional Review Board.
- (b) The Vice President shall
 - (1) act as committee whip to oversee all ASUM committees and make recommendations to the President, and
 - (2) act as a liaison between the President and ASUM committee chairs.
- (c) The Vice President shall act as Chair for all ASUM Senate meetings.
- (d) The Vice President shall call meetings of the ASUM Senate at least once a month during the school year.
- Section 4 . Duties of the Business Manager shall include:
 - (a) The Business Manager shall be financial manager of ASUM under the direction of the ASUM Senate.
 - (b) The Business Manager shall be responsible for keeping accurate records of the accounts of ASUM and all organizations receiving funds from ASUM.
 - (c) The Business Manager shall be responsible for overseeing the safekeeping of any ASUM property received by an organization or individual.
 - (d) The Business Manager shall chair the Board on Budget and Finance.

The Business Manager shall submit a fiscal policy to the ASUM Senate for its annual approval.

- Section 5 . The President, Vice President or Business Manager may be removed from office by
 - (a) a two-thirds (2/3) vote of the Senate and
 - (b) a majority vote (50% plus one) of at least 12% of the ASUM membership as defined in Article 1, Section 6.
 - (c) If any Executive Officer cannot serve, the order of succession shall be (1) Vice President, (2) Business Manager, and (3) a member of the ASUM Senate, chosen by a two-thirds (2/3) majority vote of the ASUM Senate.

Article 4: ASUM Senate

- Section 1 . The ASUM Senate shall be composed of:
 1. The voting members:
 - a. A proportional number of Senators per students at the University of Montana. Every five hundred (500) students, considered to be a constituency, shall be represented by one (1) Senator, as provided for in Article 7 of this Constitution.
 - i. In the event that a constituency is less than 500 students, a Senator shall be allotted.
 - ii. The number of Senators shall never be lower than twenty (20), even if this means the number of Senators is disproportionate to the number of students at the university of Montana.
 - b. The Executive Officers of ASUM.



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2. The non-voting members:
 - a. At least one but no more than two faculty advisors appointed annually by the ASUM Senate.
 - b. Other ex-officio positions as needed, requiring a two-thirds (2/3) vote by the ASUM Senate for approval. These newly created positions shall expire upon the inauguration of new officers.

Section 2 . Any ASUM Senator who is incapacitated, removed from office, or unable to perform his/her duties on a permanent basis shall be replaced by a presidential appointment subject to a two-thirds (2/3) vote of the ASUM Senate. Any ASUM Senator may be removed from office for breaching his/her duties as stated in this Constitution or in the Bylaws. The removal proceedings shall be conducted by the ASUM Senate. A two thirds (2/3) vote of the ASUM Senate and a majority vote (50% plus one) of 12% of the ASUM membership is required for removal. A Senator may also be removed by a two-thirds (2/3) vote of the ASUM Senate only upon unexcused absence from three or more regular meetings per quarter/semester. A Senator may also be removed by a majority vote (50% plus 1) of the ASUM Senate only upon violating the confidentiality agreement.

- Section 3 . The duties of the ASUM Senate shall include:
 1. The Fiscal Policy recommendation shall be submitted by the Business Manager to ASUM Senate for its approval.
 2. The final budget recommendation shall be submitted by the President to ASUM Senate for its approval.
 3. All presidential recommendations for appointments shall be subject to ASUM Senate approval.
 4. The ASUM Senate may enact Bylaws upon a two-thirds (2/3) vote.
 5. The ASUM Senate shall have the right to dissolve any member group as an ASUM entity if that group has breached its responsibilities as defined in Article 6 of this Constitution.
 6. The ASUM Senate shall approve all ASUM policies and shall be responsible for developing Bylaws in accordance with this Constitution.
 7. The ASUM Senate must have at least a two-thirds (2/3) majority vote in order to support the increase of any University of Montana or ASUM fee.
- Section 4 . All recommendations or decisions of any ASUM Committee shall be subject to the approval of the ASUM Senate unless otherwise precluded in this Constitution.
- Section 5 . ASUM Senate may call a special meeting upon a two-thirds (2/3) petitioning of the Senators. In such a case, the Vice President is obligated to call a special meeting.
- Section 6 . The ASUM Senate may enter executive session upon recommendation of the ASUM President, Vice President, Business Manager or Senators.
- Section 7 . Meetings shall be conducted in accordance with Robert's Rules of Order.

Article 5: Committees

- Section 1 . The affairs and activities of ASUM shall be handled through such standing committees as enumerated in the Bylaws and any other committee which the ASUM Senate shall deem necessary for the administration of ASUM.
- Section 2 . Committees shall be subject to the general supervision of the ASUM Senate, and new committees shall be brought before the Senate for approval.



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- Section 3 . All chairs and members of these committees shall be recommended for appointment by the President of ASUM and confirmed by the ASUM Senate by a two-thirds (2/3) vote.

Article 6: Agencies and Member Groups

- Section 1. The Board on Member Organizations shall be composed of seven members, including one, but not more than three, ASUM Senate members, and the remainder Students At-Large. The Board shall be chaired by the Business Manager. Ex Officio members shall include the ASUM Office Manager as well as the Student Group Coordinator. Appointments to the Board will be recommended by the President and confirmed by a two-thirds (2/3) vote of the ASUM Senate. The Board shall monitor compliance of ASUM member groups with ASUM Bylaws, Constitution, and policies. The Board will also monitor member groups compliance with the Student Code of Conduct. It shall make recommendations to the ASUM Senate if disciplinary action is required.
- Section 2. An agency is defined as an organization formed by ASUM, with a director hired by the ASUM Senate upon recommendation by the President. The Director and the Agency are answerable to the policy decisions of the ASUM Senate as implemented by the ASUM Executive Branch.
- Section 3. A member group is defined as any organization of students (excluding agencies) which receive benefits from their affiliation with ASUM. Such groups shall be reviewed and approved annually by the Board on Member Organizations according to a set of criteria established by the Board and approved by the Senate.
- Section 4. Duties and responsibilities of agencies and member groups include:
 1. Agencies and member groups shall adhere to the ASUM Constitution, Bylaws, and Fiscal Policy.
 2. Agencies and member groups shall serve their constituency. It is the responsibility of all agencies and member groups to define goals and to adhere to practices described in their constitutions or statements of process, as approved by the Board on Member Organizations. Decisions by that Board are subject to appeal to the ASUM Senate.
- Section 5. ASUM Executives and Senators are ineligible to hold the directorship of any agency.

Article 7: Elections

- Section 1 . Only members as defined by Article I of this Constitution are eligible to hold or run for any elective or appointed position in the Association, except for certain initiatives defined in this Constitution. All students registered for one credit or more are allowed to vote in any ASUM election. In order to hold any elective or appointed position, a member must be in good standing, which is defined as maintaining a 2.0 cumulative grade point average. No person shall hold or be a candidate for any two of the ASUM elective positions listed in Article 4, Section 2 at the same time.
- Section 2 . Elective procedures shall be enumerated in the Bylaws.



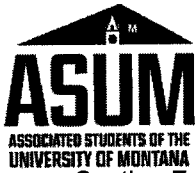
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- Section 3 . Senators and Executives of the Association shall be elected during the General Elections as specified in the ASUM Bylaws.
- Section 4 . Election to ASUM Senate and Executive office shall require:
 - Members of the Association may file for candidacy for the office of Executive or Business Manager by petition signed by at least one hundred (100) registered students.
 - (a) The Senate will be composed of a proportional number of Senators per students at the University of Montana who receive the largest number of votes in the ASUM General Elections.
 - 1. During the ASUM General Election one seat of the Senate shall be reserved for the graduate student candidate with the largest number of votes and one seat of the Senate shall be reserved for the Missoula College candidate with the largest number of votes, should a candidate from the respective constituency run.
 - (b) The term of office for Senators and Executives shall extend from one (1) week after the General Election until one (1) week after the following year's General Election.

Article 8: Finance

- Section 1 . The Association shall be supported and maintained by funds derived from the following sources: (1) student activity fees; (2) receipts from all entertainment, and activities conducted under the supervision of the Association; (3) proceeds derived from the associated organizations; and (4) donations.
- Section 2 . The Board on Budget and Finance shall be composed of nine (9) members, including the Business Manager as Chair, at least one but not more than four ASUM Senators, and at-large student members. Board appointees will be recommended by the President in consultation with the Business Manager and confirmed by a two-thirds (2/3) vote of the ASUM Senate. The Board shall be responsible for advising ASUM on all fiscal matters.
- Section 3 . The President shall follow the budget procedure enumerated in the Bylaws when preparing the annual budget recommendation. The President's budget recommendation shall be submitted as a seconded motion to the ASUM Senate during the month of February.
- Section 4 . The Board on Budget and Finance shall be responsible for developing an annual Fiscal Policy, subject to two-thirds (2/3) approval of the ASUM Senate. ASUM will consistently use this annual Fiscal Policy in making all financial decisions. The statement of policy shall be made available to the public.
- Section 5 . The fees, donations, and receipts from any source are to be used only for the purposes of ASUM under the control of the ASUM Senate. All funds shall be managed in accordance with state and federal laws, and Board of Regents policy. All grants to organizations shall be accompanied by a disclaimer of liability. No incumbent of any officially elected position of the Association shall receive any compensation by virtue of that position except for that specified within the Fiscal Policy.
- Section 6 . The ASUM Executives shall receive for their services a compensation which shall neither voluntarily increase nor voluntarily diminish during the time they serve in office.



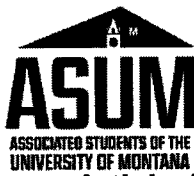
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- Section 7 . Any ASUM funds remaining in an association account at the end of the fiscal year shall be transferred to the ASUM Reserve Fund as soon as reasonable accounting permits. The ASUM Senate may authorize any association account to retain its year-end balances.

Article 9: Publication and Broadcast Boards

- Section 1 . There will be a Publications Board, as required by the Montana Board of Regents on Higher Education. The purpose of the Board is to appoint the Editor and Business Manager of the Montana Kaimin, and to oversee general operations of all ASUM publications, without infringing on First Amendment rights.
- Section 2 . The Publications Board will consist of eight (8) voting members, chaired by the ASUM Business manager. The Pub Board will consist of one ASUM Senator, two student-at-large positions, the Kaimin Editor, the Kaimin Business Manager, the Kaimin Faculty Advisor, and a faculty member, appointed by the Office of the Provost, as voting members. The ASUM Office Accountant shall serve as an ex-officio, non-voting member on the Publications Board.
 - (a) In meetings where the issue is the performance of the Kaimin Editor or Business Manager, a quorum of the Publications Board will appoint another student to replace the person whose conduct is at issue
 - (b) A Publications board meeting may be called by the Kaimin Editor, the ASUM Business Manager, or a quorum of the Board. The Board shall meet at least monthly during the regular school year.
 - (c) Appeal from any Board decision will be made to the ASUM President, and then to the ASUM Senate. Appeals involving Constitutional questions may be made to the ASUM President, and then to the ASUM Senate. Appeals involving Constitutional questions may be made to the ASUM President, and then the ASUM Constitutional Review Board.
 - (d) The Board shall adhere to the ASUM Constitution and Bylaws.
- Section 3 . There will be a Broadcast Board, as required by the Montana Board of Regents on Higher Education. The Board will oversee student radio and other future student broadcast operations without infringing upon first amendment rights. The Broadcast Board will approve all major format or structural changes, as well as approval of the operations budget which is to be submitted by the General Manager on a yearly basis, and will also be responsible for the yearly appointment of the General Manager. The Board will have the responsibility for overseeing all student broadcast activities.
- Section 4 . The Broadcast Board will consist of seven (7) members and shall be chaired by ASUM at-large student, who may make or break a tie. The other six members shall consist of the General Manager, faculty member of the Radio and Television Department chosen by the Chair of the Department. Two ASUM at-large students, one member from the ASUM Senate, and the Director of Information and Technology or designee.
- Section 5 . The Broadcast Board shall adhere to the ASUM Bylaws, and the student radio station, which is funded by fees, will be referred to in the Bylaws as the Radio Board. All other student broadcast organizations will be overseen by the Broadcast Board and have respective boards under the ASUM Bylaws.



ASUM CONSTITUTION

UPDATED: JANUARY 26, 2021

● **Article 10: Constitutional Referenda**

- Section 1 . This Constitution may only be changed by amendment or revision submitted to the members of the Association as a Constitutional Referendum.
- Section 2 . Upon the petition of five percent (5%) of the membership of the ASUM, or an ASUM policy calling for the support of a new University of Montana or ASUM fee, the ASUM Senate shall be obligated to conduct a referendum. Alternatively, the Senate may initiate a referendum by a two-thirds (2/3) vote. In order to pass, at least twelve percent (12%) of ASUM members must vote, and a majority (50% plus one) of those voting must vote to ratify the referendum proposal. Notice of such a referendum must be published in the Montana Kaimin in each of the four issues preceding the referendum voting date.
- Section 3 . There are three types of student fees that can be levied by referenda
 - (a) Mandatory/All students pay
 - (b) Student must opt-in at registration
 - (c) Student can opt-out after registration

Only the ASUM Senate, ASUM Agencies, recognized student groups, or The University of Montana can institute a mandatory or opt-out fee structure. All other groups are limited to an opt-in fee structure, where a student may decide upon registration whether or not to pay the fee.

Article 11: Initiative

- Section 1 . An ASUM Senate-generated initiative may be submitted to members or students, as defined in Article 1, as determined by the Senate.
- Section 2 . A member-generated initiative will be submitted to the members of the Association if the initiative involves a change in the ASUM Bylaws. If a change involves ASUM policy, a student-generated initiative may be submitted to a vote of all students.
- Section 3 . Votes involving changes of Bylaws or ASUM policy may be initiated by the ASUM Senate or by a petition of five percent (5%) of the members of the Association.
- Section 4 . In order for an initiative to produce a binding change in the ASUM Bylaws or policy, twelve percent (12%) of eligible voters must vote and a majority (50% plus one) of those voters must ratify the initiative.

Article 12: Constitutional Review Board

- Section 1 . There shall be a Constitutional Review Board which will decide upon questions relating to the constitutionality of ASUM Bylaws or policies.
- Section 2 . The Constitutional Review Board shall consist of five (5) members recommended by the President and confirmed by a two-thirds (2/3) vote of the ASUM Senate. No ASUM Executive or Senate member may serve as a member of the Constitutional Review Board.
- Section 3 . Any member of the Association may petition the Board to review any matter concerning the constitutionality of ASUM Bylaws or policies.
- Section 4 . All decisions made by the Constitutional Review Board shall be binding. Appeals to decisions of the Board shall be in the form of a Constitutional Amendment.



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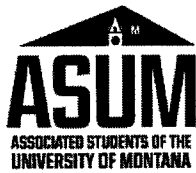
- Section 5 . Decisions of the Board shall be enforced by the relevant boards, executives, or the ASUM Senate. If decisions are not enforced, the Board shall initiate removal proceedings against the relevant officer or member. The Board may direct the Board on Budget and Finance to freeze funds of a board, committee, or other part of ASUM which is not in compliance with the Constitution.

Article 13: Enactment and Status of the Constitution

- Section 1 . In the event of a conflict between this Constitution and any Bylaws or policy of ASUM, the Constitution shall be considered superior.
- Section 2 . This Constitution shall replace and repeal all previous Constitutions.
- Section 3 . This Constitution is, pursuant to Section 506.2 (1) of the Montana University System Policies and Procedures Manual, subject to approval by the President of the University of Montana.
- Section 4 . This Constitution shall go into effect February 1, 1988. A majority vote of Association members voting in a special election will be sufficient to ratify this Constitution. The term of office of any person in any ASUM position shall continue until two weeks following the March 1988 elections.

Article 14: Recall Mechanism

- Section 1 . Any ASUM officer (President, Vice-President, Business Manager, or Senator) may be recalled from office for grounds with a 60% majority vote of at least 23% of the ASUM membership as defined in Article 1, Section 2.
- Section 2 . Grounds will include, but not be limited to, any violation of the specific office's duties as defined in the ASUM Constitution, ASUM Bylaws, ASUM House Rules of Order, ASUM Personnel Policy, or other governing documents. Other grounds will only be accepted if they satisfy cause for termination as defined by Montana State law.
- Section 3 . A recall election will be held between two and four weeks following the submission of the signatures of 5% of the ASUM membership as defined in Article 1, Section 2. If the election dates as mandated would conflict with Finals Week or a University holiday, the election may be postponed until the first Wednesday and Thursday of classes following.
- Section 4 . The Election will be held on a Wednesday and conclude on the immediately following Thursday with the polls to be open for at least seven (7) hours each day. The process will be supervised by the ASUM Elections Committee.
- Section 5 . Vacancies created by recall shall be filled as follows:
 - (a) For Executive Officers, following the order of succession stated in Article 3, Section 5.
 - (b) For Senators, following the presidential appointment procedure specified in Article 4, Section 2.
- Section 6 . The recall procedure detailed in Article 14 shall be effective immediately if passed according to the initiative process detailed in Article 11.



FISACL POLICY

Updated: January 27, 2021

1.0 Directive.

All monies held by the Associated Students of The University of Montana (ASUM) are ultimately State funds and, thus, under the control of the Board of Regents of Higher Education. These funds are collected by The University of Montana. Provided they are legal and conform to all State and Board of Regents' policies, all allocations and expenditures of these funds are controlled by the ASUM. In addition to these legal and policy requirements, the ASUM is hereby adopting a fiscal policy regarding procurement, distribution, and expenditure of the ASUM Activity Fee.

2.0 Statement Of Scope

The ASUM shall fund only those activities whose primary beneficiary is the student population at The University of Montana. No ASUM funds may be used for alcohol, awards, gifts, University of Montana infrastructure, direct academic support, or private investment. Any individual participating in or utilizing any ASUM funded program must pay the ASUM Activity Fee and/or another specifically designated ASUM assessment.

3.0 Student Group Rights

- 3.1 Student groups that deposit monies with the ASUM that are not allocated from the ASUM have the right to withdraw and use the funds for any purpose as long as they are in compliance with University policy, Montana Law and Federal Law.
- 3.2 Should a student group's ASUM recognition lapse, the active membership of the group will retain the right to withdraw non-ASUM allocated funds for group activities as specified in Item 3.1 above.
- 3.3 The ASUM will, to the best of its abilities, expedite student group transactions.
- 3.4 Student groups have the right to request funds from ASUM without fear of discrimination based on race, ethnicity, creed, age, sex, gender identity or expression, sexual orientation, disability, (non-academic) campus affiliation, political affiliation, the source from where the member organization receives their outside funding, or amount they receive in outside funding..

4.0 Definitions

- 4.1 "Academic Week" refers to a week in which there are four or more days of instruction.
- 4.2 "Accountant" refers to the ASUM Accountant.
- 4.3 "Board" refers to the Board on Budget and Finance.



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- 4.4 "Business Manager" refers to the ASUM Business Manager.
- 4.5 "Office Manager" refers to the ASUM Office Manager.
- 4.6 "Organization" means agency, unrecognized student group, or organization.
- 4.7 "Member Organization" refers to a recognized ASUM Student group.
- 4.8 "President" refers to the ASUM President.
- 4.9 "Senate" refers to the ASUM Senate.
- 4.10 "Senator" refers to a member of the ASUM Senate.
- 4.11 "S.T.I.P." refers to State Term Investment Pool.
- 14.12 "SMU" refers to the Student Music Union
- 4.13 "University" refers to The University of Montana.
- 4.14 "Vice President" refers to the ASUM Vice President.

5.0 Refunds Of The ASUM Activity Fee.

- 5.1 Pursuant to the First Amendment of the Constitution of the United States of America and the decision rendered by the California Supreme Court in Smith v Regents of the University of California, ASUM may not compel a person to contribute money to support political, religious or ideological causes.
- 5.2 Therein, all activity fee paying students of The University may request a pro-rata refund of any activity fee monies allocated to (a) support organizations whose sole purpose is political, ideological or religious or (b) organizations or agencies for events or activities that are political, ideological or religious.
 - 5.2.1 The Business Manager shall, upon the receipt of a request for a refund, determine the percentage of the activity fee affected. This percentage of the activity fee shall be the refund.
- 5.3 Refund monies will be removed from the Zero Base Carryover Fund.
- 5.4 Students must come before the Business Manager and fill out an ASUM Activity Fee Request Form to receive a refund of funds allocated to organizations or agencies who have activities or events that demonstrate political, religious or ideological beliefs.

6.0 ASUM Recognition.

- 6.1 No organization shall be eligible for ASUM funding unless it has obtained recognition from the Board on Member Organizations and approval from the Senate by majority vote.
- 6.2 Any member organization not in compliance with Item 6.1 may face disciplinary action as stated in Item 21.0 of the Fiscal Policy.
- 6.3 Any member organization not in compliance with Item 18.1 may be denied recognition by the Board on Member Organizations or the ASUM Senate. Organizations denied recognition for this reason shall not be eligible for ASUM funding until they have



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complied with The University of Montana's Policy regarding off-campus accounts, gained recognition from the Board on Member Organizations and approval from the ASUM Senate.

- 6.4 Student groups that have carried over a negative balance from the preceding fiscal year are not eligible for ASUM recognition until the negative balance is corrected."

7.0 Liability.

As provided by Board of Regents' policy, the ASUM's liability for the actions of individuals or member organizations is limited to those actions conducted directly with approved ASUM funds.

8.0 Legislation.

- 8.1 A quorum for the Board meetings shall be defined as a minimum of five members, one of whom may be the Business Manager.
- 8.2 The Executives and the Senate shall submit all proposals of any financial nature to the Board for its recommendation, unless provided for otherwise in the Fiscal Policy.
- 8.3 All decisions regarding financial affairs must be passed by simple majority of the Board. Approval of changes to Fiscal Policy shall require a two-thirds (2/3) vote of the Senate. Approval of any other legislation requires a simple majority vote of the Senate.
- 8.4 When introducing recommended legislation, the Board has seconded motion status. The Business Manager may introduce matters of a financial nature to the Senate without being required to wait one week for the legislation to become "Unfinished Business" as described in Robert's Rules of Order and the ASUM House Rules.

9.0 Student Appropriations.

- 9.1 The ASUM shall allocate and monitor the use of the ASUM Activity Fee.
 - 9.1.1 Pursuant to the First Amendment of The Constitution of the United States of America and the decision rendered by the U.S. Supreme Court in Rosenberger vs. the University of Virginia, funding will not be denied to organizations that are religious in nature or promote religion on the basis of the views, beliefs and opinions they promote or support.
 - 9.1.2 ASUM organizations shall not directly contribute to a campaign or political organization with ASUM-allocated funds.
 - 9.1.3 Notwithstanding any other provision of these Student Activity Fee funding guidelines, no student news, information, opinion, entertainment, academic or media communication shall solely be deemed ineligible for funding because of the ideas or viewpoints expressed or advocated by the recognized organization.



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9.1.4 No student member organization may be denied or discriminated for funding based on school affiliation. However, student groups will not receive funding for direct academic support.

- 9.2 Budgeting Time Period. Budgeting for the next fiscal year shall be accomplished during the first ten academic weeks of the Spring Semester.
- 9.3 Recognition for Budgeting. Recognition status shall have been determined by the Board on Member Organizations before an organization may apply for any funds from the ASUM as designated in ITEM 6.1.
- 9.4 The Business Manager shall prepare a budget request form and a comprehensive packet explaining the budget. The budget request form and packet shall be available until the Student Group Budgeting Information Session as designated in Section 9.6.
 - 9.4.1 All ASUM Agencies must prepare a budget to be approved by ASUM Senate during the annual budgeting process.
 - 9.4.2 The oversight boards for all ASUM agencies, even those with designated funds aside from the Activity Fee, shall be responsible for approving a budget prepared by the directors of the agencies.
- 9.5 During the second academic week of the Spring Semester, the Business Manager and the Accountant shall determine the total allocation figures for the upcoming fiscal year. This shall be done by determining the actual activity fee income for the prior fiscal year and then determining whether or not the enrollment projections indicate a substantial fluctuation. Based on that determination, the Business Manager shall make a conservative estimate of the total activity fee income for the upcoming fiscal year and budget 100% of that amount. All non-negotiable obligations, such as Administrative Assessment, Travel, and Special Allocation budgets must be included in this amount. These figures shall be forwarded to the President, and the Senate.
- 9.6 Student Group Budgeting Information Session. Upon receiving the total appropriation figures for the coming fiscal year, the Business Manager shall hold a minimum of one (1) mandatory student group information session. At least one session shall be held prior to the third academic week of the Spring Semester. During this meeting, the Business Manager shall explain the budgeting procedure to participants and answer questions. Each student group that wishes to receive funding from ASUM must send at least one representative to at least one mandatory budgeting information session in order to be eligible to apply for ASUM funding during the Final Budgeting Session for the upcoming fiscal year. If a group does not send a representative to an informational session, they must appeal to the Senate and be confirmed by a two-thirds (2/3) vote in order to participate in the budgeting process. The time a group can appeal this decision is the Senate meeting that occurs during the fourth academic week.
- 9.7 Funding Categories. During the recognition process, organizations applying for recognition will be given the option to apply for membership to a Category. The Board



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on Member Organizations will approve or change the Category and will forward to the Senate to be confirmed by a majority (50% plus 1) vote.

The Categories shall be defined below:

9.7.1 ASUM Administrative Agencies. All agencies shall be separated individually for the purposes of funding during the category budgeting session.

9.7.2 Sports Club Union. Groups that provide recreation for students at the University. The SCU shall submit one budget for all clubs being so recognized, along with the budgets of each subsidiary organization shall be submitted to the Business Manager one week prior to the executive recommendation.

9.7.3 Student Music Union. The SMU will be composed of all ASUM-recognized music groups. The SMU shall submit one budget for all clubs being so recognized and that budget - along with budgets of each subsidiary organization - shall be submitted to the Business manager one week prior to the executive recommendation.

9.7.4 Student Interest Organizations. Groups that provide education and activities centered around a specific idea or area of interest.

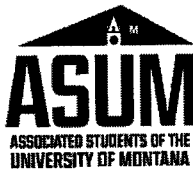
9.7.5 Academic Honors Organizations. Groups that provide enhancement in a field or study by providing a specific service or support to students involved in that field or area of study.

9.7.6 Student Support Organizations. Groups that provide support for minority students and/or ethnic or cultural celebration or education thereof.

9.7.7 Student Service Organizations. Groups that provide service to the campus or community and may develop skills used when performing the service.

9.7.8 Senate Discretionary.

- 9.8 Budget Request Form Due Date and Appeals. The Business Manager shall set a date within the third academic week of the Spring Semester in which Budget Request forms shall be due. The Business Manager shall inform organizations of the due date for Budget Request Forms. If a Budget Request Form is handed in after the due date the Business Manager will notify them of the date they can appeal this decision. The final time to appeal for Budgeting Request forms turned in after the deadline is the Senate meeting during the fourth academic week.
- 9.9 Budget Request Form Submission. Budget Request Forms shall be submitted to the Business Manager. From there, the Office Manager and Accountant shall check each budget to ensure it aligns with the requests of the Member Organizations as well as ensuring it is compliant with Fiscal Policy.
- 9.10 Executive Recommendation. The President, in consultation with the Vice President and Business Manager, may elect to propose a budget. The Executive Recommendation may include any number of the budgeting categories, but if made, must leave a minimum of five percent (5%) of the total budget allocation in the Senate Discretionary category.



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Should the ASUM Executives choose only to make recommendations to some categories, or if the total remaining fund after Executive Recommendations exceeds the five percent (5%) minimum, all excess funds will be placed in the Senate Discretionary category.

Should the ASUM Executives choose only to make recommendations to some categories, or if the total remaining fund after Executive Recommendations exceeds the five percent (5%) minimum, all excess funds will be placed in the Senate Discretionary category. The President shall submit copies of the Executive Recommendation and an explanation thereof to the ASUM Senate by the Wednesday before Category Budgeting. This explanation shall include the methodology used when creating the executive recommendations in addition to the Executives' framework for how the Category budgeting process should proceed. A copy shall be made available in the ASUM office for member organizations to review.

- 9.11 Agency Lobbying. During the Senate meeting of the fifth academic week, Agencies may give an oral presentation including a questioning period not to exceed twenty (20) minutes and of that amount of time, a minimum five (5) minutes must be set aside for questions from the Senate. Agencies may also send a written cover letter describing their budget.

9.12 The Order of Funding Categories. ASUM Agencies shall be discussed before all other categories. Agencies shall be randomly drawn to determine the order in which they are discussed. Following that, all other categories will be randomly drawn to determine the order they are discussed.

- 9.13 Category Budgeting. Category Budgeting shall occur by the weekend of the fifth academic week. The Business Manager shall schedule Category budgeting for a separate day.

9.13.1 Beginning Category Budgeting. Category Budgeting shall be chaired by the Business Manager. The chair shall act as the facilitator for the Category Budgeting session, and shall only vote in the case of a tie. The order of the categories shall be written prominently at the front of the meeting area.

- 9.13.1.1 The order of the categories shall be displayed prominently at the front of the meeting area. During the session, the Senate can only change the amounts allocated to each category as stated in section 9.7.
- 9.13.1.2 During the Category Budgeting Session, the Office Manager shall be present to record transactions of the meeting as a non-voting member. The Accountant may also be present as a non-voting member if deemed necessary by the ASUM Business Manager.
- 9.13.1.3 The total amount in the budgeted Senate Discretionary Account shall be prominently displayed in plain view of the meeting area. All motions to add or subtract funds from a category shall be made into or out of this fund.
- 9.13.1.4 An unexcused absence by a



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Senator from Category budgeting is automatic grounds for impeachment.

9.13.2(NOTE: In ITEM 9.14.2 "Executives" excludes the Chair.)

Amendments to the Executive Recommendation. Category Budgeting shall not be closed until the second round has been completed.

- 9.13.2.1 Discussion of categories shall occur in the following order as mentioned in 9.12
- 9.13.2.2 All categories shall be opened during the first two rounds. If there is more than two rounds during the final budgeting session, each category may be opened during the third round but do not have to be opened.
- 9.13.2.3 The motion to end discussion on a category shall be passed by a two-thirds majority vote. Once the first round of discussion on a category has been closed, it shall not be reopened until all other categories have been closed for the first round of discussion.
- 9.13.2.4 The Senate may elect to keep funds in the Senate Discretionary Account as a holdover to the Senate Confirmation process outlined in section 9.14. This process does not require the discretionary account to be opened.
- 9.13.2.5 Once all categories have been closed for at least the second round of discussion, Category Budgeting shall be concluded by approval of the Executive Recommendation with amendments by a two-thirds majority vote.

9.13.3 Proposed allocations to each category year shall go into effect when the Executive Recommendation is approved by a two-thirds majority vote of the Senate.

9.13.4 Following the approval of the Executive Recommendation, the Senate shall approve assignments to the various Category Allocation Boards.

- 9.14 Category Allocation Boards

9.14.1 Category Allocation Boards will be formed following the approval of the Executive recommendation.

9.14.1.1 Every category outlined in 9.7 will have its own board for the purpose of allocating funds to each member organization in the category from the funds that were allocated during the Final Budgeting Session. Categories that already have their own boards to distribute funds to member organizations in the category are exempt from this and shall follow their own procedures outlined in the ASUM Bylaws. Agencies shall not take part in this process.



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9.14.1.2 Each board shall consist of nine (9) members, of whom six (6) shall be members of the senate and the remainder shall be Students-at-Large. The Business Manager shall chair each board.

- 9.14.1.2.1 No Senator or Student-at-Large shall be a member of any member organization receiving funds from that respective Category Allocation Board.
- 9.14.2 Every Senator shall serve on at least one Category Allocation Board unless exempted by the Vice President.
- 9.14.3 Lobbying. During the 6th academic week, each Category Allocation Board shall host one or more lobbying sessions for member organizations to explain and advocate for their budget. Each member organization shall schedule a ten (10) minute period to explain their budget request. The Business Manager shall schedule these appointments on a first come, first serve basis; however, each organization shall have the opportunity to schedule an appointment. The Business Manager has the option to schedule lobbying sessions for one or more days. Lobbying for any member organization shall be limited to the scheduled appointment. Any committee member unable to attend must have prior written approval from the Business Manager. Unexcused absence from a lobbying session shall be considered equivalent to an unexcused absence from a Senate meeting.

9.14.4 Budgeting. During the seventh, eighth, and ninth academic weeks, each board shall conduct their budgeting session and allocate the funds approved to them during the Final Budgeting Session. The Business Manager may invite the Office Manager or Accountant to these sessions to ensure the accuracy of the minutes and recorded motions.

- 9.14.4.1 Funding for member organizations in each respective category shall take place in no less than two (2) rounds and no more than three (3) rounds.
- 9.14.4.2 The Office Manager shall be present to record transactions of the meeting as a non-voting member. The Accountant may also be present as a non-voting member if deemed necessary by the Business Manager.
- 9.14.4.3 To determine the order in which the member organizations are presented, the Business Manager shall randomly select two letters of the alphabet for each category. The first letter will be the starting point for the first round and the second letter will be the starting point for the second round.
- 9.14.4.4 An unexcused absence from a budgeting session shall be considered equivalent to an unexcused absence for a Senate meeting.
- 9.14.4.5 The total amount allocated to the Category will be prominently displayed at the front of the meeting area and shall be deemed the discretionary. All motions to add or subtract funds from a member organization shall be made into or out of this fund.



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- 9.14.4.6 The Boards shall not fund or partially fund transportation costs, and/or registration fees. Travel and lodging reimbursement rates shall not be allocated, or partially allocated.
- 9.14.4.7 Every member organization shall be opened during the first 2 rounds. Each round shall be concluded with a 2/3 majority vote. Following the conclusion of the second round, every member organization shall be put on the consent agenda. During the third round, member organizations may only be funded if a voting member pulls the organization from the consent agenda. After discussion is had on the member organization's budget, they shall be returned to the consent agenda with a majority (50% plus 1) vote from the board. The budgeting session shall end with a 2/3 vote to approve the consent agenda. After each category has voted to confirm their allocations, the Business Manager shall forward the results to the Senate.
- 9.15 Senate Confirmation
 - 9.15.1 The Senate shall vote to confirm the allocations to Member Organizations proceeding the work of the Category Allocation Boards no later than the weekend of the tenth academic week. The Business Manager may, in consultation with the President and Vice President, schedule the confirmation vote during a senate meeting or a separate day.
 - 9.15.2 Beginning Senate Confirmation. Senate Confirmation shall be chaired by the Business Manager. The chair shall act as the facilitator for the Senate Confirmation session, and shall only vote in the case of a tie.
 - 9.15.2.1 The only categories that will be confirmed are those that were allocated funds from a Category Allocation Board outlined in section 9.14.
 - 9.15.2.2 The Office Manager shall be present to record transactions of the meeting as a non-voting member. The Accountant may also be present as a non-voting member if deemed necessary by the Business Manager.
 - 9.15.2.3 An unexcused absence by a Senator from Senate Confirmation shall receive an absence that is equivalent to missing a senate meeting.
 - 9.15.3 Amendments to Category Allocation Board recommendations. Senate Confirmation shall not be closed until the first round has been completed.
 - 9.15.3.1 At the start of Senate Confirmation, the Business Manager shall randomly draw the order of categories to be discussed during the first round.
 - 9.15.3.2 All categories shall be opened during the first round. If there is more than one round during the session, each category may be opened during the second round but do not have to be opened.
 - 9.15.3.3 Once a category has been opened, the Senate must open a Member Organization's budget with a simple majority (50% plus 1) vote. The Senate is not required to open every single Member Organization's



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budget when the respective category is opened. The proposal of amendments shall be open to the Senators and Executives. The Senate can choose to add funds to an organization's budget with a simple majority (50% plus 1) vote. All motions to add funds to an organizations budget shall be made out of the Senate discretionary account. If the Senate feels an egregious mistake has been made on the part of a Category Allocation Board, they can make a motion to take away funds from an organization by a two-thirds (2/3) vote.

- 9.15.3.4 The motion to end discussion on a category shall be passed by a two-thirds majority vote. Once the first round of discussion on a category has been closed, it shall not be reopened until all other categories have been closed for the first round of discussion.
- 9.15.3.5 Once no funds remain in the Senate Discretionary Account and all categories have been closed for at least the first round of discussion, Final Budgeting shall be concluded by approval of the Executive Recommendation with amendments by a two-thirds majority vote.

10.0 Status Of Accounts.

- 10.1 Upon request, the Business Manager, Office Manager, or Accountant shall provide any member organization with requested financial information.
- 10.2 As provided by an ASUM member organization on their group recognition form, or when changes necessitate, organizations must submit the name, email address, and 790 number of those students authorized to request or distribute funds from organization accounts.
- 10.3 Faculty advisors or other non-student affiliates of a member organization may deposit funds into that group's account. Any action that would result in a withdrawal of funds from a member organization's account may only be made by one of the member organization's authorized student members to be approved by the ASUM Office Manager. These members are designated in the group's Financial Accounts section of the current academic year ASUM Student Group Recognition Application. This restriction includes club-fundraised funds as well as ASUM Allocated Funds.
- 10.4 The Office Manager or Accountant, under direction of the Business Manager, shall approve expenditures that have obtained prior approval through the budgeting process. The Business Manager and the Board reserve the right to refuse payment of non-budgeted expenditures.
- 10.5 Any expenditure that will cause a line item or a budget-category deficit shall not be paid or approved until the line-item change procedures are followed. (See Item 12.0)

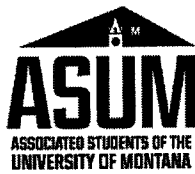


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- 10.6 Any unexpended amount remaining in the following accounts at fiscal year end shall be retained in their respective accounts:
 - ASUM Administration
 - ASUM Legal Services
 - ASUM Childcare
 - ASUM Off-Campus Renter Center
 - ASUM Student Political Action
 - ASUM Sustainability
- 10.7 Any unexpended Senate-appropriated amounts below \$3,000 remaining in the following accounts at fiscal year end shall be retained in their respective accounts:
 - Sports Union
 - Music Union
 - 10.7.1 Any unexpended Senate-appropriated amounts above the \$3,000 carryover limit in the above accounts shall automatically be deposited into the Zero Base Carryover account at the end of each fiscal year.
 - 10.7.2 Any of the above accounts on appeal may, by 2/3 vote with permission of the Board on Budget and Finance and Senate approval, retain Senate-appropriated monies above the \$3,000 limit.
- 10.8 The organizations listed below, which are funded in part or whole by the ASUM Activity Fee, may meet with the Board should either the Board or the organization request such a meeting. The purpose of these meetings shall be to update the Board on budgeted activities. These meetings may be attended by the Accountant and/or Office Manager in order to help clarify any budget problems. The Business Manager shall then report the Board's findings and recommendations to the Senate.
 - (Organization - Income Source)
 - Child Care - Parent User Fees
 - Montana Kaimin - Student Kaimin Fee, Advertisements, Subscriptions
 - Legal Services - Legal Services Trust
 - Student Radio Organization. - Student Radio Fee
 - ASUM Office of Transportation - Transportation Fee
 - ASUM Administration – ASUM Activity Fee

 - ASUM office of Off-Campus Housing and Neighborhood Outreach - ASUM Activity Fee
- 10.9 In the event that a student group or agency runs a negative balance, said entity must pay off their balance by the end of the next fiscal year or appeal to the Board. The Board, by simple majority, has the option to recommend a payment plan to the Senate. Said payment plan must be approved by a 2/3 vote of the Senate. Said payment plan could have the effect of closing down the entire organization.



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- 10.9.1 ASUM may charge a yearly interest rate that shall not exceed the Wall Street Journal Index + 3%.
- 10.9.2 If agreed to by both parties, said payment may be reduced with services that have a monetary value.
- 10.10 Any organization that does not seek recognition for four (4) consecutive years shall have any remaining funds reverted to the Zero Base Carryover Account.

11.0 Special Allocation.

- 11.1 At the beginning of each fiscal year, \$16,000 shall be deposited in the Special Allocation account. The Board on Budget and Finance shall not allocate more than 45% of this money during fall semester, with the remaining funds to be available for allocation during spring semester.
- 11.2 Requests for a special allocation shall be submitted on a form supplied by the Business Manager, including an account of all itemized expenditures made during the reporting period and a statement of all funds received as income or held as assets to supplement ASUM funds for the organization's activities.
- 11.3 The Special Allocation Fund shall not be supplemented by the General Fund for emergency conditions.
- 11.4 Line items that were previously fully-funded through annual budgeting or previous special allocations are not eligible for future special allocations funding. The ASUM Senate may fund other line-items related to the event, or may apply more funds to the same line-item if the item's usage or the nature of an aspect(s) of the event changes significantly, , but no member organization may receive duplicate funding for the same purpose.
- 11.5 At the end of each fiscal year any balance remaining in the Special Allocation account shall be returned to the ASUM Zero Base account.

12.0 Line-Item Changes.

- 12.1 Any deviation in line-items from the original budget shall be treated as a line-item change. Line-item changes outside of categories will be limited to 10% of any organization's budget allocation; any amount greater than 10% requires a 2/3 vote of the Board for approval. Line-item changes that are less than 10% do not need approval by the Board and may be automatically transferred by the ASUM Office Manager.
- 12.2 If a request is denied, entails a change of intent, or if the Business Manager feels the request warrants the Senate's action, the request will be brought before the ASUM Senate. The Board's decision may be overturned by a two-thirds majority vote of the Senate.



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- 12.3 During non-academic months when the Board does not convene, line-item changes may be approved or denied by the ASUM Business Manager.

13.0 Contingency Fund.

- 13.1 Once each calendar year, the Accountant shall determine the amount which would be owed if all ASUM classified employees terminated employment. At this time the Senate Emergency Contingency Fund should be funded to 80% of the amount necessary to cover the departure of these aforementioned employees.
- 13.2 Increases in this fund shall be determined by the Board and submitted to the Senate for approval by a two-thirds majority vote

14.0 Travel.

- 14.1 All travel funded by the ASUM must directly benefit the ASUM and the organization requesting funding.
 - 14.1.1 At the beginning of each fiscal year, \$26,000 shall be deposited in the Travel Allocation Account. The Board on Budget and Finance shall not allocate more than 50% of this money during Fall semester, with the remaining 50% to be allocated during Spring semester.
 - 14.1.2 Standard criteria for requesting travel funding shall be group events and/or training or leadership events that directly benefit the organization.
 - 14.1.3 A reserve of no less than 8% of each semester's total travel allocation shall be maintained for unforeseen or emergency travel occurring after travel lobbying for the current semester. These funds shall only be available upon a 2/3 approval of the Board.
 - 14.1.4 Only Student Groups recognized by the Associated Students of the University of Montana (ASUM) are eligible for funds from the Travel Allocation account, excluding the Sports and Music Unions, as these groups have their own Emergency Union Account for this purpose.
 - 14.1.5 ASUM Agencies, the Sports Organization Union, and the will be funded travel accordingly during the budgeting process, with emergency funds for the Sports and Music Unions being awarded according to policy 14.7.
 - 14.1.6 As with other benefits provided by the ASUM, travel participation approved and obtained through the ASUM shall be limited to activity fee paying members of the ASUM. Representatives of the ASUM organizations as stated on the registration form must verify the status of each applicant described in the travel request documents filed with the ASUM.



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- 14.2 The Senate may choose to fund or partially fund transportation costs, and/or registration fees. Travel and lodging reimbursement rates shall be allocated, or partially allocated, according to State or ASUM rates. Funding for food costs is prohibited by this section.
- 14.2.1 14.3 ASUM rates are:
 - 14.3.1 Private Vehicle \$.15/mile
 - 14.3.2 Commercial Airfare up to 25% round-trip ticket price per person to be reimbursed following completion of out-of-state trip not to exceed \$75/person.
 - 14.3.3 Lodging (4 persons per room) (\$20.00/person)(up to 5 nights)
 - 14.3.4 A "waiver of additional reimbursement" shall be required for travel not covered under State policy.
- 14.4 In order to receive reimbursement for ASUM allocated travel expenditures, the president, risk management officer, or equivalent of the student group that received travel funding must meet with the Office Manager in order to ensure all necessary forms are completed. These forms must then be submitted to the Office Manager, prior to the travel event.
- 14.5 Travel requests must be submitted to the Business Manager by the Friday of the fourth week of Fall semester and by the Friday of the third week of Spring semester. Requests must be submitted in the semester in which the travel occurs. If a request is placed before the Group Recognition Form deadline, the Group Recognition Form must be submitted in advance of the request.
 - 14.5.1 The Board shall review all requests during the fifth week of Fall semester and third week of Spring semester. Recommendations will be made to be approved by the Senate.
- 14.6 At the end of each Fiscal Year, the funds left over in the Travel Allocation Account shall roll over into the Union Emergency Travel Account, so long as the Union Emergency Travel Account does not exceed \$6,000. Any excess funds thereafter in the Travel Allocation Account shall rollover into the Zero-Base Carryover Account. 14.7 Funds in the Union Emergency Account are to be used for unforeseen travel by Sports and Music Union groups. These funds should be allocated on the basis of exceptional events of a prestigious nature, such as national and international events. These funds shall be available to the member organization upon a 2/3 majority vote of the ASUM Senate.

15.0 Entertainment.

1. 15.1 Expenses for official entertainment, community relations, or public relations may be reimbursed by the ASUM only when such activities are directly related to ASUM objectives.
2. 15.2 Any entertainment by a group using ASUM funds must be budgeted by the Senate or approved by line-item change procedures



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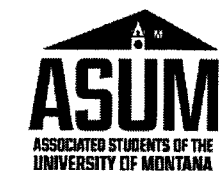
3. 15.3 The ASUM will not provide funds for alcoholic beverages.
4. 15.4 If the entertainment benefits persons from outside the University, the ASUM will pay for its guests and one official host from the ASUM (receptions excluded).
5. 15.5 When the ASUM hosts official guests or prospective appointees for positions requiring specialized training or experience of a professional, technical, or administrative nature, the ASUM will reimburse the cost of meals or light refreshments.

16.0 Inventory.

- 16.1 ASUM may purchase equipment for the ASUM Administration and its agencies. Equipment purchased by the ASUM Administration shall be held within the ASUM Office. Equipment purchased by the agencies shall be held within their respective office spaces or facilities.
- 16.2 ASUM may purchase equipment for the use/rental of all student groups. Such equipment will be kept in the ASUM Office or in the Student Group Resource Center.
- 16.3 The Business Manager shall be responsible for keeping an inventory of the equipment available for student group use in conjunction with the Student Group Coordinator.
- 16.4 Agency Directors or their designee shall be responsible for keeping an inventory of their equipment.
- 16.5 The ASUM Administration may request yearly inventory updates on all equipment purchases and supplies from its agencies and member organizations

17.0 Other Income.

- 17.1 Generated funds from recognized ASUM Agencies and student groups must be deposited with the ASUM. That organization may use its discretion as to how they would like this money budgeted, and these funds shall be allowed as carryover at the end of the fiscal year.
 - 17.1.1 The one exception to this will be the Kless Revolving Energy Loan Fund (KRELF) revenue collected from the student Sustainability Fee. Funds from KRELF are allocated from 87.5% of the Sustainability Fee. This money will remain in its own account administered by the Office of the Vice President of Administration and Finance, and will not be deposited with ASUM. The KRELF Committee will have complete oversight over the allocations of this money with support from the Office of the Vice President of Administration and Finance. Neither the ASUM Business Manager nor the Board on Budget and Finance shall have any oversight over the allocation of KRELF Funds.
- 17.2 Any grant secured on behalf of any member organization must be reported to the Business Manager.



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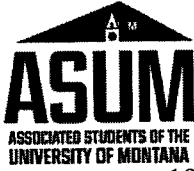
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18.0 Outside Accounts.

- 18.1 Any member organization is subject to The University of Montana's Policy regarding Off-Campus accounts, unless otherwise required or authorized by law, or unless explicitly authorized in a written agreement between the organization and The University of Montana. Upon violation of this policy, member organizations shall receive sanctions ranging from a warning to disciplinary action as stated in Item 21.0 of the Fiscal Policy. Furthermore, the Board may also recommend to the Senate withholding of certain privileges, including but not limited to ASUM recognition and benefits accompanying recognition.
- 18.2 All external accounts must be reported prior to budgeting as provided on the Budget Request form. If external accounts exist and notification does not occur, the organization's ASUM account may be frozen.
- 18.3 The Board may request information on any outside accounts held by organizations when requesting ASUM funds. Upon request, the member organization must provide information including, but not limited to: the funds in the account, the parties with access to the account, and the institution where funds are being held.

19.0 ASUM Loan Fund.

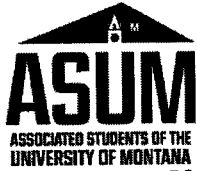
- 19.1 The Business Manager and the Office Manager shall administer the loan fund.
- 19.2 The Business Manager and the Office Manager shall be empowered with the authority to grant or decline loan applications.
- 19.3 The Business Manager, the Office Manager, and the Board shall be bound by confidentiality.
- 19.4 The Loan Administrators shall obtain consent of the Board if there is reason to bypass any stipulations of the loan fund, if they are unable to render a fair and impartial decision, or if there is a vacancy in either position.
- 19.5 If for any reason the applicant is not satisfied with the decision rendered by the Loan Administrators, they may appeal to the Business Manager, who may reverse the decision.
- 19.6 All loan funds under the control of the College of Technology Student Government prior to the merger shall be designated for use by College of Technology students, but under the administration of ASUM.
- 19.7 Eligibility.
 - 19.7.1 A student must have paid the ASUM Activity Fee in the semester the loan is requested.
 - 19.7.2. An applicant must have a cumulative Grade Point Average of at least 2.0 and must not be on academic probation.



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- 19.7.3 The applicant must be presently enrolled in at least their second consecutive semester as an activity fee-paying student in The University and must not be in the final semester. (School must be in session and loan applicant must be enrolled and attending classes at the time the loan is issued).
- 19.7.4 Final approval of short term loans given at the Student Loan Office at Business Services.
- 19.7.5 The applicant must complete the loan application that can be found online at the ASUM Website.
- 19.8 Regular loans (exceeding \$50).
 - Each loan shall not exceed \$500. The interest rate on the unpaid balance shall be seven percent per annum upon receipt of the loan until maturity and twelve percent per annum after maturity.
 - The loan will fall due in ninety (90) days or less depending on the due date set by the Loan Administrators. All loans must be paid prior to registration for a student's final semester at the University.
 - The total of all funds borrowed from the ASUM by one person during the course of a fiscal year shall not exceed \$1,000.
 - College of Technology students will be eligible for the short term loan fund in the first academic semester they pay the ASUM Activity Fee and the last semester. All other rules and restrictions outlined in the loan fund policy will apply equally.
- 19.8.1 Childcare Loans
 - Each loan shall not exceed \$325 per semester/per child. The interest rate on the unpaid balance shall be seven percent per annum upon receipt of the loan until maturity and twelve percent per annum after maturity.
 - The loan will fall due upon the student's receipt of financial aid for the current semester. All loans must be paid prior to the student's enrollment in the following semester at the University. Loan balances must be paid prior to the registration for a student's final semester at the University.
 - Student with Childcare loans will be privileged to any other ASUM short-term loans. Students choosing to take Childcare and short-term loans will be subject to all regulations associated with regular ASUM loans.
 - Only students awaiting financial aid will be eligible for a Childcare loan and the privileges associated therein.
- 19.9 Emergency loans (\$50 and under).
 - There shall be a \$50 limit per loan, and these loans shall not exceed one (1) calendar month. No interest shall be charged until maturity.
 - The interest rate on the unpaid balance shall be twelve (12) percent per annum, charged from maturity date until paid.
- 19.10 Overdue loans:



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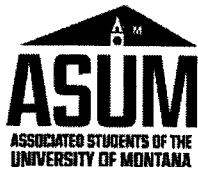
- If a loan becomes past due, the University shall make every effort to collect the loan including turning over to collection services.
- Business Services and Registrar shall be requested to withhold the registration and transcripts of an individual who has not repaid a past due loan.

20.0 S.T.I.P. INTEREST.

- 20.1 Funding for one-time capital projects shall be funded from the amount of interest in the State Term Investments Pool. The improvement must be on campus, must benefit students, must have long-term benefits, and must last for a duration of at least one year. As specified in the statement of scope, no S.T.I.P request may be used to build, repair, or improve infrastructure of the University of Montana. All projects must be solely owned by the student group.
- 20.2 Classified staff development shall be funded through S.T.I.P. interest. Classified staff development may include, but is not limited to, enhancement courses through the University or community, in-state and out-of-state conferences and consultations. Student Staff may attend professional development events with S.T.I.P. interest funding if they are accompanied by a classified staff member, or at the discretion of the ASUM Senate.
- 20.3 Travel for ASUM Administration and Agencies shall be funded through their existing budgets; however, emergency or unforeseen travel that is pertinent to the operations of the Administration or Agency can be funded through S.T.I.P. interest with the approval of the agency's oversight board and the ASUM Senate.
- 20.4 The lobbyist salary and legislative expenses shall be funded through S.T.I.P. interest.
- 20.5 New agencies not in existence at the time of budgeting shall be funded through S.T.I.P. interest.
- 20.6 S.T.I.P. requests must have a value of at least \$150.
- 20.7 Student Groups must submit a separate S.T.I.P request for each unique item.
- 20.8 The Board shall recommend specific requests and submit them to the Senate for majority approval.
- 20.9 At the end of the fiscal year, the remaining funds shall roll over to the next fiscal year.
- 20.10 Requests must contain three price quotes for the item to be purchased unless three options are not available.

21.0 INFRACTIONS.

- 21.1 If an organization commits an infraction of this Fiscal Policy, that organization shall be notified to appear before the Board to explain their action(s).



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- 21.2 Once a member organization has been found to have committed an infraction, the board will hear the case no later than 2 weeks of the receipt of the infraction. During the time the board does not see the case, the Business Manager may take interim action which can include but is not limited to freezing the organization's account.
- 21.3 The Board shall be empowered with the authority to send a letter of reprimand to the organization, freeze the organization's account, or take other appropriate action. Action(s) that the board takes must be confirmed by a majority (50% plus 1) vote.
- 21.4 Once the board has made a decision regarding the member organization's infractions and possible sanctions, it shall go to the Senate to be ratified by a majority (50% plus 1) vote. The action(s) taken by the board shall be in effect until action is taken by the Senate. The Senate is empowered to change the decision of the Board as well as modify, strengthen, or eliminate sanctions on the group.
- 21.5 The following infractions shall have minimum sanctions if a member organization is found to have committed them:
 - 21.5.1 Outside Accounts. The minimum sanction for a member organization violating the outside account policy is a warning. A second violation of this policy will result in the member organization's account being frozen for a month and (IA review, meeting with OM?). Any further violations of this policy will result in the member organization's account being frozen for the remainder of the academic year.
 - 21.5.2 Cash Operation (with definition). For the purposes of this Fiscal Policy, a cash operation shall be defined as . If a member organization is found to have violated this subsection, the minimum sanction shall be the member organization's account being frozen for the remainder of the year and referring the case to the Board on Member Organizations to consider disciplinary action regarding recognition status.
 - 21.5.3 Violating travel policy (might need to break this down a bit more)
 - 21.5.4 Violating risk management policy

22.0 PURCHASING.

- 22.1 Any purchase made by the ASUM, its member organizations, or Executive officers and agencies may be made with the approval of the Business Manager. In case of a purchase made subject to funds availability and confirmation from the Accountant or Office Manager provided the purchase is consistent with the purchaser's budget and Fiscal Policy.

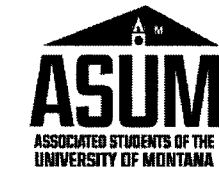
23.0 ZERO BASE CARRYOVER



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- 23.1 At the end of each fiscal year, any unexpended amounts remaining in organizational accounts not specified in line 10.6 will revert to the Zero-Based Carryover Account
- 23.2 During Final Budgeting, the Senate may transfer money from the Zero-Based Carryover account to the General Fund with a 4/5 vote
 - 23.2.1 The Senate may only transfer funds if the Zero Base Carryover account exceeds \$100,000, and this account cannot be reduced below this base amount.
 - 23.2.2 The maximum amount that can be transferred from the Zero Base Carryover account to the General Fund during final budgeting is 10% of the total student group carryover from the preceding fiscal year.
- 23.3 Any use of Zero Base Carryover funds must be approved by a 2/3 majority vote of the Board and a 2/3 majority vote of Senate. The Senate may only utilize these funds if the Zero Base Carryover account exceeds \$100,000, and this account cannot be reduced below this base amount. If extenuating circumstances require that the Zero Base Carryover account be reduced below its base amount, then a 4/5 vote of the Senate is needed to overturn this restriction.
- 23.4 Zero Base Carryover funds shall not be used to increase or used in place of STIP, Special Allocation, or Travel Special Allocation funds unless the Senate elects to transfer funds during Final Budgeting as outlined in section 23.2.2.
- 23.5 In case the 8% reserve in the Special Allocations - Travel account is not sufficient to cover an unforeseen or emergency travel request after scheduled lobbying, the Board may approve, with a 4/5 majority of members, a new allocation withdrawn from Zero Base Carryover. Approval of such action by the Senate requires a 2/3 majority
- 23.6 General operating budgets for member organizations that did not participate in the budgeting process the prior year shall be funded through the Zero Base Account.
 - 23.6.1 A member organization may apply for a general operating budget in the fall if they did not participate in Final Budgeting in the previous Academic Year.
 - 23.6.2 When the budget is submitted, it must be accompanied by a cover letter explaining the reasons for using this process. The member organization's request to participate in this process will be sent to the Board for approval. If the request is not approved by the Board, the request will be brought before ASUM Senate, and the Board's decision may be overturned by a two-thirds majority vote of the Senate.
 - 23.6.3 If approved, the Board will make arecommendation and notify the group.
 - 23.6.4 In the subsequent ASUM Senate meeting the member organization may lobby on behalf of their group during public comment, and will be notified of this opportunity at least 24 hours prior to the meeting in which their budget is on the ASUM Senate Meeting Agenda as an information item.
 - 23.6.5 In the following ASUM Senate meeting the member organization's budget request will be presented in the Business Manager's Report and voted on with two-thirds (2/3) approval by the ASUM Senate.



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24.0 INELIGIBLE PURCHASES

- 24.1 ASUM, in recognizing the United States Constitution's presumption of a separation between religion and state, will not purchase sacred religious texts or tools used for proselytizing to non-members with ASUM funds, with the exception of general group promotion
- 24.2 All purchases for promotional ASUM clothing must be approved by the Outreach Committee and subsequently by the ASUM Senate.
- 24.3 ASUM will also adhere to other restrictions as provided in Section 2.0 and Section 9.1.2.
- 24.5 The ASUM Office Manager may forward requests submitted by ASUM Student 35 Groups that wish to use ASUM allocated funds for any of the following purposes to the Board on 36 Budget and Finance for Final Review: requests that may go against the policies, actions, and 37 directives of the ASUM Senate and University Policy, for purposes that are irrelevant to the 38 mission of the student group, or that directly benefit an individual. The Board shall review the 39 purchase request and provide the Office Manager with a recommendation to fund or deny the 40 request. The Office Manager may forward any other funding requests deemed worthy of Board 41 review to the Board on Budget and Finance. In the event that the Office Manager receives a qualifying purchase request during a non-academic week when the Board is not in session, the ASUM Business Manager shall review the request and make a recommendation.

25.0 ASUM ELECTIONS ACCOUNT

- 25.1 At the beginning of each fiscal year, the ASUM Elections Account shall be replenished to the amount of \$1000.00 from the S.T.I.P. Fund. Up to \$400 of this yearly funding may be used by the ASUM Elections Committee to promote voter turnout. In the event that the ASUM Elections Committee receives an unusual number of reimbursement requests, these reimbursements shall be made through the S.T.I.P. Fund up to the necessary amount.
- 25.2 Candidates may choose to be reimbursed for campaigning expenditures to the amount of \$10, dependent upon receipts following the General Elections. Expenditures exceeding \$10 will be matched 50% by ASUM. Total ASUM contributions shall not exceed \$37.50 for Senate candidates, \$75 for Business manager candidates and \$100 for President/Vice President candidates. All claimed expenditures for reimbursement must have receipts. Expenditures without receipts will not be matched by ASUM.
- 25.3 Any claimed expense without a receipt will not qualify for the matching reimbursement.
- 25.4 Any unexpended funds remaining in the ASUM Elections Account at the end of each fiscal year are to be returned to the S.T.I.P. account.



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26.0 ASUM Rentals

- 26.1 ASUM may purchase items, using the S.T.I.P Account, with the intent of renting said items out to agencies and student groups that have been verified by the Board on Member Organizations and recognized by the Senate as defined in the ASUM Bylaws.
- 26.2 It is the duty of the Business Manager to account for and manage all rental items available to student groups in conjunction with the Student Group Coordinator.
- 26.3 There will not be a price for student groups renting equipment. The time period of rental for a specific item will be determined by the Business Manager in conjunction with the Student Group Coordinator. If the Business Manager wishes to establish a late fee, they must do so within the first 3 weeks of the academic year. The amount of the late fee must be approved by the Board with a majority (50% plus 1) vote. If a group returns equipment that needs to be cleaned, the Student Group Coordinator, in consultation with the Business Manager, may charge a cleaning fee. The cleaning fee shall be established at the beginning of the year and charged consistently to every student group during the entire academic year.
- 26.4 Student groups that do not return rented items in the allotted time period are subject to disciplinary actions. Said disciplinary actions may include late fees, freezing of their ASUM account, inability to request further funds, and revoking of student group status. Any disciplinary actions above approved late fees must go through the Board and receive approval from a two-thirds (2/3) vote of the ASUM Senate. If disciplinary action involves taking action on a member organization's recognition status, the issue will be sent to the Board on Member Organizations with a recommendation from the Board.
- 26.5 Student groups may appeal assessed late charges with a written request submitted to the Business Manager. Said request must receive approval from a two-thirds (2/3) vote of the Board.

Section 27.0 Co-Curricular Member Organizations

- 27.1 For the purposes of this section, a Co-Curricular member organization shall be defined as: a member organization that is associated with, receives support, or supports an academic and/or administrative department at the University of Montana;
- 27.2 ASUM funds shall not be used for the purpose of funding activities assigned by a professor for a grade or that take place during designated class time. ASUM funds shall not be used for the purpose of materials, labor, supplies or any other expense that is the result of planning or work assigned during designated class time or in exchange for a grade. ASUM funds may be used for activities that result in extra credit outside of designated class time if the professor provides written or digital confirmation to the office manager that the student/student group's grade does not in any way depend on the ASUM funded activity."



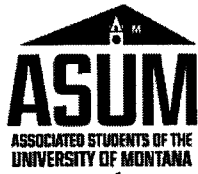
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- 27.3 All advisors of a Co-Curricular Member Organizations must adhere to Section 10.3 of Fiscal Policy. A Member Organization's advisor shall not use a pro-card to fund student group activities in exchange for an ASUM refund without prior consultation with the Business Manager and approval of the Student Group President.
- 27.4 Co-Curricular Member Organizations may receive monetary and non-monetary donations from academic or administrative units. If an academic or administrative unit wishes to donate to a Co-Curricular Member Organization, they must receive approval from both the student group and Business Manager. This approval must be in the form of a written agreement prior to the transaction that discloses the purpose of the donation. Monetary donations will be deposited into the ASUM Co-Curricular Member Organization's account.
- 27.5 No ASUM funds allocated to a Co-Curricular Member Organization may be deposited or transferred into a non-ASUM account. If this account happens to be outside the University, the organization must seek prior approval from the Vice President of Operations and Finance before doing so. If a Co-Curricular Member Organization wishes to make a purchase using both academic or administrative funding and ASUM funds, the purchase must be made by the ASUM account and confirmation of the commitment of additional funds must be communicated transferred into to the ASUM Office Manager account prior to the purchase; this communication must include both the index code and account code of the additional funding.
- 27.6 If a member organization is found to have a requirement of an academic course after they have been recognized, that organization may not be denied funding due to this issue alone. The organization will not be reimbursed or allowed to use ASUM funds until there is no class requirement to join the organization. The Board on Member Organizations will approve the member organization's status to receive the previously allocated funds.

28.0 Fundraising

- 28.1 Any member organization wishing to conduct events with the purpose of fundraising money for the organization must use this account for fundraising purposes. All aspects of a fundraising event can be funded out of this account. If purchasing equipment is needed for the event, that portion must go through S.T.I.P.
- 28.2 At the beginning of each Fiscal year, the account will be replenished to \$10,000 from S.T.I.P.
- 28.3 Allocations from this account will be submitted by the student group and will be approved or denied by the Board. The Board does not have the option to modify or partially approve the amount of funds the group receives. If the request is denied by the Board's decision, they can elect to appeal to the Senate for which the Senate can overturn the Board's decision by a two-thirds (2/3) vote. After the conclusion of the fundraising activities, the group will re-deposit the previously allocated funds back to ASUM.
- 28.4 The amount of money the group must return to ASUM cannot exceed the amount they made during their fundraising efforts or the amount they were allocated, whichever is lower. If the group does not make a profit on the event, the Business Manager will



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make a recommendation and present it to the Board for their approval. The member organization has the opportunity to appeal the decision of the Board to the Senate, which can overturn the Board's decision by a two-thirds (2/3) vote.

- 28.5 If the member organization fails to return the allocated funds to ASUM within two weeks of the conclusion of the activities, the group's account will be frozen by the Office Manager until the group re-deposits the money.