

STUDENT MUSIC UNION CONSTITUTION

Article One

Name and Membership

- I. The name of this organization shall be the Student Music Union (SMU).
- II. For purposes of this Constitution, a member shall be defined as any fee paying person currently participating in an SMU recognized student group.
- III. For the purposes of this Constitution, student group shall be defined as any Associated Students of the University of Montana (ASUM) recognized group governed by the SMU.

Article Two

Governing Body

- I. The SMU shall be the representative body of the members of the Union, organized exclusively for extracurricular and non-profit purposes. The primary responsibilities of the Student Music Union is to serve as an advocate for the general welfare of the participating members and student groups and to allocate ASUM budgeted funds for the SMU to said groups.
- II. The SMU may also cooperate with other student associations to further common interests.
- III. The government and activities of the SMU shall be carried on through:
 - A. SMU as a whole, with a general governing body known as the Assembly,
 - B. An executive board, consisting of the SMU President, Vice-President, Treasurer, Secretary, President-Elect and ASUM appointed chairperson,
 - C. Boards and standing committees as provided for in Article Five of this Constitution.
- IV. The SMU Assembly and activities must comply with Montana State Law, University of Montana School Policy and Code of Conduct, College of Arts and Media regulations, ASUM Constitution and Bylaws, and the policies of the Montana Board of Regents on Higher Education.

Article Three

SMU Executive Officers

- I. The Executive Officers of the SMU shall be the President, Vice-President, Treasurer, Secretary, President-Elect, and ASUM appointed chairperson. No executive officer shall hold any other elected or appointed position in any SMU recognized student group.

- II. The President is the organizational head of the SMU. The Office of President must be filled by an undergraduate student who is elected by the SMU assembly as defined in Article Six of this Constitution. The primary duties and responsibilities of the President include and are not limited to:
 - A. Maintaining the information in the official SMU folder for all SMU student groups.
 - B. Compiling a list of all student groups and their current officers, advisor, and any other pertinent information.
 - C. Working with the ASUM appointed chairperson to schedule and plan SMU meetings.
 - D. Working with the Executive Board to organize all of the ASUM budget request forms, ASUM recognition forms, and any other paperwork pertinent to the function of SMU.
 - E. Presenting the official SMU budget request to ASUM in a professional and timely manner.
 - F. Organizing and conducting informal lobbying and the official formal lobbying presentation to the ASUM senate.
 - G. Organizing visibility and awareness of SMU student groups on campus.
 - H. Present the work of the Executive Board to the SMU Assembly.
 - I. Failure to fulfill these responsibilities may result in impeachment as defined in Article Four of this Constitution.
- III. The Vice-President is the assistant to the President of the SMU and shall assume all responsibilities of the President should the President resign, be impeached, or otherwise be unable to complete their responsibilities. The primary duties and responsibilities of the Vice-President include and are not limited to:
 - A. Organizing and acting as Chair of the Presidents' Board as defined in Article Five of this Constitution.
 - B. Making sure that each student group seeking SMU recognition files the necessary ASUM recognition paperwork at the beginning of each school year.
 - C. Drafting an official letter to be presented to each president and advisor of student groups failing to have adequate representation at SMU meetings and scheduled events. This official letter must contain the absent student groups' number of absences and the penalties for further absences.
 - D. Assisting the SMU President and working closely with the Executive Board in the budgeting process.
 - E. Failure to fulfill these responsibilities may result in impeachment as defined in Article Four of this Constitution.
- IV. The Treasurer shall be responsible for overseeing all of the financial aspects of the SMU. The primary duties and responsibilities include and are not limited to:

- A. Organizing all budget request forms from each student group to create an SMU final budget.
 - B. Working with the Executive Board to compile and distribute ASUM allotted funds.
 - C. Managing the SMU budget by keeping a record of all expenditures.
 - D. Present the work of the Board on Budget to the Executive Board and the SMU Assembly.
 - E. Assisting the SMU President and working closely with the Executive Board in the budgeting process.
 - F. Failure to fulfill these responsibilities may result in impeachment as defined in Article Four of this Constitution.
- V. The Secretary is responsible for all forms of communication within the SMU. The primary duties and responsibilities of the Secretary include and are not limited to:
- A. Recording the minutes for all SMU Board and Committee meetings, and typing an official copy for each meeting to be approved and filed in the official SMU folder. A copy shall also be made available to ASUM and to the public..
 - B. Creating and posting signs for all SMU meetings and scheduled events.
 - C. Communicating with each student group as to attendance at meetings and scheduled events.
 - D. Informing all SMU members of the importance of member's attendance at SMU meetings and the official ASUM formal lobbying presentation.
 - E. Assisting the SMU President and working closely with the Executive Board in the budgeting process.
 - F. Failure to fulfill these responsibilities may result in impeachment as defined in Article Four of this Constitution.
- VI. The President-Elect is a non-voting member of the Executive Board. The primary duties and responsibilities of the SMU President-Elect include and are not limited to:
- A. Attending SMU Assembly meetings and Executive Board meetings
 - B. Overseeing Spring-Elections of the SMU Executive Officers as defined in Article Six of this Constitution.
 - C. Working closely with the President to gain experience and knowledge of SMU workings.

Article Four
SMU Assembly

- I. The SMU Assembly shall be composed of the Executive Officers, the presiding officials of each SMU recognized student groups, and all other SMU members.
- II. Student group responsibilities include:

- A. Student groups shall adhere to the SMU Constitution and the ASUM Bylaws.
- B. Student groups must have elected representation no later than the proposed date by the SMU President. Student groups shall submit an annual preliminary budget request to the Board on Budget by the shared deadline.
- C. Student groups shall submit an annual updated Constitution to the Executive Board by the shared deadline.
- D. Student groups shall serve their constituency, define the purpose of the student group, and adhere to their statements of process.

Article Five Penalties and Impeachment

- I. Any SMU Executive Official who is incapacitated, unable to perform their responsibilities on a permanent basis, or is in violation of this Constitution shall be replaced by a presidential appointment subject to a two-thirds ($\frac{2}{3}$) vote of the Presidents' Board and a majority vote of at least 12% of the SMU Assembly.
- II. Impeachment and removal of any student group official shall be conducted by said student group.
- III. Student groups in violation of this Constitution shall be subject to removal from the SMU Assembly and/or a probationary period pending an evaluation conducted by the Executive Board.
- IV. Removal of a student group from the SMU Assembly shall result in a loss of SMU funding for said student groups for the following academic year.
- V. Removal and/or probation of a student group results in a loss of voting power for said student group in the SMU Assembly for the duration of probation and/or until reinstatement of the student group into the SMU Assembly.
- VI. The SMU Assembly may call a special meeting upon a two-thirds ($\frac{2}{3}$) petitioning of members. In such case, the Vice President is obligated to call a special meeting.

Article Six Boards and Committees

- I. The affairs and activities of the SMU shall be handled through such standing boards and committees which the SMU Assembly may deem necessary for the administration of the SMU.
- II. Boards and Committees shall be subject to the general supervision of the SMU Assembly, and new committees shall be brought before the Assembly for approval.

- III. All chairpersons and members of these boards and committees shall be recommended for appointment by the SMU President and confirmed by a majority vote of the SMU Assembly.
- IV. Standing Boards of the SMU shall be the SMU Executive Board, Presidents' Board, and Board on Budget.
 - A. The duties of the SMU Executive Board are as follows:
 1. The makeup of the SMU Executive Board shall be one (1) ASUM Senator appointed by the ASUM Vice-President, and the SMU President, Vice-President, Treasurer, Secretary, and President-Elect.
 2. The ASUM Senator shall be the chair of the Board and serve as a non-voting member.
 3. The SMU Executive Board shall assist student groups with recognition forms.
 4. The SMU Executive Board shall hold a lobbying session as enumerated in Article Eight of this Constitution to delegate ASUM allocated funds amongst those student groups who choose to lobby.
 - B. The duties of the Presidents' Board are as follows:
 1. The Presidents' Board shall be the representative body of each recognized student group of the SMU.
 2. The makeup of the Presidents' Board shall consist of the President of each student group, and the SMU President, Vice-President, and Secretary.
 - a) The SMU President shall represent the Union as a voting member of the Board.
 - b) The SMU Vice-President shall chair the President's Board, and may only vote in case of a tie.
 - c) The Secretary shall take the minutes, and serve as a non-voting member.
 - d)
 - e) SMU Student Group Presidents who fail to attend or send a representative in their place are subject to penalties as outlined in this Constitution.
 3. The Presidents' Board shall be informed of sections of the ASUM Bylaws as it pertains to the SMU and the current events and operation of the SMU as overseen by the SMU President.
 4. Any member of the SMU may petition the Presidents' Board to review any matter relating to the constitutionality of the SMU Constitution and policies.

5. The Presidents' Board shall propose and vote on Constitutional Referendum to be presented to the SMU Assembly for approval as enumerated in Article Nine of this Constitution.
- C. The duties of the Board on Budget are as follows:
1. The makeup of the Board on Budget shall consist of the Treasurer or President of each student group with the seat being offered first to the Treasurer, and the SMU Treasurer, President, and Secretary.
 - a) The SMU Treasurer shall represent the Union as a voting member of the Board.
 - b) The SMU President shall chair the Board on Budget, and may only vote in case of a tie.
 - c) The Secretary shall take the minutes and serve as a non-voting member.
 2. The Board on Budget shall be informed of all SMU fiscal responsibilities, and the Fiscal Policy of ASUM by the SMU Treasurer.
 3. All budgeting requests made by student groups shall be discussed on Board on Budget.

Article Seven Elections

- I. Only members as defined by Article One of this Constitution are eligible to hold or run for any elected or appointed position in SMU. To hold any elected or appointed position, a member must be in good standing, defined as maintaining a 2.0 cumulative grade point average. No person shall hold or be a candidate for any two SMU positions.
- II. Elections for the SMU Executive Officers are as follows:
 - A. The SMU Executive Elections Meeting shall be held in the Spring Semester of each academic year, of which the date is at the discretion of the SMU President-Elect, but shall be no later than two weeks preceding finals week. All members of the SMU assembly are required to attend.
 - B. The SMU Senator Liaison shall chair the Executive Elections Meeting, and shall not vote.
 - C. The positions to be elected are the SMU Secretary, Treasurer, Vice-President, and President-Elect to be instituted the following academic year. Those nominated shall be elected by a majority vote of at least 12% of the SMU Assembly.
 - D. Members who wish to be nominated for one of the above positions must self-nominate or be nominated by another member of the assembly to the President-Elect up until nominations close during the meeting. All nominations

must be seconded by another member of the assembly during the Executive Elections Meeting.

- III. Elections for the officials of student groups are as follows:
 - A. Elections for officials of student groups shall be carried out by each student group. Each student group shall have elected officials no later than the proposed date by the SMU President. All elected officials of student groups must be nominated with a second, and voted in by a majority of their membership.
 - B. No member shall serve simultaneously in multiple elected President or Treasurer positions for any student groups.

Article Eight Finance

- I. SMU shall be supported and maintained by funds derived from the following source: ASUM.
- II. SMU shall strictly adhere to the ASUM Fiscal Policy in regards to budgeting and finances.
- III. The Board on Budget shall be the body that assists in finance for student groups.
- IV. Each student group must present a budget to the Board on Budget for approval before being submitted to the SMU Executive Board for final consideration for Final Budgeting.
- V. Any ASUM allocated funds remaining in a student group account at the end of the fiscal year shall be transferred to the SMU Reserve Fund as soon as reasonable accounting permits. The SMU Reserve Fund will retain up to \$3000 of unspent ASUM funds from SMU student groups' allocations from the previous fiscal year. SMU groups may request access to a portion of these funds directly to the SMU Executive Board subject to a majority approval.

Article Nine Enactment and Status of the Constitution

- I. This Constitution shall replace and repeal all previous SMU constitutions.
- II. The process of amending the SMU Constitution are as follows:
 - A. The Presidents' Board is obligated to discuss changes to the Constitution if it is petitioned by the SMU assembly.
 - B. Amendments to the Constitution will be forwarded to the Assembly if first approved by a ($\frac{2}{3}$) vote of the President's Board.
 - C. Amendments with a ($\frac{2}{3}$) approval of the President's Board are subject to a majority vote of 12% of the SMU Assembly for ratification.

III. Ratification of this Constitution shall go into effect on the established ASUM submission deadline.