

Adopted by affirmation of Campus Advisors, System Advisors, campus student leaders, and ASUM Executive Director: May 9, 2012.

Amended by the Board of Directors: April 2018

Amended by the Board of Directors: April 2019









(iv) In collaboration with the Campus Advisors and Legislative Directors



- e. No person shall serve while actively seeking a paid public elected office.
  - (i) Upon filing for any paid public elected position at any level of government, the person is no longer eligible to serve as Legislative Director and their position automatically becomes vacant without any action of the Board.

## **Duties and Responsibilities**

- a. Ultimately responsible for all recruitment, interviewing, and selection of the participants in the Legislative Internship program.
- b. Serve as the supervisor of the Legislative Internship program in Jefferson City.
- c. Develop intern training materials and organize training of the interns.
- d. Assist in paperwork completion for home campus interns.
- e. Assign interns to work on specific priorities, and track process and status of legislative priority issues.
- f. Talk to legislators and elected officials to keep abreast of happenings and atmosphere in the capitol.
- g. Communicate as appropriate with member campus personnel.
- h. Work to aid the development and administration of legislative surveys.
- i. Work with the Executive Director to develop an intern calendar.
- j. Maintain ongoing communication with interns.
- k. Provide the Board with updates of intern work during session.
- l. Work with the Executive Director in managing the interns and addressing personnel and policy issues that arise.
- m. Oversee the delegation of public relations tasks for ASUM Central among Board members and Interns, including, but not limited to:
  - (i) Keep up to date with all ASUM social media sites.
  - (ii) Work closely with the Executive Director to formulate, edit, and distribute an electronic weekly newsletter.
- n. Manage and grow the positive public perception of the Legislative Internship program through any and all avenues.
- o. Assume other duties as the Executive Director or Board may delegate.









- (iv) Final survey draft completed and released to the Board for feedback
- (v) Open demo testing of the survey to the Board for feedback
- (vi) Survey open date
- (vii) Survey close date

b.



- c. The Executive Director shall provide comprehensive information on all ASUM activities via a weekly newsletter during the legislative session and through other means during recess.
- d. Each member campus is entitled to three (3) voting Board members through which ASUM

- c. Certification of Election Results. The Board shall accept the results of the campus election authority at its next meeting and shall certify the admittance of the campus in question to full membership at that time by majority vote. The Board shall be the final arbiter in any dispute concerning the validity of an ASUM referendum.
  - (i) Should some question arise as to the validity of the election under the standards set forth in the preceding section, any Board member may move that the Board convene to determine whether certification of the election is warranted under the circumstances. Such motion shall be made in writing to the Board Chair.
  - (ii) In making its determination as to certification, the standard of fairness and opei0(p)-6(e)

# **Title IV: Board of Directors**

## **Article 4.1: Duties of the Board**

The penultimate duty of the Board shall be to



(ii) Any concerns with job performance

## Article 4.4: Vice Board Chair

### **|**Selection

- a. The Vice Board Chair shall be elected by a majority of the Board at the annual Board Retreat.
- b. The term of the Vice Board Chair shall be July 1st through June 30th.
- c. In determining Board seat allocation for each campus, the Vice Board Chair shall be included in the total number of seats allocated for the home campus of the Vice Board Chair.
- d. Should the office of Vice Board Chair become vacant, the election of a new Vice Board Chair shall be the first order of business at the next Board meeting. The Vice Board Chair elected to fill such a vacancy shall serve only the remainder of the term.

### **|**Eligibility

- a. Only voting members of the Board may be eligible to run for Vice Board Chair.

### **|**Duties

The Vice Board Chair may assume the duties of the Board Chair in their absence. If presiding over a meeting in the absence of the Board Chair, the Vice Board Chair shall retain a vote only to break a tie.

- a. Take minutes of Board meetings and distribute them to all members of the Board via email within three (3) days following any meeting.
- b. Perform other duties as assigned by the Board Chair or by directive of the Board.
- c. In the absence of the Vice Board Chair, the Executive Director shall appoint another Board member to assume the responsibilities of the Vice Board Chair for the duration of the Board meeting.

### **|**Compensation



- (ii) One (1) voting member from each member campus shall be the Graduate Student Representative who shall be the president or a designee of the campus graduate student government association.
  - (iii) One (1) voting member shall be the Chapter President of the Campus Chapter if the campus has an active Campus Chapter. Chapter Presidents are required to sign the Terms of Agreement to be eligible to serve as a voting member of the Board.
- b. The Legislative Director and Deputy Legislative Director shall be voting members on the Board and neither shall be counted as one (1) of the three (3) members from a campus.

### **Substitute Members**

- a.

- d. If a designee serves, they shall hold an office in the Campus Chapter and shall support the Chapter President in carrying out campus activities.

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## **Article 4.7: Ex Officio Members**

- a. Interns, the Student Representative to the Board of Curators, the Executive Director, Campus Advisors, and the System Advisor are *ex officio* members of the Board.
- b. Ex Officio members need not meet the requirements set forth for voting members of the Board.





will abstain from a vote in the election. This does not apply to members serving a consecutive term.

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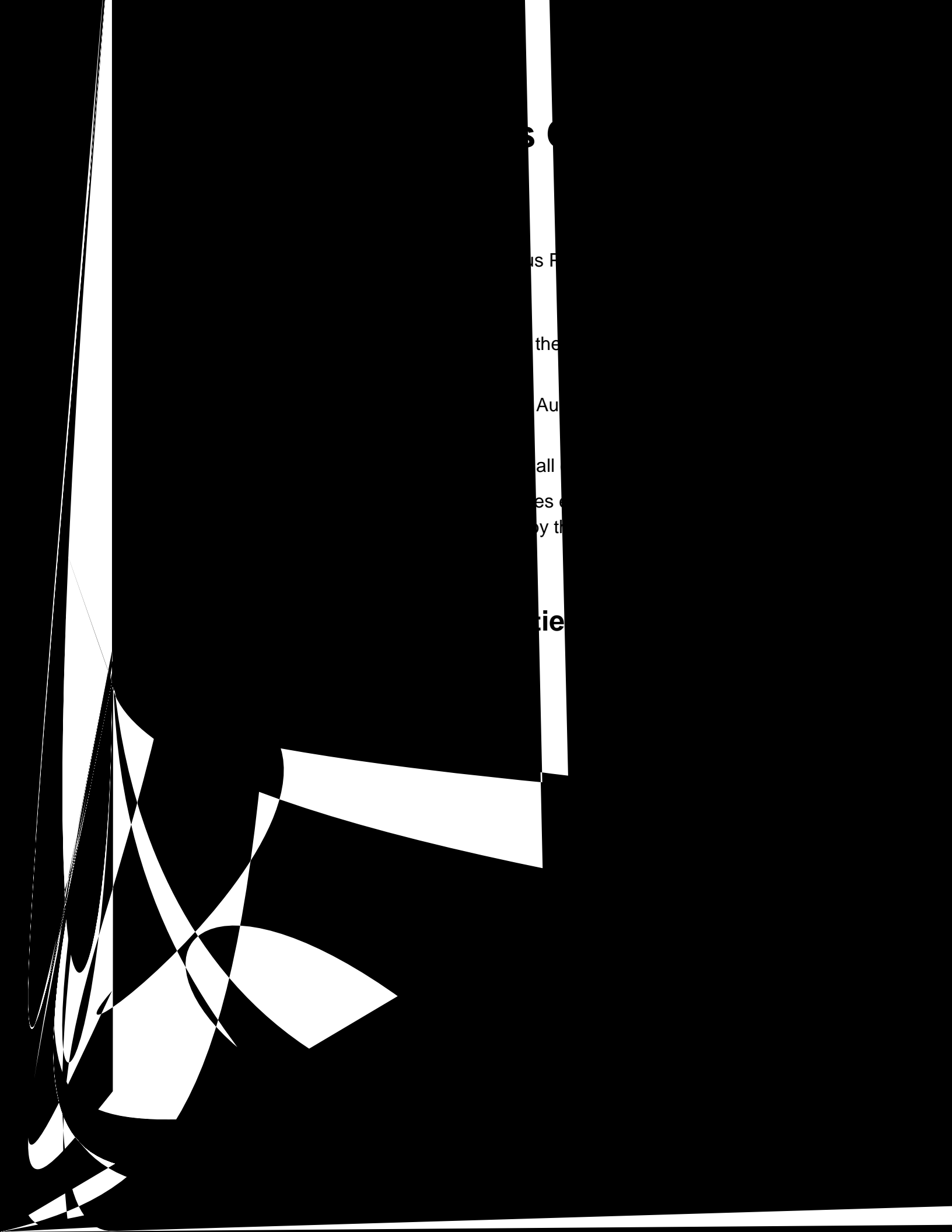
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- (i) Advocacy Day at the Capitol, planned and executed in cooperation with the Directors.
  - (ii) A minimum of two (2) events at which a state legislator is present and
- c. Campus Chapters shall submit two (2) Campus Chapter reports to the Executive Director annually, covering various periods and due on the dates as follows:
- (i) December 1 (August 1 – November 30)
  - (ii) May 1 (January 1 – April 30)

### **Inactive Campus Chapter Activities**

If there is no active Campus Chapter, the campus Board members in collaboration with the Campus Advisor are responsible for the following activities:

- a. Fall semester:
  - (i) Recruitment of prospective candidates for the Legislative Internship program in cooperation with Directors and Campus Advisor.
  - (ii) At least ten (10) hours of Voter Registration Drive.
- b. Spring semester:
  - (i) Coordinating student participation in Advocacy Day at the Capitol.

# **Title VII: Advisors**

## **Article 7.1: System Advisor**

There shall be a System Advisor in the UM System Office of Academic Affairs that will provide advice and guidance to ASUM.

## **Article 7.2: Campus Advisor**

Each member campus shall have a faculty or staff advisor serve as Campus Advisor.

## **Compensation**

The role of Campus Advisor is not financially compensated beyond any University salary or stipend already provided. Compensation includes helping students to make a difference and develop leadership skills.

## **Accountability**

The Campus Advisor is accountable to the home campus and works collaboratively with the Executive Director and specific campus chapter.

# Title VIII: Legislative Internship Program

## Article 8.1: Internships

### Eligibility

At the time of selection, Interns must have a cumulative GPA of at least 3.0 and remain in good academic standing throughout the duration of their internship. Interns shall be enrolled in at least nine (9) credit hours in the fall semester and nine (9) hours in the spring semester, which may include up to six (6) credit hours for the internship.

- a. Exceptions to GPA or enrollment requirements may be made on a case-by-case basis.

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## **Accountability**

Legislative Interns are accountable to their campus, Deputy Legislative Director and the Legislative Director, and ultimately to the ASUM Executive Director. Interns are also accountable to their Campus Advisor, through whom academic credit is being supervised.

## **Article 8.2: Intern Responsibilities**

### **Duties of Legislative Interns**

The Legislative Interns represent ASUM and UM students through lobbying efforts in Jefferson City during the legislative session. Interns must agree to the following.

- a. Attend all training sessions.
- b. Return to Columbia in early January (date to be given each year) for training and start of work in Jefferson City.
- c. Notify the Legislative Director or Deputy Legislative Director of daily calendar during legislative session.
- d. Assist in public dissemination of information about ASUM's legislative activities.
- e. Complete a weekly report of activities, issues and perceptions to be turned in to the Legislative Director.
- f. Abide by code of conduct, and state and federal law.
- g. Honorably
- h. Abide by ASUM policies, bylaws, university policy, and in accordance with regulations of the Missouri Board of Ethics.
- i. Attend and participate in weekly intern meetings



- o. Attend ASUM programs on home and all UM campuses as appropriate.
- p. Communicate regularly with the Legislative Director and notify them immediately of issues or problems encountered.
- q. Be on time at all times. Notify the Legislative Director if arriving late.
- r. Communicate to home campus ASUM the progress of your internship.
- s. Keep informed of current relevant political events and keep track of legislation daily.
- t. Research and carry out lobbying activity related to the issues to which have been assigned (testify, research, be present during bill floor debate, stay in contact with key legislators etc.).
- u. be responsible for keeping up and notifying the Legislative Director and Deputy Legislative Director about external news relating to the program or the issues on which it lobbies.
- v. Fulfill other duties as delegated by the Directors or Board.

## **Article 8.3: Intern Code of Conduct**

### **Code of Conduct**

All Interns shall maintain a standard of conduct including, but not limited to:

- a. All Interns shall always abide by the rules of the UM System Collected Rules and Regulations regarding Student Conduct.
- b. During the legislative session, no Intern shall participate in any political or legislative event outside of the Capitol without prior approval from the Executive Director or Legislative Director.
- c. No Intern shall consume alcoholic beverages while engaged in lobbying activities or at any time while in Jefferson City.
- d.





- b. The Executive Director must get majority approval from the Board prior to

# **Title X: Adoption and Amendments**

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