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Article 1. Membership

Section 1

Definition of Membership: All Montana University Schools, including Tribal colleges, who have paid the membership dues are MAS members.

Section 2

Each MUS school participating in MAS shall be represented through their student government President and Vice President with each representative having one vote.

Section 3

Schools that have arranged with the MAS Treasurer for alternative payments are still active members of MAS as long as this is satisfactory with the Treasurer.



Article 2. Qualification and Duties of Officers

Section 1 MAS Officers

MAS officers shall consist of the President, Vice President of External Affairs, Vice President of Internal Affairs, and Treasurer

Section 2 Qualification of MAS Officers

All officers of MAS shall either be a Student Government President or Vice President at a MUS school

Section 3 Officer Duties

All officers must carry out their duties as listed in the constitution.

A. President

1. The President shall be the official spokesperson for MAS;
2. All meetings shall be chaired by the President;
3. During legislative years, the MAS lobbyist shall report to the MAS President; and,
4. The President shall serve as the official liaison to the student regent and will contact them before each Board of Regents meeting to discuss any pertinent issues being brought before the Regents.

B. Vice President of External Affairs (VPEA)

1. The VPEA shall be responsible for all communication outside of MAS including but not limited to: Press, Regents, and the Office of the Commissioner of Higher Education;
2. The VPEA is responsible for submitting any item MAS wishes to be on the Board of Regents Agenda in accordance with the Board of Regents Meeting Agenda Handbook Procedure and Guidelines; and,
3. The VPEA is responsible for creating a quarterly newsletter, and press releases and distributing these materials outside of the organization.

C. Vice President of Internal Affairs (VPIA)

1. The VPIA shall be responsible for the creation and distribution of MAS agendas and minutes; The VPIA shall take minutes during meetings and upload minutes to the MAS website after approval;
2. The VPIA will set the time and location of MASs meetings and notify all members of the meeting time 1 week prior to the meeting;
3. The VPIA will organize a fall retreat including all member institutions during the Fall semester; and,



4. The VPIA shall oversee, track, and communicate with the task forces progress on their projects and will update all MAS members monthly.

D. Treasurer

1. The Treasurer is responsible for the collection and distribution of all MAS funds as well as the MAS expenditures, income, and annual budgets.



Article 3. MAS Council

Section 1 Composition

The composition of the MAS Council shall be the Student Body Presidents and Vice Presidents of each MUS school that pay annual MAS dues.

Section 2 Qualifications of MAS Council Members

- A. All MAS Council Members must meet qualifications in Article II, Section A of the MAS Constitution.
- B. MAS Council members must be members of their student government and MUS students through the duration of their term.

Section 3 Duties and Responsibilities

- A. The MAS Council shall be responsible for nominating and electing executives of MAS as per Article V of the MAS Bylaws.
- B. The MAS Council shall set and approve any changes to the membership dues of MAS.
- C. The MAS Council shall approve all MAS policies.
- D. Administrator of the year award.
 - 1. At the May Board of Regents meeting, this honor shall be presented to the recipient during public comment.
 - 2. The recipient shall be nominated by any MAS members and will require a majority approval vote at a MAS Council meeting between the March and May Board of Regents.
 - 3. The recipient shall be judged on their ability to champion student issues, show a willingness to include students throughout the entire decision-making process on their campus, and must also show a commitment to listening to student concerns with the goal of understanding their concerns.

Section 4 Quorum



A. Meeting Conduct

All MAS councils, boards, and committees (CBCs) shall adhere to the following rules:

1. The quorum shall be a majority of the voting members;
2. All meetings shall allow time for public comment; and,
3. The meeting shall be open to the public in accordance with MCA 2-3-203.

B. Quorum

1. A quorum shall be a simple majority of due paying member institutions. Meetings at which the President or Vice President of any given student association cannot be present, A representative with delegated authority to represent that organization may attend. Such representatives, while representing their respective President and Vice President, shall be considered as a member of MAS with full rights and privileges granted by the MAS constitution, and whose presence at meetings will count toward quorum of the body.

C. Chair's Duties

1. Set and distribute meeting agendas;
2. Vote only to break a tie;
3. Ensure fairness and order; and,
4. Record and distribute meeting minutes of all formal meetings.

D. Executive Session

1. Executive session is closed to the public.
2. Prior to convening in executive session the chair shall announce the rationale that forms the legal basis for the executive session.
3. Executive session shall only be conducted to address confidential personnel issues. Executive session shall not be called if the person being discussed wishes to have an open meeting.
4. Any CBC may go into executive session at any time.
5. No public record shall be kept of executive session business.
6. Executive session shall be conducted according to MCA 2-3-203.
7. MCA 2-3-203 shall supersede Section 5-4 in case of conflict with these Bylaws.



Article 4. Councils, Boards, and Committees

Section 1 General Provisions

A. Definitions

1. Council – Participates in governance
2. Boards – Decision-making function
3. Committee – Ongoing advisory function
4. Special Committee – Specific charge to accomplish a task in a specified amount of time
5. Task Force – Informal group created to accomplish a specific task

B. Meeting Conduct

All MAS councils, boards, and committees (CBCs) shall adhere to the following rules:

1. The quorum shall be a majority of the voting members;
2. All meetings shall allow time for public comment; and,
3. The meeting shall be open to the public in accordance with MCA 2-3-203.

C. Quorum

1. Quorum shall consist of a simple majority of voting members or their delegates as defined in the MAS constitution.



D. Chair's Duties

1. Set and distribute meeting agendas;
2. Vote only to break a tie;
3. Ensure fairness and order; and,
4. Record and distribute meeting minutes of all formal meetings.

E. Executive Session

1. Executive session is closed to the public.
2. Prior to convening in executive session the chair shall announce the rationale that forms the legal basis for the executive session.
3. Executive session shall only be conducted to address confidential personnel issues. Executive session shall not be called if the person being discussed wishes to have an open meeting.
4. Any CBC may go into executive session at any time.
5. No public record shall be kept of executive session business.
6. Executive session shall be conducted according to MCA 2-3-203.
7. MCA 2-3-203 shall supersede Section 5-4 in case of conflict with these Bylaws.

F. Appointments

1. Initial appointments to MAS boards and committees shall take place during the fall semester.
2. Filing of vacant positions will occur through the same process as an initial appointment at any MAS Council meeting one week after the vacancy occurs.

Section 2 **Executive Council**

A. Meeting schedule

1. The Executive Council shall meet weekly throughout the fall and spring semesters.

B. Composition

1. The voting membership of the Executive Council shall consist of the President, the Vice President of Internal Affairs, the Vice President of External Affairs, and the Treasurer.
2. The Student Regent shall serve as a non-voting, ex-officio member.

C. Duties

1. The Administrative Council shall:
 - (i) Prepare all MAS agendas and schedule all MAS calls and meetings; and,
 - (ii) Discuss general MAS issues as needed; and,
 - (iii) Provide a forum for discussion about all issues pertaining to MAS.

Section 3 **Judicial Council**

A. Composition



1. The voting membership of the Judicial Council shall consist of one non-MAS representative from each MAS member institution.
2. The Judicial Council shall elect a chair from its membership.

B. Duties

1. The Judicial Council shall:
 - (i) Serve as the adjudicating body if a complaint is raised that MAS, or a member of MAS has violated the MAS bylaws or constitution.

Section 4 **Budgetary Committee**

A. Meeting Schedule

1. The Budgetary Committee shall convene in the spring of odd years before the March regents meeting. The Budgetary Committee may be convened on an as needed basis by a majority vote of the MAS council.

B. Composition

1. The membership of the Budgetary committee shall consist of three MAS members appointed by the MAS council; one from a flagship school, one from a four year non-flagship school, and one from a two year school. The MAS Treasurer shall serve as the non-voting chair and will vote only to break ties.

C. Duties

1. The Budgetary Committee shall:
 - (i) Submit recommendations to the MAS council for MAS biannual dues and budget by April 15th of the year it convenes.
 - (ii) Make recommendations to MAS on an as needed basis to address budgetary shortfalls and other budgetary issues.
2. All recommendations of the Budgetary Committee must be ratified by a majority vote of the MAS council.

Section 5 **Regent Selection Committee**

A. Meeting Schedule

1. The Regent Selection Committee shall convene no later than February 15th.

B. Composition

1. The membership of the Regent Selection Committee shall consist of three MAS members appointed by the MAS council; one from a flagship school, one from a four year non-flagship school, and one from a two year school. The MAS President shall serve as the non-voting chair and will vote only to break ties.



2. The Student Regent shall serve as a non-voting, ex-officio member.
3. No individual applying for Student Regent may serve on or chair the Regent Selection Committee. If the MAS President applies to become Student Regent, the chairing duties will be passed first to the VPEA, then to the VPIA, then to any member of MAS confirmed by a majority vote of the MAS Council.

C. Duties

1. The Regent Selection Committee shall:
 - (i) Coordinate advertising and recruitment efforts for Student Regent applications.
 - (ii) Ensure each student government has all of the correct Regent application materials and that they're marketing the application on their respective campuses.
 - (iii) Review application materials after the submission deadline and make nomination recommendations to the MAS Council.
 - (iv) Receive and review any complaints regarding the application process to determine if corrective steps need to be taken.
2. All recommendations of the Regent Selection Committee must be ratified by a majority vote of the MAS council.

D. Selection Criteria

1. Regent applications shall consist of:
 - (i) Cover Letter;
 - (ii) CV or Resume;
 - (iii) Personal statement on candidate's main goal should they receive the position; and,
 - (iv) Four letters of recommendation, at least one of which must be from a student.
2. Student government experience and experience with the Montana Board of Regents shall be considered but shall not be viewed as superior to analogous experience a candidate may have with a different organization or in a different capacity.
3. These criteria shall be reflected on the OCHE website regarding student regent applications.

E. Timeline

1. MAS and all member campuses must begin publicizing student regent applications by the end of the last week of February.
2. Regent applications must be emailed to the MAS Gmail by 5pm on March 31st.
 - (i) It is at the discretion of the Regent Selection Committee Chair, in consultation with the committee, to accept late submissions or materials.
3. The Regent selection committee must forward its recommendations to MAS no later than the end of the second week of April.
4. MAS must vote to finalize nominations during the next meeting of the MAS Council after recommendations are received.



Section 6 **Lobbyist Hiring Committee**

A. Meeting Schedule

1. The Lobbyist Hiring Committee shall convene at the September Regents meeting immediately following appointments.

B. Composition

1. The membership of the Lobbyist Hiring Committee will consist of four members elected by the MAS council. The MAS President shall serve as the non-voting chair and will vote only to break ties.
2. No individual applying for Student Lobbyist may serve on or chair the Lobbyist Hiring Committee.

C. Duties

1. The Lobbyist Hiring Committee shall:
 - (i) Coordinate advertising and recruitment efforts for Student Lobbyist applications.
 - (ii) Ensure Lobbyist applications are publicized on each individual campus.
 - (iii) Review application materials after the submission deadline and make finalist nominations to the MAS Council.
 - (iv) Receive and review any complaints regarding the application process to determine if corrective steps need to be taken.
2. Finalist must be voted on by the MAS Council for final selection.

Section 7 **Legislative Action Committee**

A. Meeting Schedule

1. The Legislative Action Committee shall convene in legislative years.

B. Composition

1. The membership of the Legislative Action Committee will consist of four members elected by the MAS council. The MAS Vice-President of external affairs shall serve as the non-voting chair and will vote only to break ties.
2. The MAS lobbyist shall serve as an ex-officio, non-voting member.

C. Duties

1. The Legislative Action Committee shall:
 - (i) Track Bills pertaining to MAS' legislative priorities.
 - (ii) Be responsible for making lobbying decisions should such decisions be required on short notice and therefore cannot be brought before MAS Council. These decisions must be confirmed by the MAS President before MAS is able to carry any action out



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related to the decisions. All such decisions must be ratified by the MAS Council at their next meeting.

- (iii) The committee shall be charged with planning and preparation of any significant MAS legislative efforts.



Article 5. Elections

Section 1 **Timing of Election**

- A. Elections for MAS officers shall take place during the May meeting following Board of Regents.

Section 2 **Order of Elections**

- A. The order of elections shall go: President, Vice President of External Affairs, Vice President of Internal Affairs, and Executive Treasurer. Any MAS member is eligible to run for multiple offices during the same election cycle but can only hold one executive position during their term.



Article 6. Fiscal Policy

Section 1 MAS Funds

A. MAS dues are allocated to the:

1. Legislative Fund;
2. Operations and Meeting Fund;
3. Recognitions Fund; and
4. Reserve Fund.

B. The allocation of MAS dues to each fund shall be assigned by the MAS Council, taking into consideration the recommendation of the MAS Budgetary Committee.

C. The budget for each biennium must be approved by no later than the end of the outgoing MAS meeting at the May Board of Regents.

D. The MAS budget shall be stored in the MAS drive and included in the transition materials for all MAS executive members.

Section 2 Legislative Fund

A. Definition

1. The legislative fund shall consist of those monies allocated for use during the regularly scheduled Montana Legislative session in odd years.

B. Fund Use

1. Monies in the Legislative Fund may not be used for any activities other than active lobbying during legislative sessions or preparatory work for such activities.
2. Legislative Fund monies may not be spent by the non-legislative year MAS Council, even in preparation for the following legislative session, unless on efforts that could not reasonably be accomplished by the following MAS.
3. Legislative Funds may be reallocated to non-legislative year legislative activities in special circumstances by a 2/3 vote of the MAS Council.

C. Excess Funds

1. If a program does not use all the allocated funds at the end of the fiscal biennium, all excess funds will be put into the Reserve Fund.



Section 3 **Operations and Meetings Fund**

- A. Definition
 - 1. The Operations and Meetings Fund consists of those monies allocated to standard MAS operations.
- B. Fund Use
 - 1. The fund is to be allocated to MAS programs and operations through the biannual budgeting procedures by the Budgetary Committee and MAS Council.
 - 2. The fund shall be used to cover expenses necessary for MAS meetings and operations including, but not limited to, meeting meals, software costs, and meeting materials.
- C. Excess Funds
 - 1. If a program does not use all the allocated funds at the end of the fiscal biennium, all excess funds will be put into the Reserve Fund.

Section 4 **Recognitions Fund**

- A. Definition
 - 1. The Recognitions Fund shall consist of all those monies allocated to the Administrator of the Year Award and any other MAS honors to recognize state-wide partners.
- B. Fund Use
 - 1. Monies in the Recognitions Fund shall be used for any materials deemed necessary in recognizing MAS's appreciation of individuals or organization.
 - 2. The monies in the Recognitions fund may not be used to purchase flowers or alcohol and may not be given as cash gifts.
- C. Excess Funds
 - 1. If a program does not use all the allocated funds at the end of the biennium year, all excess funds will be put into the Reserve Fund.

Section 5 **Reserve Fund**

- A. Definition
 - 1. The Reserve Fund is composed of all collected revenues from MAS Dues not earmarked for usage in other programs.
- B. Required Balance
 - 1. The Reserve Fund shall be between \$2000 and \$5000.



C. Deviation

1. If, at the time MAS dues are set for a fiscal biennium, the balance of the Reserve Fund has exceeded its limits then MAS must adjust dues and expenditures to correct the balance over the following biennium.

D. Excess Funds

1. All moneys exceeding \$2000 of the total projected MAS expenditures for a biennium may be used for:
 - (i) MAS purchases and expenditures as approved by the MAS Council.

Section 6 **MAS Dues**

A. MAS Dues shall be set biannually through the budgeting process by the MAS Council considering the recommendations of the Budgetary Committee.

B. Dues shall be set on a tiered system with each tier paying a set amount. The tiers will be set as:

1. Four-Year Flagship Schools
2. Four-Year Non-Flagship Schools
3. Two Year Schools

C. The highest and lowest tiers paid by each school may not be separated by more than a factor of five(5).

1. Individual schools' dues may be allowed to fall below the lower limit of this restriction if approved by a $\frac{3}{4}$ vote of the MAS Council.

D. Dues may be upwardly adjusted mid biennium by convening the Budgetary Committee in special session and a $\frac{3}{4}$ vote of the MAS Council.

E. MAS Dues will be due at or before the November Regents meeting unless an extension is granted by a majority vote of the MAS Council.



Article 7. Appendix

Section 1 Authority

A. In all cases, the Constitution shall supersede these Bylaws.

B. If these Bylaws or any MAS operation or procedure conflicts with Montana or U.S law, they shall be deemed null and void. In the event the MAS policy or procedure does not clearly specify what action should be taken in a given situation, Montana law or the Montana Constitution may be substituted or used as a guide.

Section 2 Amendments

A. These Bylaws and any amendments to them shall go into effect immediately upon a two-thirds passage by the MAS Council.

B. Amendments to these bylaws may be approved at in person meetings of the MAS council coinciding with the Board of Regents meeting by a two-thirds (2/3) vote, or by a unanimous vote of all MAS members on a MAS phone call.

