

The Policy Code of the Associated Students of Saint Martin's University

ASSMU E-News Policy

The Communications Director will work to streamline and consolidate ASSMU 'all-campus' emails by sending minimal notifications necessary to achieve maximum participation; they will generate awareness of ASSMU programs to the Saint Martin's University campus community; will act as a voice for developing student groups; shall publish and distribute a newsletter - "ENEWS" - to be sent twice per week; and shall send out ASSMU press releases to different Saint Martin's media groups, including the Saint Martins University Office of Communications

ASSMU Parking Policy

ASSMU parking is available in the designated ASSMU parking space behind the Trautman Union Building. This parking shall be free, but limited to the current ASSMU Senate. This parking shall be on a first-come, first-serve basis and shall be used for loading and unloading, office hours, and any other ASSMU related activities.

This parking space, like all other Saint Martin's parking, requires a valid student parking permit 24 hours a day, seven days a week. Clubs may apply to Senator of the TUB for a loading/unloading pass. This requisition must be submitted two (2) business days prior to the loading and unloading.

In the case that a vehicle is parked in the designated ASSMU parking without the proper pass and permit, the Office of Campus Safety and Security will be called for ticketing, or other appropriate action.

The University and/or ASSMU accepts no responsibility for the theft of or damage to privately owned vehicles, or their contents, while on the Saint Martin's campus.

ASSMU Button-Maker Guidelines

The button maker cannot create buttons that promote anything that goes against Saint Martin's Code of Conduct as it is written in the student handbook.

The button maker shall not be removed from the TUB premises.

The button maker shall not be used to compose material that will be used towards ASSMU elections unless sanctioned by the Elections Committee.

There will be a sign in/out sheet for the button maker and each individual or group to use it must also sign in/out with their name, time, date, and affiliated party if applicable.

Failure to comply with these rules shall result in termination of button maker privileges.

The Judicial Committee, along with the Executive Secretary's input, shall determine at what time button maker privileges may be reinstated if they have been previously taken away.

ASSMU Sound Equipment Policy

The sound equipment, as ASSMU property, is for use by members of the Saint Martin's University campus community only. The equipment shall be available only for use on the Saint Martin's University campus unless express consent has been given by ASSMU. The equipment shall be available only upon completion of the Contract for the Use of Sound Equipment, which requires the signature of the ASSMU Activities Director. This contract must be completed each time a user wishes to reserve and use the equipment.

ASSMU Oath of Office

President of ASSMU

I (state your full name) do solemnly swear that I will faithfully execute the Office of President of the Associated Students of Saint Martin's University. I will preserve and uphold the Constitution and Bylaws of the Associated Students of Saint Martin's University. As President, I will faithfully and honorably fulfill all duties required of me to the best of my ability.

Senate of ASSMU

I (state your full name) do solemnly swear that I will support, uphold, and abide by the Constitution and Bylaws of the Associated Students of Saint Martin's University to the best of my ability. I will always work to represent fairly by allowing for prudent debate, discussion, and differing opinions; and I will always use my best judgment to make decisions in the best interest of all students here at Saint Martin's University.

Locker Usage Policy

The lockers are property of Saint Martin's University and were obtained by and intended primarily for the Nontraditional Students of SMU. Lockers are located in Old Main on the fourth floor outside room 410, on the fourth floor outside the Education Department, and on the first floor outside the Chemistry labs.

The following reflects the issuance of lockers, maintenance, etc.:

- *The Non Traditional Student Club will be responsible for the maintenance and usage compliance of all lockers. Discrepancies or violations will be reported to the SMU Security Office.*
- *Locker availability shall be advertised to ASSMU via an all campus email.*
- *Lockers shall be issued, as available, each academic session (Fall and Spring Semesters, Summer Sessions 1 & 2).*
- *Lockers shall be issued to ASSMU members on a priority basis with Non Traditional Students*, then Commuters, then Residents being allowed one week each for a request period. If all lockers are reserved prior to the end of a given request period, then a waiting list shall be created for those students who did not receive a locker.*
- *Lockers shall be issued by the Senator of Non-Traditional and Commuter Students with the assistance and cooperation of the SMU Security Office.*
- *Lockers shall be issued for a period of one academic session and all lockers must be emptied at the end of each academic session for the purpose of maintenance and servicing. If a student fails to remove their lock and/or belongings at the end of the academic session, the SMU Office of Campus Safety and Security shall be authorized to cut the lock and remove any contents.*
- *In the event that a locker has not been issued through the above process and is found in use, the SMU Office of Campus Safety and Security shall be authorized to cut the lock and remove any contents.*
- *The University and/or ASSMU are not responsible for locker contents.*

** Typically, a Non-Traditional student is financially independent, did not follow a path directly from high school to college, or has other life responsibilities that, in time of crisis, take precedence over their educational goals. In addition, these students may be partnered or single, with or without children, military veterans, or younger students with mature responsibilities.*

Digital Camera

The camera must be reserved at least one academic day in advance of the check-out time (noted on the reservation form).

The camera shall be checked out on a first come, first served basis.

The Communications Director will email the student reserving the camera to confirm the date and time of the check-out and check-in.

The camera may only be checked in and out by the Communications Director, Activities Director, President, or Executive Secretary.

The camera may only be checked out for a 24 hour period.

Please put the Digital Camera Checkout form in the Communications Director's box between check out and check in.

Upon return of camera any picture(s) stored to the camera's memory will be erased to maintain optimal storage use in camera.

The camera shall be held under lock and key at times when not in use.

Picture paper is only to be used for flyers or pictures to decorate the TUB. Students who wish to utilize the printer must provide their own picture paper.

Accountability Policy

Any Senate Member casting a vote on a main motion (including the President, as applicable), must provide a written explanation for such a decision.

Decisions and explanations must be based on the following categories: pragmatism, precedent, judicial soundness, job description, and/or conflict of interest.

These five categories must be applied to each decision and described in a concise, legitimate manner.

Each Senate Member's decision(s) must be independent from all other Senate Members'.

In the case of a precedent-based decision, the Senate Member must cite (at least) one specific example. When not regarding a matter of precedent, each Senate Member is required to justify and state specific reasoning for each.

All opinions must be recorded within the minutes for each meeting.

Club Email Policy

All club related emails being sent out to "ALL-STUDENTS" must be submitted to the Communications Director for publication in the E-News. This correlates to the By-Laws Article II Section 5, which states that ASSMU shall "attempt to streamline and consolidate ASSMU "all campus" emails by sending minimal notifications necessary to achieve maximum participation".

No club's faculty or staff advisor or any campus department may utilize their user power to send out an "ALL-STUDENT" email on behalf of a club.

An exception may be made in the case that a department(s) are co-sponsoring an event with a club. In such cases, the department may utilize their user power to send out to "ALL-STUDENT", as authorized by the University and list any and all club co-sponsors.

