



# Bylaws of the Associated Students of Helena College

Helena College  
ASHC  
Revised March 2026  
See April 22, 2026 minutes for vote

# ARTICLE 1. STUDENT GOVERNMENT

The Associated Students of Helena College (ASHC) is made up of the executive branch and the legislative branch. Qualifications, expectations, and responsibilities of both branches are listed below.

## SECTION 1. EXECUTIVE BRANCH

A. Management of the ASHC shall be vested in the Executive Branch as determined in the following bylaws.

B. The **Executive Branch** consists of:

ASHC President  
ASHC Vice President  
ASHC Business Manager  
ASHC Secretary

C. The Executive Branch members are expected to attend all Senate meetings unless absence is directly related to their position requirements or excused by the President or Vice President.

D. The Executive Branch members serve for one full year, beginning at the end of the spring semester in which they are elected/appointed.

E. The Executive Branch shall maintain regular office hours to make itself available to students. Each member will complete at least 5 hours each week during the regular academic year.

F. The Executive Branch will be granted a \$1,000.00 discretionary fund to be shown in the budget for use before the Senate is able to approve spending. Expenses paid for by this fund must be approved by the President and the Director of Student Wellbeing and Engagement (Advisor). Expenses must be for the marketing of ASHC or on the student body as a whole. Examples could include club rush funding or beginning-of-the-year activities for students.

G. The Executive Council may recommend legislation to the ASHC Senate, but does not vote (unless in the case of a tie, see responsibilities of the vice president).

## **SECTION 2. THE POWERS AND RESPONSIBILITIES OF THE ASHC PRESIDENT**

- A. The President shall always act as the official representative of ASHC and shall be the liaison between the Helena College students and the institution during his/her term of office.
- B. The President shall have the authority to request and receive reports as necessary from any facet of ASHC operations.
- C. Although the President is not a member of the Senate, he/she holds veto powers, including line-item veto, over all Senate-passed financial bills and legislation. An explanation to the Senate must accompany any veto. The President may only veto legislation that is passed while he/she is in office.
- D. The President shall act as the official ASHC representative in all statewide student organizations.
- E. The President shall uphold and enforce the ASHC Constitution and its Bylaws.
- F. The President will receive a stipend according to the bylaws passed by the ASHC Senate, as outlined in Article 4, Section 4.

## **SECTION 3. THE POWERS AND RESPONSIBILITIES OF THE ASHC VICE PRESIDENT**

- A. The Vice President shall assume the President's duties in his/her absence, if needed.
- B. The Vice President shall develop Senate meeting agendas and call all meetings, regular or special. He/she must notify senators, via email, of Senate meetings at least two (2) days prior to the meeting.
- C. The Vice President shall preside over the Senate. In his/her absence, the gavel shall be passed to the President first or the Business Manager, second.
- D. The Vice President shall remove from the Senate, with the majority consent of the Senate, any individual present creating a disturbance that is detrimental to the Senate's functionality.

E. The Vice President shall cast a vote in the Senate in the event of a tie.

F. The Vice President shall collect all proxy and absentee ballots from senators unable to attend meetings.

G. The Vice President shall work along with the President, as a representative in all state-wide student organizations.

H. The Vice President will receive a stipend according to the bylaws passed by the ASHC Senate as outlined in Article 4, Section 4.

#### **SECTION 4. THE DUTIES AND RESPONSIBILITIES OF THE ASHC BUSINESS MANAGER**

A. The Business Manager shall be selected by the President and Vice President, with approval of the Senate, and will serve for the upcoming academic year.

B. The Business Manager shall provide financial leadership relating to ASHC business and financial matters and serve as a financial advisor to the Executive Branch and the Student Senate.

C. The Business Manager shall be the Chairperson of the Budget Committee if such a committee is needed.

D. The Business Manager will receive a stipend according to the bylaws passed by the ASHC Senate as outlined in Article 4, Section 7.

#### **SECTION 5. THE DUTIES AND RESPONSIBILITIES OF THE ASHC SECRETARY**

A. The Secretary shall be selected by the President and Vice President, with approval of the Senate, and will serve for the upcoming academic year.

B. The Secretary shall attend Senate meetings and take minutes. The minutes shall be typed by the Secretary following the template provided, and the Secretary will post the minutes in the ASHC Teams within 2 business days following the meeting.

C. The Secretary shall maintain a list of active senators and provide the list to the advisor upon request.

D. The Secretary shall be responsible for providing information to Helena College staff regarding events planned, submitting events for posting to the Helena College calendar, and any other marketing needs.

E. The Secretary will receive a stipend according to the bylaws passed by the ASHC Senate as outlined in Article 4, Section 7.

**SECTION 6. THE DUTIES AND RESPONSIBILITIES OF THE ASHC FACULTY/STAFF  
ADVISOR:**

A. The Advisor to ASHC shall be a full-time employee of Helena College, the Director of Student Wellbeing and Engagement.

B. The Advisor shall possess advisory responsibility and serve with voice only.

C. The Advisor shall assist with the planning and coordination of ASHC retreats, meetings, and all other programs offered by ASHC.

D. The Advisor shall counsel ASHC on institutional policies and procedures while simultaneously relaying the activities and actions of ASHC to Helena College Administration.

E. The Advisor shall provide guidance and training to clubs and club advisors as necessary.

F. The Advisor shall be given a discretionary fund of \$1,000.00 to be shown in the budget to be used on events and activities for the student body. This fund can only be used in the absence of a senate to approve spending—if a senate exists, they must vote on spending.

## **SECTION 7. THE QUALIFICATIONS FOR THE EXECUTIVE BRANCH**

A. The Executive Branch officers must, at the time of election and throughout their term of office: be fee-paying members of Helena College, maintain a cumulative GPA of 2.50, and maintain enrollment of three (3) or more Helena College semester hour credits (excluding the summer semester).

B. Preference will be given to candidates for the Executive Branch offices who: have completed at least 12 credits at any accredited university or college, and who have served in the ASHC Student Senate at least one semester prior to taking office.

C. A student holding any of the executive branch positions (ASHC President, ASHC Vice President, ASHC Secretary, ASHC Business Manager) may not be a full-time employee of Helena College.

## **SECTION 8. ASHC LEGISLATIVE BRANCH**

A. The Legislative Branch shall consist of the Senate, in which only ASHC Senators, or the presiding officer, may vote. Its membership is as follows:

The ASHC Vice President  
Club Representatives  
Senators-at-Large

B. Each ASHC-recognized club shall be represented by only one (1) senator. The senator selected must be in good academic standing as defined by Helena College and enrolled in a minimum of three (3) credits during the semester of service.

C. Senators-at-Large may be from any program or club from Helena College and must be in good academic standing and enrolled for at least three (3) credits.

D. Senators' positions may continually be filled throughout a semester.

E. Senators must fill out a Senator application and be approved by the Senate.

## F. Duties of ASHC Senators:

- Senators shall attend all Senate meetings, unless excused by the Vice President or the Advisor.
- Senators departing a meeting prior to its conclusion shall be noted as absent from that time onward in the minutes.
- Senators may vote via absentee ballot or proxy when absent from meetings.
- A Senator who is unable to fulfill their duties shall submit a written resignation to the President, Vice President, or the Advisor.
- Senators must have a general understanding of the Constitution and Bylaws.
- Senators shall be expected to actively participate in program development, production, and evaluation. Participation may be in the form of membership in any committee or volunteering for events or activities.

## **SECTION 9. THE LEGISLATIVE AND BUDGETARY POWER OF ASHC SHALL BE VESTED IN THE ASHC SENATE, WHICH HAS THE POWER AND RESPONSIBILITY TO:**

A. Conduct hearings for and approve the annual ASHC budget.

B. Adopt and revise ASHC Bylaws.

C. Act as it deems necessary and appropriate to fulfill its obligations to Helena College students.

D. Strive to ensure that student fees are being spent in a manner consistent with student needs or desires.

E. Conduct Weekly or bi-weekly Senate Meetings at the discretion of the Senate. Special meetings may be called by the ASHC Vice President.

F. Override Power: The Senate shall have the power to override the ASHC President's veto by a two-thirds (2/3) vote cast at the following regularly scheduled meeting of the Senate.

## **SECTION 10. SENATE COMMITTEES**

- A. Committees shall be established at the discretion of the President or Vice President based on the needs of the Senate and shall consist of Senators.
- B. Senate Committees shall hold all meetings in accordance with Montana's Open Meeting Law.
- C. Senate Committees shall have the power to propose amendments or to propose to table any referred legislation.
- D. Senate Committees shall make committee reports regarding any referred legislation.
- E. Senate Committees can conduct forums, surveys, and other actions as means to gather the opinion of the Helena College student body and to recommend action to the Senate as it relates to those concerns. Any forums and surveys must be approved by the advisor.

## **SECTION 11. SENATE FLOOR RULES**

- A. Robert's Rules of Order shall govern the Senate in all cases not covered by the ASHC Bylaws. In the event of a conflict, ASHC Bylaws will always supersede Robert's Rules.
- B. The agenda for Student Senate meetings should include, but not be limited to, the items listed in the template provided to the secretary.
- C. The chairperson always has the command of the floor.

## **SECTION 12. SENATE VOTING RULES**

- A. To vote and conduct official Senate business, at least a simple majority of the current members of the Senate must be present at that meeting (does not include vacant Senate positions).
- B. In cases of extreme urgency, the Chair may conduct a meeting without a majority of the members present. Any actions taken must be ratified at the next legal meeting.
- C. Should a meeting start with a majority of the members present and then drop below, discussion may continue, but no vote can be taken.

#### D. Voting in Abstention:

- A senator may cast his/her vote on any upcoming issue or item of legislation by voting in absentia. The vote must be presented to the ASHC Vice President, in writing, ahead of the meeting.
- If the issue or item of legislation is amended or altered in any way, the vote in abstention becomes invalid.
- Voting in Absentia does not count as being present at the meeting.

#### E. Voting by Proxy:

- A senator may authorize another senator to vote in his or her place on any matter before the Senate. Proxies may be designated as follows:
  - Physical presentation of the proxy in writing to the ASHC Vice President prior to the meeting.
  - By email in the instance that the designator is not personally present to submit the proxy.
- A proxy does not count as being “present” for the absent senator.
- A proxy shall be submitted during the roll call of the Senate.
- Proxy votes shall not be considered in the determination of the majority of senators needed to be present at a Senate meeting.
- No senator shall hold more than one proxy.

#### F. Defining the Vote Margin:

- Financial Bills – all financial bills will require a majority vote.
- A veto override shall require a two-thirds ( $2/3$ ) majority vote of those senators present at the time of the meeting. A veto override vote will be done by written ballot.
- An impeachment vote requires a three-fourths ( $3/4$ ) majority vote of the duly elected senators and executives.
- All other issues shall be decided based upon a simple majority vote.

#### G. Taking the Vote:

- Formal votes shall be done by raising hands, or voice vote, unless a written vote is requested.
- In the event of a tie, the Vice President shall cast a tie breaking vote before the meeting is adjourned.
- The secretary shall keep a written record of the senators’ votes. The general student population may view the results of each individual senator’s vote on an issue.

### **SECTION 13. PROCEDURE FOR THE PASSAGE OF LEGISLATION, FINANCIAL BILLS, RESOLUTIONS, OR MEMORIALS**

- A. Senators must submit proposed legislation, in writing, to the President, Vice President, and/or advisor at least 2 business days prior to the next meeting, so that it may be added to the meeting agenda.
- B. The legislation shall come before the Senate under New Business for discussion and voting
- C. Upon passage by the Senate, all legislation shall be sent to the ASHC President for approval or veto.

### **SECTION 14. GROUNDS FOR IMPEACHMENT AND/OR REMOVAL OF EXECUTIVE AND LEGISLATIVE OFFICES**

- A. Failure to fulfill his/her duties or violation of the ASHC Constitution or its Bylaws.
- B. Conduct that reflects unfavorably on Helena College or ASHC as defined by these bylaws and the Student Handbook.

### **SECTION 15. IMPEACHMENT PROCESS**

- A. The Senate may impeach the ASHC President, Vice President, or a Student Senator by a three-fourths (3/4) vote of the Student Senate.
- B. No impeachment proceedings may take place until the Senate files an Impeachment Petition with the advisor, in writing. The petition must include the reasoning for impeachment.
- C. Upon receiving the Impeachment Petition, the advisor shall place the Impeachment Petition on the meeting agenda and will notify the officer or senator so they may prepare their own defence.
- D. At the next meeting, the officer or senator will have time to present their own defence, and then the senate may vote.
- E. After the meeting is concluded, if necessary, the remaining executive officers shall assume their new positions as outlined in the ASHC Constitution and Bylaws.

## **SECTION 16. PROCESS FOR REMOVAL OF THE ASHC BUSINESS MANAGER, OR SECRETARY**

- A. The individual shall first be given one warning letter by the ASHC President. The letter must be dated and list the reasons for the warning letter.
- B. If the individual does not rectify his/her actions, the ASHC President shall present him/her with a termination letter. The letter will be dated and reaffirm the reasons for the dismissal.
- C. Upon receipt of the termination letter, the individual must vacate his/her office. From the date forward on the termination letter, the individual shall no longer receive his/her stipend.
- D. Upon receipt of the termination letter, the individual shall have five (5) working days to file a letter contesting his/her removal from office. The letter must be dated and filed with the advisor. The letter must contain the grounds of his/her defense. The advisor will work with the officers on an appeal process.

## **SECTION 18. VACANCIES**

- A. Resignation or removal from office shall be placed on the Senate agenda for discussion.
- B. Should the position of ASHC President become vacant, the ASHC Vice President shall become acting President for the remainder of the academic year.
- C. Should the position of ASHC Vice President become vacant, the position shall be filled by a current Student Senator.
- All volunteering senators wishing to be considered for this position will be placed on the Senate agenda.
  - One Senator shall be selected by a simple majority of senators casting a vote (including proxies and absentees) to serve as ASHC Vice President for the remainder of the academic year.
  - The Senator selected must meet the requirements for the position.

D. Should the following positions become vacant, the ASHC President shall appoint a student that meets the requirements for the open position:

ASHC Business Manager  
ASHC Secretary

E. The pay associated with a vacant position will be left in the general fund account, a position filled will be pro-rated at a rate determined by the date of appointment.

# ARTICLE 2. CLUBS AND ORGANIZATIONS

## SECTION 1. CLUBS AND ORGANIZATIONS DEFINED

Helena College has a long tradition of supporting co-curricular engagement on campus that enhances student learning and creates a positive impact in the lives of our students. Clubs and other student organizations on campus empower students to gather for a common purpose, engage the campus in meaningful activities, and connect to the Helena community.

Student clubs or organizations can take two forms. The first is the recognized and chartered club through the Associated Students of Helena College (ASHC). Chartered clubs must adhere to the ASHC bylaws, as outlined below under chartered club requirements. The second is no less organized but offers students an opportunity to create community and engage with their fellow students without the requirements of a chartered club.

## SECTION 2. CHARTERED CLUBS

A chartered club allows students to participate in student government while serving their community and fellow students. A chartered club also has the opportunity to request funds from ASHC to be used on events or other activities open to all students.

Chartered Clubs must adhere to the following rules and guidelines:

A. Clubs must charter each year with ASHC and be approved by the ASHC senate. A club charter must include:

- A statement of purpose
- A current list of club officers and other members
- Name of senator representative to ASHC
- Name of faculty or staff advisor

B. Each club is required to have at least one representative attend regular ASHC student senate meetings. Chartered clubs that fail to have a representative attend regular meetings will be suspended and no longer have access to request funding.

C. Each chartered club is required to have at least 4 active student members.

D. Each chartered club will be required to host at least two events on campus per academic year, open to all students.

E. Chartered clubs can have members who are not current Helena College students; however, those members cannot vote on the use of funds.

### **SECTION 3: RECREATIONAL CLUBS**

Recreational clubs are created by students who want to build community and engage with their classmates without needing to follow the bylaws and requirements of a chartered club. This option works well for clubs that do not need any funding and/or do not meet all of the requirements to charter. Students who participate in a recreational club are still welcome and encouraged to participate in student government as a senator at large. Recreational clubs must apply to ASHC solely so we can keep a list of clubs active on campus. Recreational clubs are not required to have a staff or faculty advisor, though they are welcome to.

### **SECTION 3. FUNDING CLUBS**

A. Access to ASHC funds in support of club activities will be made available in accordance with the ASHC budgeting process and procedures on a case-by-case basis and is contingent upon availability. ASHC funds will not be provided to support events/activities that are not open to all students.

B. All chartered clubs can request funds. Recreational clubs cannot request funds. All proposals must address the ASHC Proposal Guidelines (Appendix E). All clubs requesting funding of more than \$500 will require a minimum of two sessions for deliberation before senate approval.

C. All funds allotted to a club by ASHC must be spent before the end of the ASHC fiscal year (last day of the spring semester). Any funds allotted, but not spent by this deadline, are returned to the ASHC general budget.

D. All funds transferred to clubs or organizations must remain in College accounts established through the Business Office.

### **SECTION 4. CLUB FREEZING AND REMOVAL**

A. The ASHC Executive Council reserves the right to suspend any chartered club or organization if the ASHC Executive Council determines that the club or organization has violated the terms of the bylaws of ASHC. A club that has been suspended loses access to its financial accounts.

# ARTICLE 3. ASHC ELECTIONS

## SECTION 1. ELECTION GUIDELINES

The positions of ASHC President and Vice President are the only elected positions. All other positions are appointed. In the event that no students run for either position, the advisor has the authority to appoint a willing and qualified student to the position at the beginning of the fall semester.

### A. General Provisions:

- The general election will take place at least 6 weeks prior to the end of the spring semester.
- All elections shall be conducted according to the ASHC Elections Bylaws.
- No student shall run for more than one ASHC elected office in any election.
- A student shall hold only one ASHC elected office at any given time per academic school year.
- No ASHC club or organization shall be allowed to finance the campaign of any candidate for ASHC office.
- All elections shall take place via Microsoft Form, which is owned by the Director of Student Wellbeing and Engagement, to ensure anonymity.
- Paper ballots will also be available to students who prefer not to vote electronically. Paper ballots can be picked up by presenting a student ID to the Director of Student Wellbeing and Engagement.
- Voting shall be done by secret ballot. Students shall be required to supply their ID or Helena College email address only for obtaining a ballot. The student's ID number or other identifying information shall NOT be recorded on ballots.
- All candidates for any ASHC office shall be elected based upon a plurality of votes cast.
- The application deadline for elected office shall be at least two (2) weeks prior to the scheduled election(s). If there are insufficient applications, the deadline may be extended by the Elections Administrator.
- All open elected positions must be prominently advertised for at least two (2) weeks prior to the filing deadline.
- All elections shall be prominently advertised for at least two (2) weeks prior to the election.

## **SECTION 2. ELECTIONS ADMINISTRATOR DUTIES AND RESPONSIBILITIES**

- A. The current Vice President shall act as the active Elections Administrator. If the current ASHC Vice President is a candidate in the election, the advisor will act as the Elections Administrator.
- B. The Elections Administrator shall be responsible for the enforcement of the ASHC Elections Bylaws.
- C. The Elections Administrator shall set the dates of all elections in accordance with the ASHC Elections Bylaws.
- D. The Elections Administrator shall be responsible for making applications for elected positions available to all students.
- E. The Elections Administrator shall be responsible for the promotion and advertising for all ASHC Elections.
- F. The Elections Administrator shall be responsible for providing all available campaign information to all candidates in an election.
- G. The Elections Administrator shall review and approve all promotion and advertising for elections before they are released.
- H. The Elections Administrator shall review and approve all candidates' platforms that will be published by the ASHC without infringement of the rights of the candidates.
- I. The Elections Administrator shall be responsible for bringing all complaints formally submitted in writing to the ASHC Constitutional Review Board.
- J. The Elections Administrator shall be responsible for bringing all potential violations of ASHC Elections Bylaws to the ASHC Senate.
- K. If the ASHC Senate agrees to hear any complaints or claims of alleged violations of the ASHC Elections Bylaws, the Elections Administrator shall be the official representative of the ASHC in the hearings.

### **SECTION 3. DECLARATION OF CANDIDACY**

A. Each candidate seeking an elected office for the ASHC shall complete an application for executive office found on the ASHC website.

B. A copy of the ASHC Constitution and ASHC Bylaws shall be given to each candidate at the time he or she files a declaration of candidacy.

### **SECTION 4. CAMPAIGN RULES**

A. Campaign Materials

- No posters or political advertising shall be placed in such a way as to endanger the occupants or buildings or disrupt traffic as determined by the building supervisor.
- No candidate shall be a willing participant in the vandalism or destruction of another candidate's campaign materials.
- The proper authority for the area in which they are to be posted must approve campaign materials that are to be posted on campus.

B. The results of the election shall be determined in the following manner:

- In all elections, the candidates shall be declared elected by receiving at least a plurality of the ballots cast. If there is a tie for a position, a run-off election can be held. Run-off elections shall continue until a candidate receives at least a plurality of votes.
- If a run-off election is held, it shall take place within three (3) weeks after the original election in a manner consistent with the Bylaws. Announcements of the run-off election shall be advertised and displayed.
- Ballots shall be counted at the close of the polls on the last day of the election or as soon thereafter as possible.
- The ballots from the Airport Campus shall be transported to the Donaldson Campus in the locked ballot box. The Airport Campus ballot box shall be opened on the Donaldson Campus and the ballots shall be counted along with the Donaldson Campus Ballots.

C. The election results shall be made public immediately following the tabulation of the ballots. It shall be required that the election results be posted on the door of the ASHC office and appear in the Student Newsletter. However, any other method may be used to make the results public to the students in addition to the already required methods of posting the results.

## **SECTION 6. SUSPENSION OF CANDIDACY**

Any candidate who violates any of the Election rules may be barred from candidacy and/or denied from taking office, as recommended and approved by a two-thirds (2/3) majority vote of the Senate.

Procedure for alleged violations of the election bylaws:

- All complaints of alleged violations of the ASHC Elections Bylaws must be formally submitted in writing to the ASHC President no later than forty-eight (48) hours after the election results have been made public.
- All properly filed complaints must be heard and decided upon by the ASHC at the earliest possible time with an expedient decision being sought in all cases.
- The ASHC Senate will have primary jurisdiction over all alleged election violation cases.

# ARTICLE 4. ASHC FINANCIAL POLICY GENERAL FINANCIAL PROVISIONS

The Associated Student Fee is the fee paid by all registered students of Helena College (excluding dual enrollment) for the financing of student activity areas as approved by the Board of Regents.

## SECTION 1. FINANCIAL REGULATIONS

- A. All student funds, those allocated or revenue made from student funds, shall be held in a student-controlled Helena College account.
- B. All student organizations or clubs requesting funds must be chartered by the ASHC Senate.
- C. All funds requested from ASHC should be requested at least twenty (20) business days PRIOR to the activity, project, or travel for which said funds are being requested.
- D. Requests made PRIOR to the event must be approved by a simple majority vote of the ASHC Senate.
- E. Requests for AFTER-THE-FACT FUNDING shall require a two-thirds (2/3) vote of the full Senate.
- F. There shall be no pre-allocation of student fees for future years, either as a percentage of total dollars or an actual dollar amount, except for projects approved by unanimous vote in the Senate.
- G. Budgets for upcoming terms must be approved by the second-to-last meeting of the current term.
- H. Funding is allocated on a yearly basis through the regular budget hearing process of the ASHC. Funds are not guaranteed, and the responsibility rests with the organization requesting funds to meet all deadlines and responsibilities.
- I. All ASHC funds shall be accounted for in the manner prescribed by the ASHC Senate and in accordance with Helena College financial policies.

J. The Helena College fiscal year ends on June 30th. Every attempt should be made to have academic year expenses paid by this date.

K. ASHC shall not assume responsibility for deficits incurred because of deficiencies in self-generated revenues or fiscal irresponsibility of chartered clubs or organizations.

L. All budgeted money remaining in the accounts at the end of the fiscal year (other than excess revenue) shall be returned to the ASHC Contingency Fund unless sufficient reasoning is provided for an account to retain the monies.

## **SECTION 2. ASHC FISCAL AUTHORITY**

A. The ASHC will have authority over all student funds to investigate, to oversee and allocate these funds.

B. The ASHC shall have access to pertinent financial information regarding any funded area.

C. Budgeted accounts shall be defined as those entities funded by ASHC through their budgeting process, on a regular yearly basis.

D. Non-budgeted accounts (including individuals, clubs, teams, organizations, and groups) shall be defined as entities that are not included in the regular budgeting process of ASHC.

### **SECTION 3. TRAVEL POLICY**

To be funded, the purpose of the travel must first meet the established Helena College process, and then correspond with one of the following prioritized standards:

- Travel is required for the performance of duties of elected or appointed ASHC office or services.
- Travel provides the benefit of leadership or organizational training, contacts, or information that shall improve the performance of an individual serving in an elected or appointed position of ASHC or services.
- Travel allows either the presentation of an academic paper or work by a Helena College student or the information and education of Helena College students concerning matters of importance and access to the general student populace of Helena College.
- Travel allows the representation of the student body of Helena College, the Helena College campus, or the community through the presentation of an original work or by service on a board or panel.
- If travel funds are requested, the group, organization, or individual is required to spend approximately 30% of the total budget for the trip out of the club, organization, or personal account.

### **SECTION 4. EXECUTIVE BOARD PAY PER SEMESTER (Summer excluded)**

The ASHC Executives shall receive a stipend out of the ASHC General Fund according to the following schedule:

President – \$1500 per semester  
Vice President – \$1500 per semester  
Business Manager – \$850 per semester  
Secretary – \$850 per semester