

**Associated Students of the University of New Mexico
Law Book
Updated 1/13/09**

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Article I: Officers of the Executive Branch

Section 1. Elected Officers

There are two officers that are selected through the electoral process by the Student Body. They are the President and the Vice-President. Duties of the Vice-President may be found in the Legislative Code of the Lawbook.

Section 2. Oath of Office

- A. No President will assume the duties of the office until an Oath of Office has been administered.
- B. The Presidential Oath of Office must be administered by a Justice of the Associated Students of the University of New Mexico Student Court, and must be witnessed by a representative from each of the following:
 - 1. The Executive Branch
 - 2. The Legislative Branch
- C. The Oath of Office will be administered with the right hand uplifted and the following words said aloud: "I, (name), do affirm that I will uphold the laws of the Associated Students of the University of New Mexico, the State of New Mexico, and the United States of America: that I commit myself to the service of the undergraduate student of the University of New Mexico, and that I will otherwise fulfill the duties and obligations of the President of the Associated Student of the University of New Mexico to the best of my ability".
- D. Upon affirmation of the Oath of Office, an affidavit will be filed attesting to the authority of the President. The President may then assume office

Section 3. Duties of the President

The President of ASUNM has many duties that encompass all three branches of government. The President's duties are outlined in the following sections. The President's duties, however, are not limited to those listed below.

Executive Duties

The President of ASUNM will be responsible for making appointments to various positions throughout the government during their term.

These appointments include but are not limited to:

The non-elected Executive Cabinet (as outlined in the ASUNM Constitution Article III, Section 4)

Appointments to other University agencies, boards, committees, and commissions who may solicit appointees from ASUNM (including but not limited to those listed in the Joint Committees Code).

The President shall advertise for all available positions in the New Mexico Daily Lobo and in the ASUNM office.

- i. All positions will be advertised at least once during the summer session and then

at least once prior to the end of the spring semester

- ii. All appointed positions will be advertised within five (5) days of a resignation or termination

The President will be responsible for obtaining authorization from each presidential appointee to permit the verification of their eligibility (as outlined in the ASUNM Constitution) to hold any appointed positions. These authorizations must be submitted to the Dean of Students office for approval within five (5) days of the appointment.

The President will have 10 days to submit all appointments to the Pro Tempore. The only exception will be during summer months or university holidays in which the appointees must be submitted by the first day of scheduled classes.

It will be the duty of the Pro Tempore to review and make recommendations to the Outreach and Appointments Committee (O&A). The recommendation shall consist of passing the appointee with no interview or a recommendation of an interview with the Outreach and Appointments Committee (O&A).

At the recommendation of an interview, the appointee must attend the Outreach and Appointments Committee (O&A) meeting in person or send another student to represent him or her at the committee hearing. If the appointee chooses to send another student to represent him or her at the committee hearing, the appointee must inform the Outreach and Appointments Committee (O&A) Chair at least three days prior to the committee meeting. The appointee may not send an ASUNM senator to represent him or her at the committee hearing.

If the Outreach and Appointments Committee (O&A) confirms the Pro Tempore's pass without interview recommendation the appointment is forwarded to the ASUNM Senate for approval. The candidate need not be present. If the candidate is not approved by the Senate, the President must submit a new appointment or resubmit that application.

A 2/3 vote from the Outreach and Appointments Committee (O&A) is required to overturn the Pro Tempore's pass without interview recommendation, resulting in the appointee attending an interview with the Outreach and Appointments Committee (O&A).

If the appointee is recommended for an interview with the Outreach and Appointments Committee (O&A) and the appointee or his or her representative fails to attend the scheduled committee hearing, the appointee or his or her representative must attend the subsequent committee hearing. If neither the appointee nor his or her representative attends the subsequent committee hearing and in doing so has failed to attend two (2) ensuing committee hearings, then the Outreach and Appointments Committee (O&A) must vote to not approve the same presidential appointment.

The Outreach and Appointments Committee (O&A) votes to approve or not approve the presidential appointments that are interviewed at a committee hearing.

If an appointment is not approved by the Outreach and Appointments Committee (O&A):

- i. The President must submit a new appointment or resubmit that application within

five (5) days to the Pro Tempore for reconsideration.

- ii. Each appointee may only be submitted twice for the same position.
- iii. If an appointee is not approved after the second submission, the President must submit a new appointment.

If an appointment is approved by the Outreach and Appointments Committee (O&A), the same process for final approval by the Senate as outlined in Section 3, e, ii above is followed.

An appointee is considered interim until approved by the full Senate. Interim appointees will execute the full duties of their appointed office.

All Presidential appointments may be removed by the ASUNM President for failure to fulfill their duties and responsibilities.

Executive Cabinet Duties

1. The President will convene the members of the Executive Cabinet individually or as a group at least twice per semester to discuss the President and/or other officer's upcoming plans and other business that is deemed necessary.
2. Office hours will be held by all non-elected members of the Executive Cabinet in accordance with the number of hours designated to be worked in the annual budget.
3. The tenure of all appointments shall not exceed the term of the office of the appointing President, unless otherwise designated by the ASUNM Constitution or Lawbook.
4. The President is empowered to appoint assistants as may be required for the efficient operation of the government.

Legislative Duties

1. The President is responsible for the execution and administration of the laws of the Associated Students of the University of New Mexico.
2. The President will have the authority to veto any bill(s) passed by the Senate.
3. Executive orders issued by the President will stand as law for the term of the President issuing the order. Executive orders may be overturned by an order of the Student Court.
4. In the case of a Joint Resolution, the ASUNM President will be responsible for the distribution and presentation of the resolution.

Judicial Duties

1. The President will be responsible for the appointment of Student Court Justices as per the ASUNM Constitution Article IV section 2B.

Section 4. Duties of the Chief of Staff

- A. Shall assist the president in fulfilling his or her internal Student Government responsibilities, as the president deems appropriate.

- B. Assist the President in preparing agendas for all meetings.
- C. Attend meetings on behalf of the President when necessary.
- D. Keep logs for bills, appropriations, appointments, and other business.
- E. Perform any other duties the President deems appropriate.

Section 5. Duties of the Attorney General

- A. Issue advisory opinions concerning the law, legislation or any other act of ASUNM.
 - 1. Copies of the Attorney General's opinions, Student Court decisions, and Executive Orders will be distributed to the President, Vice President, and all Senators. The opinions are to also be made available to all other ASUNM officials.
 - 2. All requests for the Attorney General to issue advisory opinions must be made in writing except those made on the Senate floor.
- B. Provide a current copy of the Constitution and Lawbook at the request of any individual or group. Individuals or groups of individuals requesting a Lawbook are responsible for incurring the cost of duplication of all documents.
- C. Assist the President in the execution of his/her duties.
- D. Serve as an ex-officio, non-voting member of the Senate and its Standing Committees.
- E. Provide advice and counsel concerning all acts of student government legislation and any other of ASUNM when requested to do so by any student.
- F. Provide counsel for the government in all suits against that government.
- G. Update and distribute the Constitution for the purpose of engrossing any Constitutional Amendments as passed by ASUNM and approved by the UNM Board of Regents. The Attorney General is designated the responsibility to publish current editions of the ASUNM Constitution.
- H. The Attorney General, in consultation with the President and the Vice President, will be responsible for codifying of the Constitution and Lawbook. This includes new legislation passed for both documents.
- I. An Assistant Attorney General may be hired by the Attorney General to help with the aforementioned duties. The Assistant Attorney General may only be removed from office by the Attorney General or the President.

Student Service Agencies Code

Article I: Student Service Agencies

Section 1.

All ASUNM Student Service Agencies are established and recognized by the ASUNM Constitution and are therefore subject to the laws which govern ASUNM. Two Senators will serve as liaisons to each Student Service Agency until the end of their term, or until they are removed by the Vice President.

Article II: Duties of the Chairs or Directors of a Student Service Agency

Section 1.

The President appoints the Chairs or Directors of all Student Service Agencies. The Director or Chair of each Agency will be responsible for the following:

Facilitate the programs of the agency in the most efficient manner and serve specific needs of the student body.

Report on a regular basis the activities of the Agency to the President.

Hire, train and supervise all Agency staff.

1. Assistant Directors or Chairs will be hired with the approval of the President.
2. The only exception is the Election Commission Vice Chair as outlined in the Election Code.

Prepare, with the approval of the President, a budget to be presented to the Senate Finance Committee during the spring budget process.

Maintain accurate records for all financial transactions of the Agency.

Ensure all Agency personnel work the number of hours approved in the annual budget.

- D. Ensure all Agency personnel avoid situations that create conflict of interest with Agency business activities.

Article III: Budgets

Section 1.

All Agencies are required to prepare a budget for the Spring Budget Process as outlined in the Budget Code Article II. The budget will be given to the President for approval before it is given to the Budget Committee.

Article IV: Hiring Additional Personnel

Section 1.

All Agencies will follow these procedures for hiring additional personnel:

- A. The Chair or Director of the Agency will conduct interviews in order to employ the person best qualified for the job of the specific agency.
- B. Upon hiring an individual the Chair or Director is required to send a list to the ASUNM President containing the names of the individuals hired for any position within the Agency.

Article V: Student Service Agencies

Section 1.

The seven (7) Student Service Agencies that are a part of ASUNM are listed as follows:

- A. ASUNM Crafts Studio, established circa 1961.
- B. ASUNM Election Commission.
- C. ASUNM Lobo Spirit, established in 2003.
- D. ASUNM Lobby Committee, established in 1976.
- E. ASUNM Southwest Film Center (SWFC), formerly known as the Film Committee (1967-1999), established in 1967.
- F. ASUNM Student Special Events, established in 1992
- G. ASUNM Community Experience established 2002.

Crafts Studio**Article I: Purpose**

The purpose of the Crafts Studio is to provide a workspace, materials, and access to equipment for students to produce or sell artwork at a minimal cost.

Article II: MembershipSection 1.

The Crafts Studio will be composed of:

- A. Crafts Director, appointed by the President with the approval of the Senate.
- B. Crafts Assistant Director, appointed by the Crafts Director.
- C. Crafts Assistants, hired by the Crafts Director.

Section 2. Job Description

- A. Crafts Director is responsible for:
 - 1. Appointing a Crafts Assistant Director and Crafts Assistants.
 - 2. Training and supervising employees.
 - 3. Ordering supplies.
 - 4. Composing schedules.
 - 5. Maintaining accounts and bookkeeping.
 - 6. Fund-raisers.
 - 7. Maintaining safety in the studio.
 - 8. Being familiar with current crafts in the studio.
- B. Crafts Assistant Director is responsible for:
 - 1. Aiding in general operation of the studio.
 - 2. Training employees.
 - 3. Ordering supplies.

4. Maintaining safety in the studio.
 5. Having knowledge of all the Director's duties.
 6. Fulfilling the duties of the Director in the event of the Director's absence.
- C. Crafts Assistants will perform any work related duties assigned by the Director or Assistant Director.

Article I: Purpose

The purpose of the Lobo Spirit Agency will be to increase and continue school spirit all over UNM throughout the fall and spring semesters, which includes planning, coordinating, and directing the annual Student Homecoming Week program during the fall semester, Red Rally, and other activities to promote school spirit.

Article II: Membership

Section 1.

The Lobo Spirit will consist of the following members:

- A. Executive Director, appointed by the President with the approval of the Senate.
- B. Assistant Director, appointed by the President with the approval of the Senate.
- C. Events Chair(s), any undergraduate student selected by the Lobo Spirit Executive Director.
- D. Marketing/Volunteer Chair, any undergraduate student selected by the Lobo Spirit Executive Director.

Section 2. Job Descriptions

- A. Executive Director. Responsible for overseeing Lobo Spirit. Submits recommendations to the President for Lobo Spirit positions. Will be responsible for conducting all staff meetings. And serve as the representative voice of Lobo Spirit for the campus community.
- B. Assistant Director. The responsibilities of the Assistant Director include: Assisting the Executive Director in setting agendas, conducting meetings when the Executive Director is absent, and any further duties the Executive Director may assign.
- C. Events Chair(s). The responsibilities of the Events Chair(s) include: Coordinating Homecoming, Red Rally and other spirit events and working with the Alumni Association, athletics, and other campus organizations.
- D. Marketing/Volunteer Chair. The responsibilities of the Marketing/Volunteer Chair include: Coordinating with the Events Chair(s) to organize volunteers, and producing and implementing marketing strategy for all events.
- E. Volunteers. Assist the Chair in planning and coordinating all events.
- F. Senators. Serve as the liaisons between the Lobo Spirit and the Senate. Assist in projects or make recommendations to the Chair and assist with any legislative aid necessary for the function of the

Lobo Spirit.

Article III: Homecoming Election

Section 1.

The Homecoming Election is a joint effort of the Lobo Spirit Agency and Election Commission.

Section 2.

Refer to the Election Code, Article XI, Sections 1, 2, & 3 for campaign regulations related to posting, expenditures, and fines. Campaign expenditures shall not exceed that of candidates for Senate. Financial statements are due by 5 p.m. on the day of the election.

Section 3.

The Lobo Spirit Agency will serve in place of the Election Commission wherever the Election Commission is named in the Election Code, Article XI, Sections 1, 2, & 3.

Section 4.

Sanctions of violating this code are outlined in Article XVII, Section 1 of the Elections Code. The ruling of the Lobo Spirit Agency may not be appealed.

Section 5.

A member of the Lobo Spirit Agency, the Election Commission, or an Election Official may not be a candidate for Homecoming Court.

Section 6.

Candidates must be in good standing as defined by the Constitution. Candidates will be eligible to run for king (male) or queen (female).

Section 7.

The Lobo Spirit Agency will establish the election location, date, and operating hours.

Section 8

The Lobo Spirit Agency will establish all election application deadlines and advertising schedule.

Article IV: Committee Descriptions

Section 1. Homecoming Committee

The Homecoming Committee plans, organizes, and facilitates all of the activities for the annual Student Homecoming Week program during the fall semester.

Section 2. Red Rally Committee

The Red Rally Committee plans, organizes, and facilitates the pep rally and bonfire before the UNM vs. NMSU annual football game.

Article I: Purpose

Section 1.

The Lobby Committee will present proposed legislation and the viewpoints of the student body on matters that affect students, as directed by the President or the Senate, before the N.M. Legislature and other such bodies outside UNM.

Article II: Membership

Section 1.

The Lobby Committee will be composed of:

- A. Lobby Director, who votes only in the case of a tie, appointed by the President with the approval of the Senate.
- B. Assistant Lobby Director, appointed by the President with the approval of the Senate.
- C. Two (2) Senators, who will be ex-officio members, appointed by the Vice President with the approval of the Senate.
- D. Lobby Members. The Lobby Committee may have any number of Lobby Members, appointed by the President or the Director, with the consent of the Senate not required. Lobby Members to the Lobby Committee will be undergraduate students.

Section 2. Job Descriptions

- A. Lobby Director is responsible for:
 - 1. Establishing and researching projects and/or laws that will affect the student body.
 - 2. Lobbying before any necessary government agent or agency.
 - 3. The Director is required to ensure that the Committee complies with all pertinent laws concerning registration of lobbyists and reports of lobbying expenditures and activities.
 - 4. Organizing and overseeing committee meetings.
- B. Assistant Lobby Director. Assists the Director in setting an agenda, conducts meetings when the Chair is absent. Any further duties the Chair may assign.
- C. Senators. Will inform the Director and Committee of any directions for lobbying set by the Senate.

- D. Lobby Members. Will fulfill any duties set by the Director.

Article III: Internal Business

Section 1. Determination of Priorities

- A. Authority. The Lobby Committee will lobby only on those matters that the President and/or Senate direct it to lobby on.
- B. Major Priorities. As soon as possible following the appointment of the Lobby Director, and the confirmation of a majority of the voting members of the Lobby Committee, the President and the Lobby Committee will meet to determine summer research projects.
- C. Contingent Priorities. If Joint Resolutions are in accord with the functions of the Lobby Committee and are not in conflict with major priorities, the Lobby Committee will lobby in support of the position of the Joint Resolution.

Article I: Purpose

Section 1.

The purpose of the Southwest Film Center is to schedule film entertainment for the academic school year.

Article II: Membership

Section 1.

The Southwest Film Center will be made up of no less than five (5) people:

- A. Chair, appointed by the President with the approval of the Senate.
- B. Vice Chair, appointed by the President with the approval of the Senate.
- C. Three (3) undergraduate students, appointed by the President, with the approval of the Senate.
- D. Two (2) Senators, who will be ex-officio members, appointed by the Vice President with the approval of the Senate.

Section 2. Job Descriptions

- A. Chair. Sets meeting times for the year.
 - 1. Suggests film titles for the year, solicits information and ideas from on—campus groups for festivals and programming.
 - 2. Is responsible for all fiscal expenditures of the Southwest Film Center.
 - 3. Runs the SUB Theater during all films or appoints someone to do so.
 - 4. Approves all films suggested by the Center.
- B. Vice Chair. Conducts meetings when Chair is absent.
 - 1. Assists Chair in setting agenda for year.
 - 2. Is responsible for any additional duties the Chair may assign.
- C. Undergraduate Students. Help decide on film agenda for year.
 - 1. Suggest film titles to the Chair.
 - 2. Solicit ideas from on-campus groups for festivals and programming.
 - 3. Is responsible for any other duties designated by the Chair.

- D. Senators. Are liaisons between the Senate and the Southwest Film Center.
1. They will keep the Senate well informed of the Southwest Film Center activities.
 2. They will assist with any legislative aid necessary for the function of the Southwest Film Center.

Article I: Purpose

The purpose of Student Special Events (SSE) is to provide the University of New Mexico with multicultural, community service, and financially accessible special events that appeal to a wide variety of UNM's student population. These events include concerts, speakers, Spring festival and community outreach activities, as well as any event that may further educate the undergraduate student body.

Article II: MembershipSection 1.

SSE will be composed of at least six (6) members:

- A. Executive Director of Student Special Events: Appointed by the ASUNM President with the approval of the Senate.
- B. Cultural Director of Student Special Events: Appointed by the ASUNM President with the approval of the Senate. The Student Special Events Director will submit a recommendation prior to hiring.
- C. Promotions Director of Student Special Events: Appointed by the ASUNM President with the approval of the Senate. The SSE Director will submit a recommendation prior to hiring.
- D. Speakers Director of Student Special Events: Appointed by the ASUNM President with the approval of the Senate. The SSE Director will submit a recommendation prior to hiring.
- E. Marketing Director of Student Special Events: Appointed by the ASUNM President with the approval of the Senate. The SSE Director will submit a recommendation prior to hiring.
- F. Volunteer Coordinator: Appointed by SSE directors, to represent the general student population.

Section 2. Job Descriptions

- A. Executive Director of Student Special Events:
 - 1. Responsible for developing a plan of action for SSE to be approved by the ASUNM President
 - 2. Submits recommendations to the President for the Director selections.
 - 3. Appoints and votes on the hiring of all auxiliary directors.
 - 4. Is responsible for reviewing all co-sponsorship proposals from outside student organizations, departments, and students.
 - 5. Will conduct all staff meetings.
 - 6. The SSE Director is to be the representative voice of SSE for the campus community.

- B. Cultural Director of Student Special Events:
1. Responsible for coordinating the annual spring festival *Fiestas*.
 2. Coordinates a variety of free cultural events for UNM's undergraduate student population.
 3. Assists other directors in the production of various campus events
- C. Promotions Director of Student Special Events:
1. Responsible for directly administrating all revenue-generating concerts.
 - a. This will include concerts held in the SUB Ballroom, Popejoy Hall, Woodward Hall, Johnson Gym, UNM Pit, and on South Campus.
 2. Assists in the booking of musical entertainment for the annual spring *Fiestas*.
 3. Assists other directors on the production of various campus events.
- D. Speakers Director of Student Special Events:
1. Responsible for directly administrating all student oriented speaking events.
 2. Assists other directors on the production of various campus events.
- E. Marketing Director of Student Special Events:
1. Responsible for the marketing of all events sponsored by SSE.
 2. Works in conjunction with each director to develop marketing ideas for each event.
 3. Will create press releases, flyers, posters, print advertisements, as well as any form of marketing that will promote SSE sponsored events.
 4. Will be responsible for advertising, the advertising budget, and the general distribution of all promotional material.
 5. Assists other directors on the production of various campus events.
- F. Volunteer Coordinator:
1. An appointed student representative, who will work with SSE throughout the year, to assist in the increased involvement of the student body with special events.

Article III: Budgets

Section 1.

Budgets will be prepared as outlined in the Student Service Agency Code, Article IV.

Article I: Purpose

Section 1.

The purpose of the Community Experience is to provide community service opportunities to the University of New Mexico through management of lists of community service programs and by coordinating events that provide an easy opportunity to give back to the community.

Article II: Membership

Section 1.

The Community Experience will consist of the following members:

- A. Executive Director; appointed by the President with the approval of the Senate.
- B. Assistant Director; appointed by the President with the approval of the Senate.
- C. Any undergraduate student as necessary, with chairs selected by the Community Experience Executive Director with approval of the President.
- D. Two (2) Senators, who will be ex-officio members, appointed by the Vice President with the approval of the Senate.

Section 2. Job Descriptions

- A. Executive Director.
 - 1. The Executive Director will preside over all meetings of the Community Experience.
 - 2. Will make all necessary appoints for the Community Experience including, but not limited to: Events Chair, Marketing Chair, Recruiting Chair, Fundraising Chair, and Project Chair.
 - 3. Will be responsible for all fiscal expenditures of the Community Experience.
 - 4. Any other action necessary to ensure success of the Community Experience.
- B. Assistant Director.
 - 1. Assume all duties of the Executive Director in their absence.
 - 2. Assist the Executive Director in setting the calendar for the year.
 - 3. Assume any further duties the Executive Director may assign.

C. Undergraduate Students.

1. Assist the Executive Director in coordinating events and programs for the Community Experience.
2. Assume any duties assigned by the Executive Director.

D. Senators.

1. Serve as the liaison between the ASUNM Senate and the Community Experience.
2. Assist in projects, recommendations, or legislation to aid the Community Experience.

Article I: Election Commission

Section 1. Qualifications

In order for a student to be an Election Commissioner, he/she must:

- A. Be a member of ASUNM;
- B. Not be an official candidate for any ASUNM elected office;
- C. Not be an Associate Justice, the Chief Justice, or the Attorney General.

Section 2. Duties

The Election Commission will:

- A. Maintain uniformity in the application and operation of the Election Code;
- B. Be responsible for developing a uniform format for all proposed referenda, constitutional amendments, and opinion polls.
- C. Conduct a combined endorsement meeting and public candidate forum to be held at least five (5) to seven (7) days prior to the election.
- D. Preside over the election by handling all violations of the Election Code, assessing fines, certifying the results, and carrying out all other duties necessary for conducting the election.
- E. Retain their powers and responsibilities until the final resolution of all contests;
- F. Conduct themselves at all times in a manner that promotes public confidence in the integrity and impartiality of the election process and will not publicly support or campaign for any candidate for the duration of their term as election commissioners;
- G. Be the sole entity that will be allowed to set up a polling district.

Section 3.

Election commissioners will be salaried at a rate to be determined by the Finance Committee and approved by the Senate.

Section 4.

The two senators assigned by the Vice President to serve as members of the Election Commission will be full voting members.

Article II: Election Commission Chair

The Election Commission Chair will:

- A. Supervise all elections;
- B. Maintain uniformity in the application and operation of the Election Code;
- C. Verify that all official candidates are qualified to run for elected offices;
- D. Prepare and provide instructions for the proper conduct of elections in accordance with ASUNM laws;
- E. Instruct poll workers and commissioners of the proper methods of performing their duties as prescribed in the Election Code;
- F. Investigate any violation(s) of the Election Code and report the violation(s) to the Election Commission;
- G. Prepare and furnish each official information/polling district with sufficient ballots, forms, pencils, and other necessary materials;
- H. Prepare and furnish printed instructions which clearly explain how voters may cast their ballots;
- I. Publicize the location and hours of operation of official information/polling districts;
- J. Vote only in the event of a tie in commission meetings;
- K. Ensure that methods of voting are highly secured in order to protect the integrity of the elections.

Article III: Election Commission Vice-Chair

Section 1.

The Election Commission Vice-Chair will have the following duties:

- A. Assist the Election Commission Chair in the performance of his/her duties.
- B. Preside over the Election Commission in the absence of the Chair.
- C. Assume the duties of the Election Commission Chair, if the office of the Election Commission Chair is vacant.

Article IV: Election Officials

Section 1. Poll workers

The Election Commission may hire poll workers for each polling district.

- A. The Election Commission may utilize poll workers for any election;
- B. Poll workers must meet the same qualifications as Election Commissioners;
- C. Poll workers will serve for a period of time determined by the Election Commission;
- D. The Election Commission Chair will provide identification badges for all poll workers which will indicate that the wearer is a poll worker and will display the name of the poll worker. Identification badges must be worn at all times during the performance of duties.

Section 2. Terms of Payment

Poll workers will receive an hourly wage. Time sheets indicating hours worked will be turned into the Election Commission.

Section 3. Election Staff

The Election Commission may temporarily hire and pay individuals to be Election Staff during times of election. This Election Staff must meet the same requirements for office as the Commissioners.

Article V: Homecoming Election

Section 1.

The Election Commission will assist the Homecoming Committee in conducting the Homecoming Election by the procedures outlined in the Student Service Agencies Code.

Article VI: Polling Districts

Section 1.

The following will be considered the minimum number of polling districts for a fair and accurate election:

- A. Student Union Building. There will be one (1) polling district located on or near the mall level of the Student Union Building between the hours of 9:00 am to 7:00 pm.
- B. Zimmerman Library. There will be one (1) polling district located in Zimmerman Library between the hours of 9:00 am to 7:00 pm.
- C. Student Residence Center. There will be one (1) polling district in the Student Residence

Center Commons between the hours of 9:00 am to 7:00 pm.

- D. Engineering. There will be one (1) polling district located in the Engineering and Sciences Computer Pod between the hours of 9:00 am to 5:00 pm.
- E. Johnson Center. There will be one (1) polling district located in the main lobby of Johnson Center between the hours of 9:00 am to 7:00 pm.
- F. Dane Smith Hall. There will be one (1) polling district located in Dane Smith Hall between the hours of 9:00 am to 7:00 pm.
- G. North Campus. There will be one (1) polling district located in the Health Science Library between the hours of 1:00 pm to 5pm.

Section 2.

Each poll will be operated by at least two (2) poll workers, election staffers, or election commissioners at all times.

Article VII: Notice of Elections

Section 1.

- A. The Election Commission will give written notice of the open offices to be voted on a minimum of twenty-five (25) days prior to the day of an election.
 - 1. This notice will be a quarter (1/4) page paid advertisement appearing for three (3) consecutive days in the NM Daily Lobo. Once published, this information may not be changed or altered, except to correct any errors in printing.
 - 2. Any corrections to be published will follow the same regulation as a regular notification, and the corrected information will be printed in three (3) consecutive issues of the NM Daily Lobo.
- B. Any amendments made to the Election Code must become law at least twenty-five (25) days before the next election in order to apply to that election.
 - 1. Approved changes made to the Election Code within twenty-five (25) days of an election will apply to the subsequent semester's election.

Section 2.

The Election Commission will give written notice of absentee voting on the day of and two (2) days prior to the day of absentee voting.

- A. This notice will be a quarter (1/4) page paid advertisement appearing in the NM Daily Lobo the day of and two (2) days prior to the day of absentee voting.

Section 3.

The Election Commission will publish on the day of the election at least one (1) full-page advertisement in the NM Daily Lobo, which carries the organizational endorsements of each official candidate. Also included in the advertisement shall be the locations and hours of all polling districts.

Section 4.

Notice of the candidate forum will be placed in the NM Daily Lobo as an advertisement. This advertisement will not be less than four (4) column inches in size and will appear in the NM Daily Lobo on the fourth (4) through the second (2) days prior to the forum.

Section 5.

Notification for hiring poll workers will be placed in the NM Daily Lobo for two (2) consecutive days not less than fourteen (14) days prior to the election and must include procedures for applying.

Section 6.

Upon receipt of proposed referenda, constitutional amendments, and opinion polls, the Election Commission will cause their full text to be printed in the NM Daily Lobo at least three (3) consecutive days prior to the election. If the text is larger than one-quarter (1/4) page in size, then a summary, written by the Election Commission, may be substituted. The completed text must be available for review at the ASUNM office.

Article VIII: Referenda, Constitutional Amendments and Opinion Polls

Section 1.

Proposed referenda, constitutional amendments, and opinion polls must be received by the Election Commission no later than 5:00 PM of the twelfth (12) day prior to the election in order to appear on the ballot.

Section 2.

The Election Commission will cause the full text of any and all proposed referenda, constitutional amendments, and opinion polls to be visibly posted at all polling districts and may have the text printed on the ballot.

Section 3.

The Election Commission is responsible for placing all proposed referenda, constitutional amendments, and opinion polls in the proper format for the ballot.

Section 4.

The placing of opinion polls on the ballot may be accomplished by an executive order of the President, by resolution of the Senate, or by petition of one third (1/3) of the number of students voting in the previous general election.

Article IX: Candidate Filing

Section 1.

While candidates may choose to organize into a group for campaign purposes, ASUNM and its affiliates recognize candidates as individuals, though they may run collectively.

Section 2.

Election packets consisting of all forms necessary for a candidate to file will be available on the twenty-fifth (25) through the twelfth (12) days prior to the election at the ASUNM office.

- A. The Election Commission may not charge candidates for the printing cost of the packet.

Section 3.

In order for a candidate's name to appear on the ballot, an affidavit acknowledging candidacy must be filed in the ASUNM office by 5:00 PM of the twelfth (12) day prior to the election. The candidate must be certified by the Election Commission as meeting all of the qualifications necessary to run for and hold elected office.

- A. The candidate will print or type his/her full name, address, telephone number, and e-mail address for the position for which he/she is a candidate, his/her name as he/she wishes it to appear on the ballot and will sign the following statement on the affidavit: "I, (name of candidate), acknowledge my candidacy for the office of (title of office), and will if elected accept the duties and responsibilities of the office. I am a member of the ASUNM in good standing and am qualified as prescribed by the ASUNM Election Code to accept and run for the office for which I am a candidate."
- B. The person accepting the election packet will issue a receipt to the candidate, noting date and time.
- C. In order for a candidate's name to appear on the ballot, the candidate must attend the candidate meeting that will be called by the Election Commission Chair.
- D. If a candidate is unable to attend, their legal representative may represent the candidate provided that the legal representative form was presented to the Election Commission prior to the start of the candidate's meeting.

Section 4.

No member of the Office of the Attorney General or the Student Court may file for candidacy for any elected office while retaining his/her appointed office.

Article X: Candidate Meeting

Section 1.

The Election Commission will hold a candidate meeting of all candidates at least nine (9) days, but no more than eleven (11) days prior to the scheduled election.

- A. Any candidate or their representative failing to appear by the end of the candidate meeting will be withdrawn from the election. Appeals may be made to the Election Commission under extreme circumstances.

Section 2.

At the candidate meeting the following will occur:

- A. The members of the Election Commission will be introduced to the candidates;
- B. A roll-call will be taken of all candidates who are represented at the meeting to determine those who qualify as official candidates; all candidates must be present for the entire meeting in order to be eligible for official candidacy status.
- C. Ballot positions will be determined by the use of a double-blind draw to be conducted as follows:
 1. Each candidate's name will be printed on a slip of paper provided by the Election Commission. Each slip of paper will be the same size and color. These name slips will then be placed in a common container.
 2. A separate set of uniform slips of paper will be consecutively numbered starting with one (1) until there is a numbered slip for each of the candidates running for the office in question. The numbers six (6) and nine (9) will be underlined to differentiate them. The number slips will be placed in a second common container.
 3. Three (3) members of the Election Commission will be responsible for drawing these slips from their common containers. One (1) will draw name slips and announce the name written on the slip, one (1) will draw the number slips and announce the number written on the slip, and one (1) will serve as a verifier.
 4. One (1) slip will be drawn at a time from each of the common containers, and the number drawn with each name will be the official ballot position of the candidate. This procedure will be repeated until all candidates for an office have been assigned a ballot position.

Section 3.

Once all the candidates for an office have been assigned a ballot position, the procedure will be repeated for each office on the ballot.

- A. After ballot positions have been assigned, the Election Commission will answer any questions that the candidates may have regarding the election and campaign process.

- B. At this meeting, the Election Commission will inform each candidate of the time of the combined endorsement meeting and candidate forum.
- C. If any questions of the candidates can not be answered at the meeting, or if the commission fails to give out all the necessary information, the Election Commission will email all candidates as soon as possible.

Article XI: Campaign Regulations

Section 1. Campaign Posting

Campaign posting shall be in accordance with university policy as outlined in the UNM Pathfinder under the section titled “Main Campus Rules for Outdoor Events, Sound, and Posting” or in accordance with its successor’s policy.

- A. Campaign materials include, but are not limited to:
 - 1. Advertisements in any printed publication;
 - 2. Advertisements on any radio or television station;
 - 3. Handbills, flyers, posters, placards, buttons, stickers, banners, chalking, shirts, paid websites, or the like.
- B. No one (1) candidate or group may post more than one (1) item of campaign material on the same face of any posting area. Each side of a kiosk may display one (1) item of campaign material for each candidate. A cylindrical kiosk may have three (3) items affixed to its exterior face;
- C. No person will neither mark, deface, or otherwise tamper with the posted campaign material or chalking of any candidate, nor may any other individual or group of individuals remove the posted campaign material of any candidate;
- D. The Election Commission will have the sole right to remove any illegally posted or displayed materials;
- E. No person will campaign or post materials within twenty-five (25) feet of the doors to a building containing a polling district on the day of the election. Any material within this area on the day of the election will be removed by the Election Commission;
- F. All candidates are responsible for the actions of any and all of their campaign workers;
- G. No candidate, or campaign worker shall be allowed to campaign at or within twenty five (25) feet of an ASUNM Town Hall Meeting,

Section 2. Campaign Expenditures.

All expenses incurred as part of a campaign by any individual or group must be reported to the Election Commission. The Election Commission will determine the format of all forms to be used to report campaign expenditures.

- A. External gratuities (donations) must be included as part of the total expenditures for any candidate.
- B. All items used in a campaign effort will be assessed at a fair market value by the Election Commission, and this value will be included as part of the expenditures of a candidate.
- C. All money spent on behalf of a candidate will be included as part of the expenditures of the candidate. Campaign material carrying more than one candidate's name shall be reported at the full price of the material on each of the candidate's campaign expenditure forms.
- D. Campaign expenditures will not exceed the following limits:
 - 1. No candidate for the office of President will exceed three hundred dollars (\$300);
 - 2. No candidate for the office of Vice- President will exceed two hundred and fifty dollars (\$250);
 - 3. No candidate for the office of Senator will exceed one hundred and fifty dollars (\$150).

Section 3. Campaign Violation Fines

A. Expenditure fines:

- 1. Any candidate who exceeds the legal campaign expenditure limits will automatically be fined according to the following:
 - a. For an excess up to and including ten percent (10%), the assessment will be the actual amount of the excess;
 - b. For excesses greater than ten percent (10%) and up to and including twenty-five percent (25%), the assessment will be one-and-one-half times (1 ½) the excess;
 - c. For excesses greater than twenty-five percent (25%), the Election Commission may impose disciplinary actions as provided by the Election Code, Article XVII, Section 1, Sub-section A through D if the over-expenditures are of a deliberate or intentional nature;
 - d. The specific fine for overspending will not exceed seventy-five dollars (\$75)

B. Financial Statement fines:

- 1. Financial statements of all candidates must be turned in to the Election Commission at the ASUNM office no later than 5:00 PM of the day following the election. Each financial statement submitted by the candidate will be signed and dated by the candidate. In addition, all

receipts relating to expenditures shall be attached to the financial statement or a memorandum stating the fair market value of goods/services received by the candidate. If a candidate fails to meet the deadline, the following fines will be imposed:

- a. Five dollars (\$5) per day, with each day concluding at 5:00 PM;
- b. If the statement is delinquent by more than ten (10) days, then the Election Commission may impose disciplinary actions as provided in the Election Code, Article XVII, Section 1, Sub-section A through D.

C. Use of Fines

- 1. All fines resulting from campaign violations will be deposited into the ASUNM General Fund. They should not be treated or used as a source of self-generated funds for an executive agency.

Article XII: Campaign Endorsements

Section 1.

There will be only one endorsement meeting for each branch of government in an election, and all candidates will be allowed to participate in the meeting.

- A. The endorsement meeting will be scheduled by the Election Commission.
- B. The endorsement meeting will be held three (3) to seven (7) days prior to the election.
- C. The results of the endorsement meeting must be delivered to the ASUNM office by 5:00 PM three (3) days prior to the election in order to be published by the Election Commission.

Chartered student organizations may endorse any candidate or candidates for President, any candidate or candidates for Vice President, and any candidates for Senate. Only those organizations that have registered with the Election Commission to attend the meeting will be able to publish their endorsements on the official endorsement page in the NM Daily Lobo. Only one presidential, one vice presidential, and up to ten senatorial endorsements for each organization will be included on the official endorsement page placed by the Elections Commission in the NM Daily Lobo.

- D. The Election Commission shall make available to all student groups attending the endorsement meeting copies of all constitutional amendments and referendum items which are to be placed on the ballot.

Article XIII: Voting Procedures

Section 1.

Each student, as defined by the ASUNM Constitution, wishing to vote will cast their ballot at a polling district by using their UNM Net ID and password to access an on-line ballot. Each student is allowed to cast his/her vote once per election.

Section 2. Absentee Voting

- A. Absentee ballots will be taken on Main Campus four (4) to six (6) days prior to an election with the Election Commission providing a polling district in the Student Union Building during the hours of 10:00 AM and 4:00 PM.
- B. Absentee Voting will follow the above outlined procedures in Article XIII Section 1, A.

Article XIV: Polling District and Voting Hours

Section 1.

The Election Commission will be responsible for securing opening and closing all polling districts as outlined in Article VI, Section 1. In no case may any individual be allowed to cast a ballot before polls have opened or after the polls have been closed.

Section 2.

The polling districts will be opened and closed in the following manner:

- A. Once a polling district has been opened, it may not be closed prior to the regularly scheduled closing time unless an unforeseeable occurrence mandates the Election Commission must close it.

Article XV: Tabulation of Results

Section 1.

The Election Commission will determine the time and place where the results of an election will be tabulated and announced. This process is open to the public.

Section 2.

No ballots may be counted or tallied until on-line voting has been closed.

- A. The results of this or any subsequent tabulation will be displayed in the ASUNM office and published in the NM Daily Lobo. Only after the final resolution of all challenges to an election will the results be deemed official.

Section 3.

The final results of any election will include:

- A. The total number of persons voting;

- B. The names of any persons elected to any offices.
- C. The total number of votes cast for each candidate;
- D. The total number of votes cast for and against any referendum or constitutional amendment.
- E. Which referenda and/or constitutional amendments have passed and which have failed;

Section 4.

Once certified, the electronic data will be kept on record for one (1) year from the date of certification.

Section 5.

An election will be certified and deemed official after all contests have been resolved and the written results of the election have been signed by all of the Election Commission.

Section 6.

In the event of a tie, the following procedure will apply:

- A. All candidates involved in the tie for the contested seat(s) will be asked if any of them will concede the contested seat(s) to the other candidate(s). If after concessions, there are still candidates tied for an office, there will be a coin toss. The Election Commission Chair will be the official overseeing the toss. The Chair will assign each candidate either heads or tails and the winner will be based on the best two (2) out of three (3) coin tosses.

Article XVI: Contest of Elections

Section 1.

Any candidate, election commissioner, or election official may request a canvass/recount of votes by filing a request with the Election Commission Chair in writing prior to 5:00 PM of the day following the election.

Section 2.

Any candidate, election commissioner, or election official may file a contest in writing with the Election Commission Chair prior to 5 PM of the day following the election. If the election is contested on the grounds of improprieties concerning the Election Commission or Attorney General the contest will be immediately appealed to the Student Court. If an Election Commissioner contests the election, he/she shall not be allowed to vote when the Election Commission rules on the contest.

Section 3.

Notification of contest of election will be relayed by the Election Commission to the President and other concerned parties.

Section 4.

A contest of election must specify if the entire election is being contested or if only a specific race is being contested. If a specific race is being contested, the contest must state which race. The contest of election must specify the grounds on which the contest is being based.

Section 5.

It will be the duty of the Election Commission to hear and rule on contests of election by 5:00 PM of the third day following the election. At such time the Election Commission will issue a ruling regarding the contest.

Section 6.

The ruling of the Election Commission may be appealed to the Court, which will have the power to declare any results invalid or to order a new election. The election appeals are an accelerated process as outlined below:

- A. Any appeal to the Court must be made in writing by 5:00 PM of the fifth (5) day following the election.
- B. The Court will start hearings on any contest no later than 5:00 PM of the tenth (10) day following an election. The Court will have five (5) days to render a decision.

Section 7. Contest of a Candidate

- A. Any candidate, election commissioner, or election official may request a canvass/recount of votes by filing a request with the Election Commission Chair in writing prior to 5:00 PM of the day following the election.
- B. Any candidate, election commissioner, or election official may file a contest of a candidate in writing with the Election Commission Chair prior to 5:00 PM of the day following the election. If an Election Commissioner contests the election, he/she shall not be allowed to vote when the Election Commission rules on the contest. Contest of a candidate must be on the grounds of improprieties concerning the candidate. The contest will only affect the race in which the candidate was registered.
- C. It will be the duty of the Election Commission to hear and rule on contests of a candidate by 5:00 PM of the third (3) day following the election. At such a time the Election Commission will issue a ruling regarding the contest.

Article XVII: Violations of the Election Code

Section 1.

Any person or persons who violate, aid, or abet the violation of this Election Code may be:

- A. Prohibited from having their name appear on the official ballot;

- B. Disqualified as an official candidate;
- C. Disqualified from assuming office;
- D. Subject to such other penalties as may be imposed by the Election Commission, the Student Court, or any other disciplinary body or official of UNM having the jurisdiction and authority to impose such penalties.

Section 2.

The Election Commission will post all fines assessed to any candidate on the door of the ASUNM office by 5:00 PM of the day following the assessment. The posting will remain up until the fine has been paid or reversed. The posting will include the following:

- A. The date the fine is assessed.
- B. The candidate's name.
- C. The type of fine that is assessed.
- D. The amount of the assessed fine.
- E. Any recommendations from the Election Commission.

Section 3.

No candidate may assume office until all fines assessed against him/her have been paid. Fine(s) shall be paid within ten (10) days after an Election Commission and/or Student Court final decision and further appeals per Article IV, Section 2, subsection G of the ASUNM Constitution if the assessment is challenged. Failure to pay said fine(s) when due will disqualify candidates from assuming office and make them ineligible to run for ASUNM office for one (1) semester. If a candidate fails to pay fines in more than one election, they shall be ineligible to run in future ASUNM elections.

Article XVIII: Assumption of Office

Section 1.

No candidate(s) will be allowed to assume office until all decisions and/or judgments regarding the election process have been satisfied.

Section 2.

All successful candidates will be sworn-in by a Justice of the Court. This will occur after the certification of the election results and by the administration of an Oath of Office.

Section 3.

In the event that election results for President and/or Vice President have not been certified and deemed official prior to the end of the semester in which an election was held, the succession of office for President and Vice President will be as follows:

- A. President Pro Tempore
- B. Chair of Steering and Rules
- C. Chair of Finance
- D. Chair of Outreach and Appointments
- E. Seniority of Senators

Section 4.

Once election results have been certified and deemed official or a new election has been held, the succession of office listed in Section 3 will be null and void and newly elected officers shall assume office.

Article I

The Joint Committees Code refers to the operation of non-ASUNM established Agencies, Boards, Committees, and Commissions. Faculty-Student Standing Committees may not be changed in function or composition without the concurrence of the ASUNM Senate or student body and the Faculty Senate. Either group may unilaterally withdraw from any of the committees.

Article II: Appointments

Section 1.

The ASUNM President shall appoint all representatives to all Agencies, Boards, Committees and Commissions. The only exception shall be for appointments of ASUNM Senators, which shall be made by the ASUNM Vice President. All such appointments must be presented to the Outreach and Appointments Committee (O&A) Chair within two (2) weeks of their selection.

Section 2.

A representative may be removed by the ASUNM President for failure to fulfill duties and responsibilities and/or for poor attendance with the approval of (2/3) of the seated Senate. A replacement must be appointed to the Agency, Board, Committee, or Commission within three (3) weeks of removal of a representative.

Section 3.

The membership terms of representatives to non-ASUNM Agencies, Boards, Committees, and Commissions shall be determined by the convening authority.

Article III: Quorum

The quorum of non-ASUNM established Agencies, Boards, Committees, and Commissions shall be determined by the convening authority. Any body which is funded in whole or in part from ASUNM funds, however, shall not be allowed to conduct business with less than a majority of its membership present at the meeting.

Article IV: Athletic Council

Section 1. Membership

- A. Six (6) Faculty members;
- B. Three (3) Undergraduate student members;
- C. One (1) Graduate student member;
- D. One (1) Alumni member;
- E. The Director of Athletics, the Director of Women's Athletics and the Faculty or Administrative

representative to the NCAA shall serve as ex-officio members.

Section 2. Duties and functions

- A. The Athletic Council shall formulate and maintain general policies regarding the following:
 - 1. Medical care of student athletes;
 - 2. Academic counseling of student athletes;
 - 3. Scheduling of athletic events;
 - 4. Athletic letters and awards;
- B. The Athletic Council shall be required to:
 - 1. Transmit to the Faculty Senate a report to include information on awards, grants-in-aid, employment given to athletes, the athletic budget, and other matters worthy of attention.
 - 2. To annually review all schedules for conformity to the Athletic Council policy on the scheduling of athletic events;
 - 3. To approve all recommendations for letters and other non-pecuniary awards for intercollegiate athletic competition;
 - 4. To advise with the Administration when a Director of Athletics, or an Athletic Coach is to be employed or dismissed;
 - 5. To review annually the general policies of the Athletic Council and the “UNM Athletic Council Statement of Responsibility”;
 - 6. To review the “staff evaluation” specified in the Faculty Handbook, and make a recommendation to the administration concerning the continued employment of each coach.
- C. In formulating policy, the Athletic Council shall:
 - 1. Maintain a position in favor of high scholastic standards for intercollegiate athletics;
 - 2. Maintain the concept of the intercollegiate athlete as an amateur competitor, a bona fide student pursuing a degree program.

Article V: Campus Planning Committee

Section 1. Membership

The membership of the Campus Planning Committee shall include the following people:

- A. Seven (7) administrative members including the following:

1. The Vice President for Business and Finance;
 2. The Provost;
 3. The Vice President for Student Affairs;
 4. The University Architect;
 5. The Director of the Physical Plant Department;
 6. The Director of the Medical Center;
 7. The Chief Executive Officer of the University Hospitals;
- B. Three (3) student members including the following:
1. One (1) member of the Residence Hall Student Association;
 2. One (1) member from ASUNM;
 3. One (1) member from GPSA;
- C. The Campus Planner, Campus Security Director, Parking Services Director, Campus Safety Director and Landscape Architect shall serve as ex-officio members.

Section 2. Duties and functions

The function of the Campus Planning Committee shall be to:

- A. Serve in an advisory capacity to the University Architect with special references to design aesthetics and ecology;
- B. Interview, as necessary, contract architects nominated by the University Architect and recommend those qualified for a particular assignment to the President;
- C. Review and approve all proposals for revision of the Master Plan, including assignments of land use, and recommend any desirable changes to the Provost and Vice Presidents;
- D. Review and approve proposed sites for buildings and all other structures; site adaptation and elevations of new buildings and additions to existing buildings; plans for drainage and utility systems; landscaping plans including traffic patterns, street and walkway design; plans for parking and major changes in the design and assignment of the parking lots.

Article VI: Computer Use Committee

Section 1. Membership

Membership of the Computer Use Committee shall include the following people:

- A. Thirteen (13) members of the Faculty;

- B. Two (2) Undergraduate student members;
- C. Two (2) Graduate student members;
- D. Four (4) non-voting members of the Administration to be appointed by the President;
- E. The Associate Vice President for Computer Services and Information Systems shall be an ex officio non-voting member.

Section 2. Duties and functions

The function of the Computer Use Committee shall be:

- A. To be advisory to the Associate Vice President for Computer Services and Information Systems;
- B. To study future needs of the University for all forms of computer services;
- C. To review and approve recommendations on matters of policy on computer use;
- D. To act as an appeals body for resolving conflicts which arise from computer use and policies;
- E. The Computer Use Committee shall report to the Faculty Senate through regular procedures and shall submit a yearly report to the Senate.

Article VII: Curricula Committee

Section 1. Membership

The membership of the Curricula Committee shall include the following people:

- A. Fourteen (14) Faculty members;
- B. Two (2) Undergraduate students;
- C. One (1) Graduate student;
- D. The Registrar, the Collection Development Librarian, and one (1) representative each from the Faculty Senate Undergraduate, and Graduate Committees who shall serve as ex-officio members.

Section 2. Duties and Functions

The Curricula Committee shall be responsible for maintaining and enhancing the quality of curriculum development in the University, its branches, and its graduate centers by:

- A. Reviewing the recommendations of the Senate Undergraduate and Graduate Committees concerning all proposals for major changes in programs, including new degrees, new programs, new majors and minors, name changes, and substantive changes in existing programs, and transmitting them to the Faculty Senate;
- B. Reviewing and making recommendations on all proposals for course changes, new courses, minor changes in existing programs, and suggested curricular policies originating from Students,

departments, programs, divisions, schools, colleges, of the University and its branches and graduate centers, and Faculty senate Committees;

- C. Participating together with members of the Senate Graduate and undergraduate Committees. In periodic reviews of instructional units and programs;
- D. Hearing curricular disputes and recommending means for the irresolution;
- E. Initiating occasional reviews of curricular offerings and policies at the University;
- F. Recommending to the Faculty Senate both programs and general curricular policies.

Article VIII: General Honors Council

Section 1. Membership

The membership of the General Honors Council shall include the following people:

- A. Five (5) Faculty members;
- B. One (1) Student member;
- C. The Director of General Honors shall serve as an ex-officio member.

Section 2. Duties and functions

The duties and functions of the General Honors Council shall include:

- A. Serving as a general steering committee of and formulating policy for the program
- B. Determining general criteria for admission to, continuance in, and graduation from the program, and obtaining the approval of such criteria by the Faculty Senate;
- C. Aiding and advising the Director in the selection from applicants of students for the program and in the dropping from the program of those students who are not successful;
- D. Determination of the level of general honors and the certification thereof in the case of each student who shall successfully complete the program;
- E. Recommending to the Curricula Committee any changes in offerings in the General Honors Program.

Article IX: Library Committee

Section 1. Membership

Membership of the Library Committee shall include the following people:

- A. Fourteen (14) Faculty members;

- B. Two (2) Undergraduate students;
- C. Two (2) Graduate students;
- D. The Dean of Library Services shall serve as an ex-officio member.

Section 2. Duties and functions

The responsibilities of the Library Committee shall be:

- A. To review and evaluate the budget;
- B. To act as a liaison on Library matters with the College Deans, departmental representatives, and the faculty at large;
- C. To monitor acquisitions;
- D. To assist in long-range planning;
- E. To make an annual report to the Faculty Senate reviewing its major activities, including a list of recommendations made and actions taken.

Article X: Scholarships, Prizes, and Loans Committee

Section 1. Membership

Membership of the Scholarships, Prizes, and Loans Committee shall consist of the following:

- A. Ten (10) Faculty members;
- B. Three (3) Student members;
- C. The Dean of Students, the Director of Development, the Dean of the University College, an Assistant Dean of Admissions, the associate Comptroller for Student Accounting Services, and the director of Student Aids shall serve as ex-officio members.

Section 2. Duties and functions

The University Committee on Scholarships, Prizes, and Loans shall have the responsibility for formulating general policies governing the granting of aid whenever policy is not stipulated by the granting agency or governed by precedent and custom. The Committee shall:

- A. Make an annual report to the Faculty Senate on policy decisions related to the granting of aid, prizes, and loans handled by the Student Aid Office. This report should be given at the same meeting at which the chairperson of the Athletic Council reports on athletic grants-in-aid;
- B. Advise the Director of Student Aids on any matter which he presents;
- C. Evaluate budgetary policy and operation in the division;

- D. Advise the Vice President for Student Affairs, Alumni Relations, and Development on relevant matters.

Section 3. International Affairs Committee

- A. Membership. The membership of the International Affairs committee shall include the following people:
1. Two (2) Faculty members;
 2. One (1) Administrative representative;
 3. Two (2) Graduate students appointed by the GPSA;
 4. Two (2) Undergraduate students, one (1) of whom shall be an ASUNM Senator;
 5. The Director of the International Center and all programs aimed at effecting social, cultural, and intellectual exchanges between the UNM academic community and its foreign students.

Section 4. Student Publications Board

- A. Membership. The membership of the Student Publications Board shall include the following people:
1. Three (3) Faculty members;
 2. Five (5) Undergraduate members, one (1) of whom shall be an ASUNM Senator;
 3. Two (2) Graduate students appointed by GPSA;
 4. All Editors and Business Managers of student publications shall serve as ex-officio members;
 5. A membership pool shall consist of eighteen (18) Faculty members, eighteen (18) Full-time Students, twelve (12) named by ASUNM and six (6) named by GPSA;
 6. The Dean of Students or a designee shall serve as administrator for the committee.
- B. Duties and functions. The functions of the Student Publications Board are to:
1. Exercise control over student publications;
 2. Elect Editors and Business Managers of these publications;
 3. Discharge any Editor or Business Manager from office for due cause;
 4. Supervise finances of student publications;
 5. Formulate overall policy for student publications, including especially a policy of free expression.

Section 5. Student Conduct Committee

- A. The Student Conduct Committee shall serve as a hearing board for disciplinary matters concerning the student community and the grievance of students against Faculty or Staff of the University.
- B. Cases may come before the Committee on the motion of any member of the University Community. Any student who feels that he or she has been unjustly disciplined by any other campus board or Committee, including the Student Court, or by an official of the University, or who feels that he or she has been unjustly treated by a member of the faculty or staff has the right to appeal to the Committee.
- C. In all cases, an even division of the Committee shall be treated as a determination that no discipline be imposed or that no sanction shall apply. Decisions of the Committee may be appealed to the President of the University by any of the parties involved.

Section 6. Student Union Building (SUB) Board

- A. Membership. The membership of the SUB Board shall include the following people:
 1. Two (2) Faculty members;
 2. The President of the University or designee;
 3. The Dean of Students or designee;
 4. Three (3) Undergraduate students;
 5. One (1) Graduate student;
 6. The ASUNM President or designee;
 7. The GPSA President or designee;
 8. One (1) ASUNM Senator;
 9. One (1) Alumnus;
 10. The Director of the New Mexico Union shall serve ex-officio as Executive Secretary.

Article XIII: The Student Fee Review Board

Section 1. Membership

The membership of the Student Fee Review Board shall include the following people:

- A. The ASUNM President
- B. The GPSA President
- C. One (1) GPSA Representative

- D. Two (2) Undergraduate appointments made by the ASUNM President
- E. One (1) ASUNM Senator appointed by the Vice President
- F. One (1) Faculty member appointed by the Faculty Senate

Section 2. Duties and functions

The duties and functions of the SFRB shall be stated in the Policy of the SFRB.

Section 3.

The senator appointed to the SFRB shall report to the full Senate at least one (1) time prior to the budget hearings and at least one time after the budget recommendations have been made.

Article I: Officers of the Legislative Branch

Section 1.

The Legislative Branch is composed of the Vice President who serves as the President of the Senate and twenty senators. One of the senators will be elected as the President Pro Tempore. The Attorney General serves as an ex-officio non-voting member of the Senate.

Section 2. Oath of Office

- A. No Vice President will assume the duties of the office until an Oath of Office has been administered.
- B. The Vice Presidential Oath of Office must be administered by a Justice of the Associated Students of the University of New Mexico Student Court, and must be witnessed by a representative from each of the following:
 - 1. The Executive Branch
 - 2. The Legislative Branch
- C. The Oath of Office will be administered with the right hand uplifted and the following words said aloud: “I, (name), do affirm that I will uphold the laws of the Associated Students of the University of New Mexico, the State of New Mexico, and the United States of America: that I commit myself to the service of the undergraduate student of the University of New Mexico, and that I will otherwise fulfill the duties and obligations of the Vice President of the Associated Student of the University of New Mexico to the best of my ability”.
- D. Upon affirmation of the Oath of Office, an affidavit will be filed attesting to the authority of the Vice President. The Vice President may then assume office

Section 3. Duties of the Vice President

- A. Executive Duties
 - 1. The Vice President will provide for the hiring of one (1) Legislative Coordinator and one (1) Senate Clerk.
 - 2. The Vice President must sponsor an intensive training session for all newly elected or re-elected Senators during each session while in his/her term of office.
 - a. This session must consist of Parliamentary Procedure, Legislative Writing, and general campus policies which may help the Senator(s) facilitate direction in addressing campus issues.
 - b. For the session the Vice President will produce a Senate manual containing information to assist Senators in carrying out their duties.

3. The Vice President will publish Senate office hours once at the beginning of each semester in the NM Daily Lobo.
4. The Vice President will appoint Senators to serve on the Finance Committee, Steering and Rules Committee, and the Outreach and Appointments Committee.
5. The Vice President of the Senate possesses sole power to issue a demerit (or warning) to any Senator, at any time, for actions or statements that he/she considers to be misconduct or deliberately not following parliamentary procedure in a Senate meeting.

B. Legislative Duties

1. The Vice President must solicit a list of the top three issues or concerns the Senate wishes to address no later than the first full Senate meeting of the session.
2. The Vice President must present the top three issues or concerns most identified by the Senate. In turn, the Vice President will form ad hoc committees which will facilitate direction in addressing those issues as a Senate no later than the second full Senate meeting of the Senate session.
3. Legislation will be assigned to the appropriate committee(s) at the discretion of the Vice President. This decision can be overturned by two-thirds (2/3) vote of the Senate.
4. When a bill is passed by a majority vote of the seated Senate, the Vice President has two (2) days to hand deliver the bill to the President.
 - a. If the bill is not delivered to the President within the allotted two (2) days, the Senate may consider disciplinary action against the Vice President.
 - b. If the bill is not delivered to the President within the allotted two (2) days, the sponsoring senator(s) of the legislative action may hand deliver the bill to the President.
5. The Vice President is responsible for the accuracy of all legislation delivered to the President's office beyond obvious typographical errors. If errors other than typographical occur, the law is null and void and returned to the Senate.
6. The Vice President will inform the President of any act left unsigned for six (6) days that has become a law.
7. The Vice President's office will be responsible for delivering any law providing for an appropriation to the ASUNM/GPSA Business Office.
8. The Vice President will be responsible for the execution of all activities of the legislative branch.
9. The office of the Vice President shall be responsible for distributing to the Senators a copy of the updated ASUNM Constitution and Lawbook once received from the Attorney General.

C. Handling Resolutions

1. Resolutions passed by the Senate shall be presented to the President for signature. The Vice President, acting as the President of the Senate or the President Pro Tempore of the Senate shall co-sign all joint resolutions.
2. A resolution unsigned by the President will be returned to the Vice President within six (6) days after its passage by the Senate, and shall become a Senate resolution.
3. The Vice President may sign any Senate Resolution that is returned by the President unsigned. If the Vice President chooses to sign the Senate Resolution, the President Pro Tempore shall co-sign. If the Vice President chooses not to sign such a Senate resolution, the President Pro Tempore and the Chair of the Steering and Rules Committee must sign the Resolution.
4. The Vice President and the principle sponsor of each Resolution approved by the Senate will be responsible for distribution of that resolution.
5. The responsibility to distribute a Resolution will be removed at the end of the Senate session during which it was passed.

Article II: President Pro Tempore

Section 1.

Election of the President pro tempore will take place by the end of the second meeting of the Fall and Spring Senate sessions.

- A. The President pro tempore from the preceding session, if still a seated member of the Senate shall perform all duties and responsibilities of the office until a successor is elected.
- B. If the President pro tempore from the preceding session is not still a seated member of the Senate, the chair of the Steering and Rules Committee shall become the acting President pro tempore until one is elected.
- C. Nomination for President pro tempore will be taken from the floor of the Senate.
- D. The Senate will designate the amount of time each candidate may speak before the Senate.
- E. The elected President pro tempore will assume the duties of office immediately.

Section 2. President pro tempore Duties

- A. A. The President pro tempore shall be an ex-officio non voting member of all Student Service Agencies, boards, committees, or commissions and all Senate Standing and Ad-Hoc Committees.
- B. The President pro tempore shall serve as the Senator's liaison with the UNM Faculty Senate.

- C. The President pro tempore shall handle all absences for office hours, Senate meetings and Senate standing committee meetings. He/She shall be responsible for maintaining a record of attendance for Senate office hours and any other forms that must be filled out.
- D. The President pro tempore shall collect written notification by senators for absences. The President pro tempore will notify the President of the Senate of all absences.
- E. The President pro tempore shall enforce any disciplinary action against senators not attending office hours, Senate meetings, or Standing Committee meetings.
- F. The President pro tempore shall not be included in the total number of quorum for any Senate Standing Committee meeting, unless quorum has not been met, in which case the President pro tempore becomes an ex-officio voting member and can fulfill quorum.
- G. The President pro tempore shall be responsible for coordinating a minimum of one (1) ASUNM-sponsored community service project(s) per session.

Section 3. Removal from Office

- A. The President pro tempore may be removed from office at the will of the Senate.
- B. A motion for removal must be introduced on the floor of the Senate and seconded by two (2) senators.
- C. Removal of the President pro tempore requires a majority vote of the seated Senate.
- D. When the office of President pro tempore is vacant, whether by removal, resignation or other circumstances, a new President pro tempore will be elected at the next Senate meeting.

Article III: Senators

Section 1. Oath of Office

- A. No Senator will assume the duties of that office until an Oath of Office has been administered.
- B. The Senatorial Oath of Office must be administered by a Justice of the Associated Students of the University of New Mexico Student Court, and must be witnessed by a representative from each of the following:
 - 1. The Executive Branch;
 - 2. The Legislative Branch.
- C. The Senatorial Oath of Office will be administered with the right hand uplifted and the following words said aloud: "I, (name), do affirm that I will uphold the laws of the Associated Students of the University of New Mexico, the State of New Mexico, and the United States of America; that I commit myself to the service of the undergraduate students of the University

of New Mexico, and that I will otherwise fulfill the duties and obligations of a Senator of the Associated Students of the University of New Mexico to the best of my ability.”

- D. Upon affirmation of the Oath of Office, an affidavit will be filed attesting to the authority of the Senator. The Senator may then assume office.

Section 2. Duties of each Senator serving on the ASUNM Senate

- A. Each Senator is required to attend Standing Committee meetings and Full Senate meetings for the entire duration of the meeting.
- B. Each Senator is required to hold Senate office hours for at least two (2) hours a week. Office hours will occur at a time of each Senator’s choosing.
- C. If a Senator is unable to complete their office hours during their stated times they need to contact the Senate Pro Tempore before the weeks end. If a Senator is unable to attend their Standing Committee meetings, they need to contact the committee chair at least twenty-four (24) hours before the meeting is scheduled. If a Senator is unable to attend a Full Senate meeting they need to contact the Vice President at least twenty-four (24) hours before the meeting is scheduled. In case of an emergency, every effort should be made to contact the appropriate person within forty-eight (48) hours after the meeting or office hours, with a written notification to excuse the absence.
- D. Each Senator must be appointed by the President of the Senate to one of the three Senate standing Committees. Those committees are the Finance Committee, Presidential Appointments Committee and the Steering and Rules Committee.
- E. Senators will also serve on Student Service Agencies as appointed by the President of the Senate.
- F. If a Senator fails to comply with the duties of their office which include but are not limited to, regular attendance of office hours, committee meetings, or full Senate meetings, that Senator will face proper disciplinary action as outlined by the Disciplinary Action Code and the Constitution.

Article IV: Office of the Vice President

Section 1.

The Office of the Vice President shall consist of one (1) Senate Clerk and one (1) Legislative Coordinator.

Section 2.

The main responsibilities of the Office of the Vice President are as follows: attend every Senate meeting, take roll call of Senators, take minutes and record all votes taken during the Senate meeting.

- A. The Office of the Vice President shall have the responsibility to keep accurate records of the above procedures, type and distribute the minutes.
 - 2. The Office of the Vice President shall keep a record of Committee reports, type and distribute the minutes.
 - 3. The Office of the Vice President shall keep a record of Committee reports and type and

distribute all proposed and adopted legislation.

4. The Office of the Vice President will maintain, in chronological order, the official copy of all Senate legislation, and all related documentation.
5. The official copy of the Senate legislation will be retired at the end of each session and maintained for a period of three (3) years and then delivered to the UNM archives by the Vice President.

Article V: Attendance Record

Section 1.

The Office of the Vice-President shall compile a comprehensive attendance record. The record will be available for public inspection at the ASUNM office. The Attendance Record will include: the absence of individual Senators at all roll calls, all quorum calls, and the absence of individual Senators at meetings of Legislative Committees to which they have been appointed.

Article VI: Minutes

Section 1.

The minutes of the Senate will include the Senate agenda, copies of all committee reports, and a listing of all legislation and all action taken by the Senate in regards to the legislation.

- A. Copies of the minutes will be made available to all Senators, ASUNM members, or interested University Official who may require them.
- B. Copies of Executive and Legislative Agencies and Committee minutes will be kept on file by the Office of the Vice-President and will only be available to those members serving on the Agency or Committee, the President and the Vice President.

Article VII: Voting Record

Section 1.

The Office of the Vice-President will compile a comprehensive voting record. The record will be available for public inspection at the ASUNM office.

- A. All final votes on Appropriation Bills, Bills, Constitutional Amendments, Referenda, and Resolutions will be by roll call vote.
- B. The voting record will include the tabulation of all votes. Only votes taken on the Senate floor will be included in the record.

Article VIII: Senate Vacancies

In the event of multiple vacancies in the Senate, full term vacancies will be offered to the candidates with the highest number of votes in the most recent general election. In the event of a full term vacancy opening after a semester long appointment has been made, Senators with the highest number of votes from the most recent election seated for semester long terms have the option of accepting the longer term.

Article IX: Community Service

- A. Senators will be individually responsible to participate in a minimum of four (4) hours within the ASUNM-sponsored community service project.
- B. The community service project(s) will be coordinated by the Senate's President pro tempore.
- C. The service projects must be completed under the name of ASUNM Senate.
- D. All attendance exceptions will be left to the discretion of the President pro tempore.
 - 1. The President pro tempore may require a senator(s) to make-up hours on their own time by participating in an alternative project(s).
 - 2. The manner in which a senator(s) is able to make-up hours will be left to the discretion of the President pro tempore.

Article I: General Fund

Section 1.

The Finance Committee will have the authority to review and revise the spending practices of any ASUNM funded group.

Section 2.

The ASUNM Student Government will only fund service entities, chartered student organizations, Student Service Agencies or ASUNM government.

Section 3.

Each year, the sum of seven (7%) percent will be retained from projected revenue for the General Fund prior to formal consideration of any Budget or Appropriation requests. Said funds will only be allocated according to the requirements of the Fall Budget Process or Senate Appropriations.

Section 4.

All funded groups, excluding Legislative, Judicial, and Executive offices, having surplus funds remaining at the end of the fiscal year in which they were awarded will have said funds permanently revert into the General Fund unless otherwise decided by law. Exceptions may only be made with the approval of two thirds (2/3) of the seated Senate.

Section 5.

Legislative, Judicial, and Executive offices may apply surplus funds remaining at the end of the fiscal year towards expenses in the new fiscal year. These funds may only be expended after a majority approval by the Finance Committee. All Legislative, Judicial, and Executive offices applying funds from the previous fiscal year must also supply a line-item budget of the surplus funds to the Finance Committee so that the Committee may determine the need for surplus funding.

Section 6.

All funds generated by an ASUNM Executive Agency are governed by the ASUNM Finance Committee policies and procedures. ASUNM Executive Agency generated funds will automatically be budgeted into the expense line-item(s) that were used to produce said funds. Budgeting of Executive Agency generated funds to an alternative line-item must follow the same procedure as a line-item transfer.

Article II: Disbursement

Section 1.

Funds approved through the Spring Budget Process will be made available to that group for use at the beginning of the fiscal year.

Section 2.

Funds approved through the Fall Budget Process or allocated by Senate Appropriations will be eligible for disbursement upon signing into law by the President.

Section 3. Authorization of Funds

- A. All funded groups will register a minimum of two (2) authorized persons for transactions with the Student Government Accounting Office.
- B. All requisitions and line-item transfer requests must contain two (2) authorized signatures.
- C. Authorization for handling said funds may not be changed unless the group requests the change in authorization with the Student Government Accounting Office.

Section 4.

Contractual obligations will be binding upon ASUNM only if all of the following stipulations are met:

- A. The contract is entered after approval and availability of funds for that purpose. This includes approval of funds for the following fiscal year.
- B. The contract does not exceed the amount allocated for that purpose.
- C. Funds are used only as specified in the annual Budget, Appropriation, or other approved documentation.

Section 5.

Funds approved through any ASUNM Finance process may not be used for any financial obligation incurred before signing, enacting, or otherwise confirming the authorization of the expenditure of funds. The only exception is for unforeseen costs of a sign language interpreter as required by the Americans with Disabilities Act (ADA) to be present at an event. Additionally, those groups participating in deficit spending will be considered in violation of the Finance Code and will be considered for Financial Enjoinment.

Section 6.

The Student Government Accounting Office will allow payment of funds only as provided for in ASUNM Constitution, Lawbook, and as directed by the Finance Committee. Any and all debts incurred not conforming to these stipulations will be solely the liability of the group in question.

Section 7.

ASUNM shall make all financial disbursement decisions in a viewpoint neutral manner as required by law, meaning that no request for funding will be favored or disfavored because of the viewpoint expressed by the group seeking the funding.

Article III: Appropriation Bills

Section 1.

An appropriation bill is a proposed piece of legislation which, if enacted, signed, or otherwise confirmed would become law and would authorize the expenditure of funds for the current fiscal year.

Section 2.

Appropriation bills shall only be used towards unforeseen one-time expenditures, one-time capital outlays, or travel.

Section 3.

Only chartered student organizations, ASUNM government, ASUNM Student Service Agencies and service entities may receive appropriation bills. They can receive funding through an appropriation bill only once per semester.

Article IV: Line-Item Transfers

Section 1.

Any group requesting a line-item transfer will present their written request to the Finance Committee. The Committee may approve the request by a simple majority vote. The transfer must be signed by the Finance Committee Chair, and the Student Government Accounting Office. All requests must include:

- A. Line-item name and number
- B. Current amount of money in that line-item
- C. Requested increase/decrease in that line-item
- D. Revised budget for that line-item
- E. Justification for the transfer
- F. Two (2) authorized signatures

Section 2.

The Student Government Accounting Office must approve line-item transfers before the ASUNM Finance Committee may consider them. The Student Government Accounting Office will ensure that funds are available in the student organization's budget and in the line-items that student groups are requesting a decrease.

Section 3.

Line-item transfers taking place after the last meeting of the Finance Committee in the semester must be approved by a majority vote of the ASUNM President, ASUNM Vice-President, and the ASUNM Finance Committee Chair. Line-item transfers taking place in this time period may only be considered if the expenses were necessary after the last meeting of the Finance Committee for that semester. If the Chair of the Finance Committee is not available, the position will be filled by a senator, who will be selected based on order of seniority, determined by (1) the greatest amount of time in office or (2) in the event of a tie, selection will be determined by the greatest number of votes received by eligible Senators in the most recent election.

Article V: Financial Enjoinment

Section 1. Reasons for financial enjoinment of funds will include:

- A. Any violation of the Finance Code or University spending policies
- B. The transfer of funds from the account of one funded organization into the account of another without prior approval from the Finance Committee

Section 2. Procedure

- A. Alleged violations brought to the attention of the Finance Committee by any person will be considered for financial enjoinment.
- B. The group being considered for financial enjoinment will be given at least one week's written notice to appear before the Finance Committee to answer any questions from the Finance Committee. The written notification is the responsibility of the Chair of the Finance Committee.
- C. After hearing and reviewing all information, the Finance Committee will determine if a violation has occurred and if so, the type and the duration of the financial enjoinment to be imposed.
- D. A temporary financial enjoinment will name a specific date or condition under which the financial enjoinment will be lifted.
 - 1. This action requires approval by a majority of the Finance Committee to become effective and a report to the Senate at the following meeting.
 - 2. The Senate may reverse a temporary financial enjoinment by a two-thirds vote of its members.
- E. A permanent financial enjoinment will freeze a group's funds until the end of the appeals process at which time funds will revert to the ASUNM General Fund.
 - 1. This action requires approval by a majority of the Finance Committee, as well as a majority of the Senate. The group will still be allowed to participate in the Spring Budget Process.
 - 2. The Senate may approve a permanent financial enjoinment by a majority vote of its members.
- F. The Finance Committee will submit its report to the full Senate at the next meeting under the subject "Unfinished Business – Emergency."
- G. The Chair of the Finance Committee will be responsible for notifying the group regarding their status after the financial enjoinment proceedings end. This notification should be given within two (2) weeks of the final decision.
- H. With the imposition of a financial enjoinment, existing contractual obligations shall be reconciled with funds from the account of the enjoined group.
- I. If the alleged violation occurs after the last meeting of the Senate session, a committee consisting of the President, the Vice President, and the Chair of the Finance Committee will function in the place of the

Finance Committee and Senate. Their actions will stand until ratified or overturned by the full Senate at the beginning of the next session.

Section 3.

Any financial enjoinderment may be appealed to the Student Court. This appeal must be filed within two (2) weeks of notification to the group of the enjoinderment of funds.

Article VI: Standing Rules

Section 1.

The Finance Committee will adopt a set of Standing Rules to be used in committee at the first committee meeting of each session. A majority vote is necessary for adoption of the Standing Rules. These rules will then be submitted to the Senate at the first Senate meeting of each session.

Section 2.

Standing Rules may be suspended by a two-thirds vote of the committee. Extreme caution should be exercised when and if this is considered as the Standing Rules are meant to serve as uniform guidelines for operation.

Section 3.

Any policies that the Student Government Accounting Office is currently using at the time of the Appropriation or Budgeting of funds will supersede any Standing Rules where conflict occurs, and will be considered to be part of the Standing Rules.

Article VII: Pay Periods

Section 1.

All pay periods will be coincidental with the administrative terms of the President and Vice President.

Section 2.

The Student Government Accounting Office is authorized to redistribute salaries over the above stated administrative period. The amounts redistributed may not exceed the budgeted amount for that particular salary.

Section 3.

No individual will be paid prior to their appointment.

Article VIII: Enforcement

Any individual or group knowingly obstructing or violating any section of this code will be subject to disciplinary actions and/or impeachment proceedings as prescribed by the Constitution and/or Lawbook.

Article I: Purpose

Section 1.

The purpose of the ASUNM Spring and Fall Budget Processes are to endeavor to meet the financial needs of chartered student organizations, service entities and governmental offices at the University of New Mexico.

Section 2.

Each process performs a separate function in the types of funding that are addressed. The guidelines are as follows:

- A. Spring Budget Process will attempt to provide for the basic operating expenses of groups for the upcoming fiscal year.
- B. Fall Budget Process will attempt to provide for:
 - 1. The basic operating expenses of groups that missed the preceding Spring Process
 - 2. The basic operating expenses of groups whose request were zeroed out by the Finance Committee in the Spring Process
 - 3. The basic operating expenses of new student organizations
 - 4. One-time capital outlays

Article II: Spring Budget Process

Section 1.

Before the end of the first full week of Spring Semester, the Finance Committee will decide upon the following:

- A. Calendar of events (i.e. workshops, deadlines, hearing dates)
- B. Hearing format to include duration and speaking time

Section 2. Budget Packets

All budget requests must contain a comprehensive overview of the submitting group. The following must be included:

- A. Name of Group
- B. Mailing address and phone number

- C. Officers' names, titles, and phone numbers
- D. Number of active members (undergraduate, graduate, and non student)
- E. Purpose of group and brief history including a list of accomplishments and goals.
- F. Line-item requests and descriptions

Section 3. Budget Workshops

- A. There will be three (3) or more mandatory workshops offered by the Finance Committee by the third week of the spring semester.
- B. The Budget workshops will be advertised in the Daily Lobo at least two (2) days in advance of each workshop.
- C. Budget packets will be distributed at the workshop. The Finance Committee and the Accounting Manager or designee will be present to answer any questions regarding the process.
- D. All groups requesting funding must attend at least one (1) of the mandatory workshops. Attendance will be verified via signature of the authorized representative(s) attending the workshop. Failure to do so will result in the following penalty:
 - 1. The maximum funding the group can be allotted will be thirty (30%) percent less than their previous Spring allocation
 - 2. If the group did not receive funding during the previous Spring Process, but did receive funding during the Fall Process, then the maximum funding the group can be allotted will be thirty (30%) percent less than their Fall allocation.
 - 3. If the group did not participate in either of the immediately preceding Fall or Spring Processes, they shall be considered a "New Group" and the maximum funding they can be allotted will be thirty (30%) percent less than the maximum allowable limit.

Section 4. Submission of Budget Packets

- A. A group will be considered a part of the Spring Budget Process when its completed request is received by ASUNM in accordance with the submission guidelines delineated by the Vice President and Finance Committee Chair.
- B. The budget request will be in a format determined by the chair of the Finance Committee and the Vice President. The proper format will be announced at the mandatory budget workshops. In addition, details on properly submitting a budget request will be included in the budget packet.
- C. The completed budget request must be submitted by 5:00 pm Wednesday of the fourth week of the spring semester.
- D. Incomplete budget requests or those turned in after the deadline will not be accepted. This will result in the group being dropped from the semester's budget process.

Section 5. Budget Hearings

- A. The Finance Committee reserves the right to order the schedule of the budget hearing as they see fit. The order will be posted in the ASUNM office and with the Student Government Accounting Office by noon of the Wednesday preceding the first hearing.
- B. If a group does not contact the Finance Committee by noon on the Friday prior to their scheduled hearing regarding their inability to attend their scheduled hearing appointment, they will be expected to attend at the appointed time.
- C. Each group will be allowed a specified amount of time during their hearing to present their budget request and details about their organizations. The Finance Committee will review, evaluate, and recommend adjustments in line-items.
- D. If a group fails to appear before the end of their scheduled hearing time, they will be considered to have missed their hearing. The maximum amount of funding a group absent from their scheduled hearing will be eligible to receive shall be thirty (30) percent less than their previous year's request. Groups that fail to attend their scheduled hearing time will not be rescheduled for another hearing.
- D. Groups that fail to attend their scheduled budget hearing will still be considered for the spring process, however they will not be granted time to present their request to the Finance Committee.
- E. The Finance Committee and the Senate reserve the right to make any adjustments in line-items or total budgets it deems appropriate or necessary with or without notice to the group.

Section 6. Additional Penalties

- A. If the event that a group fails to attend both a budget workshop and its budget hearing, then it will be dropped from the budget process for that particular semester.

Section 7. Senate Budget Presentation

The Finance Chair will present the recommendations of the Finance Committee for a balanced budget to the President of the Senate for approval no later than the eleventh week of the Spring semester. A simple majority vote of the Senate is required for approval.

Article III. Student Publications Board Memorandum

Section 1. Composition

The Student Publications Board Memorandum shall include statements of anticipated revenues and expenditures as pertaining to the 8.5 percent ASUNM allocation.

Section 2. Submission & Disbursal of Funds

- A. The memorandum will be submitted to the ASUNM Office Manager, by 5:00PM on the Friday of the fourth week of the spring semester. The person accepting the request will issue a receipt noting the time and date.
- B. No funds shall be allocated or disbursed until such a memorandum is received.

Article IV: Fall Budget Process

Section 1. Budget Workshops

- A. There will be two (2) or more workshops conducted by the Finance Committee for the Fall Budget Process. The first will be held during the second week of the Fall semester. The second will be held during the third week of the fall semester. Any others will be scheduled at the discretion of the Committee.
- B. Budget packets will be distributed at the workshop. The Finance Committee and the Accounting Manager or their designee will be present to answer any questions regarding the process.
- C. Each workshop will be advertised in the Daily Lobo for at least two days prior to the workshop.
- D. All groups requesting funding must attend at least one (1) of the mandatory workshops. Attendance will be verified via signature of the authorized representative(s) attending the workshop. Failure to do so will result in the following penalty:
 - 1. The maximum funding the group can be allotted will be thirty (30) percent less than their previous fall budget.
 - 2. If the group did not receive funding in either of the immediately preceding fall or spring processes, they shall be considered a “New Group” and the maximum funding they can be allotted will be thirty (30) percent less than the maximum allowable limit.

Section 2. Submission of Budget Request

- A. A group will be considered a part of the Fall Process when its completed is received by ASUNM in accordance with the submission guidelines delineated by the Vice President and Finance Committee Chair.
- B. The budget request will be in a format determined by the chair of the Finance Committee and the Vice President. The proper format will be announced at the mandatory budget workshops. In addition, details on properly submitting a budget request will be included in the budget packet.
- C. The budget request must be submitted by 5:00 pm, Wednesday of the fourth week of the semester.
- D. Incomplete budget requests or those turned in after the deadline will not be accepted. This will result in the group being dropped from the semester’s budget process.

Section 3. Hearings

- A. The Finance Committee reserves the right to order the schedule of the budget hearings as they see fit. The order will be posted in the ASUNM office and with the Student Accounting Office by noon of the Wednesday preceding the first hearing.
- B. If a group does not contact the Finance Committee by noon on the Friday prior to their scheduled hearing regarding their inability to attend their scheduled hearing appointment, they will be expected to attend at the appointed time.
- C. Each group will be allowed a specified amount of time during their hearing to present their budget

request and details about their organizations. The Finance Committee will review, evaluate, and recommend adjustments in line-items.

- D. If a group fails to appear before the end of their scheduled hearing time, they will be considered to have missed their hearing. The maximum amount of funding a group absent from their scheduled hearing will be eligible to receive will mirror the penalties imposed in Article IV, Section 1D. Groups that fail to attend their scheduled hearing time will not be rescheduled for another hearing.
- E. Groups that fail to attend their scheduled budget hearings will still be considered for the fall process, however they will not be granted time to present their request to the Finance Committee.
- F. The Finance Committee and the Senate reserve the right to make any adjustments in line-items or total budgets it deems appropriate or necessary with or without notice to the group.

Section 4. Additional Penalties

- A. In the event that a group fails to attend both a budget workshop and its budget hearing, then it will be dropped from the budget process for that particular semester.

Section 5. Senate Budget Presentation

The Finance Chair will present the recommendations of the Finance Committee for a balanced budget to the President of the Senate for approval no later than the eleventh week of the fall semester. A simple majority vote of the Senate is required for approval.

Article I: Justices

Section 1. Oath of Office

- A. No Justice will assume the duties of that office until an Oath of Office has been administered. The Oath of Office must be administered within 14 days of confirmation by the ASUNM Senate. During the time between a justice being appointed and the date they are sworn in, the candidate for the position of justice must follow the standards of conduct as outlined in Article III Conduct. Failure to do so may result in disciplinary action as outlined in the Constitution.
- B. The Judicial Oath of Office must be administered by the Chief Justice of the Associated Students of the University of New Mexico, and must be witnessed by a representative from each of the following:
 - 1. The Executive Branch;
 - 2. The Legislative Branch.
- C. In the case that the Chief Justice is unavailable to administer the Judicial Oath of Office, the President of the Associated Students of the University of New Mexico will administer the Judicial Oath of Office. In the case that the President of the Associated Students of the University of New Mexico is unavailable to administer the Judicial Oath of Office, then the Vice President of the Associated Students of the University of New Mexico will administer the Judicial Oath of Office.
- D. The Oath of Office will be administered with the right hand uplifted and the following words said aloud: "I, (name), do solemnly swear that I will uphold the laws of the Associated Students of the University of New Mexico, the State of New Mexico, and the United States of America; that I will judge fairly and with no previous bias the evidence and proceedings before me, and that I will otherwise fulfill the duties and obligations of the Student Court Justice to the best of my ability."
- E. Upon affirmation of the Oath of Office, an affidavit will be filed attesting to the authority of the Justice. The Justice may then assume office.

Section 2. Seniority

- A. Should the Chief Justice resign from the Student Court for any reason or be the subject of impeachment proceedings, the Senior Associate Justice will assume the duties of the Chief Justice until the President appoints a new Chief Justice.
- B. Seniority of the Justices will be determined by the date of approval of appointments by the Senate.

Article II: Duties

Section 1. General Duties

- A. Each Justice will establish and maintain regular office hours. Office hours will be no less than two (2) per week per semester. These hours will be posted in the ASUNM

office.

- B. Each Justice will make known to the Chief Justice their schedule of classes no later than the end of the second week of each semester. Justices will specify at that time under which circumstances, if any, class schedules are to be released.
- C. The Student Court shall conduct bi-weekly meetings throughout each semester.
- D. Written opinions will become part of the official Court Record and be published.
- E. The Justices must meet with the ASUNM Student Court legal advisor at least twice per semester.
- F. The Student Court shall conduct one (1) mock trial per semester by the end of the 12th week of the said semester. In preparation for the mock trial the Student Court shall conduct three (3) mandatory training sessions in addition to their prescribed duties.

Section 2. Chief Justice

- A. The Chief Justice will maintain office hours. Office hours will be no less than two (2) per week per semester.
- B. The Chief Justice will preside at all meetings of the Court, or be responsible for assigning a Justice to preside when the Chief Justice cannot attend. The Chief Justice will preside at all judicial sessions of the Court.
- C. The Chief Justice will publish all rulings and decisions of the Student Court within five days of issuance.

Article III: Conduct

Section 1. Integrity

- A. All members of the Court will establish, observe, and maintain high standards of conduct so that the integrity and independence of the judiciary may be preserved.
- B. Members of the Court will respect and comply with the law and will conduct themselves at all times in a manner that promotes public confidence in the integrity and impartiality of the judiciary.
- C. Members of the Court will not allow their family, social or other relationships to influence their judicial conduct or judgment.
- D. Members of the Court will not permit those under their control to convey the impression that they are in a special position to influence the decisions of the Court.

Section 2. Responsibility

- A. Adjudicative:

1. Members of the Court will be faithful to the law and remain unswayed by partisan interests, public clamor, or fear of criticism.
2. Members of the Court will maintain order and decorum in proceedings before them.
3. Members of the Court will be patient, dignified, and courteous to those with whom they deal in an official capacity, and will require similar conduct of those subject to their direction and control.
4. Members of the Court will accord to every person who is involved in a proceeding, or their counsel, a full right to be heard according to law.
5. Members of the Court will neither initiate nor consider communications from only one party of a pending or impending proceeding.
6. Each Justice is charged with the duty of carefully reading and analyzing the pertinent submitted material on each case in which he or she participates.
7. Members of the Court will abstain from public comment about a pending proceeding in the Court and will require similar abstention on the part of Court personnel not subject to their direction and control. This does not prohibit Justices from making public statements in the course of their official duties or from explaining for public information the procedures of the Court.
8. Members of the Court will dispose promptly of the business of the Court.

B. Administrative:

1. Members of the Court will require of Court officials and assistants that they observe the standards of confidentiality, fidelity, and diligence that apply to themselves.
2. Each member of the Court will take or initiate appropriate disciplinary measures against any other member of the Court for unprofessional conduct of which they become aware.
3. In exercising the power and authority of the Court, members of the Court will avoid nepotism and favoritism.

Section 3. Disqualification

A Justice is disqualified and will excuse himself/herself in any proceeding in which:

- A. The Justice has a personal bias or prejudice concerning a party or personal knowledge of disputed evidentiary facts concerning the proceeding.
- B. The Justice or the Justice's spouse/domestic partner, or a person related to the Justice within the third degree, by blood, marriage, or other relationship to either the Justice or the Justice's spouse/domestic partner:
 1. is a party to the proceeding, or an officer, director, or trustee of a party;

2. is acting as legal counsel in the proceedings;
 3. is known by the Justice to have an interest that could substantially affect or be affected by the outcome of the proceeding;
 4. is to the knowledge of the Justice likely to be a material witness in the proceeding;
- C. A party to the proceeding is an assistant or employee of the Justice.

Section 4. Non-judicial Activities

- A. Members of the Court may appear at a public hearing before an executive or legislative body, and may consult with an executive or legislative body official, but only on matters concerning the administration of justice.
- B. Members of the Court will not act as arbitrators or mediators except in the performance of judicial duties.
- C. Members of the Court will not accept any gift, bequest, favor, or loan other than ordinary social hospitality, if the source of said gift, bequest, favor, or loan could imply or give the appearance of influencing the decisions of the Court or otherwise give the appearance of impropriety

Article I: Complaint and Appeals of the Elections Commission: Procedure and Hearing Specifications

Section 1. Statute of Limitations

- A. The statute of limitations will be ten (10) days from the alleged infraction of the ASUNM Constitution and/or Lawbook. If the Plaintiff is unaware of the infraction at the time it occurs, Plaintiff must file the claim within ten (10) days from the day he or she learns of, or should have learned of, the infraction.
- B. Any challenge to determine that the statute of limitations has elapsed is a matter to be resolved by the Student Court.
- C. Extensions of the Statute of Limitations will be granted only to accommodate observed University Holidays, finals, or events deemed emergencies by the Court.

Section 2. Complaint

- A. The Complaint form may be obtained from the Student Court office or from the ASUNM Student Government office.
- B. A completed Complaint form will be submitted to the Court prior to the expiration of the statute of limitations.
- C. The Court has four (4) days to review the Complaint and determine if it is within the Court's jurisdiction as defined in Article IV, Section 2 (A) of the ASUNM Constitution and whether all information required by the Complaint form has been submitted and is fully completed.
- D. If corrections are required, the Plaintiff has two (2) days in which to correct the Complaint and re-submit it to the Court.
- E. The Court will not accept any complaint over which it lacks jurisdiction. The Court reserves the right to dismiss any Complaint on the grounds that the Amended Complaint is incomplete and/or the time for submitting corrections as set forth in Sub-section D herein has expired.

Section 3. Answer

- A. On or before the fifth day following receipt of the Complaint or Amended Complaint, the Court must supply the Defendant(s) with a copy of the Complaint or Amended Complaint

and an Answer form.

- B. The Defendant(s) has (have) three (3) days in which to return the completed answer form to the Court.
- C. If the Court determines that the Answer form is incomplete or inaccurate, it will be returned to the Defendant(s) who will have two (2) days in which to amend the Answer form and re-submit it to the Court.

Section 4. Pre-Hearing Guidelines

- A. The Court has two (2) days from receipt of the Answer (or Amended Answer) in which to schedule a Hearing if the Court finds the case to be within the Court's jurisdiction as defined in Article IV, Section 2, Sub-section A of the ASUNM constitution.
- B. It is the responsibility of the Court to distribute copies of the Complaint (or Amended Complaint) and the Answer (or Amended Answer) to each party at least three (3) days prior to the Hearing.
- C. Extensions of the time allotted for submission of the Complaint (or Amended Complaint), the Answer (or Amended Answer), and/or scheduling of a hearing will be granted only to accommodate observed University Holidays, finals, or events deemed emergencies by the Court.

Section 5. Subpoenas

- A. Grounds for issuing a subpoena:
 - 1. To order a witness to appear and testify at a Hearing.
 - 2. For the production of documentary evidence; the person subpoenaed for the documentary evidence must produce the information before or at the Hearing (to be specified in the subpoena).
- B. The subpoena will be issued by a Justice of the Court at the request of the Plaintiff/Defendant.
- C. The subpoena will be issued by mail and the person being subpoenaed will also be notified by phone at least five (5) days prior to the Hearing date.
- D. If a subpoenaed witness is unable to appear for good cause (i.e. because of a serious personal conflict with the Hearing Date), the witness must notify the Court at least two (2) days before the Hearing and explain his or her reasons. The Court will decide whether to reschedule the Hearing or to take other appropriate action at its discretion.
- E. Contest of a Subpoena

1. If a subpoena is contested by the person receiving it, the person must appear at the hearing to contest its issue.
 2. Grounds for contest of a subpoena will include:
 - a. The subpoena is unreasonable or oppressive.
 - b. The subpoena is improperly issued, and/or is inaccurate.
 - c. Other circumstances at the discretion of the Court.
- F. If a subpoenaed witness fails to appear at the Hearing and/or fails to produce required documentary evidence, the Court may decide to postpone the Hearing or may proceed with the Hearing, after the Plaintiff(s) and Defendant(s) are allowed to address the Court on the matter.
- G. Failure to comply with a subpoena will result in consequences to be decided by the Court at the Hearing as per the ASUNM Constitution, Article IV, Section 2, Sub-section D.

Section 6. Hearing Procedures

- A. The Court will hear all contests to any subpoenas, if any have been issued.
- B. The Plaintiff(s), followed by the Defendant(s) will present Opening Statements
- C. The Court will ask question, if clarification is needed.
- D. Witnesses for both the Plaintiff(s) and Defendant(s)
- E. The Court will question the witnesses, if necessary.
 1. After each witness has presented his/her statement, either party may submit questions for that witness in legible, written form to the Chief Justice.
 2. After all the Witnesses have presented their statements, the court will briefly recess to evaluate the submitted questions. Questions will not be asked of Witnesses if the Court finds the question to be inflammatory, repeating information already clarified, or otherwise inappropriate.
 3. The Court will resume the Hearing and recall witnesses to be questioned by the Court.
 4. There will be no direct interaction between the Plaintiff(s) and Defendant(s) and Witnesses.
- F. The Court reserves the right to recall any Plaintiff(s), Defendant(s), and/or Witnesses at any time during the hearing.

- G. The Plaintiff(s) and the Defendant(s) will be allowed to make Closing Statements.
- H. The Court will then recess to deliberate in a closed session. The Court will also decide consequences for any failures to comply with a subpoena.
- I. The Court will issue a decision no later than five (5) days following the Hearing.

Section 7. Hearing Guidelines

- A. All Hearing proceedings will be audio recorded.
- B. The Court will be allowed to recess at any time, for any reason.
- C. The time allowed for Plaintiff(s), Defendant(s), and Witness Statements will be decided by the Court at the beginning of the Hearing.
- D. Plaintiff(s) and/or Defendant(s) have the right to appear with an advisor at the Hearing. The advisor may be, but is not required to be, an attorney. However, the Plaintiff(s) and Defendant(s) are responsible for presenting their cases in their entirety. Advisors are, therefore, not permitted to speak or participate directly in any Hearing.
- E. Circumstances not described above will be resolved at the discretion of the Court.

Section 8. Procedure Guidelines

- A. Whenever a party is required to do some act (e.g. submit Complaint, Answer a Complaint, etc.), the time for compliance begins to run on the day that the party receives notice of the need to act. If notice is sent by mail, receipt thereof will be presumed three (3) days after the notice is mailed.
- B. After submission of a Complaint, it will be kept confidential until the Defendant(s) have been properly served with the Answer form and a copy of the Complaint or Amended Complaint. Once the Defendant(s) receive, or are presumed to have received notice (as described herein), the Complaint and other Court records pertaining to the case will be open to scrutiny, in compliance with the Family Educational Rights and Privacy Act.
- C. Circumstances not described above will be resolved at the discretion of the Court.

Article II: Procedure for Charging ASUNM Officials With Misconduct

Section 1.

Those presenting charges must swear that to the best of their knowledge, the charges and evidence are valid and must be presented within ten (10) days of the offense or within ten (10) days of when the plaintiff learns, or should have learned of the offense.

Section 2.

A call for disciplinary action will be filed on an official complaint form with the Student Court.

- A. The Student Court will consider each charge, if more than one, to determine its validity. The Court will judge the validity of each charge in terms of:
 - 1. whether each charge stands independently as a separate offense
 - 2. whether each charge violates law or some other explicit standard of conduct, such as the UNM Disciplinary Code, and
 - 3. whether the plaintiffs are immediate parties to the alleged actions, or have been affected by the alleged actions. A majority vote in the affirmative is necessary for any charge to be determined as formally valid.
- B. Once the charges have been determined valid, having met the above stated criteria, the hearing procedures outlined in Article I, Section 6 of this code will be followed.

Article III: Succession of Office

If any Chair of any Standing Committee, the President Pro Tempore of the Senate, the Vice President, or the President is impeached or suspended, a replacement must be appointed. Replacements will act with all the duties and privileges incumbent in their new office.

- A. Should the President be disciplined, the Vice President will be his/her replacement.
- B. Should the Vice President be disciplined or acting as President, the President Pro Tempore of the Senate will be his/her replacement.
- C. Should the President Pro Tempore of the Senate be disciplined or acting in some higher

capacity, the Chair of the Steering and Rules Committee will be his/her replacement.

- D. Should the President and Vice President both be disciplined, the President Pro Tempore of the Senate will be the President's replacement. The Chair of the Steering and Rules Committee will be the Vice President's replacement.
- E. Should the Chair of any Senate Standing Committee be disciplined or acting in some higher capacity, the Vice Chair of the committee will be his/her replacement.

Article I: Open Meetings Act**Section 1. Open Meetings**

In recognition of the fact that a representative government is dependent on an informed electorate and ASUNM is a public policy making body, it is required that ASUNM follow the Open Meetings Act of the State of New Mexico. (NMSA 10-15-1 to 4). All ASUNM senate meetings of quorum are declared to be open to the public at all times, except as otherwise provided by the Open Meetings Act of the State of New Mexico.

Article II: The ASUNM Senate**Section 1.**

The ASUNM Senate is required to pass a Standing Resolution at the first meeting of each session of the ASUNM Senate. The Standing Resolution will provide the following information.

- A. Location, dates, and times of every full Senate meeting
- B. Guidelines for Emergency Meetings
- C. Requirements for informing the public as to the location, time, and date of every meeting of the full Senate and where the public can obtain an agenda
- D. Means of accommodating persons that may have a disability
- E. Guidelines for closing a meeting
- F. Guidelines for public input to an open meeting
- G. Procedure regarding the preparation and approval of the minutes

Student Government Reporting Act (SGRA)

Article I. Purpose

Section 1.

In accordance with its Constitution the ASUNM Student Government has been established to protect and defend the rights of the students. Mindful of this charge, it is essential that this government provide and accurate account of its efforts for reasons of public information and posterity. Therefore, this act shall provide for the establishment of an annual report and official history of the Student Government. The title of this document shall be “The ASUNM Annual Report”.

Article II. Reporting Authority & Organization

Section 1.

The Executive Office through the Chief of Staff in conjunction with the Legislative Coordinator and Senate Clerk shall be the reporting authority for all information contained within the ASUNM Annual Report.

Section 2.

- A. The ASUNM Annual Report shall be comprised of, but not limited to the following sections:
1. Introduction from the ASUNM President
 2. ASUNM Organizational Chart
 3. Names of Student Government Leadership (President, Vice-President, President Pro Tempore, Standing Committee Chairs, Chief of Staff, Chief Justice, SSA Directors/chairs, and Attorney General)
 4. Names of Senators and their Student Constituencies
 5. ASUNM Constitution & Lawbook
 6. ASUNM Spring Budget (Condensed)
 7. Standing Committees Reports (Steering & Rules, Finance, and Outreach & Appointments)
 8. Ad-Hoc Committee Reports
 9. Student Service Agency Reports
 10. Report of the Student Court and Attorney General

Article III. Approval & Distribution

Section 1.

The ASUNM Annual Report shall be submitted by the President and Vice-President at the end of their terms in the Spring Semester and given to the incoming administration.

Section 2.

- A. A copy of each year's ASUNM Annual Report shall be kept in the following locations:
1. ASUNM Office
 2. University Archives
 3. Student Activities Office

Article IV. ASUNM Records Management

Section 1.

The Executive Office shall adequately maintain ASUNM records, by identifying and preserving historically and legally significant documents.

Section 2.

Records shall be maintained in the ASUNM Office for a period of five (5) years. After such time the records shall be relinquished to the University Archives for storage.

Jenny Marie Ames Scholarship

Article I: Purpose

The ASUNM Senate hereby establishes the Jenny Marie Ames Scholarship in memory of our colleague, teacher, and friend to recognize students, like Jenny who demonstrate outstanding character, vision, and leadership qualities. Jenny served as Associate Justice for the ASUNM Student Court from August of 1996 until her untimely death on November 7th of the same year. During her time at UNM she touched the lives of many students and staff. While serving on the Student Court, she acted vigilantly to maintain the standards of our Constitution. She was both fair and impartial in her judgments and was working to revise the Judicial Code to make it more equitable and current. ASUNM would like to keep Jenny's memory alive by awarding these prizes in her name to those students who reflect the citizenship, intelligence, community service, and the determination which personified Jenny Marie Ames.

Article II: Maintenance of Funds

Section 1.

ASUNM Government shall provide three thousand dollars (\$3,000) per year to create six (6) five hundred dollar (\$500) scholarships for full-time students.

Section 2.

The ASUNM Finance Committee shall be responsible for ensuring that these scholarship funds are provided for during each spring budget process. These scholarship funds shall be maintained in a separate scholarship account with the Student Government Accounting Office until credited to the university accounts of the scholarship recipients.

Article III: Qualifications of Applicants

Section 1.

The above scholarships shall be awarded by ASUNM to applicants that have displayed community service both to UNM as well as the greater Albuquerque area. The scholarship shall be awarded without regard to sex, race, color, national or ethnic origin, religion, physical or learning disability, political belief, handicap, sexual orientation, marital or parental status, age, or military commitment.

Section 2.

Any student applying for the scholarship must at the time of application and award be an undergraduate or a non-degree student who has not received a baccalaureate degree. Any applicant must be a full-time student at the University of New Mexico, with at least twelve (12) completed credit hours during either the spring, summer, or fall semesters prior to application, and have at least a 2.5 cumulative grade point average at both the time of application and award.

Section 3.

All ASUNM officials (elected or appointed), employees, and agents of ASUNM are prohibited from applying for and/or receiving these scholarships.

Article IV: Procedure for Awarding the Scholarships

Section 1.

Awarding of the scholarships will be determined by the ASUNM Scholarship Committee. The recipients of the scholarship will be determined during the fall semester and the funds will be allocated during the spring semester.

Section 2.

The ASUNM Scholarship Committee will be composed of the ASUNM President, ASUNM Vice President, President Pro Tempore, Chief Justice, and Outreach & Appointments Committee Chair. The chair will be elected by the committee.

Section 3.

The ASUNM Vice President is responsible for ensuring that the scholarships are advertised in the NM Daily Lobo, with at least a 2 column by 4-inch advertisement, twice during the fall semester preceding fall break. The advertisement should contain information regarding the overall nature of the scholarship, as well as application form locations and deadlines. The ASUNM Vice President is also responsible for assembling the scholarship application.

Section 4.

The applications to be used for these scholarships will be available in the ASUNM office. A one-page biography of the candidate which outlines the community service that the applicant participates in must also be submitted. Applications and biographies will be submitted to the ASUNM office. All submitted packets are to be collected by the committee chair by 5:00 PM on the Monday before fall break for review by the committee. The committee will have no more than two weeks to review the packets and award the scholarships. The recipients will be notified in writing by the ASUNM Vice President of their awarded scholarships by the end of the fall semester.

Section 5.

After the applications have been reviewed, the committee has the discretion to request the ASUNM Vice President run another advertisement to solicit additional applicants. This solicitation period may not exceed two weeks. The committee shall also have the discretion to award fewer or more than six (6) scholarships in a given year based upon the applicant pool.

Section 6.

All funds not awarded shall be financially reverted by the ASUNM Vice President into the scholarship line-item for the subsequent year's budget.

Academic Year - A period of time that consists of two semesters, excluding the Summer semester.

Act – A bill or an appropriation bill which has been enacted by the Senate but which has not yet been signed or otherwise affirmed as law.

Administrative Term – the term beginning upon the administration of the oath of office to the President and ending when that President leaves office, whether by completion of the term or expulsion from the University, or other causes.

Advisory Opinion - An opinion stated by the Attorney General upon the request of the Senate or the Executive Branch. An advisory opinion has no force of law but is given as a matter of courtesy. These opinions are often cited as the probable correct law on the subject but are not binding.

Answer – the means by which the defendant states: (a) his/her defense to the claim stated in the complaint, (b) any counterclaim or set off against the plaintiff.

Appeal – an application to a higher authority for review of a previous decision.

Appropriation Bill – A proposed piece of legislation which, if enacted, signed, or otherwise confirmed would become law and would authorize the expenditure of funds. An appropriation bill may not provide for the establishment of any committee; nor may it provide for an amendment to any law except for an appropriation previously provided for and to which it is directly related. A student group can submit an appropriation bill only once per semester. Appropriation bills shall only be used towards unforeseen one time expenditures, one time capital outlays, or travel.

Author – the author of a piece of legislation, who is not required to be a Senator.

Bill – A proposed piece of legislation which, if enacted, signed, or otherwise affirmed, would become law.

Brief – a short of condensed statement outlining one’s argument.

Business Hours – Monday through Friday 8 AM to 5 PM.

Campaign Worker – Any person or organization that aids a candidate or group of candidates in the solicitation of votes for the purpose of obtaining an elected office within ASUNM where the candidate (or any one of a group of candidates running together) consents to the aid or is aware of it and does not attempt to stop the aid. Aiding a candidate includes but is not limited to creating and/or distributing campaign material, fund-raising, and soliciting votes in any manner.

Campaign Material – Any material written or otherwise that contains the name of a candidate of group of candidates, or the ballot positions of a candidate or group of candidates, with the purpose of soliciting votes for an elected office within ASUNM.

Campaigning – any and all acts that involve the solicitation of votes or endorsements for the purpose of obtaining an elected office, or the passage/defeat of any issue appearing on the ballot.

Challenge Ballot – A ballot cast by a challenge voter, and subject to individual verification by the Election Commission.

Challenge Voter – A voter who has his/her status as a member of ASUNM questioned.

Claim – Any demand for something as one's right. 2. right to an equitable remedy for a breach of contract or performance.

Closing Argument – The final statements by the parties in a case to the court summarizing the evidence that they think the other side has failed to establish. Such does not constitute evidence and may be limited in time by a rule of the court.

Complaint – a formal charge.

Constitutional Amendment – a proposed alteration in or addition to the ASUNM Constitution.

Contestant – any student who files a written notice of contest of an election.

Contestee – any official or write-in candidate against whom a written notice of contest of election has been filed.

Defendant – one against whom a suit or criminal charge is brought.

Deficit Spending- Spending of ASUNM money that is not available in an organization's account. This includes the spending of ASUNM money not available in individual line-items within an organization's budget.

Dismissal – to dismiss an action or suit without any further consideration.

Election Official - any member of the Election Commission, Poll workers, Ballot Counters, or other persons appointed.

Emergency – any item of legislation may be designated as an emergency provided that immediate action is necessary to protect the interests of ASUNM either in whole or in part.

Enactment – an affirmative vote of the Senate to establish a law, internal business, resolution, or provide for an appropriation.

Ex-Officio- A non-voting member with speaking privileges by virtue of, or because of, an office/position held, unless specified in the Lawbook or Constitution otherwise.

Financial Enjoinment – a legislative remedy issued in order to prohibit a group from engaging in any financial transactions.

Fiscal Quarter – The divisions of the fiscal year, with the first quarter ending September 30, the second December 31, the third March 31, and the fourth June 30.

Fiscal Year – The period of time beginning July 1st and ending June 30th.

Floor – 1. The right to address an assembly. 2. A member who has been recognized by the chair and who is in order is said to "have the floor" until remarks are concluded. 3. The body of assembly members.

Gallery – the designated area in the government chambers where members of the community may sit while business is conducted.

General Election – A regularly scheduled election held during either the Fall or Spring Semester each year for the purpose of electing Senators and/or the President and Vice President or any referendum or constitutional amendment.

Gross Misconduct – An intentional act which is forbidden or unlawful and is performed with indifference to known or obviously harmful consequences.

Group – any chartered organization, Student Service Agency or committee, or General Government.

Impeach – to accuse a public official, elected or appointed, of a crime or malfeasance, before the Senate, by the presentation of a written accusation.

Interim – A temporary presidential appointee position pending approval from the Outreach and Appointments Committee (O&A).

Interlineation – 1. the act of writing between the lines of a document. 2. what is written between the lines, interpolation.

Internal Business – an item of legislation which only affects the activities of the legislative branch of the Government.

Joint Resolution – A Senate Resolution may become a Joint Resolution if it is signed by the President, at which time it will become an expression of intention or sentiment of the Government. A Joint Resolution is limited to the term of the President who signed it.

Jurisdiction – 1. the authority to interpret and apply the law. 2. the territory under a given authority or control.

Legislator – a member of the Senate or the Vice President.

Motion – 1. the formal mode in which a member submits a proposed measure for the consideration and action of the meeting. 2. An application made to a court or justice for the purpose of obtaining a rule or order directing some act to be done in favor of the applicant.

Official Candidate – a student who has filed with the Election Commission an affidavit for candidacy and who has been validated by the Election Commission, and who has also attended the mandatory candidate meeting.

One-Time Capital Outlay – A purchase that is made on an infrequent basis, usually equipment. Generally a

purchase is considered a one-time capital outlay only if time between purchases is 3-5 years or longer.

Opening Statement – an outline of anticipated proof in a case. Its purpose is to give the court introductory information about facts and issues so that the court will be able to understand the evidence. Such does not constitute evidence and may be limited in time by a rule of the court.

Perjury – testifying falsely under oath.

Plaintiff – the party that institutes a suit in court.

Polling District – the area within twenty-five (25) feet of a polling place.

Principal Sponsor – the Senator whose name appears first among the sponsors on a piece of legislation or the chair of the Senate Standing Committee sponsoring a piece of legislation.

Quash – to set aside or annul.

Recuse – to disqualify or seek to disqualify from participation in a decision on grounds such as prejudice or personal involvement.

Referendum – an item of legislation which will be placed on the ballot of the next general election for a vote of the membership of ASUNM, but does not provide for an amendment to the Constitution.

Rest – (judicial) to indicate that all evidence has been presented by a particular party in a proceeding.

Seated Senate – all current members of the Senate session who have taken the oath of office.

Semester – the first day of classes until the Friday of Finals week.

Senate Ad Hoc Committee – is a committee created to carry out issues identified by the Senate. Upon presentation of its final report to the Senate, it automatically ceases to exist.

Senate Aide – a person designated as an assistant to a Senator, appointed by the Senator.

Senate Resolution – An expression of intent or sentiment of the Senate. A Senate Resolution does not have the effect of law and may not be used to provide for the establishment of any rule or regulation; nor may it provide for an appropriation; nor may it provide for the establishment of any committees except ad hoc committees, Ad hoc committees will be limited to the power to make recommendations and may not be granted regulatory powers. A Senate Resolution is limited to the life of the session of the Senate in which it was passed.

Senator – an elected or presidential appointed member of the Senate.

Seniority – Determined by (1) the greatest amount of time in office, or (2) in the event of a tie, selection will be determined by the greatest number of votes received by the eligible Senators in their most recent election.

Service Entity – A program whose primary purpose is to provide service to the students of UNM.

Session – the sitting of the legislature, court, etc., for the transaction of its business.

Special Election – an election mandated by the Constitution.

Standing Resolution – a resolution passed by the senate that provides for a directive or rule within the senate. A standing resolution shall stand as law within the senate and its life is limited to the session in which it was passed. A standing resolution does not need to originate in a committee, is passed by a majority vote, and does not need to be signed by the President of ASUNM.

Standing Rules – the rules guiding a government body on matters including but not limited to, speaking time, rules of debate, limits of debate, etc. A Government body will include but not be limited to, the Senate, its Committees, and Student Service Agencies.

Statute of Limitations – the time limit for bringing an action to the attention of the court.

Subpoena – a command to appear at a certain time and place to give testimony upon a certain matter.

Suspension – to bar for a period from a privilege, office, or position.

Town Hall Meeting – An open forum, coordinated by the Outreach and Appointments committee and the Vice President, which allows the University of New Mexico community to voice their concerns and questions regarding the University of New Mexico as a whole to ASUNM.

Voter – any ASUNM member who presents him/herself at a poll to vote.

Willful Neglect of Office – Knowing and intentional failure to attend to one's official duties.

Write-in Candidate – a student seeking an elected position who is not an official candidate and who has

informed the Election Commission in writing of their candidacy, and who will be subject to the same rules and regulations pertaining to official candidates.