**BILL #1F** **2021 FALL SESSION**

**Legislative Action:**

Introduced by: Attorney General R. Romero-Salas (A), Senator I. May (S), Senator E. Macsaveny (S)(E), Senator M. Payton (S), Senator H. Ferrell (S),

1st Reading: Referred To: Steering and Rules

2nd Reading: Committee Action:

3rd Reading: Senate Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Executive Action**:

⛞ Approved ⛞ Vetoed

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ASUNM President Date

Unsigned by the President on this \_\_\_\_day of \_\_\_\_\_\_\_ 2021. Bill automatically becomes law.

**Legislative Response**:

Veto override vote taken: \_\_\_\_\_\_\_\_\_\_\_ Senate Action: \_\_\_\_\_\_\_\_\_\_\_\_\_

Be it enacted by the Associated Students of the University of New Mexico that the following be amended in ***(Executive Code, Legislative Code, Judicial Code, and Definitions Code)*** of the ASUNM ***(Law Book)***:

**EXECUTIVE CODE**

**Article I: Officers of the Executive Branch**

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.

1. Executive Duties
2. The President of ASUNM will be responsible for making appointments to various positions throughout the government during their term. a. These appointments include but are not limited to:
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		1. The non-elected Executive Cabinet (as outlined in the ASUNM Constitution Article III, Section 4).
		2. Other University agencies, boards, committees, and commissions who my solicit appointees from ASUNM, except Senate Standing and University Committees requiring Senate representatives.
	2. The membership terms of representatives to non-ASUNM Agencies, Boards, Committees, and Commissions shall be determined by the convening authority.
	3. The President shall advertise for all available positions.
		1. 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.
		2. All appointed positions will be advertised within five (5) days of a resignation or termination.
	4. 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.
	5. The President will have ten (10) days to submit all appointments to the Outreach and Appointments Committee Chair. The only exception will be during summer months or university holidays in which the appointees must by the first day of scheduled classes.
	6. An appointee is considered interim until approved by the full Senate. Interim appointees will execute the full duties of their appointed office.
	7. It will be the duty of the Outreach and Appointments Committee to review and make recommendations to the full Senate.
	8. All Presidential appointments may be removed by the ASUNM President for failure to fulfill their duties and responsibilities.
3. The President shall be responsible for reaching out to all college, resource centers, and student life sectors to ensure that there is one (1) representative willing to serve on Joint Council by the first meeting.
4. The President of ASUNM, in conjunction with the Vice President of ASUNM and the President Pro Tempore, will be responsible for outreach to students at a minimum of once a month through an email-message to all university undergraduates.
	1. The e-mail message will include important information regarding ASUNM initiatives and events, student issues, and upcoming ASUNM plans that promote knowledge and education on undergraduate subjects.
	2. The President shall work with the Vice President and President Pro Tempore, who will include a report to the president concerning legislative matters that will be incorporated into the content of the e-mail message.
	3. The President, the Vice President, and the President Pro Tempore shall agree on the content prior to making the e-mail message public.
5. **The President in accordance with the Vice President, President Pro Tempore, Chief Justice, Director of Equity, Diversity, and Inclusion, Steering and Rules Committee Chair, Finance Committee Chair, Outreach and Appointments Committee Chair, shall serve as a member of the Scholarship Committee.**
6. 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 helped by all non-elected members of the Executive Cabinet as assigned by the President.
	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 of Law Book.
	4. The President is empowered to appoint assistants as may be required for the efficient operation of the government.
7. 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.
		* + 1. Any veto must be reported by the President to the Vice President and the seated Senate within one (1) day of the veto being issued.
	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, endorse and handle the Resolution according to the guidelines set forth in the Legislative Code, Article VIII.
8. Judicial Duties
	1. The President will be responsible for the appointment of Student Court Justices as per the ASUNM Constitution Article IV, Section 2, B.

Section 7. Duties of the Director of Diversity, Equity, and Inclusion

1. The Director of Diversity, Equity, and Inclusion will be responsible for:
	1. Providing guidance and focus on inclusion in the hiring and appointment processes and practices of ASUNM positions; and
	2. Providing guidance to the Executive, Judicial, and Legislative branches on inclusivity initiatives, innovations, and representation; and
	3. Working with the Division of Equity and Inclusion and UNM Resource and Ethnic Centers to ensure ASUNM events, scholarships, correspondence, and governing documents are inclusive to all students; and
	4. Regularly reporting to and attending, Joint Council meetings; and
	5. Arranging regular training opportunities in diverse subject matter for employees and elected members of ASUNM; and
	6. Providing guidance and making recommendations to the Executive Office on reports delivered to agencies, boards, committees, and commissions on which the President is an advisory, non-voting member**; and**
	7. **The Director of Diversity, Equity, and Inclusion shall serve as a member of the Scholarship Committee.**
2. The Director of Diversity, Equity, and Inclusion is appointed by the President to help with the aforementioned duties. It is recommended that The Director of Diversity, Equity, and Inclusion is the first member of the Executive Office hired in order to provide oversight for the remaining positions in the Executive Office during the hiring process. The Director of Diversity, Equity, and Inclusion may only be removed from office by the President.

**LEGISLATIVE CODE**

 **Article I: Officers of the Legislative Branch**

Section 3. Duties of the Vice President

A. Executive Duties

1. The Vice President will provide for the hiring of two (2) Senatorial Legislative Assistants: Legislative Coordinator and 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 their term of office.
	1. This session will consist of an overview of parliamentary procedure, legislative writing, general campus policies, and an overview of a demerit hearing and procedures which may help senators to address campus issues.
	2. For the session the Vice President will produce a Senate manual containing information to assist Senators in carrying out their duties.
	3. This session shall include a mock Senate meeting. Senators shall be split into three (3) groups, one (1) per committee. The chair of each committee is to lead a mock committee meeting, and upon completion of this mock committee meeting, Senators will then rotate to another committee. Each Senator shall complete three (3) mock committee meetings and one (1) mock Full Senate meeting.
3. The Vice President shall be responsible for coordinating a minimum of one (1) ASUNM-sponsored community service project(s) per session.
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 possesses the power to issue a demerit (or warning) to any Senator, at any time, for actions or statements that they consider to be misconduct as outlined in Article XII of the Legislative Code.
	* + - 1. The office of the Vice President shall maintain an updated record of warnings, demerits, and any associated penalties issued to Senators in accordance with Article XII of the Legislative Code.

**6. The Vice President shall be the leader of the Scholarship Committee. All procedures regarding these meetings will be up to the discretion of the Vice President and members of the committee.**

B. Legislative Duties

1. 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.
2. 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.
	1. 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.
	2. 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.
3. 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.
4. The Vice President will inform the President of any act left unsigned for six (6) days that has become a law.
5. The Vice President will deliver the final version of any bill enacted into law to the Attorney General within three (3) days after the Vice President has received it from the UNM Office of University Counsel.
6. The Vice President’s office will be responsible for delivering any law providing for an appropriation to the Student Government Accounting Office.
7. The Vice President will be responsible for the execution of all activities of the legislative branch.
8. The office of the Vice President shall be responsible for distributing to the Senators a copy of the updated ASUNM Constitution and Law Book once received from the Attorney General.

C. Endorsing and handling Resolutions according to the guidelines set forth in the Legislative Code, Article VIII.

D. Outreach Duties

1. At a minimum of one time a month during each session, the Vice President and President Pro Tempore shall assist the president in preparing an e–mail message to inform the undergraduate student population about information regarding ASUNM initiatives and events, student issues, and upcoming ASUNM plans that promote knowledge and education on undergraduate subjects.
2. Because the Vice President is responsible for the execution of all activities of the legislative branch, the Vice President shall work with the President and President Pro Tempore, by providing the President with a report concerning the *legislative matters* that would contribute to the overall goals of the e–mail message.
3. The report should be submitted to the president no less than three (3) days before the e–mail is to be delivered.
4. The President, the Vice President, and the President Pro Tempore shall agree on the content prior to making the e–mail message public.

**Article II: President Pro Tempore**

Section 1. Election of the President Pro Tempore

1. Election of the President Pro Tempore will take place by the end of the second meeting of the Fall and Spring Senate sessions.
2. 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.
3. 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.
4. The Senate will designate the amount of time each candidate may speak before the Senate.
5. The elected President Pro Tempore will assume the duties of office immediately.

Section 2. President Pro Tempore Duties

1. 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 Committees.
2. The President Pro Tempore shall serve as the Senator’s liaison with the UNM Faculty Senate.
3. The President Pro Tempore shall handle all absences for office hours, Senate Standing Committees or Full Senate meetings. They shall be responsible for maintaining a record of attendance for Senate Office Hours, completion of Outreach Hours, and any other forms that must be filled out.
4. The President Pro Tempore shall collect emailed notification by senators for absences through the official email of the President Pro Tempore. The President Pro Tempore will notify the Vice President of all absences.
5. The President Pro Tempore shall enforce any disciplinary action against Senators not attending Office Hours, Senate Standing Committees or Full Senate meetings.
6. 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.
7. The President Pro Tempore shall be responsible for documentation and publication of Office Hours and email addresses of the current Senators.
	* 1. Publication of UNM contact information can be up to the discretion of the Senator.
8. At a minimum of one time a month during each session, the President Pro Tempore shall assist the President and Vice President in preparing an e–mail message to inform the undergraduate student population about information regarding ASUNM initiatives and events, student issues, and upcoming ASUNM plans that promote knowledge and education on undergraduate subjects.
	1. Because the President Pro Tempore serves as the liaison between the ASUNM Senators and Executive branch, this officer will work with the President and Vice President by assisting them with the e-mail.
	2. The President, the Vice President, and the President Pro Tempore shall agree on the content prior to making the e-amil message public.
9. **The President Pro Tempore shall serve as a member of the Scholarship Committee.**

Section 3. Removal from Office

1. The President Pro Tempore may be removed from office at the will of the Senate.
2. A motion for removal must be introduced on the floor of the Senate and seconded by two (2) senators.
3. Removal of the President Pro Tempore requires a majority vote of the seated Senate.
4. 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 Full Senate meeting.

**JUDICIAL CODE**

**Article II: Duties**

Section 2. Chief Justice

1. The Chief Justice will maintain office hours. Office hours will be no less than two (2) per week per semester.
2. 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.
3. The Chief Justice will publish all rulings and decisions of the Student Court within five days of issuance.
4. The Chief Justice will conduct an ethics workshop for the purpose of educating any ASUNM individuals who represent the student body on the ethical behavior expected during a term. The Chief Justice will conduct this workshop during the ASUNM retreat or any other scheduled training.
5. **The Chief Justice shall serve as a member of the Scholarship Committee.**

**DEFINITIONS CODE**

**Resource Center** – A department on campus offering a wide range of services tailored for students. This may include Accessibility Resource Center, African American Student Services, American Indian Student Services, Center for Financial Capability, College Enrichment Programs, El Centro de la Raza, Global Education Office, LGBTQ+ Resource Center, LoboRESPECT Advocacy Center, Veteran’s Resource Center, Women’s Resource Center, and other departments deemed necessary by the Vice President.
**Reversion of Funds** – Funds allocated by the Finance Committee but unspent during the
fiscal year will be returned by the SGAO to the ASUNM General Fund at the end of the Fiscal year.
**Scholarship Committee** – The ASUNM Scholarship Committee will be composed of the ASUNM President, ASUNM Vice President, President Pro Tempore, Chief Justice, **Director of Equity, Diversity, and Inclusion,**  Steering and Rules Committee Chair, Finance Committee Chair, and Outreach & Appointments Committee Chair. The chair will be the ASUNM Vice President. In the event that the Vice President is unavailable, the chair shall be temporarily appointed by the scholarship
committee.
**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 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. A Senate Resolution is limited to the life of the session of the Senate in which it was passed.
**Senator** – An elected or Vice Presidentially appointed member of the Senate.
**Senatorial Office Hours** – A period of time a Senator commits to being physically present in the ASUNM office to conduct Senate business.
**Seniority** – Determined by either the greatest amount of time in office, or 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.
Student Government Accounting Office (SGAO) – A service department on campus that processes all funds allocated by ASUNM.
**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.
**Student Life Sector** – A university resource or ethnic center.