

Legislative Action:

Introduced by: Senator M. Chessman (A)(S)(E), Senator S. Wyatt (S)

1st Reading: November 2, 2022

Referred To: Steering & Rules

2nd Reading: _____

Committee Action: 4 0 0 1

3rd Reading: _____

Senate Action: _____

Executive Action:

Approved Vetoed

ASUNM President

Date

Unsigned by the President on this ____ day of _____ 2022. 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 (*Budget Code*) of the ASUNM (*Lawbook*):

BUDGET CODE

Article I: Purpose

Section 1. Purpose

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. Budgeting Processes

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

1. Spring Budget Process will attempt to provide for the basic operating expenses of groups for the upcoming fiscal year.
2. 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.

Section 3. Group Information

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

1. Name of group
2. Mailing address and phone number
3. Officers' names, titles, and phone numbers
4. Number of active members (undergraduate, graduate, and non-student)
5. Purpose of group and brief history including a list of accomplishments and goals
6. Line-item requests and descriptions

Article II: Spring Budget Process

Section 1. Budget Workshops

1. There will be three (3) or more mandatory workshops offered by the Finance Committee by the third week of the spring semester. Any others will be scheduled at the discretion of the Committee.
2. The Budget workshops will be advertised in the NM Daily Lobo and/or website at least two (2) days in advance of each workshop.
3. Budget forms will be distributed via email after the workshop. The Finance Committee and the Accounting Manager or designee will be present to answer any questions regarding the process.
4. All groups requesting funding must have at least one (1) undergraduate attend at least one (1) of the mandatory workshops offered during the spring semester of the year in which the organization is requesting a budget. Attendance will be verified via sign in of the authorized undergraduate representative(s) attending the workshop.

Section 2. Submission of Budget Request Forms

1. A group will be considered a part of the Spring Budget Process when it's completed request is received by the ASUNM Finance Chair in accordance with the submission guidelines delineated by the Vice President and Finance Committee Chair.
2. The completed budget request must be submitted by 5:00 pm Wednesday of the fourth week of the spring semester.
3. 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. Budget Hearings

1. 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.
2. 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.
3. 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.
4. Groups that fail to attend their scheduled budget hearing will still be considered for the spring budget process.
5. 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.
 1. Senate shall not rely upon the anticipated surplus funds remaining at the end of the fiscal year during the Budget process for ASUNM salaries.
6. **ASUNM Officers are prohibited from presenting budgets on behalf of student organizations that are not ASUNM government organizations.**

Section 4. Penalties

1. Failure to attend a budget workshop will result in the following penalty:
 1. The maximum funding the group can be allotted will be thirty (30) percent less than their previous budget.
 2. If the group did not receive funding in either of the immediately preceding fall or spring budget or appropriation 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.

2. If a group fails to appear before the end of their scheduled budget hearing, they will be considered to have missed their hearing. Failure to attend the scheduled budget hearing will result in the following penalty:
 1. 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 budget.
 2. If the group did not receive funding in either of the immediately preceding fall or spring budget or appropriation 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.
 3. Groups that fail to attend their hearing will not be rescheduled for another hearing.
3. 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 spring semester. A simple majority vote of the Senate is required for approval.

1. Senate shall not rely upon the anticipated surplus funds remaining at the end of the fiscal year during the Budget process for ASUNM salaries.

Article III: Fall Budget Process

Section 1. Budget Workshops

1. There will be two (2) or more workshops offered 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.
2. Budget request forms will be distributed via email after the workshop. The Finance Committee and the Accounting Manager or their designee will be present to answer any questions regarding the process.
3. All groups requesting funding must have at least one (1) undergraduate attend at least one (1) of the mandatory workshops offered during the fall semester of the year in which the organization is requesting a budget. Attendance will be verified by sign in of the authorized undergraduate representative(s) attending the workshop.

Section 2. Submission of Budget Request Forms

1. A group will be considered a part of the fall budget process when it's completed is received by the ASUNM Finance Chair in accordance with the submission guidelines delineated by the Vice President and Finance Committee Chair.
2. The budget request must be submitted by 5:00 pm, Wednesday of the fourth week of the fall semeste
3. 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. Budget Hearings

1. 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.
2. 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.
3. 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.
4. Groups that fail to attend their scheduled budget hearings will still be considered for the fall budget process.
5. 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.
6. **ASUNM Officers are prohibited from presenting budgets on behalf of student organizations that are not ASUNM government organizations.**

Section 4. Penalties

1. Failure to attend a budget workshop will result in the following penalty:
 1. The maximum funding the group can be allotted will be thirty (30) percent less than their previous budget.
 2. If the group did not receive funding in either of the immediately preceding fall or spring budget or appropriation 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.

2. If a group fails to appear before the end of their scheduled budget hearing, they will be considered to have missed their hearing. Failure to attend the scheduled budget hearing will result in the following penalty:
 1. 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 budget.
 2. If the group did not receive funding in either of the immediately preceding fall or spring budget or appropriation 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.
 3. Groups that fail to attend their hearing will not be rescheduled for another hearing.
3. In the event that a group fails to attend both a budget workshop and its budget hearing, 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.