BILL #3F  

2022 Fall SESSION

Legislative Action  Introduced by: President I. May (A)(E), Pro Tempore R. Romero-Salas (A)(S)(E), Chief of Staff E. MacSaveny, Attorney General J. Zinsmeyer (E)

1st Reading:  
2nd Reading: ________  
3rd Reading: ________  

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 (Executive Code, Arts and Crafts Studio, Lobo Spirit, Governmental Affairs, Southwest Film Center, Student Special Events, Community Experience, Emerging Lobo Leaders, Elections Commission and Elections Code, Judicial Code, Legislative Code) of the ASUNM (Law Book) contingent on the adoption of a new ASUNM Constitution. If a new Constitution isn’t adopted before December 31, 2022 this bill is null and void:

EXECUTIVE CODE

Article 1: 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 include but, however, are not limited to those listed below.
A. Executive Duties

1. 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:
      i. The non–elected Executive Cabinet (as outlined in the ASUNM Constitution Article III, Section 4).
      ii. Other University agencies, boards, committees, and commissions who may solicit appointees from ASUNM, except Senate Standing and University Committees requiring Senate representatives.
   b. The membership terms of representatives to non–ASUNM Agencies, Boards, Committees, and Commissions shall be determined by the convening authority.
   c. The President shall advertise for all available positions.
      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.
   d. 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.
   e. 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 be submitted by the first day of scheduled classes.
   f. The President, only with the approval of the President Pro Tempore, shall be empowered to hire or appoint for the following positions starting on the first day of the new session: Chief of Staff, Director of Communications, Chief Justice, Director of Diversity, Equity, and Inclusion, and Attorney General.

1. If the Spring President Pro Tempore doesn’t approve of an appointment, refer to Article II, section 2 subsection 11 of the Legislative Code.
G. The President can interview for the remaining positions: All ASUNM Executive Directors, Deputy Chief of Staff, Deputy Director of Communications, Boards and Committees Coordinator, and any other positions needed to assist the President in the entirety of their duties.

1. All of the appointments can be hired only if the Fall President Pro Tempore approves of the candidate.

2. If the President Pro Tempore doesn’t approve of a candidate, refer to Article II, section 2 subsection 10 of the Legislative Code.

H. f. An appointee is considered interim until approved by the President Pro Tempore the full Senate. Interim appointees will execute the full duties of their appointed office. If the President Pro Tempore neither accepts or rejects an appointment after ten (10) days the appointee shall be fully approved.

g. It will be the duty of the Outreach and Appointments Committee to review and make recommendations to the full Senate.

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

J. All salaried Presidential appointments may be removed in accordance with the University of New Mexico Student Employment protocols.

2. The President shall be responsible for reaching out to all colleges, resource centers, and student life sectors to ensure that there is one (1) representative willing to serve on the Joint Council by the first meeting. 3. 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 e-mail message to all university undergraduates.

a. 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.

b. 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.
c. The President, the Vice President, and the President Pro Tempore shall agree on the content prior to making the e-mail message public.

4. The President shall serve as a member of the Scholarship Committee.

B. 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 officers upcoming plans and other business that is deemed necessary.

2. Office hours will be held 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 or Law Book.

4. The President is empowered to appoint assistants as may be required for the efficient operation of the government.

C. 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.

   a. 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.

D. 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 6. Duties of the Director of Communication
The Director of Communication will be responsible for:

1. Assisting the President, Vice President, and Student Service Agencies with marketing, advertising, and public relations;
2. Attending all Outreach and Appointments Committee meetings as an ex–officio, nonvoting member, excluding discussion of appointment confirmations;
3. Maintaining the ASUNM website and the presence of ASUNM on social media platforms;
4. Acting as a liaison for communication for Officers of the Executive Cabinet;
5. All duties of the Director of Communication must adhere to and conform with University requirements for electronic sites.

A Deputy Director of Communication may be appointed by the Director of Communication to help with the aforementioned duties. The Deputy Director of Communication may only be removed from office by the Director of Communication or the President.

Section 8. Duties of the President Elect

1. The President Elect will be empowered to make recommendations and provide guidance to the ASUNM President concerning the following, in line with intentions for their future term:
   1. Advertisements for Executive Director and Executive Cabinet positions for which they will make appointments;
   2. The President Elect may review application submissions and schedule interviews to review applicant material as they deem necessary.
   3. Reports delivered to agencies, boards, committees, and commissions on which the President is an advisory, non-voting member;
   4. The use of ASUNM space and resources for purposes including, but not limited to organizing forums, scheduling meetings and interviews, and planning communication material.
2. The President Elect is encouraged to observe any process by which any other duties and/or responsibilities of the President are performed, and which the President deems necessary or beneficial for the President Elect.
3. The President Elect will at no time be empowered to perform duties above and beyond making recommendations and providing guidance concerning the intentions of their future term.
4. The President Elect can hold interviews and select candidates for these positions once the election is certified: Chief of Staff, Director of Communications, Chief Justice, Director of Diversity, Equity, and Inclusion, and Attorney General.
ARTS AND CRAFTS STUDIO

Article I: Arts and Crafts Studio Purpose

The purpose of the Arts & 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: Membership

Section 1. Composition

The Arts & Crafts Studio will comprise of:

1. Executive Director, appointed by the President and with the approval of the Senate, as outlined in Article II section 2 subsections 10 and 11 of the Legislative Code;
2. Assistant Director, hired by the Executive Director with approval of the Senate with assistance of the President;
3. Jewelry Technician(s), hired by the Executive Director with assistance from the Assistant Director;
4. Ceramic Technician(s), hired by the Executive Director with assistance from the Assistant Director.

Section 2. Job Descriptions

A. The Executive Director will be responsible for:

1. Appointing an Assistant Director and Assistants;
2. Training and supervising employees;
3. Ordering supplies;
4. Composing schedules;
5. Maintaining accounts and bookkeeping;
6. Fund-raising;
7. Maintaining safety in the studio;
8. Being familiar with current crafts in the studio.

B. Assistant Director will be responsible for:

1. Assisting the Executive Director in setting agendas;
2. Participating in meetings on behalf of the agency or the Executive Director;
3. Fulfilling any further duties assigned by the Executive Director.

C. The Jewelry Technician(s) will be responsible for:

1. Hosting regularly scheduled jewelry making workshops;
2. Maintaining all the materials and equipment for jewelry making;
2. Maintaining all required safety protocols;
4. Participating in other workshops, programs, events, and general studio support.

D. The Ceramic Technician(s) will be responsible for:
1. Hosting regularly scheduled ceramic making workshops;
2. Maintaining all the materials and equipment for ceramic making;
3. Maintaining all required safety protocols;
4. Participating in other workshops, programs, events, and general studio support

Article III: Annual Event

Section 1. Annual ASUNM Arts and Crafts Fair

A. The Arts and Crafts Studio will host an Arts and Crafts Fair near the end of every fall semester. The event will highlight vendors from around New Mexico and the Southwest.

LOBO SPIRIT

Article I: Lobo Spirit Purpose

The Lobo Spirit Agency will 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, Red Rally, Lobo Day, Ring Ceremony and other activities to promote school spirit.

Article II: Membership

Section 1.

The Lobo Spirit Agency will comprise of:

1. Executive Director, appointed by the President and with the approval of the Senate approval of the President Pro Tempore or with the approval of the ASUNM Full Senate, as outlined in Article II section 2 subsections 10 and 11 of the Legislative Code;
2. Assistant Director, hired by the Executive Director with assistance from the President and with approval of the Senate;
3. Marketing Director, hired by the Executive Director with assistance from the President;
4. Events Chair, hired by the Executive Director with assistance from the President only if funding is available for the position;
5. Volunteer Coordinator, hired by the Executive Director with assistance from the President.

Section 2. Job Descriptions

1. The Executive Director will be responsible for:
   1. Overseeing Lobo Spirit events, coordinating volunteers and managing the agency;
   2. Conducting all staff and volunteer meetings;
   3. Serving as the representative voice of Lobo Spirit for the campus community.
2. The Assistant Director will be responsible for:
   1. Assisting the Executive Director in setting agendas;
   2. Participating in meetings on behalf of the agency or when the Executive Director is absent;
   3. Assisting with the planning and execution of agency events; 4. Fulfilling any further duties assigned by the Executive Director.
3. The Marketing Director will be responsible for:
   1. Producing and implementing marketing strategies for all Lobo Spirit events.
4. The Events Chair will be responsible for:
   1. Coordinating Homecoming, Red Rally, Lobo Day, Ring Ceremony and other spirit events;
   2. Working closely with the Alumni Association, the Athletics Department and other campus organizations to effectively plan Lobo Spirit events.
5. The Projects Coordinator will be responsible for:
   1. Assisting with Homecoming, Red Rally, Lobo Day, Ring Ceremony, and other spirit events.
6. The Volunteer Coordinator will be responsible for:
   1. Coordinating regularly scheduled volunteer meetings

Article III: Homecoming Election

Section 1. Collaboration

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

Section 2. Campaign Expenditures
Refer to the Election Code, Article IX, Sections 2, 3 and 4 for campaign regulations related to posting, expenditures, and fines. Campaign expenditures shall not exceed that of candidates for Senate. Financial statements are due no later than 5:00 p.m. on the day of the election.

Section 3. Homecoming Elections Commission

Lobo Spirit will serve in place of the Elections Commission wherever the Elections Commission is named in the Election Code, Article IX, Sections 2, 3, and 4.

Section 4. Sanctions

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

Section 5. Restrictions

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

Section 6. Eligibility

A candidate must be in good standing as defined by the ASUNM Constitution to be eligible to run for King or Queen.

Section 7. Election Operations

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

Section 8. Deadlines and Advertisements

Lobo Spirit will establish all election application deadlines and advertising schedule.
GOVERNMENTAL AFFAIRS

Article I: Governmental Affairs Purpose

The Governmental Affairs Agency 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 New Mexico Legislature and other such bodies outside UNM.

Article II: Membership

Section 1. Composition

The Governmental Affairs Agency will comprise of:

1. Executive Director, appointed by the President and with the approval of the Senate, approval of the President Pro Tempore or with the approval of the ASUNM Full Senate, as outlined in Article II section 2 subsections 10 and 11 of the Legislative Code;

2. Assistant Director, hired by the Executive Director with assistance from the President and with approval of the Senate;

3. Projects Coordinator, hired by the Executive Director with assistance from the President.

Section 2. Job Descriptions

1. Executive Director will be 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. Ensuring that the agency complies with all pertinent laws concerning registration of lobbyists and reports of lobbying expenditures and activities;
   4. Organizing and overseeing agency meetings;
   5. Working closely and maintaining a professional relationship with The Office of Government & Community Relations.

2. The Governmental Affairs Assistant Director will be responsible for:
   1. Assisting the Executive Director in setting an agenda;
   2. Conducting meetings when the Executive Director is absent; 3. Fulfilling any further duties the Executive Director may assign.

3. The Projects Coordinator will be responsible for:
   1. Coordinator regularly scheduled volunteer meetings;
   2. Providing resources and hosting forums to learn about government procedures.
SOUTHWEST FILM CENTER

Article I: Southwest Film Center Purpose

The Southwest Film Center shall serve the student body by providing cinematic experiences at UNM and fostering the development of an artistic community on campus.

Article II: Membership

Section 1. Composition

The Southwest Film Center will comprise of:

1. Executive Director, appointed by the President and with the approval of the Senate approval of the President Pro Tempore or with the approval of the ASUNM Full Senate, as outlined in Article II section 2 subsections 10 and 11 of the Legislative Code;

2. Assistant Director, hired by the Executive Director with assistance from the ASUNM President and with approval of the Senate;

3. Theater Manager, hired by the Executive Director with assistance from the ASUNM President;

4. Projects Coordinator, hired by the Executive Director with assistance from the ASUNM President.

Section 2. Job Descriptions

1. The Executive Director will be responsible for:
   1. Setting meeting times for the year;
   2. Suggesting film titles for the year;
   3. Soliciting information and ideas from on–campus groups for festivals and programming;
   4. Managing all fiscal expenditures of the Southwest Film Center;
   5. Running the SUB Theater during all films or appointing someone to do so;
   6. Suggesting film titles along with booking all films.

2. The Assistant Director will be responsible for:
   1. Assisting the Executive Director in setting agendas;
   2. Participating in meetings on behalf of the agency or the Executive Director;
   3. Assisting in creating a marketing plan for the agency;
   4. Fulfilling any further duties assigned by the Executive Director.

3. The Theater Manger will be responsible for:
   1. Overseeing movie screenings;
2. Managing and maintaining projection equipment, concessions, and ticket areas in the Student Union Building (SUB) theater; 3. Assisting in coordinating additional programming.

4. The Projects Coordinator will be responsible for:
   1. Working with staff to create film and writing challenges; 2. Coordinating regularly scheduled volunteer meetings; 3. Managing Reel Club.

STUDENT SPECIAL EVENTS

Article I: Student Special Events 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: Membership

Section 1. Composition

Student Special Events will be composed of:

1. Executive Director, appointed by the President and with the approval of the Senate, as outlined in Article II section 2 subsections 10 and 11 of the Legislative Code;
2. Assistant Director, hired by the Executive Director with assistance from the President and with the approval of the Senate;
3. Speakers/Cultural Director, hired by the Executive Director with assistance from the President;
4. Marketing Director, hired by the Executive Director with assistance from the President;
5. Volunteer Coordinator, hired by the Executive Director with assistance from the President.

Section 2. Job Descriptions

1. The Executive Director will be responsible for:
   1. Appointing and voting on the hiring of all auxiliary directors;
   2. Reviewing all co–sponsorship proposals from outside student organizations, departments, and students;
3. Conducting all staff meetings;
4. Serving as the representative voice of SSE for the campus community.

2. The Assistant Director will be responsible for:
   1. Assisting the Executive Director in setting agendas;
   2. Participating in meetings on behalf of the agency or the Executive Director;
   3. Fulfilling any further duties assigned by the Executive Director;
   4. Producing concerts and musical entertainment at UNM;
   5. Coordinating the annual spring festival fiestas.

3. The Speakers/Cultural Director will be responsible for:
   1. Directly administrating all student-oriented speaking events;
   2. Coordinating a variety of cultural events for undergraduate students;
   3. Assisting other directors on the production of various campus events.

4. The Marketing Director will be responsible for:
   1. Marketing of all events sponsored by SSE;
   2. Working in conjunction with each director to develop marketing ideas for each event;
   3. Creating press releases, flyers, posters, print advertisements, as well as any form of marketing that will promote SSE sponsored events;
   4. Managing advertisements, the advertising budget, and the general distribution of all promotional material.

5. The Volunteer Coordinator will be responsible for:
   Assisting in the increased involvement of the student body with special events.

**COMMUNITY EXPERIENCE**

**Article I: Community Experience Purpose**
The purpose of the Community Experience shall be to encourage community service and provide the University of New Mexico community with volunteer and service opportunities.

**Article II: Membership**

**Section 1. Composition**

Community Experience will comprise of:

1. Executive Director, appointed by the President and with the approval of the Senate approval of the President Pro Tempore or with the approval of the ASUNM Full
Senate, as outlined in Article II section 2 subsections 10 and 11 of the Legislative Code;
2. Assistant Director, hired by the Executive Director with assistance from the President and with approval of the Senate;
3. Marketing Director, hired by the Executive Director with assistance from the President;
4. Volunteer Coordinator, hired by the Executive Director with assistance from the President.

Section 2. Job Descriptions

1. The Executive Director will be responsible for:
   1. Presiding over all meetings of the Community Experience;
   2. Making all necessary appoints for the Community Experience including, but not limited to, Communications Director, Events Director, and Projects Director;
   3. Managing all fiscal expenditures of the Community Experience;
   4. Ensuring the maintenance of a list of community service programs and events available to the University of New Mexico community;
   5. Performing any other task necessary to the success of the Community Experience.
   6. Assuming any duties assigned by the Executive Director.

2. The Assistant Director will be responsible for:
   1. Assisting the Executive Director in setting agendas;
   2. Participating in meetings on behalf of the agency or the Executive Director;
   3. Fulfilling any further duties assigned by the Executive Director.

3. The Marketing Director will be responsible for:
   1. Marketing of all events sponsored by Community Experiences;
   2. Working in conjunction with each director to develop marketing ideas for each event;
   3. Creating press releases, flyers, posters, print advertisements, as well as any form of marketing that will promote Community Experience sponsored events;
   4. Managing advertisements, the advertising budget, and the general distribution of all promotional material.

4. The Volunteer Coordinator will be responsible for:
   1. Coordinating regularly scheduled volunteer meetings; 2. Research and coordinate community service projects.

Article III: Annual Events

Section 1. Fall Frenzy
Fall Frenzy is a one–day service and campus beautification project held annually before Homecoming week.

Section 2. Spring Storm

Spring Storm is one–day service initiative where students, staff, and faculty from UNM participate.

EMERGING LOBO LEADERS

Article I: Emerging Lobo Leaders Purpose

The purpose of Emerging Lobo Leaders shall be to provide students with support and hands on experience in ASUNM and its agencies in order to teach them valuable leadership skills that are essential for holding key leadership positions at the University of New Mexico. The skill set they will develop will be significant for students to prosper in college life and beyond.

Article II: Membership

Section 1. Composition

Emerging Lobo Leaders will comprise of:

1. Executive Director, appointed by the President and with the approval of the Senate, President Pro Tempore or with the approval of the ASUNM Full Senate, as outlined in Article II section 2 subsections 10 and 11 of the Legislative Code;
2. Assistant Director, hired by the Executive Director with assistance from the President and with approval of the Senate;
3. Projects Coordinator, hired by the Executive Director with assistance from the President and with approval of the Senate;
4. Projects Coordinator, hired by the Executive Director with assistance from the President;
5. Student Success Leader, hired by the Executive Director with assistance from the President.

Section 2. Job Descriptions

1. The Executive Director will be responsible for:
   1. Presiding over all meetings of Emerging Lobo Leaders;
   2. Providing guidance for students in the form of leadership development to aid in their success at the University of New Mexico;
   3. Setting requirements for acceptance and completion of the program;
4. All fiscal expenditures of Emerging Lobo Leaders;
5. Developing plans to pursue the overall purpose of Emerging Lobo Leaders,
   including but not limited to assigning mentors for the students and acting as a
   liaison to the ASUNM agencies and the Senate;
6. Offering specific direction to students upon completion of the program based on
   their interests, abilities and performance in the program;
7. Performing any other task necessary to the success of Emerging Lobo Leaders;
8. Conducting the interview and selection process for the program;
9. Plans ways to recruit for ELL members with assistance from all staff members.

2. The Assistant Director will be responsible for:
   1. Assisting the Executive Director in setting agendas;
   2. Participating in meetings on behalf of the agency or the Executive Director;
   3. Participating in interview and selection process for the program;
   4. Filling any further duties assigned by the Executive Director.

3. The Projects Coordinator will be responsible for:
   1. Working with the Executive Director and Assistant Director to develop and
      execute program curriculum;
   2. Coordinating regularly scheduled ELL meetings;
   3. Participating in interview and selection process for program.

4. The Student Success Leader will be responsible for:
   1. Meeting regularly with ELLs;
   2. Working with the Executive Director and Assistant Director to develop pack and
      mentorship programs;
   3. Providing resources and information for campus involvement;
   4. Participating in interview and selection process for program.

Section 3. Requirements

1. For admittance into the Emerging Lobo Leaders program students must:
   1. Be in good standing as defined by the ASUNM Constitution;
   2. Submit application and attend interview;

2. Emerging Lobo Leaders members will be responsible for:
   1. Fulfilling the requirements of the program, including but not limited to, attending
      all meetings and events; interviewing assigned individuals; reporting findings of
      meetings, events and interviews; and volunteering for events; following
      requirements for the mentor-mentee program; being in good standing as defined
      by the ASUNM Constitution.
   2. Assuming any duties assigned by the Executive Director.
ELECTIONS COMMISSION & ELECTIONS CODE

Article I: Elections Commission

Section 1. Membership

The Elections Commission shall comprise of:

1. Executive Director, appointed by the President and with the approval of the Senate, approval of the President Pro Tempore or with the approval of the ASUNM Full Senate, as outlined in Article II section 2 subsections 10 and 11 of the Legislative Code;
2. Assistant Director, hired by the Executive Director with assistance from the President appointed by the ASUNM President with approval of the Senate;
3. Three (3) to Six (6) Elections Commissioners, appointed by the Executive Director;
4. Three (3) ASUNM Senators, appointed by the ASUNM Vice President.

Article XIV: Assumption of Office

Section 3. Succession of Office for Executive Branch

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:

1. President Pro Tempore
2. Appointed Chair of Steering and Rules
3. Appointed Chair of Finance
4. Appointed Chair of Outreach and Appointments
5. Seniority of Senators

LEGISLATIVE CODE

Article I: Officers of the Legislative Branch

Section 1. Composition

The Legislative Branch is composed of the Vice President who serves as the President of the Senate and twenty (20) senators. One (1) 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 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 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 two (2) Senatorial Legislative Assistants: Legislative Coordinator and Senate Clerk.
2. The Vice President must sponsor a training session for all Senators during each term of office.
   a. 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. 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 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.  B. Legislative Duties
6. 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.
   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.

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.
   a. For the Fall semester, the President Pro Tempore will be elected at the first Full Senate meeting of the fall session taking place immediately following the swearing in of newly elected Senators. For the Fall semester, the President Pro Tempore will be elected at a Senate meeting taking place immediately following the swearing in of newly elected Senators on the last day of the Spring semester.
   b. For the Spring semester, the President Pro Tempore is elected at the first Full Senate meeting of the spring session taking place immediately following the swearing in of newly elected Senators. For the Spring semester, the President Pro Tempore will be elected at a Senate meeting taking place immediately following the swearing in of newly elected Senators on the last day of the Fall semester.

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–mail message public.

9. The President Pro Tempore shall serve as a member of the Scholarship Committee.

10. The Fall President Pro Tempore shall have authority to approve all Presidential appointments that take place during the Fall meeting cycle.
    1. If the Fall President Pro Tempore rejects one of the Presidential appointment(s), those appointment(s) will be subject to an upcoming Full Senate meeting to be held no later than ten (10) days following the rejection.
    2. If an appointment fails after being sent to Full Senate, the President must submit a new appointment to the President Pro Tempore.

11. The Spring President Pro Tempore shall have authority to approve all Presidential and President Elect appointments that take place during their term.
    1. If the Spring President Pro Tempore rejects a Presidential appointment(s), those appointment(s) will be heard at the next regular Full Senate meeting.
If the Spring President Pro Tempore rejects an appointment after the Spring meeting cycle, a special meeting shall be called within seven (7) days.

2. If an appointment fails after being sent to Full Senate, the President must submit a new appointment to the President Pro Tempore.

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.

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

1. Each Senator is required to attend Standing Committee meetings and Full Senate meetings for the entire duration of the meeting.
2. Each senator is required to hold at least two (2) Senatorial Office Hours a week, which will be held in the ASUNM office. It is mandatory that each Senator submit their Office Hours weekly. The date and time of the submission will be at the discretion of the President Pro Tempore each semester.
3. If a Senator is unable to complete their office hours during their stated times they need to contact the President Pro Tempore before the designated time of their office hours. If a Senator is unable to attend their Standing Committee meetings or Full Senate meetings, they need to contact the President Pro Tempore at least twenty-four (24) hours before the meeting is scheduled. The President Pro Tempore will then immediately notify the committee chair and the Vice President of the senator's absence. In case of an emergency, every effort should be made to contact the President Pro Tempore within forty-eight (48) hours after the meeting or office hours, with a written notification to excuse the absence.
4. 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, Outreach & Appointments Committee and the Steering and Rules Committee.
   1. The Finance Committee shall refer to the finance code and ASUNM Constitution for all financial responsibilities.
2. The Outreach and Appointments Committee shall be responsible for the following outlined duties as well as what is outlined in the ASUNM Constitution.

1. Appointments

   a. All appointees for the positions of Chief of Staff, Attorney General, Director of Communication, Student Service Agency Executive Directors, and Student Court Justices will be interviewed by the Outreach and Appointments Committee. All other appointees for positions may be interviewed at the discretion of the committee.

      1. The appointee must attend the meeting in person or send another student to represent them at the committee hearing.

      2. The appointee must inform the Outreach and Appointments Committee Chair at least three (3) days prior to the committee meeting if another student will be representing them at the committee hearing.

      3. The appointee may not send an ASUNM Senator to represent them at the committee hearing.

   b. All appointees will be required to submit an application specific to their desired position, cover letter and resume.

      1. If one or more of the documents is not presented to the Outreach and Appointments Committee, the appointee will not be approved until all documents are received by the Outreach and Appointments Committee.

      2. If all documents are not received by the next Outreach and Appointments Committee, the committee must vote not to approve the presidential appointment.

      3. If the Outreach and Appointments Committee confirms the appointment, it shall be forwarded to the ASUNM Senate for approval.

      1. The candidate need not be present at full Senate.

      2. If the candidate is not approved by the Senate, the President must submit a new appointment or resubmit that application.
4. If the appointee is recommended for an interview with the Outreach and Appointments Committee and the appointee or their representative fails to attend the scheduled committee hearing, the appointee or their representative must attend the subsequent committee hearing.

   1. If neither the appointee nor their 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 must vote to not approve the same presidential appointment.

5. The Outreach and Appointments Committee votes to approve or not approve the presidential appointments that are interviewed at a committee hearing.

6. If an appointment is not approved by the Outreach and Appointments Committee:

   1. The President must submit a new appointment or resubmit an application for the same candidate within five (5) days to the Outreach and Appointments Committee Chair for reconsideration.

   2. Each appointee may only be submitted twice for the same position.

   3. If an appointee is not approved after the second submission, the President must submit a new appointment.

   4. If an appointment is approved by the Outreach and Appointments Committee, the same process for final approval by the Senate as outlined in the Legislative Code Article III, Section 2, A, ii is followed.

5. Outreach.

   1. The Outreach and Appointments Committee shall be responsible for making and posting content for any dedicated ASUNM Senate social media accounts, under the guidance of the Chair, and for beginning the planning of specific ASUNM Senate town hall initiatives.

   2. Further outreach responsibilities are outlined in the ASUNM Constitution and are under the discretion of the committee and the President Pro Tempore.
3. The Steering and Rules Committee shall be responsible for what is outlined in the ASUNM Constitution.

6. Senators will also serve on Student Service Agencies as appointed by the President of the Senate.
   1. Senators must contact their Student Service Agency at the beginning of each semester to establish meeting times, support opportunities, and provide financial assistance. Senators must continue to communicate throughout their term with their assigned agency. One (1) Senator from each agency shall report to Full Senate regarding the agency.

7. The office of the Vice President will assign a list of chartered student organizations to each Senator. Senators must attempt to contact their student organizations within two (2) weeks of receiving the list.
   1. Senators must provide their assigned student organizations with the Senate office hours published by the office of the Vice President.

8. The office of the Vice President will assign each Senator to different Resource Centers. Senators must conduct a monthly meeting with a representative from their respective Resource Center starting in the month they receive their sponsoring Resource Center. Senators must coordinate these meetings with the appropriate Joint Council representative, if applicable.
   1. Senators must contact their Resource Center and the appropriate Joint Council representative, if applicable, at the beginning of each semester to establish meeting times and support opportunities. Senators must continue to communicate throughout their term with their assigned Resource Center and the appropriate Joint Council representative, if applicable.
   2. If a student service department on campus would like representation, they shall make a request in writing with the Vice President.

9. Each Senator is required to complete a minimum of twelve (12) Outreach hours, with the exception of the Senators of the Outreach and Appointments Committee, who are required to complete sixteen (16) Outreach hours. It is mandatory that each Senator submit their Outreach hours. The time and date will be at the discretion of the President Pro Tempore each semester.
   1. Hours are broken down into the following categories:
      1. Four (4) ASUNM Event Hours
         1. Four (4) hours, completed either together or separately, spent at an ASUNM approved outreach event, including but not limited to Student Service Agency hosted events, Senate planned outreach events, Executive planned outreach events, or any other outreach event deemed acceptable by the President Pro–Tempore
      2. Four (4) UNM Community Hours
1. Four (4) hours, completed either together or separately, spent doing any activity in line with the definition of a senatorial outreach hour at a non–ASUNM sanctioned event.

3. Four (4) Discretion Hours

1. Four (4) hours, completed either together or separately, completed in an outreach event of the Senator’s own choosing including but not limited to the above approved events, or any outreach event consistent with the definition of an outreach hour found in the Definitions Code.

2. The additional four (4) hours required of Outreach and Appointment Senators will consist of two (2) ASUNM Event Hours and two (2) UNM Community Hours.

3. Senators are each required to complete four (4) Outreach hours by the onset of Fall or Spring Break to avoid disciplinary action. The remaining eight (8) hours must be completed by the final Full Senate meeting of the semester.

   1. Outreach and Appointment Senators must complete their additional four (4) hours by the final Full Senate meeting.

10. Senators may be appointed to boards and committees. Senators that have accepted a position in any of the preceding governing bodies are required to attend all meetings for the boards and committees to which they have been appointed.

11. 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, Senate meetings appointed board meetings, appointed committee meetings, or outreach hours along with the proper submission of Office and Outreach Credits at the Senate Pro Tempore’s discretion, that Senator will face proper disciplinary action as outlined by the Senator Accountability Code and the ASUNM Constitution.

**DEFINITIONS CODE**

**Interim** – A temporary presidential appointee position pending approval from the President Pro Tempore Outreach and Appointments Committee.

**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 or special subject to ASUNM.