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

5 1st Reading: Referred To: Steering and Rules  
6 2nd Reading: \_\_\_\_\_ Committee Action: 4-0-0-0  
7 3rd Reading: \_\_\_\_\_ Senate Action: 18-0-0-1

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9 **Executive Action:**

10  Approved  Vetoed

11  
12 \_\_\_\_\_  
13 ASUNM President Date

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15 Unsigned by the President on this \_\_\_\_ day of \_\_\_\_\_ 2022. Bill automatically becomes law.

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17 **Legislative Response:**

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

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20 Be it enacted by the Associated Students of the University of New Mexico that the following be  
21 amended in (*Executive Code, Arts and Crafts Studio, Lobo Spirit, Governmental Affairs,*  
22 *Southwest Film Center, Student Special Events, Community Experience, Emerging Lobo*  
23 *Leaders, Elections Commission and Elections Code, Judicial Code, Legislative Code*) of the  
24 ASUNM (*Law Book*) contingent on the adoption of a new ASUNM Constitution. If a new  
25 Constitution isn't adopted before December 31, 2022 this bill is null and void:

26 **EXECUTIVE CODE**

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

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30 **Section 3. Duties of the President**

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32 The President of ASUNM has many duties that encompass all three branches of government.  
33 The President's duties are outlined in the following sections. The President's duties **include**  
34 **but, however,** are not limited to those listed below.  
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36 A. Executive Duties

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

- 40 a. These appointments include but are not limited to:
- 41 i. The non-elected Executive Cabinet (as outlined in the
  - 42 ASUNM Constitution Article III, Section 4).
  - 43 ii. Other University agencies, boards, committees, and
  - 44 commissions who may solicit appointees from ASUNM, except
  - 45 Senate Standing and University Committees requiring Senate
  - 46 representatives.
- 47 b. The membership terms of representatives to non-ASUNM
- 48 Agencies, Boards, Committees, and Commissions shall be
- 49 determined by the convening authority.
- 50 c. The President shall advertise for all available positions.
- 51 i. All positions will be advertised at least once during the
  - 52 summer session and then at least once prior to the end
  - 53 of the spring semester. ii. All appointed positions will
  - 54 be advertised within five (5) days of a resignation or
  - 55 termination.
- 56 d. The President will be responsible for obtaining authorization
- 57 from each presidential appointee to permit the verification of
- 58 their eligibility (as outlined in the ASUNM Constitution) to
- 59 hold any appointed positions. These authorizations must be
- 60 submitted to the Dean of Students office for approval within
- 61 five (5) days of the appointment.
- 62 ~~e. The President will have ten (10) days to submit all~~
- 63 ~~appointments to the Outreach and Appointments Events~~
- 64 ~~Committee Chair. The only exception will be during summer~~
- 65 ~~months or university holidays in which the appointees must be~~
- 66 ~~submitted by the first day of scheduled classes.~~
- 67 **e. The President, only with the approval of the President Pro**
- 68 **Tempore, shall be empowered to hire or appoint for the**
- 69 **following positions starting on the first day of the new session:**
- 70 **Chief of Staff, Director of Communications, Chief Justice,**
- 71 **Director of Diversity, Equity, and Inclusion, and Attorney**
- 72 **General.**
- 73 **1. If the Spring President Pro Tempore doesn't approve of**
  - 74 **an appointment, refer to Article II, section 2 subsection**
  - 75 **11 of the Legislative Code.**
- 76

77 **G. The President can interview for the remaining**  
78 **positions: All**  
79 **ASUNM Executive Directors, Deputy Chief of Staff, Deputy**  
80 **Director of Communications, Boards and Committees**  
81 **Coordinator, and any other positions needed to assist the**  
82 **President in the entirety of their duties.**

- 83 **1. All of the appointments can be hired only if the Fall**  
84 **President Pro Tempore approves of the candidate.**
- 85 **2. If the President Pro Tempore doesn't approve of a**  
86 **candidate, refer to Article II, section 2 subsection 10 of**  
87 **the Legislative Code.**

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

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

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

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

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103 2. The President shall be responsible for reaching out to all colleges,  
104 resource centers, and student life sectors to ensure that there is one (1)  
105 representative willing to serve on the Joint Council by the first meeting. 3.  
106 The President of ASUNM, in conjunction with the Vice President of  
107 ASUNM and the President Pro Tempore, will be responsible for outreach  
108 to students at a minimum of once a month through an e-mail message to  
109 all university undergraduates.

110 a. The e-mail message will include important information  
111 regarding ASUNM initiatives and events, student issues, and  
112 upcoming ASUNM plans that promote knowledge and education  
113 on undergraduate subjects.

114 b. The President shall work with the Vice President and  
115 President Pro Tempore, who will include a report to the president  
116 concerning legislative matters that will be incorporated into the  
117 content of the e-mail message.

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- 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

- 159 1. The Director of Communication will be responsible for:
- 160 1. Assisting the President, Vice President, and Student Service Agencies with
- 161 marketing, advertising, and public relations;
- 162 2. Attending all Outreach and Appointments Committee meetings as an ex-officio,
- 163 nonvoting member, excluding discussion of appointment confirmations;
- 164 3. Maintaining the ASUNM website and the presence of ASUNM on social media
- 165 platforms;
- 166 4. Acting as a liaison for communication for Officers of the Executive Cabinet;
- 167 5. All duties of the Director of Communication must adhere to and conform with
- 168 University requirements for electronic sites.
- 169 2. A Deputy Director of Communication may be appointed by the Director of
- 170 Communication to help with the aforementioned duties. The Deputy Director of
- 171 Communication may only be removed from office by the Director of Communication or
- 172 the President.
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175 Section 8. Duties of the President Elect

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

- 237 2. Maintaining all the materials and equipment for jewelry making;  
238 2. Maintaining all required safety protocols;  
239 4. Participating in other workshops, programs, events, and general  
240 studio support.  
241 D. The Ceramic Technician(s) will be responsible for:  
242 1. Hosting regularly scheduled ceramic making workshops;  
243 2. Maintaining all the materials and equipment for ceramic making;  
244 3. Maintaining all required safety protocols;  
245 4. Participating in other workshops, programs, events, and general  
246 studio support

247 **Article III: Annual Event**

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249 Section 1. Annual ASUNM Arts and Crafts Fair

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

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255 **LOBO SPIRIT**

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257 **Article I: Lobo Spirit Purpose**

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259 The Lobo Spirit Agency will increase and continue school spirit all over UNM throughout  
260 the fall and spring semesters, which includes planning, coordinating, and directing the annual  
261 Student Homecoming Week, Red Rally, Lobo Day, Ring Ceremony and other activities to  
262 promote school spirit.

263  
264 **Article II: Membership**

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266 Section 1.

- 267  
268 The Lobo Spirit Agency will comprise of:  
269 1. Executive Director, appointed by the President ~~and with the approval of the Senate~~  
270 **approval of the President Pro Tempore or with the approval of the ASUNM Full**  
271 **Senate, as outlined in Article II section 2 subsections 10 and 11 of the Legislative**  
272 **Code;**  
273 2. Assistant Director, hired by the Executive Director with assistance from the President  
274 ~~and with approval of the Senate;~~

- 275 3. Marketing Director, hired by the Executive Director with assistance from the President;
- 276 4. Events Chair, hired by the Executive Director with assistance from the President only if
- 277 funding is available for the position;
- 278 5. Volunteer Coordinator, hired by the Executive Director with assistance from the
- 279 President.

280

281 Section 2. Job Descriptions

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- 283 1. The Executive Director will be responsible for:
  - 284 1. Overseeing Lobo Spirit events, coordinating volunteers and managing the agency;
  - 285 2. Conducting all staff and volunteer meetings;
  - 286 3. Serving as the representative voice of Lobo Spirit for the campus community.
- 287 2. The Assistant Director will be responsible for:
  - 288 1. Assisting the Executive Director in setting agendas;
  - 289 2. Participating in meetings on behalf of the agency or when the Executive Director
  - 290 is absent;
  - 291 3. Assisting with the planning and execution of agency events; 4. Fulfilling any
  - 292 further duties assigned by the Executive Director.
- 293 3. The Marketing Director will be responsible for:
  - 294 1. Producing and implementing marketing strategies for all Lobo Spirit events.
- 295 4. The Events Chair will be responsible for:
  - 296 1. Coordinating Homecoming, Red Rally, Lobo Day, Ring Ceremony and other
  - 297 spirit events;
  - 298 2. Working closely with the Alumni Association, the Athletics Department and other
  - 299 campus organizations to effectively plan Lobo Spirit events.
- 300 5. The Projects Coordinator will be responsible for:
  - 301 1. Assisting with Homecoming, Red Rally, Lobo Day, Ring Ceremony, and other
  - 302 spirit events.
- 303 6. The Volunteer Coordinator will be responsible for:
  - 304 1. Coordinating regularly scheduled volunteer meetings

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306 **Article III: Homecoming Election**

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308 Section 1. Collaboration

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

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313 Section 2. Campaign Expenditures

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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.

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## 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.

392 **SOUTHWEST FILM CENTER**

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394 **Article I: Southwest Film Center Purpose**

395 The Southwest Film Center shall serve the student body by providing cinematic  
396 experiences at UNM and fostering the development of an artistic community on campus.  
397

398 **Article II: Membership**

399 Section 1. Composition

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401 The Southwest Film Center will comprise of:

- 402 1. Executive Director, appointed by the President ~~and with the approval of the Senate~~  
403 **approval of the President Pro Tempore or with the approval of the ASUNM Full**  
404 **Senate, as outlined in Article II section 2 subsections 10 and 11 of the Legislative**  
405 **Code;**
- 406 2. Assistant Director, hired by the Executive Director with assistance from the ASUNM  
407 President ~~and with approval of the Senate;~~
- 408 3. Theater Manager, hired by the Executive Director with assistance from the ASUNM  
409 President;
- 410 4. Projects Coordinator, hired by the Executive Director with assistance from the ASUNM  
411 President.

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413 Section 2. Job Descriptions

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- 415 1. The Executive Director will be responsible for:
  - 416 1. Setting meeting times for the year;
  - 417 2. Suggesting film titles for the year;
  - 418 3. Soliciting information and ideas from on-campus groups for festivals and  
419 programming;
  - 420 4. Managing all fiscal expenditures of the Southwest Film Center;
  - 421 5. Running the SUB Theater during all films or appointing someone to do so;
  - 422 6. Suggesting film titles along with booking all films.
- 423 2. The Assistant Director will be responsible for:
  - 424 1. Assisting the Executive Director in setting agendas;
  - 425 2. Participating in meetings on behalf of the agency or the Executive Director;
  - 426 3. Assisting in creating a marketing plan for the agency;
  - 427 4. Fulfilling any further duties assigned by the Executive Director.
- 428 3. The Theater Manger will be responsible for:
  - 429 1. Overseeing movie screenings;



- 468 3. Conducting all staff meetings;  
469 4. Serving as the representative voice of SSE for the campus community.  
470 2. The Assistant Director will be responsible for:  
471 1. Assisting the Executive Director in setting agendas;  
472 2. Participating in meetings on behalf of the agency or the Executive Director;  
473 3. Fulfilling any further duties assigned by the Executive Director; 4. Producing  
474 concerts and musical entertainment at UNM;  
475 5. Coordinating the annual spring festival fiestas.  
476 3. The Speakers/Cultural Director will be responsible for:  
477 1. Directly administrating all student-oriented speaking events;  
478 2. Coordinating a variety of cultural events for undergraduate students; 3. Assisting  
479 other directors on the production of various campus events.  
480 4. The Marketing Director will be responsible for:  
481 1. Marketing of all events sponsored by SSE;  
482 2. Working in conjunction with each director to develop marketing ideas for each  
483 event;  
484 3. Creating press releases, flyers, posters, print advertisements, as well as any form  
485 of marketing that will promote SSE sponsored events;  
486 4. Managing advertisements, the advertising budget, and the general distribution of  
487 all promotional material.  
488 5. The Volunteer Coordinator will be responsible for:  
489 Assisting in the increased involvement of the student body with special events.  
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## COMMUNITY EXPERIENCE

### **Article I: Community Experience Purpose**

496 The purpose of the Community Experience shall be to encourage community service and  
497 provide the University of New Mexico community with volunteer and service opportunities.  
498

### **Article II: Membership**

#### Section 1. Composition

502 Community Experience will comprise of:

- 503 1. Executive Director, appointed by the President **and** with the ~~approval of the Senate~~  
504 **approval of the President Pro Tempore or with the approval of the ASUNM Full**

505 **Senate, as outlined in Article II section 2 subsections 10 and 11 of the Legislative**  
506 **Code;**

- 507 2. Assistant Director, hired by the Executive Director with assistance from the President  
508 ~~and with approval of the Senate;~~  
509 3. Marketing Director, hired by the Executive Director with assistance from the President;  
510 4. Volunteer Coordinator, hired by the Executive Director with assistance from the  
511 President.

512

513 Section 2. Job Descriptions

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- 515 1. The Executive Director will be responsible for:  
516 1. Presiding over all meetings of the Community Experience;  
517 2. Making all necessary appoints for the Community Experience including, but not  
518 limited to, Communications Director, Events Director, and Projects Director;  
519 3. Managing all fiscal expenditures of the Community Experience;  
520 4. Ensuring the maintenance of a list of community service programs and events  
521 available to the University of New Mexico community;  
522 5. Performing any other task necessary to the success of the Community Experience.  
523 6. Assuming any duties assigned by the Executive Director.
- 524 2. The Assistant Director will be responsible for:  
525 1. Assisting the Executive Director in setting agendas;  
526 2. Participating in meetings on behalf of the agency or the Executive Director;  
527 3. Fulfilling any further duties assigned by the Executive Director.
- 528 3. The Marketing Director will be responsible for:  
529 1. Marketing of all events sponsored by Community Experiences;  
530 2. Working in conjunction with each director to develop marketing ideas for each  
531 events;  
532 3. Creating press releases, flyers, posters, print advertisements, as well as any form  
533 of marketing that will promote Community Experience sponsored events;  
534 4. Managing advertisements, the advertising budget, and the general distribution of  
535 all promotional material.
- 536 4. The Volunteer Coordinator will be responsible for:  
537 1. Coordinating regularly scheduled volunteer meetings; 2. Research and coordinate  
538 community service projects.

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**Article III: Annual Events**

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541 Section 1. Fall Frenzy

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

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546 Section 2. Spring Storm

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

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551 **EMERGING LOBO LEADERS**

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553 **Article I: Emerging Lobo Leaders Purpose**

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

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559 **Article II: Membership**

560 Section 1. Composition

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562 Emerging Lobo Leaders will comprise of:

- 563 1. Executive Director, appointed by the President ~~and with the approval of the Senate~~  
564 **approval of the President Pro Tempore or with the approval of the ASUNM Full**  
565 **Senate, as outlined in Article II section 2 subsections 10 and 11 of the Legislative**  
566 **Code;**
- 567 2. Assistant Director, hired by the Executive Director with assistance from the President  
568 ~~and with approval of the Senate;~~
- 569 3. Projects Coordinator, hired by the Executive Director with assistance from the President  
570 and with approval of the Senate;
- 571 4. Projects Coordinator, hired by the Executive Director with assistance from the President;
- 572 5. Student Success Leader, hired by the Executive Director with assistance from the  
573 President.

574

575 Section 2. Job Descriptions

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- 577 1. The Executive Director will be responsible for:
- 578 1. Presiding over all meetings of Emerging Lobo Leaders;
- 579 2. Providing guidance for students in the form of leadership development to aid in  
580 their success at the University of New Mexico;
- 581 3. Setting requirements for acceptance and completion of the program;

- 582 4. All fiscal expenditures of Emerging Lobo Leaders;
- 583 5. Developing plans to pursue the overall purpose of Emerging Lobo Leaders,
- 584 including but not limited to assigning mentors for the students and acting as a
- 585 liaison to the ASUNM agencies and the Senate;
- 586 6. Offering specific direction to students upon completion of the program based on
- 587 their interests, abilities and performance in the program;
- 588 7. Performing any other task necessary to the success of Emerging Lobo Leaders;
- 589 8. Conducting the interview and selection process for the program;
- 590 9. Plans ways to recruit for ELL members with assistance from all staff members.
- 591 2. The Assistant Director will be responsible for:
  - 592 1. Assisting the Executive Director in setting agendas;
  - 593 2. Participating in meetings on behalf of the agency or the Executive Director; 3.
  - 594 Participating in interview and selection process for the program; 4. Fulfilling any
  - 595 further duties assigned by the Executive Director.
- 596 3. The Projects Coordinator will be responsible for:
  - 597 1. Working with the Executive Director and Assistant Director to develop and
  - 598 execute program curriculum;
  - 599 2. Coordinating regularly scheduled ELL meetings;
  - 600 3. Participating in interview and selection process for program.
- 601 4. The Student Success Leader will be responsible for:
  - 602 1. Meeting regularly with ELLs;
  - 603 2. Working with the Executive Director and Assistant Director to develop pack and
  - 604 mentorship programs;
  - 605 3. Providing resources and information for campus involvement;
  - 606 4. Participating in interview and selection process for program.

### 607 Section 3. Requirements

- 610 1. For admittance into the Emerging Lobo Leaders program students must:
  - 611 1. Be in good standing as defined by the ASUNM Constitution;
  - 612 2. Submit application and attend interview;
- 613 2. Emerging Lobo Leaders members will be responsible for:
  - 614 1. Fulfilling the requirements of the program, including but not limited to, attending
  - 615 all meetings and events; interviewing assigned individuals; reporting findings of
  - 616 meetings, events and interviews; and volunteering for events; following
  - 617 requirements for the mentor-mentee program; being in good standing as defined
  - 618 by the ASUNM Constitution.
  - 619 2. Assuming any duties assigned by the Executive Director.

620 **ELECTIONS COMMISSION & ELECTIONS CODE**

621 **Article I: Elections Commission**

622  
623 **Section 1.** Membership

624 The Elections Commission shall comprise of:

- 625 1. Executive Director, appointed by the President ~~and with the approval of the Senate~~  
626 **approval of the President Pro Tempore or with the approval of the ASUNM Full**  
627 **Senate, as outlined in Article II section 2 subsections 10 and 11 of the Legislative**  
628 **Code;**
- 629 2. Assistant Director, **hired by the Executive Director with assistance from the**  
630 **President** ~~appointed by the ASUNM President with approval of the Senate;~~
- 631 3. Three (3) to Six (6) Elections Commissioners, appointed by the Executive Director;
- 632 4. Three (3) ASUNM Senators, appointed by the ASUNM Vice President.
- 633

634 **Article XIV: Assumption of Office**

635  
636 **Section 3.** Succession of Office for Executive Branch

637  
638 In the event that election results for President and/or Vice President have not been certified and  
639 deemed official prior to the end of the semester in which an election was held, the succession  
640 of office for President and Vice President will be as follows:

- 641 1. President Pro Tempore
- 642 2. Appointed Chair of Steering and Rules
- 643 3. Appointed Chair of Finance
- 644 4. Appointed Chair of Outreach and Appointments
- 645 5. Seniority of Senators
- 646

647  
648 **LEGISLATIVE CODE**

649  
650 **Article I: Officers of the Legislative Branch**

651 **Section 1.** Composition

652 The Legislative Branch is composed of the Vice President who serves as the President of the  
653 Senate and twenty (20) senators. One (1) of the senators will be elected as the President Pro  
654 Tempore. The Attorney General serves as an ex-officio non-voting member of the Senate. \

655  
656 **Section 2.** Oath of Office

- 657 A. No Vice President will assume the duties of the office until an Oath of Office has  
658 been administered.

- 659 B. The **Vice Presidential** Oath of Office must be administered by a Justice of the  
660 Associated Students of the University of New Mexico Student Court, and must be  
661 witnessed by a representative from each of the following:  
662 1. The Executive Branch  
663 2. The Legislative Branch  
664 C. The Oath of Office will be administered with the right hand uplifted and the  
665 following words said aloud: “I, (name), do affirm that I will uphold the laws of the  
666 Associated Students of the University of New Mexico, the State of New Mexico, and  
667 the United States of America: that I commit myself to the service of the  
668 undergraduate student of the University of New Mexico, and that I will otherwise  
669 fulfill the duties and obligations of the Vice President of the Associated Students of  
670 the University of New Mexico to the best of my ability.”  
671 D. Upon affirmation of the Oath of Office, an affidavit will be filed attesting to the  
672 authority of the Vice President. The Vice President may then assume office.

673 Section 3. Duties of the Vice President

674 A. Executive Duties

- 675 1. The Vice President will provide for the hiring of two (2) Senatorial Legislative  
676 Assistants: Legislative Coordinator and Senate Clerk.  
677 2. The Vice President must sponsor a training session for all Senators during each  
678 term of office.  
679 a. This session will consist of an overview of parliamentary procedure,  
680 legislative writing, general campus policies, and an overview of a demerit  
681 hearing and procedures which may help senators to address campus  
682 issues. b. For the session the Vice President will produce a Senate  
683 manual containing information to assist Senators in carrying out their  
684 duties.
- 685 3. The Vice President shall be responsible for coordinating a minimum of one (1)  
686 ASUNM-sponsored community service project(s) per session.  
687 4. The Vice President will appoint Senators to serve on the Finance Committee,  
688 Steering and Rules Committee, and the Outreach and Appointments Committee.  
689 5. The Vice President possesses the power to issue a demerit (or warning) to any  
690 Senator, at any time, for actions or statements that they consider to be misconduct  
691 as outlined in Article XII of the Legislative Code.  
692 1. The office of the Vice President shall maintain an updated record  
693 of warnings, demerits, and any associated penalties issued to Senators in accordance with Article  
694 XII of the Legislative Code. B. Legislative Duties  
695 1. Legislation will be assigned to the appropriate committee(s) at the discretion of the Vice  
696 President. This decision can be overturned by two-thirds (2/3) vote of the Senate.

697 2. When a bill is passed by a majority vote of the seated Senate, the Vice President has two  
698 (2) days to hand deliver the bill to the President.  
699 a. If the bill is not delivered to the President within the allotted two  
700 (2) days, the Senate may consider disciplinary action against the Vice  
701 President.  
702 b. If the bill is not delivered to the President within the allotted two  
703 (2) days, the sponsoring senator(s) of the legislative action may hand  
704 deliver the bill to the President.

705 3. The Vice President is responsible for the accuracy of all legislation delivered to the  
706 President's office beyond obvious typographical errors. If errors other than typographical  
707 occur, the law is null and void and returned to the Senate.

708 4. The Vice President will inform the President of any act left unsigned for six (6) days that  
709 has become a law.

710 5. The Vice President will deliver the final version of any bill enacted into law to the  
711 Attorney General within three (3) days after the Vice President has received it from the  
712 UNM Office of University Counsel.

713 6. The Vice President's office will be responsible for delivering any law providing for an  
714 appropriation to the Student Government Accounting Office.

715 7. The Vice President will be responsible for the execution of all activities of the legislative  
716 branch.

717 8. The office of the Vice President shall be responsible for distributing to the Senators a  
718 copy of the updated ASUNM Constitution and Law Book once received from the  
719 Attorney General.

720

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

723

724 D. Outreach Duties

725 1. At a minimum of one time a month during each session, the Vice President and President  
726 Pro Tempore shall assist the president in preparing an e-mail message to inform the  
727 undergraduate student population about information regarding ASUNM initiatives and  
728 events, student issues, and upcoming ASUNM plans that promote knowledge and  
729 education on undergraduate subjects.

730 2. Because the Vice President is responsible for the execution of all activities of the  
731 legislative branch, the Vice President shall work with the President and President Pro  
732 Tempore, by providing the President with a report concerning the *legislative matters* that  
733 would contribute to the overall goals of the e-mail message.

734 3. The report should be submitted to the president no less than three (3) days before the e-  
735 mail is to be delivered.

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

738 **Article II: President Pro Tempore**

739

740 Section 1. Election of the President Pro Tempore

741

- 742 1. Election of the President Pro Tempore: ~~will take place by the end of the second meeting~~  
743 ~~of the Fall and Spring Senate sessions.~~

744 a. ~~For the Fall semester, the President Pro Tempore will be elected at the first~~  
745 ~~Full Senate meeting of the fall session taking place immediately following the~~  
746 ~~swearing in of newly elected Senators.~~ For the Fall semester, the President  
747 Pro Tempore will be elected at a Senate meeting taking place immediately  
748 following the swearing in of newly elected Senators on the last day of the  
749 Spring semester.

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

756

757 2. The President Pro Tempore from the preceding session, if still a seated member of the  
758 Senate shall perform all duties and responsibilities of the office until a successor is  
759 elected.

760 3. If the President Pro Tempore from the preceding session is not still a seated member of  
761 the Senate, the chair of the Steering and Rules Committee shall become the acting  
762 President pPro tTempore until one is elected.

763 4. ~~The Senate will designate the amount of time each candidate may speak before the~~  
764 ~~Senate.~~

765 5. The elected President Pro Tempore will assume the duties of office immediately.

766

767 Section 2. President Pro Tempore Duties

768

769 1. The President Pro Tempore shall be an ex-officio non-voting member of all Student  
770 Service Agencies, boards, committees, or commissions and all Senate Standing  
771 Committees.

772 2. The President Pro Tempore shall serve as the Senator's liaison with the UNM  
773 Faculty Senate.

- 774 3. The President Pro Tempore shall handle all absences for office hours, Senate  
775 Standing Committees or Full Senate meetings. They shall be responsible for  
776 maintaining a record of attendance for Senate Office Hours, completion of Outreach  
777 Hours, and any other forms that must be filled out.
- 778 4. The President Pro Tempore shall collect emailed notification by senators for  
779 absences through the official email of the President Pro Tempore. The President Pro  
780 Tempore will notify the Vice President of all absences.
- 781 5. The President Pro Tempore shall enforce any disciplinary action against Senators not  
782 attending Office Hours, Senate Standing Committees or Full Senate meetings.
- 783 6. The President Pro Tempore shall not be included in the total number of quorum for  
784 any Senate Standing Committee meeting, unless quorum has not been met, in which  
785 case the President Pro Tempore becomes an ex-officio voting member and can  
786 fulfill quorum.
- 787 7. The President Pro Tempore shall be responsible for documentation and publication  
788 of Office Hours and email addresses of the current Senators.
- 789 1. Publication of UNM contact information can be up to the discretion of the Senator.
- 790 8. At a minimum of one time a month during each session, the President Pro Tempore  
791 shall assist the President and Vice President in preparing an e-mail message to  
792 inform the undergraduate student population about information regarding ASUNM  
793 initiatives and events, student issues, and upcoming ASUNM plans that promote  
794 knowledge and education on undergraduate subjects.
- 795 1. Because the President Pro Tempore serves as the liaison between the  
796 ASUNM Senators and Executive branch, this officer will work with the  
797 President and Vice President by assisting them with the e-mail.
- 798 2. The President, the Vice President, and the President Pro Tempore shall agree  
799 on the content prior to making the e-mail message public.
- 800 9. The President Pro Tempore shall serve as a member of the Scholarship Committee.
- 801 10. **The Fall President Pro Tempore shall have authority to approve all**  
802 **Presidential appointments that take place during the Fall meeting cycle.**
- 803 1. **If the Fall President Pro Tempore rejects one of the Presidential**  
804 **appointment(s), those appointment(s) will be subject to an upcoming Full**  
805 **Senate meeting to be held no later than ten (10) days following the**  
806 **rejection.**
- 807 2. **If an appointment fails after being sent to Full Senate, the President**  
808 **must submit a new appointment to the President Pro Tempore.**
- 809 11. **The Spring President Pro Tempore shall have authority to approve all**  
810 **Presidential and President Elect appointments that take place during their**  
811 **term.**
- 812 1. **If the Spring President Pro Tempore rejects a Presidential appointment(s),**  
813 **those appointment(s) will be heard at the next regular Full Senate**  
814 **meeting.**

815 **i. If the Spring President Pro Tempore rejects an appointment after**  
816 **the Spring meeting cycle, a special meeting shall be called within**  
817 **seven (7) days.**

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

820  
821 Section 3. Removal from Office

- 822
- 823 1. The President Pro Tempore may be removed from office at the will of the Senate.
  - 824 2. A motion for removal must be introduced on the floor of the Senate and seconded by two  
825 (2) senators.
  - 826 3. Removal of the President Pro Tempore requires a majority vote of the seated Senate.
  - 827 4. When the office of President Pro Tempore is vacant, whether by removal, resignation or  
828 other circumstances, a new President Pro Tempore will be elected at the next Full Senate  
829 meeting.

830  
831 Section 2. Duties of each Senator serving on the ASUNM Senate

- 832
- 833 1. Each Senator is required to attend Standing Committee meetings and Full  
834 Senate meetings for the entire duration of the meeting.
  - 835 2. Each senator is required to hold at least two (2) Senatorial Office Hours a week,  
836 which will be held in the ASUNM office. It is mandatory that each Senator  
837 submit their Office Hours weekly. The date and time of the submission will be  
838 at the discretion of the President Pro Tempore each semester.
  - 839 3. If a Senator is unable to complete their office hours during their stated times  
840 they need to contact the President Pro Tempore before the designated time of  
841 their office hours. If a Senator is unable to attend their Standing Committee  
842 meetings or Full Senate meetings, they need to contact the President Pro  
843 Tempore at least twenty-four (24) hours before the meeting is scheduled. The  
844 President Pro Tempore will then immediately notify the committee chair and  
845 the Vice President of the senator's absence. In case of an emergency, every  
846 effort should be made to contact the President Pro Tempore within forty-eight  
847 (48) hours after the meeting or office hours, with a written notification to  
848 excuse the absence.
  - 849 4. Each Senator must be appointed by the President of the Senate to one of the three  
850 Senate standing Committees. Those committees are the Finance Committee,  
851 Outreach & Appointments Committee and the Steering and Rules Committee.
    - 852 1. The Finance Committee shall refer to the finance code and ASUNM  
853 Constitution for all financial responsibilities.

854 2. The Outreach and Appointments Committee shall be responsible for the  
855 following outlined duties as well as what is outlined in the ASUNM  
856 Constitution.

857 1. ~~Appointments~~

858 1. ~~All appointees for the positions of Chief of Staff,  
859 Attorney General, Director of Communication, Student  
860 Service Agency Executive Directors, and Student Court  
861 Justices will be interviewed by the Outreach and  
862 Appointments Committee. All other appointees for  
863 positions may be interviewed at the discretion of the  
864 committee.~~

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

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

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

875 2. ~~All appointees will be required to submit an application  
876 specific to their desired position, cover letter and  
877 resume.~~

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

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

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

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

891 2. ~~If the candidate is not approved by the Senate, the  
892 President must submit a new appointment or  
893 resubmit that application.~~

894 4. ~~If the appointee is recommended for an interview with~~  
895 ~~the Outreach and Appointments Committee and the~~  
896 ~~appointee or their representative fails to attend the~~  
897 ~~scheduled committee hearing, the appointee or their~~  
898 ~~representative must attend the subsequent committee~~  
899 ~~hearing.~~  
900 1. ~~If neither the appointee nor their representative~~  
901 ~~attends the subsequent committee hearing and in~~  
902 ~~doing so has failed to attend two (2) ensuing~~  
903 ~~committee hearings, then the Outreach and~~  
904 ~~Appointments Committee must vote to not~~  
905 ~~approve the same presidential appointment.~~  
906 5. ~~The Outreach and Appointments Committee votes to~~  
907 ~~approve or not approve the presidential appointments~~  
908 ~~that are interviewed at a committee hearing.~~  
909 6. ~~If an appointment is not approved by the Outreach and~~  
910 ~~Appointments Committee:~~  
911 1. ~~The President must submit a new appointment or~~  
912 ~~resubmit an application for the same candidate~~  
913 ~~within five (5) days to the Outreach and~~  
914 ~~Appointments Committee Chair for~~  
915 ~~reconsideration.~~  
916 2. ~~Each appointee may only be submitted twice for~~  
917 ~~the same position.~~  
918 3. ~~If an appointee is not approved after the second~~  
919 ~~submission, the President must submit a new~~  
920 ~~appointment.~~  
921 4. ~~If an appointment is approved by the Outreach~~  
922 ~~and Appointments Committee, the same process~~  
923 ~~for final approval by the Senate as outlined in the~~  
924 ~~Legislative Code Article III, Section 2, A, ii is~~  
925 ~~followed.~~  
926 5. Outreach.  
927 1. The Outreach and Appointments Committee shall be responsible for  
928 making and posting content for any dedicated ASUNM Senate social  
929 media accounts, under the guidance of the Chair, and for beginning the  
930 planning of specific ASUNM Senate town hall initiatives.  
931 2. Further outreach responsibilities are outlined in the ASUNM Constitution  
932 and are under the discretion of the committee and the President Pro  
933 Tempore.



- 973 1. Four (4) hours, completed either together or separately, spent  
974 doing any activity in line with the definition of a senatorial  
975 outreach hour at a non-ASUNM sanctioned event.
- 976 3. Four (4) Discretion Hours
- 977 1. Four (4) hours, completed either together or separately, completed in an  
978 outreach event of the Senator’s own choosing including but not limited to  
979 the above approved events, or any outreach event consistent with the  
980 definition of an outreach hour found in the Definitions Code.
- 981 2. The additional four (4) hours required of Outreach and Appointment  
982 Senators will consist of two (2) ASUNM Event Hours and two (2) UNM  
983 Community Hours.
- 984 3. Senators are each required to complete four (4) Outreach hours by the  
985 onset of Fall or Spring Break to avoid disciplinary action. The remaining  
986 eight (8) hours must be completed by the final Full Senate meeting of the  
987 semester.
- 988 1. Outreach and Appointment Senators must complete their additional four (4)  
989 hours by the final Full Senate meeting.
- 990 10. Senators may be appointed to boards and committees. Senators that have accepted  
991 a position in any of the preceding governing bodies are required to attend all  
992 meetings for the boards and committees to which they have been appointed.
- 993 11. If a Senator fails to comply with the duties of their office which include but are  
994 not limited to, regular attendance of office hours, committee meetings, Senate  
995 meetings appointed board meetings, appointed committee meetings, or outreach  
996 hours along with the proper submission of Office and Outreach Credits at the  
997 Senate Pro Tempore’s discretion, that Senator will face proper disciplinary action  
998 as outlined by the Senator Accountability Code and the ASUNM Constitution.

1001 **DEFINITIONS CODE**

1002

1003 **Interim** – A temporary presidential appointee position pending approval from the **President**  
1004 **Pro Tempore Outreach and Appointments Committee**.

1005

1006

1007 **Town Hall Meeting** – An open forum, coordinated by the Outreach and Appointments  
1008 committee and the Vice President, which allows the University of New Mexico community to  
1009 voice their concerns and questions regarding the University of New Mexico as a whole or  
1010 special subject to ASUNM.

1011