

2015-16 ASNMHU By-laws and Guidance for Legislation (Bills & Resolutions)

1. ASNMHU meeting agendas shall be posted at least 72 hours prior to a scheduled meeting except in the case of an emergency meeting. Emergency meetings shall be announced and agendas posted at least 24 hours in advance. Agendas shall be posted on the university website and campus calendar, social media such as Facebook, and on the ASNMHU Office door.
2. Proposed legislation (bills/resolutions) must be submitted to the ASNMHU Office at least three working days in advance of a meeting. For example, if meetings are scheduled on Sunday at 5 p.m., proposed legislation must be submitted by Wednesday at 5:00 p.m. This is to allow time to secure a sponsor for the legislation and for the appropriate committee to review the proposed legislation.
3. Bills are defined as legislation involving funding requests. Requests for funding from clubs/organizations/individuals should be introduced as ASNMHU Bills.
4. Resolutions are defined as legislation that does not involve allocation of funds. Legislation involving constitutional amendments or positions/statements of support by ASNMHU should be introduced as Resolutions.
5. All legislation requires sponsorship by an ASNMHU Senator. Officers without voting privileges (President, Vice President, Treasurer, Secretary, and Parliamentarian) may not sponsor or introduce legislation.
6. The sponsoring Senator must review the sponsored bill to verify its clarity and accuracy. It is also the responsibility of the sponsoring senator to send an electronic copy of the bill to ASNMHU prior to the meeting.
7. Only university recognized and chartered clubs/organizations or sanctioned university activities/events are eligible for funding from ASNMHU. Charter information is available in the Office of Campus Life. A copy of the club/organization's official charter, along with membership roster that includes student names and ID numbers, should be included in requests for funding from ASNMHU.
8. Funding for individual students shall be considered on a case-by-case basis and only for the purposes of university-sponsored research activities or professional development. Financial hardship requests for such things as tuition and fees, housing and meal plan costs or individual transportation are not eligible. Such cases will be referred to the Dean of Students for follow-up or referral to the appropriate office/department.
9. Clubs/Organizations should include contact information (current cell phone number and e-mail address) of at least three (3) officers or members for purposes of communicating meeting dates/times and other pertinent information. Individuals requesting funding shall similarly list current contact information.
10. Funding is appropriated on a first-come, first-served basis. Once line items in the budget have been depleted and budget adjustment requests exhausted, funding requests will no longer be considered.
11. Clubs/Organizations and individual students are limited to requesting funds from ASNMHU once per semester.
12. Funding requests to ASNMHU cannot exceed \$500. This amount applies to both general ASNMHU funds and the Graduate Committee.

13. Finance Committee or Graduate Committee Chairpersons shall inform the sponsoring Senator prior to the ASNMHU meeting if there are any further questions or concerns with the bill/resolution.
14. If the legislation is passed through committee (Finance/Graduate/Steering & Rules), the respective committee will make a recommendation to the full Senate for action. The committees may not allocate funds or approve amendments directly. The committee's role is to make recommendations. All funding requests require approval by a vote of the full senate.
15. It is the legislation sponsor's responsibility to ensure that individuals/clubs/organizations are represented in person at the ASNMHU Meeting when the proposed legislation will be discussed. The sponsoring senator shall give a brief introduction of the club/organization/individual before yielding the floor. If an individual or club/organization member is not present at the meeting, the Finance Committee/Graduate Committee or the legislation's Sponsor will recommend for the legislation to be tabled.
16. Budget summaries and other language justifying the proposed appropriation shall be submitted to ASNMHU. Narrative that highlights the club/organizations visibility on campus, community service, and fundraising efforts are encouraged. ASNMHU reserves the right to request receipts after allocated funds have been spent as well as to have the recipients of funding present to the senate regarding their research or professional development opportunity.
17. All re-usable materials purchased using ASNMHU funds belong to the department in which the student is conducting research. It is the responsibility of the student to meet with their faculty advisor and/or department chair to decide what materials are considered re-usable.
18. Copies of all legislation must be provided to members of the Senate at least twenty-four (24) hours prior to a regular or special meeting (by the ASNMHU Treasurer and/or Secretary). If the meeting is to be held on a non-working day, the copies will be provided the last working day prior to the meeting. Bills and resolutions will be considered delivered by placing them in the ASNMHU member's mailbox in the Senate Office.
19. Upon legislation being passed by the Senate, the appropriate officers signatures should be affixed as soon as practical. Lack of signature by President may denote a veto. The Treasurer's signature is also required when funds are being allocated. The signed legislation must be processed to the fund supervisor (Dean of Students Office) as soon as practical. ASNMHU Officers are encouraged to submit signed legislation within two working days of the legislation being passed.
20. ASNMHU members who sponsor legislation have the responsibility to communicate with clubs/organizations/individuals regarding expected timeframes for disbursement of funds. Check Requests require at least two additional levels of approval (NMHU Dean of Students Office, as the fund supervisor, and NMHU Business Office, in their capacity for internal control). Access to funds for clubs/organizations are made through Darlene Chavez of the NMHU Foundation in Kennedy. Access to funds for clubs and organizations are made via check in care of the Club/Organization Advisor or Academic Dean. For approved funding to individuals, checks can be made in their name. They may be required to show student identification. Clubs/organizations/individuals should allow approximately two weeks from the time legislation is passed to the time funds are disbursed.

21. ASNMHU, through the Treasurer and Finance Committee, may recommend budget adjustment requests in order to transfer available funds from one line item in the ASNMHU budget to another. BAR's require approval of the Senate.
22. Internal purchase requests for ASNMHU business and/or sanctioned activities/events approved by the Senate shall be developed to distinguish between external funding requests and purchases authorized by the Senate to conduct business, host or sponsor activities, and purchase items or materials. Example: the \$500 funding request does not apply to ASNMHU for such things as the end-of-the-year Gala, costs of which will exceed \$500.