

2019-2020 ASNMHU BY-LAWS

PREAMBLE

We the students of New Mexico Highlands University, in order to form a more perfect student body, recognize that we are and important part of the University Community, and are therefore entitled to an active role in deciding its policies and priorities. To this end, we herby re-constitute a student government to represent student interests; to secure an active role for students in deciding official policies and priorities; to safeguard academic freedom and student rights, and to affirm the student citizens dignity and worth; to promote and fund student groups and organizations, thereby promoting student morale and interaction; and finally, to serve as a campus wide forum for the expression and exchange of student ideas and opinions; we hereby ordain and establish these By-Laws.

Article 1. General Provisions

Section 1.1 Meetings

- §1.1.1** ASNMHU meeting agendas **will** be posted **at least 72 hours prior** to a scheduled meeting, except in the case of an emergency meeting. Emergency meetings **will** be announced, and agendas posted **at least 24 hours in advance**. Agendas **will** be posted on the University website, campus calendar, social media, at the office of campus life, library, purple pub, and on the ASNMHU office door.
- §1.1.2** There shall be **no** other business discussed at emergency meetings, other than what is on the agenda.
- §1.1.3** During all meetings, the use of any electronic device, including but not limited to cell phones, laptops, tablets, etc. is strictly prohibited, unless they are being used for official business (cases of emergency shall be considered official business). First violation will result in a warning, a second violation will result in the member being asked to leave the meeting and will result in an unexcused absence.
- §1.1.4** A business-casual dress code will be expected to be worn by all ASNMHU members in order to enter meetings and will be enforced.
- §1.1.5** The chair, in conjunction with the parliamentarian if needed, has both the authority, and duty, to set procedure and rules of debate.
- §1.1.6** Official communications—including e-mails, texts, agendas, and legislation— must go through the Secretary, who will then forward it to the President, Vice-President, Treasurer,

or appropriate committee. This will exclude internal communication between committee chairs and members, as well as other chairs.

§1.1.7 In the general interest of transparency to all NMHU students, and the community, all meetings by the ASNMHU (except for Executive sessions), must be recorded, broadcasted or otherwise made available to all NMHU students, and community members, to inform them of ASNMHU proceedings.

Section 1.2 Legislation

§1.2.1 Bills are defined as legislation involving funding requests. Requests for funding from clubs/organizations/individuals should be introduced as ASNMHU Bills. For a bill to be considered, it must first be submitted by the sponsoring Senator to the Secretary and Treasurer for review, no later than one week prior to the next scheduled meeting, then sent to the appropriate committee following the approval by both executives. This will also allow ample time for the committee to review the proposed legislation and be placed on the agenda.

§1.2.2 Resolutions are defined as legislation that does not involve allocation of funds. Legislation involving constitutional amendments of positions/statements of support by ASNMHU should be introduced as Resolutions.

§1.2.3 Copies of all legislation must be provided to members of the Senate at least 24 hours prior to a regular or special meeting (by the ASNMHU Secretary or Treasurer). 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 either by placing them in the ASNMHU member's mailbox in the Senate office, or by email.

§1.2.4 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. Also, any Senator who may possess a conflict of interest, as defined in section 3.2 may not sponsor or introduce legislation.

§1.2.5 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.

§1.2.6 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/organizations charter, along with membership roster that includes student names and ID numbers, should be included in requests for funding from ASNMHU.

§1.2.7 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 such 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.**

- §1.2.8** Clubs/Organizations should include contact information (current cell phone number and e-mail address) or at least three officers (3), officers or members for purposes of communicating meeting dates/times and other pertinent information. Individual requesting funding shall similarly list current contact information.
- §1.2.9** 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.
- §1.2.10** **Clubs/Organizations and individual students are limited to requesting funds from ASNMHU once per semester.**
- §1.2.11** Funding request to ASNMHU cannot exceed \$500. This amount applies to general ASNMHU funds, clubs, individual Undergraduates, and individual Graduates. All ASNMHU expenses more than \$500 must be confirmed by a 2/3 majority.
- §1.2.12** 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 bills/resolutions.
- §1.2.13** 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 vote of the Senate.
- §1.2.14** It is the legislation sponsor's responsibility to ensure that individuals/clubs/organizations are represented at the ASNMHU meeting when the legislation will be discussed. The sponsoring senator shall give a brief introduction of the club/organization/individual before yielding the floor. If an individual/club/or 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.
- §1.2.15** 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.
- §1.2.16** Upon legislation being passed by the Senate, the appropriate officer's signatures should be affixed as soon as practical. Lack of signature by the 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.

- §1.2.17** 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 the NMHU Foundation Office. 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.
- §1.2.18** ASNMHU, through the Treasurer and Finance Committee, may recommend budget adjustment request to transfer available funds from on line item in the ASNMHU budget to another. BAR's require approval of the Senate.
- §1.2.19** Internal purchase request 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. These funds should come from operational costs.
- §1.2.20** 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/or department chair to decide what materials are considered re-usable.

Article 2. Specialized Rules

Section 2.1 Separation of Powers

- §2.1.1** To protect the separation of powers of each branch of government, no person holding office in one branch of government shall be accountable to a person holding office in a separate branch of government, except as provided by the Constitution.
- §2.1.2** The Executive Branch will be composed of the President, Vice-President, Treasurer, Secretary, Parliamentarian, and the President Pro-Tempore, and shall have authority over scholarship funds. Additionally, the President shall be granted all privileges, and veto powers.
- §2.1.3** The legislative Branch will be composed of the remaining Non-Executive/Judicial members and shall be the only voting members. As outlined in the constitution, the Vice-President may vote in the case of a tie.
- §2.1.4** The Judicial branch as outlined in the constitution, will be composed of a Chief Justice and two (2) Associate Justices. They are not required to attend all meetings, and Justices cannot be appointed from within the ranks of the Legislative or Executive branches. The Judicial Branch will be allotted a stipend of \$100 per person, per semester.

Article 3. Code of Ethics

All members of the ASNMHU, including but not limited to all appointed or elected officials of the Legislative, Executive, and Judicial branch, should keep the Code of Ethics at the forefront of their actions and always be prepared to give account of their actions and words. Members of ASNMHU shall represent their constituencies first by expressing their interests and concerns within the Student Senate, and second by being a good example of conduct in the execution of their duties.

Section 3.1 Purpose

- §3.1.1 The purpose of the Code of Ethics is to establish a standard of conduct for members of ASNMHU.
- §3.1.2 Elected and appointed members of ASNMHU hold positions of trust and are expected to act in the best interest of New Mexico Highland University and its students.
- §3.1.3 ASNMHU members shall fulfill that trust by adhering to general principles of ethical conduct as well as specific standards detailed in this code and the Student Code of Conduct.
- §3.1.4 The Code of Ethics provide guidance for elected and appointed ASNMHU officials when faced with certain situations or circumstances.
- §3.1.5 The Code will also encourage an ethical future for the members of ASNMHU upon graduation.
- §3.1.6 The Code will instill trust and confidence as ASNMHU officials demonstrate their commitment by exercising their core values and standing by the Code of Ethics.

Section 3.2 Definitions

- §3.2.1. Conflict of Interest shall be defined as a situation in which an ASNMHU member participates in an action(s) that has the potential to benefit:
 - §3.2.1.1 The officer
 - §3.2.1.2 The officer's immediate family, spouse, partner, parents, children, siblings, significant other, or roommate(s).
 - §3.2.1.3 An organization to which the officer belongs (other than the ASNMHU and NMHU Recognized clubs) including political parties, campaign committees or other structures, etc.
 - §3.2.1.4 The officer' employer
- §3.2.2 Recusal shall be defined as the act of removing one's self from discussion, deliberation, or actions concerning an issue.

Section 3.3 Code of Ethics

ASNMHU elected and appointed officials are tasked with enacting the following:

- §3.3.1** I will think in terms of putting students first.
- §3.3.2** I will act in a trustful manner and will honor agreements and promises.
- §3.3.3** I will serve as a liaison between the students and administration.
- §3.3.4** I will work to promote a positive image of the Associated Students of New Mexico Highlands University, encouraging unity and cooperation.
- §3.3.5** I will conduct myself at all times in a manner that shall reflect positively on the Associated Students of New Mexico Highland University.
- §3.3.6** I will uphold the Oath of Office, Constitution, by-laws and all governing documents of the ASNMHU, in addition to the New Mexico Highlands University Student Code of Conduct.
- §3.3.7** I will respect all members of the New Mexico Highlands University and Las Vegas communities regardless of race, color, sex, religion, creed, age, sexual orientation, gender, disability, national origin, or veteran status which follows New Mexico Highlands University's non-discrimination policy.
- §3.3.8** I am prohibited from using the office or ASNMHU funds for private gain, other than payments or reimbursements authorized by the ASNMHU advisor.
- §3.3.9** I will act impartially and not give preferential treatment to any private organization, public organization, or individual.
- §3.3.10** I will strive to avoid actions which would create the appearance of a conflict of interest or preferential treatment.
- §3.3.11** I shall not accept gifts exceeding \$5.00 in value from individuals or organizations (except ASNMHU) for performing my official ASNMHU duties.
- §3.3.12** If I become aware that a conflict of interest exists or appears to exist, I must immediately disclose the nature of the conflict in writing to the ASNMHU Advisor on my campus.
- §3.3.13** If I become aware that I have a conflict of interest during an ASNMHU meeting, whether formal or informal, I must immediately inform those present and recuse myself from the relevant issue.