

ASWNMU Constitution

CONSTITUTION OF THE ASSOCIATED STUDENTS OF WESTERN NEW MEXICO UNIVERSITY

We, the students of Western New Mexico University, being an integral part of the university community, and are therefore entitled to an active role in deciding its policies and priorities. To this end, we hereby establish a student government and its constitution to secure said active role for students in deciding official policies and priorities; represent student interests; to safeguard academic freedom and student rights, and to affirm the student citizens dignity and worth; to foster and coordinate campus- wide social activities and events; to promote and fund student groups and organizations; and thereby promote student morale and interaction; and finally, to serve as a campus wide forum for the expression and exchange of student ideas, opinions, and procedures.

ARTICLE I INTRODUCTION

Section I. The name of this organization shall be the “Associated Students of Western New Mexico University.” Hereafter termed the “Associated Students.”

Section II. All persons who are enrolled part or full-time shall be members and will have full rights and responsibilities as the constitution outlines.

Section III. All powers, duties, and responsibilities of the Associated Students shall be delegated among three branches: executive, legislative and judicial.

Section IV. In the event a question arises concerning parliamentary procedure that is not defined in this Constitution the following documents will prevail:

- A. The ASWNMU Senate Guideline Manual
- B. Robert’s Rules of Order

ARTICLE II EXECUTIVE

Section I. Executive Council

A. Executive Council shall be comprised of the following:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Attorney General
6. Governmental Affairs Director

Section II The duties of the various officers of the executive council shall be as follows:

A. The President shall:

1. Serve as the head of Executive Branch
2. Call special meetings of the Associated Students and preside over them.
3. Appoint students to certain committees of the university with the approval of the Senate.
4. Recommend various legislations to the Senate for their approval.
5. Have the right to veto overall Senate rulings in a formal written process within one (1)

academic week of passage (five academic days).

(a) In the event of a veto, the Senate may override the veto with a two-thirds (2/3) vote within one (1) academic week done at a public meeting or special meeting called on by the Vice President.

6. Submit an oral and/or written report to the Board of Regents at every meeting during the Fall and Spring semester. This report is to include all transactions; past, present and future plans; bills; activities; and other information which will provide good, clear communication links between the Associated Students and the Board of Regents.

7. Appropriate action to Student Government items of information based on decisions reached at regular meetings at Board of Regents.

8. Appoint an Advisor, Attorney General, Governmental Affairs Director and open Justices positions by the first two (2) academic weeks of office with approval from the Senate.

9. Keep a Standard Operating Procedure record during term in office.

B. The Vice President shall:

1. Serve as head of Legislative Branch.

2. Serve as President of and preside over all public Senate meetings

3. Have the duty to vote in the event of a tie vote within the Senate.

4. Have the duty to approve Senate hours with the review or Senate Pro Tempore.

5. Assume the duties of the President in his or her absence.

6. Act as coordinator between Executive Council and the Senate.

7. Maintain an operations guideline for the Legislative Branch.

8. Keep a Standard Operating Procedure record during term in office.

C. The Secretary shall:

1. Keep and maintain minutes of the Executive Council meetings and make such minutes available for publication.

2. Serve as official correspondent for Associated Students and the Executive Council.

3. Post all minutes on the Official Council Board and in such places as recommended by the Executive Council and deposit one copy at the Office of Student Affairs following each meeting.

4. Be responsible for the maintenance of all files of the various committees.

5. Be responsible for filing bills during term of office.

6. Be responsible for filing any veto, impeachment, or recall documentation during office.

7. Be responsible of contacting external and internal committee chair to find schedules and correlate with ASWNMU members.

8. Keep a Standard Operating Procedure record during term in office.

D. The Treasurer Shall:

1. Present a financial report at Student Senate meetings.

2. Require that each source requesting monies for allocation present an itemized budget in accordance with a standardized accounting form approved by the Executive Council.

3. Serve as the clubs committee chair.

4. Perform other duties for Associated Students at the direction of the President.

6. Keep a Standard Operating Procedure record during term in office.

E. Student Attorney General

Shall be appointed by the President and approved by two-thirds vote (2/3) of the Student Senate.

1. The Student Attorney General shall give advice or written opinion to any member of Associated Students of Western New Mexico University on Associated Students of Western New Mexico University policy.
2. All passed legislation must have been reviewed by the Attorney General to determine that it complies with Associated Students of Western New Mexico University law and the Associated Students of Western New Mexico University Constitution.
3. The Student Attorney General shall represent the Associated Students of Western New Mexico University Government in any case in which it is involved.
4. In any case in which Associated Students of Western New Mexico University Government is the plaintiff, the Student Attorney General shall prepare the case for presentation to the Supreme Court.
5. In the event a question arises concerning parliamentary procedure that is not defined in this constitution, Robert's Rules of Order shall prevail.
6. The student Attorney General will be sergeant at-arms at all ASWNMU meetings to handle disputes. (See Senate Bylaws article IX).
7. The Attorney General shall have the power to review the recorded hours, and may pro-rate any scholarships, salary or stipend.
8. Keep a Standard Operating Procedure record during term in office.

F. Governmental Affairs Director

1. Be appointed by the President and approved with a two-thirds (2/3) majority vote of the Student Senate.
2. Serve as the official correspondent of any and all governmental affairs for the Associated Students.
3. Arrange and plan all trips and meetings with representatives of the state and other governing bodies for the associated students.
4. Represent student interests at all official settings of deemed importance for the Associated Students.
5. Be available for advice, current political updates, presentations, and activity planning for the Associated Students at all times.
6. Be responsible for the lobbying budget and submit a detailed budget for each month of expenditures to the Senate and President for approval.
7. Submit written and oral reports to the Senate regarding transactions, plans, bills, and activities of governmental importance to the Associated Students.
8. Keep a Standard Operating Procedure record during term in office.

Section III. Student Regent

A. The Student Regent cannot be an elected or appointed official of the Associated Students. If the Student Regent is an elected or appointed official at the time he/she is appointed to the position of Student Regent then he/she must resign from the position that is held within the Associated Students.

B. The Student Regent will hold an ex-officio position within the Executive Council of the Associated Students, but is not deemed to be an officer or other official of the Associated Students for any purpose under the Constitution.

1. Is requested to submit an oral and/or written report to the Student Senate following a Regent Meeting.

ARTICLE III THE SENATE

Section I. All Legislative Powers of the Associated Students shall be vested in the "Associated Student Senate", hereafter termed The "Senate."

Section II. The Senate shall be comprised of:

A. The Senate shall be comprised of **ten (10)** student members with no regards to their class in the University.

Section III. The Senate shall:

A. Have Legislative prerogative.

B. Establish its own procedures for conducting Senate business.

C. Approve by two-thirds (2/3) vote any appointment by the President.

D. Prepare and act upon legislation.

E. Allocate the minutes of the Associated Students.

F. Meet at least twice monthly during the academic year.

G. In the Associated Student Senate, any abstaining vote will not count in the tally concerning said vote.

H. Elect its own President, Pro Tempore of the Senate, Floor Leader, and Secretary of the Senate.

I. Senators must serve at least two office hours during business days and hours.

J. Senators must give a written committee report to the executive secretary.

Section IV. Any legislation brought before the Senate must be presented in bill form. All bills must be sponsored by two (2) members of the ASWNMU Senate. All bills must be presented to the Attorney General no later than two (2) business days before the public meeting for the purpose of "constitutional adherence" prior to being voted on in a Senate meeting. Any legislation brought before the Senate that is not in bill form during a Senate meeting, must be tabled until a bill can be written for the legislation.

A. Resolutions must also be put into bill format and voted on.

B. Any proposed legislation from student body, faculty, or community members must be in written format and given to Senate before Caucus.

ARTICLE IV THE JUDICIARY

Section I. The Judicial Power of the Associated Students shall be vested in one Student Supreme Court hereafter termed "Supreme Court" and in such inferior courts as the Student Senate may from time to time establish. The Judicial Power shall extend to all cases in law and equity, arising under this constitution, statutory enactments, legislative resolutions or executive orders of the Associated Students of Western New Mexico University.

A. Members of the Supreme Court and any inferior courts are appointed by the President and approved by two-thirds vote (2/3) of the Student Senate.

B. The term for office members of the Supreme Court **will last the duration the Supreme Court Member is a WNMU student** from the date of appointment. Members of the Supreme Court who graduate will surrender their office to allow for a new appointment.

C. The Supreme Court will consist of no less than three (3) members. A Chief Justice and two (2) Justices.

Section II. The Supreme Court shall have original jurisdiction in all cases and controversies concerning the interpretation of this Constitution.

A. The Supreme Court shall have the power to review all decisions made by such inferior courts as the Student Senate may from time to time establish.

B. The Supreme Court shall have the power to establish its own procedures and establish an official reference source. Such procedures and source shall be made known to the Executive and Legislative Branches, and to other departments of the Judicial branch for reference.

C. The actions and decisions of the Supreme Court shall be subject to the channels of appeal of Western New Mexico University.

Section III. A Supreme Court Clerk shall be appointed by the Supreme Court at its first regular meeting, the court Clerk shall keep Court records and attend all court meetings.

Section IV. A Supreme Court Chief Justice shall be appointed by the President of the Associated Students and approved by a two-thirds majority vote of the Senate. The Supreme Court Chief Justice shall:

A. Maintain the operations reference manual of the Supreme Court to be stored in Student Government Offices.

B. Ensure that the Supreme Court meets at least **twice a month** in the Fall and Spring semesters with the first meeting occurring within two weeks of all Fall positions being filled and report to the President on their progress.

C. Aide the Attorney General in ensuring all club constitutions is in accordance with University policy, and ASWNMU policy.

D. Maintain and be responsible for all legal references including national, state, county, and city laws.

E. Ensure the Supreme Court Clerk attends all meetings and that the documented minutes are readily available in the offices of Student Government.

F. Work with the Attorney General and the Governmental Affairs Director in obtaining any and all reference manuals such as the Blue Book of the state of New Mexico, Open Meetings Act volumes from the State Attorney General's Office, Legislative Description guides from the State Capitol and others of deemed importance for the reference library of the Associated Students.

G. **Determine the validity of absences for ASWNMU members.**

H. **This court will serve as determining body in Recall process.**

I. **Serve on at least one (1) internal and one (1) external committee appointed by the President and approved by the Senate.**

J. **Give the Judicial Branch report at public meetings.**

K. **Work a minimum of three (3) office hours a week in the ASWNMU chambers and will receive a scholarship of \$480 per semester.**

Section V. Associate Justices shall be appointed by the President of Associated Students and approved by two-thirds majority of the Senate. The Associate Justices shall:

A. **Aid Chief Justice with any of their duties.**

B. **Attend all Public meetings, and give judicial report if Chief Justice is unable to.**

C. **Will serve on one (1) external and one (1) internal committee appointed by the President and approved by the Senate.**

D. **Work a minimum of two (2) office hours per week in the ASWNMU chambers and have a scholarship of \$320 per semester.**

ARTICLE V THE ADVISOR

The Advisor

Section I: The advisor shall serve as a mentor and consultant to all members and branches of ASWNMU. Suggest policies, bills and ideas but does not have a vote in any legislation.

Section II: The advisor of ASWNMU must be a full-time staff member of a faculty member (full-time or adjunct professor) employed at Western New Mexico University. Student work-studies and student employees who work less than forty hours per week are not considered full-time employees of WNMU.

Section III: The Advisor shall:

- A. Be appointed by the ASWNMU President and approved by the Senate with 2/3 vote.
- B. Serve in office for one (1) academic year, or remainder of the academic year thereof.
- C. Have no stipulations on number of re-elections.
- D. Attend all ASWNMU public meetings to give input as needed.
- E. Help construct the ASWNMU retreat at the beginning of the academic year with the President.
- F. Meet once a month with the President, Pro-Tempore and Chief Justice to discuss arising issue.

ARTICLE VI ELECTION, QUALIFICATIONS, TERMS OF OFFICE, AND SCHOLARSHIP STIPULATIONS

Section I. The Election Committee shall supervise all Campus Associated Student Elections. The Election Committee shall be appointed by the ASWNMU President and majority vote of Senate no later than the first week of March. The committee will consist of five (5) student members who are not seeking an elected position within the Associated Students. One (1) member of the Executive Council, two (2) members of the Senate, and a minimum of two (2) at large students. The committee shall publicize the election no later than the last week of March.

A. The Associated student's President, Vice President, Secretary, and Treasurer shall be elected annually by an all-campus election of the Associated Students no later than the third (3rd) week of April.

Original Section B was omitted.

B. The Associated Student President, Vice President, and other executive officers and Senators will be sworn in at the last public meeting of the Senate of the Spring Semester.

Section II. All Executive appointments shall be presented to the Senate for two-thirds (2/3) vote of approval. The Executive, Judiciary, and Advisor appointments will occur at a special meeting following the last public meeting of the Spring Semester with the upcoming school years new legislative body.

Section III. The terms of office for the Associated Student officers shall be:

- A. One (1) full academic year for President, Vice President and other Executive officers.
- B. From their oath of office until the conclusion of the spring semester for Senators.

Section IV. All elected or appointed officers shall maintain a cumulative 2.75 institutional grade point average with Western New Mexico University or 2.75 cumulative GPA transferred from previous institution for new students and shall hold no more than one (1) office within the Associated Students concurrently.

Section V.

A. All Executive Council members shall receive scholarships. **The scholarships will be \$1600 per semester.** The scholarships shall be conditional upon each member of the Executive Council (additional requirements for the President, see Article V, Section V, Parts D, E, and F) working (10) ten recorded hours per week in the Student Government office, in the performance of their duties. No other obligations shall interfere with these duties."

B. The Student Senate shall have the power to review the recorded Hours, and may pro-rate any scholarship, salary, or stipend.

C. The Attorney General shall have the power to review the recorded hours, and may recommend to the Senate to pro- rate any scholarship, salary, or stipend.

D. The President shall work a minimum of fifteen (15) hours a week in the Student Government office and a minimum of five (5) additional hours in the performance of his/her presidential duties.

E. The President will be required to work a minimum of ten (10) hours a week in the Student Government office during Summer Sessions I & II.

F. The salary of the President shall be approved by two- thirds (2/3) of the Senate.

G. **It is highly recommended that the President and Vice President serve at least some time as an ASWNMU member or has a background in student government elsewhere before they run for said office, but it is not required.**

ARTICLE VII VACANCIES

Section I. If the Office of President should become vacant, the Vice President shall serve as President for the remainder of the unexpired term.

Section II. If the Office of Vice President should become vacant, the President Pro Tempore of the Senate shall serve as Vice President for the remainder of the unexpired term. The Floor Leader of the Senate shall then serve as the Pro-Tempore of the Senate.

Section III. If the Offices of President and Vice President should become vacant at the same time, the President Pro-Tempore shall become President and the Floor Leader of the Senate shall become Vice President for the remainder of the unexpired term.

Section IV. In the event that all the offices should become vacant at the same time, the Senate shall, from among its members, elect persons to fill these offices for the remainder of the unexpired term.

Section V. Vacancies in the Senate shall be filled by appointment from the President with two-thirds (2/3) approval from the Senate. These appointments must occur two (2) academic weeks after vacancy, unless vacancies occur within two (2) academic weeks of the forthcoming, regular elections.

ARTICLE VIII RECALL

Section I. Recall shall herein be defined as the legal removal of an officer upon the vote of the Associated Students.

Section II. Recall of the Associated Student President, Vice President, and/or other executive officers may be requested by any member of the Associated Students by letter presented to the Attorney General.

- A. The **Supreme Court** shall evaluate recall requests and determine the validity of such.
- B. If deemed valid, a public hearing of the recall requests will be held within two (2) academic weeks of the **Supreme Court** validation of the recall request.
- C. Within two academic weeks of the public hearing a two- thirds (2/3) vote by the Senate in favor of recall shall constitute recall.

Section III. Recall of Senators may be requested by any member of the Associated Students. A letter must be presented to the Attorney General.

- A. The **Supreme Court** shall evaluate recall requests and determine the validity of such.
- B. If deemed valid, a public hearing of the recall requests will be held within two (2) academic weeks of the **Supreme Court** validation of the recall request.
- C. Within two academic weeks of the public hearing a two- thirds (2/3) vote by the Senate in favor of recall shall constitute recall.

Section IV. The **Supreme Court** shall:

- A. Meet in a public hearing within two (2) academic weeks after determination of recall request validity.
- B. Make public recommendations following a public hearing on its opinion of recall requests.

Section V. The name and signature of the person or persons requesting recall shall be stated in the recall request letter.

ARTICLE IX MPEACHMENT

Section I. The public hearing must be a meeting that is separate and exclusive for the presentation of the impeachment case, in order for the impeachment process to take place. In the means of the public hearing the case must be presented from both parties before the voting takes place.

Section II. Within three (3) academic weeks post hearing the Senate may, on a vote of three fourths (3/4) of total membership, expel from office any official of the Associated Students, elected or appointed, by means of public hearing.

Section III. Any expelled official of the associated Students may petition the Supreme Court for re-reinstatement or any other action deemed necessary.

ARTICLE X Campus Clubs and Organizations

Section I: Recognition:

To be recognized as club or organization, the following shall apply: Have an original club Constitution or Bylaws approved by the ASWNMU Attorney General and placed on file in the offices of ASWNMU Student Government by the filing deadline.

- A. File an application for recognition that includes officer and advisor names, phone numbers, and e-mail addresses. The club advisor must be a full-time staff member of a faculty member (full-time or adjunct professor) employed at Western New Mexico University. Student work studies and student employees who work less than forty hours per week are not considered full-time employees of WNMU. A minimum of four officers are recommended [President, Vice President, Secretary, and Treasurer]. However, with the

combination of the offices of Secretary and Treasurer, three officers are acceptable; however, no less than three (3) officers will be accepted. Only student members may hold office in a recognized campus club or organization. A student is described as a person taking one or more credit hours from Western New Mexico University. A person not taking any credit hours from Western New Mexico University can assume the same rights as a guest speaker when at club functions; and,

B. At the time of application for initial recognition, the club or organization shall submit an article or press release pertaining to the club, which is used for publication in the *Mustang*. The amount of words will be at the sole discretion of the *Mustang* editor-in-chief or an equivalent thereof. This portion of the process is not necessary for re-recognition of existing clubs. The club will also be required to turn in a constitution that must be accepted by the Attorney General before the club recognition can be voted on by the Senate; and,

C. Meet the filing deadline. The filing deadline is six [6] weeks of the fall and spring semesters' commencement. Clubs recognized during the fall semester are recognized for the entire academic year. Clubs failing to meet the fall semester deadline may be recognized during the spring semester and will be recognized for the balance of the academic year.

D. Re-recognition of any club or organization approved by the Senate in the prior academic year, must also file

any amendments to the club/organization's constitution or bylaws since prior filing, in addition to the change in new officers or sponsor and their respective contact information, or differing press release. If there is no change to any one or all of these items, it should be noted on the approval application at the time of submission.

E. Any club inactive for five (5) consecutive years' shall have their account closed and remaining funds will be transferred to ASWNMU matching funds account with a majority Senate vote.

Section II Fund Allocation:

The ASWNMU Senate will allocate funds from the commissions on vending machine sales to eligible campus clubs and organizations. A two-thirds [2/3] vote of the Senate is required for fund allocation approval. To be eligible to receive funds from the vending machine commissions on sales, a club shall comply with the following:

A. Participate in **five [5]** campus activities during each of the fall and spring semesters. During the fall semester, the activities shall be homecoming (**required**) or a community involved project, **or** an activity of choice at the discretion of the club and approval of the ASWNMU Senate. During the spring semester, the activities **can** be the ASWNMU annual elections or the Great Race (**required**), and an activity of choice at the discretion of the club and with the approval of the ASWNMU Senate. The intended activities that the respective clubs intend to participate in, must be noted on the application and approved at the time of submission for recognition or re-recognition; and,

B. Submit an oral or written report which entails the activities and fundraising events the club participated in throughout the semester. The reports must be given and accessible to the Senate during one of the two final meetings of both the fall and spring semesters. Failure to present reports shall result in the possible revocation of club recognition and loss of privileges for matching funds at the discretion of the Senate.

C. Clubs that receive funds from the commissions on sales from vending machines and do not fulfill their obligation to participate in campus activities shall be placed on probation for one full academic year. Clubs on probation shall not receive any funds from the commissions on sales from vending machines. It should be noted that no matching funds shall apply to either seed money at initial set-up or re-recognition of a club or organization. Nor shall funds be matched for donations to the club or organization that is not acquired

directly through documented fund raiser deposits.

Section III Criteria:

The criteria for allocation of funds from the commissions on vending machines sales shall be:

A. Seed money in the amount of one hundred fifty dollars [\$150.00] shall be awarded at the initial recognition of new clubs. The Senate may either award or deny seed money. The Senate may not pro-rate the amount of seed money allocation; or,

B. Start up money in the amount of one hundred dollars [\$100.00] shall be awarded for subsequent recognition for continuing clubs. The senate may either award or deny start up money. The Senate may not pro-rate the amount of start up money allocation; and,

C. In order to receive matching funds from the commission of sales from vending machines, clubs shall provide documentation of their continued allotment of fund raisers in their account for the current semester. Clubs must also show proof or receipt of deposit in order for the funds raised to be matched. If

no proof is given, then the Senate will not appropriate the funds to be matched. The Senate may either award or deny matching funds. A printed treasurer report must accompany the request for matching funds allocation; this receipt may be obtained at the business office; matching funds for clubs will be limited to one thousand (1,000) a semester; and,

D. Clubs must present a statement explaining a proposed fundraiser signed by the clubs factuality advisor ; and,

E. The matching funds will follow the gradient scale. The scale is for the cumulative amount of funds to be matched. For the first \$250.00, the club will be matched 1:1, and so on according to the scale. Any club can come to the senate as many times as the club feels necessary for matching funds. A club may be matched either on a fundraiser basis or a total lump sum of all fundraisers. Example: Fundraiser #1 raises \$200.00. This amount will be matched 1:1. Fundraiser #2 raises \$250.00. The first \$50.00 will be matched at 1:1, and the rest will be matched at 1:2. If the club decided to bring the total amount of \$450.00 at one time, then the first \$250.00 will be matched at 1:1 and the \$200.00 that is left will be matched at 1:2.

Matching Funds Gradient Scale

\$1 - \$250.00 matched at a 1:1 ratio

\$251 - \$500.00 matched at a 1:2 ratio

\$501 - \$1,000.00 matched at a 1:3 ratio

\$1,001.00 + matched at a 1:4 ratio

This is an accumulative scale and the Senate may be petitioned for matching as many times as the club chooses within the given semester. A recorded running balance shall be kept in the ASWNMU Offices **in the Treasures (club committee chairs)** organization's file(s).

Section IV Restrictions:

The policy addressed in Article III applies only to the allocation of funds derived from the commission on sales from vending machines on the campus of Western New Mexico University. This policy restricts the ASWNMU Senate from the allocation of funds to clubs or organizations when those funds are derived from the collection of fees. Clubs will be limited to a total of one thousand [\$1000.00] in matching funds derived from the commission of sales from vending machines per semester in accordance with the matching funds ratio.

STIPULATIONS

Any questionable situations arising/concerning the constitution or by-laws must first be

brought before the ASWNMU Attorney General. If no solution can be found, an ad-hoc committee shall be formed by the Senate for further investigation. The committee shall be made up of two Senators, one Executive Branch Member, one Supreme Court Justice, and one student-at-large at the discretion of the Senate.

ARTICLE XI AMENDMENTS

Section I. Amendment shall herein be defined as a legal revision, change or addition to this Constitution. Any member of the Associated Students may propose an amendment.

Section II. Amendments to this Constitution shall be presented to the Senate in the form of a resolution. Approval shall require:

A. Two-thirds (2/3) approval by vote of the Senate

B. Two-thirds (2/3) approval by vote of the Associated Students.

C. Processing through regular channels of the University beginning with the Office of Student Affairs; recommendation by President of the University; and final approval by the Board of Regents.

Section III. All proposed amendments shall be published in the student newspapers and posted in all appropriate areas of the University prior to vote by the Associated Students.

Section IV. Any proposal to amend this Constitution shall be reviewed by the Attorney General for legal sufficiency upon introduction to the Senate.

ARTICLE XII RATIFICATION

Section I This Constitution shall become effective on July 1, 1982, upon final approval of the University by the Board of Regents of Western New Mexico University.

Section II The existent Student government shall remain in effect until such time as the new Constitution is enacted.

A. This Constitution was ratified and approved by the Board of Regents in May 2011.

B. This Constitution was ratified and approved by the Board of Regents in May 2015.

Senate Bylaws

Subject: Bylaws

Purpose: To define Bylaws

Bylaws, as defined by Roberts Rules of Order, when adopted by the ASWNMU Executive branch, become the contents of basic rules relating principally to itself as an organization (1).

Bylaws, to be adopted, must receive the same approval process of ASWNMU Constitution to be amended or repealed (see Article X.) Bylaws, to be suspended, must receive the consent of three-quarters (3/4) of ASWNMU.

Article II.

Subject: Quorum

Purpose: To define quorum and establish the minimum number of members applicable to various senate sizes. According to Roberts Rules of Order: The Modern Edition, quorum is defined as, "...the minimum number of members who must be present at a meeting for the transaction of business. Unless there is a rule to the contrary, a quorum is a majority of the members..." Accordingly, the following table establishes the minimum number of members who must be present for the transaction of business at a regular or special meeting of the ASWNMU Senate.

Senate	Quorum	Senate	Quorum
14	8	7	4
13	7	6	4
12	7	5	3
11	6	4	3
10	6	3	2
9	5	2	2
8	5	1	1

Article III.

Subject: Attendance

Purpose: To establish a policy defining tardiness and absence in relation to the ASWNMU Senate regularly scheduled meetings.

Regularly scheduled meetings include Senate public meetings and caucuses.

Absence: If a Senator is absent from four (4) regular meetings in one (1) academic year, he/she will forfeit the held Senate position.

Senators who are absent due to ASWNMU business will be exempt from an absent.

Tardy: If a Senator arrives at regular meeting after call to order but before end of old business, he/she is issued one (1) tardy. In regards to caucus, a Senator will be regarded as tardy if he or she arrives five (5) minutes after it begins.

If a Senator is tardy to three (3) or more regular meetings, he/she will receive one (1) absence.

If a Senator arrives at a regular meeting after call to order and after start of new business, he/she will receive one (1) full absence.

Senators whom want to appeal a tardy or absences will plead their case to the Judiciary branch.

Article IV.

Subject: Senate Public Meetings

Purpose: To establish a specific order of Business for regularly scheduled ASWNMU Senate Meetings.

Senate Public meetings shall occur twice per month.

Section I: The agenda for regularly scheduled ASWNMU Senate meetings shall be as follows:

- I. Call to Order
- II. Opening Ceremonies
- III. Roll Call
- IV. Approval of Agenda
- V. Approval of Minutes
- VI. ASWNMU Executive Council Reports
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Attorney General
 - F. Governmental Affairs Director
 - G. (Any other appointed positions)
 - H. Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

Section I: Provisions for certain line items of the agenda. Line item VIII, new business, recognition of clubs and Organizations and Club funding allocations shall take precedence over any other item in new business.

Section II: The Pro Tempore and Secretary of the Senate shall maintain the agenda. The Secretary of the Senate will be responsible for preparing, organizing, and distributing the agenda. The distribution of said agenda falls on the Secretary of the Senate.

Section III: The agenda shall be posted and made available to every member of the ASWNMU 48 hours before meeting. The deadline for all legislation to be submitted for placement on the agenda shall be one business day before the posting of the agenda, and it must be submitted to the Attorney General for review no later than two (2) business days before the public meeting.

Article V.

Subject: Proxy Voting

Purpose: To establish the policy permitting an absent Senator to vote.

Section I: A vote by proxy shall only be permitted for all items on that meeting's agenda. A vote by proxy shall be submitted in the appropriate format to the President Pro Tempore or the Floor leader of the Senate in person by the individual casting the proxy vote. A single proxy must be submitted for each item under old business that the Senator wishes to vote on at that particular meeting. A submission of a proxy vote does not excuse a Senator from being tardy or absent from a regular Senate meeting.

Article VI.

Subject: Senate Pro Tempore

Purpose: Description of duties, election and vacancy of position. Section I: Position

Defined:

The President Pro Tempore (or, "President for a time") is a constitutionally recognized officer of the Senate who presides over the chamber in the absence of the President of the Senate (Executive Council Vice President), is elected by the members of the Senate. The Pro Tempore shall conduct legislative consideration and representation duties of a Senator on behalf of ASWNMU Student Body.

Section II: Election to Position

The potential candidate must hold a valid and current Senate position. The Pro Tempore shall be elected by the existing Senate by

a majority vote. The election shall take place in a Senate caucus. Vote shall take place no later than the second week of the Fall or Spring semesters.

Section III: Replacement of Vacated Position

Nomination by a standing Senator and a majority vote by existing Senate body from a valid Senate seat holder.

Section IV: Position Duties:

All regular Senate duties as defined by ASWNMU Constitution Article III, Section III, Position specific duties include: Finalizing regular Senate Meeting agenda, getting them to the Senate Secretary for campus posting, reviewing documented Senate hours with ASWNMU Vice President, updating Senate mail boxes with any relevant student government information, electronically communicating with student government web master, sending e- mail reminders to Senate and Executive Council members, facilitating scheduled Senate caucuses, and Chairing Senate in absence of Senate President.

Article VII.

Subject: Senate Floor Leader

Purpose: Description of duties, election and vacancies of position.

Section I: Position Defined

The position of Senate Floor Leader is to serve as the chief Senate spokesmen for the Senate to manage and schedule the legislative and executive business of the Senate. By custom, the presiding officer gives the Floor Leader priority in obtaining recognition to speak on the floor of the Senate. The Senate Floor Leader will assist the Pro Tempore and fill that position in case of vacancy until a new elected member can be validated and sworn in

Section II: Election to Position

The potential candidate must hold a valid and current Senate position. Pro Tempore shall be elected by the existing Senate by a majority vote. The election shall take place in a senate caucus. Vote shall take place no later than the second week of the Fall or Spring semesters.

Section III: Replacement of Vacated Position

Nomination by a standing Senator and a majority elect by existing Senate body from a valid Senate seat holder.

Section IV: Position Duties:

All regular Senate duties as defined by ASWNMU Constitution Article III, Section III, Subsections A-H. Position specific duties include: ensuring Senate meeting chambers or public meeting room is secured and properly set up for meetings, facilitating a clean and orderly Senate chambers, securing reference materials, documentation, and presentation

equipment for meetings and caucuses, keeping of the flag, updating Senate notebooks, and materials for Senate information.

Article VIII.

Subject: Senate Secretary

Purpose: Description of duties, election and vacancies of position.

Section I: Position Defined

The Secretary for the Senate is elected to serve as scheduling and information coordinators between the Senate officers and individual Senators.

Section II: Election to Position

The potential candidate must hold a valid and current Senate position. The Senate Secretary shall be elected by the existing Senate by a majority vote. The election shall take place in a Senate caucus. Vote shall take place no later than the second week of the Fall or Spring semesters.

Section III: Replacement of Vacated Position

Nomination by a standing Senator and a majority elect by existing Senate body from a valid Senate seat holder.

Section IV: Position Duties: All regular senate duties as defined by ASWNMU Constitution Article III, Section III, Subsections A-H.

Position specific duties include: taking minutes of all required meetings, updating and distribution of Student Government contact list, helping acquire and organize business for meeting agenda, and conveying minutes to web master, Senate boxes, and Executive Council boxes.

Article IX.

Subject: Sergeant-at-arms

Purpose: To establish a by-partisan sergeant-at-arms for all scheduled Senate meetings, and explain their duties in said position.

Section I: The position of sergeant-at-arms shall be held by the current acting ASWNMU Attorney General. This is for the sole purpose of having an un-biased position, and to relieve all Senators of the duties of said position. In addition, the Attorney General's position requires him/her to be well versed in all constitutional procedures, Robert's Rules of Order procedures and well versed in all by-laws and standing rules, which makes him/her the most qualified to carry out duties of said position.

Section II: Duties of position shall be tasked with ensuring a point of order at all times during meetings, bringing any procedural breeches to the attention of the executive officer of the meeting, administering a requirement to cease offensive behavior by members and non-members present at the meeting, and enacting any removal of individuals who are continuing offenders with the aid of campus police.

Section III: In case of Attorney General's absence at a meeting, the appointment of another sergeant-at-arms for that meeting will be the responsibility of executive officer of said meeting, and will last only for the duration of that meeting.

Article X.

Subject: Legislation

Purpose: To ensure that all Senators have copies of all Legislation in a timely fashion.

Section I: To ensure clarity, before any legislation can be presented to the Senate in a meeting copies of said bill must be handed to all

senators that will be present to vote on the bill being presented.

Article XI.

Subject: New Senator Preparation

Purpose: To train new Senators who have not help the position before in the procedures of the ASWNMU Senate meetings.

Section I: The Executive Council Vice President in conjunction with the faculty advisor or any other knowledgeable figure on R.R.o.O. and Constitutional procedure shall arrange a workshop or mock meeting at the beginning of each semester. This shall be done within the first four (4) weeks of each semester in said academic year. The meeting needs to focus on all procedures that deal with ASWNMU meetings such as voting, making motions, etc... In the event that all Senators have held the position before, the meeting is not necessary, but a refresher on all procedures is a good idea. All details dealing with the meeting are at the discretion of the Executive Council Vice President.

Article XII.

Subject: Committee

Purpose: To establish committee requirements.

Section I. Every member of the senate is required to serve on (1) internal committee and (1) external committee. Members will be appointed by the president and approved by the majority vote of Senate.

Section II. Senators will be allowed two absences for each committee: thereafter, each absence will result in an absence towards public meeting attendance see Article III paragraph 3 of Executive Bylaws. In the event of a scheduling conflict with a committee meeting time the ASWNMU President shall move the Executive or Senate member to another committee and approve changes with a majority vote of Senate.

Article XIII.

Subject: Scholarships, office hours and calculation of hours.

Purpose: To define and establish scholarships for the ASWNMU Senate. Requirements for office hours and calculation of hours.

Section I. Each Senator will receive a scholarship. The scholarships will be \$800 per semester. The Senate Pro-Tempore, Floor leader, and Secretary will receive a scholarship. The scholarship will be \$1280 per semester.

Section II. The Senate Scholarships shall be conditional upon each member of the Senate working five (5) recorded hours per week in the performance of their duties with the exception of the Senate Pro- Tempore, Floor Leader and Secretary who must work eight (8) recorded hours per week. Hours shall be approved by the Vice President and reviewed by the Senate Pro-Tempore.

Section III. Senate members will be allowed to work hours outside of ASWNMU offices; however, the hours recorded must be an ASWNMU sponsored event to receive full amount. ASWNMU sponsored events are events in which ASWNMU provides funding or takes responsibility for facilitation. Sponsorship should be

supported by a majority of ASWNMU. In the case in which a Senate member works an event on behalf of ASWNMU, when it is not sponsored by ASWNMU, he or she shall receive a maximum of one (1) recorded hour per week. Each Senator is required to work a minimum of one (1) hour per week in the ASWNMU offices.

Section IV. The President Pro-Tempore of the Senate and the Floor Leader shall work one (1) hour per week in association with the President of the Senate. The Secretary of the Senate shall work one (1) hour per week in association with the Secretary of the Executive Branch. Each Senator, excluding President Pro Tempore, the Floor Leader, and the Secretary shall work one (1) hour per week in the ASWNMU offices, in association with a member of the Executive Branch.

Section V. In regard to senate hours under special circumstances, a Senator may elect to contract (copy of written contract in Senate log book for hours) with the Senate President to make up hours to be missed or in some cases to make up hours that have already been missed due to unforeseen circumstances. Allowances such as this might include, but are not limited to: sports, related travel, club related conferences, or other student government activities. A two (2) week period to complete existing hour's obligations in addition to regularly scheduled hours and committee work is all that shall be permitted

under this special circumstance provision; not to exceed two (2) consecutive periods totaling two (2) weeks.

Section VI. Each elected member must post office hours no later than the second week of the Fall and Spring semesters. Each appointed member shall post office hours no later than one (1) week after appointment.