

The University of New Mexico-Taos Student Government Bylaws

Adopted November 10, 2010

ARTICLE I: Student Government Membership and Powers

Section 1. Organization

- A. The name of this organization shall be: The University of New Mexico-Taos Student Government (UNMTSG).
- B. All legislative powers of the Government shall be vested in the UNMTSG.
- C. The UNMTSG shall consist of University of New Mexico Taos students, all of whom will be elected annually.

ARTICLE II: Student Government Nominations and Elections

Section 1. UNMTSG Election Policies

All elections shall be in accordance with the UNMTSG Elections Code.

Section 2. Election of UNMTSG Members

All UNMTSG Members will be elected annually each Fall. Winning candidates shall be those receiving the nine highest vote counts from the student body, and serve until the meeting following the next annual election.

ARTICLE III: Nomination, Election and Duties of the Executive Committee Consisting of the President, Vice President, Secretary and Treasurer

Section 1. Procedures

- A. The retiring President of UNMTSG or other member of the executive committee shall give the Oath of Office to all new members upon their seating after the annual election.
- B. An election for Executive Committee (President, Vice President, Secretary and Treasurer) shall be held by the newly elected UNMTSG members after a Student Government Orientation workshop has been conducted by Student Success Director, Advisor(s) and returning Members. Attendance by all UNMTSG Members is mandatory. In the interim before the Executive Committee has been selected, the Student Success Director shall chair all meetings and appoint members to assist. Any Student Government member may nominate themselves or another UNMTSG member from the floor to any Executive Committee position. Officers shall be elected by a simple majority of the UNMTSG and shall serve for one year.
- C. The Executive Committee is authorized to inform the membership, act on behalf of the UNMTSG in day to day administrative duties, and to be accountable to the Student

Success Director, Advisors and other UNM-Taos administrative authorities. In the event that a member of the Executive Committee or any member of the UNMTSG is unable to complete their term in office, a replacement shall be determined by majority vote of the UNMTSG to fill out the term of office.

Section 2. Duties of the President of Student Government.

- A.** The President shall be the Chief Executive Officer of the UNMTSG.
- B.** The President shall serve as chair of all Executive Committee meetings of the UNMTSG and shall serve at, or name a UNMTSG member to serve at, all public meetings of the UNM Taos campus.
- C.** The President **may** serve on campus committees as requested. The President shall also have the power to appoint members of the UNMTSG to ad-hoc and standing committees if the president is unable to serve on those committees.
- D.** The President or acting chair pro tempore may call an emergency meeting of the UNMTSG in compliance with appropriate New Mexico Open Meetings Act guidelines.
- E.** The President or acting Vice President shall prepare and post all UNMTSG agendas. Posting shall meet all minimum New Mexico Open Meetings Act Guidelines.
- F.** The President may, from time to time, appoint a UNMTSG Member to carry out the duties of an absent Officer with the advice and consent of UNMTSG.

Section 3. Duties of the Vice-President of UNMTSG.

- A.** The Vice President shall have full authority to act on behalf of the President when the President has notified the UNMTSG that he/she is unable to perform these duties.
- B.** The Vice President shall schedule the physical location and time of all regular meetings and shall assist President in setting the agenda and publicizing meetings in accordance with the New Mexico Open Meetings Act.

Section 4. Duties of the Secretary of Student Government.

- A.** The Secretary shall present and distribute to the UNMTSG membership written transcripts of the minutes of each meeting (including attendance) in a timely manner.
- B.** The Secretary shall keep all records of the UNMTSG and is responsible for presenting duplicates of all documents to the UNMTSG advisor and to the Student Government Office as requested.
- C.** The Secretary shall keep a record of each member's home address, email address and telephone number for purpose of reimbursement allocation and communication within the UNMTSG.
- D.** In the event the Vice-President is unable to chair any meeting of the UNMTSG, the

Secretary shall preside over the meeting as Vice-President Pro-Temperate, until the Vice-President is able to return. If the Vice-President is unable to return to the scheduled meeting, the UNMTSG may designate a senator to preside in the absence of the secretary.

E. Secretary shall record and verify all votes and conduct roll call and secret ballot votes as required.

F. Secretary shall record all motions, seconds, amendments, results of votes and discussion with reasonable specificity.

Section 5. Duties of the Treasurer of the Student Government.

A. The Treasurer shall be responsible for keeping an accurate record of all fiscal expenditures of the UNMTSG.

B. The Treasurer shall maintain a working relationship with the University of New Mexico-Taos Business Office.

C. The Treasurer shall require from each organization funded by the UNMTSG an itemization of the expenditures to be made with monies provided by the UNMTSG.

D. The Treasurer shall present the annual budget to the UNMTSG for approval.

E. All fiscal expenditures shall be reviewed for approval by the Treasurer and the University of New Mexico-Taos Business Office for appropriate processing. In the absence of the Treasurer, the President may perform this duty. Student Success Director has final authority on all financial matters.

ARTICLE IV: Duties and Responsibilities of the UNMTSG Members

A. Each Member is responsible for attending all regular, special, workshop, executive, emergency and committee meetings on which he/she serves unless he/she has been excused by the President from attending.

B. The UNMTSG Member is responsible for fulfilling any tasks within his/her powers as set forth in the bylaws.

C. The UNMTSG has the responsibility to act as liaison between the student population and the UNMTSG.

D. Any member of the UNMTSG who does not fulfill any of the duties outlined shall be subject to Article VIII of the Bylaws.

E. The UNMTSG shall determine by vote the dates and times of all regular meetings.

F. Members shall assist the President in preparing agendas and may bring to a vote a contested agenda item. A simple majority will place or remove the item on the agenda.

ARTICLE V: Elections Process

The election process must be in accordance with the Elections Code.

ARTICLE VI: Special Rules of Order.

The following rules shall govern the conduct of business for the UNMTSG.

Rule One: Quorum

1. Quorum necessary for the transaction of Student Government business in a nine member body will be five (5). If membership decreases to eight a quorum will still be five (5). If the membership is seven or six a quorum will be four (4). Membership of five or four members will need three (3) for a quorum.
2. Membership in an active UNMTSG shall not fall below four elected and/or appointed members.

Rule Two: Voting Procedures

1. Unless otherwise noted, voting on all resolutions shall be by show of hands, voice vote or online, with a simple majority required for passage. If the results of a vote are in doubt, any UNMTSG member may request a roll call vote. This does not require a motion or second. If the Chair or presiding officer is in doubt as to the outcome of any vote, he/she may, at his/her discretion, again put the question to the required roll call vote.
2. Secretary shall record each Member's vote.
3. The presiding officer may only vote to break a tie.
4. Voting for appointments, disciplinary action or other personnel matters of members and executive officers of UNMTSG shall be by secret ballot.

Rule Three: Rules of Order

1. Robert's Rules of Order shall apply to all situations or questions of parliamentary procedure not covered by the UNMTSG Constitution, Bylaws or Special Rules of Order.

Rule four: Dispute Resolution

In the event that a dispute arises regarding official business of the UNMTSG which cannot be resolved by reference to parliamentary authority or a majority vote of the Senate, said dispute shall be resolved in the following manner:

1. Disputes arising from the election process shall be resolved by the Elections Commission.
2. At the request of a simple majority of Student Government, all other disputes shall be referred to a Dispute Resolution Committee comprised of the UNMTSG, Student Government Advisor(s) and the Student Success Director. Appeal of the decision of the Dispute Resolution Committee may be made to the UNM-Taos Executive Director by any member of the Dispute Resolution Committee within seven calendar days of the Committee's ruling. Unless otherwise provided for under UNM-Taos policies, the

decision of the Executive Director is final for the University.

ARTICLE VII: Finance

The UNMTSG shall be funded by a percentage of fees levied on each credit hour for 100 and 200 level courses provided by the University of New Mexico-Taos and approved by the UNM-Taos Executive Director, and any other revenues generated by UNMTSG approved fundraising projects. Funds under the jurisdiction of the UNMTSG will be expended in accordance with applicable New Mexico law and University of New Mexico policies and procedures under the direction of the UNM-Taos business office.

Section 1. Authority of financial control.

- A. The UNMTSG may allocate specific amounts from student government operating account in accordance with UNMTSG Constitution, Bylaws and all policies of the University of New Mexico and the University of New Mexico-Taos Campus.
- B. The UNMTSG and any organization funded through UNMTSG may not spend in excess of their approved allocation.
- C. Deficit spending may result in substantial penalties. These penalties may consist of immediate repayment of deficit funds and/or removal from office of those in violation.
- D. All approved expenditures shall be presented for ratification either by voice vote in a meeting and duly recorded in the minutes or by electronic poll no sooner than three days after the initial vote.

Section 2. Education in Financial Matters.

- A. All UNMTSG members shall be responsible for familiarizing themselves with the University of New Mexico-Taos and the Business Office policies and financial procedures before any expenditure is made.

Section 3. Funding of Chartered Student Organizations.

- A. Allocations may be made to any active, chartered UNM-Taos organization in order to assist said organization in fulfilling its stated mission.

ARTICLE VIII: Disciplinary Action.

- A. A call for any disciplinary action may be brought against any UNMTSG member by any sitting UNMTSG member. Grounds for disciplinary action shall be the non-attendance, willful neglect of office or gross misconduct within the University of New Mexico-Taos Campus.
- B. All disciplinary actions made must meet the following criteria:
 - 1. If the call for disciplinary action is deemed valid by a simple majority of Senators the

charges shall be considered at a separate hearing before the UNMTSG.

2. The hearing shall be held at least one week and one day after the date of actual notification of the official who is the subject of the charge.
3. Disciplinary actions against an elected or appointed official may be ordered only by a majority vote of the UNMTSG Senate.
4. Disciplinary decisions by the UNMTSG may be challenged by any party to the action on the grounds either that the procedures were not followed in good faith, or on procedural or legal grounds. Appeals of decisions of the UNMTSG Senate may be made to the Student Conduct Committee consisting of the Student Success Director and other staff and or faculty as assigned by the Student Success Director.
5. In the event of an appeal, the Conduct Committee will review the UNMTSG Senate's decision and consider whether proper procedures were followed, whether the decision is supported by the facts found in the evidence, and whether or not the decision violates University policy. If the decision is in agreement with the above stated criteria, the Conduct Committee will uphold the Senate's decision. If the Conduct Committee decides otherwise, it may reverse the Senate's decision or send the case back to the UNMTSG Senate for further action.

C. Disciplinary Actions include:

1. Impeachment - removal from office. This shall be for the entire unfulfilled term of office.
2. Suspension - removal of elected duties, rights, and voting privileges associated with their position for a period of no longer than four weeks.
3. Written reprimand by the President and/or the Vice-President.
4. Mediation may be held between the plaintiff, defendant, Vice-President, and a neutral party upon whom both plaintiff and defendant agree.
5. Other sanctions may be imposed as determined on a case-by-case basis.

ARTICLE IX: Evaluation and Compensation of UNMTSG Members

A. All office holders and members of UNMTSG will be evaluated by a Student Government Advisor on performance of duties and responsibilities in a written report each semester while in office, addressed to the Student Success Director. This written Evaluation Report shall be turned in within two weeks following the end of a semester. If UNMTSG remains in session during the summer session, UNMTSG and Student Success Director may set up similar guidelines for evaluation and compensation for that time period.

B. Said Evaluation Report shall determine Senators' right to continue as a member of UNMTSG and qualify for compensation. (Reference Article XI, Section 2E.) A Student Government

Member with an unsatisfactory Evaluation Report may be removed by a majority vote of the remaining UNMTSG Members.

C. All UNMTSG Members receiving a positive evaluation shall be reimbursed for up to 12 enrolled credit hours per semester at full tuition rate at the time of enrollment. Compensation for any Member resigning from UNMTSG before the end of their term shall be prorated based on time served. Any Member being removed or resigning not in good standing shall not receive compensation.

ARTICLE X: Bylaws Ratification and Amendments.

Section 1. Ratification.

A. These bylaws shall be ratified by an open ballot of the UNMTSG. A supermajority of sixty percent will be necessary for ratification after review and approval by UNM General Counsel.

B. Upon adoption, these Bylaws supersede all previous Bylaws and Amendments to the Bylaws.

Section 2. Amendments.

A. All amendments to the Bylaws must be presented in writing to the UNM legal department for review and approval. No amendment may be approved by the UNMTSG unless and until the UNM legal department has reviewed and approved the amendment.

B. All resolutions for bylaws and/or amendments shall contain actual wording of new or replacement sections and refer to articles, rules, sections, and items by their prospective number and letter.

C. All amendments to these bylaws must be presented to the UNMTSG for approval at a regular meeting. A simple majority of entire UNMTSG shall be required for adoption.

D. If an amendment fails to pass, it cannot be brought before the UNMTSG again for a minimum of two months.

ARTICLE XI: Roles and Responsibilities for the Student Government Advisor(s).

Section 1. Selection Process of the Student Government Advisor.

A. A Student Government Advisor may be any faculty or Student Affairs staff member as designated by the Student Success Director.

B. The Advisor is to work closely with the UNMTSG solely in an advisory capacity.

Section 2. Duties of the Student Government Advisor.

A. The Advisor is to attend all meetings of the UNMTSG, and sign the minutes from the meeting to insure that the record is accurate and that UNMTSG Members have approved those minutes.

B. If the Advisor is unable to attend any meeting of the UNMTSG he/she may designate a

representative from the Student Services Department. The representative shall serve until the advisor is able to return. The representative shall verify the minutes recorded and the advisor shall sign them.

C. The Advisor is to insure that the UNMTSG is working closely with the campus business office concerning all fiscal matters.

D. The Advisor will advise and make recommendation to Student Success Director on all fiscal transactions and regular business of the UNMTSG.

E. (Reference Article IX) Each semester the advisor will conduct an enrollment and grade verification along with a written report of all UNMTSG Members to insure that all minimum duties, responsibilities, grade and credit hour requirements are met. Advisor shall present this Evaluation Report to Student Success Director and advise UNMTSG President as to any Member who might be in danger of losing their status as a UNMTSG Member.

F. Student Government Advisor shall be responsible for verifying and submitting Reimbursement Reports to main campus within a maximum of 30 days after receiving all reports from Members.

UNMTSG ELECTIONS CODE

MISSION STATEMENT:

The Election Commission of the University of New Mexico-Taos shall oversee the electoral process for UNMTSG. It is given the power to enforce any legislation concerning any violation of the University of New Mexico-Taos Elections Code, as prescribed by Article V of the UNMTSG Bylaws.

ARTICLE I: Election Commission.

Section 1. The Commission shall consist of Student Government Advisor(s) and Student Success Director.

Section 2. The Commission must convene no fewer than 30 days prior to the annual election.

Section 3. The Student Success Director shall serve as chairperson of the Election Commission.

Section 4. All Commissioners must be aware of the Elections Code and all state and federal student confidentiality laws before assuming office.

Section 5. The Commission shall interpret the Elections Code and have the power to enforce it.

Section 6. All violations of the Elections Code and complaints of possible violations of the Elections Code shall be examined by the commission. Reference Article VI of the Elections Code

for Elections Code Procedures.

Section 7. All meetings of the Commission shall have a quorum of two (2) Members.

Section 8. All fiscal expenditures made by the Commission must be approved by the Budget Committee and the UNMTSG.

Section 9. In the event of a contested election the Elections Commission shall determine, on a case-by-case basis, an appropriate remedy anywhere from no action taken to declaring the vote invalid and calling for a new election.

ARTICLE II. Duties of the Commission.

Section 1. The first meeting of the Commission shall be scheduled at least 30 days prior to the annual election. Every meeting thereafter shall be determined by the Commission.

Section 2. The Commission shall set the date of all elections. Annual elections are to be held in the Fall semester in a timely manner so that the new governing body can take office on or about November 1 of each calendar year. The term of office for Student Government members shall be for one year

Section 3. The Commission shall determine deadlines for submission of candidacy letters and the last day for candidates to be granted candidate status.

Section 4. The Commission shall also be responsible for advertising candidacy deadlines in a timely manner.

Section 5. The Student Government Advisor shall verify that all candidates:

- A. Are lower division students of UNM-Taos in good standing
- B. Have filed a letter of candidacy
- C. Have a cumulative GPA of 2.0 or better and are not on academic or disciplinary probation

Section 6. The commission shall advertise the following information a minimum of 14 days prior to the set election date:

- A. election purpose, date and time
- B. location of the polls and time polls open and close
- C. names of candidates and/or description of initiatives to be voted on

Section 7. The Commission must be provided with copies of all materials posted by all UNMTSG candidates.

Section 8. The Commission shall determine the payment, if any, of the poll workers with the aid of the UNMTSG Advisor and approval of the UNMTSG.

Section 9. The Commission, in collaboration with the Student Government Advisor, will examine

all alleged violations of the Elections Code.

Section 10. Any candidate must be notified of alleged violations brought against him/her and that the violations are under examination. The candidate shall have an opportunity to present his/her position to the commission.

Section 11. After a candidate is notified of the alleged violations with which he/she is being charged, the Commission shall set a date for the candidate to appear before the Commission to present his/her position. In addition, other interested parties will be notified of the Commission hearing. After hearing all the relevant evidence, the Commission will vote on whether or not the candidate violated the Elections Code, and if so a sanction up to and including removal from candidacy may be imposed. A decision must be made within thirty (30) days of the initial hearing. The committee's decision is final, subject to the discretionary authority of the Student Success Director.

ARTICLE III: Filing for Candidacy.

Section 1. Any Student filing for candidacy must perform the following acts:

A. Petition for candidacy with the Elections Commission.

B. Submit his/her student identification number to the Student Government Advisor so that determination may be made that the candidate is in good academic standing.

C. Attend a mandatory meeting outlining the Elections Code and describing appropriate campaign materials, sign placement, forums, etc. If a candidate is unable to attend the meeting they must make arrangements with the Commission to reschedule.

D. If any potential candidate does not fulfill any of the above, their name will not appear on the ballot.

ARTICLES IV: Poll Workers.

Section 1. All poll workers must be faculty, staff or registered as UNM-Taos undergraduate students in good standing.

Section 2. Poll workers must file all proper documents with the Commission chair and the financial aid office before assuming their post.

Section 3. Each poll worker must attend a mandatory meeting outlining the operation of the polling area and all election equipment.

ARTICLE V: Polling Districts.

Section 1. The polling district shall encompass the three primary UNM-Taos campuses: Klauer,

MedCenter and the Administration Building, 115 Civic Plaza Drive.

Section 2. Each district's opening and closing times shall be determined based on the procedures in Article VI below.

Section 3. The district shall be operated by no fewer than two Commission members or poll workers at any time.

Section 4. No poll shall close before the deadline, unless the Commission chair is forced to do so due to unforeseen circumstances such as emergencies caused by weather, power outage or the like.

Section 5. The location of polling booths shall be determined by the Elections Commission.

ARTICLE VI: Election Procedures.

All election records shall be counted and verified by the Elections Commission. In the event that winning candidate or proposition wins by a 10% margin or less, a recount will automatically take place.

Election Commission will retain all votes and other documents pertinent to the election for a minimum of one year from the date of the election.

Voting shall follow one or both of the two prescribed methods:

Section 1. Electronic Voting

A. Electronic Voting shall be allowed any time between 8 a.m. on the first day of paper ballot voting and 6 p.m. on the last day of paper ballot voting.

B. All students who are on the list of currently enrolled students shall be eligible to vote.

C. To vote electronically, an eligible student must have a current UNM-Taos student ID number and password. Any student whose name does not appear on the list may file a petition with the Student Affairs Office. The Student Government Advisor shall determine on the same business day that the petition is filed whether or not the student is eligible to vote. At the discretion of the Student Government Advisor, a conditional ballot may be issued contingent upon Advisor's ruling.

Section 2. Paper Ballot Voting

A. The district shall be open 8:00 am and close at 6:00 pm on two (2) consecutive days.

B. All students who are on a list of currently enrolled students shall be eligible to vote.

C. Any student whose name does not appear on the list may file a petition with the Student Affairs Office. The Student Government Advisor shall determine on the same business day that the petition is filed whether or not the student is eligible to vote. At the discretion of the Student Government Advisor, a conditional ballot may be issued contingent upon Advisor's ruling.

ARTICLE VII: Absentee Ballots.

No absentee or proxy ballots will be accepted.