

CONSTITUTION

ARTICLE I

We, the students of NMSU Grants, hereby adopt this Constitution which makes provision for a democratic student government organization. The Executive committee will consist of a President, Vice-President, Secretary, Treasurer, and Public Relations Officer, elected by the active ASG members. This student government will provide a communication link with NMSU at Grants administration, faculty and student body. (Revised 09/2018)

The name of this organization shall be called
“The Associated Student Government of NMSU Grants,” hereafter referred to as ASG.

ARTICLE II

Purpose

The primary purpose of ASG shall be as follows:

- A. To represent the student body of NMSU at Grants.
- B. To encourage cooperation and communication between the students, faculty, administration and all other campus and community organizations.
- C. To provide a forum for student expression and the exchange of student-faculty views.
- D. To enhance the quality of student life at this campus.
- E. To develop positive sustainable leadership skills and vision among the student body. (Rev. 09/2018)

ARTICLE III

Membership

Section 1

Minimum membership:

For ASG to be considered an active association, there must be at least five (5) active members. A quorum will require 50% of active membership. (Rev. 3/13)

Section 2

The membership of Associated Students shall consist of the following:

- A. **Executive Committee:** The Executive Committee shall consist of the following elected officials:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
 - 5. Public Relations Officer
 - 6. Senators: Number of representatives to be determined each semester by executive committee.

A faculty Advisor to ASG shall be selected by the Executive Board and the Vice-President of Student Services. (Rev. 3/13)

Section 3

Terms of Office:

All ASG officers may serve as long as long as they are current NMSU student are approved by ASG members.

Section 4

Stipends and/a scholarship

If approved by ASG advisor, stipends and a scholarships are to be paid at the end of fall and spring semesters, assuming members have met their obligations, which is 80% participation. (Rev. 09/2018)

Section 5

Preservation of ASG Integrity

In the event that irreconcilable differences exist between the elected officials, rendering them unable to work together towards the best interests of the Associated Students, the Advisors(s), the Vice President for Student Services, upon their joint recommendation and at their discretion, have the option of asking for the resignation of any or all elected officials, in order to preserve the continued well-being of the ASG.

ARTICLE IV

Meetings and Committees

Section 1

Meeting Requirements:

- A. The ASG shall hold general meetings an average of one time per week during the fall and spring semesters except during NMSU Grants holidays or vacations. All meetings shall be conducted according to Robert's Rules of Order.
- B. ASG members may choose to attend meetings via technological means such as conference calls, Skype, etc. This virtual attendance must be approved in advance by the President. (Rev. 3/13)

Section 2

Voting Rights:

Voted in ASG members, students, Advisors, guest and visitors may have a voice, but no vote. The President's vote shall be withheld and will be disclosed only in the event of a tie. (Rev. 09/2018)

Section 3

Public Attendance:

Any student, staff, faculty and/or administrator at NMSU at Grants and members of the general public may attend any general meeting of the Associated Students. (Rev. 3/13)

Section 4

Committee Creation and Operations:

- A. Standing Committees shall be appointed as necessary by the President of the ASG and chaired by an appointed officer or Senator. The President of the ASG shall be an officer of all committees but not chairperson. The chairperson will report to the President of the ASG on the progress of the committee and will present recommendations, in the form of a motion, from the committee to the ASG in general meetings. The chairperson shall assist and coordinate the work of the committees.
- B. Chairpersons of committees and/or events must submit proposals and summaries following all events.

ARTICLE V

Duties

It is the responsibility of all ASG members to conduct student government business keeping in mind the best interest of NMSU Grants student body and to serve as a recipient for all ideas and suggestions given by the student body, faculty, and administration of NMSU Grants. The members of the Associated Student Government of NMSU Grants are representatives of the institution and the student body, and as such shall be held to high standards of conduct, both as an organization and as individual members. (Rev. 03/13)

Section 1

It shall be the duty of all ASG members to:

1. Attend and participate in all ASG meetings.
2. Notify the president of the ASG or an ASG advisor in the event of an unavoidable absence from any scheduled ASG meeting, event, or activity.
3. Maintain communication with other ASG members and advisors by reading and replying to emails; and text messages as well as by any other appropriate means.
4. Attend all committee and club meetings volunteered for, appropriate to the position, or as designated by the president.
5. Represent NMSU Grants in community functions, service projects, and national student organizations.
6. Promote ASG in the NMSU community.
7. Maintain the minimum required GPA (2.5 for officers, 2.0 for senators).
8. Adhere to the New Mexico State University Code of Conduct.

Though not required, all ASG members are strongly encouraged to obtain a New Mexico State University Drivers Permit to operate school vehicles for any business pertaining to student activities. (Rev. 09/2018)

Section 2

The duties of the PRESIDENT shall be as follows:

1. Shall be the administrative head of the ASG.
2. Shall represent the students when invited by other student organizations.
3. Shall represent the students when involved with community activities
4. Shall appoint standing committees and serve as an officer on such committee. President may serve as chair person for any event. (revised 01/2007)
5. Shall attend and represent the student body at NMSU at Grants administrator meetings if invited.
6. Shall plan and prepare the agenda for each ASG meeting, and shall distribute the agenda to all ASG members and advisors. (Rev. 09/2018)
7. Shall perform all other duties assigned to him/her by the President or the Vice President for Student Services or Advisor. (Rev. 09/2018)

Section 3

The duties of the VICE PRESIDENT shall be as follows:

1. Shall serve as assistant to the President, and in his/ her absence or inability to serve, perform the duties of the office at all functions.
2. Shall assist and coordinate the work of the committees.
3. Shall represent the President at various functions/activities when requested by the President.
4. Shall serve as acting secretary in the event of absence of the secretary.
5. Shall be responsible for planning and maintaining a long-term calendar with dates of upcoming events and planned activities.
6. Shall perform all other duties assigned to him/her by the President.

Section 4

The duties of the SECRETARY shall be as follows:

1. Shall keep official documentation of the minutes of all ASG meetings and shall prepare and distribute them to ASG advisor within three business days of the subsequent meeting.
2. Shall keep a record of attendance at all meetings. In the event of an absence, the Vice President will assume secretarial duties. (Rev. 0/2018)
3. Shall perform all other duties assigned to him/her by the president.

Section 5

The duties of the TREASURER shall be as follows:

1. Prepare purchase requisitions and research for purchases and work with business office, Advisor must prove all documents.
2. Shall keep official documentation of all club accounts.
3. Shall present all financial goals and achievements in monthly presentation.
4. Shall ensure that currencies the organization activities/ fundraiser generate are placed into the determined account fund. (Section 5- Amended 09/2018)
5. Shall perform all other duties assigned to him/her by the President. (Rev. 09/2018)

Section 6

The duties of the PUBLIC RELATIONS OFFICER shall be as follows:

1. Shall inform NMSU Grants students of meetings and cancellations of meetings and any other functions of the ASG.
2. Shall be responsible for communications with the student body, faculty, administration, Community, and all NMSU Grants organizations.
3. Shall communicate with the appropriate personnel to update the Electronic Bulletin Board with messages approved by the ASG and provide information to the news media.
4. Shall act as a liaison between the ASG and NMSU-G webmaster.
5. Shall perform all other duties assigned to him/ her by the president. (Rev. 09/2018)

Section 7

The duties of the SENATORS shall be as follows:

1. Shall keep constant communication and keep all NMSU Grants students informed.
2. Shall represent NMSU at Grants at all meetings of standing committee(s) to which he/she is assigned.
3. Shall ensure all organizations submit the forms identified in the club procedural manual at the beginning of the fall semester or whenever necessary.
4. Shall perform all other duties assigned to him/her by the President. (Rev. 03/13)

Section 8

The duties of the ADVISOR(S) shall be as follows:

1. Shall serve as Advisors to the ASG as needed
2. Shall serve as a liaison between the NMSU Grants administration and ASG.
3. Shall, with the assistance of the accounting office, conduct an audit at the beginning of each fiscal year.
4. Shall maintain an individual record of finances of the ASG Grants accounts.
5. Shall coordinate all expenditures of Associated Student monies ensuring all professional requirements have been followed and authorizations have been obtained.
6. Shall provide a monthly report of finances at each meeting and after each semester, report a balance sheet. The report will include total monies spent, encumbered, and the balance available left to spend.
7. Shall attend all ASG meetings, in event of absence shall appoint a replacement or reschedule.

ARTICLE VI

Elections

Section 1

Candidates:

- A. Executive Officers shall be elected at-large by the general student body at NMSU at Grants. To be eligible to run for this office, a student shall have a cumulative GPA of 2.5 or better, shall be enrolled in a minimum of six credits. Any NMSU system student is eligible to hold executive positions with ASG.

- B. Senators shall have a cumulative GPA of 2.0 or better and be current students within the NMSU system.

Section 2

Voting Process:

- A. Voting shall take place by according to Robert Rules of order and is open to current ASG members.

Section 3

Continuing Requirements:

- A. Any elected official shall be eligible to remain in office provided that he/she maintain a cumulative GPA of 2.5 for Executive officers and 2.0 for Senators.
- B. Attendance of each elected ASG officer is mandatory at all meetings. Any officer who is absent from two or more consecutive meetings during one semester will need to present a valid reason to advisor.

ARTICLE VII

Order of Succession

Section 1

Resignation of Officials:

Any elected official desiring to resign from the ASG shall submit his/her resignation in writing to the President, with copies to the Advisor(s) who shall read the letter of resignation under New Business for the acknowledgement of the Associated Students.

Section 2

Succession:

- A. Should the President, in some manner be rendered temporarily unable to fulfill the duties and discharge the powers of his/her office, authorities, responsibilities and duties of such office, the Presidency will be turned over to the Vice-President, and shall revert back to the President upon his/her declaration of fitness to serve. In the event the President should resign or be removed from his/her office the duties and responsibilities shall be given to the Vice-President. The Vice-President for Student Services, Advisor(s), Executive Committee, and Senate will determine the order of succession of Executive responsibility in the event that both the President and Vice-President suffer disability or in some manner become unable to fulfill their responsibilities.
- B. If the Vice-President resigns, proper procedure as in Article VII, Section 1, paragraph 1, will be followed as if any officer resigns. If the Vice-President is recalled or in some manner rendered unable to fulfill his/her duties, authorities, or responsibilities of such office, the position of the Vice-President will be left to the Executive Committee to fill. A quorum is required to vote, and the ASG will determine who fills the position of the Vice-Presidency by secret ballot.
- C. The Executive Committee shall have the power to appoint a Secretary, Treasure, or Public Relations Officer in the event of a resignation, recall, or other circumstance by which the position becomes vacant.
- D. A Senator(s) who resigns his/her seat or is recalled will be replaced by another ASG member.

Section 3
Recall of Elected Officials:

The recall of any elected official may be by a two-thirds (2/3) majority vote by student body, or by unanimous vote of the remaining board members. This recall would be due to the neglect of performance of duties as specified by the Constitution.

ARTICLE VIII
Organizations/Clubs

Section 1
Chartering Process:

The ASG recognizes that student organizations may exist as part of NMSU-Grants without being chartered through the ASG. However, in order to become recognized by NMSU-Grants as a student organization/club they must be chartered through the ASG. The following explains the process, as well as the expectations of becoming a chartered organization/club through ASG and maintaining the chartered status.

- A. The organization /club must have a membership of no less than four (4) students. (Rev. 9/18)
- B. The organization/club must have a Student Organization/Club Advisor who must be a NMSU-Grants faculty/staff.
- C. The organization/club must send a copy of the Student Organization/Club's bylaws to NMSU-Grants Student Services Officer and the ASG for review, along with a completed application of recognition. If ASG recommends changes/corrections in regards to syntax or grammar the revised bylaws must be resubmitted before a vote establishing chartered status can be held. When a vote is held to establish chartered status, a majority vote must be reached by ASG and includes the ASG Student Organization/Club requirements stated under this section of ASG Constitution.
- D. When ASG funds are requested by student organization/club, ASG funds are to be utilized strictly for organizational/club events or activities. (Rev. 9/18)
- E. In the event that a chartered organization/club requests funding, a student organization/club President or Advisor must be present for the request. (Rev. 9/18)
- F. A chartered student organization/club must hold a minimum of six (6) meetings. The Student Organization/Club will submit all minutes, agendas, and any other additional documents that are requested by ASG with regard to the Club Funding Policy. (Rev. 3/13)
- G. An active Student Organization/Club must have an active member serve as a liaison between the organization/clubs and ASG. This communication agreement is created to maintain information between ASG and the Student Organization/Club, in regards to issues such as general concerns, activities, and attendance. The liaison will be responsible for notification in regards to attendance.
- H. The last day Student Organization/Clubs can apply for chartering must be before the last to withdraw with a "W", of each semester in order to be active for at least half a semester before being chartered. Exceptions to this rule is based upon the discretion of the Executive Committee Decision, in which a two-thirds (2/3) majority vote must be made at an ASG general meeting or through Article XI, Section II, Presidential exercises.
- I. ASG recognizes Phi Theta Kappa as an independent organization on that they hold the privilege to utilize NMSU facilities and conduct organizational business without going through ASG. However, Phi Theta Kappa does not have the authority to access or utilize funding through ASG. (Revised 09/2018)

Section 2
Requests for Funding:

- A. For the purpose of obtaining any needed funds, all chartered student organization/clubs shall make a request to the Associated Students in the form of a "Request for Funding" (RFF), which must be presented to ASG at least ten (10) school days prior to the next scheduled ASG meeting. After the RFF has been reviewed by the Executive Board, it is then presented to ASG at the regular meeting by a Student Organization/Club Advisor or an Executive Officer representing the organization. At that time a vote and the results announced. Results will be contingent upon club "participation" as stated above; including representation of club members at general ASG meetings. The Student Organization/Clubs must have at least fifty percent (50%) of the requested monetary amount. If the funding is approved, the funds will come from the ASG Club Account, which is budgeted for the Academic Year. All appointed funding shall be accounted for via receipts and reports to the ASG at the following regular meeting after the Student Organization/Club activities. (Rev.3/13)
- B. Any organization failing to conduct business in the best interest of NMSU-Grants and not abiding by their By-Laws may be recalled from recognition with ASG and thus be denied funding. Exceptions to this policy can be addressed to ASG in a closed meeting.
- C. The ASG neither recognizes nor supports any religion, and as such, any requests for funding made by a non-secular organization shall be evaluated strictly upon the merits of its intended use to both the students of the NMSU at Grants campus and the Grants community as whole.

ARTICLE IX
Budgets

The ASG will adhere to expenditure procedures as outlined in the NMSU Business Policies and Procedures Manual. Financial records shall be maintained by NMSU-Grants Business Office. The Business Office shall provide quarterly reports of all transaction to the Treasure of the Associate Student so that an accurate record of finances can be recorded by ASG. All funds shall be distributed through NMSU-Grants Business Office. The ASG shall submit an annual expense budget to the Business Office.

Section 1
Expenditure Guidelines:

- A. An annual expense budget will be prepared and approved by ASG and the Executive Board before any expenditure can be disbursed.
- B. The President, Treasurer, and the Advisor or event project chair, are the only persons who can submit Request for Funding (RFF)/Purchase Orders (PO) for expenditures approved by the Associated Students.
- C. Expenditures of less than \$100 will require the signature of the President, Treasure, or Advisor.
- D. Expenditures of \$100 or more requires a Request for Funding (RFF) signed by the President, Treasurer, and Advisor.
- E. Expenditures in excess of \$250 require a Request for Funding (RFF), with signatures, and a Purchase Order (PO) signed by the President, the Vice-President for Student Services, or ASG Advisor of the college. (Rev. 3/13)

- F. Expenditures in excess of \$2500 require competitive quotes and should be coordinated with the Vice-President of Student Services and the Campus Financial Officer.

ARTICLE X
Payments to Officers and Senators

Section 1
Stipend Process:

- A. The Executive Officers, in concurrence with Advisors and the Vice-President of Student Services, shall agree on a set amount to be paid to each Executive Officer on an annual basis. The amount agreed upon must be approved by two-thirds (2/3) of the general membership.
- B. The Executive Officers, in concurrence with Advisors and the Vice-President of Student Services, shall agree on a set amount to be paid to each Senator on a semester basis. The amount agreed upon must be approved by two-thirds (2/3) of the general membership.

ARTICLE XI
Emergency Action Clause

Section 1
Executive Committee Power:

The Executive Committee shall establish regular meeting times for themselves to discuss agendas and other issues which need to be presented to the general membership. The Executive Committee shall have the power to act in the name of Associated Students in situations where the membership cannot be called into session and immediate action is necessary. The Executive Committee shall report any action taken to the general membership at the next scheduled meeting.

Section 2
Presidential Power:

The President has executive power to make decisions in the name of Associated Students in a situation where the Executive Committee cannot be called into session and when immediate action necessary. The President shall report any action taken to the Advisor(s) and to the Vice-President of Student Services. The President shall report any action taken at the next regular scheduled ASG meeting.

ARTICLE XII
Amending or Repealing This ASG Constitution

Section 1
Amendment Process:

This Constitution can be amended or revised by a two-thirds (2/3) majority vote of the voting membership of the Associated Students. The proposed amendment or revision shall be typed and presented at the next general meeting of the Associated Students. The proposed amendment or revisions shall not be voted upon until the next general meeting. If passed, the proposed amendment or revision will be reviewed by the Vice-President of Student Services for approval or veto.

Section 2
Repeal Process:

This Constitution may be repealed by a two-thirds (2/3) majority vote of the voting membership of the Associated Students. The proposed repeal shall be typed and submitted to the Associated Student membership at the next general meeting. The proposed repeal shall not be discussed or voted upon until the next general meeting. If passed, the proposed repeal shall be reviewed by the President and Vice-President of Student Services for approval or veto.

ARTICLE XIII
Disciplinary Actions

Section 1

All alleged violations of the ASG constitution shall be referred to the ASG President or Advisor. The following procedures will apply:

- A. The first infraction shall include a written warning/contract, which shall serve as a notice in writing to the ASG member that he/she is in violation or has violated the ASG constitution and shall be placed on probation for a minimum of 30 days and then shall be brought before the ASG to be reinstated or dismissed.
- B. A second infraction shall include a disciplinary suspension, which shall include the removal of the ASG member from any activity that the ASG sponsors and the forfeiture of any agreed upon stipend. The member shall then be brought before the ASG to be reinstated or dismissed.
- C. A third infraction will result in automatic dismissal from the ASG for a minimum of two semesters. Dismissed ASG members can run for ASG office two semesters after the semester in which the member was dismissed.
- D. Attendance of each elected ASG member is mandatory at all meetings. Any member who is absent from two consecutive meetings or four meetings within one semester without a valid reason shall be dismissed from the ASG. (Formerly Article VI, Section VI B)