

The Associated Students
Of
New Mexico State University

Bill #50

The attached legislation has been properly approved by the members of the Sixtieth Senate of the Associated Students of New Mexico State University in accordance with ASNMSU Law.



Donovan Olvera, ASNMSU Chief Senate Clerk

9/26/16
Date



Kevin Prieto, ASNMSU Vice President

9/26/16
Date

I, Mathew Bose, hereby sign into law this attached piece of legislation.



Mathew Bose, ASNMSU President

9/27/16
Date

**SENATE OF THE ASSOCIATED STUDENTS
OF NEW MEXICO STATE UNIVERSITY**

BILL #50

SIXTIETH SENATE

2016-2017

Introduced by: Forbes, Downing, Cairns, Morrow, Dhakal, Nasirian Date: 8/23/2016
Referred to: Rules, Community Affairs, Finance Date: 8/25/2016
Senate Action: PASSED Date: 9/22/2016
Date Signed: _____

LX-16-17

AN ACT

1 AMENDING SECTION 3-5-4-D OF THE 2016-2017 ASNMSU LAWBOOK. BE IT ENACTED BY THE SENATE OF
2 THE ASSOCIATED STUDENTS OF NEW MEXICO STATE UNIVERSITY.

3

4 Section 1: Purpose of Act.

5 To clarify and update the official duties of the ASNMSU Executive Secretary. Amended with deleted material [in
6 brackets] and inserted material underlined:

7

8 Section 2: Main Provisions

9

10 **3-5-4. DUTIES AND RESPONSIBILITIES OF THE ASNMSU EXECUTIVE**
11 **SECRETARY**

12 The duties and responsibilities of the ASNMSU Executive Secretary:

13

14 ...

15

16 D. Examples of duties:

17

18 1. Types drafts, letters, reports, forms and other material [of some difficulty] from notes or rough drafts.

19

20 2. May take and transcribe dictation using shorthand or transcribing equipment.

21

22 3. Make appointments for [superiors, being the ASNMSU President and the ASNMSU Vice President and
23 the Student Legal Aid Attorney] the ASNMSU President, the ASNMSU Vice President, the ASNMSU
24 Fiscal Advisor and the ASNMSU Student Legal Aid Attorney, as needed.

25

26 Section 3: Rationale

27 During the Law Book Committee that convened in the summer of 2016, it was determined that 3-5-4 needed to be
28 updated to clarify the duties of the Executive Secretary and include the Fiscal Advisor in the list of people whom
29 they will be expected to make appointments for. These amendments were official recommendations of the Summer
30 2016 Law Book Committee.