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**THE COLLEGE COUNCIL BYLAWS  
OF  
NEW MEXICO STATE UNIVERSITY**

This manual contains the procedures, rules, and structure of the College Councils of New Mexico State University.

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Effective Academic Year

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# **1. COLLEGE COUNCIL BYLAWS**

## **1-1. MISSION STATEMENT**

The Undergraduate College Councils of the Associated Students of New Mexico State University shall exist to promote the various academic studies of their several colleges and the student organizations therein. The councils shall have the power to provide funding to assist member organizations with their operations. The Councils shall also serve as links between student organizations and ASNMSU officials and, finally, as community service and outreach organizations that shall serve to improve life on the New Mexico State University campus and in the greater Southern New Mexico community. With these goals in mind, the Undergraduate College Councils of the Associated Students of New Mexico State University, the Senate of the Associated Students of New Mexico State University and the President and Vice-President of the Associated Students of New Mexico State University, in collaboration, do establish this unified set of council bylaws.

## **1-2. STRUCTURE OF THE COUNCILS**

There shall be four (5) undergraduate college councils, hereafter referred to as “the councils”; one for each of the five undergraduate colleges: the College of Agricultural, Consumer & Environmental Sciences, the College of Arts & Sciences, the College of Business, the College of Engineering, and the College of Health, Education and Social Transformation. The Undergraduate Councils shall be considered Base Programs in accordance with ASNMSU Law. Each council shall convene every two weeks, hold at least six (6) meeting per semester, and maintain order and decorum in accordance with the latest edition of Robert’s Rules of Order. Once enacted by the ASNMSU Senate, these council bylaws and all subsequent amendments shall hold the force of ASNMSU Law.

### 1-2-1. MEMBERSHIP

The councils shall be composed of recognized student organizations that are in good standing with the council and accepted by its members.

- A. An organization must seek membership with the council that represents the college under which that organization is chartered with NMSU Campus Activities. Independent organizations shall seek membership with the college of Arts & Sciences’ council. Each college’s ASNMSU Senators shall serve as exofficio, nonvoting members of their respective councils and shall attend all meetings.
- B. Each council organization shall send two (2) voting representatives, also referred to as “voting members” to council meetings; a majority of the total number of voting members in a council shall constitute a quorum to do business.

### 1-2-2. ENTRY PROCEDURE

Organizations shall achieve membership in their respective college’s council by entering a trial period. During the trial period, organizations must send at least one (1) voting

representative to two (2) consecutive regularly scheduled council meetings. Once an organization has sent representatives to two (2) consecutive meetings, they shall be eligible to be inducted into the council by a two-thirds (2/3) vote of its current membership that is present and voting, provided a quorum is present.

- A. Upon receiving the necessary 2/3 vote and being inducted into council, an organization shall be known as a “Council Organization” or an “Organization in Good Standing”.
- B. Should an organization fail to send at least one voting members to two (2) consecutive regularly scheduled council meeting, that organization shall restart their trial period.
- C. Organizations currently in good standing with an undergraduate council at the time of the initial passage of these bylaws shall maintain their good standing and full membership in that council.

#### 1-2-3. MAINTENANCE OF GOOD STANDING

Council organizations shall regularly attend council meetings. Should a council organization in good standing fail to send at least one (1) voting member to three (3) consecutive regularly scheduled meetings, that organization shall lose their standing with their council, forfeit council membership, and shall be required to go through a new trial period in order to once again achieve good standing.

#### 1-2-4. EXPULSION FROM COUNCIL

A council may expel an individual voting member or an entire organization with a two-thirds (2/3) vote of the entire council membership that is in good standing for a time period not to exceed the remainder of that academic year.

### **1-3. EXECUTIVE BOARD**

Each council shall elect, by simple majority vote, an Executive Board that shall consist of a President, Vice President, Secretary and Treasurer, who shall serve as each council’s officers. Each council's faculty advisor shall serve as an ex-officio, non-voting member of their council’s Executive Board. All councils’ Executive Board members shall serve one (1) academic year terms commencing with the conclusion of council elections and ending with the installation of their successor at the conclusion of the following year’s elections.

- A. The councils may establish, as necessary, additional offices to assist the Executive Board with the execution of their duties. In the event that such an office is created, that council’s President shall inform the Council of Councils, in writing, within two (2) weeks of the creation of the office.
- B. All members of a council’s Executive Board shall be members of ASNMSU and shall have been members of whichever council that they officiate. Members of each Executive Board shall maintain their right to be voting representatives, except for the council president who shall not vote unless their council be equally divided. All members of each Executive Board shall attend at least one (1) hour of one ASNMSU Senate meeting each academic semester.

### 1-3-1. COUNCIL PRESIDENT

Each council's president shall:

- A. Serve as chair of their respective council and be responsible for scheduling at least six (6) council meetings per semester and reserving rooms.
- B. Schedule at least one (1) council community service/outreach event each semester.
- C. Prepare a General Agenda at the beginning of each academic year that includes the dates and times of each of the council's meetings and planned community service events for that year and present their General Agenda to the Council of Councils.
- D. Call all regular and special council meetings to order; the council president may, at their discretion and when necessary, call for a special meeting of their respective council.
- E. Develop and propose the agenda for each council meeting; the meeting's agenda must be adopted by the council at the beginning of each meeting in accordance with Robert's Rules of Order.
- F. Cast no vote unless the council be equally divided.
- G. Be familiar with and be responsible for impartially enforcing and interpreting these College Council Bylaws, as well as the ASNMSU Law Book in general.
- H. Appoint chairs to preside over any committees created by their respective council.
- I. Act as an official representative of the council.
- J. Serve on the Council of Councils or designate an individual to do so on their behalf and attend all meetings.
- K. Successfully complete an ASNMSU Financial Procedures Workshop within two (2) weeks of being elected to the office.
- L. Attend at least one (1) hour of an ASNMSU Senate meeting each semester; and
- M. Be familiar with the latest edition of Robert's Rules of Order.

### 1-3-2. COUNCIL VICE-PRESIDENT

Each council's vice-president shall:

- A. Assist the President with the setting of the General Agenda, the planning of meetings and the maintenance of decorum in the chamber during meeting times.
- B. In the absence of the President, assume the powers and duties of the President.
- C. In the event of the ineligibility or unseating of the President, assume the office of President and serve as such until Council elects a new president.
- D. Act as Council Parliamentarian.
- E. Serve on the ASNMSU Election Board and attend all meetings.
- F. Serve on the Council of Councils or designate an individual to do so on their behalf, and attend all meetings.
- G. Attend at least one (1) hour of an ASNMSU Senate meeting each semester.
- H. Be familiar with the latest edition of Robert's Rules of Order.
- I. Be familiar with these College Council Bylaws.

### 1-3-3. COUNCIL SECRETARY

Each council's secretary shall:

- A. Record and maintain all records and minutes of all council and council committee meetings.
- B. Record all votes and maintain all voting records.
- C. Record points for each council organization in accordance with the Council Points System.
- D. Maintain and update each council's respective website.
- E. Send minutes to all council organizations upon the conclusion of each meeting.
- F. Be responsible for all traditional and social media of their council as well as its public relations.
- G. Attend at least one (1) hour of an ASNMSU Senate meeting each semester.

### 1-3-4. COUNCIL TREASURER

Each council's treasurer shall:

- A. Receive and disburse all council funds.
- B. Keep timely record of all receipts and expenditures.
- C. Successfully complete an ASNMSU Financial Procedures Workshop within two (2) weeks of being elected.
- D. Act as the liaison between their council and ASNMSU financial officials.
- E. Be responsible for explaining ASNMSU council funding policy to members of their council.
- F. Provide a financial report to their respective council at each council meeting detailing each council's account balances and pending appropriations.
- G. Have extensive knowledge of the Financial Regulations contained in these bylaws.
- H. Attend at least one (1) hour of an ASNMSU Senate meeting each semester.
- I. Hold at least one (1) meeting with the ASNMSU Fiscal Advisor in an academic year.

### 1-3-5. ELECTION OF THE EXECUTIVE BOARD

Each council shall hold elections for Executive Board positions at the penultimate council meeting of each spring semester.

- A. Any student wishing to run for an executive board position must be a member of ASNMSU and be present at the council meeting where elections are being held.
  - i. If a candidate is not present, they may still be nominated but forfeit the right to 1-3-5-C.
  - ii. Council elections shall be held by public ballot, voice vote or hand vote, with the results of each election posted on their respective council's website or social media.
  - iii. Each candidate wishing to be elected to an Executive Board officer position shall give a speech not lasting more than two (2) minutes and, afterward,



will be available for a session of questions that shall not last longer than ten (10) minutes.

- iv. Candidates seeking an Executive Board office shall be required to remain outside the room while voting are proceeding. They shall re-enter the room to give their speech and answer questions but shall leave once their presentation is over and remain outside the council's meeting location until voting has concluded.
- v. All Executive Board members shall be elected by a majority of council members present. Should no individual receive a majority of votes in the initial ballot, a runoff shall be immediately held for the individuals who received the most and second-most number of votes.
- vi. Each council must announce the date of their council elections at least two (2) weeks prior to the elections being held.
- vii. Should a vacancy occur on a council's Executive Board prior to the scheduled Spring Elections, that council may hold a special election to elect a replacement to the position.

#### 1-3-6. REMOVAL OF THE EXECUTIVE BOARD

An Executive Board official may be removed from office with a two-thirds (2/3) vote of no-confidence. Before a vote of no-confidence can be held, the official in question must be informed of the upcoming no-confidence vote at least five (5) business days beforehand and be given an opportunity to speak in their defense.

#### 1-3-7. COUNCIL ADVISORS

Each council shall have a faculty advisor who shall be either a dean or a faculty member within that council's college. Each council's faculty advisor shall serve as ex-officio, non-voting member of both that council's executive board and of the Council of Councils.

#### 1-3-8. VERIFICATION OF SENATE HOURS

Each council's executive board members shall complete an hour verification from which shall detail the time that they spent in Senate, and which must be signed by the presiding officer of whatever Senate meeting they attended. Each council's secretary shall keep record of these forms.

### **1-4. COUNCIL OF COUNCILS**

#### 1-4-1. MEMBERSHIP OF THE COLLEGE COUNCILS

The Council of Councils shall consist of:

- A. The Presidents and Vice Presidents, or their designee(s), of each of the Undergraduate Councils
- B. The ASNMSU President
- C. The ASNMSU Vice President
- D. The President Pro Tempore of the ASNMSU Senate
- E. The faculty advisors of the several councils

- F. The President and Vice President of the Graduate Student Council, who shall serve as ex-officio, non-voting members of the Council of Councils.

#### 1-4-2. QUORUM

Quorum shall consist of a simple majority of the voting membership of the Council of Councils.

#### 1-4-3. DUTIES

The Council of Councils shall:

- A. Meet at least twice (2) per semester.
- B. Elect, by majority vote, a President of the Council of Councils from among the Undergraduate Council presidents at the final meeting of the spring semester who shall preside over the Council of Councils.
- C. The ASNMSU Vice President shall convene the first meeting and act as chair until time that a President is chosen from among the Council Presidents.
- D. The President of the Council of Councils may call special meetings as they see fit.
- E. Plan and coordinate inter-council activities and events.
- F. Review and approve the yearly General Appropriations agendas proposed by each council president at the beginning of each academic year.
  - i. Ensure that all councils operate and exist in accordance with these bylaws and with ASNMSU Law in general.
  - ii. Represent the combined interests of all the undergraduate student organizations represented in all the councils to the ASNMSU student government.

### **1-5. COUNCIL DECORUM**

Each Council shall maintain order in accordance with the latest edition of Robert's Rules of Order in conjunction with these bylaws. Any question of order not addressed in these bylaws shall be resolved in accordance with Robert's Rules of Order.

#### 1-5-1. SPEAKING PRIVILEGES AND RIGHTS OF VOTING REPRESENTATIVES

Any student, faculty member, NMSU dean or administrator, as well as all special guests, shall have the right to be recognized as speak at a council meeting.

- A. All council speakers shall address the presiding officer while speaking and all debate shall flow through the presiding officer.
- B. Individuals wishing to speak must first be recognized by their council's presiding officer. No more than a single individual shall hold the floor at one time and an individual holding the floor shall not be interrupted except for points of order or clarification or to appeal of a decision of the chair.
- C. Only voting representatives from a council organization in good standing, including all Executive Board officers save the President, shall have the right to make motions at any council proceeding.

- D. A council organization may have as many of its members present at a council's proceedings as the council president allows, but they must designate only two members to be their voting representatives at the beginning of each meeting and only those representatives shall have the privilege of making motions and voting for the duration of those proceedings.
- E. If a council's chambers have a gallery available, then non-voting representatives shall be required to remain in the gallery.
- F. A council's presiding officer shall have the power to clear the council chambers or gallery, save for the voting representatives and Executive Board, in the event that the chamber becomes unruly.
- G. Voting Representatives from an organization in their trial period shall have the privilege of speaking at all council procedures but shall make no motions and cast no votes.

#### 1-5-2. ORDER OF BUSINESS

In general, each council's meeting agenda shall conform to the following template: A.

- A. Call to Order
- B. Roll Call
- C. Adoption of the Agenda
- D. Executive Board and Staff Reports
  - i. Report of the President
  - ii. Report of the Vice President
  - iii. Report of the Secretary/Public Relations Report
  - iv. Report of the Treasurer/Financial Report
- E. Senate Reports
- F. Committee Reports
- G. New Business
  - i. Appropriations
  - ii. Special Business (Impeachments, Endorsements, Elections, etc.)
  - iii. Recognition of New Organizations
- H. Unfinished Business
- I. Community Service Announcements
- J. General Announcements
- K. Adjourn
  - i. During Roll Call, each council organization's voting members shall respond to their organization's name being called with the number of voting members present.
  - ii. Each council's presiding officer is responsible for formulating and proposing an agenda for each meeting.
  - iii. Each council maintains the power to amend their meeting agendas and must adopt their agenda at each meeting.

## **1-6. VOTING PROCEDURES**

Only voting representatives from a council organization in good standing, including all Executive Board officers save the President, shall have the right to vote at any council proceeding.

- A. A majority of all of a council's possible voting representatives shall constitute a quorum.
- B. A majority vote of the voting representatives present, providing the members present constitute quorum, is sufficient to pass any motion or act that may be introduced in a council, except as otherwise specified within these bylaws.
- C. Each council shall require a majority of its members to agree to perform any actions not explicitly enumerated in these bylaws or in the remainder of the ASNMSU Law Book.
- D. All council votes shall be conducted by show of hand vote or voice vote or public ballot. Secret ballots shall not, at any time, be used to conduct a vote.
- E. All majorities and supermajorities shall be calculated based on the number of voting representatives present at a council's proceedings. Each council organization shall be granted up to two (2) votes on each question or motion to be voted upon, with each voting representative casting a separate vote. Each organization's two representatives shall, at all times, be considered separate votes. An organization's two voting representatives may choose to vote together on a question or motion, but shall, in no way, be bound to do so.
- F. Each voting representative maintains the right to abstain from voting from any motion or question. Should a conflict of interest arise, a voting representative or entire organization may recuse themselves from voting. The presiding officer shall be the arbiter as to whether a recusal is in order. Recusals shall temporarily reduce the number of voting representatives present for the duration of the motion or question for which the recusal is in order, so as to not count in the negative.
- G. All votes shall be recorded by each council's secretary and the results shall be posted on each council's website or social media within five (5) business days of the conclusion of each regularly scheduled meeting.

## **1-7. POWER OF THE COUNCILS**

The councils shall exercise the following powers:

### **1-7-1. COUNCIL RESOLUTIONS**

Each council may draft and pass official statements that express their opinion concerning a matter that they cannot or do not wish to control. These resolutions shall be known as "council resolutions" and shall require a simple majority vote. Councils shall also use council resolutions to amend these bylaws. Councils may pass joint council resolutions between each other if they so desire.

### **1-7-2. ENDORSEMENTS OF CANDIDATES FOR ASNMSU OFFICES**

Each council may endorse candidates for their respective college's ASNMSU Senate seats and for the positions of ASNMSU President and Vice President.

- A. A council may only endorse as many candidates as there are positions available.
- B. Endorsements shall be conducted via public ballot, voice-vote or hand-vote, with the results posted on each council's website.
- C. Each candidate wishing to be endorsed shall give a speech not lasting more than 2 minutes and, afterward, will be available for a session of questions that shall not last longer than 10 minutes.
- D. A council may extend a candidate's speaking time, or the time allotted for questioning candidates with a majority vote. Should a council extend a candidate's speaking time, they must make this extra time available to any other candidate who should desire it.
- E. Each candidate seeking endorsement shall be required to remain outside the room while endorsements and voting are proceeding. They shall re-enter the room to give their speech and answer questions but shall leave once their presentation is over and remain outside the council's meeting location until discussion and voting has concluded.
- F. The candidate receiving the greatest number of votes shall receive the endorsement of each council. If there are multiple positions available, then the number of candidates equaling the number of positions available, who received the most votes, shall receive the endorsements.
- G. Councils shall only hold endorsements during an ASNMSU Election's specified campaign period.
- H. Councils may officially recommend that members of their organizations vote for candidates endorsed by the council. However, the members of an organization represented in a council shall not, in any way, be bound to vote for a candidate endorsed by their respective council.

### 1-7-3. APPOINTMENT OF ASNMSU SENATORS

In the event that there is a vacancy in a college's ASNMSU Senate delegation, each council may appoint a replacement senator to serve out the remainder of the unexpired term in accordance with Section 5-2-7 of the ASNMSU Law Book.

- A. Individuals wishing to be appointed to a vacant Senate seat must be a member of ASNMSU, be in good academic standing with NMSU, be a member of the college which the seat represents and be present at the meeting at which the vacancy is being filled.
- B. Each candidate wishing to be appointed to the vacant seat shall give a speech not lasting more than 2 minutes and, afterward, will be available for a session of questions that shall last no longer than 10 minutes.
  - i. A council may extend a candidate's speaking time, or the time allotted for questioning candidates with a majority vote. Should a council extend a candidate's speaking time, they must make this extra time available to any other candidate who should desire it.
  - ii. Each candidate seeking appointment to the vacant seat shall be required to remain outside the room while discussion and voting are proceeding. They

shall re-enter the room to give their speech and answer questions but shall leave once their presentation is over and remain outside the council's meeting location until voting has concluded.

- C. Councils shall appoint a student to fill a vacant seat with a majority vote of voting members present.
- D. Following the appointment of a senator, each council President shall submit the name of the appointee to the Dean of their respective college who must sign a statement confirming that the appointing council exists according to ASNMSU regulations.
- E. Each council president shall also submit a joint statement with the advisor of their council verifying that the appointment was legitimate and occurred in accordance with ASNMSU Law.
- F. Should a council be unable to fill a vacant Senate seat, the dean of that council's college shall have the authority to fill said seat.
- G. Each council shall announce a Senate vacancy to their college at least one (1) week prior to appointing a senator to fill the vacant seat.

#### 1-7-4. IMPEACHMENT OF ASNMSU SENATORS

Should a senator accumulate the requisite number of penalty points in accordance with section 6-9 of the ASNMSU Law Book, that senator shall be referred to their respective council. The council shall then have the power to impeach that senator and refer them to the ASNMSU Supreme Court to face trial and potential removal from office. A council may not vote to change that senator point total but shall simply vote whether or not a senator who has accumulated six points shall be referred to the court for impeachment.

- A. A three-quarters (3/4) vote of all voting members present is required to impeach a senator.
- B. Councils shall not have the power to decrease a senator's points, only to decide whether a senator who has received five points shall be impeached and referred to the court.
- C. Councils shall have the power to review evidence and call witnesses in order to assist them in determining whether to impeach a senator.
- D. Any senator facing impeachment must be notified of any official council proceedings where their position shall be put under discussion at least three (3) business days prior to the commencement of the proceeding and be allowed to speak in their own defense at any such proceedings should they desire to do so.

#### 1-7-5. ENDORSEMENT OF SENATOR RECALL PETITIONS

Each Council shall have the power to endorse a recall petition for a senator in their college in accordance with Section 5-2-4.

- A. A recall petition must be presented to the council and have the signatures of at least twenty-five percent (25%) of the students who in that college who voted in the last election during which that senator's seat was up for election. Such signatures must be verified by the council.

- i. A council shall endorse a recall petition by a simple majority of representatives present.
- ii. Following the endorsement of a recall petition, a council must formally recall a senator with a two-thirds (2/3) vote of no confidence.
- iii. A council shall only recall a senator if the senator who is being recalled has held their office for at least three (3) regularly scheduled Senate meetings.

#### 1-7-6. OFFICAL RECOMMENDATIONS CONCERNING LEGISLATION

Each council shall have the power to give official recommendations concerning legislation to their college's senators.

- A. While a council may give their senators an official recommendation concerning legislation, they shall not, in any way, compel their senators to adhere to their recommendation.

#### **1-8. COUNCIL FINANCIAL REGULATIONS**

Each council shall receive their funding from the General Appropriations Act for that fiscal year. Each council shall be funded per the number of organizations in that council in accordance with Section 7-6 of the Financial Operations Manual of the ASNMSU, the College Council Funding Act. Councils may approach the ASNMSU Senate for additional funding outside of the General Appropriations Act. This extra funding shall be enacted in the form of a Senate bill.

- A. Each Council's President and Treasurer shall complete an ASNMSU Financial Procedures Workshop within the first two (2) weeks of the semester following their spring election or within two (2) weeks of special appointment.
- B. Council Treasurers shall be responsible for coordinating council appropriations and serving as the liaison between council organizations and ASNMSU financial officials.
- C. Each Council Organization may receive no more than five-hundred dollars (\$500) worth of funding from their respective council in an academic year. No council shall appropriate more than \$500 to an organization in a single academic year for any purpose.
- D. Councils shall vote on all appropriations and expenditures.
  - i. Funding for events coordinated by the Council of Councils must still be voted upon by any council that is considering committing funds to said event.
- E. A council shall only appropriate funds to organizations in good standing within that council.

#### 1-8-1. THE GENERAL AGENDA AND COUNCIL POINTS SYSTEM

At the beginning of every academic year, each council's president must propose a General Agenda consisting of their council's regularly scheduled meetings and community service/outreach events. Each council's General Agenda must be adopted by their respective council and approved by the Council of Councils. Each council must be given the ability to review and amend their General Agenda prior to adoption. Each

council must publish their General Agenda on their website. Council organizations shall receive funding points based on the number of General Agenda meetings and service/outreach events that they attend.

- A. Each council president must schedule at least six (6) meetings and at least one (1) community service or community outreach event per semester for a total of at least twelve (12) meetings and two (2) community service/outreach events on their council's General Agenda per academic year.
- B. A council may add community service or outreach events to their General Agenda with a simple majority vote.
  - i. Such service events may count towards community service hours required for Senate funding under 7-4-3-D, so long as the service is for the benefit of the NMSU or Southern New Mexico Community.
- C. Council organizations may earn up to two (2) points, one for each possible representative, for attending each regularly scheduled meeting.
- D. Council organizations may earn up to ten (10) points for participation in each of their council's community service/outreach opportunities.
  - i. Each council organization shall earn their 10 community service points for a particular event for the first 10 organizational members whom they send.
  - ii. No individual may count toward community service points for more than one organization at a given event.
- E. Of the five-hundred dollars (\$500) each council organization may receive from their council in an academic year, each organization shall be eligible for up two hundred fifty dollars (\$250) of funding each academic year so long as they are in good standing with their respective council. Such appropriations shall require a majority vote.
- F. In order to receive appropriations beyond \$250 in a given academic year, organizations shall have to accumulate at least twenty-five percent (25%) of the total possible number of points available to each council. This number shall vary among the councils, depending upon the number of meetings and community service/outreach events on each council's General Agenda. This number shall be set at the beginning of each academic year and be based on each council's original General Agenda as adopted by each respective council and by the Council of Councils and shall not change if events are added. Such appropriations shall require a majority vote.
- G. Each council's treasurer shall be responsible for coordinating with that council's secretary to keep track of each organization's point totals.

#### 1-8-2. APPROPRIATIONS PROCEDURE

- A. Each organization requesting an appropriation shall be required to present to the council and inform the voting representatives of the items or services for which they are requesting funding. Each council's treasurer shall verify whether an organization has accumulated sufficient points to receive more than \$250 from their council prior to voting.



- B. Organizations requesting an appropriation at particular council meeting must inform the council President, in writing at least twenty-four (24) hours prior to that meeting.
- C. All council appropriations shall be approved at least two (2) weeks prior to the event.
- D. Organizations who are approved for an appropriation shall be required to complete a Council Appropriations Form that must be signed by the council's president, treasurer and advisor, as well as by the ASNMSU Comptroller and be submitted to the ASNMSU Fiscal Advisor. In the event that the Comptroller is not available, the Fiscal Advisor may sign in their place. The ASNMSU Fiscal Advisor shall then determine how the appropriation will be dispersed.
  - i. Once an appropriation is approved; organizations shall contact the ASNMSU Comptroller within six (6) weeks to use such appropriation. If there is no contact within the allotted time span any approved or unspent funds shall be reverted back into the council's budget.
- E. An organization must be in good standing with their council at the time of the vote on their appropriations as well as throughout the appropriation process. Should a council organization fall out of good standing with their council during the appropriation process, their appropriation shall be frozen by ASNMSU until said organization returns to good standing within their council.

### 1-8-3. FUNDING RESTRICTIONS

- A. All council appropriations shall conform to the NMSU Business Policy Manual.
- B. All councils shall appropriate funding prior to any council organization purchasing the items to be funded. Councils shall not conduct reimbursements, except for:
  - ii. Travel fuel
  - iii. Transportation such as shuttles, taxis, car services, etc. (It is recommended that council organizations rent vehicles through an NMSU Department utilizing Enterprise Rentals)
  - iv. Parking fees (during travel) v. Meals (during travel).
- C. Per the NMSU Business Policy Manual, council organizations shall use either a Procurement Card (P- Card) or a Purchase Order (P.O.) to purchase the items or services for which council funding was approved. As councils are Base Programs within ASNMSU, both of these shall be accessed through the ASNMSU Fiscal Advisor, who shall have discretion as to whether to allow another NMSU Department to use an ASNMSU account index.
- D. Following approval from a council to appropriate funds, council organizations shall use a Procurement Card (P-Card) when purchasing items less than one thousand dollars (\$1000):
  - i. Promotional items
  - ii. Clothing and accessories for non-NMSU employees

- iii. Food purchases other than catering (a P-Card may be used for Sodexo catering)
    - 1. Food purchases for council meetings will need to be appropriated by the council membership. Such appropriation shall be taken out of the council budget for that academic year.
    - 2. Food appropriation for organizations shall count towards the maximum five hundred dollars (\$500) capacity as mentioned in 1-8-C.
    - 3. Minutes of the meeting reflecting such an appropriation shall be submitted to the ASNMSU Fiscal Advisor.
  - iv. Plaques, trophies and certificates given to non-NMSU employees v. Office supplies vi. Equipment purchases, including tools and supplies vii. Conference registration fees viii. Airfare
  - ix. Printing and reproduction
- E. Following approval from a council to appropriate funds, council organizations are to fill out a Purchase Order (P.O.) in order to purchase:
- i. Catering other than Sodexo
  - ii. Clothing and accessories for NMSU employees
  - iii. Plaques, trophies and certificates given to NMSU employees
  - iv. Performers, speakers and presenters
  - v. Disc jockeys
  - vi. Lodging
  - vii. Rentals (such as for sound equipment, tables and chairs, inflatables, generators, barriers, portable restrooms and handwashing stations)
  - viii. Maintenance and repairs
  - ix. Film showings (license purchasing)
    - 1. Items greater than one thousand dollars (\$1000) in value when combining a purchase with another department.
    - 2. Total purchase price greater than three thousand dollars (\$3000) for multiple items when combining purchase with another department.
- F. Per the NMSU Business Policy Manual, councils shall make appropriations for the following items only if the organization requesting funding has been preapproved by the NMSU Purchasing Department:
- i. Decorations,
  - ii. Personal care products;
  - iii. Tickets for athletic or entertainment events; and
  - iv. Floral arrangements.

## **1-9. PUBLIC RELATIONS OF THE COUNCILS**

Each council shall actively and frequently maintain public relations with the NMSU Community and shall publicize its activities throughout each academic year.

### **1-9-1. COUNCIL WEBSITES**

Each Council shall maintain a website which shall be updated throughout the academic year by its respective council secretary, under the supervision of the council's president.

Each council's website shall, at minimum contain:

- A. The names and contact information of their respective councils' Executive Board members.
- B. An official list of Council Organizations in Good Standing.
- C. Updated meeting minutes including voting records and records of attendance.
- D. A list of the candidates endorsed by their respective council for each ASNMSU election.
- E. The respective council's General Agenda.
- F. Regular council meeting time and meeting place details.
- G. A copy of the latest version of the ASNMSU Law Book.
- H. A brief outline of the requirements of council membership.
- I. The names and contact information of the respective college's current ASNMSU Senators.

#### 1-9-2. ORGANIZATIONAL OUTREACH

The President of each council shall, within the first six (6) weeks of the fall semester, contact the leadership of major organizations within their college via their emails provided by NMSU Campus Activities, and invite these organizations into their council. Each council president must verify this email with the Council of Councils.

#### **1-10. AMENDMENTS TO THESE BYLAWS**

The undergraduate councils shall have the power to amend these bylaws, with the advice and consent of the ASNMSU Senate.

- A. In order to be enacted, amendments to these bylaws shall first pass at least four (4) of the councils, receiving at least a two-thirds (2/3) vote in each council, and be consented to by the ASNMSU Senate while also receiving at least a 2/3 vote.
- B. Amendment proposals shall be introduced into one of the councils in the form of a council resolution. Upon passage through this initial council, the resolution shall be sent to the remaining councils, who shall have the power to amend, approve or reject the resolution. Amendments must be set out in full, and the same version of the amendment must pass in at least four of the councils before it may be acted upon by the Senate.
- C. After at least 4 of the councils have approved the amendment, it shall be submitted to the ASNMSU Senate for consideration in the form of a procedural resolution which shall be sponsored by an ASNMSU Senator. If no senator wishes to sponsor the resolution, then the senior most senator of whichever college whose council initiated the amendment proposal shall be the default sponsoring senator, though they shall not be compelled to vote in favor of the resolution.
- D. The proposed amendments shall go through either the three standing committees or Committee of the Whole. A representative from whichever council initially proposed the amendment shall act as a guest for the resolution and shall present the proposal to the Senate and be available for questions.

- E. The Senate shall not have the power to amend the proposed amendments for reasons other than grammar and structure but shall simply vote whether to approve or reject the proposal.
- F. Councils shall not amend these bylaws in any way so as to contradict any current New Mexico State University policy.
- G. Councils shall solely have the power to amend these bylaws and not any other section of the ASNMSU Law Book.

#### **1-11. SUSPENSION OF THESE BYLAWS**

- A. Individual councils shall have the power to suspend sections within 1-2, 1-3, 1-5 and 1-9 of these bylaws with a two-thirds (2/3) vote of voting representatives present and voting.
  - i. Councils shall not suspend the procedures for expelling a council organization as set out in 1-2-4 nor shall they suspend the procedures for removing a member of their executive board, as established in 1-3-6 .
- B. Individual councils shall have the power to suspend sections within the Financial Regulations, as established in 1-8, with a three-quarters (3/4) vote.
  - i. Should a council suspend any of the Financial Regulations, it shall send a written report to the President of the Council of Councils and to the ASNMSU Fiscal Advisor explaining the reasons why the suspension was made.
- C. No council shall, under any circumstances, suspend a portion of these bylaws not enumerated in 1-11.
- D. Councils shall not suspend the bylaws to perform an action or exercise a power that, in any way, violates ASNMSU Law or NMSU policy.