

***ASSOCIATED STUDENTS***

***OF***

***NORTHERN NEW MEXICO COLLEGE***

**ASSOCIATED STUDENTS OF NORTHERN NEW MEXICO COLLEGE**

**(ASNNMC) CONSTITUTION**

**ARTICLE I – PREAMBLE**

The students of Northern New Mexico College do hereby authorize the development of a student organization. We the students of Northern New Mexico College, in the belief that students have the right and the obligation to play a significant role in guiding their college, do hereby establish this Charter to ensure the following: the articulation of student opinions and interests both in the governance of the college and to the community at large; the encouragement of the greatest level of cooperation and communication between students and student organizations; the assurance that students have full access to quality higher education at Northern New Mexico College; the provision for programs and services of benefit to students; and the encouragement of the highest level of excellence in education at Northern New Mexico College. Through active participation in institutional standing committees, to provide leadership skills through participation in committee assignments, and to provide input to the Dean of Student Services as to the ways that revenue generated by student activity fees can best be used to enhance the social and cultural activities provided by the college, we do hereby commit to working with all due diligence, professionalism and integrity for the best interests of the Northern student community.

**ARTICLE II – NAME**

This organization shall be called the Associated Students of Northern New Mexico College, commonly referred to as the Student Senate, and shall be governed by an elected / appointed Student Senate.

**ARTICLE III – AUTHORITY**

The charter of the Associated Students (Student Senate) is approved by the Northern Board of Regents. The Senate is advised by four Advisors and operates under the Student Services Division of the College.

**ARTICLE IV – MEMBERSHIP**

 The Student government is comprised of minimum of ten (10) senators, ideally one from each academic department (maximum 2 from each department), including six (6) officers elected by the Northern New Mexico College student body. One senator position shall be reserved for an El Rito representative who will hold the position as Vice President Pro-Temp as necessary for quorum purposes in the absence of the President and/or Vice President. Academic department heads are strongly encouraged to nominate representatives from their departments in accordance with eligibility criteria. Student Government members must be enrolled for at least six (6) credit hours at Northern New Mexico College. Members of the Student Government must maintain a minimum grade point average of 2.5 and be in good academic standing; not presently serving a probationary or suspension period. Any member of the Student Government who fails to meet the minimum grade point average and/or is placed on academic probation or suspension will automatically be ineligible to remain a member of the Student Senate.

 In the event a question of membership eligibility arises, the Student Senate Advisor(s) and the Student Senate Members will make a determination of eligibility, by consensus, based on the criteria stated above. In the event that consensus cannot be reached, the Student Senate Advisor(s) will make the final determination of eligibility.

**ARTICLE V – STUDENT SENATE COMPOSITION**

 The Student Senate shall consist of a minimum of ten members, consisting of six Executive Officers and six Senators, including one El Rito campus representative. Senate officers (6) will be elected by the student body in accordance with ARTICLE VI of the Associated Students of NNMC By-Laws. All Student Senators will be ratified by elected Student Senate officers and senate advisers, who will decide upon the eligibility of a nominee. After meeting the stated requirements, the Senate will ratify a nomination in accordance with ARTICLE XI of the Associated Students of NNMC By-Laws. The officers are as follows:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Reporter
6. Sentinel

The Vice-President, Secretary, Treasurer, Reporter, Sentinel, and the remaining members will be voting delegates.

**ARTICLE VI – ADVISOR(S)**

As a condition of recognition, the Senate must have at least one to four advisor(s) who serve as NNMC faculty or staff. Advisor responsibilities will include 1) monitoring that the purpose and activities of the organization are commensurate with those of the College, and 2) providing opportunities for leadership development. All advisor(s) are responsible for attending all meetings unless they are excused for teaching a class, are in class, or are performing NNMC duties which preclude their attendance. Advisors are strongly encouraged to communicate all activities of the Student Senate. After three unexcused absences, with a vote of the Student Senate, they may be dropped as advisors.

**ARTICLE VII – DUTIES OF THE STUDENT SENATE OF NNMC**

1. **Duties of the Senate:**
2. A genuine desire to be part of a leadership team.
3. A willingness to accept responsibility.
4. A commitment to lead by example.
5. A knowledge and understanding of the constitutions and bylaws of the Senate.
6. A working knowledge of parliamentary procedure.
7. Participate in the shared governance of NNMC.
8. Represent the interests of NNMC students.
9. Hold regular meetings as stipulated in the By-Laws.
10. Keep records of its proceedings, which shall be available to the student public.
11. Adopt By-Laws and Charter.
12. The Senate may act to revise or amend any By-Law of the Charter at anytime. These By-Laws and Charter shall be available to the student public.
13. All accounts and books shall be open for public inspection at all times.
14. A quorum of the Senate will be one half of the members plus one; and one advisor.
15. Preside over student organizations.

1. **Duties of the President:**
2. Shall serve as Chief Executive Officer and Chief Financial Officer.
3. Shall be the chief spokesperson for the Student Senate.
4. To prepare the agenda and preside over all meetings.
5. To call all regular and special meetings.
6. To execute and direct, whenever necessary, the decisions and resolutions of the Senate.
7. To be a voting member of the Association only in case of a tie.
8. To conduct all meetings according to Robert’s Rules of Order.
9. To be the student representative present at all of the Board of Reagents meetings on matters concerning NNMC students, and to report on Board of Reagents’ actions to the full Student Senate no more than two weeks following a regular meeting.
10. To create sub-committees and appoint members to Senate subcommittees and to institutional ad-hoc committees.
11. To regularly consult with advisors.
12. The President shall serve as chair of all Student Senate meetings and shall serve at or name a student representative to serve at all public meetings.
13. To be familiar with the policies and procedures of the college, conduct in-service workshops for student organizations, and act as liaison between student organizations and the Senate, should such a need be brought to its attention.
14. **Duties of the Vice-President**
15. To attend all meetings and assume the President’s duties and responsibilities during the absence of the President or until another President has been selected. Shall be the Vice-Executive Officer of Student Government.
16. Serve as Chair of all Senate general and emergency meetings in the absence of the President.
17. To act as a Parliamentarian and keep a current list of student senators and advisors.
18. To assist with the planning and implementation of Student Activities.
19. Responsible for assuring that the Senate has the full opportunity to have any issue addressed on the agenda.
20. To maintain contact with the Treasurer and be fully aware of the Student Senate financial status at all times.
21. Shall have full authority to act on behalf of the President concerning all matters.
22. To be familiar with the policies and procedures of the college, conduct in service workshops for student organizations, and act as liaison between student organizations and Senate.
23. **Duties of the Secretary:**
24. Shall be the Chief Administrative Assistant to the Senate.
25. To take accurate minutes of all regular and special meetings. The Secretary shall present to the Senate written transcripts of the minutes of each meeting and shall prepare, and post all minutes within three workdays after the meeting. Distribution is to the officers and members, the Coordinator of Recreation and Student Activities, and the Dean of Student Services.
26. Keep all records of the Senate minutes and any other documentation that is relevant to the Senate.
27. Responsible for notifying all Senators of all Senate meetings.
28. To take roll call of all members and advisors at meetings.
29. Keep an updated list of addresses and phone numbers of all members of the Senate.
30. To answer all correspondence as directed to the Senate and to notify members of their third unexcused absence.
31. To maintain a master copy of the Charter and its By-Laws.
32. To be responsible for acquiring all the paperwork necessary for Student Activities.
33. In the event the Vice-President is unable to chair any meeting of the Senate, 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 Senate may designate a Senator to preside in the absence of the Secretary.

1. **Duties of the Treasurer**
2. Shall be responsible for keeping an accurate record of all fiscal expenditures of the Senate.
3. To monitor the disbursement of Student Senate Activity funds in conjunction with the Senate, President, Vice-President, Coordinator of Recreation and Student Activities, and the Dean of Student Services.
4. To provide an accurate, up to date financial report on a regular basis to the Student Senate.
5. To make recommendations as to the financial feasibility of each project proposed by the Student Senate.
6. Shall maintain a working relationship with NNMC’s Business Office.
7. To make certain that Purchase Requisitions (PR) meet the two week dateline. If an emergency occurs, the Treasurer will oversee PR’s through the Association President and Treasurer, the Coordinator of Recreation and Student Activities, the Dean of Student Services, the Business Office, and Purchasing for approval.
8. Shall require from each organization funded by the Senate an itemization of the expenditures to be made with funds provided by the Senate.
9. **Duties of the Reporter:**
10. Release news and information to local and regional media.
11. Arrange for media to be present at meetings if necessary.
12. Maintain the Student Senate website.
13. Maintain the Student Senate Bulletin Board.
14. Prepare advertising for events and handle broadcasts to the student body. At anytime the reporter can ask for assistance to put up flyers or other types of aid for advertising.
15. Publish a newsletter for the students if necessary.
16. Prepare and maintain a scrapbook if necessary.
17. Prepare the annual report for the Senate.
18. **Duties of the Sentinel:**
19. Assist the President in maintaining order during meetings.
20. Keep the meeting room, Senate equipment, and supplies in proper condition.
21. Welcome guests and visitors.
22. Keep the meeting room comfortable at all times.
23. Reaches out to potential members to join the Senate.
24. Assist with special features and refreshments if necessary.
25. Contacts security, medical personnel, or police in cases of emergency.
26. Handles the arrangements of the meeting room.
27. **Duties of the Senators:**
28. To attend all special and official meetings in order to represent the Student Senate of NNMC. Each Senator is responsible and shall be held accountable to the students for attending all general and committee meetings on which he/she serves.
29. To support and participate in all activities of the Student Senate.
30. The Senator has the responsibility to act as a liaison between the students and the Senate.
31. The Senator shall determine and vote on the dates and times of all Senate regular and special meetings.
32. The Senators are responsible for fulfilling any tasks within its powers set forth in the By-Laws.
33. To participate in committees as assigned.
34. **All Student Government Members:**
35. Will attend all special and official meetings in order to represent the Student Senate of NNMC. Each Senator is responsible and shall be held accountable to the students for attending all general and committee meetings on which he/she serves.
36. Will know parliamentary procedures and go through mandatory parliamentary training and will use proper parliamentary procedure in all meetings.
37. Will attend all workshops presented by and for the Associated Students. If a workshop is out of state a member is required to obtain out of state travel authorization from the Dean of Students and President of NNMC. All travel is contingent on sufficient funds being available.
38. Will be governed by set of rules and procedures identified as “By-Laws of the Student Senate.” The By-Laws require approval of the Student Senate itself, the Coordinator of Recreation and Student Activities, and the Dean of Student Services for implementation.
39. To consider, deliberate, and to decide on all matters brought before the Senate for the best interest of all students.

**ASSOCIATED STUDENTS OF NORTHERN NEW MEXICO COLLEGE (ASNNMC)**

**BY- LAWS**

**ARTICLE I – Qualifications for Voters**

1. All students who have paid student activities fees and are registered with Northern New Mexico College (NNMC) for the semester in which voting occurs are eligible to vote in general and special elections.

**ARTICLE II – Qualifications of Student Senate Members**

1. At the time of election, each candidate must be registered at NNMC, be a least a halftime student, and have completed six credit hours with a cumulative grade point average (GPA) of no less than 2.5.

**ARTICLE III – Conditions for Service of Student Senate Members**

1. To qualify for the Senate, a candidate must start by filling out an application form along with meeting all stated requirements.
2. Obtain at least twenty-five (25+) signatures from active, full, and/or part time students (Signatures must include student ID#); or two (2) letters of recommendation.
3. Candidate must write a one page letter form of intent.
4. Candidate must serve a year in the senate before declaring a presidential bid. In the event of only one qualified candidate, the advisors shall meet with the Dean of Student Services to determine eligibility for further candidates.
5. During the term of office, each member must maintain the minimum credit load of 6 credit hours and a GPA of no less than 2.5 (as per charter). If minimum requirements are not met the student government position shall be considered vacant.
6. Senate Officers who hold and officer’s position in any club or organization while serving in student government must openly disclose this position to the student government body before taking the Oath of Office. Any such officers may vote on, but must not be the ones to introduce, business items that pertain clearly and directly to the business of the club or organization in which they hold an officer’s position.
7. The Senate shall meet weekly during the regular academic year, unless otherwise announced.
8. Throughout the Fall and Spring semesters, each Senate member will be present in the Senate office and available to the students a minimum of (5) hours per month; during regular hours of operation.
9. Unless otherwise specified, the Senate shall operate under Robert’s Rules of Order.
10. Student Senate members and officers may receive service honoraria, stipends, and/or other reasonable incentives to participate fully, proactively and with good faith in the proceedings of Student Senate. If paid by Student Senate, such incentives shall not exceed one-quarter (25%) of the annual Student Senate budget. Any program of incentives must be approved by a two-thirds vote of the Student Senate, by Dean of Student Services, and by the President of the College.
11. If Student Senate has fewer than ten (10) members at anytime during the term of office, following the start of the fall semester, new senator/s may join from within the NNMC student body; provided they meet the eligibility requirements stated above and complete the standard application process.
12. If Student Senate has more than ten (10) senators, but fewer than two senators from certain academic departments, new senator/s may join at anytime during the year from within those under-represented academic departments, provided they meet the eligibility requirements stated above, complete the standard application process, and provide a letter of recommendation from the Dean of their department.

**ARTICLE IV – Attendance at Meetings and Events**

1. Attendance at all weekly and special meetings that have been posted is mandatory. It is the sole decision of the Chair of the meeting if the absence is excused or unexcused.
2. After two unexcused absences from meetings or events, the Senator will be sent a written notice. After the third unexcused absence, the Student Senate shall make a determination as to the member’s continued eligibility to participate in student government.
3. To establish attendance at a meeting the member shall be present at least 2/3 of the total length of the meeting.

**ARTICLE V – Voting**

1. A quorum of voting members is required for business to be legally transacted. A quorum consists of 50% plus one of the student senators, and must include no less than two officers. In addition, no business shall be conducted without the presence of at least one advisor.
2. A majority vote is required to pass any business in the Senate.
3. The sitting Student Senate members may not enter any agreements which commit future senate members / officers in terms of services or expenditure.

**ARTICLE VI – Election Procedures and Campaigning**

1. Student Government elections are held in April of each academic year, electing six (6) Student Senate officers in each election. Those candidates receiving the highest number of votes will become the new officers of the Student Government. Responsibilities begin on the first day of the following Fall Semester.
2. Any student filing for candidacy must file for candidacy and must declare a desired position with the Coordinator of Recreation and Student Activities. If candidates do not meet the conditions noted in ARTICLE II & III, their name will not appear on the ballot.
3. Outgoing student senators will end their term on the last day of the Summer Semester and a new student government term is to commence by the first day of the Fall Semester.
4. Campaigning procedures and elections shall be coordinated by the Coordinator for Recreation and Student Activities Director.
5. Elections will be held between April 15th and May 5th but no later than May 5th.
6. Campaigning may commence in March.

**ARTICLE VII – Replacement of Student Senate**

1. In the event of resignation, impeachment, or other termination, the President will be replaced by the Vice-President.
2. To insure an honorable dismissal a letter of resignation will be required.
3. The President shall have the power to appoint a person to fill the vacant office of Vice-President until such time as a special election can be held from among the Senate members.
4. Replacement for the Vice-President, Secretary, Reporter, Sentinel, or Treasurer shall be elected by the current Senate by secret ballot during the next official meeting.
5. Only Senators shall be eligible for vacant office.
6. A Senator who vacates a position will be replaced by the Senate members who will decide upon a nominee from their appropriate campus to replace the departed Senator in order to maintain an equal geographical representation. The Senate will then ratify the nomination.
7. Any member who has been dismissed from office because of absences will automatically be replaced through above procedures.

**ARTICLE VIII – Impeachment**

1. Student Senate members may be impeached by three-fourth vote of the total voting members of the Senate or by petition of 300 students currently enrolled. Criteria for impeachment shall be violation of or failure to carry out the duties of the office. The Senate member who has been impeached has the right to appeal the Student Appeals Committee and ultimately to the Dean of Student Services.
2. For other than unexcused absences, an affirmative vote of three-fourths of the student members is necessary in order to expel a member for misconduct in office.
3. When an officer is impeached or before any member of the Senate can be expelled for any reason other than unexcused absence, it shall be necessary for two Senate members to submit to the senate, at a regular/special meeting, a written charge against the person on the specific grounds on which the charge is based. Any charges of impeachment will be dealt with in “Executive Session.”
4. Recordings of this portion of a regular/special meeting are not included in the minutes; only the final vote is mentioned in the minutes.

**ARTICLE IX – Meetings**

1. All regular meetings are open to students, faculty, and staff and are scheduled weekly on any Monday through Friday depending on the current Student Senate class schedules, with notice of each meeting made a part of each weekly official minutes which are distributed to each officer, advisor, and the Dean of Student Services.
2. Special meetings are called by the President, with written notice of such meeting to each member two working days prior to the meeting. In case of an emergency meeting an oral notice will be given two work days prior to the meeting and one advisor must be present.
3. During a meeting, in the event of the President and the Vice-President are not present then the El Rito Senator shall preside over that meeting as President Pro-Temp.
4. During a properly scheduled and announced meeting, in the event that Student Senate is one member short or quorum, and student body member/s are present in the audience, the President may ask the student/s present if any are willing to serve voluntarily as pro tempore Senator for the duration of the single meeting. If a student is willing to serve in this temporary capacity, then a Student Senator may motion for the student to be nominated as pro tempore Senator, and Student Senate may approve the nomination by majority vote of the Senators present. Following approval of the nomination, the pro tempore Senator shall be empowered to participate in the discussion and deliberation on all matters brought before the Senate, but shall not be permitted to cast votes.

**ARTICLE X – Scope of Activities**

1. Under the direction of the President of the Associated Students, the Vice-President will develop strategies in conjunction with student organizations to determine the types of social/cultural events desired by NNMC students. This information will become part of the official minutes, which will form recommendations from the Association to the Dean of Students Services concerning appropriate ways to use monies generated through Student Activity Fees.

**ARTICLE XI – Ratification and Amendment**

1. Ratification:
2. Ratification of Student Senators is enacted through a two-thirds vote of elected officers and Senate advisors.
3. This Charter shall be ratified by two-thirds vote of the Senate.
4. After ratification, this charter must be approved by the Dean of Student Services, The AQUIP Council, and the President of NNMC before being sent to the Board of Regents.
5. Amendment:
6. This Charter shall be amended by two-thirds vote of the Student Senate.
7. Each proposed amendment to the charter shall be voted upon separately.
8. These By-Laws governing the Senate shall not be changed by actions of anybody other than the Senate. Amendments to the Senate By-Laws require a two-thirds vote of the members present and voting at the Senate meeting where these amendments are considered.

**ARTICLE XII – Oath of Office**

All Student Senate members shall take the Oath of Office in the presence of the Senate and Advisor(s) before assuming the duties of the office.

1. *The Oath of Office*

I (name) hereby solemnly (swear) that I shall faithfully serve the Associated Students of Northern New Mexico College as (title of office) of its Senate, perform duties which may be assigned to me, uphold and abide by the (Charter) of the Associated Students of Northern, and preserve the customs and traditions of the College.

**POLICIES, IMPLEMENTATION, AND AMENDMENTS OF ASNNMC**

**POLICIES**

**Policy of Approval of Funding**

1. Anyone that comes forth to acquire funding from the Student Senate must be able to meet the following criteria:
2. Must have a plan of action which is to be presented to the Student Senate.
3. Must be able to discuss and answer any questions that the Senate may have about their plan of action.
4. Must have a plan on how to give back to the Senate. This can be done either through volunteer man power during Senate events or by giving back to the students of NNMC in some way.

**AMENDMENTS**

**Terms of Office**

1. An individual can only hold an office in the Student Senate for an allotted time of two terms. Each term being one full academic school year of Northern New Mexico College.

**Addition of New Officers**

1. Reporter
2. Sentinel

Following ARTICLE XI section B.

 **IMPLEMENTATIONS**

1. The implementation of the new ASNNMC Logo was approved by the Student Senate in the Fall of 2013.
2. Implementation of Opening and Closing Ceremonies was approved by the Student Senate in the Fall of 2013.

**ASNNMC Opening Ceremony**

**Opening the Meeting**

(*President raps the gavel 3 times for attention and to secure order. Afterward the president proceeds as indicated below*. )

**PRESIDENT:** The meeting room will come to order. We are now holding a meeting of the Northern New Mexico College Student Senate. Let it be noted that the meeting convened at \_\_\_\_\_\_\_ in\_\_\_\_\_\_\_\_.

Mister/Madame Vice President, are all officers present and accounted for.

**VICE-PRESIDENT:** Mister/Madame President all officers are present and accounted for.

*(If officers are absent it must be determined at this time if there are enough members to get a simple majority in order to conduct business.)*

**PRESIDENT:** Thank you Mister/Madame Vice President. *(Tap gavel once)* The secretary will call the roll of members.

*(Secretary will call role of officers and senators and determine if they are present. Also head count of guests must be accounted for and noted in the minutes. The Secretary then proceeds as follows)*

**SECRETARY:** There are \_\_\_\_\_\_\_ members and \_\_\_\_ guests present, Mr. /Mdm. President.

**PRESIDENT:** Thank you Mister/Madame Secretary. Senate members why are we here? *(Tap gavel three times all members rise to attention after the three taps.)*

**ALL MEMBERS IN UNISON:** To practice brotherhood, honor our duties and responsibilities to the students of Northern New Mexico College and develop those qualities of leadership that a Senate member should poses. *(Tap gavel once everyone sits after the gavel tap)*

**PRESIDENT:** I now declare this meeting of the Student Senate duly open for the transaction of business, or attend to any matters which may properly be presented. The Secretary will now read the minutes of the previous meeting.

*(After the minutes are read)*

**PRESIDENT:** Thank you Mister/Madame Secretary. Are there any additions or deletions to the minutes?

*(Additions or deletions are added at this time. However, if there are no objections proceed as follows.)*

Hearing no objections the minutes are accepted as read. *(One gavel tap. At this time the Secretary signs the minutes and hands it to the President to sign it as well and hands the minutes back to the Secretary).*

The Treasurer will now read the Treasurers Report.

*(NOTE: if no transactions were made since the previous meeting then the Treasurer will read the Report from the previous meeting. After the Treasurer Report is given the President proceeds.)*

**PRESIDENT:** Thank you Mister/Madame Treasurer. Are there any deletions or additions to the Treasurers report?

*(Additions or deletions are added at this time. However, if there are no objections proceed as follows.)*

Hearing no objections the Treasurer Report is accepted as read. *(One gavel tap. At this time the Treasurer signs the report and hands it to the President to sign it as well and hands the report back to the Treasurer).*

*(Proceed with the agenda.)*

**ASNNMC Closing Ceremonies**

**PRESIDENT:** Mr. / Madam Secretary do you have a record of any further business which should now be transacted?

**SECRETARY**: I have none, Mr. / Madam President.

**PRESIDENT:** Does any member know of any new or unfinished business, which should properly come before this meeting?

We are about to adjourn this meeting of the Northern New Mexico College Student Senate. As we go forth from this meeting let us always remember our responsibilities and duties of representing the student body of this college and also remember we our Student Senate members and that we should act as such.

*(Pause)*

I now declare this meeting adjourned.

*(Tap gavel 1 time)*