

Constitution of the Support Employees Senate

Article I - Name

Section One: The name of this organization shall be the Support Employees Senate of Eastern New Mexico University.

Article II - Purpose

Section One: The purpose of the Support Employees Senate (here after referred to as Senate) is to administer the authority conferred upon it by the Statement on Governance Policy and the Board of Regents of Eastern New Mexico University.

Section Two: The Senate is the official body representing the Support Staff to the ENMU Portales administration and the Board of Regents, and serves as liaison between the administration and the support employees. The following indicates the responsibilities of the Senate to disseminate information; to advise the president on matters of note; to discuss significant issues; to initiate and respond to all policies and procedures, and to investigate areas of concern.

Article III - Membership

Section One: The Senate shall consist of the number of members as selected in the By-Laws of the Support Employees Senate. These members will be elected by the support employees' constituency. This constituency shall be those designated by the administration and employed as permanent half-time up to full-time employees. Members shall be entitled to vote, to hold office, and to participate in discussions at the meetings.

Section Two: Membership in the Senate shall be a three-year term with outgoing members ineligible for re-election for one (1) academic year following a term.

Article IV - Officers

Section One: The officers of the Senate shall be a president, a vice-president, secretary/treasurer, and a parliamentarian elected by the membership by simple majority vote. Term of office for all officers shall be one (1) year with the exception of the vice-president. The vice-president shall serve the first year as vice-president and will automatically become the president during the second year of service on the Senate.

Section Two: The Executive Board shall consist of the officers. The immediate past president shall serve as an ex-officio member. The Executive Board shall formulate an agenda in conformity with the purpose set forth in the Constitution; it shall conduct all business in conformity with the wishes of the membership, and shall execute all policies, plans, projects, and activities of the Senate and implement all action taken by the membership.

Section Three: In case of vacancy in any elected office, other than the president, the Executive Board shall vote in an officer for the unexpired term. If the office of the president is vacated, the vice-president shall assume the duties of president and the Support Senate shall vote in another vice-president.

Article V - Meetings

Section One: Regular meetings shall be held once a month unless otherwise voted by the membership at a preceding meeting.

Section Two: Special meetings may be called by any member of the Executive Board.

Section Three: In case of emergency, the meeting time and place may be changed by a decision of the Executive Board.

Section Four: All Senate meetings are open meetings.

Article VI - Amendments

Section One: Amendments to this Constitution shall be proposed in writing and submitted to the membership of the Support Employees Senate at any regular meeting by any member. The proposed amendment may then be voted upon by ballot by the entire support employees' constituency.

Approve by the Board of Regents, November 1, 2019