

Constitution of the Professional Employees Senate

ARTICLE I – NAME

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

ARTICLE II– PURPOSE

Section One. The purpose of this Professional Employees Senate (hereinafter referred to as Senate) is to administer the authority designated by the Statement on Governance Policy of Eastern New Mexico which can be found at

[Statement on Governance](#)

Section Two. The Senate is the official body representing the professional employees to the university administration and to the Board of Regents, and serves as liaison between the administration and the professional 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 university policy and procedure, and to investigate areas of concern

ARTICLE III – MEMBERSHIP

Section One. Each member of the Senate:

- A. Shall be employed one full year (a 12 consecutive month period) prior to being elected to the Senate.
- B. Shall be a full-time professional employee on a 12 month contract.
- C. Shall be a professional employee as defined in the Professional Employees Handbook.

Section Two. Membership terms in this Senate shall be for a period of three (3) consecutive years with provision for staggered terms. A senator may not be re-elected for one (1) year following a term.

Article IV – OFFICERS

Section One. The Senate elects from its membership the following officers by simple majority vote.

A. President

B. Vice-President/Parliamentarian

C. Secretary/ Treasure

Section Two. The duties of the officers are those associated with the office as defined in the Bylaws of the organization.

Section Three. The officers constitute an executive committee to plan meetings and act for the Senate between meetings. The president is chairperson of the executive committee.

Section Four. The term of office for each officer shall be for one (1) year, serving until new officers are installed. The presidency will be filled automatically by the preceding year's vice president. The Vice President shall be in his/her second year as a Senator. Terms of office begin at the first meeting of the academic year.

ARTICLE V – Meetings

Section One. The Senate shall convene for a regular business meeting once a month.

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

Section Three. No action may be taken by the Senate in any business meeting unless a quorum is present. A quorum is defined as a simple majority of the total voting membership.

ARTICLE VI – PARLIAMENTARY AUTHORITY

Section One. In all parliamentary matters not covered by its by-laws, the Professional Employees Senate shall be governed by The Standard Code of Parliamentary Procedure, Sturgis, A.

ARTICLE VII – ATTENDANCE OF MEMBERS IN MEETINGS

Section One. Attendance of all Senate members at meetings is necessary.

Section Two. A Senate member with excessive absences at meetings will be removed from the Senate

ARTICLE VIII – COMMITTEES

Section One. The Senate shall appoint membership to standing committees in compliance with the ENMU Governance Document and may establish ad hoc committees as deemed necessary for the purpose of the Senate.

Please reference: [Governance](#)

ARTICLE IX – AMENDMENTS

Section One. The constitution of the Senate will be established and may be amended by two-thirds majority vote of the total voting Senate membership and ratified by a majority of the constituency casting votes, provided:

- A. A written copy of the proposed amendments has been distributed among the members of the Senate at a meeting in advance of the time the amendments shall be introduced for adoption, and further,
- B. That at least ten (10) days shall have elapsed between the meeting at which a copy of the amendments was distributed and the meeting at which formal action for adoption is taken.

Senate approval: August 15, 2017

EASTERN New Mexico UNIVERSITY
BY-LAWS TO THE CONSTITUTION
OF THE PROFESSIONAL SENATE

ARTICLE I – NAME

SECTION ONE: The name of this organization is “The Professional Employees Senate of Eastern New Mexico University”.

ARTICLE II – PURPOSE

SECTION ONE: The purpose of this organization 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: Statement of representation and responsibility.

- A. Recommendations for, and response to policy should be in accordance with Section I of the University Governance Document. The University Governance Document states: The professional constituency is defined as including all University employees who are classified as exempt, but are not primarily administrative, instructional or academic research in assignment.
- B. It is the responsibility of the Senate to distribute minutes of Senate meetings to constituencies.

ARTICLE III – MEMBERSHIP

SECTION ONE: Criteria for Senate membership.

- A. The Senate shall be composed of 14 representatives

1. The Portales campus will have three (3) representatives each from Academic Affairs, Business Affairs, Student Affairs and Technology and Systems/Planning & Analysis/ President's Office
2. The Roswell campus will have one (1) representative. The representative will be a non-voting member except in the capacity of elections.
3. The Ruidoso Campus will have one (1) representative.

SECTION TWO: Staggered terms of membership and elections.

- A. The three-year terms of Senate members will be staggered so that no more than two-thirds of the membership shall retire at one time.

SECTION THREE: Executive Committee.

- A. The elected officers constitute the executive committee to plan meetings and act for the Senate between meetings. The president is chairperson of the executive committee.
- B. The Senate elects from its membership the following officers by simple majority vote.
 1. President
 2. Vice President/Parliamentarian
 3. Secretary/ Treasurer

SECTION FOUR: Term of office.

- A. If an officer is removed or resigns from the Senate, the Senate will elect a replacement from its membership at the meeting in which the removal or resignation becomes effective.

ARTICLE IV – OFFICERS

SECTION ONE: The Senate elects from its membership the following officers by simple majority vote.

- A. President
- B. Vice President/Parliamentarian
- C. Secretary/ Treasure

SECTION TWO:

- A. The president shall:
 - 1. Assume general leadership of the Senate;
 - 2. Preside at all meetings of the senate and the Executive Board;
 - 3. Be an ex-officio member of all committees;
 - 4. Call special meetings with the approval of the Executive Board;
 - 5. Appoint such committees as deemed necessary by the membership or the Executive Board;
 - 6. Serve on the University Council and Budget and Planning; and shall perform such other duties as deemed necessary by the Executive Board;
- B. The vice-president/parliamentarian shall:

1. Assume the duties of the president when necessary;
2. Serve on the University Council and Budget and Planning; and
3. Otherwise assist the president as requested.
4. Act as parliamentarian, see that the meeting is run according to Sturgis The Standard Code of Parliamentary Procedure, Sturgis, A.

C. The secretary/treasurer shall:

1. Keep an accurate record of the proceedings of regular and special meetings of the membership and Executive Board;
2. Handle any correspondence requested by the president or Executive Board;
3. Provide each member of the senate and other designated individuals with a copy of the minutes taken at the meetings; and
4. Perform such other duties as deemed necessary to this office.

SECTION THREE: The term of office for each officer shall be for one year, serving until new officers are installed. The presidency will be filled automatically by the preceding year's vice president. The Vice President shall be in his/her second year as a Senator. Terms of office begin at the first meeting of the academic year.

ARTICLE V – MEETINGS

SECTION ONE: The senate shall convene for a regular business meeting once a month.

SECTION TWO: Special meetings of the Senate may be called by any member of the executive committee.

SECTION THREE: No action may be taken by the Senate in any business meeting unless a quorum is present. A quorum is defined as a simple majority of the total membership.

A. A simple majority is one person over half of the total active membership i.e. any number over 50% of the total, active membership.

1. An inactive member is one who is no longer serving due to dismissal or resignation.

ARTICLE VI – PARLIAMENTARY AUTHORITY

SECTION ONE: In all parliamentary matters not covered by its by-laws, the Professional Employees Senate shall be governed by The Standard Code of Parliamentary Procedure, Sturgis, A.

ARTICLE VII – ATTENDANCE OF MEMBERS IN MEETINGS

SECTION ONE: As members of the Professional Senate we have been elected by our constituency to represent them. If we are not present at meetings we are not meeting our obligation to our constituents.

SECTION TWO: Excessive Absences

A. Senate members who miss three (3) consecutive meetings without notifying an officer of the Senate will be removed from the Senate

B. Elections will be held in May of each year with terms to begin with the first meeting of the fiscal year (July)

1. Elections will be conducted on each campus by mail or electronic mail to all constituents and are a responsibility of the Senate.
 2. Constituents will vote (for a Senator) only in their area of representation i.e. Academic Affairs, Business Affairs, Student Affairs, Technology and Systems/Planning & Analysis/President's Office, Roswell Campus, and Ruidoso campus.
 3. All constituents eligible for membership, as stated in Article III, Section I of the Constitution will be included on the ballot.
 4. A Senate member removed for excessive absences will not be considered an eligible constituent for the term following said removal.
- C. Replacement of a Senator who is removed or one who resigns with more than six (6) months remaining in their term, shall be elected from that Senator's area of representation within two weeks after ballots are distributed.
1. The election procedure will be as outlined in Article III, Sections One, Two, Three, and Four of these By-Laws.
- D. Replacement of a Senator, who is removed or one who resigns with less than six (6) months remaining in their term, will be by Senate appointment from that Senator's area of representation at the next Senate meeting following the resignation/removal of the Senator.
1. The length of the appointment will be through the completion of the original term.

ARTICLE VIII – COMMITTEES

SECTION ONE: Appointment to committees.

- A. Representatives to standing committees outlined in the Governance document will be determined by the Senate at the first meeting of the fiscal year (July).

ARTICLE IX – AMENDMENTS

SECTION ONE: The by-laws of the Senate will be established and may be amended by two-thirds majority vote of the total active voting Senate membership and ratified by a majority of the constituency casting votes, provided:

- A. A written copy of the proposed amendments has been distributed among the members of the Senate at a meeting in advance of the time the amendments shall be introduced for adoption, and further,
- B. That at least ten (10) days shall have elapsed between the meeting at which a copy of the amendment was distributed and the meeting at which formal action for adoption is taken.

Approved by Board of Regents September 28, 2012.