

Eastern New Mexico University-Portales By-Laws to the Constitution of the Support Employees Senate

Article I - Name

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

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 System.

Section Two: Statement of representation and responsibility.

- A. Recommendations for and response to policy shall be in accordance with Section I of ENMU System, Statement on Governance. The Governance policy states: "The support constituency is defined as including all non-exempt classified employees."
- B. It is the responsibility of the Senate to distribute minutes of Senate meetings to constituents.

Article III - Membership

Section One: Criteria for Senate membership.

- A. The Senate shall be composed of up to but no more than 17 representatives.
 - 1. The Portales campus will have representatives from Academic Affairs, Business Affairs, Student Affairs, and from Technology and Systems/Planning & Analysis/President's Office.
 - 2. Members will be elected by the support constituency to three (3) year terms.

Section Two: Elections

- A. Election shall be conducted in May/June and the terms of office shall commence on July 1st of each year.

Section Three: Members are required to attend all meetings.

- A. Senate members who miss two (2) consecutive meetings without notifying an officer of the Senate will be removed from the Senate.
- B. The executive Board will vote a constituent from the same area to complete the term vacated.

Section Four: Term of Office

- A. The term of office for all officers shall be for one (1) year, beginning on July 1st with the exception of the vice-president.
- B. The vice-president will serve the first year of service as vice-president and the second year of service as President.

Article IV - Officers

Section One: Election

- A. The Senate elects from its membership the following officers by simple majority vote:
 - 1. Vice-President
 - 2. Secretary/Treasurer
 - 3. Parliamentarian
- B. The nominations shall be from the floor.
- C. The elected officers shall constitute the Executive Board.

Section Three: Duties of Officers

- A. The President shall:
 - 1. Assume general leadership of the Senate.
 - 2. Preside at all meetings of the Senate and Executive Board.
 - 3. Serve on University Council, Budget & Planning Committee, and attend the Board of Regents meetings.
 - 4. Serve as ex-officio member of all committees.
- B. The Vice-President shall:
 - 1. Assume the duties of President when necessary.
 - 2. Serve on University Council and Budget & Planning Committee.
 - 3. Otherwise, assist the president as requested.
- C. The Secretary/Treasurer shall:
 - 1. Keep accurate record of the proceedings of regular and special meetings of the membership and Executive Board.
 - 2. Send all approved minutes to the Office of Planning, Analysis and Governmental Relations for posting on the Senate portal community.
 - 3. Handle any correspondence requested by the President or Executive Board.
 - 4. Provide each member of the Senate a copy of the minutes taken at the meetings.
 - 5. Perform other duties as deemed necessary to this office.
- D. The Parliamentarian shall:
 - 1. See that meetings are run according to Sturgis' *The Standard Code of Parliamentary Procedure, current edition*.

Article V - Meetings

Section One: Frequency

- A. The Senate shall convene for a regular business meeting once a month.
- B. Special meetings of the Senate may be called by any member of the Executive Board.

Section Two: Quorum

- A. No action may be taken by the Senate in any business meeting unless a quorum is present and declared by the President.

- B. A quorum is defined as a simple majority of the membership, one person over half of the total active membership i.e. any number over 50% of the total, active membership.

Article VI - Committees

Section One: Appointments

- A. Representatives to standing committees outlined in the Statement on Governance, will be determined at the first meeting of the fiscal year (July).

Article VII - Amendments

Section One: Amending of the bylaws

- A. 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:
 - 1. 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.
 - 2. That at least ten (10) days 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 the Board of Regents, November 1, 2019