

# **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 the Professional Employees Senate (hereinafter referred to as Senate) is to administer the authority designated by the ENMU System Statement on Governance, 15-2 and Portales Statement on Governance, 15-3(hereinafter referred to as Campus Governance).

**Section Two:** The Senate is the official body representing professional employees to the University administration and the Board of Regents. The Senate serves as liaison between the administration and professional employees. The following indicates the responsibilities of the Senate to: disseminate information, to advise the ENMU-Portales and ENMU-Ruidoso 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 for 12 consecutive months prior to being elected to the Senate.
- B. Shall be full-time.
- C. Shall be a professional employee as defined in the Eastern New Mexico University Staff and Professional Handbook.

**Section Two:** Membership terms in this Senate shall be for a period of three consecutive years with provision for staggered terms except for senators who are appointed as a replacement for which they will serve for the remainder of the original term. A senator who has served a full three-year term may not be re-elected for one year following that term. Replacement senators do not have to wait one year to be re-elected since they did not serve a full three-year term.

## **Article IV - Officers**

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

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

**Section Two:** The duties of the officers are defined in the Professional Employees Senate Bylaws.

**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 year, which includes 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 their second year as a senator. The secretary may be in any year of their term as a senator. Terms of office begin at the first meeting of the fiscal year.

#### **Article V - Meetings**

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

#### **Article VI - Parliamentary Authority**

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

#### **Article VII - Meeting Attendance**

**Section One:** Attendance of a simple majority of all Senate members at meetings is necessary.

**Section Two:** A Senate member with three consecutive absences from meetings will be removed from the Senate.

#### **Article VIII - Committees**

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

#### **Article IX - Amendments**

**Section One:** The constitution of the Senate may be amended by a simple majority vote of all voting members 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. At least 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.

Approved by Board of Regents, February 18, 2022

## **BYLAWS OF THE PROFESSIONAL EMPLOYEES SENATE**

### **Article I - Representation and Responsibility**

#### **Section One: Representation**

- A. Recommendations for and response to policy should be in accordance with Campus Governance which 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.

#### **Section Two: Responsibility**

- A. It is the responsibility of the Senate to distribute all approved minutes and senate election results to the Office of Planning and Policy for posting on the Governance website.

### **Article II - Membership**

#### **Section One: Criteria for membership.**

- A. The Senate shall be composed of 13 representatives
  1. ENMU will have three representatives from each area; Academic Affairs, Business Affairs, Student Affairs, Information Technology Services/Planning and Policy/Office of the President.
  2. ENMU-Ruidoso will have one representative. The representative will be a voting member.

#### **Section Two: Staggered terms of membership.**

- A. Senators' three-year terms will be staggered so one new senator is voted into the senate for each area, every year.

#### **Section Three: Vacancies.**

- A. If an officer is removed or resigns from Senate, the Senate will elect a replacement from the current membership at the meeting in which the removal or resignation becomes effective.
- B. If the president leaves office with less than four months remaining in the service year, the vice president will continue to officially serve as vice president and cover the president's duties for the remainder of the year (and will still serve as president the following year). If the president leaves office with more than four months remaining in the service year, the senate will elect a third-year senator as the replacement president to serve for the remainder of the term.

## **Article III - Officers**

### **Section One: Duties.**

- A. The President shall:
  - 1. Assume general leadership of the Senate.
  - 2. Preside at all meetings of the Senate and the Executive Committee.
  - 3. Serve as chairperson of the Executive Committee.
  - 4. Be an ex-officio member of all Professional Senate committees.
  - 5. Call special meetings with the approval of the Executive Committee.
  - 6. Appoint such committees as deemed necessary by the membership or the Executive Committee.
  - 7. Serve on University Council and the Budget and Planning Committee and shall perform such other duties as deemed necessary by the Executive Committee.
- 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 Committee.
  - 3. Otherwise assist the president as requested.
  - 4. Act as parliamentarian by seeing that the meeting is run according to The Standard Code of Parliamentary Procedure, Sturgis, A.
  - 5. Conduct Senator elections and report results to the Office of Planning and Policy.
- C. The secretary/treasurer shall:
  - 1. Keep an accurate record of the proceedings of regular and special meetings of the membership and Executive Committee.
  - 2. Handle any correspondence requested by the president or Executive Committee.
  - 3. Provide each member of the Senate and other designated individuals, including the Office of Planning and Policy, with a copy of approved meeting minutes.
  - 4. Maintain budget and expenditure reports.
  - 5. Perform such other duties as deemed necessary to this office.

## **Article IV - Meetings**

### **Section One: Special meetings.**

- A. Special meetings of the Senate may be called by any member of the Executive Committee.

- B. A minimum of three days' notice should be given if a Special Meeting is needed. This will align the Professional Senate with the timeline practices of ENMU Board of Regents.

**Section Two:** Action items.

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

**Section Three:** Quorum.

- A. A quorum is defined as a simple majority of the total active membership.
  - 1. A simple majority is one person over half of the total active membership.
  - 2. An inactive member is one who is no longer in service due to dismissal or resignation.

**Article V - Attendance**

**Section One:** Responsibilities.

- A. Members of the Professional Senate have been elected by constituencies to represent those constituencies. Members not present at meetings are not meeting the obligation to constituents as indicated in Article II, Section Two of the ENMU Professional Employees Senate Constitution.

**Section Two:** Excessive Absences.

- A. Members who miss three consecutive meetings without notifying an officer of the Senate will be removed from the Senate.

**Article VI - Elections**

**Section One:** Procedures.

- A. Elections will be held in May of each year with terms to begin with the first meeting of the fiscal year which begins July 1.
- B. The vice president will conduct annual elections for all constituents' electronic mail or survey software. In the event the vice president is not available to conduct elections, then another member of the Executive Committee will be selected to handle the annual elections.
- C. Constituents will vote for a Senator from their own area of representation (e.g., Academic Affairs, Business Affairs, Student Affairs, Information Technology Services/Planning and Policy/Office of the President, ENMU-Ruidoso).
- D. All constituents eligible for membership, as stated in Article III, Section One of the Constitution qualify to be included on the ballot.

1. A Senate member removed for excessive absences will not be considered an eligible constituent for one term immediately following their removal.
- E. The Executive Committee member in charge of the election will contact eligible staff to offer an opportunity to opt-out of the election process. Staff who request to opt-out will not be included on the ballot.
- F. In the case of a tie vote: If both constituents cannot join the Senate due to limited available spots then a special second election will be held to break the tie.

**Section Two:** Filling vacancies.

- A. If a Senator is removed or resigns, the Senate shall elect a replacement senator to serve the remainder of the original term. To elect a replacement senator:
  1. The President shall extend an invitation to the runner up from the most recent Senate election for that area.
  2. If the runner up cannot serve, the President will extend an invitation to the second runner up.
  3. If neither accept the invitation, the Senate will hold a special election to vote the replacement senator into office for the remainder of the original term. The election procedure will be as outlined in Article VI, Section One of these Bylaws.

**Article VII - Committees**

**Section One:** Appointments.

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

**Article VIII - Amendments**

**Section One:** The Bylaws of the Senate may be amended by a 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 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.

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