

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 in Roswell.

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/or the Employee Handbook for Professional and Support Staff (hereinafter referred to as Campus Governance), as well as the Professional Employees Bylaws and the laws of the State of New Mexico.

The Board of Regents of Eastern New Mexico University through this Constitution confers the right and the permission for the professional staff of ENMU Roswell to create, establish, organize, and operate its own professional senate separately from the professional staff of ENMU Portales.

1. The Professional Senate of ENMU Roswell shall be autonomous with regard to its rights, actions, powers, duties, and obligations in matters that concern only the Roswell campus.
2. The Professional Senate of ENMU Portales shall not preempt the rights, duties, responsibilities, obligations, and actions of the Professional Staff Senate of ENMU Roswell in matters concerning only the Roswell campus.
3. The existence of a separate Professional Senate of ENMU Roswell shall in no way limit, exclude, or preclude representation of the Roswell campus professional staff in the Professional Senate of ENMU Portales when it is considering system-wide matters that concern all campuses.
4. The Professional Senate of ENMU Roswell shall make its recommendations to the President of the Roswell campus, with the right of appeal to the central Administration of the Portales campus.
5. The rights, functions, and responsibilities of the regular professional staff of ENMU Roswell in regard to participation in System governance and operation shall be used on the principles outlined in the 1966 Statement on Government of Colleges and Universities, jointly formulated by the Association of American Colleges and the Association of Governing Boards of Universities and Colleges.
6. The regular professional staff of ENMU Roswell shall have the right to establish internal committees, which could have parallel functions and responsibilities to corresponding committees on the Portales Campus, and the right to be proportionately represented on all appropriate system-wide consultative groups.

Section Two: The Senate is the official body representing professional employees to the University administration, Community College Board, 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, advise the ENMU-Roswell president on matters of note, discuss significant issues, initiate and respond to College policy and procedure, and 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 Roswell Staff and Professional Handbook.

Section Two: Membership terms in this Senate shall be for a period of three consecutive years with a 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 the Employee Handbook for Professional and Support Staff and/or the University Governance Document and may establish ad hoc committees as deemed necessary for the purpose of the Senate. The President of the Professional Employees Senate shall have the power to call meetings of the entire professional staff for the purpose of electing or appointing professional staff members to serve on standing committees.

Article IX - Amendments

Section One: Any member of the Professional Employees Senate may propose amendments to this constitution by submitting such proposals in writing at any regular or special meeting of the Professional Employees Senate. The constitution of the Professional Employees 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.
- C. Passage by a two-thirds (2/3) majority vote of the Professional Employees Senate.
- D. Approval by the Community College Board for ENMU Roswell and the Board of Regents of Eastern New Mexico University.
- E. It shall be incumbent upon the Professional Employees Senate of ENMU Roswell to initiate amendments to the Bylaws of the Professional Senate when such amendments are necessary to make the Bylaws consistent with the amendments to this constitution.

BYLAWS OF THE PROFESSIONAL EMPLOYEES SENATE

Article I - Representation and Responsibility

The purpose of this document is to set forth the ways and means of implementing the rights, powers, duties, and obligations of the Professional Employees Senate of ENMU Roswell as defined in the Constitution of the Professional Employees Senate of ENMU Roswell. Nothing in these Bylaws shall be construed to be in anyway contrary to or inconsistent with the constitution of the Professional Employees Senate of ENMU Roswell.

Section One: Representation for and response to policy should be in accordance with System Governance which states: The professional employee constituency is defined as including all College employees who are classified as exempt and 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 Institutional Effectiveness for posting on the senate website.

Article II - Membership

Section One: Criteria for membership.

- A. All regular professional staff members who meet the criteria set forth in the Employee Handbook for Professional and Support Staff are eligible to vote in Professional Employee Senate elections and to serve in the Professional Employee Senate.
- B. The Senate shall be composed of nine (9) representatives.
 1. ENMU Roswell will be proportionally represented in the Professional Senate by a total of nine (9) elected members which are split as follows:
 - Executive Administration – 1 Senator
 - Academic Affairs – 2 Senators
 - Business Affairs – 2 Senators
 - Student Affairs – 4 Senators

The ratio of the regular, full-time professional employees in each area of the College to the total number of such members in all areas shall be reviewed by the Professional Employees Senate every third year, or sooner if substantive changes are made in ENMU Roswell organization and reporting, prior to the election in those years. The apportionment of representation among the areas will be adjusted as needed.

Section Two: Staggered terms of membership.

- A. Senators' three-year terms will be staggered and officers will serve for a one-year period and will be allowed two-one-year terms of office.

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.
- C. Should the office of the president and the vice president be vacated simultaneously, a general or special meeting of the Professional Employees Senate shall be held at the earliest opportunity so that the membership may elect new officers to fill unexpired terms.
- D. Senator vacancies can be filled by appointment from the President, with the approval of the remaining Senators.

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. Ensure the minutes for each meeting are distributed to all professional employees.
- B. The vice-president/parliamentarian shall:
 - 1. Assume the duties of the president when necessary.
 - 2. Otherwise assist the president as requested.
 - 3. Act as parliamentarian by seeing that the meeting is run according to The Standard Code of Parliamentary Procedure, Sturgis, A.
 - 4. Conduct Senator elections and report results to the President.
- 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: Regular meetings.

- A. The Senate shall convene each month for a regularly scheduled meeting.
- B. All professional employees are encouraged to participate in meetings.

Section Two: Special meetings.

- C. Special meetings of the Senate may be called by any member of the Executive Committee.
- D. 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 number of active Senators.
 1. A simple majority is one person over half of active Senators.
 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 VII, Section Two of the ENMU Roswell 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 general election shall be held annually to elect professional employees to fill the vacancies on the ENMU Roswell Professional Employees Senate and standing committees.

- 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. 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. Nominations will be taken by the vice president for open Senator positions and all Officer positions during the April meeting of the ENMU Roswell Professional Employees Senate meeting.
- D. Constituents will vote for all Senator and all Officer positions.
- E. 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 through a special election.

Article VII - Committees

Section One: Appointments.

- A. Representatives to standing committees will be determined by the Senate at the first meeting of the fiscal year. It is the responsibility of the professional employee elected to or designated to a standing committee to report back information and discussion items at each monthly meeting of the Senate.
- B. Ad hoc committees shall be established by the President of the senate from time-to-time as deemed necessary to carry out the functions and to transact the business of the Professional Employee Senate.

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.
- C. Any Senator may propose amendments to the Bylaws by submitting such proposals in writing at any regular or special meeting of the Professional Employee Senate.
- D. Amendments shall concern procedural matters only, and not substantive matters; amendments to these Bylaws shall not conflict with the Professional Employees Senate Constitution.
- E. The proposed amendment shall pass if it is approved by two-thirds (2/3) of the Professional Employees Senate membership.