Constitution and By-laws
Faculty Senate of the University of New Mexico—Gallup Branch
Gallup, New Mexico

Proposed changes to Faculty Senate January 2013
Final Approval by Faulty Senate March 22, 2013

Five Divisions
1. Arts and Sciences
2. Education, Health and Human Services
3. Business and Applied Technology
4. Community Based Education and Workforce Development
5. Library

CONSTITUTION

I. SENATE STRUCTURE

A. MEMBERSHIP.
All full-time faculty members have voting privileges. Part-time faculty shall be represented by four (4) of their number elected by them; these shall have voting privileges. The director of the Branch Campus, the Academic Dean, the business manager, and student services professional staff are invited to attend meetings and speak, but they shall not have voting privileges.

B. RIGHTS AND RESPONSIBILITIES.
1. Within the scope of the written agreements between the UNM-Gallup Branch Community College Advisory Board and the UNM Board of Regents, the Faculty Senate shall have the right of review and action in regard to the following:
   a. Formulation of institutional aims, viewed as mutual responsibility of faculty, Branch Campus administration, the UNM-Gallup Campus Community College Advisory Board, and the Board of Regents.
   b. Approval of the creation of new departments and programs upon recommendation from the Branch Campus administration and forwarding to appropriate UNM entities for final approval.
   c. Approval of major curriculum changes, upon recommendation from the Branch Campus administration, and forwarding to appropriate UNM entities for final approval.
   d. Establishment of requirements for admission, graduation, honors, and scholastic performance in general, with approval of appropriate Branch Campus and Main Campus personnel.
   e. Approval of candidates for degrees
   f. Recommendation of policies of appointment and promotion in academic rank
g. Recommendation of action in regard to general faculty welfare including, but not limited to, faculty salary schedules, merit pay, benefits packages, academic freedom, and grievance policies.

2. Actions taken by the Faculty Senate shall be subject to the authority of the UNM-Gallup Branch Community College Advisory Board, the Regents, and such other persons the Regents shall delegate in matters involving finance, personnel, and general University policy.

C. OFFICERS.

1. The Senate shall elect the following officers and representatives from its membership, as defined in Article I, Sec. A, annually:
   a. President
   b. Vice-President
   c. Secretary
   d. The three (3) members of the Senate Operations Committee designated in Article I, Sec. E.
   e. Nominating Committee of three (3) members who shall not be themselves candidates for elected office.

2. Duties of Officers.
   a. The President shall have the following duties:
      1. Serve as chairperson of the Senate and of the Operations Committee;
      2. Represent the faculty before groups on UNM-A, Campus Committees, UNM-G Advisory Board, University administrators, and community organizations as appropriate.
      3. Appoint ad hoc committees and a Parliamentarian as necessary to conduct Senate business.
      4. Be responsible for Faculty Senate budget development and control.
   b. The Vice-President shall have the following duties:
      1. Serve on the Operations Committee
      2. Perform the duties of the President in the absence of the President
   c. The Secretary shall have the following duties:
      1. Serve on the Operations Committee;
      2. Keep accurate minutes of Faculty Senate meetings and meetings of the Operations Committee and post to the UNM-G web site before the next meeting;
      3. Deliver a copy of the written minutes of each meeting to the Zollinger Library.

3. Election of officers, operations committee members, nominating committee members and members of standing committees
   a. The election of the President, Vice-President, Secretary, Operations Committee, and Nominating Committee shall be conducted at the final scheduled meeting of the Senate in the Spring Semester.
   b. The election shall be chaired by the chair of the nominating committee
   c. The new officers, Operations Committee members, and Nominating Committee members shall take office on the date of their election and serve until the next election.
   d. Standing committee members shall take office on the date of their appointment and confirmation by the Faculty Senate and serve their respective terms as defined in Article II, Sec. E, para 4.
D. SENATE NOMINATING COMMITTEE

1. Membership
   a. Three (3) Senate members elected annually.
   b. Members shall be representative of the entire faculty.
   c. Nominees for President shall not be members of the Nominating Committee.

2. Duties
   a. Prepares the slate for the annual election of Senate officers, Operations Committee, and
      Nominating Committee;
   b. Presents the slate and chairs the election at the final meeting of the Senate in the Spring
      Semester;
   c. Nominations may be made from the floor provided that the person nominated agrees to
      serve and meets the criteria in Article I, Sec. D, para. 1.

E. SENATE OPERATIONS COMMITTEE

1. Membership
   a. The elected officers (President, Vice-President, and Secretary) and three (3) additional
      Senate members elected by the full Senate shall be the members of the committee.
   b. The President of the Senate shall serve as Chairperson of the Senate Operations
      Committee.
   c. The Parliamentarian serves in a non-voting advisory capacity as required.

2. Duties
   a. Perform basic administrative functions to facilitate the work of the Senate and the Senate
      committees.
   b. Establish priorities and set agenda for Senate meetings
   c. Transmit to the senate, with recommendations for adoption or rejection, all reports,
      recommendations and proposals received from other Senate committees. In performing
      this function, the Operations Committee shall not change committee recommendations or
      proposals without the approval of the originating committee. It may present its own
      recommendations to the Senate, with those of the originating committee, for final Senate
      approval.
   d. Distribute the scheduling of all Senate committee meetings and related activities.
   e. Study Senate procedures and structure, and make recommendations for their
      improvement.
   f. Refer reports, recommendations or proposals submitted by a Senate committee to another
      Senate committee or directly to a University administrator or other officer if additional
      comment appears to be needed.
   g. Function as a “committee on committees.”

F. OTHER SENATE COMMITTEES AND REPRESENTATIONS

1. Standing committees are responsible to the Senate, report to the Senate Operations
   Committee, and have their faculty membership appointed by the President of the Senate and
   confirmed by Faculty Senate. The Standing committees are:
   a. Faculty Committee on Student Affairs
   b. Budget Review Committee
   c. Curricula Committee
   d. Long Range Planning and Resource Committee
e. Library Committee
f. Ethics and Advisory Committee
g. Committee on Teaching Excellence
h. Rank and Tenure
i. Constitution and By-Laws Committee
j. Assessment Committee

2. Faculty serving as members of administrative and student standing committees shall be approved by the Senate and serve for two (2) years. These faculty will report to the Senate whenever such reports are considered appropriate by them and/or when requested to do so by the Senate Operations Committee.

II. SENATE OPERATING POLICIES

A. THE SENATE AND ALL COMMITTEES SHALL ACT IN ACCORDANCE WITH ROBERTS RULES OF ORDER.

B. PROCEDURES
1. The Senate shall normally meet during the academic year on the third Friday of each month at 12:30 pm unless rescheduled by the vote of the Senate during its first meeting of the semester in orientation week.
2. Those members of the voting faculty present, but at least thirty percent (30%) of the full-time faculty under contract at the beginning of each semester shall [11/15/02] constitute a quorum for business at a Senate meeting.
3. Special Meetings of the Faculty Senate may be called:
   a. By the President at his or her discretion
   b. By no fewer than fifteen per cent (15%) of the full-time faculty under contract at the beginning of each semester, whenever a request is made in writing to the President
4. All meetings shall be tape-recorded. Written and recorded proceedings, and related documents of each meeting, shall be deposited in the Zollinger Library.
5. Each speaker is limited to three (3) minutes each time when speaking to an issue. Five minutes (Roberts’ Rules limits each speaker to two responses to any one discussion.)

C. STANDING COMMITTEES
1. During the Spring Semester of each year, all faculty shall be asked to rank their preference for membership on committees. All members of the Faculty Senate are eligible for appointment to standing Senate committees or for election as faculty representatives on administrative and student committees. The President of the Senate shall make appointments to the standing committees as vacancies occur and their appointments confirmed by the Faculty Senate.
2. Membership on any one committee is to a first three year term which may be renewed for a second three year term. Faculty must have a three year absence before returning to the same committee.
3. Newly appointed and confirmed standing committee members shall take office on the date of their appointment and confirmation and serve for their respective terms.
4. Administrative officers (director, associate and assistant deans, managers) may be invited to serve as non-voting members of standing committees.
5. The Operations Committee will review committee membership lists to ensure membership represents the entire faculty.

D. ABSENTEEISM
1. After a committee member has missed two (2) committee meetings in an academic year, the chairperson may recommend to the Senate President that the committee position be declared vacant.
2. A vacancy will be filled by appointment of the President of the Senate for the remainder of the term of the member vacated.
3. The President of the Senate shall inform the membership, in writing, of such vacancies and appointments.

E. PROCEDURES OF STANDING COMMITTEES
Standing committees shall
1. Report action items to (or through) the Senate Operations Committee
2. Have membership with staggered terms so that there will be continuity on the committees.
3. Have a chairperson who is elected by the committee. The chairperson shall serve for two (2) years and may serve for no more than two (2) consecutive terms at a time. (The exception is the Operations Committee, which is defined in Article I, Sec. E)

F. COMMITTEE MEMBERSHIP AND RESPONSIBILITIES
The responsibilities and composition of standing committees shall be as stated in the By-laws of Standing Committees.

G. EACH STANDING COMMITTEE SHALL REPORT TO THE BODY OF THE SENATE AT ALL REGULAR MEETINGS AND AT OTHER TIMES WHEN REQUESTED BY THE OPERATIONS COMMITTEE.

III. GENERAL

A. THIS CONSTITUTION SHALL BE EFFECTIVE WHEN APPROVED BY A TWO-THIRDS (2/3) VOTE OF THE FULL-TIME FACULTY AND RATIFIED BY THE PRESIDENT OF THE UNIVERSITY.

B. THIS CONSTITUTION MAY BE AMENDED BY A TWO-THIRDS (2/3) VOTE OF SENATE MEMBERS AFTER PRESENTATION TWICE IN THE SENATE FOR DEBATE IN MEETINGS AT LEAST FOUR (4) WEEKS APART AND SUBSEQUENT APPROVAL BY THE PRESIDENT OF THE UNIVERSITY. BALLOT MAY BE BY MAIL.

C. BY-LAWS
This constitution is supplemented by By-laws adopted by a majority vote of the Senate after a single presentation. These By-laws include
1. Interpretations and implementations of this constitution
2. A statement of the duties and responsibilities of the standing committees of the Faculty Senate, and
3. Other faculty regulations.
D. DISTRIBUTION
The Senate Secretary shall keep on file a copy of this Constitution, the By-laws and Amendments, and shall distribute copies to members of Senate by publication in the Faculty Handbook or other suitable instruments.