



## **BYLAWS OF THE STAFF ASSOCIATION**

### **ARTICLE I: NAME**

The name of the organization shall be the University of New Mexico-Valencia Campus Staff Association.

### **ARTICLE II: STATEMENT OF PURPOSE**

#### Section 1. General.

The Staff Association, a representative body and a forum for all staff, shall have as its primary responsibility to be a source of input into the important issues and decisions of the campus as they relate to the general welfare of the staff of the University of New Mexico-Valencia Campus.

The Staff Association shall not replace or control the role of collective bargaining units, or any other organizations of specific staff interest, nor shall it replace personnel procedures.

The Staff Association shall have the right of review and recommendation in regard to the following items:

#### Section 2. Specific.

- A. Formulation of staff institutional aims.
- B. Unity among staff.
- C. Issues of professional and personal development.
- D. Resource applications such as wages and benefits.
- E. Enhance and promote productivity, including working conditions.
- F. Facilitate communications between staff and administrators, faculty, students, main campus, and other branch campuses.

- G. Issues related specifically to the branch campus environment and communication of the same to main campus and other branch campuses.
- H. General staff welfare.

### **ARTICLE III: FUNCTION**

Section 1. General.

The Staff Association shall represent the staff of the University of New Mexico-Valencia Campus and shall operate on a year-round basis.

Section 2. Specific.

Functions of the Staff Association shall be:

- A. To study problems, potential problems, welfare and working conditions of staff members, and set annual goals.
- B. To call to the attentions of the Branch Director and other appropriate administrators, University organizations or individuals, matters concerning staff in any department that the Staff Association believes should receive special attention.
- C. To be represented at the Advisory Board meetings in an official, non-voting capacity by the Staff Association President.
- D. To be represented at the Administrative Council by the Staff Association President in an official capacity.
- E. To cooperate with the Faculty Executive Committee in the formulation of joint recommendations concerning the solution of problems common to the staff and faculty.
- F. To advise on salary, promotion policies, and benefit packages pertaining to staff employees.
- G. To form committees, as required, to study special or continuing problems.
- H. To act as an umbrella organization to provide support and coordination among staff employee organizations on campus.

**ARTICLE IV: MEMBERS**Section 1. Eligibility.

The Staff Association shall be composed of all staff (including part-time and temporary) with the exception of the Branch Director.

## Section 2. A representative from the Student Senate and the Faculty Executive Committee are invited to participate as ex-officio (non-voting) members.

**ARTICLE V: OFFICERS**Section 1. Election and Appointments of Officers.

- A. Annually, the Staff Association shall elect a Vice-President/President-Elect, Secretary/Treasurer, and two representatives-at-large, one representing professional and one nonprofessional staff.
- B. The Secretary/Treasurer and Representatives-at-large shall hold no more than two consecutive terms in one office; the President and President-elect offices shall be considered to have met the two-year term limitation.
- C. Vacancies may or may not be filled as follows:
  - 1. Vacancies occurring sixty or fewer days before regular elections need not be filled.
  - 2. The Staff Association President shall appoint an eligible staff member from the constituency to complete an unexpired term, subject to the approval of the Association.
  - 3. An Executive Committee member appointed to serve less than half a term is eligible for election to two succeeding terms.

Section 2. President.

The President shall serve for a one-year term. The functions of the President shall be to:

- A. Preside at all meetings of the Staff Association.
- B. Represent the staff at meetings of the Advisory Board and Administrative Council and other groups as appropriate.

- C. Serve as a member of the Staff Executive Committee and have one vote.
- D. Appoint required committees in consultation with Staff Association members.
- E. Assure that the lines of communication between the Staff Association and the University community remain open.
- F. Perform all other duties pertaining to the office of the President.

Section 3. Vice-President/President-Elect.

The Vice-President/President Elect shall serve a one-year term. The functions of the Vice-President/President-Elect shall be to:

- A. Serve in the absence of the President.
- B. Serve as President when the term of the President expires.
- C. Serve as a member of the Executive Committee and have one vote.
- D. Chair the Election Committee.
- E. Assist the President in assuring that the lines of communication between the Staff Association and the University community remain open.
- F. Perform such other duties as may be assigned by the President or the Executive Committee.

In the case of the resignation or death of the President, the Vice-President/President-Elect automatically becomes President for the unexpired term.

Section 4. Secretary/Treasurer.

The Secretary/Treasurer shall serve a one-year term. The functions of the Secretary/Treasurer shall be to:

- A. Maintain an accurate record of all meetings of the Staff Association, including attendance.
- B. Maintain financial records of the Staff Association.
- C. Serve as a member of the Executive Committee and have one vote.
- D. Submit a summary of minutes for the campus-wide publication as soon as possible after the full minutes have been approved.

- E. Prepare reports of recommendations on policy actions for presentation.
- F. Performs such other duties as may be assigned by the President or the Executive Committee.

Section 5. Representatives-at-large.  
Representatives at Large (one professional staff and one non-professional staff) shall serve a one-year term and shall serve as a member of the Executive Committee and have one vote each.

## **ARTICLE VI: STANDING COMMITTEE**

Standing Committees and their charges shall be created by majority vote of the Staff Association to deal with continuing staff and institutional issues.

Size and composition of the committees as well as replacements for office or representative vacancies shall be determined by vote of the Staff Association.

Chairpersons of the Standing Committees shall be elected by the committee members.

The following Standing Committees shall be appointed annually:

- Section 1. Executive Committee.  
The Executive Committee shall consist of the President, Vice-President/President-Elect, Secretary/Treasurer, and the two representatives-at-large. Each executive member shall have one vote.
- Section 2. Benefits.  
Committee members shall study wages and benefits.
- Section 3. Rewards and Recognition.  
Members shall work to promote and enhance productivity and morale through reward and recognition programs for employees.
- Section 4. Professional Development.  
Members shall work to provide opportunities for professional and personal development for employees.
- Section 5. Ad Hoc.  
Ad Hoc Committee shall be formed as necessary at the discretion of the Executive Committee.

## **ARTICLE VII: POWERS & DUTIES**

Section 1. Executive Committee.

The Executive Committee is authorized to expend funds up to \$200.00 per event for general operations and up to \$2,000.00 for Professional Development Events.

### **ARTICLE VIII: VOTING**

Section 1. Voting in person, absentee ballot, or electronically is allowed for all regular meetings.

### **ARTICLE IX: STAFF ASSOCIATION MEETINGS**

Staff Association meetings shall be open.

Section 1. Regular Meetings.

The Executive Committee shall designate the time and place for regular meetings. Regular meetings shall occur at least once a year.

Section 2. Special Meetings.

The President, or a two-thirds majority of the Staff Association, may call a special meeting at any time.

Section 3. Quorum.

A quorum shall consist of half of the members of the Staff Association. (Refer to Article IV, Section 1 for definition.) An Executive Committee quorum shall consist of at least two-thirds of the members of the Executive Committee with at least one member being a Representative-at-Large.

Section 4. Agenda.

The Executive Committee shall be responsible for the posting of an open agenda on the Staff Association Website one week prior to the scheduled meeting, and to the distribution of the finalized agenda to the members at least one day before each regular meeting.

Section 5. Record of Attendance.

The minutes of each meeting shall show the names of the members present and of those absent.

Section 6. Attendance at Meetings.

Attendance by Staff Association officers shall be required at all Staff Association meetings. Unexcused absence from three consecutive meetings shall be ground for removal, subject to majority vote of the Association. Attendance by Staff Association members is strongly encouraged.

**ARTICLE X: RULES OF ORDER**

*Robert's Rules of Order Newly Revised* shall govern all meetings of the Staff Association in all cases to which they are applicable and in which they are not in conflict with these bylaws or with any rules that are adopted by the Association for the conduct of their meetings.

**ARTICLE XI: AMENDMENTS**

These bylaws may be amended by a two-thirds majority vote of the permanent professional and non-professional staff members of the Staff Association. Absentee ballots may be distributed to Staff Association members who request them and who are not able to attend the general meeting. Absentee ballots are due at the beginning of the general meeting. Proposed amendments must be made public to employees prior to the vote. A copy of the proposed amendments will be placed on the Staff Association Website. These bylaws and amendments thereto are subject to review and approval by the Staff Association. [change to website]

Revised November 13, 1996

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