

## STAFF COUNCIL CONSTITUTION

**\*\*APPROVED – 12.2022\*\***

### ARTICLE 1: NAME

The name of the organization is the University of New Mexico-Gallup Staff Council.

### ARTICLE 2: STATEMENT OF PURPOSE

#### SECTION 1. PURPOSE

The purpose of the UNM-Gallup Staff Council is to represent the interests of all staff and to serve as an important source of input into the issues and decisions at the university as they relate to the general welfare and success of the staff at UNM-Gallup. The Staff Council shall represent UNM staff to the University administration, and the Staff Council president shall serve as an advisory member of the UNM Gallup Campus Local Advisory Board.

#### SECTION 2. AUTHORITY

The Staff Council does not replace or supersede UNM policies and procedures but will make recommendations to adopt or amend such policies and procedures. The Staff Council shall make recommendations regarding conditions of employment and shall work toward improving wages, hours and conditions of employment for the staff. UNM-Gallup staff may participate as individuals in the council notwithstanding their employment in a position subject to a collective bargaining agreement. The Staff Council will not supersede or replace collective bargaining units officially recognized by the University nor shall it have any authority with respect to University collective bargaining agreements.

### ARTICLE 3: MEMBERSHIP

#### SECTION 1. THE UNIVERSITY STAFF

- A. Any staff member employed by UNM-Gallup in a regular, contract, or term position who is at least half-time status and who has worked at UNM-Gallup for at least six months is eligible for membership in the Staff Council and able to vote in elections for officers. The Staff Council encourages full and equal participation and no staff member will be denied full and equal participation for reasons of race, color, national origin, religion, ancestry, sex, age, physical and mental disability, serious medical condition, spousal affiliation, sexual orientation, and gender identity.
- B. Membership shall consist of all eligible staff.
- C. Persons eligible to vote in faculty elections will not be considered staff. Staff holding temporary part-time faculty appointments will be considered staff for purpose of this article.
- D. Faculty and administrators of UNM-Gallup are invited to attend Staff Council meetings in an ex-officio capacity.

#### SECTION 2. ADMINISTRATIVE STAFF LIAISON

The UNM-Gallup Chancellor shall designate a senior administrative staff member to serve as a liaison to the Staff Council.



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### **ARTICLE 4: OFFICER ELECTIONS AND VACANCIES**

Staff Council officer elections will be held in the spring semester for the following academic year. Elected officers will serve one-year terms. In the event of an officer vacancy, the president will nominate a replacement from among the UNM-Gallup Staff Council. Nominees require an affirmative vote of council members present before they are seated. Nominees serve for the remainder of the elected term to which they are appointed.

### **ARTICLE 5: OFFICERS**

#### **SECTION 1.**

The Staff Council will elect from its membership a President, President-Elect, Treasurer, Secretary, and two Members-at-Large.

#### **SECTION 2.**

The president presides at all council meetings and serves as the council's external representative to the UNM-Gallup community.

#### **SECTION 3.**

In the absence or at the discretion of the president, the president-elect will preside at meetings and represent the council to the UNM-Gallup community. The President-Elect shall assist the President, and shall automatically succeed to the Office of the President should there be a vacancy in that Office. Upon the succession of the President-Elect to the Office of the President, the Staff shall elect a new President-Elect.

#### **SECTION 4.**

The treasurer will develop, maintain, and monitor accounting records for the council in collaboration with UNM-Gallup business operations.

#### **SECTION 5.**

The secretary with assistance from an Administrative support staff, will maintain records of the council including meeting minutes and correspondence.



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### ARTICLE 6: EXECUTIVE COMMITTEE

#### SECTION 1.

An Executive Committee will be established and composed of the Staff Council officers and two members at large.

#### SECTION 2.

The Executive Committee will set the agenda for all Staff Council meetings and represent council decisions to the university. The Executive Committee will receive issues for consideration by the Staff Council.

#### SECTION 3.

Should a vacancy occur on the Executive Committee, the Staff Council will fill the vacancy at its next meeting.

#### Section 4.

A Staff person shall be assigned to the Staff Council to provide administrative support, and will be a non-voting member of the Executive Committee.

### ARTICLE 7: MEETINGS

The Staff Council will hold an annual organization meeting in the spring for the election of officers. Regular Staff Council meetings will be held quarterly on a date decided by the Executive Committee. Special meetings may be called at the discretion of the Executive Committee.

### ARTICLE 8: CONSTITUTION AND AMENDMENTS

#### SECTION 1. CONSTITUTION

The constitution will become effective on the date of ratification. Ratification requires two-thirds approval by the Staff Council members present at the council meeting called for ratification, majority approval by staff voting in the ratification election, and approval by the Chancellor.

#### SECTION 2. AMENDMENTS

Amendments to this constitution may be proposed by UNM-Gallup staff at a regular Staff Council meeting. Ratification of an amendment requires approval by a majority (51%) of the Staff Council members present at the ratification meeting and majority approval by staff voting in the ratification election. Amendments become effective on the date of ratification.

#### SECTION 3. AUTHORITY

This constitution, including all amendments, will be subject to modification and approval by the Chancellor.