

Northern New Mexico College Staff Association BYLAWS

Adopted: 8-29-25

Bylaw I: Membership

All eligible staff members are considered part of the Staff Association and may participate in Association and Senate activities, meetings, and elections.

Bylaw II: Governance

The governing and decision-making body of the Staff Association shall be known as the Staff Senate, composed of elected representatives from across college divisions.

1. **Terms:** Senators serve two-year staggered terms. One-half of the Senate is up for election every year. This system ensures continuity by preventing a complete turnover of Senate membership in any single election.
 2. **Vacancies:** If any area is unable to nominate and elect a representative or a vacancy occurs, this senate seat will remain vacant until a representative from that area can be selected and appointed by the Senate.
 3. **Nomination Process:** Open nominations for officers will be solicited via a Google Form or equivalent online tool.
 4. **Voting:** All members of the Staff Association are eligible to vote in Senate elections but may only vote once for a representative from their area. In the case of a tie, each area will determine the outcome. Staff may not serve on both the Faculty Senate and the Staff Senate simultaneously.
 5. **Elections:** Elections will be held annually during Fall Convocation week.
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Bylaw III: Representation

For the purposes of the Senate, the following administrative units will be termed "areas" and will each be represented by a Senator, to be elected by members of that area, resulting in a total of 11 Senators.

1. **Student Services** – Admissions, Advisement, Registrar, Financial Aid, Accessibility Resource Center (ARC), and Career Services
2. **Student Affairs** – Student Life, Veterans, Native American Student Center (NASC), Counseling and Student Support Center (CASSC)
3. **Auxiliary Services** – Ben Lujan Library, Institutional Research (IR), Assessment, Center for Teaching and Learning (CTL), Events, Adult Education/Continuing Education, Small Business Development Center (SBDC)
4. **Information Technology (IT)**
5. **Business Office and Human Resources**

6. **Administrative Assistants (college-wide)**
 7. **Grants** – High School Equivalency Program (HEP), College Assistance Migrant Program (CAMP), Upward Bound (UB), Educational Opportunity Center (EOC), Title V, Title III
 8. **Facilities and Maintenance**
 9. **Campus Safety and Security**
 10. **Institutional Advancement** – Communications & Marketing, NNMC Foundation, Major Gifts
 11. **Athletics**
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Bylaw IV: Officers

1. **Officers:** The Senate shall elect from among its members the following officers:
 - **President**
 - **Vice-President**
 - **Secretary/Treasurer**
 2. **Terms:** Officers serve one-year terms, renewable up to three consecutive years.
 3. **Vacancies:** Officer positions will be filled by election at the next regular meeting of the Senate. In the event of a vacancy in the Presidency, the Vice President becomes President, and an election is held to fill the Vice-Presidential position. All elected senators present at the meeting are eligible to vote in Officer elections by secret ballot (may be electronic).
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Bylaw V: Duties of the Officers

1. **The President of the Senate shall:**
 - Preside at all meetings of the Staff Senate.
 - Prepare an agenda for each meeting, in consultation with other Senate officers.
 - Appoint members to ad hoc committees upon approval of a majority of the Senate members at any meeting.
 - Be the official representative of the Staff Senate at the NNMC Board of Regents meetings and other meetings of concern to staff members.
 - Be a liaison to the President of the College and the NNMC Board of Regents in matters pertaining to the Staff.
2. **The Vice President of the Staff Senate shall:**
 - Perform the duties of the Staff Senate President during their absence or disability.
 - Conduct all elections.
 - Perform other duties as authorized by the President of the Staff Senate.
3. **The Secretary-Treasurer of the Staff Senate shall:**
 - Keep a record of the meeting proceedings. Distribute minutes to the Staff via the Staff Senate email.
 - Supervise the maintenance of all records.

- Distribute the agenda and minutes to all staff members at least five business days before the scheduled Senate meeting. Be responsible for all correspondence.
 - Determine if a quorum is present at all Staff Senate meetings and retain all sign-in sheets.
 - Collect and disburse monies as approved by the membership and maintain the records thereof.
 - Perform other duties as authorized by the President of the Staff Senate.
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Bylaw VI: Meetings

1. The Staff Senate will hold at least four (quarterly) meetings each year in January, April, August, and October.
 2. A Quorum is defined as a simple majority of the current Senate members.
 3. Additional meetings may be called by the Officers or a quorum of the Senate.
 4. Meetings are open to all staff unless otherwise stated.
 5. The following persons shall have a standing invitation to attend all meetings of the Senate, with the privilege of the floor but not of voting: the President of the College, the Provost, representatives of the Faculty Senate, Student Senate.
 6. The President of the Senate may invite other persons to a meeting of the Staff Senate if the presence of such a person is deemed important for the discussion of an agenda item. These persons shall have the privilege of the floor but not of voting.
 7. Occasionally, the Staff Senate might encounter issues that require a closed meeting, with only the Senators, officers, and specific invitees in attendance. A motion and vote of the Senate is required to close a meeting. At the conclusion of the sensitive portion of the meeting, a motion and vote will reopen the meeting. The President will determine whether minutes should be taken during the closed portion of the meeting, based on the nature of the issue under discussion.
 8. Meetings will be held according to the most current edition of Robert's Rules of Order.
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Bylaw VII: Committees

1. **Standing Committees:** The following committees shall operate under the Staff Senate.
 - **Executive:** Comprised of the President, Vice-President, and Secretary/Treasurer
 - **President's Staff Advisory Committee (PSAC):** members to serve on the President's Staff Advisory Committee and **regularly report and advise the executive leadership team.** This committee shall include the President and two Senators as elected by the Senate in the first meeting of the year. No more than one member of any area may be represented.
 - **Personnel:** To address and advise on issues related to Classification and Compensation, Staff Handbook, Performance Evaluations, and Organizational Structure
 - **Policy + Procedures:** To Be Determined
 - **Space / Infrastructure / Beautification:** To Be Determined
 - **Budget:** To Be Determined
 - **Health, Safety, and Campus Climate:** To Be Determined
2. **Ad Hoc committees** may be established by the President of the Senate or a majority vote of the Senate.

3. **Committee Chairs:** The President shall appoint a temporary chair to organize the first meeting and hold elections for a permanent chair of each committee.
 4. **Committee Structure:** Committee structure and status (*ad hoc* or standing) can be modified by a majority of the Senate.
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Bylaw VIII: Committee Structure

Staff committees will be the primary tool for the Staff Senate to accomplish its goals. Staff members shall be permitted to choose the committees they wish to join during an open sign-up session at biannual Staff Association meetings. If a committee is shorthanded, the Senate can request additional support for that committee.

1. **Committee membership:** All association members can sign up for committee membership at the annual Staff Association meeting in the Fall. Association members are eligible to serve on multiple committees simultaneously. Committee chairs are selected by the committee members.
 2. **Committee chairs** are required to provide a report to the Senate at regular meetings. Committee chairs are allocated one vote (if not a Senator) at Senate meetings. Each person is allowed a maximum of one vote, regardless of position. If there are co-chairs, the vote is shared between them.
 3. **Chair Terms:** Chair terms are three years and they may serve multiple terms.
 4. **Committee recommendations:** Committee Chairs shall submit all recommendations, conclusions, reports, actions or other decisions to the Staff Senate for approval or rejection. Committee actions not approved must be returned to the originating committee. Upon approval, the Senate shall determine the appropriate course of action for committee recommendations.
 5. **Chairs for new committees** are responsible for developing official committee duties and the scope of work is subject to approval by the Senate.
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Bylaw IX: Communication Plan

The Staff Senate will maintain a communication plan that includes:

1. Timely meeting notices and minutes
 2. Regular updates via email, newsletters, or an internal website
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Bylaw X: Amendments

Proposed amendments to these bylaws must be submitted in writing and broadcast to all members of the Senate at least one meeting in advance of the meeting at which they are to be considered.

1. Adoption requires (51%) of the Staff Senate.
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Bylaw XI: Adoption of Constitution

This constitution shall take effect upon:

1. The majority (51%) approval by Staff Association members as determined by votes cast.
2. Final approval by the NNMC Board of Regents

Approved by the NNMC Board of Regents 8-29-25