



STAFF SENATE CONSTITUTION AND ARTICLES



**Approved by the WNMU Board of Regents
Revised: 04-29-2024**

STAFF SENATE CONSTITUTION and ARTICLES

ARTICLE I

Name

The name of the organization is WESTERN NEW MEXICO UNIVERSITY Staff Senate.

ARTICLE II

Statement of Purpose

SECTION 1 PURPOSE. The purpose of the WESTERN NEW MEXICO UNIVERSITY Staff Senate is to represent all eligible non faculty staff as defined in Article III Section 1, and serve as a source of input into the issues and decisions of the University as they relate to the general welfare of the eligible non faculty staff of WESTERN NEW MEXICO UNIVERSITY. In addition, the Staff Senate shall promote the general wellbeing of WESTERN NEW MEXICO UNIVERSITY in assisting the University in achieving its goals as stated in the WESTERN NEW MEXICO UNIVERSITY Board of Regents policy manual. The Staff Senate shall represent WESTERN NEW MEXICO UNIVERSITY eligible non faculty staff to the University Administration (University President, Vice Presidents, Associate Vice Presidents, and other administrators as determined by the University President), and the Staff Senate shall have the Staff Senate President serve as an advisory *ex-officio* member of the Board of Regents.

SECTION 2 AUTHORITY. The Staff Senate shall have the opportunity, as a matter of course, to make recommendations concerning the official WESTERN NEW MEXICO UNIVERSITY Staff Handbook. The Staff Senate shall make recommendations regarding conditions of employment for the eligible non faculty staff as defined in Article III Section 1. The Staff Senate shall also actively pursue and encourage opportunity for training. Eligible WESTERN NEW MEXICO UNIVERSITY non faculty staff may participate, as individuals, in the Staff Senate.

ARTICLE III

Membership

SECTION 1 UNIVERSITY STAFF

- (A) Eligible staff members, with the exception of faculty, staff members represented by a bargaining unit Article III A.1 and A.2 and University Administration as defined in Article II, Section 1, employed by WESTERN

NEW MEXICO UNIVERSITY in a regular full time and part-time or acting/interim status, not inclusive of temporary positions, are eligible to vote and serve on the Staff Senate and from here forward will be referred to as the “General Assembly.” The Staff Senate encourages full and equal participation for reasons of race, nationality, sex, sexual preference, religion, political belief, age or handicap.

- (A.1) Staff members, who are members of a bargaining unit that is represented by a labor organization that has been certified as the “exclusive representative” of those employees, are not eligible to participate in the Staff Senate and may not be represented by the Staff Senate. Such representation is considered a conflict with the labor organization’s legal status as “exclusive representative” of the employees in the bargaining unit.
- (A.2) At such time as a group of employees covered by the Staff Senate Constitution submits a petition indicating a desire to be represented by a labor organization for the purpose of collective bargaining all participation in the Staff Senate shall cease. Such cessation shall ensure that there will be no actual or appearance of a conflict with the University’s responsibility under the provisions of the University’s Labor Management Relations Resolution to ensure there is no interference with the employees’ selection of a labor organization. If the employees vote not to be represented by a labor organization, they shall again be eligible to participate in the Staff Senate.

- (B) The WESTERN NEW MEXICO UNIVERSITY Staff Senate shall be composed of elected representatives from among eligible staff. Each classification of staff shall be represented. Currently there are five classifications of personnel to be represented: Administrative, Professional, Clerical, Technical, and Maintenance (Non-Bargaining Unit positions). The composition of Staff Senate, based upon the formula below, may be reapportioned in March, prior to April Senatorial elections. Representation shall be determined by the number of staff in each classification. The first 29 employees shall be represented by one elected staff senator. Each classification shall be represented by an elected senator in increments of 20 as follows:

- 1 – 29 = 1
- 30 – 49 = 2
- 50 – 69 = 3
- 70 – 89 = 4
- 90 – 109 = 5
- 110 – 129 = 6

The Staff Senate President will be elected at-large from the General Assembly.

- (C) A senator may be removed for cause by a two-thirds vote of the Staff Senate. Cause shall be defined to be inappropriate behavior (as defined by Staff Handbook) on the part of Senator or Staff Senate President, or failure or inability to perform duties. Staff Senators and the Staff Senate President may automatically be removed for non-attendance of three consecutive meetings.

ARTICLE IV Elections, Vacancies, & Terms of Office

SECTION 1 STAFF SENATE PRESIDENTIAL ELECTIONS

- (A) Nominations for the position of Staff Senate President for the following year will be made by the General Assembly at its general meeting the first Monday in March. (See Article III, Section 1).
- (B) An Elections Committee Chair shall be appointed by the Staff Senate President. The committee chair shall appoint committee members according to Article VIII STANDING COMMITTEES (Section 1A) of the Staff Senate Bylaws and Articles and shall develop election procedures, make arrangements for the election, determine election results *in closed session*, and report the results to the President and Secretary of Staff Senate.
- (C) Within five business days of receiving the nominations, General Assembly will be notified electronically to vote for Staff Senate President. Ballots will be available for five business days and the official results will be determined by the Elections Committee within one week.

- (D) If any candidate has a relative majority of the votes cast, that candidate shall be declared elected. If a relative majority is not indicated for a particular candidate, then a runoff election shall be held with only the names of the top two candidates in the votes from the previous election appearing on the new ballot. The relative majority of the votes cast shall determine the winner. In the event of a tie vote in this second election, the determination of the winner shall rest with a relative majority vote by secret ballot of the Staff Senate in the next regular business meeting.
- (E) The Staff Senate President serves for a two-year term and may serve for a maximum of one term. The President-Elect shall meet with the Staff Senate as an ex-officio (non-voting, *if not already a senator*) member from the regular meeting in April until he/she takes office in July.

SECTION 2 STAFF SENATE SENATORIAL ELECTIONS

- (A) Annual election of senators shall be held in April. Elections shall be staggered each year where no more than 50% of the Senate seats will be vacant for elections for all eligible staff classifications.
 - (A.1) In the event of a Staff Senate seat vacancy prior to annual elections or if a member is unable to complete the current term of office, the first available alternate in the previous election results with the most votes will be appointed from the appropriate classification to serve the remainder of that term. If a senator's employment classification changes, he/she will continue to serve through June 30th as originally classified when elected.
- (B) The Election Committee, in conjunction with Human Resources and Information Technology, shall make electronic ballots available to all eligible staff classifications. Ballots will include how many Staff Senate seats are available per classification. Voting will be made available on the first working day of April and shall remain open for at least ten working days.
- (C) All staff of an eligible classification may vote once for each vacant position within their classification. The Elections Committee, in conjunction with Information Technology and a Student Government ex-officio representative, shall officially determine election results and notify the President and Secretary of Staff Senate of the vote counts within one week of the close of voting.

- (D) The Elections Committee Chair shall keep this record for at least the two-year term following the vote, as it will be used to identify alternates in the event of a vacancy during the term.
- (E) In case of a tie vote in a regular election within a classification, a runoff ballot will be distributed, listing only those candidates having received tie votes and the membership of that staff classification shall vote to determine the winner.
- (F) The Elections Committee shall notify each person who was elected according to the election results. Those accepting the election begin serving their term on the first regular business meeting in July. If the person who was elected declines to serve, the first available alternate with the most votes will be notified.
- (G) Senators serve for one (1) term and may serve for a maximum of two (2) consecutive terms. A term shall be two (2) consecutive years. After serving four (4) consecutive years, an individual may not be re-elected as a Senator until a minimum of two (2) years have passed. If a member is elected to the Senate to serve out a term vacated by another representative and the remaining term lasts less than one year, the individual may still be eligible to serve two (2) full terms.

ARTICLE V

Eligibility for Voting and Holding Office

Every employee of the classifications listed in Article III Section 1B, shall be eligible to vote and to hold office. No person is eligible to vote in more than one of these classifications.

ARTICLE VI

Officers and Committees

SECTION 1 The general assembly shall elect a president at-large. From its membership, the Staff Senate will elect a Vice President, a Secretary, a Treasurer (the Secretary and Treasurer positions may be combined at the will of the Staff Senate), and a Parliamentarian.

SECTION 2 The Staff Senate President shall preside at all the meetings of the Staff Senate and serve as the Staff Senate's external representative to the University community.

- SECTION 3 The Vice President shall assist the President, serve in the President's stead when necessary, and shall automatically succeed to the office of President should there be a vacancy in the office.
- SECTION 4 The Secretary shall develop and maintain all records with the approval of the Staff Senate.
- SECTION 5 The Treasurer shall develop and maintain all financial records and balances, and co-sign with the Staff Senate President for use of Staff Senate funds.
- SECTION 6 The Parliamentarian shall uphold the provisions of the Staff Senate Constitution and Articles, the Staff Senate Bylaws and Articles, and ensure Staff Senate business is conducted in accordance with the current Robert's Rules of Order.
- SECTION 7 Proxy form shall be given to the Secretary to be filed with the minutes. Every effort should be made by Staff Senators to limit their use of proxies. The Staff Senate member whose name appears as the proxy must be present for the proxy to be valid.
- SECTION 8 The Staff Senate shall have the power to create committees and subcommittees as necessary. Membership of the standing committees and subcommittees will be elected or appointed. Any member of General Assembly as defined in Article III Section 1 shall be qualified to serve on any of the committees or subcommittees created.

The Staff Senate President shall make appointments to Ad Hoc Committees and vacancies on Staff Senate-appointed standing committees as necessary.

ARTICLE VII

Meetings

Meetings of the Staff Senate shall take place at least once a month during the calendar year.

- SECTION 1 The Staff Senate President shall be responsible for the preparation of the agenda and for its timely distribution, at least five working days prior to each regular meeting. Staff should submit items for the agenda to the Staff Senate President or their Staff Senator at least five days prior to a scheduled Staff Senate meeting. Exceptions can be made at the discretion of the Staff Senate President when deemed appropriate.
- SECTION 2 Time and place of each meeting shall be determined by the Staff Senate President.

SECTION 3 The Staff Senate President or University Administration may call special meetings at any time. Such meetings shall be limited to the consideration of the specific items of business designated in the call of the meeting.

SECTION 4 Staff Senate shall hold an annual retreat with all Senators for the purposes of training, establishing annual goals, identifying areas of improvement, and other similar benchmarking activities. The retreat shall be within two months after the Staff Senate takes office in July.

SECTION 5 Staff Senate meetings shall be held under the following conditions:

- (A) All meetings are open.
- (B) Only members of the Staff Senate sit at the Staff Senate table during regular business meetings.
- (C) An open forum can be scheduled at the end of the meeting if deemed appropriate and if time allows, by the Staff Senate President for input by members of the General Assembly as defined in Article III Section 1.
- (D) Guests, (anyone not included in Article III Section 1) can request a proposed topic, on the agenda by contacting the Staff Senate President a minimum of 24 hours prior to the meeting. If unable to meet the 24 hour deadline, topic(s) may be brought forth during the open forum for discussion only. Topics concerning certified bargaining unit(s) issues cannot be placed on the agenda, per legal counsel.

SECTION 6 A Quorum shall be consistent with the current Robert's Rules of Order.

SECTION 7 Staff Senators should attend the monthly meetings on a continuous basis. If a Staff Senator does not attend three consecutive meetings or fails to submit to the Secretary a proxy, the Staff Senate may replace the member with an appropriate alternate.

ARTICLE VIII

Constitution and Amendments

SECTION 1 CONSTITUTION. The Constitution shall become effective on the date of approval of the WESTERN NEW MEXICO UNIVERSITY Board of Regents.

Ratification requires two-thirds approval by Staff Senate members present at the Staff Senate meeting.

SECTION 2 AMENDMENTS. Amendments to this Constitution may be proposed in writing by eligible WESTERN NEW MEXICO UNIVERSITY staff at a regular Staff Senate meeting or quarterly General Assembly meetings with the one exception being those changes necessitated to comply with state and or federal law. The University President shall review the changes prior to ratification of an amendment(s) in order to present them to the Board of Regents on behalf of the staff. Ratification requires approval by two-thirds of the Staff Senate members present at the ratification meeting and majority approval by eligible staff voting in the ratification election, the one exception being those changes necessitated to comply with state and federal law - no vote is required, and approval by the WESTERN NEW MEXICO UNIVERSITY Board of Regents. Amendments shall become effective on the date of the ratification by the WESTERN NEW MEXICO UNIVERSITY Board of Regents.

SECTION 3 AUTHORITY. This Constitution, including all amendments, shall be subject to approval of the WESTERN NEW MEXICO UNIVERSITY Board of Regents.



WNMU

STAFF SENATE BYLAWS
AND ARTICLES



STAFF SENATE BYLAWS and ARTICLES

ARTICLE I

Statement of Purpose

- SECTION 1 GENERAL. The WESTERN NEW MEXICO UNIVERSITY Staff Senate, an elected representative body and a forum of all eligible non faculty staff, as defined in Article III Section 1, of the Staff Senate Constitution and Articles shall be a source of input into the issues and decision-making processes of the University as they relate to the general welfare of the eligible staff of WESTERN NEW MEXICO UNIVERSITY. In addition, the Staff Senate shall promote the general wellbeing of WESTERN NEW MEXICO UNIVERSITY in assisting the University in achieving its goals as stated in the WESTERN NEW MEXICO UNIVERSITY Board of Regents policy manual.
- SECTION 2 SPECIFIC. Staff Senate shall:
- (A) Participate in the formulation of institutional long-range plans, goals and strategies.
 - (B) Develop programs and activities promoting professional and personal growth and advancement.
 - (C) Advise in decisions and resource allocations, salaries and benefits.
 - (D) Represent eligible staff in the planning of improved workplace conditions and other means of enhancing and promoting productivity.
 - (E) Facilitate communication among eligible staff, faculty, students and administration.
 - (F) Provide a forum for the discussion of the general eligible staff welfare.
 - (G) Provide a resource for participation in major decisions of the University as they affect eligible University staff.
 - (H) Maintain liaisons with officially recognized representative groups on campus with exception of certified bargaining unit(s).

ARTICLE II

Function

- SECTION 1 GENERAL. The Staff Senate shall represent the eligible staff, as defined in Article III Section 1 of the Staff Senate Constitution and Articles of WESTERN NEW MEXICO UNIVERSITY and shall operate on a year-round basis.

SECTION 2 SPECIFIC. Staff Senate shall:

- (A) Study the concerns, welfare and working conditions of the staff.
- (B) Call to the attention of the University President and other appropriate administrators, University organizations or individuals, matters concerning staff in any division or department that the Staff Senate believes should receive attention. This shall not include employees who are part of a certified bargaining unit(s) or those pending an election for union representation. All items of concern that are intended to be submitted to appropriate individuals shall be voted on and approved by the Staff Senate.
- (C) Cooperate with the Faculty Senate in the formulation of recommendations concerning solutions to problems common to the staff and faculty.
- (D) Advise on salaries and promotions policies pertaining to eligible staff.
- (E) Form committees, as needed, to study special or continuing concerns.
- (F) Act as an umbrella organization to provide support and coordination among eligible staff employee organizations on campus.

SECTION 3 LIAISON. Eligible staff, as defined in Article III Section 1 of the Staff Senate Constitution and Articles, shall have representation from each staff classification of WESTERN NEW MEXICO UNIVERSITY.

ARTICLE III
Officers

The Staff Senate shall hold an annual organizational meeting in the fall semester for the election of officers.

SECTION 1 ELECTION AND APPOINTMENT OF OFFICERS. During the next regular meeting following the election and qualification of the Staff Senate members in the fall semester, the Staff Senate shall elect a Vice-President, a Secretary, a Treasurer (the Secretary and Treasurer positions may be combined at the will of the Staff Senate), and a Parliamentarian.

SECTION 2 REMOVAL OF AN OFFICER/SENATOR. An officer and/or senator may be removed for cause by a two-thirds vote of the Staff Senate. Cause shall be defined to be inappropriate behavior as defined by the Staff Handbook on the part of a senator or Staff Senate President, or failure or inability to perform duties. Staff Senators and the Staff Senate President may automatically be removed for non-attendance of three consecutive meetings.

SECTION 3 REPLACEMENT OF AN OFFICER/SENATOR. Whenever a vacancy shall occur among the officers of the Staff Senate, the Staff Senate shall at its next regular business meeting elect a replacement from current Staff Senate members. Whenever a vacancy shall occur among the Staff Senate members, the Staff Senate shall at its next regular business meeting appoint the first alternate from the classification in which the vacancy occurred. Should there be a vacancy in the office of Staff Senate President; the Vice President shall automatically succeed to the office of Staff Senate President.

SECTION 4 PRESIDENT. The Staff Senate President shall serve for a two-year term; a maximum of one term may be served. The primary functions of the Staff Senate President are to:

- (A) Represent and advocate for the General Assembly as defined in Article III Section 1 of the Staff Senate Constitution and Articles to the WESTERN NEW MEXICO UNIVERSITY Board of Regents, the President of WESTERN NEW MEXICO UNIVERSITY, and the University community.
- (B) Represent the eligible staff at all regular meetings of the WESTERN NEW MEXICO UNIVERSITY Board of Regents.
- (C) Chair and set the agenda for the Staff Senate and have one vote (only in the case of a tie).
- (D) Make nominations for staff representatives to University-level committees, in consultation with the Staff Senate.
- (E) Serve as an ex-officio, non-voting member of all Staff Senate committees.
- (F) Facilitate open lines of communication between the Staff Senate and the University community with the exception of certified bargaining unit(s).
- (G) Serve as spokesperson for the Staff Senate.
- (H) Perform other duties as directed by the Staff Senate.
- (I) An individual may not be re-elected as a President until a minimum of two (2) years have passed.

ARTICLE IV

Staff Senate Meetings

SECTION 1 Staff Senate meetings shall be open to the entire University community following the guidelines of Article VII, Section 5 of the Staff Senate Constitution and Articles.

SECTION 2 REGULAR MEETINGS. The Staff Senate shall meet monthly at a time and date approved by the Staff Senate President.

- SECTION 3 SPECIAL MEETINGS. The Staff Senate President or the University Administration may call a special meeting at any time. The call for a special meeting shall set forth specific items to be discussed at a special meeting. A twenty-four hour notice to staff is required for special meetings.
- SECTION 4 ANNUAL RETREAT. Staff Senate shall hold an annual retreat with all Senators for the purposes of training, establishing annual goals, identifying areas of improvement, and other similar benchmarking activities. The retreat shall be within two months after the Staff Senate takes office in July.
- SECTION 5 QUORUM. A simple majority of the Staff Senate shall constitute a quorum.
- SECTION 6 AGENDA. The Staff Senate President shall be responsible for the preparation of the agenda and for its timely distribution, at least five working days before each regular meeting.
- SECTION 7 RECORD OF ATTENDANCE. The minutes of each meeting shall show the names of the Senators present, proxies, and of those absent. Proxy forms submitted from a Senator must specify voting privileges.
- SECTION 8 ATTENDANCE OF MEETINGS. Attendance by Staff Senate members and officers shall be required at all Staff Senate meetings. Absence from three consecutive meetings may be considered failure to perform duties; therefore, grounds for removal.

ARTICLE V

Staff General Assembly Meetings

Quarterly meetings for all eligible staff shall be on the first Monday (that is not a holiday) in March (Staff Senate President Nominations), first Monday in June, first Monday in September (that is not a holiday), and the first Monday in December.

ARTICLE VI

Passage of Bylaws by Staff Senate

The Staff Senate shall be empowered to pass such bylaws as are necessary for the implementation of the constitution. Bylaws passed by the Staff Senate must be approved by the WESTERN NEW MEXICO UNIVERSITY Board of Regents before they become operational.

ARTICLE VII

Rules of Order

The current edition of Robert's Rules of Order, shall govern all meetings of the Staff Senate in all cases to which they are applicable, and may govern all internal standing committees and subcommittees in which they are not in conflict with these bylaws, or with the standing rules, or any other rules that have been adopted by the Staff Senate for the conduct of their meetings.

ARTICLE VIII

Standing Committees

SECTION 1 The Staff Senate President shall appoint Staff Senator(s) to chair or co-chair each of the Staff Senate's standing committees and subcommittees. Senator Committee membership shall not exceed more than two (2) permanent committees.

- (A) Each standing committee and subcommittee shall be composed of at least four members with a representative from a majority of the eligible classification groups; at least one of who is a Staff Senator. Ex-officio (non-voting) membership of committees and subcommittees relating to or affecting University staff shall be designated within descriptions of committee herein.
- (B) The Standing Committee and subcommittee members shall serve a two-year staggered term and may serve for a maximum of two consecutive terms with the exception of the Assessment Committee (see Section 7 Assessment Committee).
- (C) Resignations of committee members shall be submitted in writing, to the Committee Chair(s) and Staff Senate Secretary. In the case of the resignation of a chairperson, the Staff Senate President shall appoint a new chairperson from the Staff Senate membership. Other vacancies shall be filled by appointment from the committee chair from the appropriate classification group.
- (D) Standing Committees must present an annual report, to include subcommittee reports, to the Staff Senate at every June Staff Senate business meeting. Standing Committees and subcommittees shall establish their own rules specific to their responsibility: however, no committee shall involve Staff Senate in any way in any public action or statement, nor incur any debt unless given such authority by Staff Senate. Meeting minutes shall include date, time, attendance, agenda topics, decisions reached, and handouts for future Staff Senate discussion and/or action.

- (E) Initial committee charges (duties and responsibilities) are in the bylaws; any additional charges need approval of the Staff Senate.
- (F) Quorum for each Standing Committee shall be a simple majority of the members of that committee.

SECTION 2 SALARY, CLASSIFICATION and BENEFITS COMMITTEE.

The Salary, Classification and Benefits Committee shall be responsible for creating documents and recommendations generated by their study of current salary, classification, and benefit issues that affect the eligible staff as defined in Article III, Section 1 of the Staff Senate Constitution and Articles. This committee shall have an ex-officio member as defined in Article VIII, Section 1, Sub-section A. The ex-officio member shall be the Director of Human Resources or designated representative. The ex-officio member shall be non-voting.

- (A) The Staff Classification and Compensation Appeal Subcommittee, in conjunction with Human Resources, shall be responsible for the salary appeals process.

SECTION 3 RULES & ETHICS COMMITTEE.

The committee shall draft amendments to the Staff Senate Constitution and Articles, Bylaws and Articles, General and Special Rules of Staff Senate.

- (A) Rules shall be presented to the Staff Senate for consideration prior to being placed on the agenda for Staff Assembly consideration.
- (B) The committee shall function as a resource to Staff Senate on issues of ethical importance relative to the determination of policy.
- (C) The committee shall develop programs and materials that promote integration among staff while respecting the values of the individual.

SECTION 4 CAREER DEVELOPMENT & TRAINING COMMITTEE.

The committee shall research and share various professional development, training, and career resources with staff. This may be done during regular Staff Senate business meetings and/or via the Staff Senate webpage. The committee shall identify and suggest to Staff Senate potential improvements for promoting staff career development, working in conjunction with the department of professional development to ensure alignment with the university initiatives.

This committee shall have an ex-officio member as defined in Article VIII, Section 1, Sub-section A. The ex-officio member shall be the Director of

Professional Development or designated representative. The ex-officio member shall be non-voting. .

SECTION 5 ELECTIONS COMMITTEE.

The committee shall develop election procedures, make arrangements for all applicable elections, and determine election results.

- (A) The chair shall report the election results to the President and Secretary of Staff Senate.
- (B) The committee shall determine campaign guidelines when appropriate, which shall be approved by the Staff Senate.
- (C) The committee, in conjunction with Human Resources, shall prepare ballots and determine results of elections as applicable.
- (D) The committee, in conjunction with Human Resources, will be responsible for annual review of the numbers of eligible staff at the beginning of each fiscal year, and make recommendations to the Staff Senate for any necessary reapportionment.
- (E) Voting may be conducted via electronic balloting or other means as deemed appropriate by the Elections Committee.

SECTION 6 STAFF HANDBOOK COMMITTEE.

The committee shall be responsible for reviewing, amending, and/or recommending any changes to the Staff Handbook. This committee shall have an ex-officio member as defined in Article VIII, Section 1, Sub-section A. The ex-officio member shall be the Director of Human Resources or designated representative. The ex-officio member shall be non-voting.

SECTION 7 ASSESSMENT COMMITTEE.

The Assessment Committee is responsible for providing leadership and review to the process of student outcomes assessment. The committee will consist of one elected member from each of the academic departments and a maximum of six members appointed by the Staff Senate. Members of the Administration who represents Academic Affairs, Student Affairs and Institutional Research/Academic Assessment, or their representatives, will serve as ex-officio, non-voting members.

Due to the nature of this committee the staff members serving on this committee may be appointed for a longer term than the regular Standing Committees (see Article VIII Standing Committees B).

SECTION 8 REWARDS AND RECOGNITION COMMITTEE.

The committee shall be responsible for the development and implementation of a Staff Recognition Day at WESTERN NEW MEXICO UNIVERSITY, establish a procedure for recognizing and rewarding outstanding eligible staff members as defined in Article III Section 1, of the Staff Senate Constitution and Articles and, in conjunction with other relevant WNMU offices, plans retirement recognition for eligible staff as defined in Article III Section 1, of the Staff Senate Constitution and Articles upon official retirement notification from Human Resources. The committee shall also monitor other University actions, which recognize outstanding contributions to WESTERN NEW MEXICO UNIVERSITY and recommend to the Staff Senate whether the Staff Senate should also commend the person or entity receiving such recognition.

SECTION 9 DEPARTMENT HIGHLIGHT COMMITTEE

The committee shall be responsible for the selection, scheduling, and production of the monthly department highlights. Highlights will consist of interviewing staff, faculty, student, showcasing locations and accomplishments through digital videography. Committee shall present said production at the WNMU Staff Senate monthly meetings.

SECTION 10 WEB PRESENCE COMMITTEE

The committee shall be responsible for the day to day management of the WNMU Staff Senate Web Page. The committee shall keep the WNMU Staff Senate web page current and modernized in accordance with WNMU's Identity Standards.

ARTICLE IX
Procedures

EMPLOYEE OF THE MONTH/YEAR

SECTION 1 PURPOSE. Recognition of eligible employees on a monthly basis for their work performance, reliability, and contribution to the university exceeding their regular responsibilities.

SECTION 2 CRITERIA

- (A) To be nominated, an eligible employee must have the equivalent of six (6) months of employment.
- (B) Any member of the General Assembly, as defined in Article III Section 1 of the Staff Senate Constitution and Articles, is eligible for the award.
- (C) Any eligible employee can be selected for “Employee of the Month” only once within a fiscal year.
- (D) The eligible employee demonstrates ethical integrity and builds relationships with people of diverse backgrounds.
- (E) The eligible employee engages in personal and professional growth and supports the growth of others.
- (F) The eligible employee encourages the exchange of ideas with others.

SECTION 3 NOMINATION

- (A) Nominations will be obtained through the WNMU Community and affiliates. The nomination form will be available every month through campus e- mail and can be found on the Staff Senate webpage.
- (B) Eligible nominations received are reviewed and voted on by members of the Rewards and Recognition Committee.
- (C) In the case of a Rewards and Recognitions Committee member receiving or making a nomination, that committee member will be excluded from the reviewing and voting process.
- (D) Nomination forms will be kept by the chair, for an ongoing record for Employee of the Month and Year.

SECTION 4 RECOGNITION

- (A) Employee of the Month
 - (A.1) Day off with pay. The day off must be agreed upon between

supervisor and employee and taken within the same fiscal year (July 1, XX – June 30, XX).

- (A.2) Employee of the Month framed certificate.
- (A.3) Employee meal ticket donated by Sodexo or an equivalent dollar amount for employees working outside of the Silver City campus area.
- (A.4) Employee of the Month posted on the Staff Senate webpage.
- (A.5) Personalized item provided by the Office of Strategic Initiatives upon availability of funds.
- (A.6) Automatic nomination for Staff Employee of the Year.

(B) Employee of the Year

- (B.1) Recognition will be made annually, to be determined by Staff Senate in consultation with the university president or his/her designee.
- (B.2) Employee's choice of one of the following:
 - a) \$1500 check
 - b) \$1500 worth of Professional Development
- (B.3) Employee of the Year plaque

ARTICLE X
Policy

SECTION 1 Conflict of Interest

Staff Senate Members, including Staff Senate President, are required to disclose immediate family relation, i.e.: parents, siblings, spouse, civil partner, and children. In the event that a motion arises concerning the funds of the WNMU Staff Senate and involves a member(s) who maintains an immediate family relation, said member(s) shall be obligated to abstain from participating in the voting process.