

CONSTITUTION AND BY-LAWS OF THE NMHU FACULTY AND STAFF ASSOCIATION (AN NM-NEA / AFT-NM AFFILIATE)

PREAMBLE: We, the members of the NMHU FACULTY AND STAFF ASSOCIATION, believing that we must institute our own self-government and secure proper recognition and responsibility for our well-being, hereby adopt this constitution and by-laws.

ARTICLE I: NAME AND AFFILIATION: This organization shall be known as THE NMHU FACULTY AND STAFF ASSOCIATION, hereinafter termed "The Association." The Association is an affiliate of the New Mexico state offices of the American Federation of Teachers and the National Education Association. The Association represents two collective bargaining units: The NMHU Faculty Association and the NMHU Staff Association.

ARTICLE II: PURPOSE

SECTION 1. The Association is formed for the primary purpose of representing its members in the negotiation and administration of terms and conditions of employment with the Board of Regents of NMHU or their designated representative.

SECTION 2. The Association will promote the professional welfare of the employees it represents.

SECTION 3. The Association, in a spirit of cooperation with other concerned parties, shall work for the advancement of educational quality at NMHU.

SECTION 4. In its activities, the Association shall have all of the powers and authority granted to public employee labor organizations by applicable federal and state law and as necessary and appropriate in the attainment of its purposes.

SECTION 5. In its scope of responsibilities and concerns, the Association will work to eliminate racism and sexism in all its forms.

SECTION 6. The Association may engage in any other activity not in conflict with its stated purposes.

ARTICLE III: MEMBERSHIP Membership shall consist of all members of the bargaining units who pay dues.

ARTICLE IV: OFFICERS Each Bargaining Unit in the Association shall have officers: a President, Vice-President, Secretary, and Treasurer. The two Presidents shall work together on general Association issues, but will govern their specific collective bargaining unit.

ARTICLE V: STANDING COMMITTEES – Each Bargaining Unit shall have these Committees.

SECTION 1. The standing committees of the two bargaining units: the Faculty Association and the Staff Association, shall consist of the Executive Committee, the Negotiations and Auditing Committee, the Membership Committee, and the Grievance Committee.

ARTICLE VI: AMENDMENTS Amendments to this constitution may be introduced by the membership by petition signed by fifteen percent of the total membership and submitted to the secretary. The proposed amendment(s) shall be acted upon at a subsequent meeting of the membership or by ballot within sixty days after submission of the petition. A copy of the proposed amendment will be provided to each member of the association at least fifteen days prior to voting. A two-thirds affirmative vote of the membership is required to adapt the proposed amendment, which shall become effective immediately upon adoption unless otherwise provided.

ARTICLE VII. RATIFICATION A vote of 2/3 of the current membership will result in ratification of this constitution.

BY-LAWS OF THE NMHU FACULTY AND STAFF ASSOCIATION

I. RULES: Robert's Rules of Order, 2nd Revised, shall be the authority on all questions of procedure not specifically stated in the Constitution and By-Laws.

II. MEETINGS:

1. Meetings of the membership of the association will be called by

the Presidents, as needed. Also, meetings of the bargaining unit members will be called by the respective President. At least 72 hours notice is required, specifying date, time, place, and purpose(es) of the meeting.

2. Meetings may also be called by a majority of the executive committee or by petition of thirty percent of the association membership.
3. The president(s) may call an emergency meeting on 24 hours notice.

III. QUORUM: A quorum for meetings shall consist of twenty-five percent of the membership.

IV. DUTIES OF OFFICERS:

1. The President will preside over meetings, serve ex officio (non voting) on all committees in the bargaining unit, generally represent the Association to NMHU management and the public, submit an annual budget, and perform all other functions appropriate to this office.
2. The Vice President will assist the president in these duties and serve as president when called upon to do so.
3. The Secretary will keep minutes of meetings, make proceedings available to the membership, and maintain the membership roll.
4. The Treasurer will maintain accurate records of the Association's funds and expenditures, assist in drafting the annual budget, and provide budget reports at meetings and in writing.
5. Association Representatives (ARs) will represent the interests of their respective departments on the leadership team. ARs will assist in recruitment efforts, share Association business with colleagues, garner input and suggestions, and relay concerns to the Executive team.
6. Faculty Senate representative will represent the Faculty Association in the Faculty Senate.

V. DUTIES OF COMMITTEES:

1. The executive committee will help the President formulate the agenda for meetings and other issues related to the Association's efforts to achieve its purposes.
2. The Membership Committee will keep track of membership and

- conduct membership drives among members of the bargaining unit who are not members of the association.
3. The Grievance Committee will hear all formal grievances presented to them by the membership of the association and make recommendations to the appropriate body. The Grievance Committee shall also develop procedures modeled on other higher education bargaining units.
 4. The negotiations and auditing committee will analyze the university's finances and represent the association in its bargaining with the University.

VI. COMMITTEE MAKE-UP AND SELECTION:

1. The officers plus two at-large members and a representative from the Faculty Senate Executive (must be Association member) will constitute the Faculty Association Executive Committee. Every effort shall be made to secure broad representation of the bargaining unit in terms of academic discipline, ethnicity, and gender.
2. Other committees will be formed through volunteers and nominations presented at regular meetings of the association and by appointed by simple majority vote of the members present.

VII. SELECTION OF OFFICERS

1. All members of the Association may volunteer or accept nominations to serve as officers or on committees in their bargaining unit. Appointments will be made by simple majority vote at a regular meeting of the membership.
2. Officers and members of standing committees serve two-year terms.

VIII. REMOVAL OF OFFICERS AND COMMITTEE MEMBERS

1. Any member of a committee may be removed by a two-thirds (2/3) vote of those members voting at a regular meeting in which the majority of bargaining unit members are present.
2. Any officer of the Faculty Association or Staff Association may be removed by a two-thirds vote of the respective bargaining unit's members voting at a regular meeting in which a majority of bargaining unit members are present.

ARTICLE IX. VOTING

1. Each member of the association shall be entitled to vote on all issues submitted to the members for their determination. At the request of any member present, voting will be by secret ballot.
2. There shall be no voting by proxy.
3. On all matters requiring a vote of the members except as noted elsewhere in the constitution or by-laws, a simple majority of the votes cast shall be required to declare the issue passed or accepted.

X. CONTRACT RATIFICATION:

1. Only a proposed contract, tentatively agreed to by the negotiation team, may be submitted to the membership for a ratification vote.
2. A majority of the membership must be present for a ratification vote.
3. Ratification of a contract is by simple majority of the membership.
4. On the first contract negotiated by the association, all members of the bargaining unit may participate in voting. On the second and all contracts there forth, only bargaining unit members may vote unless sixty percent of Association members vote to allow all members of the bargaining unit to vote.

XI. Dues Dues of the association shall consist of the total amount of local, state, and national dues.

XII: AMENDMENTS Amendments to these by-laws may be introduced by the membership by petition signed by fifteen percent of the total membership and submitted to the secretary. The proposed amendment(s) shall be acted upon at a subsequent meeting of the membership or by ballot within sixty days after submission of the petition. A copy of the proposed amendment will be provided to each member of the association at least fifteen days prior to voting. A majority affirmative vote of the membership is required to adapt the proposed amendment, which shall become effective immediately upon adoption unless otherwise provided.

XIII. RATIFICATION A vote of 2/3 of the current membership will result in ratification of these by-laws.

TERMINOLOGY

Bargaining Unit: All individuals represented by the association. The Association has two bargaining units: The Faculty Association and the Staff Association.

Association Member: Dues-paying members of one of the bargaining units.

Bargaining Unit Member: Dues-paying members in a bargaining unit.