

CONSTITUTION OF THE NEW MEXICO COUNCIL OF GRADUATE DEANS

ARTICLE I - NAME

The name of this organization shall be the New Mexico Council of Graduate Deans. For the purpose of this constitution, the term "Graduate Dean" shall refer to an individual who is administratively assigned the responsibility for Graduate Education oversight at one of New Mexico's constitutionally created universities.

ARTICLE II - FUNCTIONS AND POWERS

SECTION A. The council serves as a recommending body for the state's graduate education endeavors including graduate curriculum review for new graduate programs, graduate program review, and any other items of statewide graduate education concern.

SECTION B. The minutes of each meeting of the council shall be submitted to the members of the council, the New Mexico Academic Council and the New Mexico Higher Education Department.

SECTION C. The council shall have authority to determine its procedures and the procedures of its committees or sub committees.

ARTICLE III - COMPOSITION AND PERSONNEL

SECTION A. The council shall be composed of one member from each constitutionally created New Mexico University offering graduate degrees and a representative from the New Mexico Department of Higher Education (ex officio, non-voting).

SECTION B. Logistical support, including the recording of minutes, will be provided by whichever institution hosts a meeting.

SECTION C. The Chairperson of the Council will be responsible for reporting the actions taken by the Council to the NMHED, ACHE, and others. The Chairperson will also serve as the spokesperson for the council, as needed.

SECTION D. A Vice Chairperson shall serve in the absence of the Chair, as needed.

ARTICLE IV - ELECTIONS

SECTION A. All members, except the New Mexico Higher Education Department representative, as defined in Article I shall be eligible to vote on items brought before the council and to be elected as Chairperson of the council.

SECTION B. Election of a Chairperson and a Vice Chairperson shall occur at the first meeting of the council in a new calendar year.

ARTICLE V - TERM OF OFFICERS

SECTION A. The Chairperson and the Vice Chairperson of the council shall assume her/his duty upon election and continue in that position for one calendar year.

SECTION B. The Chairperson and the Vice Chairperson can be reelected to second consecutive terms.

SECTION C. Vacancies in Chair or the Vice Chair's position shall be filled at the next regular meeting of the Council.

ARTICLE VI - MEETINGS

SECTION A. Meetings of the Council shall take place no less frequently than two times a year and as needed to consider degree proposals.

SECTION B. The time and place of each regular meeting shall be determined by the Chairperson in consultation with the members of the Council.

SECTION C. The Chairperson of the council may call special meetings at any time. A special meeting shall be limited to the consideration of the specific items of business designated in the call of the meeting.

SECTION D. A simple majority of the voting members, including the chair of the council, shall constitute a quorum except when voting on program approval (see Formalized Process for Review of New Graduate Degree Programs by the New Mexico Council of Graduate Deans).

SECTION F. The rules contained in the current edition of *Robert's Rules of Order* shall govern the parliamentary procedures of the council in all cases to which they are applicable and in which they are not inconsistent with the Constitution and any special bylaws the council may adopt.

SECTION G. The Chairperson of the council shall make arrangements for its meetings. The Chairperson will send a notice of the meeting and an agenda to each member of the council and will also send copies of any committee reports to each member.

ARTICLE VII – ACTION ITEMS FOR CONSIDERATION

SECTION A. Action items to be considered by the council shall be presented by one or more voting members or a member of the Academic Council.

SECTION B. Each action item, except for new graduate degree program proposals, shall be prepared in writing and submitted to the Chair of the council at least 14 days prior to a scheduled meeting.

SECTION C. If the action item is a proposal (or proposals) for a new graduate degree program(s) (as defined under 5NMAC5.2), the proposal(s) will conform to and be formatted in agreement with 5NMAC5.2 and be submitted to council members at least

30 days prior to a scheduled meeting. The consideration of such a proposal will include a presentation by the proposing faculty members and summaries of opinions regarding the proposal, presented by the graduate deans of each of the other institutions). In addition, there will be an opportunity for questions by council members.

SECTION D. Propositions shall be reported with one of three recommendations to the New Mexico Academic Council and the New Mexico Higher Education Department: FOR APPROVAL; AGAINST APPROVAL; or NO ACTION TAKEN. The report will include a summary of the Council's opinions that support the recommendation.

ARTICLE VIII- AMENDMENTS

SECTION A. Amendments to this constitution shall be initiated as propositions and shall initially follow the procedures of Article VII. Upon passage by the council they shall be duplicated and distributed to all members.

SECTION B. Such proposed amendments shall be considered as adopted when approved by an affirmative vote of two-thirds of the members. Such voting shall be by written ballot.

ARTICLE IX - BYLAWS

SECTION A. All procedural decisions and guidelines adopted by the council to implement its constitution shall be appended to that document in an addendum to be labeled "Bylaws."

SECTION B. Adoption and amendment of bylaws shall be by a simple majority vote of the council. Presentation of proposed bylaws or amendments thereof shall follow the procedure for presentation of proposals detailed in Article VII of this constitution.