



GRADUATE *and* PROFESSIONAL
STUDENT ASSOCIATION

GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION BYLAWS

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Article I. Definitions

Section 1. Constitutional Definitions

A. Definitions in the GPSA Constitution apply to the Bylaws.

Section 2. Additional Bylaws Definitions

Academic Week: A calendar week in which the University has scheduled classes at any time between Monday and Friday. A week in which no classes are held due to University closure shall not count as an academic week.

Aggregate Elections Data Report: A report of Elections data collected in accordance with University policy and state and national law, including vote counts by department, voting time, date, and locations, and erroneous voting, collected in a concise manner as to allow for data analysis.

Annual Report: A compilation of the reports of Decision Making Bodies submitted at the end of the academic year. The Annual Report is archived for the incoming government to provide long-term stability and institutional memory.

Appropriation: A legislative item requesting money from the GPSA General Fund.

Complaint Limitations Period: The statute of limitations for a complaint to be submitted to the Court of Review.

Court of Review Complaint (Complaint): A grievance contesting whether or not an act is in accordance with the GPSA Constitution and Bylaws.

Credential Form: A document for the purpose of declaring RDSA Council Representative or Certified Alternate eligible to vote.

Decision Making Body: A body or individual whose selection of a course of action binds GPSA or its branches which include, but are not limited to, the Executive Board, Council, and Standing and Ad Hoc Committees.

Executive Budget: Funding allocated for the administration of the executive branch.

Electronic Signature: An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

General Research Project: A research project conducted by GPSA members which is completed independent of a New Mexico State Agency.

Groups, New and Inactive: A group is defined as “new” if they have not previously been chartered through the Student Activities Office or if they have not received funding from a GPSA budget process in the past. A group is defined as “inactive” if they have not received funding in the past two

(2) GPSA budget processes.

Harm to Humans or Animals: Physical, cultural, psychological, emotional, or other harm to humans or animals.

High Priority Research Project: A research project conducted by GPSA members which is completed in collaboration with a New Mexico State Agency.

Judicial Budget: Funding allocated for the administration of the judicial branch.

Judicial Oath of Office (Oath): A pledge each Justice appointee must make prior to officially assuming the duties and privileges of a Court of Review Justice.

Legislative Budget: Funding allocated for the administration of the legislative branch.

Legislative Item: An appropriation, resolution, amendment to the GPSA Constitution or Bylaws, or other piece of legislation submitted for Council consideration.

New Mexico State Agency: An entity approved by the Grants Committee that is not a college, department, or program at a public University of the State of New Mexico.

Non-Profit Community Organization: An entity registered as a 501(c) (3) non-profit organization with the Internal Revenue Service and/or under the laws of the State of New Mexico or of an Indian tribe. This organization must have a New Mexico address and must conduct a majority of its activities within New Mexico.

Open Meeting: A meeting of any GPSA Decision Making Body with a quorum present, held for the purpose of taking action, formulating policy, or discussing public business, which is open to the public. Open Meetings must comply with TPNR.

Permanent Equipment: Items that will not be depleted at the end of a research project.

Pro Tempore Justice: A temporary Justice who participates in judicial proceedings when an approved Justice is recused or impeached or when the Court of Review has fewer than three (3) Council approved Justices.

Proxy: A GPSA member selected to vote on behalf of a Council Representative or Certified Alternate.

Research: Any activity performed by members of GPSA with the intent to generate generalizable knowledge that will be communicated for potential public use. This includes, but is not limited to, an artistic, athletic, cultural, educational, financial, historical, humanitarian, legal, linguistic, mathematical, medical, musical, occupational, political, religious, scientific, sociological, structural, technological, or therapeutic investigation.

Student Government and Accounting Office (SGAO): The Student Government Accounting Office is a service department of the University of New Mexico that processes all funds allocated by ASUNM

& GPSA, the undergraduate and graduate student governments. There are over 350 clubs and organizations funded through allocation of student fees. They serve as an intermediary between the University's accounting offices and the student organizations funded by ASUNM and GPSA, Student Fees, and PB Funds.

Supplies and Consumables: Items that are expected to be depleted at the end of a research project.

Telecommunication: Use of a conference telephone or other similar communications equipment.

TPNR: Transparency and Public Notice Requirements; specifically the section of the Bylaws with this title.

University Committee: Committee established outside of GPSA dealing with University business.

Veto: The process by which the President rejects a piece of legislation approved by Council.

Working Group: A group which at its creation by a Decision Making Body is designated as a Working Group rather than an Ad Hoc Committee and whose sole purpose is to do work in preparation for a specific item(s) to be acted upon or discussed by the Decision Making Body at a later Open Meeting.

Section 3. Cross-References

- A. References in this document to the GPSA Constitution shall be indicated by parentheses () and the word "Constitution".
- B. References in this document to other parts of the Bylaws shall be indicated by brackets [] and the word "Bylaws".
- C. An electronic copy of this document shall be available on the GPSA website.
- D. Regardless of the published format(s) and cross-references, the GPSA Constitution and the Bylaws shall be considered distinct but related documents.

Article II. Membership and Organization

Section 1. Membership

- A. Continuing graduate or professional students who paid the GPSA fee in the spring semester shall be considered GPSA members during the summer semester. (Constitution I.3.A.)
- B. Upon presentation to the GPSA Office of a written request, any member may resign from GPSA. (Constitution I.3.B.)
 - 1. Resignation of membership does not relinquish the obligation to pay the GPSA fee.
 - 2. Persons who have resigned membership shall lose all privileges and benefits of GPSA member status.
 - 3. Any person who has resigned membership shall be reinstated upon presentation to the GPSA Office of a written request.
- C. GPSA may not revoke or suspend membership.

Section 2. Recognized Departmental Student Associations (RDSAs)

- A. In order to be recognized by GPSA, each RDSA shall:
 - 1. Maintain chartered status with the Student Activities Center
 - 2. Be open to all GPSA members in its department, school, or college
 - 3. Hold officer elections which are open to all GPSA members in that department, school, or college; and
 - 4. Not charge dues as a condition for membership as a student organization.
 - a. This does not preclude an RDSA from being a campus chapter of a state, regional, or national association, so long as all GPSA members in that department, school, or college may participate in the student organization.
 - b. PB funds may not be used to pay state, regional, or national association dues.
- B. Each program may be represented by only one (1) RDSA. A school or college may consolidate representation under one (1) RDSA, but no more than one (1) RDSA may represent the same group of GPSA members.
 - 1. Upon presentation of a petition signed by at least thirty-five percent (35%) of the total number of GPSA members in a program, department, school, or college, the Elections Committee shall conduct an election in which the GPSA members of that program, department, school, or college may vote to affirm the current RDSA or to select a new organization willing to meet all requirements for an RDSA.
 - a. Organizations meeting all requirements for an RDSA shall be presented to the Elections Committee no less than seven (7) academic days from the receipt of the petition for inclusion in the election of an alternative RDSA.
- C. Any RDSA failing to adhere to the requirements for an RDSA in the GPSA Constitution and Bylaws shall be subject to review by the Court of Review.
 - 1. The request for review may be submitted by any GPSA member from that program, department, school, or college or from a chartered student or professional organization of which the majority of members should be represented by that RDSA.
 - 2. If the RDSA fails to comply with any Court of Review order within eleven (11) academic days, the Chief Justice or the highest ranked Associate Justice shall have the authority to decertify that RDSA.
- D. Programs, departments, schools, or colleges with no RDSA shall lose all privileges afforded to RDSAs by GPSA until a student organization applies for recognition in accordance with the GPSA Constitution and Bylaws.
 - 1. RDSAs which enter non-chartered status shall be recertified by acting Council Chair upon becoming chartered.
 - 2. If an RDSA is in non-chartered status when challenged by a petition to select an RDSA, it must charter before being permitted to be included on the ballot.
 - 3. While non-chartered, an RDSA may not receive the benefit of any privilege afforded to RDSAs by GPSA.

Section 3. GPSA Committees

- A. All GPSA members of, or appointments to, standing committees, Ad Hoc Committees, or University Committees must be GPSA members.

1. No individual GPSA member shall hold more than four (4) voting positions on GPSA standing committees.
- B. Persons appointed to positions requiring Council approval when Council is not in session may serve until Council has an opportunity to consider and approve their appointment, unless otherwise specified in the GPSA Constitution or Bylaws.
- C. All GPSA Standing Committees shall be composed of no fewer than five (5) members. At least three (3) different RDSAs must be represented. Each member shall count as representing only one (1) RDSA.
- D. Each GPSA Standing Committee Chair, Ad Hoc Committee Chair, and University committee appointment shall submit a written report once a semester to the head of the appropriate branch of government.
- E. Joint Committees shall include Council Representatives and GPSA members who are not Council Representatives.
- F. A GPSA Decision Making Body may generate funds independent of the budget process, and these funds shall not be part of the GPSA General Fund. The GPSA Decision Making Body shall record and administer these self-generated funds. The GPSA Decision Making Body shall notify the head of its branch of the receipt and use of these funds and shall provide a summary for the annual report. Spending of these funds will be by a majority vote of the Decision Making Body.
- G. Chair-ships for the Finance Committee (FC), Legislative Steering Committee (LSC), and Grants Committee must be separate individuals.
- H. No individual shall hold more than three Standing Committee chair-ships simultaneously.
- I. The President and the Council Chair are ineligible for Standing Committee chair-ships.

Section 4. Transparency and Public Notice Requirements (TPNR)

- A. Public Notice Requirements
 1. Unless otherwise specified in the Constitution or Bylaws, public notice shall be given no fewer than twenty-four (24) hours in advance of a meeting.
 2. Public notice shall consist of posting required documents on the GPSA website.
- B. Agenda Requirements
 1. The agenda, time, date, and location of any Open Meeting must be posted in accordance with the Public Notice Requirements.
 2. The meeting agenda shall specify items as discussion items or action items.
 3. The meeting agenda shall include time for public comment before discussion of old or new business. During public comment, members of the public will be granted no fewer than three (3) minutes each.
- C. Minutes Requirements
 1. Minutes must be taken at every Open Meeting.
 2. Minutes must contain at least the date, time, location, type of meeting and the name of the Decision Making Body; the names of all Decision Making Body members attending the meeting; the names of any individuals who address the body in person; and a record of all motions and decisions made and votes taken.
 3. A draft copy of the minutes must be posted within six (6) academic days of the public meeting on the GPSA Website.
 4. The minutes shall be approved or amended at the next meeting of that Decision Making Body where a quorum of the body is present.

D. Transparency Requirements

1. A Decision Making Body may permit participation by Telecommunication. The means and extent of participation must be defined by the GPSA Bylaws, or the body's standing rules if approved by a two-thirds (2/3) vote.
 - a. A member of the Body may use the means permitted if it is difficult or impossible for that member to attend in person.
 - b. Each member participating by Telecommunication must be able to be identified when speaking. All participants must be able to hear each other at the same time, and members of the public attending the meeting must be able to hear any member of the body who speaks during the meeting.
2. Open Meeting votes and, if available, voting records are public unless otherwise specified in the GPSA Constitution or Bylaws.
3. Attendance of GPSA members and members of the public will be accommodated at all Open Meetings.
 - a. Open Meetings shall be held in spaces that can accommodate all people wishing to attend and listen.
4. The Body may take action only on those agenda items announced in accordance with the Agenda Requirements.
5. Items added to the agenda fewer than twenty-four (24) hours before a meeting must be discussion items only.

E. Working Group Requirements

1. Decision Making Bodies must give a thorough review of recommendations from any group that is not required to provide notice of its meetings.
2. The Working Group cannot take action that binds a Decision Making Body or any other GPSA group.
3. Working Groups are not required to adhere to Public Notice Requirements but are required to include any interested member of the Decision Making Body.
4. Meetings of Working Groups, even in the event the meeting has a quorum of members of the Decision Making Body, are not required to be open so long as they are acting only on the item(s) specified by the Decision Making Body.

F. Portions of an Open Meeting may be closed on the following occasions:

1. Deliberations by the Court of Review. The actual administrative and adjudicatory proceeding at which evidence is offered or rebutted and any final action taken as a result of the proceeding shall occur in an Open Meeting. However, the deliberations of the Court of Review shall be closed to the public.
2. Discussion and records related to personnel. Any records or discussions related to personnel shall be in accordance with University policy including but not limited to Human Resources requirements.
3. Discussion and records deemed private. Any records or discussion related to privacy rights protected by University policy or local, state, or federal law shall be closed to the public.

G. In order to close a meeting pursuant to the exclusions contained in this section, the closure must be made in an open meeting and approved by a majority vote of a quorum of the Decision Making Body:

1. The authority for the closure and the subject(s) to be discussed shall be stated with reasonable specificity in the motion calling for the vote to close a meeting.

2. The vote to close that portion of the meeting of each individual member shall be recorded in the minutes.
 3. Only those subjects announced prior to closure by the Decision Making Body may be discussed in the closed portion of the meeting.
 4. Items eligible for closure shall be indicated on the Agenda of the Open Meeting as such by reference to the reason why closure will be considered.
- H. Members of the public shall be excused during the closed portion of an Open Meeting.
- I. Following completion of any closed meeting, the minutes of the Open Meeting that was closed, shall state that the matters discussed in the closed meeting were limited only to those specified in the motion for closure

Section 5. Project Assistants

- A. The GPSA annual budget or Council appropriation may allow for hiring Project Assistants. The budget or appropriation shall specify the amount of FTE and branch for each Project Assistant.
1. The budget must include a minimum 1.0 FTE designated for the Executive Branch.
- B. Filling a Project Assistant vacancy requires an open call to the GPSA membership.
1. The open call for applicants shall comply with the Public Notice Requirements and include job description and payment.
 2. Each branch is responsible for selecting its Project Assistants.
 - a. For the Executive, the President shall be responsible for the open call and selection.
 - b. For the Legislative, the Council Chair shall be responsible for the open call. The Council Chair shall recommend a selection for Council's approval.
 - c. For the Judicial, the Chief Justice shall be responsible for the open call and selection.
 3. Project Assistants must be GPSA members.
- C. Project Assistants aid in executing the mission of GPSA.
1. Project Assistant duties must be in compliance with the definition of Project Assistants given in the University of New Mexico catalog.
 2. Duties may include, but are not limited to, assisting Standing and Ad Hoc Committees and working on projects that serve the mission of GPSA.
 - a. For the Executive, the President shall set the duties of and supervise the Project Assistant(s).
 - b. For the Legislative, Council shall set the duties of the Project Assistant(s). The Council Chair shall supervise the Project Assistant(s).
 - c. For the Judicial, the Chief Justice shall set the duties of and supervise the Project Assistant(s).
- D. Project Assistant payment shall be contracted each semester.
1. Project Assistants shall be paid according to the guidelines required by the Office of Graduate Studies.
 2. Project Assistants shall be offered health insurance.
 3. Project Assistants shall be offered tuition remission equal to the amount of hours required by the Office of Graduate Studies in order to maintain their eligibility for the assistantship.

Section 6. Veto Procedure

- A. Presidential Action

1. A copy of the legislation with signature lines for approval or veto will be sent in hard and electronic copy to the office of the President' within one (1) academic day of the posting of the draft of the Council meeting minutes in which the legislation was passed.
2. The President may take action on legislation, approval or veto, within five (5) academic days of the posting of the draft of the minutes.
 - a. If the President takes action, it shall be on the legislation as presented in its entirety. Legislation shall not be vetoed by line item.
 - b. If the President does not take action within the allotted time, the legislation becomes binding.
 - c. The President may take action on legislation with an Electronic Signature.
 - d. If a veto is cast, it shall be accompanied by a rationale for the veto.
 - e. The President shall send the vetoed legislation and rationale to the Council Chair within the required time limit. The Council Chair shall give notice of the veto in accordance with TPNR within three (3) academic days of receipt.
 - f. The Council Chair shall place the vetoed legislation on the next regular Council meeting agenda as an action item.

B. Council Action

1. Vetoed legislation that cannot be acted on at a regular meeting within a session shall be presented at a special meeting prior to the close of the session.
2. When Council considers vetoed legislation, a motion to reconsider the bill must be made and seconded.
3. Council shall consider the vetoed legislation in the same form as sent to the President. No amendments may be made in an override consideration.
4. If Council votes to override, the legislation becomes binding without the President's signature.
5. If Council fails to override the President's veto, the legislation dies and shall not be reintroduced without amendment in the same Council session.

Section 7. GPSA Annual Report

- A. All GPSA Committee Chairs shall provide a written report to the respective branch head by the first (1st) academic day after the last regular Council meeting.
- B. The head of each branch shall compile the Branch Annual Report and forward it to the President.
- C. The President shall compile the GPSA Annual Report.
 1. The Annual Report shall be available to any GPSA member upon request.

Article III Executive Branch

Section 1. President

A. Duties, Powers, and Responsibilities

1. The President shall be authorized and required to be one of two signatures on disbursements of GPSA, except for personal reimbursements to the President which shall be signed by two other authorized persons.

2. The President may call special elections on items of governance, policy, and fiscal impact by giving notice to Council and the Elections Committee. (Constitution VI.3.A.) Special Elections shall be run in accordance with the GPSA Constitution and Bylaws.
 3. The President shall serve as an official member to the Faculty Senate Graduate Committee, as authorized by the Committee.
 4. The President shall make official announcements for open positions and appointments in the Executive Branch, including job descriptions and how to apply.
 - a. Announcements shall follow TPNR.
 - b. All GPSA members shall be eligible for all appointments, unless prohibited by the GPSA Constitution and Bylaws.
 5. The President should keep open appointments for the period of no less than five (5) academic days from the announcement of the open positions.
 6. The President may remove appointments at any time.
 7. The President shall fill any Standing Committee Chair vacancy within twenty (20) academic days.
 8. The President shall attend or send a designee to all Council meetings, and provide to Council a President's Report on issues pertinent to GPSA and the graduate and professional student community.
 9. The President shall be responsible for the hours of operation of the GPSA Office and facilities.
 10. The President shall employ, discharge, and assign duties to all Executive Branch employees, in a manner consistent with current University employee policies.
- B. Term of Office: A President having served a term less than one year may serve a maximum of one (1) additional term as President. (Constitution II.1.B.2.)
- C. Payment: The President's payment should be offered as a Graduate Assistantship in accordance with Office of Graduate Studies guidelines (Constitution II.1.C.1.)
1. The maximum payment limit shall be in accordance with the GA monthly stipend at the .5 FTE rate as determined by University policy.
 2. Compensation shall also include six (6) resident, graduate tuition hours per semester during the fall and spring terms, and three (3) credit hours during the summer term, at the rate published by the Bursar's office.
 3. The President's compensation shall be implemented through the annual budget process, but differential tuition and stipend amounts shall be funded by Appropriation.

Section 2. Presidential Oath of Office

- A. The newly elected President shall not assume the duties of that office until the Presidential Oath of Office (Oath) has been administered. The Oath should be administered after midday on the last academic day of the spring semester.
1. The Oath should be administered to the President by the Chief Justice or, in the Chief Justice's absence, the outgoing President.
 2. In the event that the Chief Justice or outgoing President are unavailable to administer the Oath, the outgoing Council Chair or Chief of Staff shall administer the Oath.
 3. The administration of the Oath must be witnessed by a member of either the Executive or Legislative branch so long as the witness is not a member of the branch that is administering the Oath.

4. The Oath will be administered with the right hand uplifted and the following words said aloud:
“I, (name), do solemnly swear that I will faithfully execute the Office of President of the Graduate and Professional Students Association of the University of New Mexico; that I will to the best of my ability fulfill the duties and obligations of the Office and preserve, protect, and defend the Constitution and Bylaws of the Graduate and Professional Student Association, the State of New Mexico, and the United States.”
5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the President. The President shall then assume office.

Section 3. President Elect

The President Elect is the candidate elected during the spring GPSA general election to the position of GPSA President. The President Elect will at no time be empowered to make decisions above and beyond making informal appointments. This position will exist for the duration of time between the election results being certified and deemed official and the time the Presidential Oath of Office is administered.

A. Duties, Powers and Responsibilities

The President Elect will not be formally powered to carry out actions on behalf of the GPSA, but will be allowed to commence the transition between administrations making informal appointments that go in effect after the Presidential Oath of Office is administered. S/he will be allowed to do the following:

1. Advertise for Chief of Staff, Project Assistants, and Executive Committee Chairs for which s/he will make formal appointments upon taking the Office of President;
Review application submissions and conduct interviews for candidate appointments;
2. Have the use of GPSA space and resources for scheduling meetings and interviews, and strategizing for a smooth transition.
3. Any other duties and/or responsibilities necessary or beneficial to the President Elect which the outgoing President shall request.

Section 4. Chief of Staff

A. Duties, Powers and Responsibilities

1. Oversee the finances of the Executive Branch, including the executive budget.
2. Coordinate with Executive Committee Chairs and executive staff to prepare and submit a budget for the Executive Branch to the Council in accordance with budget procedures.
3. Supervise the administration of the GPSA Office.
4. Coordinate the Executive Board.
5. Aid in appointment of Executive Standing Committee chairs and representatives to joint Student-Faculty Senate and University committees.
6. Ensure delivery of executive committee reports at least once per semester to Council.

B. Term of Office shall be from the day of appointment to the final day of the academic year

C. Payment

1. The Chief of Staff shall receive financial compensation. The maximum limit shall be in accordance with the GA monthly stipend at the .5 FTE rate as determined by University policy.

2. Compensation shall also include six (6) resident, graduate tuition hours per semester during the fall and spring terms, and three (3) credit hours during the summer term at the rates published by the Bursar's Office. The Chief of Staff's compensation shall be implemented through the annual budget process, but differential tuition and stipend amounts shall be funded by Appropriation.

Section 5. Executive Committees

A. Executive Committee Appointments

All GPSA Executive Standing Committee Chairs require approval from Council.

B. Executive Standing Committees

1. Elections Committee

- a. Presidentially appointed Committee Chair must be presented to the GPSA Council for approval no later than the December meeting.
- b. During elections, the Elections Committee as well as GPSA Decision Making Bodies should try to provide for autonomy of the Committee to prevent conflict of interest and bias in the elections process.

2. Grants Committee

- a. The Grants Chair shall administer the Graduate Scholarship Fund, The GPSA Research Grant, the GPSA Professional Development Grant, and the New Mexico Research Grant according to the GPSA Bylaws, and complete all duties as required by that post.
- b. The Grants Chair shall provide a written report to the President and Council Chair each semester.
- c. The Research Grant is funded by the Student Research Allocation Committee Endowment. The Professional Development Grant is funded by the Specialized Travel Endowment. The New Mexico Research Grant is funded by the Graduate Research and Development Endowment. These funds may be supplemented by the budget process, Council appropriation, or other funding sources.
- d. Members of the Grants Committee shall conduct themselves in a manner that promotes public confidence in the integrity and impartiality of the grants process.
- e. Grants Application Readers present at a Grants Committee meeting are voting members.

3. Lobby Committee

- a. The Lobby Committee shall attempt to coordinate lobbying efforts of GPSA with the Associated Students of New Mexico, the Associated Students of the University of New Mexico, and other organizations as deemed appropriate.
- b. The Lobby Committee shall work with the University administration on areas of common concern.
- c. The Lobby Committee is responsible for presenting GPSA issues before appropriate governmental bodies, including the New Mexico Higher Education Department (HED).
- d. The Lobby Committee shall investigate issues of importance to the GPSA, including HED funding and capital outlays recommendations to the legislature.
- e. The Lobby Committee should compensate student lobbyists for travel and other necessary expenses subject to all applicable University policies and procedures.
- f. The Lobby Committee Chair shall give reports on Lobby Committee activities to Council at least one meeting prior, one during, and one after the regularly scheduled New Mexico

- Legislative Session. The Lobby Committee Chair shall submit written reports of the same comments to the President to keep as a record.
- g. The Lobby Committee shall prepare a platform of issues in enough time to receive input from Council.
 - h. The Lobby Committee Chair shall submit the final draft of the platform to Council in December.
4. Programs Committee
 - a. The Programs Committee shall implement and coordinate programs that promote an inclusive and supportive community for graduate and professional students.
 - b. The Programs Committee shall collaborate with the programming of other student organizations as appropriate.
 5. Student Support and Advocacy Committee (SSA Committee)
 - a. The SSA Committee shall maintain a list of graduate student organizations, services provided, and how each can be reached, and shall post the list on the GPSA website and in the GPSA Office.
 - b. The SSA Committee shall provide information to GPSA members about GPSA, including volunteer and paid positions, and activities.
 - c. The SSA Committee shall coordinate support for events of interest to GPSA members, as resources and time of the committee allow.
- D. Executive Standing Committee Chairs
1. Composition of Executive Committees and selection of Committee Chair and members must comply with the GPSA Constitution and Bylaws.
 2. Standing Committee Chairs shall appoint the membership of the Standing Committees.
 3. The Standing Committee Chair may remove members of the Standing Committees at any time.
 4. The Standing Committee Chair shall be responsible for submitting the committee's reports to the President in accordance to the GPSA Constitution, Bylaws, and applicable Standing Rules.
 5. The Standing Committee Chair shall hold office hours for student inquiries or provide contact information available in the GPSA Office. The Chairs shall adhere to TPNR.
- E. Payments to Executive Standing Committee Chairs
1. Payments shall be subject to the fulfillment of the Chair's obligations and duties as verified by the President.
 2. Payments shall take place at the end of each semester in which the Chair served.
- F. Executive Ad Hoc Committees
1. These committees shall pursue issues as specified by the President. These committees shall endure no longer than is necessary for performance of the duties prescribed by the President.
- G. Annual Written Reports
1. The Elections Committee shall include in the GPSA Annual Report all elections reports. See Elections Code [Bylaw I.Section 10].
 2. The Grants Committee shall include in the GPSA Annual Report all funding cycle reports. See Grants Code [Bylaws I.Section 9.L. & I.Section 2.L].
 3. The Lobby Committee shall include in the GPSA Annual Report results of any lobbying efforts and the annual legislative platform.
 4. The Programs Committee shall include in the GPSA Annual Report the results of any fundraising efforts.

5. The SSA Committee shall include in the GPSA Annual Report the list of graduate student organizations and resources, as well as a summary of the issues deemed most important for GPSA membership, progress made, and future recommendations.
6. Executive Ad Hoc committees shall include in the GPSA Annual Report progress towards their specified objective(s), and any future recommendations for the continuation of the committee.
7. University Committee appointees shall include in the GPSA Annual Report a summary of the issues of importance to GPSA considered by the committee.

Section 6. Executive Board

A. Representation

1. Any school or college not represented on the Executive Board may petition to have a representative added from that school or college.
2. Voting members of the Executive Board shall include the chairs of the Executive and Joint Standing Committees.
3. The President shall oversee the Executive Board and will have no vote except in the event of a tie.

B. Representation

1. The Executive Board shall be made up of the President, the Council Chair, and Executive Standing, Ad Hoc, and Joint Committee Chairs.
2. School or college petitions for representation on the Executive Board shall be sent to the President. The petition may specify the representative.
3. The President must grant petitions from unrepresented schools or colleges.
4. If there is no specified representative named on the petition, the President shall appoint a representative from that school or college.
5. The President shall designate these additional representatives to the Executive Board as voting members or non-voting members.
6. Each Committee Chair shall have one (1) vote on the Executive Board, with the exception of the Grants Committee Chair, who shall have two votes on the Executive Board; the Grants Committee votes shall be held singly by the Chair of the Grants Committee, but shall be split in the event of co-chairs.

C. Duties, Powers, and Responsibilities

1. Meet at least one (1) time per month that Council is in session.
2. Recommend agenda items for Council meetings.
3. Draft and maintain the GPSA annual calendar with deadlines for Executive committees.
4. Review all executive committee activities.
5. All meetings shall be open to the public with advance notice of the date, time, meeting location, and agenda provided at least one (1) calendar week in advance of each meeting. This notice shall be made available by means including, but not limited to, the GPSA website and electronic mailing list.
6. The Executive Board shall direct recommendations for the Council agenda to the appropriate Legislative body.

D. Quorum

1. The Executive Board members may participate by Telecommunication in accordance with TPNR.

2. Quorum shall be established if more than half of the voting members are physically present.
 3. Participation includes discussion, making motions, and voting.
- E. Term of Office
- Executive Board members shall serve from the time of their appointment until noon on the last day of the academic year, or until written resignation is given to the President.

Article IV. Legislative Branch

Section 1. Council Representatives and Certified Alternates

- A. RDSAs are the sole determinants of Council Representatives
1. For any RDSA, its Council representative(s) must be a graduate or professional student seeking completion of a degree or certificate in one (1) of its programs.
 2. The President, the Council Chair, and Court of Review Justices may not concurrently serve as Council Representatives.
 3. Representatives need not be officers of their RDSAs.
 4. Credential Forms will be readily accessible in the GPSA Office, on the GPSA website, and through the Council Chair and Council Recorder.
 5. It is the responsibility of RDSAs and their designated Representative(s) to ensure that Credential Forms are submitted and accepted by the Council Chair.
 6. In order for a GPSA member to serve as a Representative, that member's Credential Form must be submitted to the Council Chair prior to the start of a meeting.
 7. All Credential Forms are nullified at the end of a Council session. New credentials are required at the start of each Council session.
- B. Representative Duties
1. In addition to duties outlined in the GPSA Constitution, Representatives serve as a link advocating collaboration between their RDSAs, students, and chartered student organizations.
 2. Representatives may assist RDSAs, students, and chartered student organizations with the drafting of legislation, and as sponsors of legislation.
- C. Certified Alternate Representatives
1. Certified Alternates may be chosen at will by each RDSA. The procedure for the selection of Certified Alternates is left to the determination of each RDSA.
 2. Alternates may only act as Representatives when the Official Representative is not present.
 3. There is no limit to the number of Certified Alternates an RDSA may select. If there is more than one Certified Alternate, the Certified Alternates shall be ranked by the RDSA to indicate seniority of representation. Ranking will be the order in which the Certified Alternates are listed by the RDSA on the Credential Form unless otherwise noted.
 4. When serving as a Council Representative, Certified Alternates shall have the same rights and privileges as a Council Representative, unless otherwise specified by GPSA law.

Section 2. Council Chair

- A. Duties, Powers, and Responsibilities:
1. The Council Chair shall produce an agenda in accordance with GPSA Bylaws and Council Standing Rules for each Council meeting.

2. At the first meeting of the academic year, the Council Chair shall provide all Council Representatives with adequate information including, but not limited to, Council rules and procedures, University policies, applicable parliamentary procedures, and access to the GPSA Constitution and Bylaws.
3. The Council Chair shall notify the Council Representatives of the Chair's office hours at the beginning of each semester.
4. The Council Chair shall appoint Council Representatives to the Legislative Standing Committees in accordance with the GPSA Constitution and Bylaws.
5. The Council Chair shall administer the Legislative Budget and will oversee legislative budget proposals for the subsequent fiscal year.
6. The Council Chair shall be responsible for the hiring of a Council Recorder. The Council Chair oversees the Recorder and is responsible for assuring that the Council Recorder carries out their duties.
7. The Council Chair may remove the Recorder subject to University policies and procedures. A replacement shall be considered for approval by Council at the first opportunity.
8. The Council Chair shall review all minutes. Reviewed minutes shall be included on the agenda for Council approval. These minutes will be noted as "Draft" until majority approval by Council. The draft documentation shall be posted in accordance with TPNR.

B. Payment

1. The Council Chair shall receive financial payment. The maximum limit shall be in accordance with the GA monthly stipend at the .5 FTE rate as determined by University policy.
2. Compensation shall also include six (6) resident, graduate tuition hours per semester during the fall and spring terms, and three (3) credit hours during the summer term, at the rates published by the Bursar's Office.
3. The Council Chair's compensation shall be implemented through the annual budget process, but differential tuition and stipend amounts may be funded by Appropriations.

C. If the Council Chair is unable to fulfill the duties of the position, the LSC Chair shall act as Chair Pro Tempore until the Council Chair can resume the position or until an election can be held to determine a replacement.

1. If a Council Chair is acting President the Council Chair shall be considered unable to fulfill the duties of the position.
2. If the LSC Chair is acting as Chair Pro Tempore for longer than one (1) week, the LSC shall select an interim LSC Chair.

Section 3. Council Chair Oath of Office

- A. The newly elected Council Chair shall not assume the duties of that office until the Council Chair Oath of Office (Oath) has been administered. The Oath should be administered after midday on the last academic day of the spring semester.
1. The Oath should be administered to the Council Chair by the Chief Justice or, in the Chief Justice's absence, the outgoing Council Chair.
 2. In the event that the Chief Justice or outgoing Council Chair are unavailable to administer the Oath, the outgoing President or Chief of Staff shall administer the Oath.

3. The administration of the Oath must be witnessed by a member of either the Executive or Legislative branch so long as the witness is not a member of the branch that is administering the Oath.
4. The Oath will be administered with the right hand uplifted and the following words said aloud:
“I, (name), do solemnly swear that I will faithfully execute the Office of Council Chair of the Graduate and Professional Students Association of the University of New Mexico; that I will to the best of my ability fulfill the duties and obligations of the Office and preserve, protect, and defend the Constitution and Bylaws of the Graduate and Professional Student Association, the State of New Mexico, and the United States. “
5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the Council Chair. The Council Chair shall then assume office.

Section 4. Council Recorder

- A. The Council Recorder is selected by the Council Chair and approved by majority vote at the first Council meeting of the session.
- B. The Recorder shall be a GPSA member who is not simultaneously serving as a Council Representative.
- C. The Recorder may not serve in another paid position within GPSA, with the exception of a Grants Application Reader.
- D. Duties:
 1. The Recorder shall assist the Council Chair with the production of all Council meeting minutes.
 2. The Recorder may assist the Council Chair with verifying the credentials of Council Representatives and ensure that Credential Forms are available to RDSAs.
 3. The Council Chair may request the assistance of the Recorder for other duties.
 4. Payment
 - a. The amount of payment shall be determined through the annual budget process.
 - b. Payment may either be in the form of a set payment, hourly wage, or other arrangement.

Section 5. Procedures for Regular and Special Meetings

- A. Notice
 1. The Council Chair shall post notice of the date, time, meeting location, and agenda at least one (1) calendar week in advance of each regular Council meeting and forty-eight (48) hours before each special Council meeting. This notice shall be made available to the Council Representatives, GPSA members, campus media, and general public by means including, but not limited to, the GPSA website and electronic mailing list.
 2. Notice of every regular Council meeting shall be included in a legislative calendar produced and made public no later than the second (2nd) Council meeting of the session.
 - a. If changes are made to the calendar, a new version should be produced no later than two (2) academic days after such change.
- B. Standing Rules
 1. At the first Council meeting of the session, Council shall approve standing rules, which shall name the parliamentary procedures that Council shall follow.

- a. An agenda template for regular Council meetings shall be included as part of the Standing Rules.
- b. The Public Notice Requirements shall be announced by the Council Chair at the first meeting of each semester of the session.
- 2. The Council's Standing Rules apply to every Council meeting unless suspended with a two-thirds (2/3) vote of Council.
- C. Regular Meeting
 - 1. Must be held at least one (1) time per month during the fall and spring academic semesters. Council meetings may be cancelled at the discretion of the Council Chair, with approval from Council. A meeting may only be cancelled at the immediately preceding regular Council meeting.
 - 2. The date and time of the first regular Council meeting of the session shall be announced by the Council Chair-elect at the final Council meeting of the preceding session.
 - 3. Quorum: Consists of Council Representatives from at least six (6) RDSAs physically present at a Council meeting.
 - 4. The regularly scheduled February and March meetings shall be scheduled for one of the last seven (7) calendar days of the months.
- D. Special Meeting
 - 1. May be called by the Council Chair or by a petition of Council Representatives from a minimum of six (6) separate RDSAs.
 - 2. Petitions for special meetings not called by the Council Chair shall be submitted to the LSC Chair; the LSC Chair shall verify the validity of the petition.
 - a. Petitions shall include the agenda items for discussion and action, the signatures as required by the GPSA Constitution, and the date, time, and location of the meeting.
 - b. Notice of Special Meetings shall comply with TPNR.

Section 6. Proxy Privileges

- A. Proxy voting is the casting of a vote on behalf of a Council Representative. Proxy authority may only be given by a validated Council Representative or Certified Alternate to another GPSA Member.
 - 1. Council Representatives and Certified Alternates should select a GPSA member from the same RDSA to serve as Proxy.
- B. In order to be eligible to vote in a Council meeting, a GPSA member must be a recognized Representative, Certified Alternate, or Proxy.
 - 1. Proxy forms must be delivered to the Council Chair before a GPSA member may serve as a Proxy at a Council meeting.
 - 2. When the Council Chair receives and approves a Proxy form, that GPSA member is eligible to serve as a Proxy for that meeting.
 - 3. The Council Chair shall keep a list of eligible Proxies for each meeting.
 - 4. Proxies are eligible to vote for the specified Council meeting in which proxy privileges are approved.
 - 5. Proxies do not count toward quorum.
- C. If an RDSA has more Representatives, Certified Alternates, and eligible Proxies present at a Council meeting than it has votes, the voting slots shall be recognized in the following order and according to rank: Representative(s), Certified Alternate(s), Proxy(s).

1. A GPSA member who believes they should have voting privileges at a Council meeting may bring this to the attention of the Council Chair. The Council Chair must recognize a GPSA member's right to vote prior to that member's voting.
- D. If a Council Representative or Certified Alternate is in attendance at a GPSA Council meeting and must leave a meeting in progress, that voting member may select a Proxy.
 1. Representatives or Certified Alternates using a Proxy should provide written documentation of their RDSA's preferences for the publicized agenda items to the Proxy prior to surrendering voting privileges to that Proxy for that meeting.
- E. Council Representatives or Certified Alternates who miss three (3) consecutive regular Council meetings forfeit the proxy privileges.
 1. Upon attending a Council meeting, a Council Representative's or Certified Alternate's written proxy privileges will be reinstated.
- F. No GPSA member may hold more than two proxy votes.

Section 7. Legislative Standing Committees

A. Legislative Standing Committee Chairs

1. Selection
 - a. Legislative Standing Committee Chairs shall be selected by the Council Chair and approved by a majority vote of Council at the first (1st) regular Council meeting of the session.
 - b. Committee Chair appointments must be approved by Council prior to assuming Committee Chair duties.
 - c. Legislative Standing Committee Vice Chair shall be selected by the LSC and approved by a majority vote of Council at the second (2nd) regular Council meeting of the session.
2. Duties, Powers, Responsibilities
 - a. Each Committee Chair, in conjunction with the membership of the committee, shall maintain a schedule of meetings for that Council session, to be posted in accordance with TPNR.
3. Reports
 - a. Written Legislative Committee Chair reports shall be given once per semester to Council.
4. Payment
 - a. The amount of payment shall be determined through the annual budget process.
 - b. Disbursement of payment is subject to the fulfillment of the Committee Chair's duties as verified by the Council Chair or Council.
 - c. Disbursement shall be at the end of each semester in which the Committee Chair served.
5. Removal
 - a. In addition to removal by the Council Chair, a Legislative Standing Committee Chair may also be removed by Council with a two-thirds (2/3) vote.
 - b. If a Committee Chair is removed or resigns, the committee shall select another member to serve as interim Committee Chair until a replacement is appointed by the Council Chair and approved by Council.
 - c. Council may vote whether or not the removed Chair may continue to serve as a member on that committee.

B. Committee Membership

1. Selection

- a. The Council Chair shall provide notice of committee membership opportunities with the Agenda notice for the first Council meeting of the session.
 - b. The Council Chair should seek any interested volunteers and must consider recommendations from Council for committee membership.
 - c. The Council Chair shall appoint a minimum of five (5) members for Legislative Standing Committees at the first meeting of the Council session.
 - d. Approval of appointed Standing Committee members shall be by a majority vote of Council prior to assuming duties.
 - e. Members may be added to Legislative Standing Committees when appointed by the Council Chair and approved by Council at a Council meeting, in accordance with the GPSA Constitution's composition requirements.
2. Removal
- a. If a committee member violates the committee's standing rules, that member shall be removed by the Committee Chair or the Council Chair
 - b. A Representative may appeal a removal at the next regularly scheduled Council meeting before the selection of a replacement. Overturning a removal requires a two-thirds (2/3) vote from Council.
 - c. The Council Chair may appoint replacement(s) to be approved by Council.
 - d. Council may request that the Council Chair reconstitute a committee.
 - e. The member will be given the opportunity to resign from the position before the Committee Chair or the Council Chair removes that member.
3. Resignation
- a. If a committee member wishes to resign, the individual may do so by providing the Committee Chair or Council Chair with written notification at least 5 calendar days before the next Committee meeting.
 - b. Following a committee member's resignation, the Committee Chair must announce the membership vacancy at the following general council meeting.

Section 8. Standing Committee Procedures

A. Standing Rules

1. Each committee must adopt and adhere to standing rules which include, but are not limited to: committee procedure, legislation requirements, and membership duties. The standing rules must comply with the GPSA Constitution and Bylaws, as well as any direction provided by Council.
2. Each committee must adopt standing rules at its first meeting of the Council session. Standing rules must be approved by Council at a regularly scheduled Council meeting.
3. The first committee meeting shall use the adopted standing rules for an interim period until rules are approved by Council.
4. Committees may suspend the standing rules with a two-thirds (2/3) vote of the committee. Council must be notified at the meeting in which the legislation is presented that the standing rules were suspended.

B. Timeline

1. Each Legislative Standing Committee shall conduct its first meeting between the first (1st) and second (2nd) regularly scheduled Council meetings.
2. Legislative Standing Committees must meet at least nine (9) academic days prior to each regularly scheduled Council meeting after the August meeting in which they are formed.

3. Committee Chairs must submit items for inclusion on the Council agenda to the Council Chair at least eight (8) academic days prior to a regular Council meeting.
4. Supporting documentation for agenda items and committee reports must be submitted to the Council Chair at least five (5) academic days prior to the Council meeting.

Section 9. Ad Hoc Committees

- A. Formation and Dissolution
 1. Council shall determine the composition or means of composition of legislative Ad Hoc Committees.
 2. Council shall approve the purpose and duration of the Ad Hoc Committees.
- B. Council shall determine the means for selecting Ad Hoc Committee Chairs.
 1. Each Ad Hoc Committee Chair is responsible for adhering to TPNR.
 2. Ad Hoc Committees must request an appropriation from Council for any operational costs that the committee expects.

Section 10. Types and Requirements of Non-Appropriative Legislation

- A. Constitutional amendments must be included as a discussion item at least one (1) regularly scheduled Council meeting prior to the regularly scheduled Council meeting at which action may be taken.
- B. Bylaws must be included as a discussion item at least one (1) regularly scheduled Council meeting prior to the regularly scheduled Council meeting at which action may be taken. Bylaws require a two-thirds (2/3) vote to pass.
- C. Resolutions require a majority vote of Council.

Section 11. Committee Consideration of Legislation

- A. Any GPSA member, RDSA, Decision Making Body, or groups or individuals with a GPSA member serving as a sponsor may submit legislation for Council consideration. This includes the Executive Board and President. Items should be submitted to the appropriate Legislative Committee Chair.
- B. Every submission must include a contact person who is responsible for the item, capable of answering questions, providing additional material, and making necessary revisions.
 1. The Committee Chair shall collect all submissions, confirm that items have been submitted to the proper committee, and produce a committee agenda in accordance with TPNR.
 2. Legislative Committee Chairs shall redirect an item submitted to the incorrect committee to the appropriate party.
 3. Legislative Committees shall facilitate each submission's adherence to the guidelines and required format established by the Bylaws and standing rules.
 4. Legislative Committees shall review and make recommendations on all items submitted in accordance with the GPSA Constitution and Bylaws. Recommendations may include, but are not limited to, suggestions for amendment, substitution, discussion, and action.
- C. All Legislative Items are forwarded with committee recommendations to the Council Chair and shall be included on the Council agenda.

1. Once Legislative Committees have determined a recommendation, this Legislative Item should appear on the agenda for the next regularly scheduled Council meeting.
 - a. Legislative Committees shall not unduly delay making recommendations on Legislative Items.
2. The original Legislative Item and accompanying recommendation shall be treated as one (1) agenda item.
3. A copy of the original Legislative Item and accompanying recommendation as submitted to Council shall be delivered to the originating party with a notice of the Council meeting in which the Legislative Item will be discussed within one (1) academic day of the item being forwarded to the Council Chair.
4. The supporting documents and recommendations may be revised by the respective legislative committee up to the required deadline for supporting document submissions. The final versions of the Legislative Item and supporting documents must be submitted both to the Council Chair and to the originating party.

Section 12. Council Consideration of Legislative Items

- A. The Council Chair shall prepare all Legislative Items and reports from Legislative Standing and Ad Hoc Committees and items required by the Bylaws in a single agenda.
 1. Items identified by the Constitution and Bylaws as automatically appearing on the agenda do not have to go through the committee process.
 2. Emergency items may be added to the agenda in accordance with TPNR at the discretion of the Council Chair, even if they have not gone through the committee process.
 3. A two-thirds (2/3) vote of Council is required to allow discussion or action on emergency items.
- B. Posting of agenda and supporting documents must comply with TPNR.
- C. Within the order of business, the originating party or sponsor shall have three (3) minutes to provide relevant commentary on the Legislative Item.
- D. The applicable Legislative Committee Chair may provide information regarding their committee's recommendation at the request of the Council Chair, Council Representative, or any recognized and present voting member of Council.
- E. Council is the final authority in the Legislative Branch.

Section 13. Amendments

- A. Amendments and additions to the GPSA Bylaws shall be made according to the following procedure:
 1. Proposed Amendments shall place the amendment within the appropriate context within this document, including specific numerical reference (Article, Section, and paragraph number).
 2. Approved amendments shall take effect as soon as University Counsel approves them.
 3. Council Chair shall submit amendments to University Counsel within three (3) academic days from final approval.
 4. Where conflicts exist between previous bylaws and a new constitutional provision, the new constitutional provision will supplant the previous bylaw.
 5. After the passage of a Constitutional Amendment, Bylaws shall be reviewed by the Legislative Branch within four (4) academic weeks to ensure accordance with the

Constitutional change(s).

Article V. Joint Standing Committees

Section 1. Finance Committee (FC)

1. Selection
 - a. The FC shall be composed of six (6) members.
 - i. Three (3) members, including the Chair, hereinafter executive appointees, shall be appointed by the President and approved by Council.
 - ii. Three (3) members, including the Vice-Chair, hereinafter executive appointees, shall be appointed by the Council Chair and approved by Council.
 - b. The FC Chair shall be approved by Council at the first regular meeting in August but shall assume duties immediately upon appointment by the President.
2. Duties, Powers, and Responsibilities
 - a. The FC shall be the recommending body for the GPSA Annual Budget and all GPSA allocations from the General Fund.
 - b. The FC Chair shall:
 - i. Administer and oversee all meetings of the FC
 - ii. Not have a vote in any actions before the Finance Committee, except in the case of a tie.
 - c. The FC Vice-Chair shall:
 - i. Assist the FC Chair in the duties and responsibilities of the FC.
 - ii. Serve as acting FC Chair in the absence of the FC Chair.
 - iii. Have a vote in any actions before the Finance Committee.
 - iv. Provide a report on the GPSA General Fund account balance, and current appropriations for Council consideration at each regular Council meeting.
 - d. The FC shall meet monthly after the first regularly scheduled Council meeting of the fall semester until the end of the spring semester; an exception may be made for the month of December, when the President, Council Chair, FC Chair, and FC Vice-Chair may decide not to have an FC meeting due to time restrictions.
 - e. Emergency meetings may be called at the discretion of the FC Chair, FC Vice-Chair, or by vote of Council.
 - f. The FC must adopt standing rules at its first meeting of the Council session.
 - g. FC standing rules shall be used as sole standing rules for all appropriations and budget requests.
 - h. Standing rules must be approved by Council at a regularly scheduled Council meeting.
3. Payment
 - a. The amount of payment shall be determined through the annual budget process. The payments for the FC Chair and Vice-Chair shall be equal.
 - b. Disbursement of FC Chair /Vice Chair payment shall be subject to fulfillment of their duties as verified by President/Council Chair
 - c. Disbursement shall be at the end of each semester in which the Committee Chair and Vice-Chair served as processed by SGAO.
4. Removal
 - a. The FC Chair and executive appointees may be removed by the President at any time.

- b. The FC Vice-Chair and legislative appointees may be removed by the Council Chair at any time or by Council with a two-thirds (2/3) vote
 - c. If the FC Chair is removed or resigns, the Vice-Chair shall serve as interim Chair and assume all responsibilities and duties of Chair and Vice-Chair until a replacement is appointed by the President. The interim Chair shall not have a vote in any actions before the Finance Committee, except in the case of a tie.
5. Annual Reports
- a. FC shall include in the GPSA Annual Report all expenditures and year end balances.

Article VI. Judicial Branch

Section 1. Appellate Jurisdiction

- A. In addition to the Court's original jurisdiction as stated in the GPSA Constitution, the Court shall also have appellate jurisdiction to hear:
 - 1. All matters arising from Council activity, including, but not limited to, review of any award of GPSA funds to an organization or individual for consistency with the GPSA Constitution and Bylaws.
 - 2. All matters arising from activities of any Executive, Legislative, and Judicial Standing or Ad Hoc committee.
 - 3. All acts of the President, Council Chair, or GPSA member acting on behalf of GPSA when and which the Court would not otherwise have original jurisdiction to hear.

Section 2. Judicial Oath of Office

- A. No Justice shall assume the duties of that office until the Judicial Oath of Office (Oath) has been administered. The Oath must be administered within ten (10) academic days of confirmation by Council.
 - 1. The Oath shall be administered to the Chief Justice by the President or, in the President's absence, the Council Chair and must be witnessed by a representative of either the Executive or Legislative branch, so long as the witness is not a member of the branch that is administering the Oath.
 - 2. For all other Justices, the Oath shall be administered by the Chief Justice, and must be witnessed by a representative of either the Executive or Legislative branch.
 - 3. In the case that the Chief Justice is unavailable to administer the Oath, the President shall administer the Oath. In the case that the President is unavailable to administer the Oath, then the Council Chair shall administer it. In any case, the administration of the Oath must be witnessed by a member of either the Executive or Legislative branch so long as the witness is not a member of the branch that is administering the Oath.
 - 4. The Oath will be administered with the right hand uplifted and the following words said aloud:
 - a. "I, (name), do solemnly swear that I will uphold the laws of the Graduate and Professional Students Association of the University of New Mexico, the State of New Mexico, and the United States of America; that I will judge fairly and with no previous bias the evidence and proceedings before me, and that I will otherwise fulfill the duties and obligations of the GPSA Judiciary to the best of my ability."

5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the Justice. The Justice shall then assume office.

Section 3. Code of Conduct

- A. All Justices shall establish, observe, and maintain high standards of conduct so that the integrity and independence of the judiciary may be preserved.
- B. Justices shall respect and comply with the law and shall conduct themselves at all times in a manner that promotes public confidence in the integrity and impartiality of the judiciary.
- C. Justices shall not allow their family, social, or other relationships to influence their judicial conduct or judgment.
- D. Justices shall not permit those under their control to convey the impression that they are in a special position to influence the decisions of the Court.
- E. Justices shall be faithful to the law and remain unbiased and nonpartisan.
- F. Justices shall maintain order and decorum in proceedings before them.
- G. Justices shall be patient, dignified, and courteous to those with whom they deal in an official capacity, and shall require similar conduct of those subject to their direction and control.
- H. Justices shall accord to every person who is involved in a proceeding, or their counsel, a full right to be heard according to law.
- I. Justices shall abstain from public comment about a pending proceeding in the Court. This does not prohibit Justices from making public statements in the course of their official duties or from explaining for public information the procedures of the Court.

Section 4. Responsibilities

- A. Determine questions of constitutionality and adherence to GPSA law as a result of official complaints
- B. Create a written record of all decisions and actions of the court to be maintained in the GPSA Office.
- C. Create an annual written report of the court to be included in the annual GPSA report.
- D. The court may, at its discretion, decline to hear cases that it deems are not appropriate under the Bylaws.
- E. Justices shall neither initiate nor consider communications from only one party of a pending or impending proceeding.
- F. Each Justice is charged with the duty of carefully reading and analyzing the pertinent submitted material on each case in which he or she participates.
- G. Justices shall abstain from public comment about a pending proceeding in the Court. This does not prohibit Justices from making public statements in the course of their official duties or from explaining for public information the procedures of the Court.
- H. Justices of the Court shall dispose promptly of the business of the Court.
- I. Each Justice of the Court shall take or initiate appropriate disciplinary measures against any other Justice for unprofessional conduct of which they become aware.
- J. All official decisions and opinions of the Court shall be made in writing, made available to GPSA officers, Representatives, and members, as well as the public upon request. Written opinions must become part of the official Court Record and shall be made available to the

President, Council Chair, Council Representatives, and upon request to GPSA members and the public.

- K. Other duties as assigned by the GPSA Constitution

Section 5. Disqualification

- A. A Justice is disqualified and shall announce recusal in any proceeding in which:
 - 1. The Justice has personal knowledge of disputed evidentiary facts concerning the proceeding.
 - 2. The Justice or the Justice's spouse/domestic partner, or a person related to the Justice within the third degree, by blood, marriage, or other relationship to either the Justice or the Justice's spouse/domestic partner:
 - a. Is a party to the proceeding, or an officer, director, or trustee of a party;
 - b. Is acting as legal counsel in the proceedings;
 - c. Is known by the Justice to have an interest that could substantially affect or be affected by the outcome of the proceeding;
 - d. Is to the knowledge of the Justice likely to be a material witness in the proceeding;
 - 3. A party to the proceeding is an employee of the Justice.
- B. Any Justice announcing recusal from any proceeding shall notify the Chief Justice of the recusal in writing.
- C. If the Chief Justice must announce recusal from any proceeding, the Chief Justice shall notify the full Court of the recusal in writing.

Section 6. Non-judicial Activities

- A. Justices may appear at a public hearing before an executive or legislative body, and may consult with an executive or legislative body official, but only on matters concerning the administration of justice.
- B. Justices shall not act as arbitrators or mediators except in the performance of judicial duties.
- C. Justices shall not accept any gift, bequest, favor, or loan other than ordinary social hospitality, if the source of said gift, bequest, favor, or loan could imply or give the appearance of influencing the decisions of the Court or otherwise give the appearance of impropriety.

Section 7. Resignation & Seniority

- A. Should the Chief Justice resign from the Court for any reason or be the subject of impeachment proceedings, the Senior Associate Justice shall assume the duties of the Chief Justice until the President appoints and Council affirms a new Chief Justice.
- B. Seniority of the Associate Justices shall be determined by the date of approval of appointments, the vote order by Council, and the seniority assigned during a block vote.
 - 1. Seniority of the Associate Justices shall be assigned prior to sending the appointments to the LSC.
- C. Nothing in this section shall be construed to mean that the Court may operate with less than three sitting Justices.
- D. Members of the Court of Review shall not serve on any GPSA Standing Committee.

Section 8. Pro Tempore Justice Appointments

- A. In the event that one or more Justice(s) announce recusal from any proceeding, or in the event that any Justice is the subject of an impeachment proceeding before Council, the Chief Justice shall notify the President and Council Chair of such an occurrence within three (3) academic days of receiving written notification of a Justice's recusal.
- B. Within three (3) academic days of receipt of such notification from the Chief Justice, the President shall recommend a Pro Tempore Justice to Council.
- C. Within three (3) academic days of receiving the President's recommendation, the Council Chair shall schedule a Special Meeting of Council in accordance with TPNR in order to consider the President's recommendation.
- D. Following recusal, a Pro Tempore Justice must be approved by Council within twenty (20) academic days of receipt of notice from the Chief Justice that a Justice has announced recusal from a proceeding before the Court.
- E. The Chief Justice shall stay the effected proceeding(s), informing all parties of the stay, until such time as:
 - 1. The President has recommended to Council a Pro Tempore replacement for each recused Justice, and Council has approved that recommendation;
 - 2. The Pro Tempore Justice has taken the Judicial Oath of Office; and
 - 3. An affidavit attesting to the Pro Tempore Justice's authority has been filed.
- F. All Pro Tempore Justice appointments, once made, shall expire upon the termination of the matter before the Court. For the purposes of this section, "termination" means any final ruling by the Court of the matter before it, including dismissal for any reason as well as a determination of the matter on its merits.
- G. With the exception of those cases in which a Justice has announced recusal because impeachment proceedings have been brought against the Justice, the appointment of a Pro Tempore Justice shall not limit the recused Justice's authority to hear other matters before the Court.

Section 9. Additional Duties Required

- A. General Duties of the Court
 - 1. The Court shall conduct monthly meetings throughout each semester.
 - 2. The Chief Justice shall preside at all meetings of the Court, or be responsible for assigning a Justice to preside when the Chief Justice cannot attend or has announced recusal.
 - 3. The Chief Justice is responsible for publishing all rulings and decisions of the Student Court within eleven (11) academic days of decision.
- B. Advice to the President, Elections Chair, or Council as requested
 - 1. The President, Elections Chair, or Council may seek the advice of the Court for any matter, including, but not limited to, the constitutionality of any provision of the GPSA Bylaws, codes or rules, or the constitutionality of any act of any GPSA officer or member acting on GPSA's behalf.
 - 2. The President or Elections Chair may request the advice of the Court by submitting a question in writing to the Court with a copy to the Council Chair.

3. Council may request the advice of the Court upon a majority vote of the Representatives present at any regular or special meeting where a quorum is present. The question shall be submitted to the Court in writing with a copy to the President.
4. When advice of the Court is sought, the Court may follow procedures it determines in its discretion that are suitable to effectively research and address the question presented. The Court may ask the presenter of the question for clarification of the issue.
5. The Court may determine that the question presented is beyond the scope of the Court's authority, in which case it shall so inform the President and Council Chair of such a determination.
6. In any event, the Court shall issue a written Advisory Opinion to the President and Council chair within twenty (20) academic days of receipt of the written question.

C. Appellate Procedure

1. Jurisdiction
 - a. The Court shall determine if it has personal jurisdiction over all parties in hearings before the Court, whether under the Court's original or appellate jurisdiction.
 - b. Should the Court determine it does not have jurisdiction over a particular party for any reason, the Court shall dismiss the action without reaching the merits.
 - c. This section does not apply to the Court's proceedings when it has been asked to issue an Advisory Opinion.
2. Hearing Procedures and Informal Dispute Resolution:
 - a. The GPSA Court of Review encourages disputants to resolve their disputes outside of this Court. This Court is available to assist in informal proceedings should both parties consent to such dispute resolution. Procedures for informal dispute resolution are to be determined by the Court.
 - b. Parties wishing to seek resolution to their dispute in a more formal setting may bring an action before the Court by following the established Hearing Procedures.
3. Complaint Limitations Period
 - a. In general, all actions alleging violations of the GPSA Constitution or Bylaws must be brought within twenty (20) academic days from the date of the alleged infraction. However, if the Plaintiff is unaware of the alleged infraction at the time it occurs, the Plaintiff must file the claim within eight (8) academic days from the day on which the Plaintiff learned, or should have learned, of the infraction.
 - b. Any challenge to any action on the grounds that it has been brought after the applicable Complaint Limitations Period has run is a matter to be resolved by the Court of Review.
 - c. Extensions of the Complaint Limitations Period may be granted only to accommodate events deemed emergencies by the Court or for other equitable reasons as determined by the Court.
4. Complaint
 - a. All matters that are not Advisory Opinion Proceedings shall be brought before the Court upon completion of a Complaint form by the Plaintiff, filed with the Court in the GPSA Office within the applicable limitations period.
 - b. The Complaint form may be obtained from the GPSA Office.
 - c. The Plaintiff shall serve a true and correct copy of the Complaint to any and all Defendants no more than three (3) academic days after submitting a Complaint to the Court. Service of the Complaint may be made in person, by hand delivery, by first-class

- mail, or any other method by which the Plaintiff reasonably believes the Defendant should receive the Complaint.
- d. The Court has six (6) academic days to review the Complaint and determine if it is within the Court's jurisdiction as defined in the GPSA Constitution and Bylaws, and whether all information required by the Complaint form has been submitted and is fully completed.
 - e. If corrections are required, the Plaintiff has three (3) academic days in which to make any corrections, additions, revisions, etc., and submit an amended Complaint to the Court. The Court may grant extensions to any Plaintiff when justice so requires.
 - f. The Plaintiff shall serve a true and correct copy of the amended Complaint on any and all Defendants within three (3) academic days of its submission to the Court. Service of the amended Complaint may be made in person, by hand delivery, by first-class mail, or any other method by which the Plaintiff reasonably believes the Defendant should receive the amended Complaint.
 - g. The Court will dismiss without prejudice any Complaint over which it lacks jurisdiction. The Court reserves the right to dismiss any Complaint on the grounds that the amended Complaint is incomplete and/or the time for submitting corrections has expired.
5. Answer
- a. The Answer form may be obtained from the GPSA Office.
 - b. On or before the fifth (5th) academic day following receipt of the Complaint (or amended Complaint), the Defendant(s) must file a completed Answer on the Court's Answer form with the Court.
 - c. The Defendant shall serve a true and correct copy of the Answer on any and all Plaintiffs within three (3) academic days of its submission to the Court. Service of the Answer may be made in person, by hand delivery, by first-class mail, or any other method by which the Defendant reasonably believes the Plaintiffs should receive the Answer.
 - d. If the Court determines that the Answer form is incomplete or inaccurate, it shall be returned to the Defendant(s) who shall have three (3) academic days in which to amend the Answer form and re-submit it to the Court.
 - e. The Defendant shall serve a true and correct copy of the amended Answer on any and all Plaintiffs within three (3) academic days of its submission to the Court. Service of the amended Answer may be made in person, by hand delivery, by first-class mail, or any other method by which the Defendant reasonably believes the Plaintiffs should receive the amended Answer.
6. Pre-Hearing Guidelines
- a. The Court has three (3) academic days from receipt of the Answer (or amended Answer) in which to schedule a Hearing if the Court finds the case to be within the Court's jurisdiction.
 - b. The Hearing shall be scheduled no later than seven (7) academic days from the date of the Court's receipt of the Defendant's Answer or final amended Answer, unless the matter is stayed by the Chief Justice because a Justice has announced recusal, in which case a hearing shall be scheduled no later than seven (7) academic days after a Pro Tempore Justice has been appointed, approved, and assumed the Judicial Oath of Office.
 - c. Extensions of the time allotted for submission of the Complaint (or amended Complaint), the Answer (or amended Answer), and/or scheduling of a hearing must be granted when justice so requires.
7. Witnesses and Evidence

- a. Parties are responsible for gathering and presenting evidence and other testimony, including calling any relevant witnesses to support their case.
 - b. Should a party be unable to find or to convince a witness to testify at the hearing, or should a party be unable to access evidence that is critical to its case after reasonable diligence in attempting to secure such witness or evidence, it may inform the Court. The Court may, in its discretion, postpone the hearing or take other remedial measures to allow the party to gather evidence necessary to its case in the interest of justice and fairness.
8. Hearing Procedures
- a. The Plaintiff(s), followed by the Defendant(s), shall present Opening Statements, which shall be no more than ten (10) minutes in length per party.
 - b. The Court may ask questions of either party, if clarification is needed.
 - c. Witnesses for both the Plaintiff(s) and Defendant(s) shall present their evidence and/or testimony. Parties shall have an opportunity to question each witness subject to the restrictions of the Court. The Court may also question the witnesses, if necessary.
 - d. The Court reserves the right to recall any Plaintiff(s), Defendant(s), and/or Witness(es) at any time during the hearing.
 - e. The Plaintiff(s) and the Defendant(s) shall be asked if they would like to make Closing Statements, and if they so desire, they shall be given no more than ten (10) minutes per party for a closing statement.
 - f. The Court shall then recess to deliberate in a closed portion of a meeting.
 - g. The Court shall issue a decision no later than fourteen (14) calendar days following the Hearing.
9. Hearing Guidelines
- a. All Hearing proceedings must be audio recorded.
 - b. The Court shall be allowed to recess at any time, for any reason.
 - c. The Court may, in its discretion, admonish any Witness or party whose testimony or behavior is inconsistent or harmful to the process of justice.
 - d. Consistent with these Procedures, the time allowed for Plaintiff(s), Defendant(s), and Witness Statements shall be decided by the Court at the beginning of the Hearing.
 - e. Plaintiff(s) and/or Defendant(s) have the right to appear with an advisor at the Hearing. The advisor may be, but is not required to be, an attorney. However, the Plaintiff(s) and Defendant(s) are responsible for presenting their cases in their entirety. Advisors are therefore not permitted to speak or participate directly in any Hearing.
 - f. Circumstances not described above will be resolved at the discretion of the Court.
10. Procedure Guidelines
- a. Whenever a party is required to do some act (e.g., submit a Complaint, answer a Complaint, etc.), the time for compliance begins to run on the day that the party receives notice of the need to act. If notice is sent by mail, receipt thereof shall be presumed three (3) calendar days after the notice is mailed.
 - b. After submission of a Complaint, it shall be kept confidential until the Defendant(s) have been properly served with the Complaint or amended Complaint. Once the Defendant(s) receive, or are presumed to have received notice, the Complaint and other Court records pertaining to the case shall be open to scrutiny, in compliance with the Family Educational Rights and Privacy Act.
 - c. Circumstances not described above may be resolved at the discretion of the Court.

11. Procedure for Charging a GPSA Official with Misconduct
 - a. Allegations for charging the President, Council Chair, Council Representative, Chief Justice, Associate Justice, or other GPSA officer with official misconduct shall be made on an official Complaint form.
 - b. Such Complaints, once filed, must be adjudicated by the Court of Review and are not subject to informal dispute resolution.
 - c. Hearing Procedures for allegations of official misconduct shall be the same as those for any other Hearing as stated herein.
12. Fairness and Justice
 - a. If the Court finds that any particular procedure should be amended in the interest of fairness and justice, the Court may amend or modify the Hearing Procedures so long as due process is afforded both parties.
13. Further Appeal:
 - a. With respect to the actions of the GPSA, the decision of the Court of Review shall be final.
 - b. Nothing in the GPSA Constitution or Bylaws shall be construed as an attempt to limit any person's or party's rights under other applicable laws.

Article VII. Resignation, Removal, and Replacement of Officers

Section 1. President

- A. In order to initiate a recall election, Council must follow the Constitutional process of impeachment and removal.
 1. When the President is removed, the Council Chair shall assume the role of acting President, and the Legislative Steering Committee (LSC) Chair shall assume the role of acting Council Chair.
 2. The Elections Committee must present an initiative to Council by the following council meeting.
 - a. If the GPSA membership approves the removal of the President, a special election for a new President must occur within twenty (20) academic days. The removed President may not run in the special election.
 - b. If the GPSA membership does not approve the removal of the President, the President is reinstated immediately upon official announcement of the recall election result. This President may not be removed by Council again in the same session.
- B. If the GPSA membership initiates a recall in accordance with the Constitution, Council shall verify the validity of signatures and shall deliver the petition to the Elections Committee Chair. (Constitution II.D.1 B.ii.)
 1. Council has five (5) academic days to validate the signatures and for the Council Chair to deliver the petition to the Elections Chair after its presentation at a regular Council meeting.
 2. If invalid signatures reduce the number to fewer than the required percentage, the petition is considered null and void.
 - a. If the petition is considered null and void, the Council Chair shall give notice and provide a list of all invalidated signatures within five (5) academic days and in accordance with TPNR.

- b. Any invalidated party shall have the opportunity to contest the invalidation in front of the Court of Review.
3. Upon receipt of a valid recall petition, the Elections Chair shall hold a recall election. The recall election must occur within fifteen (15) academic days of the Council meeting at which the petition was presented.
4. The President may ask the Council Chair to serve as acting President until the recall election can be held.
5. If a recall election results in the removal of the President, the Elections Committee shall hold a special election in accordance with the GPSA Constitution and Bylaws, in which the removed President may not run.
6. If a recall election does not result in the removal of the President, the President continues to serve in office, or is reinstated if the Council Chair was serving as acting President.

Section 2. Council Chair

- A. If the Council Chair has resigned or been removed, that person is ineligible to run in the resultant Council Chair Special Election.
 1. Upon the resignation or removal of the Council Chair, The LSC Chair shall assume the role of the acting Council Chair.

Section 3. Court of Review Justices

- A. Removal of a Justice must follow the impeachment and removal process in the GPSA Constitution. (Constitution IV.2.C.)
 1. The motion to consider removal may occur at the same meeting as impeachment.
 2. Justices may only be removed through impeachment procedures.
 3. After a motion to consider removal has passed, the Council Chair shall call a special meeting for the removal vote within ten (10) academic days.
 4. If the Chief Justice resigns or has been impeached and is currently the subject of removal proceedings, the Senior Associate Justice shall assume the duties of the Chief Justice until either the reinstatement or replacement of the Chief Justice.
- B. The Court must have at least three (3) sitting Justices in order to operate.
- C. Replacement
 1. If the Court has three (3) or more remaining Justices after a resignation or removal, Council may decide whether or not to appoint a replacement at the next regularly scheduled Council meeting.
 2. The President shall appoint temporary replacement Justices if the Court falls below three (3) members until Council approves permanent replacements.

Section 4. Resignation

- A. If the President, Council Chair, or Chief Justice wishes to resign, that individual shall resign by delivering a written letter, either in person or by email, to the other individuals listed above as well as to the Elections Chair. Additionally, the resigning officer shall notify the members of that officer's branch.

- B. The letter of resignation must indicate whether the resignation is effective immediately or at noon on a specified date.
- C. Resignation of a Justice prior to the end of a semester may result in the loss of the Justice's payment at the Council's discretion.

Article VIII. Finance Code

Section 1. General Fund

- A. Eligibility and Restrictions
 - 1. Allocations from the General Fund shall only be used to fund chartered student organizations, GPSA Decision Making Bodies, and applicable service entities of the University as dictated by the GPSA Constitution.
 - a. The GPSA grant allocations are appropriated through the Grants Committee and are not restricted by this stipulation.
 - b. Executive Committees may be allocated funding that can be further distributed to students, chartered student organizations, or other groups without stipulation from this Finance Code.
 - 2. All allocations must be spent through an account with SGAO.
 - 3. GPSA shall base all funding considerations on the merits of the application and no request shall be entitled or disfavored based on any biases.
 - 4. In addition to spending mandated by the GPSA's Constitution;
 - a. No less than two thousand dollars (\$2,000) shall be allocated to the Student Research Allocation Committee Endowment Fund (Student Research Grant), two thousand dollars (\$2,000) to the Specialized Travel Endowment Fund (Professional Development Grant), and two thousand dollars (\$2,000) to the Graduate Summer Scholarship.
 - b. Not more than ten percent (10%) of the total GPSA annual budget shall be allocated to all GPSA standing committees.
 - i. This shall not include the percentage of the budget allocated to the Grants Committee which, as mandated by the Constitution, is excluded from this restriction.

Section 2. Annual Budget

- A. Annual Budget
 - 1. The Chief of Staff shall administer the adopted GPSA annual budget in accordance with GPSA Constitution and Bylaws and any stipulations dictated within the budget.
 - a. As administrators of the budget, the FC should facilitate communication between entities which received funding with efforts to assist in the disbursement and expenditure of GPSA funds and applicable stipulations under the respective allocation.
 - 2. The FC and Council shall have direct oversight of all monies disbursed through GPSA in the annual budget process by overseeing the allocation process and the annual budget hearings.
 - 3. The annual budgets shall be based on the projected revenue, from all funding sources, by SGAO for the next fiscal year.
 - 4. The GPSA annual budget process is only applicable to chartered student organizations, UNM service entities, and GPSA Decision Making Bodies.

5. All funds distributed through the budget process and not used by the end of the fiscal year in which they were allocated for shall revert to the GPSA General Fund unless otherwise stipulated by the GPSA Constitution and Bylaws or direction by Council.

B. Annual Budget Process

1. Purpose and Authority

- a. The GPSA budget process streamlines the allocation of GPSA fees to organizations that serve and benefit the graduate and professional student body of the University.
- b. The budget process is overseen by Council and the FC, passed by Council, and approved by the President.
- c. The FC shall create and follow a budget process and, with the consent of Council, has authority to modify such procedure insofar as not violating the GPSA Constitution and Bylaws.

2. Timeline

- a. By the end of the first (1st) academic week of the spring semester, the FC, shall have decided upon the timeline and procedures of the annual budget process (i.e. workshops, deadlines, hearing dates, and hearing format). All relevant information shall be available through the GPSA Office.
- b. Budget workshops are to be held before the end of the fourth (4th) academic week of the spring semester.
- c. Budgets applications must be submitted to the GPSA Office no later than 5:00 p.m. on the fifth (5th) Friday of the spring semester.
- e. The FC shall present a final and balanced budget to Council by the March Council Meeting.

C. Annual Budget Workshops

1. A minimum of three (3) GPSA budget workshops must be held during the spring semester, one (1) workshop shall be held on North Campus; the FC Chair shall be responsible for the workshops.
 - a. The budget workshops must be advertised via the GPSA website, GPSA electronic mailing list, and other appropriate means of notification at least five (5) academic days before the first (1st) workshop of the spring semester.
2. GPSA annual budget applications must be available and presented at each workshop by the FC Chair or Vice-Chair or their designee with the guidance of SGAO. Budget packets must provide all necessary procedures and information, including the budget hearings schedule, for a group to follow to submit a complete budget application.
3. All organizations, groups, or other entities requesting funding through the budget process must attend a GPSA budget workshop during the semester in which the group applies for funding.
 - a. Failure to attend a budget workshop results in ineligibility for consideration for funding in the current budget process. Under extenuating circumstances, an applicant may appeal to Council for a budget hearing.
 - b. At least one (1) of the representatives attending the budget workshop must be a graduate or professional student of the group submitting a budget request.

D. Applications

1. All groups requesting funding through the budget process must submit a budget application in the spring semester.

2. All applications must adhere to SGAO guidelines and standing rules set forth by the FC and published within the budget packet.
3. The FC, shall inform the GPSA Office, staff, volunteers, and SGAO of the acceptable method of submitting budget applications. This method shall be clearly defined in the budget packet.

E. Budget Hearings

1. The FC shall, in consultation with the Council Chair, determine the times and locations of the budget hearings. This information shall be posted in the GPSA Office, SGAO, and any other locations deemed necessary by the FC Chair and Vice-Chair and in accordance with TPNR.
2. All groups that submitted a completed budget application shall be contacted within five (5) academic days from the application deadline with notification of the hearing schedule. The FC Chair may attempt to accommodate requests for hearing times and changes to the hearing schedule, but it is ultimately each group's responsibility to attend a hearing at their scheduled time.
3. Each group at their respective hearing time shall have an allotted speaking time to present their budget request. The FC shall then have the opportunity to ask questions to the group and to review the request. The process and procedure of budget presentations must be included in the budget packet.
4. At least one (1) GPSA member shall be in attendance at the hearing on behalf of the organization requesting funding.
5. The FC has full discretion to modify funding recommendations, throughout the budget process if necessary or appropriate.
6. The FC shall have the authority to amend or reduce any line-item request or budget request in order to create a balanced budget. These adjustments may be made during budget hearings or in Committee deliberations without the presence of the respective group.

F. Final Approval

1. Council must pass the budget with a majority vote, in accordance with the Constitution. Council's decision shall be forwarded to the President within five (5) academic days.
2. The President may approve or veto Council's budget proposal in accordance with the GPSA Constitution and Bylaws.
3. The FC shall forward a balanced budget to Council after all budget hearings and any necessary deliberations have taken place. The recommendations to Council shall include all groups that requested funding, requested amount, and any amendments made by the FC.
5. Approved budgets shall become available at the beginning of the fiscal year as dictated by SGAO.

G. Funding Priorities

1. Funding shall be considered on the merits of each application as demonstrated through the budget process. Consideration should include, but is not limited to: purpose of the organization, population served, history of service, public relations, quality of application, and the necessity and use of GPSA funding.

H. Budget Limitations

1. Groups that are not GPSA Decision Making Bodies may not receive budget funding greater than one thousand dollars (\$1,000).
2. New and Inactive Groups, classified as groups that have not participated in a GPSA budget process within the past two (2) years, may not receive funding greater than five hundred dollars (\$500).

3. Grant Endowment spending distributions shall be allocated in accordance with the agreed upon UNM Foundation "Use Documents".

Section 3. Pro-Rated Benefits (PB) Fund

- A. SGAO shall administer the disbursement of PB Funds.
- B. The process to receive PB Funds must be available through the GPSA Office, on the GPSA website, and any additional means as determined by the FC.
- C. In order to receive pro-rated benefits, each RDSA must apply through SGAO each semester.
 1. PB Funds must be requested by the eighth Friday of the fall and spring semesters respectively, if not, funds shall automatically revert to the GPSA General Fund.
 2. At the end of the fiscal year, an RDSA may keep up to 50% of funds allocated during the academic year. The remainder shall be reverted to the GPSA general fund. However, an RDSA's remaining balance can never be reduced below \$500 as a result of the reversion.
 3. This reversion shall never include the RDSA's self-generated funds.
- D. Based on the Enrollment Report provided by the University, which indicates the number of graduate or professional students enrolled in each program, department, school, or college, SGAO will credit the RDSA account per SGAO Policies and Procedures.
- E. Any RDSA has the right to appeal the Enrollment Report provided by the University. Appeals shall be presented in writing to SGAO. Appeals shall entail a name-by-name count of the department's GPSA Members and a comparison with the University's records.
- F. RDSAs should provide internal funding opportunities to departmentally-associated student organizations. A departmentally-associated student organization is a student group in which fifty percent (50%) or more of membership are GPSA members from a single department.
 1. Funds allocated by an RDSA directly to departmentally-associated student organizations will not revert at the end of the fiscal year.
- G. Should a RDSA be unable to offer any financial support, the departmentally-associated student organization may submit appropriation requests.

Section 4. Appropriations

- A. Appropriations
 1. GPSA appropriation requests shall be overseen by the FC, passed by Council, and approved by the President.
 2. All appropriation requests shall be submitted to the FC Chair.
 - a. The FC Chair shall issue the committee's agenda in accordance with GPSA bylaws and TPNR.
 - b. The FC Chair will notify all students who are requesting appropriations at least five (5) days prior to the meeting of the meeting time and date.
 3. A GPSA member shall represent the group making the appropriation request at the FC meeting.
 4. If a GPSA member is unable to attend the FC meeting in which the appropriation is being discussed the FC may choose to table the request or make a recommendation to Council.
 5. Chartered student organizations and GPSA Committees shall be eligible for appropriation funding.
 6. Funding Limitations
 - a. Funding restrictions are determined through standing rules and adopted by the FC.

- b. Departmentally-associated student organizations should seek funding from their RDSA as specified in Bylaws. [Bylaws Article VIII, Section 3, F.]

Section 5. Revisions

- A. Groups may submit a request to make line-item transfers of GPSA funds within their budget.
- B. All requests must be submitted to SGAO for review before they may be considered.
- C. A revision must be approved by consent of both the FC Chair and Vice-Chair.
 - 1. In the event of division over the approval of the revision, the Council Chair shall be consulted and decide the division.
 - 2. In the event of vacancy, the President and the Council Chair shall be responsible for approving revisions and the Grants Chair shall be consulted and decide the division.
- D. SGAO shall administer the disbursement of GPSA funds once allocations have been approved by Council.
- E. All funding allocations must follow the rules and guidelines set forth by SGAO. Groups allocated GPSA funding shall be responsible for ensuring that they are in compliance with these policies.
- F. Monies allocated by GPSA shall be limited to line-item provisions as stipulated by the approved funding request.
- G. The FC, in administering GPSA allocations, should make concerted efforts to communicate with GPSA entities and organizations receiving GPSA funding in order to facilitate cooperation and ensure compliance with any applicable rules or stipulations that are coupled with the funding.

Section 6. Financial Enjoinment

- A. Failure to adhere to the GPSA Constitution and Bylaws, applicable stipulations attached to funding allocations, SGAO guidelines, or University policy may result in an enjoinment of spending privileges of GPSA funding until the violation has been corrected.
- B. An action of enjoinment should be presented to the FC for a recommendation before it may be considered by Council.
- C. The FC Chair shall report to Council on the proposed enjoinment and the group at question shall be allotted a five (5) minute speaking privilege as a rebuttal.
- D. A two-thirds (2/3) vote of Council is necessary for approval of an enjoinment of the group's GPSA funds.
- E. The Council Chair must notify the enjoined group no later than five (5) academic days after action by Council.
 - 1. Notification shall be sent to the officer's email addresses on file in SGAO.
 - 2. Such notification shall include the reason for the action as well as the actions required of the group for funding to be resumed in a timely fashion.
 - 3. Funds enjoined for the remainder of the fiscal year will revert to the GPSA General Fund.
- F. Acts of Financial Enjoinment may be appealed to the Court of Review. The appeal must be filed within four (4) calendar weeks from the act of enjoinment by Council.

Article IX. Grants Code

Section 1. Student Research and Allocations Committee (GPSA Student Research Grant) and Specialized Travel (Professional Development Grants)

A. Funding History

1. The Professional Development Grant and its quasi-endowment were established in 2004 with \$220,000 from the UNM Provost's office.
2. The GPSA Student Research Grant and its quasi-endowment were established in 1996 with \$14,000 in student fees and \$14,000 from the UNM Provost's office as requested by the GPSA.
3. The quasi-endowments are held by a University foundation on behalf of GPSA. Each year the spending allowance from the endowments funds grant activity.
3. Additional GPSA Student Research Grant and Professional Development Grant funding may be determined through the annual budget process and augmented by appropriations from Council.

B. Activities Funded

1. The GPSA Student Research Grant funds the development and dissemination of research including travel for research-related purposes. GPSA Student Research Grant will also fund any travel or supply expenses incurred in the development or dissemination of original work.
 - a. Acceptable GPSA Student Research Grant costs include:
 - i. Software not available in UNM computer pods or to which the student does not have free access.
 - ii. Airfare, registration, hotel, shuttle fees, taxi fares, presentation materials and per diem in accordance with UNM policy. Travel must be outside of Albuquerque. Current policy and mileage rates can be found in the University Business Policies and Procedures Manual, Policy 4030.
 - iii. Supplies, consumables and printing costs necessary for development and dissemination of research and not readily supplied by the applicant's department.
 - b. Unacceptable GPSA Student Research Grant costs include:
 - i. Salaries, tuition or binding.
 - ii. Organization fees or conference social functions.
 - iii. Travel, room or board for any event whose purpose is not the development or dissemination of student's research.
2. The Professional Development Grant funds travel expenses that further the professional and career development of students.
 - a. Acceptable Professional Development Grant costs include:
 - i. Travel costs to interviews, clinicals, workshops, job fairs, auditions, mock trials and other career or professional events where the student is not presenting or conducting research. Costs can include airfare, registration costs, hotel, shuttle fees, taxi fares, presentation materials and per diem in accordance with UNM policy. Travel must be outside of Albuquerque. Current policy and mileage rates can be found in the University Business Policies and Procedures Manual, Policy 4030.
 - b. Unacceptable Professional Development Grant costs include:
 - i. Travel to present research.
 - ii. Any activity that could be funded by GPSA Student Research Grant.

C. Amount of Funding

1. GPSA Student Research Grants can fund up to \$500 per student per year.
2. Professional Development Grants can fund up to \$500 per student per year.
3. A year refers to the period between June 1 and May 31.

4. See [Bylaws I.Section 9.E.8] for activity funding periods and see [Bylaws I.Section 9.D.1] for application submission deadlines.

D. Deadlines

1. The deadline for submission of applications will be noon (12 p.m.) on the fifth (5th) Friday of the fall and spring semesters and noon (12 p.m.) of the second (2nd) Friday of the summer semester. No late applications will be accepted. In the event of unforeseen or extraordinary circumstances, the GPSA Student Research Grant /Professional Development Grant Chair may establish a new application deadline. Notice of any change to the deadline shall be posted in accordance with Public Notice Requirements.
2. Awarded funds must be claimed within ninety (90) days of the award notification. Otherwise funds will revert back to the committee to disseminate in the next funding cycle [Bylaws I.Section 9.N.1].
3. Appeals of award decisions must occur within fourteen (14) calendar days of the award notification [Bylaws I.Section 9.M.1].

E. Applicant Eligibility

1. Only GPSA members may receive grant funding.
2. Grants Chairs, committee members and grant readers are ineligible to apply for any grants. However, a GPSA Student Research Grant reader may apply for a Professional Development Grant and vice versa.
3. Grants Committee members must notify Grants Chairs when they apply for a grant.
4. A GPSA Student Research Grant reader may apply for a Professional Development Grant and vice versa.
5. An applicant may submit only one application per semester for each grant.
6. Each application may be made for one allowable event or activity.
7. An applicant is only eligible for the remaining amount of funding for GPSA Student Research Grant or Professional Development Grant if the applicant has not yet been awarded the full amount of GPSA Student Research Grant or Professional Development Grant funding per year. Per year means per summer-fall-spring funding cycle.
8. The event or activity for which funds are sought must occur within the next, current or previous funding period.
 - a. The fall funding period is from August 15 to December 31.
 - b. The spring funding period is from January 1 to May 31.
 - c. The summer funding period is from June 1 to August 14.

F. Application Requirements

1. Applications must be submitted before the deadline, according to the deadlines in section [Bylaws I.Section 9.D].
2. Applications must be for activities taking place in the current, previous or next funding period, according to section [Bylaws I.Section 9.E.8].
3. Submission must occur through the online application system. The Grants Chair(s) must accommodate students with circumstances that prevent or prohibit their use of the online system. If a method of accommodation for circumstances not concerning disabilities cannot be agreed upon by the applicant and the chair, the applicant can appeal [Bylaws I.Section 9.M]. Students with disabilities will be accommodated through recommendations by the Accessibility Resource Center.

4. Applications must be the original words of the student and not the words of any other person. If an applicant uses another person's words then they must be in quotation marks. Unquoted words in a proposal are expected to be the applicant's own, original writing.
5. A complete GPSA Student Research Grant /Professional Development Grant application includes
 - a. The completed HTML fields of the online GPSA Student Research Grant /Professional Development Grant application
 - b. An activity proposal submitted through the online system and not to exceed seven hundred (700) words.
 - c. An activity budget submitted through the online system.
 - d. A Statement of Support form, to be made available on the GPSA website, signed by a faculty advisor or graduate director. The form may be submitted either in hard copy at the GPSA office or via email to the Grants Committee.
6. No materials besides those listed in [Bylaws I.Section 9.F.5] shall be accepted.
7. Applications must adhere to the online instructions.
8. At the discretion of the Student Research Grant/Professional Development Grant Chair, applications may not be read if the requirements outlined in [Bylaws I.Section 9.F] are not met. The applicant may always appeal [Bylaws I.Section 9.M]

G. Applicant Workshops and Outreach

1. The Grants Committee must conduct at least two (2) applicant workshops for each funding cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website. The committee may post updates to this curriculum.
3. The Grants Committee will make a good faith attempt to contact departments without a single successful applicant from the previous year to advertise the grants and offer departmental workshops. These outreach efforts and results will be included in an April report to Council.
4. The Grants Committee will advertise the available grants at least twenty-one (21) calendar days before the deadlines on the GPSA website and electronic mailing list. Other advertisement is encouraged.

H. Application Readers

1. Readers of grants must be GPSA members.
2. Readers cannot read for any grant for which they have also applied in the same semester.
3. Readers will be compensated for their work with a payment.
4. Readers must attend a training once in each June 1 to May 31 cycle before reading applications. The Grants Chair may require re-training at their discretion. The Grants Chair shall follow training curriculum guidelines on the GPSA website. The committee may make updates to this curriculum.
5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic mailing list.

I. Application Scoring

1. The application will be read and scored by three (3) readers.
2. Applications will be read by readers from a different department than the applicant.
3. Applicants and readers will self-identify within one (1) of four (4) perspectives. Applications will be read by at least one reader inside their perspective and at least one (1) reader outside of their perspective. The perspectives are:

- a. Fine Arts & Design (FAD) – Applies to any visual arts, performing arts, and other forms of creative production, including some work in architecture and planning.
 - b. Humanities (HUM) – Applies to any studies of human culture, including but not limited to work in ethnology, history, literature, languages, philosophy, or religion. Often uses methods described as critical and/or interpretive.
 - c. Science, Technology, Engineering, & Mathematics (STEM) – Applies to any work grounded in mathematics and/or the physical sciences, including computer science and medicine.
 - d. Social & Behavioral Studies (SBS) – Applies to any studies of human nature and societal structures, including but not limited to work in area studies, communication, education, law, management, public policy, psychology, and sociology. Often overlaps with humanities and/or STEM.
 - e. These categories are meant to be inclusive and flexible, not to set definitive boundaries between areas of study. An applicant’s work may fit into multiple categories. Applicants should select the perspective from which they want to be guaranteed at least one (1) reader. The following examples are not meant to be exhaustive:
 - i. Work in law, cultural anthropology, or critical theory may fit into SBS or HUM.
 - ii. Architecture projects may fit into FA or STEM.
 - iii. Work in public health, geography, or evolutionary anthropology may fit into STEM or SBS.
 - iv. Dramatic writing may fit into HUM or FAD.
4. Changes to scoring criteria beyond those required in the Bylaws must be approved by a two-thirds (2/3) vote of the Grants Committee. Applications shall be scored according to the criteria online which are posted one month prior to the application deadlines.
5. The scoring criteria categories and minimum weighting for GPSA Student Research Grant/Professional Development Grant must include:
- a. Background: twenty-five (25) points
 - i. Applicant’s academic/professional interests and stage in degree program are clearly stated. (0-10 points)
 - ii. Activity is described in detail: What exactly will the applicant do, where and when is it happening, and why is it significant for the applicant’s interests? (0-10 points)
 - iii. Activity is put into context of the applicant’s academic/professional field at large. (0-5 points)
 - b. Benefits: thirty (30) points
 - i. Proposed activity’s benefits to applicant are clearly stated and linked to academic/professional development. (0-15 points)
 - ii. Benefits of applicant’s work to academic/professional community are clearly stated. (0-15 points)
 - c. Composition: fifteen (15) points
 - i. Proposal flows logically. Writing style is direct and action-oriented. (0-5) points
 - ii. Proposal is suitable for a general academic audience. Technical terms are defined. (0-5 points)
 - iii. Proposal shows evidence of proofreading, with few errors in grammar or usage. (0-5 points)
 - d. Budget: thirty (30) points

- i. Applicant pursued other sources of funding within the University or academic community (e.g. department, Office of Graduate Studies, Career Services), or from outside organizations relevant to the applicant's research. (0 OR 10 points)
 - ii. Items to be funded by SRG/PDG, applicant, or other sources are indicated as such. (0 OR 5 points)
 - iii. Budget appears well-researched and complete for scope of project (names of facilities, dates, itineraries, etc.), listing all spending related to activity. Choices appear to be economical and/or are explained. (0-15 points)
6. Raw scores of the readers will be normalized by multiplying by the average of all reader scores and dividing by the average of the individual reader's scores.
 7. When the difference between the high and low normalized scores for an application exceeds twenty-five points of the total possible score (100 points), two (2) additional readers will evaluate the proposal. From these five (5) normalized scores, the highest and lowest will be dropped, and the three (3) remaining scores will be accepted regardless of the spread between them.

J. Application Funding Procedure

1. Funds shall be allocated in percentages according to the semester totals from the averages of the previous year. For example, if there were two hundred fifty (250) Professional Development Grant applications in the previous year, with fifty (50) applications for the summer and one hundred (100) each for the fall and spring, then funds should be allocated as twenty percent (20%), forty percent (40%), forty percent (40%) of the anticipated grants money. Furthermore, the Grants Chair(s) shall set aside monies from the semester funds to be able to afford accepting one (1) appeal in the summer or two (2) appeals in each the fall and spring. If appeals are not granted, this money will roll over into the next funding cycle.
 - a. Remaining funds shall remain in the endowment.
2. For Student Research Grant/Professional Development Grant, from the total amount of money for the funding cycle outlined in [Bylaws I.Section 9.J.1], the committee shall award one hundred percent (100%) of the requested funds according to the rank ordering of normalized [Bylaws I.Section 9.I.6] scores until all money has been exhausted, excepting money withheld to fund two appeals for each category, as provided in section [Bylaws I.Section 9.J.1] Alternatively, additional money may be sought from Council by the Grants Chair(s).
3. Funds not claimed within the ninety (90) day limit [Bylaws I.Section 9.D.2] revert to the grant accounts unless the original allocation for an activity was made specifically for a time period which extends beyond the ninety (90) day limit or unless the recipient requests and is granted an extension in writing.

K. Records

1. The committee shall keep records of:
 - a. All applications.
 - b. Scores and score comment sheets.
 - c. A database of cover sheet information (such as name, email, department and requested amount) and score results.
 - d. A separate record of who was awarded at what amount and when it was awarded.
2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s) and kept for a minimum of five years.

3. All applicants will have access to their files and scores but not to the applications of others, in accordance with applicable state and federal law.

L. Reports

1. The committee shall compose a report for each funding cycle.
 - a. The report shall contain the total amount of GPSA Student Research Grant and Professional Development Grant allocations.
 - b. The report shall contain a breakdown of awards and applications by college, school, or department.
 - c. The report shall provide details of the total allocation and the balance.
 - d. The report shall also include all appeals, decisions, and results.

M. Appeals

1. To appeal any decision made by the Grants Chair(s) or committee, a written request must be received by the GPSA Student Research Grant /Professional Development Grant committee within fourteen (14) calendar days from the date of the award notification.
2. The appeal must stipulate on what grounds the appeal is based.
3. No late applications will be accepted. Therefore, appeal on those grounds will not be heard.
4. An applicant making an appeal may request written, detailed extrapolation of reader(s) scoring and comments before the appeal. If reader(s) are willing, they may offer the opportunity. If a reader is unwilling or unable to meet with the applicant, the reader will need to provide a written response to an applicant's reasons for appeal.
5. The Student Research Grant/Professional Development Grant committee will review the request for an appeal within two (2) weeks of its receipt. All appeal hearings must have three (3) voting members who, ideally, have been grant readers in good standing with the Grants committee. Voting members cannot include the Grant chair or anyone who has advised and/or met with the appellant. Applicants are entitled to attend and speak at their appeal review. Application readers are encouraged to attend the hearing to present their rationale and scoring process. If reader(s) cannot attend, they must provide a written response to the applicant's reasons for appeal. The review may be delayed beyond the two (2) week deadline if the applicant cannot attend.
6. If the committee votes that the appeal is valid, the committee shall decide a course of action to resolve the appeal. A standard re-read is the default action, unless the majority of the committee decides another course of action. If the reasons for the appeal are found to be invalid, no change in funding or scoring will be granted.
7. Any applicant dissatisfied with the results of an appeal to the GPSA Student Research Grant/Professional Development Grant committee may file a final appeal to the GPSA Council within two (2) weeks of receiving the GPSA Student Research Grant /Professional Development Grant committee decision. The decision of the GPSA Council will be considered final. No further appeal will be granted.
8. The Grants Committee will maintain an appeal guideline on the GPSA website.

N. Claiming Awards

1. Grants monies will be distributed on a direct grant basis.
2. Monies will be direct deposited into the awardee's bursar account.

Section 2. Graduate Research Development (New Mexico Research) Fund

A. Funding History

1. The New Mexico Research quasi-endowment began with funding allocated to the GPSA by the New Mexico State Legislature in 2000. New Mexico Research grants assist with larger projects that require substantial funding and are aimed at encouraging UNM students to work on research with state agencies or in areas that directly benefit the state of New Mexico.
2. The quasi-endowment is held by a University foundation on behalf of GPSA. Each year a small spending allowance from the endowment, along with substantial contributions from New Mexico State Legislature allocations, funds grants activity.

B. Activities Funded

1. The New Mexico Research grant funds the development of research, including travel for research related purposes.
2. Acceptable New Mexico Research costs include:
 - a. Permanent equipment not available from the applicant(s)' UNM department, or not otherwise available for use by the applicant(s).
 - b. Computer software not available at the UNM computer pods or at the applicant(s)' UNM department, or not otherwise available for use by the applicant(s).
 - c. Room, board, and travel expenses to and from research facilities or field sites outside of Albuquerque.
 - d. Supplies and consumables necessary for the research project and not readily supplied by the applicant(s)' UNM department or not otherwise available for use by the applicant(s).
 - e. Transcription expenses.
 - f. Research projects commenced within the fiscal year, July 1 through June 30.
3. Unacceptable New Mexico Research costs include:
 - a. Salaries or payments, except for the New Mexico Research Chair, Vice-Chair and Committee Members.
 - b. Travel expenses or other fees associated with a conference.
 - c. Travel, room and board expenses for workshops, schools, clinicals or other travel that does not directly aid in the creation of student research
 - d. The purchase of computers.
 - e. Tuition and supplies/books for classes.
 - f. Any publication or subscription costs.
 - g. Any research project that involves, or may involve, excessive or unreasonable harm to humans or animals. See [Bylaws I.Section 2.F.6].

C. Amount of Funding

1. High Priority Research Project Grants will be awarded a maximum of five thousand dollars (\$5,000) for each research project.
2. General Research Project Grants will be awarded a maximum of three thousand dollars (\$3,000) for each research project.
3. The maximum amounts are for individual research projects regardless of the number of graduate or professional students working on the project.
4. The total amount awarded shall not exceed the total amount requested in the application.
5. The maximum amount awarded to an individual, based on the total of the applications to which they are signatory, is five thousand dollars (\$5,000) per year (July 1 to June 30).
6. No individual can receive New Mexico Research funding more than three times.

D. Deadlines

1. All applications for New Mexico Research grants must be received by the GPSA by a date and time to be announced by the New Mexico Research Committee Chair no later than the regularly scheduled October Council Meeting. In the event of unforeseen or extraordinary circumstances, the New Mexico Research Chair may establish a new application deadline. Notice of any change to the deadline shall be posted in accordance with The Public Notice Requirements.
2. Late applications will not be considered for funding.
3. Awarded funds must be claimed by the June 30 following award notification. Otherwise funds will revert back to the committee to disseminate in the next funding cycle. See [Bylaws I.Section 2.N.1].
4. Appeals of award decisions must occur within fourteen (14) calendar days of the award notification. See [Bylaws I.Section 2.M].

E. Applicant Eligibility

1. A member of GPSA enrolled, at the time of application and through the completion date of the research project, at the University of New Mexico.
2. A GPSA member of GPSA not serving on the GPSA Court of Review, as New Mexico Research Chair, as a New Mexico Research reader, or as the Grants Committee Chair.
3. **FOR HIGH PRIORITY RESEARCH PROJECT GRANTS ONLY:** Members of GPSA collaborating with a New Mexico state agency, non-profit, or non-governmental organization that directly benefits and is based in the state of New Mexico. Cannot include University of New Mexico and its branches.
4. The research activity for which funds are sought must occur between July 1 and June 30 for the current funding cycle.

F. Application Requirements

1. Applications must be submitted before the deadline, according to the deadlines in section [Bylaws I.Section 2.D].
2. Applications must be for activities taking place in the current funding period according to section [Bylaws I.Section 2.E.4].
3. Submission must occur through the online application system. The Grants Chair(s) must accommodate students with circumstances that prevent or prohibit their use of the online system. Students with disabilities will be accommodated through recommendations by the Accessibility Resource Center. If a method of accommodation, for circumstances not concerning disabilities, cannot be agreed upon by the applicant and the chair, the applicant can appeal, see [Bylaws I.Section 2.M].
4. Applications must be the original words of the student and not the words of any other person. If an applicant uses another person's words then they must be in quotation marks. Unquoted words in a proposal are expected to be the applicant's own, original writing
5. All applicant(s) may apply for either a High Priority Research Project Grant or a General Research Project Grant, but may not apply for both for a single project.
6. For activities involving humans, animals, or hazardous materials:
 - a. All research projects that involve human or animal subjects or participants must, prior to the distribution of funding, be reviewed and approved by the Human Research Review Committee (HRRC), an Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), or by another entity empowered by the University of New Mexico for such purposes.

- b. All research projects that involve the use of biohazardous materials or chemicals must be reviewed and approved, prior to the distribution of funding, by the Biosafety Committee or by another entity empowered by the University of New Mexico for such purposes.
 - c. Approval of a research project by any of the entities described in subsections a or b above shall not be determinative of whether or not a research project involves excessive or unreasonable harm to humans or animals.
7. Proposal
- a. Each application must include a proposal identifying the following areas:
 - i. Description of the research project with date and location of activity.
 - ii. Activity is introduced, given adequate background and put into the context of the field.
 - iii. Student's academic interests are explained.
 - iv. Relationship of specific activity to degree, academic study, career, scholarship, etc. is explained.
 - v. Benefits of the project are linked to the University of New Mexico, academia, field, and/or society.
 - vi. FOR HIGH PRIORITY GRANTS ONLY: Description of the collaboration with a New Mexico state agency, non-profit, non-governmental organization, or communities that directly benefit and is based in the state of New Mexico.
 - b. All proposals shall be written in language easily understandable by graduate or professional students in any college or school. All technical terms shall be defined and explained.
 - c. FOR GENERAL GRANTS ONLY: The maximum word count for each proposal shall be seven hundred (700) words.
 - d. FOR HIGH PRIORITY GRANTS ONLY: The maximum word count for each proposal shall one thousand, one hundred (1100) words.
8. Letter(s) of Support
- a. All applications must include one (1) letter of support from a faculty member familiar with the applicant(s)' research project
 - b. HIGH PRIORITY GRANTS ONLY: Each application for High Priority Grants must also submit one (1) letter of support from a member in the collaborating New Mexico state agency, non-profit, or non-governmental organization based in and directly benefitting the state of New Mexico.
9. Itemized Budget
- a. Each application for funding must include a reasonable itemized budget for the research project that includes the following:
 - i. Total budget for the research project.
 - ii. Line items that will be funded with New Mexico Research grant money must be clearly indicated.
 - iii. All sources of funding for the research project, including all amounts requested, but not yet awarded, from any other funding source must be listed for each line item.
 - iv. Detailed information on all equipment, travel costs, supplies and consumables; including airlines, make and model numbers, hotel and motel names, rates, sizes and weights etc.
 - b. Any proposed expenditures may be explained in text accompanying the itemized budget.

- c. Itemized budgets indicating New Mexico Research funded items that are unacceptable New Mexico Research costs shall be reduced by the amount indicated on the itemized budget.
 - d. The Grants Chair, at that person's discretion, may request of the principal applicant the submission of a new itemized budget for review. The applicant will be given five (5) academic days following notification to submit the new itemized budget to the GPSA Office. Failure by the principal applicant to turn in a new itemized budget will be grounds to disqualify the application from review.
10. No materials besides the online application itself and those listed in [Bylaws I.Section 2.F.7-9] shall be accepted.
 11. Applications must adhere to the online instructions.
 12. At the discretion of the New Mexico Research Chair, applications may be disqualified if the requirements outlined in [Bylaws I.Section 2.F] are not met. The applicant may always appeal [Bylaws I.Section 2.M].
- G. Applicant Workshops and Outreach
1. The Grants Committee must conduct at least two (2) applicant workshops for each funding cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
 2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website. The committee may post updates to this curriculum.
 3. The Grants Committee will make a good faith attempt to contact departments without a single successful applicant from the previous year to advertise the grants and offer departmental workshops. These outreach efforts and results will be included in the April report to Council.
 4. The Grants Committee will advertise the available grants at least twenty one (21) calendar days before the deadlines on the GPSA website and electronic mailing list. Other advertisement is encouraged.
- H. Application Readers
1. Readers of grants must be GPSA members.
 2. Readers cannot read for any grant for which they have also applied in the same semester.
 3. Readers will be compensated for their work with a payment.
 4. Readers must attend a training once in each cycle before reading applications. The Grants Chair(s) may require re-training at their discretion. The Grants Chair(s) shall follow training curriculum guidelines on the GPSA website. The committee may make updates to this curriculum.
 5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic mailing list.
- I. Application Scoring
1. An application will be read and scored by three (3) readers.
 2. Applications will be read by readers from a different department than the applicant.
 3. Applicants and readers will self-identify within one (1) of four (4) perspectives. Applications will be read by at least one reader inside their perspective and at least one (1) reader outside of their perspective. The perspectives are:
 - a. Fine Arts & Design (FAD) – Applies to any visual arts, performing arts, and other forms of creative production, including some work in architecture and planning.

- b. Humanities (HUM) – Applies to any studies of human culture, including but not limited to work in ethnology, history, literature, languages, philosophy, or religion. Often uses methods described as critical and/or interpretive.
 - c. Science, Technology, Engineering, & Mathematics (STEM) – Applies to any work grounded in mathematics and/or the physical sciences, including computer science and medicine.
 - d. Social & Behavioral Studies (SBS) – Applies to any studies of human nature and societal structures, including but not limited to work in area studies, communication, education, law, management, public policy, psychology, and sociology. Often overlaps with humanities and/or STEM.
 - e. These categories are meant to be inclusive and flexible, not to set definitive boundaries between areas of study. An applicant’s work may fit into multiple categories. Applicants should select the perspective from which they want to be guaranteed at least one (1) reader. The following examples are not meant to be exhaustive:
 - i. Work in law, cultural anthropology, or critical theory may fit into SBS or HUM.
 - ii. Architecture projects may fit into FA or STEM.
 - iii. Work in public health, geography, or evolutionary anthropology may fit into STEM or SBS.
 - iv. Dramatic writing may fit into HUM or FAD.
4. Applications shall be scored according to the criteria online, and criteria must be posted at least one (1) month prior to the application deadlines. Score criteria changes must be approved by a two-thirds (2/3) vote from the Grants Committee, but may not be changed in the month prior to the application deadline.
5. The criteria for New Mexico Research scoring must include
- a. What the applicant will do, when and where the activity is, and why it is necessary for the applicant’s academic interests. Ten (10) points.
 - b. Applicant’s academic/professional interests clearly stated and link research to current/future academic goals and scholarship. Ten (10) points.
 - c. Research is put in the context of the field. Five (5) points.
 - d. Language in proposal is easily understandable by GPSA students in any college or school and all technical terms are defined and explained. Ten (10) points.
 - e. Student benefits: The benefits of applicant’s project are specifically linked to academic/professional development (i.e. coursework, publications, conference presentations, etc.). Ten (10) points.
 - f. Community benefits: The benefits of applicant’s project to the University, academia, field, and/or society are stated. Five (5) points.
 - g. Budget: Well researched, economical, and complete for the scope of the project. Ten (10) points.
 - h. UNM Faculty Letter: Articulates support appropriate for scope of project, articulates knowledge of project, and explains necessity of research for applicant’s academic progress, field, and/or degree. Ten (10) points.
 - i. FOR HIGH PRIORITY APPLICATIONS ONLY: Letter articulating the role and responsibility within the collaboration between applicant and New Mexico state agency, New Mexico non-profit, New Mexico non-governmental agency, or New Mexico community. Five (5) points.

6. FOR HIGH PRIORITY APPLICATIONS ONLY: Letter indicating support for the applicant and project from New Mexico state agency, New Mexico non-profit, New Mexico non-governmental agency, or New Mexico community representative. Five (5) points. The scoring criteria above shall be the only criteria considered in scoring New Mexico Research applications.
7. Raw scores of the readers will be normalized by multiplying by the average of all reader scores and dividing by the average of the individual reader's scores.
8. When the difference between the high and low normalized scores for an application exceeds twenty-five points of the total possible score, two (2) additional readers will evaluate the proposal. From these five (5) normalized scores, the highest and lowest will be dropped, and the three (3) remaining scores will be accepted regardless of the spread between them.

J. Funding Procedures

1. New Mexico Research Total Budget
 - a. The GPSA President shall recommend and the GPSA Council shall approve the total amount allocated each year for the New Mexico Research Funding Process.
 - b. No more than ten percent (10%) of the total amount allocated annually may be used for administrative expenses.
 - c. No less than two percent (2%) of the total amount allocated annually shall be set aside for the appeals process.
 - d. The New Mexico Research Chair shall recommend and the Grants Committee shall approve the total amounts allocated annually for administrative expenses, appeals, and for High Priority and General Research Project Grants.
 - i. The annual payment of the New Mexico Research Chair shall be recommended by the GPSA President and approved by the GPSA Council. This payment shall be no less than one percent (1%), and no more than three percent (3%), of the total amount allocated for the New Mexico Research process during the current fiscal year, but shall not exceed two thousand dollars (\$2,000).
2. Funding Applications
 - a. If funds are not available to fully fund the applications as outlined below, the awards will be made to the highest ranked proposals until all money has been exhausted.
 - b. High Priority: The total awarded to all High Priority applications shall not exceed half (1/2) of the overall amount awarded in the New Mexico Research process. High Priority applications will be fully funded, starting with the highest scoring application
 - c. General Priority: The total awarded to all General Priority applications shall not exceed the remaining amount to be awarded in the New Mexico Research process after the High Priority grants are awarded.
 - d. The lower fifty percent (50%) of High Priority and the lower fifty percent (50%) of General Priority applications will not be eligible for funding.
 - e. Remaining funds shall remain in the endowment.

K. Records

1. The Grants Committee shall keep records of:
 - a. All applications.
 - b. Scores and score comment sheets.
 - c. A database of cover sheet information (such as name, email, department and requested amount) and score results.
 - d. A separate record of who was awarded at what amount and when it was awarded.

2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s) and kept for a minimum of five (5) years.
3. All applicants will have access to their files and scores but not to the applications of others, in accordance with applicable state and federal law.

L. Reports

1. The committee shall compose a report for each funding cycle.
 - a. The report shall contain the total amount of GPSA RESEARCH GRANT, Professional Development Grant, and New Mexico Research grant allocations.
 - b. The report shall contain a breakdown of awards and applications by college, school, or department.
 - c. The report shall provide details of the total allocation and the balance.
 - d. The report shall also include all appeals, decisions, and results.

M. Appeals

1. To appeal any decision made by the Grants Chair(s) or committee, a written request must be received by the New Mexico Research committee within fourteen (14) calendar days from the date on the award notification.
2. The appeal must stipulate on what grounds the appeal is based.
3. No late applications will be accepted. Therefore, appeal on those grounds will not be heard.
4. An applicant making an appeal may request a meeting with all readers. If a reader is unwilling or unable to meet with the applicant, the reader will need to provide a written response to an applicant's reasons for appeal.
5. The Grants Committee will review the request for an appeal within fourteen (14) calendar days of its receipt. Applicants are entitled to attend and speak at their appeal review. The review may be delayed beyond the deadline if the applicant cannot attend.
6. If the committee votes that the appeal is valid, the committee shall decide a course of action to resolve the appeal. If the reasons for the appeal are found to be invalid, no change in funding or scoring will be granted.
7. Any applicant dissatisfied with the results of an appeal to the Grants Committee may file a final appeal to Council within ten (14) academic days of receiving the Grants Committee decision. The decision of the GPSA Council will be considered final. No further appeal will be granted.
8. The Grants Committee will maintain an appeal guideline on the GPSA website.

N. Claiming Awards, Budget Revisions and Funding Extensions

1. To claim a grant, a recipient must return to the GPSA Office no later than June 30 [Bylaws I.Section 2.D.3]:
 - a. An award form, provided online.
 - b. Original receipts of the expenditures.
 - c. Original proposal and budget.
2. Significant revisions to an applicant's budget must be approved by the Grants Committee Chair. Submission of the revised budget, a memo explaining the need for the revision and all the material in [Bylaws I.Section 2.N.1] is necessary. The committee shall make a decision within fourteen (14) calendar days of receiving the revision request.
3. Funding period extensions beyond the funding year [Bylaws I.Section 2.D.3] may be requested in writing and granted at the committee's discretion within fourteen (14) calendar days of receiving the request.

Article X. Elections Code

Section 1. Referenda

- A. All referendum items are submitted to the Elections Committee via the Elections Chair or the GPSA Office. (Constitution VII.A-B.)
- B. The party submitting the referendum item shall identify its level of authority as one of the following: Constitution, Bylaws, Resolution, or Election.
- C. The ballot shall preserve the language in which referendum items are submitted.

Section 2. Candidate and Voter Eligibility

- A. An eligible candidate for the office of President or Council Chair shall be a GPSA member.
 - 1. Candidates file for an election by turning in completed Candidacy Forms to the GPSA Office by 5:00 p.m. on the Wednesday of the third (3rd) academic week prior to the election.
 - a. Candidacy Forms shall entail an autobiography, an eligibility form, an application for candidacy, and a campaign contributions statement.
 - b. Candidacy Forms shall be forwarded immediately to the Student Activities Center for certification. A list of certified candidates will be posted in accordance with the Public Notice Requirements.
 - c. The Elections Committee shall determine eligibility and announce candidates by 5:00 p.m. the academic day following the application deadline. Candidates shall be considered valid if the proper forms were completed and all eligibility requirements were met.
 - d. A candidate may withdraw from the election and be removed from the ballot if they submit a notice of withdrawal to the Election Committee at least three (3) academic days before the start of the election.
 - i. In the event of a candidate withdrawal, the Elections Committee must notify IT to change the ballot and then post written notice of the change.
 - 2. A candidate is ineligible to run for President or Council Chair if winning the election would result in holding both offices for any period of time.
 - 3. To be eligible to take office as President or Council Chair, a candidate must have met the Graduate Studies office's requirements for Graduate Assistantship eligibility for at least two consecutive semesters, including the semester of the election. Where the GPA requirement should reflect academic good standing for the respective department.
 - 4. GPSA member may run as a write-in candidate for the office of GPSA President or Council Chair after the Candidacy Form deadline [Bylaws X.2.A.1], if they turn in the required candidacy forms and are deemed eligible before the end of the election.
 - a. Write-in candidates will not be named on the ballot and will not appear on official GPSA Elections Committee flyers or advertisements.
 - b. Write-in candidates must follow the same regulations for campaigning as candidates who submitted before the deadline.
 - c. In the event that a write-in candidate wins the election by plurality vote and is deemed ineligible, the position shall go to the candidate with the next highest number of votes.
- B. An eligible voter for an election must be a GPSA member. Voters may cast only one vote per item in a given election.

1. The Elections Committee shall arrange for a list of GPSA member NetIDs to be obtained from the Registrar's Office and delivered to Information Technologies (IT).

Section 3. Notice of Elections

- A. Notice of all elections entails at least one (1) advertisement in the Daily Lobo, or an alternative but equivalent form of media, no later than fifteen (15) academic days prior to the election for candidates and no later than five (5) academic days prior to the election for ballot items sent to the GPSA electronic mailing list.
- B. The Elections Committee will use a UNM email account and set up an elections electronic mailing list through IT during the first (1st) week of September and of February.
- C. The Elections Committee shall issue a "Call for Candidates and Ballot Items" no fewer than five (5) academic weeks prior to the general election. The Call for Candidates and Ballot Items shall include a list of elected offices in GPSA and procedures for submitting items to the ballot via Council or referendum. This notice shall be posted according to the Public Notice Requirements along with an advertisement posted in the Daily Lobo or an alternative but equivalent form of media.
 1. The written notice shall also include any steps necessary for a student to vote.
 2. Once published, this information may not be changed or altered except to correct any errors in printing.
- D. The Elections Committee shall promote any General or Special Election with at least one (1) advertisement in the Daily Lobo, or an alternative but equivalent form of media, during the last regularly scheduled week before the election.
 1. This advertisement shall carry personal, professional, and/or platform information for candidates, information regarding amendments, and any other items to be voted upon in the election.
 2. The full text of Constitutional Amendments shall be included. If the text is larger than one quarter (1/4) page, a summary shall be included as well as notice of how to obtain complete text.
 3. The advertisement shall include the method and hours of electronic voting.
- E. Notice of candidate forums shall be advertised at least two (2) academic days prior to the beginning of at least the first (1st) forum. This advertisement shall indicate the names of the candidates and the location and time of the forum.
 1. The format of candidate forums will be determined by the Elections Committee and distributed to the candidates one (1) academic day prior to the forum(s).
- F. Notice of a Recall Election must occur within five (5) academic days of notice to the Elections Committee from Council.
 1. The written notice shall also include any steps necessary for a student to vote.
 2. This notice will be a quarter (1/4) page advertisement in the Daily Lobo or an alternative but equivalent form of media. Once published, this information may not be changed or altered except to correct any errors in printing.
- G. Notice of a Special Election for Presidential Replacement shall be given within three (3) academic days of a recall election in which a President has been removed.
 1. Notice shall include instructions for running for President, the application deadline, and any steps necessary for a student to vote.

2. This notice will be one quarter (1/4) of a page advertisement in the Daily Lobo or an alternative but equivalent form of media. Once published, this information may not be changed or altered except to correct any errors in printing.
- H. Notice of a Special Election by Referendum shall be given within ten (10) academic days after the Elections Committee has verified a petition.
1. Notice shall include any steps necessary for a student to vote.
 2. This notice will be one quarter (1/4) of a page advertisement in the Daily Lobo or an alternative but equivalent form of media. Once published, this information may not be changed or altered except to correct any errors in printing.

Section 4. Campaigning

- A. Candidates shall conduct campaigns in a manner which abides by University and GPSA policies and guidelines in their pursuit of office. Members of the Elections Committee shall refrain from actions that would show favoritism for or have a negative effect against any candidate or issue that might appear on the ballot.
- B. Candidates shall submit, along with the Candidacy Forms, a list of authorized campaign committee members that may act on their behalf. Any changes to this list should be updated with the Elections Committee.
- C. Candidates shall sign the Campaign Contribution Statement: "All funds received and spent will be from members of the UNM GPSA and no other sources." This form shall be submitted as part of the Candidacy Forms.
- D. Candidates shall submit an itemized accounting of all expenditures incurred by the candidate in the pursuit of office before 5:00 p.m. on the closing day of the election.
- E. All candidates shall refrain from using GPSA resources in pursuit of office (including, but not limited to: funds, staff, email addresses, printing, electronic mailing lists, and office space).
- F. If any group decides to establish a physical polling location, campaigning is not allowed within twenty-five (25) feet of the physical polling location. Campaigning includes, but is not limited to, signs, fliers, and campaigners. Polling locations, if any, should be placed in areas with minimal distractions.

Section 5. General Election

- A. The election shall take place Monday through Thursday of the first (1st) full academic week of April, unless otherwise decided by Council. The electronic voting shall begin at 8:00 a.m. on the first (1st) day and end at 5:00 p.m. on the last day of the election.
- B. Any ballot items included in the election shall be approved by Council at the regularly scheduled March meeting or through referenda.
- C. Elections shall be conducted electronically and use a computer- or phone-based system that is managed by IT.
- D. Ballots and Polling:
 1. Ballots shall have a randomly ordered list of candidates and clear instructions for marking and submitting one's vote. Provision for write-in votes shall be included on the ballot. Only cast ballots meeting these requirements shall be counted. Votes cast on partially completed ballots shall be counted.

2. All ballot items shall appear on the ballot with the language received by the Elections Committee.
 3. Polling: Voters must log in with the UNM NetID and password on record with the Registrar's Office to cast a ballot.
- E. Two (2) members of the Elections Committee shall retrieve the final vote count from IT using the electronic voting system.
 - F. The candidate elected to office shall be determined by a plurality of votes cast and each other ballot item shall be determined by a majority of votes cast on each item.
 - G. Should the plurality winner of the GPSA General Election be declared ineligible or unable to assume office for any reason before the certification of the election results, or in the case of a tie, or if the Elections Committee votes not to certify an election, a special Council meeting shall be called so that a Special Election can be scheduled.
 - H. The Elections Committee shall approve the results of a General Election after it has been determined to have been conducted in accordance with the GPSA Constitution and Bylaws.

Section 6. Council Chair Election

- A. Only Council Representatives with credentials on file twenty (20) academic days prior to the Council meeting at which the Council Chair election will be held are eligible to vote in the election.
- B. The Election Committee shall prepare a sign-in roster of eligible voters.
- C. Ballots shall have a randomly ordered list of candidates and clear instructions for marking and submitting one's vote. Provision for write-in votes shall be included on the ballot. Only cast ballots meeting these requirements shall be counted.
 1. Voting shall be conducted by secret ballot and individual voting results by Council Representatives are not to be recorded.
- D. The Election shall proceed as follows:
 1. The current Council Chair shall forward all valid proxies to the Elections Committee Chair or the Elections Committee designee before balloting begins.
 2. The President shall call and preside over the Council Chair election. In the President's absence, an individual who is not a Council Representative, Certified Alternate, or recognized Proxy shall preside over the election.
 3. Each candidate shall give a speech, no longer than five (5) minutes, and shall have up to five (5) minutes to answer questions posed by Council. The order of the speeches shall be determined randomly by the Elections Committee. Candidates do not have to leave the room throughout the election.
 4. When all of the speeches have concluded, the Elections Committee shall inspect and verify that the ballot box is empty and secured.
 5. Any of the candidates who are Council Representatives shall be called forward first to sign for and cast a ballot. They shall then retire to the back of the room and no more campaigning shall be allowed.
 6. The remaining voters shall be called forward according to the alphabetical listing of their RDSAs. Upon signing in, each voter shall receive and cast a ballot into the ballot box.
 7. After the name of the last voter has been called, the names of voters who did not come forward will be repeated. Five (5) minutes after the last name has been called, the vote counting shall begin.

E. Vote Counting

1. Only the members of the Elections Committee shall open the ballot box, determine the validity of ballots cast, tally the ballots cast, and certify the election results.
 - a. A discrepancy between the number of ballots cast and the number of signed voters may be grounds for disqualification of the box of ballots.
2. The election of the Council Chair shall be decided by a plurality of the votes cast. Should the winner of the Council Chair Election be declared ineligible or unable to assume office for any reason, or in the case of a tie, or if the Elections Committee votes not to certify the election, the Elections Committee shall notify Council before the end of the meeting. Council can vote to repeat the process or determine another course of action. The results of an election shall be determined by the end of the Council meeting.

Section 7. Other Types of Elections

A. Recall Elections

1. A recall election is defined as the vote for recall of the President and is the result of one or more of the following conditions:
 - a. Petition by GPSA members in accordance with the GPSA Constitution.
 - b. Successful vote of removal by Council.

B. Special Elections

1. A Special Election shall take place in any of the following circumstances:
 - a. Resignation of the President or Council Chair.
 - b. Successful recall vote resulting in removal of the President.
 - c. Successful Council vote of removal of the Council Chair.
 - d. In a Presidential election, if the election is not certified, the winner is declared ineligible or unable to assume duties, or there is a tie.
 - e. Granting of a petition submitted to a Council meeting for a Special Issue vote by the GPSA body. Only items granted on the petition shall be allowed on the ballot.
 - f. Special Elections follow General Election rules except where noted.

Section 8. Recall Election by GPSA Membership

A. Upon receipt of the recall petition or a Council vote of removal, the Elections Committee shall initiate a recall election.

1. When the President is removed in a Recall Election due to a petition received after the regularly scheduled March Council meeting, no Special Election for Presidential Replacement is required.
2. The Recall Election should occur by electronic voting over two (2) consecutive academic days.
 - a. Voting shall open at 8:00 a.m. of the first day of the election and close at 5:00 p.m. on the following day.
 - b. The Elections Committee shall approve the results of a GPSA election after it has been determined that all provisions of the current GPSA Constitution and Bylaws were followed.

Section 9. Special Elections

- A. Special Elections shall take place between three (3) and four (4) academic weeks after the Council meeting, Presidential declaration, or referendum that created the Special Election, unless otherwise noted.
 - 1. No Special Elections shall be held between the last day of the spring semester and the regularly scheduled October Council meeting.
 - 2. The Special Election must occur by electronic voting over two (2) consecutive academic days.
 - 3. Voting shall open at 8:00 a.m. of the first (1st) day of the election and close at 5:00 p.m. on the second (2nd) day of the election.
 - 4. The Elections Committee shall approve the results of a GPSA election after it has been determined that all provisions of the currently published Election Code, Bylaws, and Constitution were followed and any challenge(s) was (were) resolved.
 - 5. Special Council Chair Elections shall take place at the Council meeting following the Council meeting at which the Election was created and shall follow the procedures of the Council Chair Election.
 - 6. Referendum petitions for Special Elections shall be delivered to the Elections Committee.
 - a. The Elections Committee has five (5) academic days to validate the petition after it petition has been received.
 - b. A special election by referendum shall occur within fifteen (15) academic days of the approval of the petition.

Section 10. Elections Reporting

- A. Reports Following Each Election
 - 1. The results of all elections shall be reported in accordance with the Public Notice Requirements by 12:00 p.m. of the academic day following the end of the election.
 - 2. Elections data will be disaggregated from unique identifiers, including student names and departments.
 - 3. Complications with voting, including but not limited to, casting ballots, vote counting, the electronic voting system, and determination of eligibility shall be included with elections reporting.
- B. Annual Report
 - 1. The Annual Report shall include all expenditures and income for the Elections Committee and each report following an election.
 - 2. On behalf of GPSA, the Elections Committee shall request that IT compile an Aggregated Elections Data Report. If IT provides this report, it shall be included in the Annual Report.
 - 3. Results for each item shall be reported by Department.
 - a. Departments with less than ten (10) students voting must be pooled together in order to protect the privacy of individual voters. A note shall indicate which departments are pooled together and the number of voters from each department, but not a breakdown of votes by department.

Section 11. Election Disputes

- A. An election may be challenged by any GPSA member to the Court of Review. Challenges include, but are not limited to, voter fraud, improper notification, improper conduct of members of the Elections Committee, candidate misconduct, or an unsound voting system.
- B. Challenges must be formatted as Court of Review Complaints and submitted in writing within five (5) academic days of the reporting of the election results.
- C. The Court of Review may consolidate challenges as it deems appropriate.
- D. If the Court of Review determines that a challenge is valid, the Court may decertify an election or impose a remedy as deemed appropriate. If an election is decertified, a special Council meeting shall be called so that a Special Election can be scheduled.
- E. The Court of Review must render its decision within fifteen (15) academic days following the last day of the election in question.