



**GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION
BYLAWS**

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78 **Article I. Definitions**

79 Section 1. Constitutional Definitions

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

81 Section 2. Additional Bylaws Definitions

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

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

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

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

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

94 Council Budget: Funding allocated for the administration of the legislative branch.

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96 Court of Review Complaint (Complaint): A grievance contesting whether or not an act is in
97 accordance with GPSA law.

98 Credential Form: A document for the purpose of declaring an RDSA Council Representative or
99 Certified Alternate.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

151 Section 3. Cross-References

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

159 **Article II. Membership and Organization**

160 Section 1. Membership

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

171 Section 2. Recognized Departmental Student Associations (RDSAs)

- 172 A. In order to be recognized by GPSA, each RDSA shall:
 - 173 1. Maintain chartered status with the Student Activities Center
 - 174 2. Be open to all GPSA members in its department, school, or college
 - 175 3. Hold officer elections which are open to all GPSA members in that department, school, or
176 college; and
 - 177 4. Not charge dues as a condition for membership as a student organization.
 - 178 a. This does not preclude an RDSA from being a campus chapter of a state, regional, or
179 national association, so long as all GPSA members in that department, school, or college
180 may participate in the student organization.
 - 181 b. PB funds may not be used to pay state, regional, or national association dues.
- 182 B. Each program may be represented by only one (1) RDSA. A school or college may consolidate
183 representation under one (1) RDSA, but no more than one (1) RDSA may represent the same
184 group of GPSA members.

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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.

210 Section 3. GPSA Committees

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- 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

- 229 the head of its branch of the receipt and use of these funds and shall provide a summary for the
230 annual report. Spending of these funds will be by a majority vote of the Decision Making Body.
231 G. Chair-ships for the Finance Committee (FC), Legislative Steering Committee (LSC), and Grants
232 Committee must be separate individuals.
233 H. No individual shall hold more than three Standing Committee chair-ships simultaneously.
234 I. The President and the Council Chair are ineligible for Standing Committee chair-ships.

235 Section 4. Transparency and Public Notice Requirements (TPNR)

- 236 A. Public Notice Requirements
237 1. Unless otherwise specified in the Constitution or Bylaws, public notice shall be given no
238 fewer than twenty-four (24) hours in advance of a meeting.
239 2. Public notice shall consist of posting required documents on the GPSA website.
240 B. Agenda Requirements
241 1. The agenda, time, date, and location of any Open Meeting must be posted in accordance with
242 the Public Notice Requirements.
243 2. The meeting agenda shall specify items as discussion items or action items.
244 3. The meeting agenda shall include time for public comment before discussion of old or new
245 business. During public comment, members of the public will be granted no fewer than three
246 (3) minutes each.
247 C. Minutes Requirements
248 1. Minutes must be taken at every Open Meeting.
249 2. Minutes must contain at least the date, time, location, type of meeting and the name of the
250 Decision Making Body; the names of all Decision Making Body members attending the
251 meeting; the names of any individuals who address the body in person; and a record of all
252 motions and decisions made and votes taken.
253 3. A draft copy of the minutes must be posted within six (6) academic days of the public
254 meeting on the GPSA Website.
255 4. The minutes shall be approved or amended at the next meeting of that Decision Making
256 Body where a quorum of the body is present.
257 D. Transparency Requirements
258 1. A Decision Making Body may permit participation by Telecommunication. The means and
259 extent of participation must be defined by the GPSA Bylaws, or the body's standing rules if
260 approved by a two-thirds (2/3) vote.
261 a. A member of the Body may use the means permitted if it is difficult or impossible for
262 that member to attend in person.
263 b. Each member participating by Telecommunication must be able to be identified when
264 speaking. All participants must be able to hear each other at the same time, and members
265 of the public attending the meeting must be able to hear any member of the body who
266 speaks during the meeting.
267 2. Open Meeting votes and, if available, voting records are public unless otherwise specified in
268 the GPSA Constitution or Bylaws.
269 3. Attendance of GPSA members and members of the public will be accommodated at all Open
270 Meetings.
271 a. Open Meetings shall be held in spaces that can accommodate all people wishing to attend
272 and listen.

- 273 4. The Body may take action only on those agenda items announced in accordance with the
274 Agenda Requirements.
275 5. Items added to the agenda fewer than twenty-four (24) hours before a meeting must be
276 discussion items only.
- 277 E. Working Group Requirements
- 278 1. Decision Making Bodies must give a thorough review of recommendations from any group
279 that is not required to provide notice of its meetings.
280 2. The Working Group cannot take action that binds a Decision Making Body or any other
281 GPSA group.
282 3. Working Groups are not required to adhere to Public Notice Requirements but are required to
283 include any interested member of the Decision Making Body.
284 4. Meetings of Working Groups, even in the event the meeting has a quorum of members of the
285 Decision Making Body, are not required to be open so long as they are acting only on the
286 item(s) specified by the Decision Making Body.
- 287 F. Portions of an Open Meeting may be closed on the following occasions:
- 288 1. Deliberations by the Court of Review. The actual administrative and adjudicatory proceeding
289 at which evidence is offered or rebutted and any final action taken as a result of the
290 proceeding shall occur in an Open Meeting. However, the deliberations of the Court of
291 Review shall be closed to the public.
292 2. Discussion and records related to personnel. Any records or discussions related to personnel
293 shall be in accordance with University policy including but not limited to Human Resources
294 requirements.
295 3. Discussion and records deemed private. Any records or discussion related to privacy rights
296 protected by University policy or local, state, or federal law shall be closed to the public.
- 297 G. In order to close a meeting pursuant to the exclusions contained in this section, the closure must
298 be made in an open meeting and approved by a majority vote of a quorum of the Decision
299 Making Body:
- 300 1. The authority for the closure and the subject(s) to be discussed shall be stated with
301 reasonable specificity in the motion calling for the vote to close a meeting.
302 2. The vote to close that portion of the meeting of each individual member shall be recorded in
303 the minutes.
304 3. Only those subjects announced prior to closure by the Decision Making Body may be
305 discussed in the closed portion of the meeting.
306 4. Items eligible for closure shall be indicated on the Agenda of the Open Meeting as such by
307 reference to the reason why closure will be considered.
- 308 H. Members of the public shall be excused during the closed portion of an Open Meeting.
- 309 I. Following completion of any closed meeting, the minutes of the Open Meeting that was closed,
310 shall state that the matters discussed in the closed meeting were limited only to those specified in
311 the motion for closure

312 Section 5. Project Assistants

- 313 A. The GPSA annual budget or Council appropriation may allow for hiring Project Assistants. The
314 budget or appropriation shall specify the amount of FTE and branch for each Project Assistant.
315 1. The budget must include a minimum 1.0 FTE designated for the Executive Branch.
316 B. Filling a Project Assistant vacancy requires an open call to the GPSA membership.

- 317 1. The open call for applicants shall comply with the Public Notice Requirements and include
318 job description and payment.
319 2. Each branch is responsible for selecting its Project Assistants.
320 a. For the Executive, the President shall be responsible for the open call and selection.
321 b. For the Legislative, the Council Chair shall be responsible for the open call. The Council
322 Chair shall recommend a selection for Council's approval.
323 c. For the Judicial, the Chief Justice shall be responsible for the open call and selection.
324 3. Project Assistants must be GPSA members.
- 325 C. Project Assistants aid in executing the mission of GPSA.
326 1. Project Assistant duties must be in compliance with the definition of Project Assistants given
327 in the University of New Mexico catalog.
328 2. Duties may include, but are not limited to, assisting Standing and Ad Hoc Committees and
329 working on projects that serve the mission of GPSA.
330 a. For the Executive, the President shall set the duties of and supervise the Project
331 Assistant(s).
332 b. For the Legislative, Council shall set the duties of the Project Assistant(s). The Council
333 Chair shall supervise the Project Assistant(s).
334 c. For the Judicial, the Chief Justice shall set the duties of and supervise the Project
335 Assistant(s).
- 336 D. Project Assistant payment shall be contracted each semester.
337 1. Project Assistants shall be paid according to the guidelines required by the Office of
338 Graduate Studies.
339 2. Project Assistants shall be offered health insurance.
340 3. Project Assistants shall be offered tuition remission equal to the amount of hours required by
341 the Office of Graduate Studies in order to maintain their eligibility for the assistantship.

342 Section 6. Veto Procedure

- 343 A. Presidential Action
344 1. A copy of the legislation with signature lines for approval or veto will be sent in hard and
345 electronic copy to the office of the President' within one (1) academic day of the posting of
346 the draft of the Council meeting minutes in which the legislation was passed.
347 2. The President may take action on legislation, approval or veto, within five (5) academic days
348 of the posting of the draft of the minutes.
349 a. If the President takes action, it shall be on the legislation as presented in its entirety.
350 Legislation shall not be vetoed by line item.
351 b. If the President does not take action within the allotted time, the legislation becomes
352 binding.
353 c. The President may take action on legislation with an Electronic Signature.
354 d. If a veto is cast, it shall be accompanied by a rationale for the veto.
355 e. The President shall send the vetoed legislation and rationale to the Council Chair within
356 the required time limit. The Council Chair shall give notice of the veto in accordance
357 with TPNR within three (3) academic days of receipt.
358 f. The Council Chair shall place the vetoed legislation on the next regular Council meeting
359 agenda as an action item.
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- 361 B. Council Action
362 1. Vetoed legislation that cannot be acted on at a regular meeting within a session shall be
363 presented at a special meeting prior to the close of the session.
364 2. When Council considers vetoed legislation, a motion to reconsider the bill must be made and
365 seconded.
366 3. Council shall consider the vetoed legislation in the same form as sent to the President. No
367 amendments may be made in an override consideration.
368 4. If Council votes to override, the legislation becomes binding without the President's
369 signature.
370 5. If Council fails to override the President's veto, the legislation dies and shall not be
371 reintroduced without amendment in the same Council session.

372 Section 7. GPSA Annual Report

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

378 **Article III Executive Branch**

379 Section 1. President

380 A. Duties, Powers, and Responsibilities

- 381 1. The President shall be authorized and required to be one of two signatures on disbursements
382 of GPSA, except for personal reimbursements to the President which shall be signed by two
383 other authorized persons.
384 2. The President may call special elections on items of governance, policy, and fiscal impact by
385 giving notice to Council and the Elections Committee. (Constitution VI.3.A.) Special
386 Elections shall be run in accordance with the GPSA Constitution and Bylaws.
387 3. The President shall serve as an official member to the Faculty Senate Graduate Committee,
388 as authorized by the Committee.
389 4. The President shall make official announcements for open positions and appointments in the
390 Executive Branch, including job descriptions and how to apply.
391 a. Announcements shall follow TPNR.
392 b. All GPSA members shall be eligible for all appointments, unless prohibited by the GPSA
393 Constitution and Bylaws.
394 5. The President should keep open appointments for the period of no less than five (5) academic
395 days from the announcement of the open positions.
396 6. The President may remove appointments at any time.
397 7. The President shall fill any Standing Committee Chair vacancy within twenty (20) academic
398 days.
399 8. The President shall attend or send a designee to all Council meetings, and provide to Council
400 a President's Report on issues pertinent to GPSA and the graduate and professional student
401 community.

- 402 9. The President shall be responsible for the hours of operation of the GPSA Office and
403 facilities.
- 404 10. The President shall employ, discharge, and assign duties to all Executive Branch employees,
405 in a manner consistent with current University employee policies.
- 406 B. Term of Office: A President having served a term less than one year may serve a maximum of
407 one (1) additional term as President. (Constitution II.1.B.2.)
- 408 C. Payment: The President's payment should be offered as a Graduate Assistantship in accordance
409 with Office of Graduate Studies guidelines (Constitution II.1.C.1.)
- 410 1. The maximum payment limit shall be in accordance with the GA monthly stipend at the .5
411 FTE rate as determined by University policy.
- 412 2. Compensation shall also include six (6) resident, graduate tuition hours per semester during
413 the fall and spring terms, and three (3) credit hours during the summer term, at the rate
414 published by the Bursar's office.
- 415 3. The President's compensation shall be implemented through the annual budget process, but
416 differential tuition and stipend amounts shall be funded by Appropriation.

417 Section 2. Presidential Oath of Office

- 418 A. The newly elected President shall not assume the duties of that office until the Presidential Oath
419 of Office (Oath) has been administered. The Oath should be administered after midday on the last
420 academic day of the spring semester.
- 421 1. The Oath should be administered to the President by the Chief Justice or, in the Chief
422 Justice's absence, the outgoing President.
- 423 2. In the event that the Chief Justice or outgoing President are unavailable to administer the
424 Oath, the outgoing Council Chair or Chief of Staff shall administer the Oath.
- 425 3. The administration of the Oath must be witnessed by a member of either the Executive or
426 Legislative branch so long as the witness is not a member of the branch that is administering
427 the Oath.
- 428 4. The Oath will be administered with the right hand uplifted and the following words said
429 aloud:
430 "I, (name), do solemnly swear that I will faithfully execute the Office of President of the
431 Graduate and Professional Students Association of the University of New Mexico; that I will
432 to the best of my ability fulfill the duties and obligations of the Office and preserve, protect,
433 and defend the Constitution and Bylaws of the Graduate and Professional Student
434 Association, the State of New Mexico, and the United States."
- 435 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the
436 President. The President shall then assume office.

437 Section 3. President Elect

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

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- 446 A. Duties, Powers and Responsibilities
447 The President Elect will not be formally powered to carry out actions on behalf of the GPSA, but
448 will be allowed to commence the transition between administrations making informal
449 appointments that go in effect after the Presidential Oath of Office is administered. S/he will be
450 allowed to do the following:
- 451 1. Advertise for Chief of Staff, Project Assistants, and Executive Committee Chairs for which
452 s/he will make formal appointments upon taking the Office of President;
453 Review application submissions and conduct interviews for candidate appointments;
 - 454 2. Have the use of GPSA space and resources for scheduling meetings and interviews, and
455 strategizing for a smooth transition.
 - 456 3. Any other duties and/or responsibilities necessary or beneficial to the President Elect which
457 the outgoing President shall request.

458 Section 4. Chief of Staff

- 459 A. Duties, Powers and Responsibilities
- 460 1. Oversee the finances of the Executive Branch, including the executive budget.
 - 461 2. Coordinate with Executive Committee Chairs and executive staff to prepare and submit a
462 budget for the Executive Branch to the Council in accordance with budget procedures.
 - 463 3. Supervise the administration of the GPSA Office.
 - 464 4. Coordinate the Executive Board.
 - 465 5. Aid in appointment of Executive Standing Committee chairs and representatives to joint
466 Student-Faculty Senate and University committees.
 - 467 6. Ensure delivery of executive committee reports at least once per semester to Council.
- 468 B. Term of Office shall be from the day of appointment to the final day of the academic year
- 469 C. Payment
- 470 1. The Chief of Staff shall receive financial compensation. The maximum limit shall be in
471 accordance with the GA monthly stipend at the .5 FTE rate as determined by University
472 policy.
 - 473 2. Compensation shall also include six (6) resident, graduate tuition hours per semester during
474 the fall and spring terms, and three (3) credit hours during the summer term at the rates
475 published by the Bursar's Office. The Chief of Staff's compensation shall be implemented
476 through the annual budget process, but differential tuition and stipend amounts shall be
477 funded by Appropriation.

478 Section 5. Executive Committees

- 479 A. Executive Committee Appointments
- 480 All GPSA Executive Standing Committee Chairs require approval from Council.
- 481 B. Executive Standing Committees
- 482 1. Elections Committee
 - 483 a. Presidentially appointed Committee Chair must be presented to the GPSA Council for
484 approval no later than the December meeting.
 - 485 b. During elections, the Elections Committee as well as GPSA Decision Making Bodies
486 should try to provide for autonomy of the Committee to prevent conflict of interest and
487 bias in the elections process.
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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.

- 534 c. The SSA Committee shall coordinate support for events of interest to GPSA members, as
535 resources and time of the committee allow.
- 536 D. Executive Standing Committee Chairs
- 537 1. Composition of Executive Committees and selection of Committee Chair and members must
 - 538 comply with the GPSA Constitution and Bylaws.
 - 539 2. Standing Committee Chairs shall appoint the membership of the Standing Committees.
 - 540 3. The Standing Committee Chair may remove members of the Standing Committees at any
 - 541 time.
 - 542 4. The Standing Committee Chair shall be responsible for submitting the committee's reports to
 - 543 the President in accordance to the GPSA Constitution, Bylaws, and applicable Standing
 - 544 Rules.
 - 545 5. The Standing Committee Chair shall hold office hours for student inquiries or provide
 - 546 contact information available in the GPSA Office. The Chairs shall adhere to TPNR.
- 547 E. Payments to Executive Standing Committee Chairs
- 548 1. Payments shall be subject to the fulfillment of the Chair's obligations and duties as verified
 - 549 by the President.
 - 550 2. Payments shall take place at the end of each semester in which the Chair served.
- 551 F. Executive Ad Hoc Committees
- 552 1. These committees shall pursue issues as specified by the President. These committees shall
 - 553 endure no longer than is necessary for performance of the duties prescribed by the President.
- 554 G. Annual Written Reports
- 555 1. The Elections Committee shall include in the GPSA Annual Report all elections reports. See
 - 556 Elections Code [Bylaw I.Section 10].
 - 557 2. The Grants Committee shall include in the GPSA Annual Report all funding cycle reports.
 - 558 See Grants Code [Bylaws I.Section 9.L. & I.Section 2.L].
 - 559 3. The Lobby Committee shall include in the GPSA Annual Report results of any lobbying
 - 560 efforts and the annual legislative platform.
 - 561 4. The Programs Committee shall include in the GPSA Annual Report the results of any
 - 562 fundraising efforts.
 - 563 5. The SSA Committee shall include in the GPSA Annual Report the list of graduate student
 - 564 organizations and resources, as well as a summary of the issues deemed most important for
 - 565 GPSA membership, progress made, and future recommendations.
 - 566 6. Executive Ad Hoc committees shall include in the GPSA Annual Report progress towards
 - 567 their specified objective(s), and any future recommendations for the continuation of the
 - 568 committee.
 - 569 7. University Committee appointees shall include in the GPSA Annual Report a summary of the
 - 570 issues of importance to GPSA considered by the committee.

571 Section 6. Executive Board

572 A. Representation

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

- 579 B. Representation
580 1. The Executive Board shall be made up of the President, the Council Chair, and Executive
581 Standing, Ad Hoc, and Joint Committee Chairs.
582 2. School or college petitions for representation on the Executive Board shall be sent to the
583 President. The petition may specify the representative.
584 3. The President must grant petitions from unrepresented schools or colleges.
585 4. If there is no specified representative named on the petition, the President shall appoint a
586 representative from that school or college.
587 5. The President shall designate these additional representatives to the Executive Board as
588 voting members or non-voting members.
589 6. Each Committee Chair shall have one (1) vote on the Executive Board, with the exception
590 of the Grants Committee Chair, who shall have two votes on the Executive Board; the
591 Grants Committee votes shall be held singly by the Chair of the Grants Committee, but shall
592 be split in the event of co-chairs.
- 593 C. Duties, Powers, and Responsibilities
594 1. Meet at least one (1) time per month that Council is in session.
595 2. Recommend agenda items for Council meetings.
596 3. Draft and maintain the GPSA annual calendar with deadlines for Executive committees.
597 4. Review all executive committee activities.
598 5. All meetings shall be open to the public with advance notice of the date, time, meeting
599 location, and agenda provided at least one (1) calendar week in advance of each meeting.
600 This notice shall be made available by means including, but not limited to, the GPSA
601 website and electronic mailing list.
602 6. The Executive Board shall direct recommendations for the Council agenda to the
603 appropriate Legislative body.
- 604 D. Quorum
605 1. The Executive Board members may participate by Telecommunication in accordance with
606 TPNR.
607 2. Quorum shall be established if more than half of the voting members are physically present.
608 3. Participation includes discussion, making motions, and voting.
- 609 E. Term of Office
610 Executive Board members shall serve from the time of their appointment until noon on the last
611 day of the academic year, or until written resignation is given to the President.

612 **Article IV. Legislative Branch**

613 Section 1. Council Representatives and Certified Alternates

- 614 A. RDSAs are the sole determinants of Council Representatives
615 1. For any RDSA, its Council representative(s) must be a graduate or professional student
616 seeking completion of a degree or certificate in one (1) of its programs.
617 2. The President, the Council Chair, and Court of Review Justices may not concurrently serve
618 as Council Representatives.
619 3. Representatives need not be officers of their RDSAs.
620 4. Credential Forms will be readily accessible in the GPSA Office, on the GPSA website, and
621 through the Council Chair and Council Recorder.

- 622 5. It is the responsibility of RDSAs and their designated Representative(s) to ensure that
623 Credential Forms are submitted and accepted by the Council Chair.
624 6. In order for a GPSA member to serve as a Representative, that member's Credential Form
625 must be submitted to the Council Chair prior to the start of a meeting.
626 7. All Credential Forms are nullified at the end of a Council session. New credentials are
627 required at the start of each Council session.
- 628 B. Representative Duties
- 629 1. In addition to duties outlined in the GPSA Constitution, Representatives serve as a link
630 advocating collaboration between their RDSAs, students, and chartered student
631 organizations.
632 2. Representatives may assist RDSAs, students, and chartered student organizations with the
633 drafting of legislation, and as sponsors of legislation.
- 634 C. Certified Alternate Representatives
- 635 1. Certified Alternates may be chosen at will by each RDSA. The procedure for the selection
636 of Certified Alternates is left to the determination of each RDSA.
637 2. Alternates may only act as Representatives when the Official Representative is not present.
638 3. There is no limit to the number of Certified Alternates an RDSA may select. If there is
639 more than one Certified Alternate, the Certified Alternates shall be ranked by the RDSA to
640 indicate seniority of representation. Ranking will be the order in which the Certified
641 Alternates are listed by the RDSA on the Credential Form unless otherwise noted.
642 4. When serving as a Council Representative, Certified Alternates shall have the same rights
643 and privileges as a Council Representative, unless otherwise specified by GPSA law.

644 Section 2. Council Chair

- 645 A. Duties, Powers, and Responsibilities:
- 646 1. The Council Chair shall produce an agenda in accordance with GPSA Bylaws and Council
647 Standing Rules for each Council meeting.
648 2. At the first meeting of the academic year, the Council Chair shall provide all Council
649 Representatives with adequate information including, but not limited to, Council rules and
650 procedures, University policies, applicable parliamentary procedures, and access to the
651 GPSA Constitution and Bylaws.
652 3. The Council Chair shall notify the Council Representatives of the Chair's office hours at the
653 beginning of each semester.
654 4. The Council Chair shall appoint Council Representatives to the Legislative Standing
655 Committees in accordance with the GPSA Constitution and Bylaws.
656 5. The Council Chair shall administer the Legislative Budget and will oversee legislative
657 budget proposals for the subsequent fiscal year.
658 6. The Council Chair shall be responsible for the hiring of a Council Recorder. The Council
659 Chair oversees the Recorder and is responsible for assuring that the Council Recorder
660 carries out their duties.
661 7. The Council Chair may remove the Recorder subject to University policies and procedures.
662 A replacement shall be considered for approval by Council at the first opportunity.
663 8. The Council Chair shall review all minutes. Reviewed minutes shall be included on the
664 agenda for Council approval. These minutes will be noted as "Draft" until majority approval
665 by Council. The draft documentation shall be posted in accordance with TPNR.
666

- 667 B. Payment
668 1. The Council Chair shall receive financial payment. The maximum limit shall be in
669 accordance with the GA monthly stipend at the .5 FTE rate as determined by University
670 policy.
671 2. Compensation shall also include six (6) resident, graduate tuition hours per semester during
672 the fall and spring terms, and three (3) credit hours during the summer term, at the rates
673 published by the Bursar's Office.
674 3. The Council Chair's compensation shall be implemented through the annual budget process,
675 but differential tuition and stipend amounts may be funded by Appropriations.
676
677 C. If the Council Chair is unable to fulfill the duties of the position, the LSC Chair shall act as Chair
678 Pro Tempore until the Council Chair can resume the position or until an election can be held to
679 determine a replacement.
680 1. If a Council Chair is acting President the Council Chair shall be considered unable to fulfill
681 the duties of the position.
682 2. If the LSC Chair is acting as Chair Pro Tempore for longer than one (1) week, the LSC shall
683 select an interim LSC Chair.

684 Section 3. Council Chair Oath of Office

- 685 A. The newly elected Council Chair shall not assume the duties of that office until the Council
686 Chair Oath of Office (Oath) has been administered. The Oath should be administered after
687 midday on the last academic day of the spring semester.
688 1. The Oath should be administered to the Council Chair by the Chief Justice or, in the Chief
689 Justice's absence, the outgoing Council Chair.
690 2. In the event that the Chief Justice or outgoing Council Chair are unavailable to administer the
691 Oath, the outgoing President or Chief of Staff shall administer the Oath.
692 3. The administration of the Oath must be witnessed by a member of either the Executive or
693 Legislative branch so long as the witness is not a member of the branch that is administering
694 the Oath.
695 4. The Oath will be administered with the right hand uplifted and the following words said
696 aloud:
697 "I, (name), do solemnly swear that I will faithfully execute the Office of Council Chair of the
698 Graduate and Professional Students Association of the University of New Mexico; that I will
699 to the best of my ability fulfill the duties and obligations of the Office and preserve, protect,
700 and defend the Constitution and Bylaws of the Graduate and Professional Student
701 Association, the State of New Mexico, and the United States. "
702 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the
703 Council Chair. The Council Chair shall then assume office.

704 Section 4. Council Recorder

- 705 A. The Council Recorder is selected by the Council Chair and approved by majority vote at the first
706 Council meeting of the session.
707 B. The Recorder shall be a GPSA member who is not simultaneously serving as a Council
708 Representative.
709 C. The Recorder may not serve in another paid position within GPSA, with the exception of a
710 Grants Application Reader.

- 711 D. Duties:
712 1. The Recorder shall assist the Council Chair with the production of all Council meeting
713 minutes.
714 2. The Recorder may assist the Council Chair with verifying the credentials of Council
715 Representatives and ensure that Credential Forms are available to RDSAs.
716 3. The Council Chair may request the assistance of the Recorder for other duties.
717 4. Payment
718 a. The amount of payment shall be determined through the annual budget process.
719 b. Payment may either be in the form of a set payment, hourly wage, or other arrangement.

720 Section 5. Procedures for Regular and Special Meetings

- 721 A. Notice
722 1. The Council Chair shall post notice of the date, time, meeting location, and agenda at least
723 one (1) calendar week in advance of each regular Council meeting and forty-eight (48) hours
724 before each special Council meeting. This notice shall be made available to the Council
725 Representatives, GPSA members, campus media, and general public by means including, but
726 not limited to, the GPSA website and electronic mailing list.
727 2. Notice of every regular Council meeting shall be included in a legislative calendar produced
728 and made public no later than the second (2nd) Council meeting of the session.
729 a. If changes are made to the calendar, a new version should be produced no later than two
730 (2) academic days after such change.
- 731 B. Standing Rules
732 1. At the first Council meeting of the session, Council shall approve standing rules, which shall
733 name the parliamentary procedures that Council shall follow.
734 a. An agenda template for regular Council meetings shall be included as part of the
735 Standing Rules.
736 b. The Public Notice Requirements shall be announced by the Council Chair at the first
737 meeting of each semester of the session.
738 2. The Council's Standing Rules apply to every Council meeting unless suspended with a two-
739 thirds (2/3) vote of Council.
- 740 C. Regular Meeting
741 1. Must be held at least one (1) time per month during the fall and spring academic semesters.
742 Council meetings may be cancelled at the discretion of the Council Chair, with approval
743 from Council. A meeting may only be cancelled at the immediately preceding regular
744 Council meeting.
745 2. The date and time of the first regular Council meeting of the session shall be announced by
746 the Council Chair-elect at the final Council meeting of the preceding session.
747 3. Quorum: Consists of Council Representatives from at least six (6) RDSAs physically present
748 at a Council meeting.
749 4. The regularly scheduled February and March meetings shall be scheduled for one of the last
750 seven (7) calendar days of the months.
- 751 D. Special Meeting
752 1. May be called by the Council Chair or by a petition of Council Representatives from a
753 minimum of six (6) separate RDSAs.
754 2. Petitions for special meetings not called by the Council Chair shall be submitted to the LSC
755 Chair; the LSC Chair shall verify the validity of the petition.

- 756 a. Petitions shall include the agenda items for discussion and action, the signatures as
757 required by the GPSA Constitution, and the date, time, and location of the meeting.
758 b. Notice of Special Meetings shall comply with TPNR.

759 Section 6. Proxy Privileges

- 760 A. Proxy voting is the casting of a vote on behalf of a Council Representative. Proxy authority may
761 only be given by a validated Council Representative or Certified Alternate to another GPSA
762 Member.
763 1. Council Representatives and Certified Alternates should select a GPSA member from the
764 same RDSA to serve as Proxy.
- 765 B. In order to be eligible to vote in a Council meeting, a GPSA member must be a recognized
766 Representative, Certified Alternate, or Proxy.
767 1. Proxy forms must be delivered to the Council Chair before a GPSA member may serve as a
768 Proxy at a Council meeting.
769 2. When the Council Chair receives and approves a Proxy form, that GPSA member is eligible
770 to serve as a Proxy for that meeting.
771 3. The Council Chair shall keep a list of eligible Proxies for each meeting.
772 4. Proxies are eligible to vote for the specified Council meeting in which proxy privileges are
773 approved.
774 5. Proxies do not count toward quorum.
- 775 C. If an RDSA has more Representatives, Certified Alternates, and eligible Proxies present at a
776 Council meeting than it has votes, the voting slots shall be recognized in the following order and
777 according to rank: Representative(s), Certified Alternate(s), Proxy(s).
778 1. A GPSA member who believes they should have voting privileges at a Council meeting may
779 bring this to the attention of the Council Chair. The Council Chair must recognize a GPSA
780 member's right to vote prior to that member's voting.
- 781 D. If a Council Representative or Certified Alternate is in attendance at a GPSA Council meeting
782 and must leave a meeting in progress, that voting member may select a Proxy.
783 1. Representatives or Certified Alternates using a Proxy should provide written documentation
784 of their RDSA's preferences for the publicized agenda items to the Proxy prior to
785 surrendering voting privileges to that Proxy for that meeting.
- 786 E. Council Representatives or Certified Alternates who miss three (3) consecutive regular Council
787 meetings forfeit the proxy privileges.
788 1. Upon attending a Council meeting, a Council Representative's or Certified Alternate's
789 written proxy privileges will be reinstated.
- 790 F. No GPSA member may hold more than two proxy votes.

791 Section 7. Legislative Standing Committees

- 792 A. Legislative Standing Committee Chairs
793 1. Selection
794 a. Legislative Standing Committee Chairs shall be selected by the Council Chair and
795 approved by a majority vote of Council at the first (1st) regular Council meeting of the
796 session.
797 b. Committee Chair appointments must be approved by Council prior to assuming
798 Committee Chair duties.
799 2. Duties, Powers, Responsibilities

- 800 a. Each Committee Chair, in conjunction with the membership of the committee, shall
801 maintain a schedule of meetings for that Council session, to be posted in accordance with
802 TPNR.
- 803 3. Reports
- 804 a. Written Legislative Committee Chair reports shall be given once per semester to Council.
- 805 4. Payment
- 806 a. The amount of payment shall be determined through the annual budget process.
- 807 b. Disbursement of payment is subject to the fulfillment of the Committee Chair's duties as
808 verified by the Council Chair or Council.
- 809 c. Disbursement shall be at the end of each semester in which the Committee Chair served.
- 810 5. Removal
- 811 a. In addition to removal by the Council Chair, a Legislative Standing Committee Chair
812 may also be removed by Council with a two-thirds (2/3) vote.
- 813 b. If a Committee Chair is removed or resigns, the committee shall select another member
814 to serve as interim Committee Chair until a replacement is appointed by the Council
815 Chair and approved by Council.
- 816 c. Council may vote whether or not the removed Chair may continue to serve as a member
817 on that committee.
- 818 B. Committee Membership
- 819 1. Selection
- 820 a. The Council Chair shall provide notice of committee membership opportunities with the
821 Agenda notice for the first Council meeting of the session.
- 822 b. The Council Chair should seek any interested volunteers and must consider
823 recommendations from Council for committee membership.
- 824 c. The Council Chair shall appoint a minimum of five (5) members for Legislative Standing
825 Committees at the first meeting of the Council session.
- 826 d. Approval of appointed Standing Committee members shall be by a majority vote of
827 Council prior to assuming duties.
- 828 e. Members may be added to Legislative Standing Committees when appointed by the
829 Council Chair and approved by Council at a Council meeting, in accordance with the
830 GPSA Constitution's composition requirements.
- 831 2. Removal
- 832 a. If a committee member violates the committee's standing rules, that member shall be
833 removed by the Committee Chair or the Council Chair
- 834 b. A Representative may appeal a removal at the next regularly scheduled Council meeting
835 before the selection of a replacement. Overturning a removal requires a two-thirds (2/3)
836 vote from Council.
- 837 c. The Council Chair may appoint replacement(s) to be approved by Council.
- 838 d. Council may request that the Council Chair reconstitute a committee.

839 Section 8. Standing Committee Procedures

840 A. Standing Rules

- 841 1. Each committee must adopt and adhere to standing rules which include, but are not limited
842 to: committee procedure, legislation requirements, and membership duties. The standing
843 rules must comply with the GPSA Constitution and Bylaws, as well as any direction
844 provided by Council.

- 845 2. Each committee must adopt standing rules at its first meeting of the Council session.
846 Standing rules must be approved by Council at a regularly scheduled Council meeting.
847 3. The first committee meeting shall use the adopted standing rules for an interim period until
848 rules are approved by Council.
849 4. Committees may suspend the standing rules with a two-thirds (2/3) vote of the committee.
850 Council must be notified at the meeting in which the legislation is presented that the standing
851 rules were suspended.

852 B. Timeline

- 853 1. Each Legislative Standing Committee shall conduct its first meeting between the first (1st)
854 and second (2nd) regularly scheduled Council meetings.
855 2. Legislative Standing Committees must meet at least nine (9) academic days prior to each
856 regularly scheduled Council meeting after the August meeting in which they are formed.
857 3. Committee Chairs must submit items for inclusion on the Council agenda to the Council
858 Chair at least eight (8) academic days prior to a regular Council meeting.
859 4. Supporting documentation for agenda items and committee reports must be submitted to the
860 Council Chair at least five (5) academic days prior to the Council meeting.

861 Section 9. Ad Hoc Committees

862 A. Formation and Dissolution

- 863 1. Council shall determine the composition or means of composition of legislative Ad Hoc
864 Committees.
865 2. Council shall approve the purpose and duration of the Ad Hoc Committees.

866 B. Council shall determine the means for selecting Ad Hoc Committee Chairs.

- 867 1. Each Ad Hoc Committee Chair is responsible for adhering to TPNR.
868 2. Ad Hoc Committees must request an appropriation from Council for any operational costs
869 that the committee expects.

870 Section 10. Types and Requirements of Non-Appropriative Legislation

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

878 Section 11. Committee Consideration of Legislation

- 879 A. Any GPSA member, RDSA, Decision Making Body, or groups or individuals with a GPSA
880 member serving as a sponsor may submit legislation for Council consideration. This includes the
881 Executive Board and President. Items should be submitted to the appropriate Legislative
882 Committee Chair.
883 B. Every submission must include a contact person who is responsible for the item, capable of
884 answering questions, providing additional material, and making necessary revisions.
885 1. The Committee Chair shall collect all submissions, confirm that items have been submitted to
886 the proper committee, and produce a committee agenda in accordance with TPNR.

- 887 2. Legislative Committee Chairs shall redirect an item submitted to the incorrect committee to
888 the appropriate party.
- 889 3. Legislative Committees shall facilitate each submission's adherence to the guidelines and
890 required format established by the Bylaws and standing rules.
- 891 4. Legislative Committees shall review and make recommendations on all items submitted in
892 accordance with the GPSA Constitution and Bylaws. Recommendations may include, but are
893 not limited to, suggestions for amendment, substitution, discussion, and action.
- 894 C. All Legislative Items are forwarded with committee recommendations to the Council Chair and
895 shall be included on the Council agenda.
- 896 1. Once Legislative Committees have determined a recommendation, this Legislative Item
897 should appear on the agenda for the next regularly scheduled Council meeting.
- 898 a. Legislative Committees shall not unduly delay making recommendations on Legislative
899 Items.
- 900 2. The original Legislative Item and accompanying recommendation shall be treated as one (1)
901 agenda item.
- 902 3. A copy of the original Legislative Item and accompanying recommendation as submitted to
903 Council shall be delivered to the originating party with a notice of the Council meeting in
904 which the Legislative Item will be discussed within one (1) academic day of the item being
905 forwarded to the Council Chair.
- 906 4. The supporting documents and recommendations may be revised by the respective legislative
907 committee up to the required deadline for supporting document submissions. The final
908 versions of the Legislative Item and supporting documents must be submitted both to the
909 Council Chair and to the originating party.

910 Section 12. Council Consideration of Legislative Items

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

926 Section 13. Amendments

- 927 A. Amendments and additions to the GPSA Bylaws shall be made according to the following
928 procedure:
- 929 1. Proposed Amendments shall place the amendment within the appropriate context within this
930 document, including specific numerical reference (Article, Section, and paragraph number).

- 931 2. Approved amendments shall take effect as soon as University Counsel approves them.
932 3. Council Chair shall submit amendments to University Counsel within three (3) academic
933 days from final approval.
934 4. Where conflicts exist between previous bylaws and a new constitutional provision, the new
935 constitutional provision will supplant the previous bylaw.
936 5. After the passage of a Constitutional Amendment, Bylaws shall be reviewed by the
937 Legislative Branch within four (4) academic weeks to ensure accordance with the
938 Constitutional change(s).

939 **Article V. Joint Standing Committees**

940 Section 1. Finance Committee (FC)

- 941 1. Selection
942 a. The FC shall be composed of six (6) members.
943 i. Three (3) members, including the Chair, shall be appointed by the President and
944 approved by Council.
945 ii. Three (3) members, including the Vice-Chair, shall be appointed by the Council Chair
946 and approved by Council.
947 b. The FC Chair shall be approved by Council at the first regular meeting in August but shall
948 assume duties immediately upon appointment by the President.
949 2. Duties, Powers, and Responsibilities
950 a. The FC will serve as the recommending body for all GPSA financial allocations from the
951 General Fund.
952 b. The FC Chair shall:
953 i. Administer and oversee all meetings of the FC
954 ii. Not have a vote in any actions before the Finance Committee, except in the case of a
955 tie.
956 c. The FC Vice-Chair shall:
957 i. Assist the FC Chair in the duties and responsibilities of the FC.
958 ii. Serve as acting FC Chair in the absence of the FC Chair.
959 iii. Have a vote in any actions before the Finance Committee.
960 d. The FC shall meet monthly after the first regularly scheduled Council meeting of the fall
961 semester until the end of the spring semester; an exception may be made for the month of
962 December, when the President, Council Chair, FC Chair, and FC Vice-Chair may decide
963 not to have an FC meeting due to time restrictions.
964 e. Emergency meetings may be called at the discretion of the FC Chair, FC Vice-Chair, or
965 by vote of Council.
966 f. The FC must adopt standing rules at its first meeting of the Council session.
967 g. FC standing rules shall be used as sole standing rules for all appropriations and budget
968 requests.
969 h. Standing rules must be approved by Council at a regularly scheduled Council meeting.
970 3. Reports
971 a. At each regular Council meeting the FC Vice-Chair shall provide a report on the GPSA
972 General Fund account balance, and current appropriations for Council consideration.
973 4. Payment

- 974 a. The amount of payment shall be determined through the annual budget process. The
975 payments for the FC Chair and Vice-Chair shall be equal.
- 976 b. Disbursement of FC Chair /Vice Chair payment shall be subject to fulfillment of their
977 duties as verified by President/Council Chair
- 978 c. Disbursement shall be at the end of each semester in which the Committee Chair and
979 Vice-Chair served.
- 980 5. Removal
- 981 a. The FC Chair and executive appointees may be removed by the President at any time.
- 982 b. The FC Vice-Chair and legislative appointees may be removed by the Council Chair at
983 any time or by Council with a two-thirds (2/3) vote
- 984 c. If the FC Chair is removed or resigns, the Vice-Chair shall serve as interim Chair and
985 assume all responsibilities and duties of Chair and Vice-Chair until a replacement is
986 appointed by the President. The interim Chair shall not have a vote in any actions before
987 the Finance Committee, except in the case of a tie.
- 988 6. Annual Reports
- 989 a. FC shall include in the GPSA Annual Report all expenditures and year end balances.

990 **Article VI. Judicial Branch**

991 Section 1. Appellate Jurisdiction

- 992 A. In addition to the Court's original jurisdiction as stated in the GPSA Constitution, the Court shall
993 also have appellate jurisdiction to hear:
- 994 1. All matters arising from Council activity, including, but not limited to, review of any award
995 of GPSA funds to an organization or individual for consistency with the GPSA Constitution
996 and Bylaws.
- 997 2. All matters arising from activities of any Executive, Legislative, and Judicial Standing or Ad
998 Hoc committee.
- 999 3. All acts of the President, Council Chair, or GPSA member acting on behalf of GPSA when
1000 and which the Court would not otherwise have original jurisdiction to hear.

1001 Section 2. Judicial Oath of Office

- 1002 A. No Justice shall assume the duties of that office until the Judicial Oath of Office (Oath) has been
1003 administered. The Oath must be administered within ten (10) academic days of confirmation by
1004 Council.
- 1005 1. The Oath shall be administered to the Chief Justice by the President or, in the President's
1006 absence, the Council Chair and must be witnessed by a representative of either the Executive
1007 or Legislative branch, so long as the witness is not a member of the branch that is
1008 administering the Oath.
- 1009 2. For all other Justices, the Oath shall be administered by the Chief Justice, and must be
1010 witnessed by a representative of either the Executive or Legislative branch.
- 1011 3. In the case that the Chief Justice is unavailable to administer the Oath, the President shall
1012 administer the Oath. In the case that the President is unavailable to administer the Oath, then
1013 the Council Chair shall administer it. In any case, the administration of the Oath must be
1014 witnessed by a member of either the Executive or Legislative branch so long as the witness is
1015 not a member of the branch that is administering the Oath.

- 1016 4. The Oath will be administered with the right hand uplifted and the following words said
1017 aloud:
1018 a. “I, (name), do solemnly swear that I will uphold the laws of the Graduate and
1019 Professional Students Association of the University of New Mexico, the State of New
1020 Mexico, and the United States of America; that I will judge fairly and with no previous
1021 bias the evidence and proceedings before me, and that I will otherwise fulfill the duties
1022 and obligations of the GPSA Judiciary to the best of my ability.”
1023 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the
1024 Justice. The Justice shall then assume office.

1025 Section 3. Code of Conduct

- 1026 A. All Justices shall establish, observe, and maintain high standards of conduct so that the integrity
1027 and independence of the judiciary may be preserved.
1028 B. Justices shall respect and comply with the law and shall conduct themselves at all times in a
1029 manner that promotes public confidence in the integrity and impartiality of the judiciary.
1030 C. Justices shall not allow their family, social, or other relationships to influence their judicial
1031 conduct or judgment.
1032 D. Justices shall not permit those under their control to convey the impression that they are in a
1033 special position to influence the decisions of the Court.

1034 Section 4. Responsibilities

- 1035 A. Determine questions of constitutionality and adherence to GPSA law as a result of official
1036 complaints
1037 B. Create a written record of all decisions and actions of the court to be maintained in the GPSA
1038 Office.
1039 C. Create an annual written report of the court to be included in the annual GPSA report.
1040 D. The court may, at its discretion, decline to hear cases that it deems are not appropriate under the
1041 Bylaws.
1042 E. Justices shall be faithful to the law and remain unbiased and nonpartisan.
1043 F. Justices shall maintain order and decorum in proceedings before them.
1044 G. Justices shall be patient, dignified, and courteous to those with whom they deal in an official
1045 capacity, and shall require similar conduct of those subject to their direction and control.
1046 H. Justices shall accord to every person who is involved in a proceeding, or their counsel, a full
1047 right to be heard according to law.
1048 I. Justices shall neither initiate nor consider communications from only one party of a pending or
1049 impending proceeding.
1050 J. Each Justice is charged with the duty of carefully reading and analyzing the pertinent submitted
1051 material on each case in which he or she participates.
1052 K. Justices shall abstain from public comment about a pending proceeding in the Court. This does
1053 not prohibit Justices from making public statements in the course of their official duties or from
1054 explaining for public information the procedures of the Court.
1055 L. Justices of the Court shall dispose promptly of the business of the Court.
1056 M. Each Justice of the Court shall take or initiate appropriate disciplinary measures against any
1057 other Justice for unprofessional conduct of which they become aware.
1058 N. All official decisions and opinions of the Court shall be made in writing, made available to
1059 GPSA officers, Representatives, and members, as well as the public upon request. Written

1060 opinions must become part of the official Court Record and shall be made available to the
1061 President, Council Chair, Council Representatives, and upon request to GPSA members and the
1062 public.

1063 O. Other duties as assigned by the GPSA Constitution

1064 Section 5. Disqualification

- 1065 A. A Justice is disqualified and shall announce recusal in any proceeding in which:
- 1066 1. The Justice has personal knowledge of disputed evidentiary facts concerning the proceeding.
 - 1067 2. The Justice or the Justice's spouse/domestic partner, or a person related to the Justice within
1068 the third degree, by blood, marriage, or other relationship to either the Justice or the Justice's
1069 spouse/domestic partner:
 - 1070 a. Is a party to the proceeding, or an officer, director, or trustee of a party;
 - 1071 b. Is acting as legal counsel in the proceedings;
 - 1072 c. Is known by the Justice to have an interest that could substantially affect or be affected by
1073 the outcome of the proceeding;
 - 1074 d. Is to the knowledge of the Justice likely to be a material witness in the proceeding;
 - 1075 3. A party to the proceeding is an employee of the Justice.
- 1076 B. Any Justice announcing recusal from any proceeding shall notify the Chief Justice of the recusal
1077 in writing.
- 1078 C. If the Chief Justice must announce recusal from any proceeding, the Chief Justice shall notify the
1079 full Court of the recusal in writing.

1080 Section 6. Non-judicial Activities

- 1081 A. Justices may appear at a public hearing before an executive or legislative body, and may consult
1082 with an executive or legislative body official, but only on matters concerning the administration
1083 of justice.
- 1084 B. Justices shall not act as arbitrators or mediators except in the performance of judicial duties.
- 1085 C. Justices shall not accept any gift, bequest, favor, or loan other than ordinary social hospitality, if
1086 the source of said gift, bequest, favor, or loan could imply or give the appearance of influencing
1087 the decisions of the Court or otherwise give the appearance of impropriety.

1088 Section 7. Resignation & Seniority

- 1089 A. Should the Chief Justice resign from the Court for any reason or be the subject of impeachment
1090 proceedings, the Senior Associate Justice shall assume the duties of the Chief Justice until the
1091 President appoints and Council affirms a new Chief Justice.
- 1092 B. Seniority of the Associate Justices shall be determined by the date of approval of appointments,
1093 the vote order by Council, and the seniority assigned during a block vote.
 - 1094 1. Seniority of the Associate Justices shall be assigned prior to sending the appointments to the
1095 LSC.
- 1096 C. Nothing in this section shall be construed to mean that the Court may operate with less than three
1097 sitting Justices.
- 1098 D. Members of the Court of Review shall not serve on any GPSA Standing Committee.
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1102 Section 8. Pro Tempore Justice Appointments

- 1103 A. In the event that one or more Justice(s) announce recusal from any proceeding, or in the event
1104 that any Justice is the subject of an impeachment proceeding before Council, the Chief Justice
1105 shall notify the President and Council Chair of such an occurrence within three (3) academic
1106 days of receiving written notification of a Justice’s recusal.
- 1107 B. Within three (3) academic days of receipt of such notification from the Chief Justice, the
1108 President shall recommend a Pro Tempore Justice to Council.
- 1109 C. Within three (3) academic days of receiving the President’s recommendation, the Council Chair
1110 shall schedule a Special Meeting of Council in accordance with TPNR in order to consider the
1111 President’s recommendation.
- 1112 D. Following recusal, a Pro Tempore Justice must be approved by Council within twenty (20)
1113 academic days of receipt of notice from the Chief Justice that a Justice has announced recusal
1114 from a proceeding before the Court.
- 1115 E. The Chief Justice shall stay the effected proceeding(s), informing all parties of the stay, until
1116 such time as:
- 1117 1. The President has recommended to Council a Pro Tempore replacement for each recused
1118 Justice, and Council has approved that recommendation;
 - 1119 2. The Pro Tempore Justice has taken the Judicial Oath of Office; and
 - 1120 3. An affidavit attesting to the Pro Tempore Justice’s authority has been filed.
- 1121 F. All Pro Tempore Justice appointments, once made, shall expire upon the termination of the
1122 matter before the Court. For the purposes of this section, “termination” means any final ruling by
1123 the Court of the matter before it, including dismissal for any reason as well as a determination of
1124 the matter on its merits.
- 1125 G. With the exception of those cases in which a Justice has announced recusal because
1126 impeachment proceedings have been brought against the Justice, the appointment of a Pro
1127 Tempore Justice shall not limit the recused Justice’s authority to hear other matters before the
1128 Court.

1129 Section 9. Additional Duties Required

- 1130 A. General Duties of the Court
- 1131 1. The Court shall conduct monthly meetings throughout each semester.
 - 1132 2. The Chief Justice shall preside at all meetings of the Court, or be responsible for assigning a
1133 Justice to preside when the Chief Justice cannot attend or has announced recusal.
 - 1134 3. The Chief Justice is responsible for publishing all rulings and decisions of the Student Court
1135 within eleven (11) academic days of decision.
- 1136 B. Advice to the President, Elections Chair, or Council as requested
- 1137 1. The President, Elections Chair, or Council may seek the advice of the Court for any matter,
1138 including, but not limited to, the constitutionality of any provision of the GPSA Bylaws,
1139 codes or rules, or the constitutionality of any act of any GPSA officer or member acting on
1140 GPSA’s behalf.
 - 1141 2. The President or Elections Chair may request the advice of the Court by submitting a
1142 question in writing to the Court with a copy to the Council Chair.
 - 1143 3. Council may request the advice of the Court upon a majority vote of the Representatives
1144 present at any regular or special meeting where a quorum is present. The question shall be
1145 submitted to the Court in writing with a copy to the President.

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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.

- 1190 d. The Court has six (6) academic days to review the Complaint and determine if it is within
1191 the Court's jurisdiction as defined in the GPSA Constitution and Bylaws, and whether all
1192 information required by the Complaint form has been submitted and is fully completed.
- 1193 e. If corrections are required, the Plaintiff has three (3) academic days in which to make any
1194 corrections, additions, revisions, etc., and submit an amended Complaint to the Court.
1195 The Court may grant extensions to any Plaintiff when justice so requires.
- 1196 f. The Plaintiff shall serve a true and correct copy of the amended Complaint on any and all
1197 Defendants within three (3) academic days of its submission to the Court. Service of the
1198 amended Complaint may be made in person, by hand delivery, by first-class mail, or any
1199 other method by which the Plaintiff reasonably believes the Defendant should receive the
1200 amended Complaint.
- 1201 g. The Court will dismiss without prejudice any Complaint over which it lacks jurisdiction.
1202 The Court reserves the right to dismiss any Complaint on the grounds that the amended
1203 Complaint is incomplete and/or the time for submitting corrections has expired.
- 1204 5. Answer
- 1205 a. The Answer form may be obtained from the GPSA Office.
- 1206 b. On or before the fifth (5th) academic day following receipt of the Complaint (or amended
1207 Complaint), the Defendant(s) must file a completed Answer on the Court's Answer form
1208 with the Court.
- 1209 c. The Defendant shall serve a true and correct copy of the Answer on any and all Plaintiffs
1210 within three (3) academic days of its submission to the Court. Service of the Answer may
1211 be made in person, by hand delivery, by first-class mail, or any other method by which
1212 the Defendant reasonably believes the Plaintiffs should receive the Answer.
- 1213 d. If the Court determines that the Answer form is incomplete or inaccurate, it shall be
1214 returned to the Defendant(s) who shall have three (3) academic days in which to amend
1215 the Answer form and re-submit it to the Court.
- 1216 e. The Defendant shall serve a true and correct copy of the amended Answer on any and all
1217 Plaintiffs within three (3) academic days of its submission to the Court. Service of the
1218 amended Answer may be made in person, by hand delivery, by first-class mail, or any
1219 other method by which the Defendant reasonably believes the Plaintiffs should receive
1220 the amended Answer.
- 1221 6. Pre-Hearing Guidelines
- 1222 a. The Court has three (3) academic days from receipt of the Answer (or amended Answer)
1223 in which to schedule a Hearing if the Court finds the case to be within the Court's
1224 jurisdiction.
- 1225 b. The Hearing shall be scheduled no later than seven (7) academic days from the date of
1226 the Court's receipt of the Defendant's Answer or final amended Answer, unless the
1227 matter is stayed by the Chief Justice because a Justice has announced recusal, in which
1228 case a hearing shall be scheduled no later than seven (7) academic days after a Pro
1229 Tempore Justice has been appointed, approved, and assumed the Judicial Oath of Office.
- 1230 c. Extensions of the time allotted for submission of the Complaint (or amended Complaint),
1231 the Answer (or amended Answer), and/or scheduling of a hearing must be granted when
1232 justice so requires.
- 1233 7. Witnesses and Evidence
- 1234 a. Parties are responsible for gathering and presenting evidence and other testimony,
1235 including calling any relevant witnesses to support their case.

1236 b. Should a party be unable to find or to convince a witness to testify at the hearing, or
1237 should a party be unable to access evidence that is critical to its case after reasonable
1238 diligence in attempting to secure such witness or evidence, it may inform the Court. The
1239 Court may, in its discretion, postpone the hearing or take other remedial measures to
1240 allow the party to gather evidence necessary to its case in the interest of justice and
1241 fairness.

1242 8. Hearing Procedures

- 1243 a. The Plaintiff(s), followed by the Defendant(s), shall present Opening Statements, which
1244 shall be no more than ten (10) minutes in length per party.
1245 b. The Court may ask questions of either party, if clarification is needed.
1246 c. Witnesses for both the Plaintiff(s) and Defendant(s) shall present their evidence and/or
1247 testimony. Parties shall have an opportunity to question each witness subject to the
1248 restrictions of the Court. The Court may also question the witnesses, if necessary.
1249 d. The Court reserves the right to recall any Plaintiff(s), Defendant(s), and/or Witness(es) at
1250 any time during the hearing.
1251 e. The Plaintiff(s) and the Defendant(s) shall be asked if they would like to make Closing
1252 Statements, and if they so desire, they shall be given no more than ten (10) minutes per
1253 party for a closing statement.
1254 f. The Court shall then recess to deliberate in a closed portion of a meeting.
1255 g. The Court shall issue a decision no later than fourteen (14) calendar days following the
1256 Hearing.

1257 9. Hearing Guidelines

- 1258 a. All Hearing proceedings must be audio recorded.
1259 b. The Court shall be allowed to recess at any time, for any reason.
1260 c. The Court may, in its discretion, admonish any Witness or party whose testimony or
1261 behavior is inconsistent or harmful to the process of justice.
1262 d. Consistent with these Procedures, the time allowed for Plaintiff(s), Defendant(s), and
1263 Witness Statements shall be decided by the Court at the beginning of the Hearing.
1264 e. Plaintiff(s) and/or Defendant(s) have the right to appear with an advisor at the Hearing.
1265 The advisor may be, but is not required to be, an attorney. However, the Plaintiff(s) and
1266 Defendant(s) are responsible for presenting their cases in their entirety. Advisors are
1267 therefore not permitted to speak or participate directly in any Hearing.
1268 f. Circumstances not described above will be resolved at the discretion of the Court.

1269 10. Procedure Guidelines

- 1270 a. Whenever a party is required to do some act (e.g., submit a Complaint, answer a
1271 Complaint, etc.), the time for compliance begins to run on the day that the party receives
1272 notice of the need to act. If notice is sent by mail, receipt thereof shall be presumed three
1273 (3) calendar days after the notice is mailed.
1274 b. After submission of a Complaint, it shall be kept confidential until the Defendant(s) have
1275 been properly served with the Complaint or amended Complaint. Once the Defendant(s)
1276 receive, or are presumed to have received notice, the Complaint and other Court records
1277 pertaining to the case shall be open to scrutiny, in compliance with the Family
1278 Educational Rights and Privacy Act.
1279 c. Circumstances not described above may be resolved at the discretion of the Court.
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- 1281 11. Procedure for Charging a GPSA Official with Misconduct
 1282 a. Allegations for charging the President, Council Chair, Council Representative, Chief
 1283 Justice, Associate Justice, or other GPSA officer with official misconduct shall be made
 1284 on an official Complaint form.
 1285 b. Such Complaints, once filed, must be adjudicated by the Court of Review and are not
 1286 subject to informal dispute resolution.
 1287 c. Hearing Procedures for allegations of official misconduct shall be the same as those for
 1288 any other Hearing as stated herein.
- 1289 12. Fairness and Justice
 1290 a. If the Court finds that any particular procedure should be amended in the interest of
 1291 fairness and justice, the Court may amend or modify the Hearing Procedures so long as
 1292 due process is afforded both parties.
- 1293 13. Further Appeal:
 1294 a. With respect to the actions of the GPSA, the decision of the Court of Review shall be
 1295 final.
 1296 b. Nothing in the GPSA Constitution or Bylaws shall be construed as an attempt to limit any
 1297 person's or party's rights under other applicable laws.

1298 **Article VII. Resignation, Removal, and Replacement of Officers**

1299 Section 1. President

- 1300 A. In order to initiate a recall election, Council must follow the Constitutional process of
 1301 impeachment and removal.
- 1302 1. When the President is removed, the Council Chair shall assume the role of acting President,
 1303 and the Legislative Steering Committee (LSC) Chair shall assume the role of acting Council
 1304 Chair.
- 1305 2. The Elections Committee must present an initiative to Council by the following council
 1306 meeting.
- 1307 a. If the GPSA membership approves the removal of the President, a special election for a
 1308 new President must occur within twenty (20) academic days. The removed President may
 1309 not run in the special election.
- 1310 b. If the GPSA membership does not approve the removal of the President, the President is
 1311 reinstated immediately upon official announcement of the recall election result. This
 1312 President may not be removed by Council again in the same session.
- 1313 B. If the GPSA membership initiates a recall in accordance with the Constitution, Council shall
 1314 verify the validity of signatures and shall deliver the petition to the Elections Committee Chair.
 1315 (Constitution II.D.1 B.ii.)
- 1316 1. Council has five (5) academic days to validate the signatures and for the Council Chair to
 1317 deliver the petition to the Elections Chair after its presentation at a regular Council meeting.
- 1318 2. If invalid signatures reduce the number to fewer than the required percentage, the petition is
 1319 considered null and void.
- 1320 a. If the petition is considered null and void, the Council Chair shall give notice and provide
 1321 a list of all invalidated signatures within five (5) academic days and in accordance with
 1322 TPNR.
- 1323 b. Any invalidated party shall have the opportunity to contest the invalidation in front of the
 1324 Court of Review.

- 1325 3. Upon receipt of a valid recall petition, the Elections Chair shall hold a recall election. The
1326 recall election must occur within fifteen (15) academic days of the Council meeting at which
1327 the petition was presented.
- 1328 4. The President may ask the Council Chair to serve as acting President until the recall election
1329 can be held.
- 1330 5. If a recall election results in the removal of the President, the Elections Committee shall hold
1331 a special election in accordance with the GPSA Constitution and Bylaws, in which the
1332 removed President may not run.
- 1333 6. If a recall election does not result in the removal of the President, the President continues to
1334 serve in office, or is reinstated if the Council Chair was serving as acting President.

1335 Section 2. Council Chair

- 1336 A. If the Council Chair has resigned or been removed, that person is ineligible to run in the resultant
1337 Council Chair Special Election.
- 1338 1. Upon the resignation or removal of the Council Chair, The LSC Chair shall assume the role
1339 of the acting Council Chair.

1340 Section 3. Court of Review Justices

- 1341 A. Removal of a Justice must follow the impeachment and removal process in the GPSA
1342 Constitution. (Constitution IV.2.C.)
- 1343 1. The motion to consider removal may occur at the same meeting as impeachment.
- 1344 2. Justices may only be removed through impeachment procedures.
- 1345 3. After a motion to consider removal has passed, the Council Chair shall call a special meeting
1346 for the removal vote within ten (10) academic days.
- 1347 4. If the Chief Justice resigns or has been impeached and is currently the subject of removal
1348 proceedings, the Senior Associate Justice shall assume the duties of the Chief Justice until
1349 either the reinstatement or replacement of the Chief Justice.
- 1350 B. The Court must have at least three (3) sitting Justices in order to operate.
- 1351 C. Replacement
- 1352 1. If the Court has three (3) or more remaining Justices after a resignation or removal, Council
1353 may decide whether or not to appoint a replacement at the next regularly scheduled Council
1354 meeting.
- 1355 2. The President shall appoint temporary replacement Justices if the Court falls below three (3)
1356 members until Council approves permanent replacements.

1357 Section 4. Resignation

- 1358 A. If the President, Council Chair, or Chief Justice wishes to resign, that individual shall resign by
1359 delivering a written letter, either in person or by email, to the other individuals listed above as
1360 well as to the Elections Chair. Additionally, the resigning officer shall notify the members of that
1361 officer's branch.
- 1362 B. The letter of resignation must indicate whether the resignation is effective immediately or at
1363 noon on a specified date.
- 1364 C. Resignation of a Justice prior to the end of a semester may result in the loss of the Justice's
1365 payment at the Council's discretion.
1366

1367 **Article VIII. Finance Code**

1368 Section 1. General Fund

1369 A. Eligibility and Restrictions

- 1370 1. Allocations from the General Fund shall only be used to fund chartered student
1371 organizations, GPSA Decision Making Bodies, and applicable service entities of the
1372 University as dictated by the GPSA Constitution.
- 1373 a. The GPSA grant allocations are appropriated through the Grants Committee and are not
1374 restricted by this stipulation.
- 1375 b. Executive Committees may be allocated funding that can be further distributed to
1376 students, chartered student organizations, or other groups without stipulation from this
1377 Finance Code.
- 1378 2. All allocations must be spent through an account with SGAO.
- 1379 3. GPSA shall base all funding considerations on the merits of the application and no request
1380 shall be entitled or disfavored based on any biases.
- 1381 4. In addition to spending mandated by the GPSA's Constitution;
- 1382 a. No less than five thousand dollars (\$5,000) shall be allocated to the Student Research
1383 Allocation Committee Endowment Fund (Student Research Grant) and five thousand
1384 dollars (\$5,000) to the Specialized Travel Endowment Fund (Professional Development
1385 Grant).
- 1386 b. Not more than ten percent (10%) of the total GPSA annual budget shall be allocated to all
1387 GPSA standing committees.
- 1388 i. This shall not include the percentage of the budget allocated to the Grants Committee
1389 which, as mandated by the Constitution, is excluded from this restriction.
- 1390 c. No less than one percent (1%) and no more than one-and-a-half-percent (1.5%) of the
1391 annual budget shall be allocated to the UNM Student Publications Board, to be
1392 distributed between *Best Student Essays* and *Conceptions Southwest* as the Student
1393 Publications Board deems appropriate.

1394 Section 2. Annual Budget

1395 A. Annual Budget

- 1396 1. The Chief of Staff shall administer the adopted GPSA annual budget in accordance with
1397 GPSA Constitution and Bylaws and any stipulations dictated within the budget.
- 1398 a. As administrators of the budget, the FC should facilitate communication between entities
1399 which received funding with efforts to assist in the disbursement and expenditure of
1400 GPSA funds and applicable stipulations under the respective allocation.
- 1401 2. The FC and Council shall have direct oversight of all monies disbursed through GPSA in the
1402 annual budget process by overseeing the allocation process and the annual budget hearings.
- 1403 3. All budgets must be based upon projected anticipated revenue for the upcoming fiscal year.
- 1404 4. The GPSA annual budget process is only applicable to chartered student organizations, UNM
1405 service entities, and GPSA Decision Making Bodies.
- 1406 5. All funds distributed through the budget process and not used by the end of the fiscal year in
1407 which they were allocated for shall revert to the GPSA General Fund unless otherwise
1408 stipulated by the GPSA Constitution and Bylaws or direction by Council.
- 1409

- 1410 B. Annual Budget Process
1411 1. Purpose and Authority
1412 a. The GPSA budget process streamlines the allocation of GPSA fees to organizations that
1413 serve and benefit the graduate and professional student body of the University.
1414 b. The budget process is overseen by Council and the FC, passed by Council, and approved
1415 by the President.
1416 c. The FC shall create and follow a budget process and, with the consent of Council, has
1417 authority to modify such procedure insofar as not violating the GPSA Constitution and
1418 Bylaws.
- 1419 2. Timeline
1420 a. By the end of the first (1st) academic week of the spring semester, the FC, shall have
1421 decided upon the timeline and procedures of the annual budget process (i.e. workshops,
1422 deadlines, hearing dates, and hearing format). All relevant information shall be available
1423 through the GPSA Office.
1424 b. Budget workshops are to be held before the end of the fourth (4th) academic week of the
1425 spring semester.
1426 c. Budgets applications must be submitted to the GPSA Office no later than 5:00 p.m. on
1427 the fifth (5th) Friday of the spring semester.
1428 d. The Chief of Staff should formulate a budget recommendation to submit to the FC
1429 considering the current fiscal year expenditures and GPSA funding priorities within the
1430 Executive Branch.
1431 e. The FC shall present a final and balanced budget to Council by the March Council
1432 Meeting.
1433 d. A finalized budget must be passed by the first (1st) Friday in April.
- 1434 C. Annual Budget Workshops
1435 1. A minimum of three (3) GPSA budget workshops must be held during the spring semester,
1436 one (1) workshop shall be held on North Campus; the FC Chair shall be responsible for the
1437 workshops.
1438 a. The budget workshops must be advertised via the GPSA website, GPSA electronic
1439 mailing list, and other appropriate means of notification at least five (5) academic days
1440 before the first (1st) workshop of the spring semester.
1441 2. GPSA annual budget applications must be available and presented at each workshop by the
1442 FC Chair or Vice-Chair or their designee with the guidance of SGAO. Budget packets must
1443 provide all necessary procedures and information, including the budget hearings schedule, for
1444 a group to follow to submit a complete budget application.
1445 3. All organizations, groups, or other entities requesting funding through the budget process
1446 must attend a GPSA budget workshop during the semester in which the group applies for
1447 funding.
1448 a. Failure to attend a budget workshop results in ineligibility for consideration for funding
1449 in the current budget process. Under extenuating circumstances, an applicant may appeal
1450 to Council for a budget hearing.
1451 b. At least one (1) of the representatives attending the budget workshop must be a graduate
1452 or professional student of the group submitting a budget request.
- 1453 D. Applications
1454 1. All groups requesting funding through the budget process must submit a budget application in
1455 the spring semester.

- 1456 2. All applications must adhere to SGAO guidelines and standing rules set forth by the FC and
1457 published within the budget packet.
1458 3. The FC, shall inform the GPSA Office, staff, volunteers, and SGAO of the acceptable method
1459 of submitting budget applications. This method shall be clearly defined in the budget packet.

1460 E. Budget Hearings

- 1461 1. The FC shall, in consultation with the Council Chair, determine the times and locations of the
1462 budget hearings. This information shall be posted in the GPSA Office, SGAO, and any other
1463 locations deemed necessary by the FC Chair and Vice-Chair and in accordance with TPNR.
1464 2. All groups that submitted a completed budget application shall be contacted within five (5)
1465 academic days from the application deadline with notification of the hearing schedule. The
1466 FC Chair may attempt to accommodate requests for hearing times and changes to the hearing
1467 schedule, but it is ultimately each group's responsibility to attend a hearing at their scheduled
1468 time.
1469 3. Each group at their respective hearing time shall have an allotted speaking time to present
1470 their budget request. The FC shall then have the opportunity to ask questions to the group and
1471 to review the request. The process and procedure of budget presentations must be included in
1472 the budget packet.
1473 4. At least one (1) GPSA member shall be in attendance at the hearing on behalf of the
1474 organization requesting funding.
1475 5. The FC has full discretion to modify funding recommendations, throughout the budget
1476 process if necessary or appropriate.
1477 6. The FC shall have the authority to amend or reduce any line-item request or budget request in
1478 order to create a balanced budget. These adjustments may be made during budget hearings or
1479 in Committee deliberations without the presence of the respective group.

1480 F. Final Approval

- 1481 1. Council shall vote on the budget in the regular March Council meeting. Council's decision
1482 shall be forwarded to the President within five (5) academic days.
1483 2. The President may approve or veto Council's budget proposal in accordance with the GPSA
1484 Constitution and Bylaws.
1485 3. The FC shall forward a balanced budget to Council after all budget hearings and any
1486 necessary deliberations have taken place. The recommendations to Council shall include all
1487 groups that requested funding, requested amount, and any amendments made by the FC.
1488 4. Council must pass the budget with a majority vote.
1489 5. Approved budgets shall become available at the beginning of the fiscal year as dictated by
1490 SGAO.

1491 G. Funding Priorities

- 1492 1. Funding shall be considered on the merits of each application as demonstrated through the
1493 budget process. Consideration should include, but is not limited to: purpose of the
1494 organization, population served, history of service, public relations, quality of application, and
1495 the necessity and use of GPSA funding.

1496 H. Budget Limitations

- 1497 1. Groups that are not GPSA Decision Making Bodies may not receive budget funding greater
1498 than one thousand dollars (\$1,000).
1499 2. New and Inactive Groups, classified as groups that have not participated in a GPSA budget
1500 process within the past two (2) years, may not receive funding greater than five hundred
1501 dollars (\$500).

1502 Section 3. Pro-Rated Benefits (PB) Fund

- 1503 A. SGAO shall administer the disbursement of PB Funds.
- 1504 B. The process to receive PB Funds must be available through the GPSA Office, on the GPSA
1505 website, and any additional means as determined by the FC.
- 1506 C. In order to receive pro-rated benefits, each RDSA must apply through SGAO each semester.
- 1507 1. PB Funds must be requested by the eighth Friday of the fall and spring semesters respectively,
1508 if not, funds shall automatically revert to the GPSA General Fund.
- 1509 2. At the end of the fiscal year, an RDSA may keep up to 50% of funds allocated during the
1510 academic year. The remainder shall be reverted to the GPSA general fund. However, an
1511 RDSA's remaining balance can never be reduced below \$500 as a result of the reversion.
- 1512 3. This reversion shall never include the RDSA's self-generated funds.
- 1513 D. Based on the Enrollment Report provided by the University, which indicates the number of
1514 graduate or professional students enrolled in each program, department, school, or college, SGAO
1515 will credit the RDSA account per SGAO Policies and Procedures.
- 1516 E. Any RDSA has the right to appeal the Enrollment Report provided by the University. Appeals
1517 shall be presented in writing to SGAO. Appeals shall entail a name-by-name count of the
1518 department's GPSA Members and a comparison with the University's records.
- 1519 F. RDSAs should provide internal funding opportunities to departmentally-associated student
1520 organizations. A departmentally-associated student organization is a student group in which fifty
1521 percent (50%) or more of membership are GPSA members from a single department.
- 1522 1. Funds allocated by an RDSA directly to departmentally-associated student organizations will
1523 not revert at the end of the fiscal year.
- 1524 G. Should a RDSA be unable to offer any financial support, the departmentally-associated student
1525 organization may submit appropriation requests.

1526 Section 4. Appropriations

- 1527 A. Appropriations
- 1528 1. GPSA appropriation requests shall be overseen by the FC, passed by Council, and approved
1529 by the President.
- 1530 2. All appropriation requests shall be submitted to the FC Chair.
- 1531 a. The FC Chair shall issue the committee's agenda in accordance with GPSA bylaws and
1532 TPNR.
- 1533 b. The FC Chair will notify all students who are requesting appropriations at least five (5)
1534 days prior to the meeting of the meeting time and date.
- 1535 3. A GPSA member shall represent the group making the appropriation request at the FC
1536 meeting.
- 1537 4. If a GPSA member is unable to attend the FC meeting in which the appropriation is being
1538 discussed the FC may choose to table the request or make a recommendation to Council.
- 1539 5. Chartered student organizations and GPSA Committees shall be eligible for appropriation
1540 funding.
- 1541 6. Funding Limitations
- 1542 a. Funding restrictions are determined through standing rules and adopted by the FC.
- 1543 b. Departmentally-associated student organizations should seek funding from their RDSA
1544 as specified in Bylaws. [Bylaws Article VIII, Section 3, F.]
1545

1546 Section 5. Revisions

- 1547 A. Groups may submit a request to make line-item transfers of GPSA funds within their budget.
1548 B. All requests must be submitted to SGAO for review before they may be considered.
1549 C. A revision must be approved by consent of both the FC Chair and Vice-Chair.
1550 1. In the event of division over the approval of the revision, the Council Chair shall be consulted
1551 and decide the division.
1552 2. In the event of vacancy, the President and the Council Chair shall be responsible for
1553 approving revisions and the Grants Chair shall be consulted and decide the division.
1554 D. SGAO shall administer the disbursement of GPSA funds once allocations have been approved by
1555 Council.
1556 E. All funding allocations must follow the rules and guidelines set forth by SGAO. Groups allocated
1557 GPSA funding shall be responsible for ensuring that they are in compliance with these policies.
1558 F. Monies allocated by GPSA shall be limited to line-item provisions as stipulated by the approved
1559 funding request.
1560 G. The FC, in administering GPSA allocations, should make concerted efforts to communicate with
1561 GPSA entities and organizations receiving GPSA funding in order to facilitate cooperation and
1562 ensure compliance with any applicable rules or stipulations that are coupled with the funding.

1563 Section 6. Financial Enjoinment

- 1564 A. Failure to adhere to the GPSA Constitution and Bylaws, applicable stipulations attached to
1565 funding allocations, SGAO guidelines, or University policy may result in an enjoinment of
1566 spending privileges of GPSA funding until the violation has been corrected.
1567 B. An action of enjoinment should be presented to the FC for a recommendation before it may be
1568 considered by Council.
1569 C. The FC Chair shall report to Council on the proposed enjoinment and the group at question shall
1570 be allotted a five (5) minute speaking privilege as a rebuttal.
1571 D. A two-thirds (2/3) vote of Council is necessary for approval of an enjoinment of the group's
1572 GPSA funds.
1573 E. The Council Chair must notify the enjoined group no later than five (5) academic days after
1574 action by Council.
1575 1. Notification shall be sent to the officer's email addresses on file in SGAO.
1576 2. Such notification shall include the reason for the action as well as the actions required of the
1577 group for funding to be resumed in a timely fashion.
1578 3. Funds enjoined for the remainder of the fiscal year will revert to the GPSA General Fund.
1579 F. Acts of Financial Enjoinment may be appealed to the Court of Review. The appeal must be filed
1580 within four (4) calendar weeks from the act of enjoinment by Council.

1581 **Article IX. Grants Code**

1582 Section 1. Student Research and Allocations Committee (GPSA Student Research Grant) and
1583 Specialized Travel (Professional Development Grants)

- 1584 A. Funding History
1585 1. The Professional Development Grant and its quasi-endowment were established in 2004 with
1586 \$220,000 from the UNM Provost's office.

- 1587 2. The GPSA Student Research Grant and its quasi-endowment were established in 1996 with
1588 \$14,000 in student fees and \$14,000 from the UNM Provost's office as requested by the
1589 GPSA.
1590 3. The quasi-endowments are held by a University foundation on behalf of GPSA. Each year
1591 the spending allowance from the endowments funds grant activity.
1592 3. Additional GPSA Student Research Grant and Professional Development Grant funding may
1593 be determined through the annual budget process and augmented by appropriations from
1594 Council.

1595 B. Activities Funded

- 1596 1. The GPSA Student Research Grant funds the development and dissemination of research
1597 including travel for research-related purposes. GPSA Student Research Grant will also fund
1598 any travel or supply expenses incurred in the development or dissemination of original work.
1599 a. Acceptable GPSA Student Research Grant costs include:
1600 i. Software not available in UNM computer pods or to which the student does not have
1601 free access.
1602 ii. Airfare, registration, hotel, shuttle fees, taxi fares, presentation materials and per diem
1603 in accordance with UNM policy. Travel must be outside of Albuquerque. Current
1604 policy and mileage rates can be found in the University Business Policies and
1605 Procedures Manual, Policy 4030.
1606 iii. Supplies, consumables and printing costs necessary for development and
1607 dissemination of research and not readily supplied by the applicant's department.
1608 b. Unacceptable GPSA Student Research Grant costs include:
1609 i. Salaries, tuition or binding.
1610 ii. Organization fees or conference social functions.
1611 iii. Travel, room or board for any event whose purpose is not the development or
1612 dissemination of student's research.
1613 2. The Professional Development Grant funds travel expenses that further the professional and
1614 career development of students.
1615 a. Acceptable Professional Development Grant costs include:
1616 i. Travel costs to interviews, clinicals, workshops, job fairs, auditions, mock trials and
1617 other career or professional events where the student is not presenting or conducting
1618 research. Costs can include airfare, registration costs, hotel, shuttle fees, taxi fares,
1619 presentation materials and per diem in accordance with UNM policy. Travel must be
1620 outside of Albuquerque. Current policy and mileage rates can be found in the
1621 University Business Policies and Procedures Manual, Policy 4030.
1622 b. Unacceptable Professional Development Grant costs include:
1623 i. Travel to present research.
1624 ii. Any activity that could be funded by GPSA Student Research Grant.

1625 C. Amount of Funding

- 1626 1. GPSA Student Research Grants can fund up to \$500 per student per year.
1627 2. Professional Development Grants can fund up to \$500 per student per year.
1628 3. A year refers to the period between June 1 and May 31.
1629 4. See [Bylaws I.Section 9.E.8] for activity funding periods and see [Bylaws I.Section 9.D.1]
1630 for application submission deadlines.

1631 D. Deadlines

- 1632 1. The deadline for submission of applications will be noon (12 p.m.) on the fifth (5th) Friday
1633 of the fall and spring semesters and noon (12 p.m.) of the second (2nd) Friday of the summer
1634 semester. No late applications will be accepted. In the event of unforeseen or extraordinary
1635 circumstances, the GPSA Student Research Grant /Professional Development Grant Chair
1636 may establish a new application deadline. Notice of any change to the deadline shall be
1637 posted in accordance with Public Notice Requirements.
- 1638 2. Awarded funds must be claimed within ninety (90) days of the award notification. Otherwise
1639 funds will revert back to the committee to disseminate in the next funding cycle [Bylaws
1640 I.Section 9.N.1].
- 1641 3. Appeals of award decisions must occur within fourteen (14) calendar days of the award
1642 notification [Bylaws I.Section 9.M.1].

1643 E. Applicant Eligibility

- 1644 1. Only GPSA members may receive grant funding.
- 1645 2. Grants Chairs, committee members and grant readers are ineligible to apply for any grants.
1646 However, a GPSA Student Research Grant reader may apply for a Professional Development
1647 Grant and vice versa.
- 1648 3. Grants Committee members must notify Grants Chairs when they apply for a grant.
- 1649 4. A GPSA Student Research Grant reader may apply for a Professional Development Grant
1650 and vice versa.
- 1651 5. An applicant may submit only one application per semester for each grant.
- 1652 6. Each application may be made for one allowable event or activity.
- 1653 7. An applicant is only eligible for the remaining amount of funding for GPSA Student
1654 Research Grant or Professional Development Grant if the applicant has not yet been awarded
1655 the full amount of GPSA Student Research Grant or Professional Development Grant
1656 funding per year. Per year means per summer-fall-spring funding cycle.
- 1657 8. The event or activity for which funds are sought must occur within the next, current or
1658 previous funding period.
- 1659 a. The fall funding period is from August 15 to December 31.
- 1660 b. The spring funding period is from January 1 to May 31.
- 1661 c. The summer funding period is from June 1 to August 14.

1662 F. Application Requirements

- 1663 1. Applications must be submitted before the deadline, according to the deadlines in section
1664 [Bylaws I.Section 9.D].
- 1665 2. Applications must be for activities taking place in the current, previous or next funding
1666 period, according to section [Bylaws I.Section 9.E.8].
- 1667 3. Submission must occur through the online application system. The Grants Chair(s) must
1668 accommodate students with circumstances that prevent or prohibit their use of the online
1669 system. If a method of accommodation for circumstances not concerning disabilities cannot
1670 be agreed upon by the applicant and the chair, the applicant can appeal [Bylaws I.Section
1671 9.M]. Students with disabilities will be accommodated through recommendations by the
1672 Accessibility Resource Center.
- 1673 4. Applications must be the original words of the student and not the words of any other person.
1674 If an applicant uses another person's words then they must be in quotation marks. Unquoted
1675 words in a proposal are expected to be the applicant's own, original writing.
- 1676 5. A complete GPSA Student Research Grant /Professional Development Grant application
1677 includes

- 1678 a. The completed HTML fields of the online GPSA Student Research Grant /Professional
1679 Development Grant application
- 1680 b. An activity proposal submitted through the online system and not to exceed seven
1681 hundred (700) words.
- 1682 c. An activity budget submitted through the online system.
- 1683 d. A Statement of Support form, to be made available on the GPSA website, signed by a
1684 faculty advisor or graduate director. The form may be submitted either in hard copy at the
1685 GPSA office or via email to the Grants Committee.
- 1686 6. No materials besides those listed in [Bylaws I.Section 9.F.5] shall be accepted.
- 1687 7. Applications must adhere to the online instructions.
- 1688 8. At the discretion of the Student Research Grant/Professional Development Grant Chair,
1689 applications may not be read if the requirements outlined in [Bylaws I.Section 9.F] are not
1690 met. The applicant may always appeal [Bylaws I.Section 9.M]
- 1691 G. Applicant Workshops and Outreach
- 1692 1. The Grants Committee must conduct at least two (2) applicant workshops for each funding
1693 cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
- 1694 2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website.
1695 The committee may post updates to this curriculum.
- 1696 3. The Grants Committee will make a good faith attempt to contact departments without a
1697 single successful applicant from the previous year to advertise the grants and offer
1698 departmental workshops. These outreach efforts and results will be included in an April
1699 report to Council.
- 1700 4. The Grants Committee will advertise the available grants at least twenty-one (21) calendar
1701 days before the deadlines on the GPSA website and electronic mailing list. Other
1702 advertisement is encouraged.
- 1703 H. Application Readers
- 1704 1. Readers of grants must be GPSA members.
- 1705 2. Readers cannot read for any grant for which they have also applied in the same semester.
- 1706 3. Readers will be compensated for their work with a payment.
- 1707 4. Readers must attend a training once in each June 1 to May 31 cycle before reading
1708 applications. The Grants Chair may require re-training at their discretion. The Grants Chair
1709 shall follow training curriculum guidelines on the GPSA website. The committee may make
1710 updates to this curriculum.
- 1711 5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic
1712 mailing list.
- 1713 I. Application Scoring
- 1714 1. The application will be read and scored by three (3) readers.
- 1715 2. Applications will be read by readers from a different department than the applicant.
- 1716 3. Applicants and readers will self-identify within one (1) of four (4) perspectives. Applications
1717 will be read by at least one reader inside their perspective and at least one (1) reader outside
1718 of their perspective. The perspectives are:
- 1719 a. Fine Arts & Design (FAD) – Applies to any visual arts, performing arts, and other forms
1720 of creative production, including some work in architecture and planning.
- 1721 b. Humanities (HUM) – Applies to any studies of human culture, including but not limited
1722 to work in ethnology, history, literature, languages, philosophy, or religion. Often uses
1723 methods described as critical and/or interpretive.

- 1724 c. Science, Technology, Engineering, & Mathematics (STEM) – Applies to any work
 1725 grounded in mathematics and/or the physical sciences, including computer science and
 1726 medicine.
- 1727 d. Social & Behavioral Studies (SBS) – Applies to any studies of human nature and societal
 1728 structures, including but not limited to work in area studies, communication, education,
 1729 law, management, public policy, psychology, and sociology. Often overlaps with
 1730 humanities and/or STEM.
- 1731 e. These categories are meant to be inclusive and flexible, not to set definitive boundaries
 1732 between areas of study. An applicant’s work may fit into multiple categories. Applicants
 1733 should select the perspective from which they want to be guaranteed at least one (1)
 1734 reader. The following examples are not meant to be exhaustive:
- 1735 i. Work in law, cultural anthropology, or critical theory may fit into SBS or HUM.
 1736 ii. Architecture projects may fit into FA or STEM.
 1737 iii. Work in public health, geography, or evolutionary anthropology may fit into STEM
 1738 or SBS.
 1739 iv. Dramatic writing may fit into HUM or FAD.
- 1740 4. Changes to scoring criteria beyond those required in the Bylaws must be approved by a two-
 1741 thirds (2/3) vote of the Grants Committee. Applications shall be scored according to the
 1742 criteria online which are posted one month prior to the application deadlines.
- 1743 5. The scoring criteria categories and minimum weighting for GPSA Student Research
 1744 Grant/Professional Development Grant must include:
- 1745 a. Background: twenty-five (25) points
- 1746 i. Applicant’s academic/professional interests and stage in degree program are clearly
 1747 stated. (0-10 points)
- 1748 ii. Activity is described in detail: What exactly will the applicant do, where and when is
 1749 it happening, and why is it significant for the applicant’s interests? (0-10 points)
- 1750 iii. Activity is put into context of the applicant’s academic/professional field at large. (0-
 1751 5 points)
- 1752 b. Benefits: thirty (30) points
- 1753 i. Proposed activity’s benefits to applicant are clearly stated and linked to
 1754 academic/professional development. (0-15 points)
- 1755 ii. Benefits of applicant’s work to academic/professional community are clearly stated.
 1756 (0-15 points)
- 1757 c. Composition: fifteen (15) points
- 1758 i. Proposal flows logically. Writing style is direct and action-oriented. (0-5) points
- 1759 ii. Proposal is suitable for a general academic audience. Technical terms are defined. (0-
 1760 5 points)
- 1761 iii. Proposal shows evidence of proofreading, with few errors in grammar or usage. (0-5
 1762 points)
- 1763 d. Budget: thirty (30) points
- 1764 i. Applicant pursued other sources of funding within the University or academic
 1765 community (e.g. department, Office of Graduate Studies, Career Services), or from
 1766 outside organizations relevant to the applicant’s research. (0 OR 10 points)
- 1767 ii. Items to be funded by SRG/PDG, applicant, or other sources are indicated as such. (0
 1768 OR 5 points)

- 1769 iii. Budget appears well-researched and complete for scope of project (names of
 1770 facilities, dates, itineraries, etc.), listing all spending related to activity. Choices
 1771 appear to be economical and/or are explained. (0-15 points)
- 1772 6. Raw scores of the readers will be normalized by multiplying by the average of all reader
 1773 scores and dividing by the average of the individual reader's scores.
- 1774 7. When the difference between the high and low normalized scores for an application exceeds
 1775 twenty-five points of the total possible score (100 points), two (2) additional readers will
 1776 evaluate the proposal. From these five (5) normalized scores, the highest and lowest will be
 1777 dropped, and the three (3) remaining scores will be accepted regardless of the spread between
 1778 them.
- 1779 J. Application Funding Procedure
- 1780 1. Funds shall be allocated in percentages according to the semester totals from the averages of
 1781 the previous year. For example, if there were two hundred fifty (250) Professional
 1782 Development Grant applications in the previous year, with fifty (50) applications for the
 1783 summer and one hundred (100) each for the fall and spring, then funds should be allocated as
 1784 twenty percent (20%), forty percent (40%), forty percent (40%) of the anticipated grants
 1785 money. Furthermore, the Grants Chair(s) shall set aside monies from the semester funds to be
 1786 able to afford accepting one (1) appeal in the summer or two (2) appeals in each the fall and
 1787 spring. If appeals are not granted, this money will roll over into the next funding cycle.
 1788 a. Remaining funds shall remain in the endowment.
- 1789 2. For Student Research Grant/Professional Development Grant, from the total amount of
 1790 money for the funding cycle outlined in [Bylaws I.Section 9.J.1], the committee shall award
 1791 one hundred percent (100%) of the requested funds according to the rank ordering of
 1792 normalized [Bylaws I.Section 9.I.6] scores until all money has been exhausted, excepting
 1793 money withheld to fund two appeals for each category, as provided in section [Bylaws
 1794 I.Section 9.J.1] Alternatively, additional money may be sought from Council by the Grants
 1795 Chair(s).
- 1796 3. Funds not claimed within the ninety (90) day limit [Bylaws I.Section 9.D.2] revert to the
 1797 grant accounts unless the original allocation for an activity was made specifically for a time
 1798 period which extends beyond the ninety (90) day limit or unless the recipient requests and is
 1799 granted an extension in writing.
- 1800 K. Records
- 1801 1. The committee shall keep records of:
- 1802 a. All applications.
- 1803 b. Scores and score comment sheets.
- 1804 c. A database of cover sheet information (such as name, email, department and requested
 1805 amount) and score results.
- 1806 d. A separate record of who was awarded at what amount and when it was awarded.
- 1807 2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s)
 1808 and kept for a minimum of five years.
- 1809 3. All applicants will have access to their files and scores but not to the applications of others,
 1810 in accordance with applicable state and federal law.
- 1811 L. Reports
- 1812 1. The committee shall compose a report for each funding cycle.
- 1813 a. The report shall contain the total amount of GPSA Student Research Grant and
 1814 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.

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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.

- 1904 3. Awarded funds must be claimed by the June 30 following award notification. Otherwise
1905 funds will revert back to the committee to disseminate in the next funding cycle. See [Bylaws
1906 I.Section 2.N.1].
1907 4. Appeals of award decisions must occur within fourteen (14) calendar days of the award
1908 notification. See [Bylaws I.Section 2.M].

1909 E. Applicant Eligibility

- 1910 1. A member of GPSA enrolled, at the time of application and through the completion date of
1911 the research project, at the University of New Mexico.
1912 2. A GPSA member of GPSA not serving on the GPSA Court of Review, as New Mexico
1913 Research Chair, as a New Mexico Research reader, or as the Grants Committee Chair.
1914 3. FOR HIGH PRIORITY RESEARCH PROJECT GRANTS ONLY: Members of GPSA
1915 collaborating with a New Mexico state agency, non-profit, or non-governmental organization
1916 that directly benefits and is based in the state of New Mexico. Cannot include University of
1917 New Mexico and its branches.
1918 4. The research activity for which funds are sought must occur between July 1 and June 30 for
1919 the current funding cycle.

1920 F. Application Requirements

- 1921 1. Applications must be submitted before the deadline, according to the deadlines in section
1922 [Bylaws I.Section 2.D].
1923 2. Applications must be for activities taking place in the current funding period according to
1924 section [Bylaws I.Section 2.E.4].
1925 3. Submission must occur through the online application system. The Grants Chair(s) must
1926 accommodate students with circumstances that prevent or prohibit their use of the online
1927 system. Students with disabilities will be accommodated through recommendations by the
1928 Accessibility Resource Center. If a method of accommodation, for circumstances not
1929 concerning disabilities, cannot be agreed upon by the applicant and the chair, the applicant
1930 can appeal, see [Bylaws I.Section 2.M].
1931 4. Applications must be the original words of the student and not the words of any other person.
1932 If an applicant uses another person's words then they must be in quotation marks. Unquoted
1933 words in a proposal are expected to be the applicant's own, original writing
1934 5. All applicant(s) may apply for either a High Priority Research Project Grant or a General
1935 Research Project Grant, but may not apply for both for a single project.
1936 6. For activities involving humans, animals, or hazardous materials:
1937 a. All research projects that involve human or animal subjects or participants must, prior to
1938 the distribution of funding, be reviewed and approved by the Human Research Review
1939 Committee (HRRC), an Institutional Review Board (IRB), the Institutional Animal Care
1940 and Use Committee (IACUC), or by another entity empowered by the University of New
1941 Mexico for such purposes.
1942 b. All research projects that involve the use of biohazardous materials or chemicals must be
1943 reviewed and approved, prior to the distribution of funding, by the Biosafety Committee
1944 or by another entity empowered by the University of New Mexico for such purposes.
1945 c. Approval of a research project by any of the entities described in subsections a or b above
1946 shall not be determinative of whether or not a research project involves excessive or
1947 unreasonable harm to humans or animals.
1948 7. Proposal
1949 a. Each application must include a proposal identifying the following areas:

- 1950 i. Description of the research project with date and location of activity.
- 1951 ii. Activity is introduced, given adequate background and put into the context of the
- 1952 field.
- 1953 iii. Student's academic interests are explained.
- 1954 iv. Relationship of specific activity to degree, academic study, career, scholarship, etc. is
- 1955 explained.
- 1956 v. Benefits of the project are linked to the University of New Mexico, academia, field,
- 1957 and/or society.
- 1958 vi. FOR HIGH PRIORITY GRANTS ONLY: Description of the collaboration with a
- 1959 New Mexico state agency, non-profit, non-governmental organization, or
- 1960 communities that directly benefit and is based in the state of New Mexico.
- 1961 b. All proposals shall be written in language easily understandable by graduate or
- 1962 professional students in any college or school. All technical terms shall be defined and
- 1963 explained.
- 1964 c. FOR GENERAL GRANTS ONLY: The maximum word count for each proposal shall be
- 1965 seven hundred (700) words.
- 1966 d. FOR HIGH PRIORITY GRANTS ONLY: The maximum word count for each proposal
- 1967 shall one thousand, one hundred (1100) words.
- 1968 8. Letter(s) of Support
- 1969 a. All applications must include one (1) letter of support from a faculty member familiar
- 1970 with the applicant(s)' research project
- 1971 b. HIGH PRIORITY GRANTS ONLY: Each application for High Priority Grants must also
- 1972 submit one (1) letter of support from a member in the collaborating New Mexico state
- 1973 agency, non-profit, or non-governmental organization based in and directly benefitting
- 1974 the state of New Mexico.
- 1975 9. Itemized Budget
- 1976 a. Each application for funding must include a reasonable itemized budget for the research
- 1977 project that includes the following:
- 1978 i. Total budget for the research project.
- 1979 ii. Line items that will be funded with New Mexico Research grant money must be
- 1980 clearly indicated.
- 1981 iii. All sources of funding for the research project, including all amounts requested, but
- 1982 not yet awarded, from any other funding source must be listed for each line item.
- 1983 iv. Detailed information on all equipment, travel costs, supplies and consumables;
- 1984 including airlines, make and model numbers, hotel and motel names, rates, sizes and
- 1985 weights etc.
- 1986 b. Any proposed expenditures may be explained in text accompanying the itemized budget.
- 1987 c. Itemized budgets indicating New Mexico Research funded items that are unacceptable
- 1988 New Mexico Research costs shall be reduced by the amount indicated on the itemized
- 1989 budget.
- 1990 d. The Grants Chair, at that person's discretion, may request of the principal applicant the
- 1991 submission of a new itemized budget for review. The applicant will be given five (5)
- 1992 academic days following notification to submit the new itemized budget to the GPSA
- 1993 Office. Failure by the principal applicant to turn in a new itemized budget will be grounds
- 1994 to disqualify the application from review.

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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.

- 2041 e. These categories are meant to be inclusive and flexible, not to set definitive boundaries
2042 between areas of study. An applicant's work may fit into multiple categories. Applicants
2043 should select the perspective from which they want to be guaranteed at least one (1)
2044 reader. The following examples are not meant to be exhaustive:
- 2045 i. Work in law, cultural anthropology, or critical theory may fit into SBS or HUM.
 - 2046 ii. Architecture projects may fit into FA or STEM.
 - 2047 iii. Work in public health, geography, or evolutionary anthropology may fit into STEM
2048 or SBS.
 - 2049 iv. Dramatic writing may fit into HUM or FAD.
- 2050 4. Applications shall be scored according to the criteria online, and criteria must posted at least
2051 one (1) month prior to the application deadlines. Score criteria changes must be approved by
2052 a two-thirds (2/3) vote from the Grants Committee, but may not be changed in the month
2053 prior to the application deadline.
- 2054 5. The criteria for New Mexico Research scoring must include
- 2055 a. What the applicant will do, when and where the activity is, and why it is necessary for the
2056 applicant's academic interests. Ten (10) points.
 - 2057 b. Applicant's academic/professional interests clearly stated and link research to
2058 current/future academic goals and scholarship. Ten (10) points.
 - 2059 c. Research is put in the context of the field. Five (5) points.
 - 2060 d. Language in proposal is easily understandable by GPSA students in any college or school
2061 and all technical terms are defined and explained. Ten (10) points.
 - 2062 e. Student benefits: The benefits of applicant's project are specifically linked to
2063 academic/professional development (i.e. coursework, publications, conference
2064 presentations, etc.). Ten (10) points.
 - 2065 f. Community benefits: The benefits of applicant's project to the University, academia,
2066 field, and/or society are stated. Five (5) points.
 - 2067 g. Budget: Well researched, economical, and complete for the scope of the project. Ten (10)
2068 points.
 - 2069 h. UNM Faculty Letter: Articulates support appropriate for scope of project, articulates
2070 knowledge of project, and explains necessity of research for applicant's academic
2071 progress, field, and/or degree. Ten (10) points.
 - 2072 i. **FOR HIGH PRIORITY APPLICATIONS ONLY:** Letter articulating the role and
2073 responsibility within the collaboration between applicant and New Mexico state agency,
2074 New Mexico non-profit, New Mexico non-governmental agency, or New Mexico
2075 community. Five (5) points.
- 2076 6. **FOR HIGH PRIORITY APPLICATIONS ONLY:** Letter indicating support for the applicant
2077 and project from New Mexico state agency, New Mexico non-profit, New Mexico non-
2078 governmental agency, or New Mexico community representative. Five (5) points. The
2079 scoring criteria above shall be the only criteria considered in scoring New Mexico Research
2080 applications.
- 2081 7. Raw scores of the readers will be normalized by multiplying by the average of all reader
2082 scores and dividing by the average of the individual reader's scores.
- 2083 8. When the difference between the high and low normalized scores for an application exceeds
2084 twenty-five points of the total possible score, two (2) additional readers will evaluate the
2085 proposal. From these five (5) normalized scores, the highest and lowest will be dropped, and
2086 the three (3) remaining scores will be accepted regardless of the spread between them.

2087 J. Funding Procedures

2088 1. New Mexico Research Total Budget

- 2089 a. The GPSA President shall recommend and the GPSA Council shall approve the total
2090 amount allocated each year for the New Mexico Research Funding Process.
- 2091 b. No more than ten percent (10%) of the total amount allocated annually may be used for
2092 administrative expenses.
- 2093 c. No less than two percent (2%) of the total amount allocated annually shall be set aside for
2094 the appeals process.
- 2095 d. The New Mexico Research Chair shall recommend and the Grants Committee shall
2096 approve the total amounts allocated annually for administrative expenses, appeals, and
2097 for High Priority and General Research Project Grants.
- 2098 i. The annual payment of the New Mexico Research Chair shall be recommended by
2099 the GPSA President and approved by the GPSA Council. This payment shall be no
2100 less than one percent (1%), and no more than three percent (3%), of the total amount
2101 allocated for the New Mexico Research process during the current fiscal year, but
2102 shall not exceed two thousand dollars (\$2,000).

2103 2. Funding Applications

- 2104 a. If funds are not available to fully fund the applications as outlined below, the awards will
2105 be made to the highest ranked proposals until all money has been exhausted.
- 2106 b. High Priority: The total awarded to all High Priority applications shall not exceed half
2107 (1/2) of the overall amount awarded in the New Mexico Research process. High Priority
2108 applications will be fully funded, starting with the highest scoring application
- 2109 c. General Priority: The total awarded to all General Priority applications shall not exceed
2110 the remaining amount to be awarded in the New Mexico Research process after the High
2111 Priority grants are awarded.
- 2112 d. The lower fifty percent (50%) of High Priority and the lower fifty percent (50%) of
2113 General Priority applications will not be eligible for funding.
- 2114 e. Remaining funds shall remain in the endowment.

2115 K. Records

2116 1. The Grants Committee shall keep records of:

- 2117 a. All applications.
- 2118 b. Scores and score comment sheets.
- 2119 c. A database of cover sheet information (such as name, email, department and requested
2120 amount) and score results.
- 2121 d. A separate record of who was awarded at what amount and when it was awarded.

2122 2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s)
2123 and kept for a minimum of five (5) years.

2124 3. All applicants will have access to their files and scores but not to the applications of others,
2125 in accordance with applicable state and federal law.

2126 L. Reports

2127 1. The committee shall compose a report for each funding cycle.

- 2128 a. The report shall contain the total amount of GPSA RESEARCH GRANT, Professional
2129 Development Grant, and New Mexico Research grant allocations.
- 2130 b. The report shall contain a breakdown of awards and applications by college, school, or
2131 department.
- 2132 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.

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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).

2210 Section 3. Notice of Elections

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- 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

2221 along with an advertisement posted in the Daily Lobo or an alternative but equivalent form of
2222 media.

- 2223 1. The written notice shall also include any steps necessary for a student to vote.
- 2224 2. Once published, this information may not be changed or altered except to correct any errors
2225 in printing.

2226 D. The Elections Committee shall promote any General or Special Election with at least one (1)
2227 advertisement in the Daily Lobo, or an alternative but equivalent form of media, during the last
2228 regularly scheduled week before the election.

- 2229 1. This advertisement shall carry personal, professional, and/or platform information for
2230 candidates, information regarding amendments, and any other items to be voted upon in the
2231 election.
- 2232 2. The full text of Constitutional Amendments shall be included. If the text is larger than one
2233 quarter (1/4) page, a summary shall be included as well as notice of how to obtain complete
2234 text.
- 2235 3. The advertisement shall include the method and hours of electronic voting.

2236 E. Notice of candidate forums shall be advertised at least two (2) academic days prior to the
2237 beginning of at least the first (1st) forum. This advertisement shall indicate the names of the
2238 candidates and the location and time of the forum.

- 2239 1. The format of candidate forums will be determined by the Elections Committee and
2240 distributed to the candidates one (1) academic day prior to the forum(s).

2241 F. Notice of a Recall Election must occur within five (5) academic days of notice to the Elections
2242 Committee from Council.

- 2243 1. The written notice shall also include any steps necessary for a student to vote.
- 2244 2. This notice will be a quarter (1/4) page advertisement in the Daily Lobo or an alternative but
2245 equivalent form of media. Once published, this information may not be changed or altered
2246 except to correct any errors in printing.

2247 G. Notice of a Special Election for Presidential Replacement shall be given within three (3)
2248 academic days of a recall election in which a President has been removed.

- 2249 1. Notice shall include instructions for running for President, the application deadline, and any
2250 steps necessary for a student to vote.
- 2251 2. This notice will be one quarter (1/4) of a page advertisement in the Daily Lobo or an
2252 alternative but equivalent form of media. Once published, this information may not be
2253 changed or altered except to correct any errors in printing.

2254 H. Notice of a Special Election by Referendum shall be given within ten (10) academic days after
2255 the Elections Committee has verified a petition.

- 2256 1. Notice shall include any steps necessary for a student to vote.
- 2257 2. This notice will be one quarter (1/4) of a page advertisement in the Daily Lobo or an
2258 alternative but equivalent form of media. Once published, this information may not be
2259 changed or altered except to correct any errors in printing.

2260 Section 4. Campaigning

2261 A. Candidates shall conduct campaigns in a manner which abides by University and GPSA policies
2262 and guidelines in their pursuit of office. Members of the Elections Committee shall refrain from
2263 actions that would show favoritism for or have a negative effect against any candidate or issue
2264 that might appear on the ballot.

- 2265 B. Candidates shall submit, along with the Candidacy Forms, a list of authorized campaign
2266 committee members that may act on their behalf. Any changes to this list should be updated with
2267 the Elections Committee.
- 2268 C. Candidates shall sign the Campaign Contribution Statement: “All funds received and spent will
2269 be from members of the UNM GPSA and no other sources.” This form shall be submitted as part
2270 of the Candidacy Forms.
- 2271 D. Candidates shall submit an itemized accounting of all expenditures incurred by the candidate in
2272 the pursuit of office before 5:00 p.m. on the closing day of the election.
- 2273 E. All candidates shall refrain from using GPSA resources in pursuit of office (including, but not
2274 limited to: funds, staff, email addresses, printing, electronic mailing lists, and office space).
- 2275 F. If any group decides to establish a physical polling location, campaigning is not allowed within
2276 twenty-five (25) feet of the physical polling location. Campaigning includes, but is not limited
2277 to, signs, fliers, and campaigners. Polling locations, if any, should be placed in areas with
2278 minimal distractions.

2279 Section 5. General Election

- 2280 A. The election shall take place Monday through Thursday of the first (1st) full academic week of
2281 April, unless otherwise decided by Council. The electronic voting shall begin at 8:00 a.m. on the
2282 first (1st) day and end at 5:00 p.m. on the last day of the election.
- 2283 B. Any ballot items included in the election shall be approved by Council at the regularly scheduled
2284 March meeting or through referenda.
- 2285 C. Elections shall be conducted electronically and use a computer- or phone-based system that is
2286 managed by IT.
- 2287 D. Ballots and Polling:
 - 2288 1. Ballots shall have a randomly ordered list of candidates and clear instructions for marking
2289 and submitting one’s vote. Provision for write-in votes shall be included on the ballot. Only
2290 cast ballots meeting these requirements shall be counted. Votes cast on partially completed
2291 ballots shall be counted.
 - 2292 2. All ballot items shall appear on the ballot with the language received by the Elections
2293 Committee.
 - 2294 3. Polling: Voters must log in with the UNM NetID and password on record with the
2295 Registrar’s Office to cast a ballot.
- 2296 E. Two (2) members of the Elections Committee shall retrieve the final vote count from IT using
2297 the electronic voting system.
- 2298 F. The candidate elected to office shall be determined by a plurality of votes cast and each other
2299 ballot item shall be determined by a majority of votes cast on each item.
- 2300 G. Should the plurality winner of the GPSA General Election be declared ineligible or unable to
2301 assume office for any reason before the certification of the election results, or in the case of a tie,
2302 or if the Elections Committee votes not to certify an election, a special Council meeting shall be
2303 called so that a Special Election can be scheduled.
- 2304 H. The Elections Committee shall approve the results of a General Election after it has been
2305 determined to have been conducted in accordance with the GPSA Constitution and Bylaws.
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2309 Section 6. Council Chair Election

- 2310 A. Only Council Representatives with credentials on file twenty (20) academic days prior to the
2311 Council meeting at which the Council Chair election will be held are eligible to vote in the
2312 election.
- 2313 B. The Election Committee shall prepare a sign-in roster of eligible voters.
- 2314 C. Ballots shall have a randomly ordered list of candidates and clear instructions for marking and
2315 submitting one's vote. Provision for write-in votes shall be included on the ballot. Only cast
2316 ballots meeting these requirements shall be counted.
- 2317 1. Voting shall be conducted by secret ballot and individual voting results by Council
2318 Representatives are not to be recorded.
- 2319 D. The Election shall proceed as follows:
- 2320 1. The current Council Chair shall forward all valid proxies to the Elections Committee Chair or
2321 the Elections Committee designee before balloting begins.
- 2322 2. The President shall call and preside over the Council Chair election. In the President's
2323 absence, an individual who is not a Council Representative, Certified Alternate, or
2324 recognized Proxy shall preside over the election.
- 2325 3. Each candidate shall give a speech, no longer than five (5) minutes, and shall have up to five
2326 (5) minutes to answer questions posed by Council. The order of the speeches shall be
2327 determined randomly by the Elections Committee. Candidates do not have to leave the room
2328 throughout the election.
- 2329 4. When all of the speeches have concluded, the Elections Committee shall inspect and verify
2330 that the ballot box is empty and secured.
- 2331 5. Any of the candidates who are Council Representatives shall be called forward first to sign
2332 for and cast a ballot. They shall then retire to the back of the room and no more campaigning
2333 shall be allowed.
- 2334 6. The remaining voters shall be called forward according to the alphabetical listing of their
2335 RDSAs. Upon signing in, each voter shall receive and cast a ballot into the ballot box.
- 2336 7. After the name of the last voter has been called, the names of voters who did not come
2337 forward will be repeated. Five (5) minutes after the last name has been called, the vote
2338 counting shall begin.
- 2339 E. Vote Counting
- 2340 1. Only the members of the Elections Committee shall open the ballot box, determine the
2341 validity of ballots cast, tally the ballots cast, and certify the election results.
- 2342 a. A discrepancy between the number of ballots cast and the number of signed voters may be
2343 grounds for disqualification of the box of ballots.
- 2344 2. The election of the Council Chair shall be decided by a plurality of the votes cast. Should the
2345 winner of the Council Chair Election be declared ineligible or unable to assume office for
2346 any reason, or in the case of a tie, or if the Elections Committee votes not to certify the
2347 election, the Elections Committee shall notify Council before the end of the meeting. Council
2348 can vote to repeat the process or determine another course of action. The results of an
2349 election shall be determined by the end of the Council meeting.

2350 Section 7. Other Types of Elections

- 2351 A. Recall Elections
- 2352 1. A recall election is defined as the vote for recall of the President and is the result of one or
2353 more of the following conditions:

- 2354 a. Petition by GPSA members in accordance with the GPSA Constitution.
- 2355 b. Successful vote of removal by Council.
- 2356 B. Special Elections
- 2357 1. A Special Election shall take place in any of the following circumstances:
- 2358 a. Resignation of the President or Council Chair.
- 2359 b. Successful recall vote resulting in removal of the President.
- 2360 c. Successful Council vote of removal of the Council Chair.
- 2361 d. In a Presidential election, if the election is not certified, the winner is declared ineligible
- 2362 or unable to assume duties, or there is a tie.
- 2363 e. Granting of a petition submitted to a Council meeting for a Special Issue vote by the
- 2364 GPSA body. Only items granted on the petition shall be allowed on the ballot.
- 2365 f. Special Elections follow General Election rules except where noted.

2366 Section 8. Recall Election by GPSA Membership

- 2367 A. Upon receipt of the recall petition or a Council vote of removal, the Elections Committee shall
- 2368 initiate a recall election.
- 2369 1. When the President is removed in a Recall Election due to a petition received after the
- 2370 regularly scheduled March Council meeting, no Special Election for Presidential
- 2371 Replacement is required.
- 2372 2. The Recall Election should occur by electronic voting over two (2) consecutive academic
- 2373 days.
- 2374 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
- 2375 following day.
- 2376 b. The Elections Committee shall approve the results of a GPSA election after it has been
- 2377 determined that all provisions of the current GPSA Constitution and Bylaws were
- 2378 followed.

2379 Section 9. Special Elections

- 2380 A. Special Elections shall take place between three (3) and four (4) academic weeks after the
- 2381 Council meeting, Presidential declaration, or referendum that created the Special Election, unless
- 2382 otherwise noted.
- 2383 1. No Special Elections shall be held between the last day of the spring semester and the
- 2384 regularly scheduled October Council meeting.
- 2385 2. The Special Election must occur by electronic voting over two (2) consecutive academic
- 2386 days.
- 2387 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
- 2388 the second (2nd) day of the election.
- 2389 4. The Elections Committee shall approve the results of a GPSA election after it has been
- 2390 determined that all provisions of the currently published Election Code, Bylaws, and
- 2391 Constitution were followed and any challenge(s) was (were) resolved.
- 2392 5. Special Council Chair Elections shall take place at the Council meeting following the
- 2393 Council meeting at which the Election was created and shall follow the procedures of the
- 2394 Council Chair Election.
- 2395 6. Referendum petitions for Special Elections shall be delivered to the Elections Committee.
- 2396 a. The Elections Committee has five (5) academic days to validate the petition after it
- 2397 petition has been received.

- 2398 b. A special election by referendum shall occur within fifteen (15) academic days of the
2399 approval of the petition.

2400 Section 10. Elections Reporting

2401 A. Reports Following Each Election

- 2402 1. The results of all elections shall be reported in accordance with the Public Notice
2403 Requirements by 12:00 p.m. of the academic day following the end of the election.
2404 2. Elections data will be disaggregated from unique identifiers, including student names and
2405 departments.
2406 3. Complications with voting, including but not limited to, casting ballots, vote counting, the
2407 electronic voting system, and determination of eligibility shall be included with elections
2408 reporting.

2409 B. Annual Report

- 2410 1. The Annual Report shall include all expenditures and income for the Elections Committee
2411 and each report following an election.
2412 2. On behalf of GPSA, the Elections Committee shall request that IT compile an Aggregated
2413 Elections Data Report. If IT provides this report, it shall be included in the Annual Report.
2414 3. Results for each item shall be reported by Department.
2415 a. Departments with less than ten (10) students voting must be pooled together in order to
2416 protect the privacy of individual voters. A note shall indicate which departments are
2417 pooled together and the number of voters from each department, but not a breakdown of
2418 votes by department.

2419 Section 11. Election Disputes

- 2420 A. An election may be challenged by any GPSA member to the Court of Review. Challenges
2421 include, but are not limited to, voter fraud, improper notification, improper conduct of members
2422 of the Elections Committee, candidate misconduct, or an unsound voting system.
2423 B. Challenges must be formatted as Court of Review Complaints and submitted in writing within
2424 five (5) academic days of the reporting of the election results.
2425 C. The Court of Review may consolidate challenges as it deems appropriate.
2426 D. If the Court of Review determines that a challenge is valid, the Court may decertify an election
2427 or impose a remedy as deemed appropriate. If an election is decertified, a special Council
2428 meeting shall be called so that a Special Election can be scheduled.
2429 E. The Court of Review must render its decision within fifteen (15) academic days following the
2430 last day of the election in question.