



1 **GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION**
2 **BYLAWS**

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74 I. Definitions

75 Section 1. Constitutional Definitions

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

77 Section 2. Additional Bylaws Definitions

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

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

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

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

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

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

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

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

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

99 EFC: Executive Finance Committee

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

102 Grants Application Reader: A GPSA member selected to read and score grants applications.

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

- 107 Harm to Humans or Animals: Physical, cultural, psychological, emotional, or other harm to humans or
108 animals.
- 109 High Priority Research Project: A research project conducted by GPSA members which is completed in
110 collaboration with a New Mexico State Agency.
- 111 IT: Information Technologies
- 112 Judicial Budget: Funding allocated for the administration of the judicial branch.
- 113 Judicial Oath of Office (Oath): A pledge each Justice appointee must make prior to officially assuming
114 the duties and privileges of a Court of Review Justice.
- 115 LFC: Legislative Finance Committee
- 116 LSC: Legislative Steering Committee
- 117 Legislative Budget: Funding allocated for the administration of the legislative branch.
- 118 Legislative Item: An appropriation, resolution, amendment to the GPSA Constitution or Bylaws, or other
119 piece of legislation submitted for Council consideration.
- 120 New Mexico State Agency: An entity approved by the Grants Committee that is not a college,
121 department, or program at a public university of the State of New Mexico.
- 122 Non-Profit Community Organization: An entity registered as a 501(c)(3) non-profit organization with
123 the Internal Revenue Service and/or under the laws of the State of New Mexico or of an Indian tribe.
124 This organization must have a New Mexico address and must conduct a majority of its activities within
125 New Mexico.
- 126 Open Meeting: A meeting of any GPSA Decision Making Body with a quorum present, held for the
127 purpose of taking action, formulating policy, or discussing public business, which is open to the public.
128 Open Meetings must comply with TPNR.
- 129 Permanent Equipment: Items that will not be depleted at the end of a research project.
- 130 Pro Tempore Justice: A temporary Justice which participates in judicial proceedings when an approved
131 Justice is recused or impeached or when the Court of Review has fewer than three (3) approved Justices.
- 132 Proxy: A GPSA member selected to vote on behalf of a Council Representative or Certified Alternate.
- 133 Research: Any activity performed by members of GPSA with the intent to generate generalizable
134 knowledge that will be communicated for potential public use. This includes, but is not limited to, an
135 artistic, athletic, cultural, educational, financial, historical, humanitarian, legal, linguistic, mathematical,
136 medical, musical, occupational, political, religious, scientific, sociological, structural, technological, or
137 therapeutic investigation.
- 138 SSA Committee: Executive Student Support and Advocacy Committee

- 139 Supplies and Consumables: Items that are expected to be depleted at the end of a research project.
- 140 Telecommunication: Use of a conference telephone or other similar communications equipment.
- 141 TPNR: Transparency and Public Notice Requirements; specifically the section of the Bylaws with this
142 title.
- 143 Veto: The process by which the President rejects a piece of legislation approved by Council.
- 144 Working Group: A group which at its creation by a Decision Making Body is designated as a Working
145 Group rather than an ad hoc committee and whose sole purpose is to do work in preparation for a
146 specific item(s) to be acted upon or discussed by the Decision Making Body at a later Open Meeting.
- 147 Section 3. Cross-References
- 148 A. References in this document to the GPSA Constitution shall be indicated by parentheses ().
- 149 B. References in this document to other parts of the Bylaws shall be indicated by brackets [] and the
150 word "Bylaws".
- 151 C. An electronic copy of this document utilizing some form of linking technology should be
152 available on the GPSA website.
- 153 D. Regardless of the published format(s) and cross-references, the GPSA Constitution and the
154 Bylaws shall be considered distinct but related documents.
- 155 II. Membership and Organization
- 156 Section 1. Membership
- 157 A. Continuing graduate or professional students who paid the GPSA fee in the spring semester shall
158 be considered GPSA members during the summer semester. (I.3.A.)
- 159 B. Upon presentation to the GPSA Office of a written request, any member may resign from GPSA.
160 (I.3.B.)
- 161 1. Resignation of membership does not relinquish the obligation to pay the GPSA fee.
- 162 2. Persons who have resigned membership shall lose all privileges and benefits of GPSA
163 member status.
- 164 3. Any person who has resigned membership shall be reinstated upon presentation to the GPSA
165 Office of a written request.
- 166 C. GPSA may not revoke or suspend membership.
- 167 Section 2. Recognized Departmental Student Associations (RDSAs)
- 168 A. Each RDSA shall maintain chartered status with the Student Activities Center, and must be open
169 to all GPSA members in its department, school, or college. In order to be recognized by GPSA,
170 each RDSA shall:
- 171 1. Hold officer elections which are open to all GPSA members in that department, school, or
172 college; and
- 173 2. Not charge dues as a condition for membership as a student organization.
- 174 a. This does not preclude an RDSA from being a campus chapter of a state, regional, or
175 national association, so long as all GPSA members in that department, school, or
176 college may participate in the student organization.

- 177 b. PB funds may not be used to pay state, regional, or national association dues.
- 178 B. Each ~~department~~ program may be represented by only one (1) RDSA. A school or college may
- 179 consolidate representation under one (1) RDSA, but no more than one (1) RDSA may represent
- 180 the same group of GPSA members.
- 181 1. Upon presentation of a petition signed by at least thirty-five percent (35%) of the total
- 182 number of GPSA members in a program, department, school, or college~~department, school,~~
- 183 ~~or college~~, the Elections Committee shall conduct an election in which the GPSA members
- 184 of that program, department, school, or college may vote to affirm the current RDSA or to
- 185 select a new organization willing to meet all requirements for an RDSA.
- 186 2. The election ballot shall include the choice of desired RDSA from among the current RDSA
- 187 and all other student organizations signed by at least twenty-five percent (25%) of the total
- 188 number of GPSA members in that program, department, school, or college.
- 189 a. A petition to be placed on the ballot as an option for RDSA must be presented to the
- 190 Elections Committee no less than seven (7) academic days from the receipt of the
- 191 petition to select an RDSA.
- 192 b. The petition to be placed on the ballot must include a statement above the signature
- 193 lines stating: "If selected, this organization will adhere to the requirements for an
- 194 RDSA in the GPSA Constitution and Bylaws."
- 195 C. Any RDSA failing to adhere to the requirements for an RDSA in the GPSA Constitution and
- 196 Bylaws shall be subject to review by the Court of Review.
- 197 1. The request for review may be submitted by any GPSA member from that program,
- 198 department, school, or college or from a chartered student or professional organization of
- 199 which the majority of members should be represented by that RDSA.
- 200 2. If the RDSA fails to comply with any Court of Review order within eleven (11) academic
- 201 days, the Chief Justice or the highest ranked Associate Justice shall have the authority to
- 202 decertify that RDSA.
- 203 D. Programs, ~~De~~departments, schools, or colleges with no RDSA shall lose all privileges afforded to
- 204 RDSAs by GPSA until a student organization applies for recognition in accordance with the
- 205 GPSA Constitution and Bylaws.
- 206 1. RDSAs which enter non-chartered status shall be recertified upon becoming chartered.
- 207 2. If an RDSA is in non-chartered status when challenged by a petition to select an RDSA, it
- 208 must charter before being permitted to be included on the ballot.
- 209 3. While non-chartered, an RDSA may not receive the benefit of any privilege afforded to
- 210 RDSAs by GPSA.

211 Section 3. GPSA Committees

- 212 A. All GPSA members of, or appointments to, standing committees, ad hoc committees, or 212
- 213 University committees must be GPSA members.
- 214 ~~A.~~ 1. No individual GPSA member shall hold more than four (4) voting positions on GPSA
- 215 standing committees.
- 216 B. Persons appointed to positions requiring Council approval when Council is not in session may
- 217 serve until Council has an opportunity to consider and approve their appointment, unless
- 218 otherwise specified in the GPSA Constitution or Bylaws.
- 219 C. All GPSA standing committees shall be composed of no fewer than five (5) members. At least
- 220 three (3) different RDSAs must be represented. Each member shall count as representing only
- 221 one (1) RDSA.

Comment [MCO1]: I think this was a mistake in the Resolution?

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- 222 D. Each GPSA Standing Committee Chair, Ad Hoc Committee Chair, and University committee
223 appointment shall submit a written report once a semester to the head of the appropriate branch
224 of government.
- 225 E. Joint ad hoc committees may be created by Council. Composition or means of composition shall
226 be determined at the creation of the committee and shall include Council Representatives and
227 GPSA members who are not Council Representatives.
- 228 F. A Decision Making Body may generate funds independent of the budget process, and these
229 funds shall not be part of the GPSA General Fund. The Decision Making Body shall record and
230 administer these self-generated funds. The Decision Making Body shall notify the head of its
231 branch of the receipt and use of these funds and shall provide a summary for the annual report.
232 Spending of these funds will be by a majority vote of the Decision Making Body and will be
233 subject to the Conflict of Interest Bylaws.
- 234 G. Chair-ships for the Executive Finance Committee (EFC), Legislative Finance Committee (LFC),
235 Legislative Steering Committee (LSC), and Grants Committee must be unique individuals.
- 236 H. No individual shall hold more than three standing committee chair-ships.
- 237 I. The President and the Council Chair are ineligible for standing committee chair-ships.

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

- 239 A. Public Notice Requirements
- 240 1. Unless otherwise specified in the Constitution or Bylaws, public notice shall be given no
241 fewer than twenty-four (24) hours in advance of a meeting.
 - 242 2. Public notice shall consist of posting required documents in the GPSA Office and on the
243 GPSA website, and sending an announcement via the GPSA electronic mailing list and to the
244 Daily Lobo and any other media who have provided a written request for minutes.
- 245 B. Agenda Requirements
- 246 1. The agenda, time, date, and location of any Open Meeting must be posted in accordance with
247 the Public Notice Requirements.
 - 248 2. The meeting agenda shall specify items as discussion items or action items.
 - 249 3. The meeting agenda shall include time for public comment before discussion of old or new
250 business. During public comment, members of the public will be granted no fewer than three
251 (3) minutes each.
- 252 C. Minutes Requirements
- 253 1. Minutes must be taken at every Open Meeting.
 - 254 2. Minutes must contain at least the date, time, location, type of meeting and the name of the
255 Decision Making Body; the names of all Decision Making Body members attending the
256 meeting; the names of any individuals who address the body in person; and a record of all
257 motions and decisions made and votes taken.
 - 258 3. A draft copy of the minutes must be posted within six (6) academic days of the public
259 meeting in the GPSA Office ~~in accordance with the Public Notice Requirements.~~
 - 260 4. The minutes shall be approved or amended at the next meeting of that Decision Making
261 Body where a quorum of the body is present.
- 262 D. Transparency Requirements
- 263 1. A Decision Making Body may permit participation by Telecommunication. The means and
264 extent of participation must be defined by the GPSA Bylaws, or the body's standing rules if
265 approved by a two-thirds (2/3) vote.

- 266 a. A member of the body may use the means permitted if it is difficult to impossible for
267 that member to attend in person.
- 268 b. Each member participating by Telecommunication must be able to be identified when
269 speaking. All participants must be able to hear each other at the same time, and
270 members of the public attending the meeting must be able to hear any member of the
271 body who speaks during the meeting.
- 272 2. Audio and video recordings must be allowed and accommodated at Open Meetings.
- 273 3. Open Meeting votes and, if available, voting records are public unless otherwise specified in
274 the GPSA Constitution or Bylaws.
- 275 4. Attendance of GPSA members and members of the public will be accommodated at all Open
276 Meetings.
- 277 a. Open Meetings shall be held in spaces that can accommodate all people wishing to
278 attend and listen.
- 279 5. The body may take action only on those agenda items announced in accordance with the
280 Agenda Requirements.
- 281 6. Items added to the agenda fewer than twenty four (24) hours before a meeting must be
282 discussion items only.
- 283 E. Working Group Requirements
- 284 1. Decision Making Bodies must give a thorough review of recommendations from any group
285 that is not required to provide notice of its meetings.
- 286 2. The Working Group cannot take action that binds a Decision Making Body or any other
287 GPSA group.
- 288 3. Working Groups are not required to adhere to Public Notice Requirements but are required to
289 include any interested member of the Decision Making Body.
- 290 4. Meetings of Working Groups, even in the event the meeting has a quorum of members of the
291 Decision Making Body, are not required to be open so long as they are acting only on the
292 item(s) specified by the Decision Making Body.
- 293 F. Portions of an Open Meeting may be closed on the following occasions:
- 294 1. Deliberations by the Court of Review. The actual administrative and adjudicatory proceeding
295 at which evidence is offered or rebutted and any final action taken as a result of the
296 proceeding shall occur in an Open Meeting. However, the deliberations of the Court of
297 Review shall be closed to the public.
- 298 2. Discussion and records related to personnel. Any records or discussions related to personnel
299 shall be in accordance with University policy including but not limited to Human Resources
300 requirements.
- 301 3. Discussion and records deemed private. Any records or discussion related to privacy rights
302 protected by University policy or local, state, or federal law shall be closed to the public.
- 303 G. In order to close a meeting pursuant to the exclusions contained in this section, the closure must
304 be made in an open meeting and approved by a majority vote of a quorum of the Decision
305 Making Body:
- 306 1. The authority for the closure and the subject(s) to be discussed shall be stated with
307 reasonable specificity in the motion calling for the vote to close a meeting.
- 308 2. The vote to close that portion of the meeting of each individual member shall be recorded in
309 the minutes.
- 310 3. Only those subjects announced prior to closure by the Decision Making Body may be
311 discussed in the closed portion of the meeting.

312 4. Items eligible for closure shall be indicated on the Agenda of the Open Meeting as such by
313 reference to the reason why closure will be considered.

314 H. Members of the public shall be excused during the closed portion of an Open Meeting.

315 I. Following completion of any closed meeting, the minutes of the Open Meeting that was closed,
316 shall state that the matters discussed in the closed meeting were limited only to those specified in
317 the motion for closure

318 Section 5. Project Assistants

319 A. The GPSA annual budget or Council appropriation may allow for hiring Project Assistants. The
320 budget or appropriation shall specify the amount of FTE and branch for each Project Assistant.

321 1. The budget must include a minimum 1.0 FTE designated for the Executive Branch.

322 2. Volunteers receiving a stipend are not Project Assistants.

323 B. Filling a Project Assistant vacancy requires an open call to the GPSA membership.

324 1. The open call for applicants shall comply with the Public Notice Requirements and include
325 job description and compensation.

326 2. Each branch is responsible for selecting its Project Assistants.

327 a. For the Executive, the President shall be responsible for the open call and selection.

328 b. For the Legislative, the Council Chair shall be responsible for the open call. The
329 Council Chair shall recommend a selection for Council's approval.

330 c. For the Judicial, the Chief Justice shall be responsible for the open call and selection.

331 3. Project Assistants must be GPSA members.

332 C. Project Assistants aid in executing the mission of GPSA.

333 1. Project Assistant duties must be in compliance with the definition of Project Assistants given
334 in the University of New Mexico catalog.

335 2. Duties may include, but are not limited to, assisting standing and ad hoc committees and
336 working on projects that serve the mission of GPSA.

337 a. For the Executive, the President shall set the duties of and supervise the Project
338 Assistant(s).

339 b. For the Legislative, Council shall set the duties of the Project Assistant(s). The Council
340 Chair shall supervise the Project Assistant(s).

341 c. For the Judicial, the Chief Justice shall set the duties of and supervise the Project
342 Assistant(s).

343 D. Project Assistant compensation shall be contracted each semester.

344 1. Project Assistants shall be paid according to the guidelines required by the Office of
345 Graduate Studies.

346 2. Project Assistants shall be offered health insurance.

347 3. Project Assistants shall be offered tuition remission equal to the amount of hours required by
348 the Office of Graduate Studies in order to maintain their eligibility for the assistantship.

349 Section 6. Veto Procedure

350 A. Presidential Action

351 1. A copy of the legislation with signature lines for approval or veto will be sent in hard and
352 electronic copy to the President's office within one (1) academic day of the posting of the
353 draft of the Council meeting minutes in which the legislation was passed.

354 a. The Council Chair shall not forward any GPSA legislation to external recipients until it
355 has reached final approval.

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~~1-b.~~ Final approval does not include University Counsel.

2. The President may take action on legislation, approval or veto, within five (5) academic days of the posting of the draft of the minutes.
 - a. If the President takes action, it shall be on the legislation in totum and as is. Legislation shall not be vetoed by line item.
 - b. If the President does not take action within the allotted time, the legislation becomes binding.
 - c. The President may take action on legislation with an Electronic Signature.
 - d. If a veto is cast, it shall be accompanied by a rationale for the veto.
 - e. The President shall send the vetoed legislation and rationale to the Council Chair within the required time limit. The Council Chair shall give notice of the veto in accordance with TPNR within three (3) academic days of receipt.
 - f. The Council Chair shall place the vetoed legislation on the next regular Council meeting agenda as an action item.
- B. Council Action
 1. Vetoed legislation that cannot be acted on at a regular meeting within a session shall be presented at a special meeting prior to the close of the session.
 2. When Council considers vetoed legislation, a motion to reconsider the bill must be made and seconded.
 3. Council shall consider the vetoed legislation in the same form as sent to the President. No amendments may be made in an override consideration.
 4. If Council votes to override, the legislation becomes binding without the President's signature.
 5. If Council fails to override the President's veto, the legislation dies and shall not be reintroduced without amendment in the same Council session.

Section 7. GPSA Annual Report

- A. All Decision Making Bodies shall provide a written report to the respective branch head by the first (1st) academic day after the last regular Council meeting.
- B. The head of each branch shall compile the Branch Annual Report and forward it to the President.
- C. The President shall compile the GPSA Annual Report to be archived in accordance with the GPSA Constitution.

Section 8. Amendments

Amendments and additions to the GPSA Bylaws shall be made according to the following procedure:

- A. Proposed Amendments shall place the amendment within the appropriate context within this document, including specific numerical reference (Article, Section, and paragraph number).

B. Approved amendments shall take effect as soon as University Counsel approves them.

~~B. Approved amendments shall take effect, unless otherwise noted, but the approved amendment language must be evaluated by the University Council's Office relative to current University Policy, and State and Federal.~~
- C. Council Chair shall submit amendments to University Counsel within five (5) three (3) academic days from ~~the meeting in which the amendments have been approved~~ final approval.
- D. Where conflicts exist between previous bylaws and a new constitutional provision, the new constitutional provision will supplant the previous bylaw.

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Comment [MCO2]: Does Counsel need to date-stamp? Or will GPSA develop ESP? I think they meant upon receipt.

400 III. Resignation, Removal, and Replacement of Officers

401 Section 1. President

- 402 A. In order to initiate a recall election, Council must follow the Constitutional process of
403 impeachment and removal. (II.1.D.1.)
- 404 1. When the President is removed, the Council Chair shall assume the role of acting President,
405 and the Steering Committee Chair shall assume the role of acting Council Chair.
 - 406 2. The Elections Committee must hold a recall election within fifteen (15) academic days of the
407 removal of the President by Council.
 - 408 a. If the GPSA membership approves the removal of the President, a special election for a
409 new President must occur within twenty (20) academic days. The removed President
410 may not run in the special election.
 - 411 b. If the GPSA membership does not approve the removal of the President, the President
412 is reinstated immediately upon official announcement of the recall election result. This
413 President may not be removed by Council again in the same session.
- 414 B. If the GPSA membership initiates a recall in accordance with the Constitution, Council ~~may~~ shall
415 verify the validity of signatures and shall deliver the petition to the Elections Committee Chair.
416 (I.1.D.2.)
- 417 1. Council has five (5) academic days to validate the signatures and for the Council Chair to
418 deliver the petition to the Elections Chair after its presentation at a regular Council meeting.
 - 419 2. If invalid signatures reduce the number to fewer than the required percentage, the petition is
420 considered null and void.
 - 421 a. If the petition is considered null and void, the Council Chair shall give notice and
422 provide a list of all invalidated signatures within five (5) academic days and in
423 accordance with TPNR.
 - 424 b. Any invalidated party shall have the opportunity to contest the invalidation in front of
425 the Court of Review.
 - 426 3. Upon receipt of a valid recall petition, the Elections Chair shall hold a recall election. The
427 recall election must occur within fifteen (15) academic days of the Council meeting at which
428 the petition was presented.
 - 429 4. The President may ask the Council Chair to serve as acting President until the recall election
430 can be held.
 - 431 5. If a recall election results in the removal of the President, the Elections Committee shall hold
432 a special election in accordance with the GPSA Constitution and Bylaws, in which the
433 removed President may not run.
 - 434 6. If a recall election does not result in the removal of the President, the President continues to
435 serve in office, or is reinstated if the Council Chair was serving as acting President.

436 Section 2. Council Chair

- 437 ~~A. Grounds for the impeachment of the Council Chair include willful neglect of office, gross~~
438 ~~misconduct, or malfeasance. (III.3.D.)~~
- 439 ~~B.A.~~ If the Council Chair has resigned or been removed, that person is ineligible to run in the resultant
440 Council Chair Special Election.

441 Section 3. Court of Review Justices

- 442 A. Removal of a Justice must follow the impeachment and removal process in the GPSA
443 Constitution. (IV.2.C.)
444 ~~1. Grounds for removal include willful neglect of office, gross misconduct, or malfeasance.~~
445 ~~2.1.~~The motion to consider removal may occur at the same meeting as impeachment.
446 ~~3.2.~~Justices may only be removed through impeachment procedures.
447 ~~4.3.~~After a motion to consider removal has passed, the Council Chair shall call a special meeting
448 for the removal vote within ten (10) academic days.
449 ~~5.4.~~If the Chief Justice resigns or has been impeached and is currently the subject of removal
450 proceedings, the Senior Associate Justice shall assume the duties of the Chief Justice until
451 either the reinstatement or replacement of the Chief Justice.
- 452 B. The Court must have at least three (3) sitting Justices in order to operate.
- 453 C. Replacement
- 454 1. If the Court has three (3) or more remaining Justices after a resignation or removal, Council
455 may decide whether or not to appoint a replacement at the next regularly scheduled Council
456 meeting.
- 457 2. The President shall appoint temporary replacement Justices if the Court falls below three (3)
458 members until Council approves permanent replacements.

459 Section 4. Resignation

- 460 A. If the President, Council Chair, or Chief Justice wishes to resign, that individual shall resign by
461 delivering a written letter, either in person or by email, to the other individuals listed above as
462 well as to the Elections Chair. Additionally, the resigning officer shall notify the members of that
463 officer's branch.
- 464 B. The letter of resignation must indicate whether the resignation is effective immediately or at
465 noon on a specified date.
- 466 C. Resignation of a Justice prior to the end of a semester may result in the loss of the Justice's
467 stipend at the Council's discretion.

468 IV. Executive Branch

469 Section 1. President

- 470 A. Duties, Powers, and Responsibilities
- 471 1. The President shall be authorized and required to be one of two signatures on disbursements
472 of GPSA, except for personal reimbursements to the President which shall be signed by two
473 other authorized persons.
- 474 2. The President may call special elections on items of governance, policy, and fiscal impact by
475 giving notice to Council and the Elections Committee. (VI.3.A.) Special Elections shall be
476 run in accordance with the GPSA Constitution and Bylaws.
- 477 3. The President shall serve as an official member to the Faculty Senate Graduate Committee,
478 as authorized by the Committee.
- 479 4. The President shall make official announcements for open positions and appointments in the
480 Executive Branch, including job descriptions and how to apply.
- 481 a. Announcements shall follow TPNR.
- 482 b. All GPSA members shall be eligible for all appointments, unless prohibited by the
483 GPSA Constitution and Bylaws.

~~e. All Presidential appointments, except to ad hoc committees, shall be subject to the approval of Council.~~

5. The President should keep open appointments for the period of no less than five (5) academic days from the announcement of the open positions.
 6. The President may remove appointments at any time.
 7. The President shall fill any Standing Committee Chair vacancy within twenty (20) academic days.
 8. The President shall attend or send a designee to all Council meetings, and provide to Council a President's Report on issues pertinent to GPSA and the graduate and professional student community.
 9. The President shall be responsible for the hours of operation of the GPSA Office and facilities.
 10. The President shall employ, discharge, and assign duties to all Executive Branch employees, in a manner consistent with current University employee policies.
- B. Term of Office: A President having served a term less than one year may serve a maximum of one (1) additional term as President. (II.1.B.2.)
- C. Stipend: The President's compensation should be offered as a Graduate Assistantship in accordance with Office of Graduate Studies guidelines (II.1.C.1.)

Section 2. Executive Committees

- A. Executive Committee Appointments
 1. All GPSA Executive Standing Committee Chairs require approval from Council. (II.1.A.9.)
 2. Appointments requiring Council approval shall be sent to the LSC and placed on the Council agenda.
- B. Executive Standing Committees
 1. Executive Elections Committee
 - a. During elections, the Elections Committee as well as GPSA Decision Making Bodies should try to provide for autonomy of the Committee to prevent conflict of interest and bias in the elections process.
 2. Executive Finance Committee (EFC)
 - a. The EFC shall be responsible for maintaining the financial records of GPSA which shall be open for inspection by any GPSA member or committee.
 3. Executive Grants Committee
 - a. Members of the Grants Committee shall conduct themselves in a manner that promotes public confidence in the integrity and impartiality of the grants process.
 - b. Grants Application Readers present at a Grants Committee meeting are voting members.
 4. Executive 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).

- 528 d. The Lobby Committee shall investigate issues of importance to the GPSA, including
529 HED funding and capital outlays recommendations to the legislature.
- 530 e. The Lobby Committee should compensate student lobbyists for travel and other
531 necessary expenses subject to all applicable University policies and procedures.
- 532 f. The Lobby Committee Chair shall give reports on Lobby Committee activities to
533 Council at least one meeting prior, one during, and one after the regularly scheduled
534 New Mexico Legislative Session. The Lobby Committee Chair shall submit written
535 reports of the same comments to the President to keep as a record.
- 536 g. The Lobby Committee shall prepare a platform of issues in enough time to receive
537 input from Council.
- 538 h. The Lobby Committee Chair shall submit the final draft of the platform to Council in
539 December.
- 540 5. Executive Programs Committee
- 541 a. The Programs Committee shall implement and coordinate programs that promote an
542 inclusive and supportive community for graduate and professional students.
- 543 b. The Programs Committee shall collaborate with the programming of other student
544 organizations as appropriate.
- 545 6. Executive Student Support and Advocacy Committee (SSA Committee)
- 546 a. The SSA Committee shall maintain a list of graduate student organizations, services
547 provided, and how each can be reached, and shall post the list on the GPSA website
548 and in the GPSA Office.
- 549 b. The SSA Committee shall provide information to GPSA members about GPSA,
550 including volunteer and paid positions, and activities.
- 551 c. The SSA Committee shall coordinate support for events of interest to GPSA members,
552 as resources and time of the committee allow.
- 553 C. Executive Standing Committee Chairs
- 554 1. Composition of Executive Committees and selection of Committee Chair and members must
555 comply with the GPSA Constitution and Bylaws.
- 556 2. Standing Committee Chairs shall appoint the membership of the standing committees.
- 557 3. The Standing Committee Chair may remove members of the standing committees at any
558 time.
- 559 4. The Standing Committee Chair shall be responsible for submitting the committee's reports to
560 the President in accordance to the GPSA Constitution, Bylaws, and applicable Standing
561 Rules.
- 562 5. The Standing Committee Chair shall hold office hours for student inquiries or provide
563 contact information available in the GPSA Office. The Chairs shall adhere to TPNR.
- 564 D. Executive Standing Committee Chair Stipends
- 565 1. Disbursement of compensation shall be subject to the fulfillment of the Chair's obligations
566 and duties as verified by the President.
- 567 2. Disbursement shall be at the end of each semester in which the Chair served.
- 568 E. Executive Ad Hoc Committees
- 569 1. These committees shall pursue issues as specified by the President. These committees shall
570 endure no longer than is necessary for performance of the duties prescribed by the President.
- 571 F. Annual Written Reports
- 572 1. The Elections Committee shall include in the GPSA Annual Report all elections reports. See
573 Elections Code [Bylaw IX.Section 10].

- 574 2. The EFC shall include in the GPSA Annual Report all expenditures and year end balances.
- 575 3. The Grants Committee shall include in the GPSA Annual Report all funding cycle reports.
- 576 See Grants Code [Bylaws VIII. Section 1.L. & VIII. Section 2.L].
- 577 4. The Lobby Committee shall include in the GPSA Annual Report results of any lobbying
- 578 efforts and the annual legislative platform.
- 579 5. The Programs Committee shall include in the GPSA Annual Report the results of any
- 580 fundraising efforts.
- 581 6. The SSA Committee shall include in the GPSA Annual Report the list of graduate student
- 582 organizations and resources, as well as a summary of the issues deemed most important for
- 583 GPSA membership, progress made, and future recommendations.
- 584 7. Executive ad hoc committees shall include in the GPSA Annual Report progress towards
- 585 their specified objective(s), and any future recommendations for the continuation of the
- 586 committee.
- 587 8. University Committee appointees shall include in the GPSA Annual Report a summary of the
- 588 issues of importance to GPSA considered by the committee.

589 Section 3. Executive Board

- 590 A. Representation
 - 591 1. School or college petitions for representation on the Executive Board shall be sent to the
 - 592 President. The petition may specify the representative.
 - 593 2. The President must grant petitions from unrepresented schools or colleges.
 - 594 3. If there is no specified representative named on the petition, the President shall appoint a
 - 595 representative from that school or college.
 - 596 4. The President shall designate these additional representatives to the Executive Board as
 - 597 voting members or non-voting members.
 - 598 5. The Grants Committee shall have two votes on the Executive Board. These votes shall be
 - 599 held singly by the Chair of the Grants Committee, but shall be split in the event of co-chairs.
- 600 B. Duties, Powers, and Responsibilities
 - 601 1. The Executive Board shall direct recommendations for the Council agenda to the appropriate
 - 602 Legislative body.
- 603 C. Quorum
 - 604 1. The Executive Board members may participate by Telecommunication in accordance with
 - 605 TPNR.
 - 606 2. Participation includes discussion, making motions, and voting.

607 V. Legislative Branch

608 Section 1. Council Representatives and Certified Alternates

- 609 A. ~~Representative Credentials~~ RDSAs are the sole determinants of Council Representatives
- 610 1. For any RDSA, its Council representative(s) must be a graduate or professional student
- 611 seeking completion of a degree or certificate in one (1) of its programs.
- 612 2. The President, the Council Chair, and Court of Review Justices may not concurrently serve
- 613 as Council Representatives.
- 614 3. The position of Council Representative need not be considered an officer of an RDSA.
- 615 ~~4.~~ Credential Forms will be readily accessible in the GPSA Office, on the GPSA website, and
- 616 through the Council Chair and Council Recorder.

617 | ~~2-5~~ It is the responsibility of RDSAs and their designated Representative(s) to ensure that
618 | Credential Forms are submitted and accepted by the Council Chair.

619 | ~~3-6~~ RDSA Presidents or their designees must sign Credential Forms.

620 | ~~4-7~~ In order for a GPSA member to serve as a Representative, that member's Credential Form
621 | must be submitted to the Council Chair prior to the start of a meeting.

622 | ~~5-8~~ All Credential Forms are nullified at the end of a Council session. New credentials are
623 | required at the start of each Council session.

624 | B. Representative Duties

625 | 1. In addition to duties outlined in the GPSA Constitution, Representatives serve as a link
626 | between their RDSAs, students, and chartered student organizations as sponsors of
627 | legislation and advocates in Council and the legislative may assist with the drafting of
628 | legislation ~~and serve as a link between their RDSAs, students, and chartered student~~
629 | ~~organizations as sponsors of legislation and advocates in Council and the legislative and~~
630 | committees.

631 | 2. Representatives may volunteer to serve on legislative standing or ad hoc committees.

632 | C. Certified Alternates

633 | 1. Certified Alternates may be chosen at will by each RDSA. The procedure for the selection of
634 | Certified Alternates is left to the determination of each RDSA.

635 | 2. Only Certified Alternate Credential Forms approved by the Council Chair shall be accepted.

636 | 3. There is no limit to the number of Certified Alternates an RDSA may select. If there is more
637 | than one Certified Alternate, the Certified Alternates shall be ranked by the RDSA to indicate
638 | seniority of representation. Ranking will be the order in which the Certified Alternates are
639 | listed by the RDSA on the Credential Form unless otherwise noted.

640 | 4. When serving as a Council Representative, Certified Alternates shall have the same rights
641 | and privileges as a Council Representative, unless otherwise specified by GPSA law.

642 | Section 2. Council Chair

643 | A. Duties, Powers, and Responsibilities:

644 | 1. The Council Chair shall produce an agenda in accordance with GPSA Bylaws and Council
645 | Standing Rules for each Council meeting. The Council Chair shall be responsible for the
646 | proper distribution of an agenda at least five (5) academic days prior to each regular Council
647 | 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 GPSA
651 | 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 budget
657 | 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 carries
660 | out their duties.

Comment [MCO3]: This sentence confusing. Council IS the Legislature. And are they drafting committees?

- 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 | ~~B. Stipend: Compensation shall also include an education grant equal to up to twelve (12) resident,
667 | graduate tuition hours per semester at the rates published by the Bursar’s office.~~

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

- 671 | 1. If a Council Chair is acting President the Council Chair shall be considered unable to fulfill
672 | the duties of the position.
673 | 2. If the LSC Chair is acting as Chair Pro Tempore for longer than one (1) day, the LSC shall
674 | select an interim LSC Chair.
675 | 3. Nothing in this section shall be construed to supplant the Council Chair without adhering to
676 | the impeachment and removal procedures, nor to permit the LSC to operate with an un-
677 | Constitutional composition.

678 | Section 3. Council Recorder

- 679 | A. The Council Recorder is selected by the Council Chair and approved by majority vote at the first
680 | Council meeting of the session.
681 | B. The Recorder shall be a GPSA member who is not simultaneously serving as a Council
682 | Representative.
683 | C. The Recorder may not serve in another paid position within GPSA, with the exception of a
684 | Grants Application Reader.
685 | D. Duties:
686 | 1. The Recorder shall assist the Council Chair with the production of all Council meeting
687 | minutes.
688 | 2. The Recorder may assist the Council Chair with verifying the credentials of Council
689 | Representatives and ensure that Credential Forms are available to RDSAs.
690 | 3. The Council Chair may request the assistance of the Recorder for other duties.
691 | 4. Compensation
692 | a. The amount of compensation shall be determined through the annual budget process.
693 | b. Compensation may either be in the form of a set stipend, hourly wage, or other
694 | arrangement.

695 | Section 4. Procedures for Regular and Special Meetings

- 696 | A. Regular Meeting
697 | 1. The date and time of the first regular Council meeting of the session shall be announced by
698 | the Council Chair-elect at the final Council meeting of the preceding session.
699 | 2. The regularly scheduled February and March meetings shall be scheduled for one of the last
700 | seven (7) calendar days of the months.
701 | B. Special Meeting
702 | 1. Petitions for special meetings not called by the Council Chair shall be submitted to the LSC
703 | Chair; the LSC Chair shall verify the validity of the petition.

- 704 a. Petitions shall include the agenda items for discussion and action, the signatures as
705 required by the GPSA Constitution, and the date, time, and location of the meeting.
706 b. Notice of Special Meetings shall comply with TPNR.
- 707 C. Notice
- 708 1. In addition to following GPSA Constitutional notice requirements and TPNR, notice of every
709 regular Council meeting shall be included in a legislative calendar produced and made public
710 no later than the second (2nd) Council meeting of the session.
- 711 a. If changes are made to the calendar, a new version should be produced no later than
712 two (2) academic days after such change.
- 713 D. Standing Rules
- 714 1. At the first Council meeting of the session, Council shall approve standing rules, which shall
715 name the parliamentary procedures that Council shall follow.
- 716 a. An agenda template for regular Council meetings shall be included as part of the
717 Standing Rules.
- 718 b. The Public Notice Requirements shall be announced by the Council Chair at the first
719 meeting of each semester of the session.
- 720 2. The Council's Standing Rules apply to every Council meeting unless suspended with a two-
721 thirds (2/3) vote of Council.

722 Section 5. Proxy Privileges

- 723 A. Proxy voting is the casting of a vote on behalf of a Council Representative. Proxy authority may
724 only be given by a validated Council Representative or Certified Alternate to another GPSA
725 Member.
- 726 1. Council Representatives and Certified Alternates should select a GPSA member from the
727 same RDSA to serve as Proxy.
- 728 B. In order to be eligible to vote in a Council meeting, a GPSA member must be a recognized
729 Representative, Certified Alternate, or Proxy.
- 730 1. Proxy forms must be delivered to the Council Chair before a GPSA member may serve as a
731 Proxy at a Council meeting.
- 732 2. When the Council Chair receives and approves a Proxy form, that GPSA member is eligible
733 to serve as a Proxy for that meeting.
- 734 3. The Council Chair shall keep a list of eligible Proxies for each meeting.
- 735 4. Proxies are eligible to vote for the specified Council meeting in which proxy privileges are
736 approved.
- 737 5. Proxies do not count toward quorum.
- 738 C. If an RDSA has more Representatives, Certified Alternates, and eligible Proxies present at a
739 Council meeting than it has votes, the voting slots shall be recognized in the following order and
740 according to rank: Representative(s), Certified Alternate(s), Proxy (ies).
- 741 1. A GPSA member who believes they should have voting privileges at a Council meeting may
742 bring this to the attention of the Council Chair. The Council Chair must recognize a GPSA
743 member's right to vote prior to that member's voting.
- 744 D. If a Council Representative or Certified Alternate is in attendance at a GPSA Council meeting
745 and must leave a meeting in progress, that voting member may select a Proxy.
- 746 1. Representatives or Certified Alternates using a Proxy should provide written documentation
747 of their RDSA's preferences for the publicized agenda items to the Proxy prior to
748 surrendering voting privileges to that Proxy for that meeting.

- 749 E. Council Representatives or Certified Alternates who miss three (3) consecutive regular Council
750 meetings forfeit the proxy privileges.
751 1. Upon attending a Council meeting, a Council Representative's or Certified Alternate's
752 written proxy privileges will be reinstated.
753 F. No GPSA member may hold more than two proxy votes.

754 Section 6. Legislative Standing Committees

- 755 A. Standing Committee Chairs
756 1. Selection
757 a. Standing Committee Chairs shall be selected by the Council Chair and approved by a
758 majority vote of Council at the first (1st) regular Council meeting of the session.
759 b. Standing Committee Chair appointments must be approved by Council prior to
760 assuming Committee Chair duties.
761 2. Duties, Powers, Responsibilities
762 a. Each Committee Chair, in conjunction with the membership of the committee, shall
763 maintain a schedule of meetings for that Council session, to be posted in accordance
764 with TPNR.
765 3. Reports
766 a. Written Legislative Committee Chair reports shall be given once per semester to
767 Council.
768 b. At each regular Council meeting the LFC Chair shall provide a report on the GPSA
769 General Fund, the Legislative Fund account balance, and appropriations to date.
770 4. Compensation
771 a. The amount of compensation shall be determined through the annual budget process.
772 b. Disbursement of compensation is subject to the fulfillment of the Committee Chair's
773 duties as verified by the Council Chair or Council.
774 c. Disbursement shall be at the end of each semester in which the Committee Chair
775 served.
776 5. Removal
777 a. In addition to removal by the Council Chair, a Legislative Standing Committee Chair
778 may also be removed by Council with a two-thirds (2/3) vote.
779 b. If a Committee Chair is removed or resigns, the committee shall select another member
780 to serve as interim Committee Chair until a replacement is appointed by the Council
781 Chair and approved by Council.
782 c. Council shall vote whether or not the removed Chair may continue to serve as a
783 member on that committee.
784 d. If the LSC Chair is serving as the acting Council Chair, the committee shall select an
785 interim LSC Chair.
786 B. Committee Membership
787 1. Selection
788 a. The Council Chair shall provide notice of committee membership opportunities with
789 the Agenda notice for the first Council meeting of the session.
790 b. The Council Chair should seek any interested volunteers and must consider
791 recommendations from Council for committee membership.
792 c. The Council Chair shall appoint a minimum of five (5) and no more than eight (8)
793 members for each standing committee at the first meeting of the Council session.

- 794 d. Approval of appointed standing committee members shall be by a majority vote of
795 Council prior to assuming duties.
796 e. Members may be added to legislative standing committees when appointed by the
797 Council Chair and approved by Council at a Council meeting, in accordance with the
798 GPSA Constitution's composition requirements.
- 799 2. Removal
- 800 a. If a committee member violates the committee's standing rules, that member shall be
801 removed by the Committee Chair or the Council Chair
- 802 b. A Representative may appeal a removal at the next regularly scheduled Council
803 meeting before the selection of a replacement. Overturning a removal requires a two-
804 thirds (2/3) vote from Council.
- 805 c. The Council Chair may appoint replacement(s) to be approved by Council.
- 806 d. Council may request that the Council Chair reconstitute a committee.

807 Section 7. Standing Committee Procedures

- 808 A. Standing Rules
- 809 1. Each committee must adopt and adhere to standing rules which include, but are not limited
810 to, committee procedure, legislation requirements, and membership duties. The standing
811 rules must comply with the GPSA Constitution and Bylaws, as well as any direction
812 provided by Council.
- 813 2. Each committee must adopt standing rules at its first meeting of the Council session.
814 Standing rules must be approved by Council at a regularly scheduled Council meeting.
- 815 3. The first committee meeting shall use the adopted standing rules for an interim period until
816 rules are approved by Council.
- 817 4. Committees may suspend the standing rules with a two-thirds (2/3) vote of the committee.
818 Council must be notified at the meeting in which the legislation is presented that the standing
819 rules were suspended.
- 820 B. Timeline
- 821 1. Timeline
- 822 a. Each legislative standing committee shall conduct its first meeting between the first
823 (1st) and second (2nd) regularly scheduled Council meetings.
- 824 b. Legislative standing committees must meet between nine (9) and thirteen (13)
825 academic days prior to each regularly scheduled Council meeting after the August
826 meeting in which they are formed.
- 827 c. Items for committee review must be submitted to the appropriate Committee Chair at
828 least two (2) academic days prior to the committee meeting. Submissions received after
829 this deadline shall be considered at the following committee meeting, except for the
830 last committee meeting of the Council session.
- 831 d. Committee Chairs must submit items for inclusion on the Council agenda to the
832 Council Chair at least eight (8) academic days prior to a regular Council meeting.
- 833 e. Supporting documentation for agenda items and committee reports must be submitted
834 to the Council Chair at least five (5) academic days prior to the Council meeting.
- 835 f. The Committee Chairs shall post meeting minutes at least twenty-four (24) hours in
836 advance of each regularly scheduled Council meeting.

837 Section 8. Ad Hoc Committees

- 838 A. Formation and Dissolution
839 1. Council shall determine the composition or means of composition of legislative ad hoc
840 committees.
841 2. Council shall approve the purpose and duration of the ad hoc committees.
842 B. Council shall determine the means for selecting ad hoc committee chairs.
843 1. Each ad hoc Committee Chair is responsible for adhering to TPNR.
844 2. Ad hoc committees must request an appropriation from Council for any operational costs that
845 the committee expects.

846 Section 9. Types and Requirements of Non-Appropriative Legislation

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

854 Section 10. Committee Consideration of Legislation and Appropriations

- 855 A. Any GPSA member, RDSA, Decision Making Body, or groups or individuals with a GPSA
856 member serving as a sponsor may submit legislation or appropriations for Council consideration.
857 This includes the Executive Board and President. Items should be submitted to the appropriate
858 Legislative Committee Chair.
859 B. Every submission must include a contact person who is responsible for the item, capable of
860 answering questions, providing additional material, and making necessary revisions.
861 1. The Committee Chair shall collect all submissions, confirm that items have been submitted to
862 the proper committee, and produce a committee agenda in accordance with TPNR.
863 2. Legislative Committee Chairs shall redirect an item submitted to the incorrect committee to
864 the appropriate party.
865 3. Legislative Committees shall facilitate each submission's adherence to the guidelines and
866 required format established by the Bylaws and standing rules.
867 4. Legislative Committees shall provide contact information for Council members and GPSA
868 leadership upon request.
869 5. Legislative Committees shall review and make recommendations on all items submitted in
870 accordance with the GPSA Constitution and Bylaws. Recommendations may include, but are
871 not limited to, suggestions for amendment, substitution, discussion, and action.
872 C. All Legislative Items are forwarded with committee recommendations to the Council Chair and
873 shall be included on the Council agenda.
874 1. Once Legislative Committees have determined a recommendation, this Legislative Item
875 should appear on the agenda for the next regularly scheduled Council meeting.
876 a. Legislative Committees shall not unduly delay making recommendations on
877 Legislative Items.
878 2. The original Legislative Item and accompanying recommendation shall be treated as one (1)
879 agenda item.
880 3. The original Legislative Item shall not be altered by any of the Committee's
881 recommendations beyond grammar, spelling, and format until it is considered by Council.

- 882 4. A copy of the edited Legislative Item and accompanying recommendation as submitted to
883 Council shall be delivered to the originating party with a notice of the Council meeting in
884 which the Legislative Item will be discussed within one (1) academic day of the item being
885 forwarded to the Council Chair.
886 5. The supporting documents and recommendations may be revised by the respective legislative
887 committee up to the required deadline for supporting document submissions. The final
888 versions of the Legislative Item and supporting documents must be submitted both to the
889 Council Chair and to the originating party.

890 Section 11. Council Consideration of Legislative Items

- 891 A. The Council Chair shall prepare all Legislative Items and reports from legislative standing and
892 ad hoc committees and items required by the Bylaws in a single agenda.
893 1. Items identified by the Constitution and Bylaws as automatically appearing on the agenda do
894 not have to go through the committee process.
895 2. Emergency items may be added to the agenda in accordance with TPNR at the discretion of
896 the Council Chair, even if they have not gone through the committee process.
897 3. A two-thirds (2/3) vote of Council is required to allow discussion or action on emergency
898 items.
899 B. The Council Chair shall post an agenda for each regularly scheduled Council meeting no later
900 than six (6) academic days before the meeting. The Council Chair shall post supporting
901 documents no later than three (3) academic days before the meeting. Posting of agenda and
902 supporting documents must comply with TPNR.
903 C. Final order of items on the agenda is at the discretion of the Council Chair and subject to Council
904 amendment.
905 D. Within the order of business, the originating party or sponsor shall have three (3) minutes to
906 provide relevant commentary on the Legislative Item.
907 E. The applicable Legislative Committee Chair may provide information regarding their
908 committee's recommendation at the request of the Council Chair, Council Representative, or any
909 recognized and present voting member of Council.
910 F. The Council Chair may provide basic information about emergency items.
911 G. Council is the final authority in the Legislative Branch.

912 VI. Judicial Branch

913 Section 1. Appellate Jurisdiction

- 914 A. In addition to the Court's original jurisdiction as stated in the GPSA Constitution, the Court shall
915 also have appellate jurisdiction to hear:
916 1. All matters arising from Council activity, including, but not limited to, review of any award
917 of GPSA funds to an organization or individual for consistency with the GPSA Constitution
918 and Bylaws.
919 2. All matters arising from activities of any Executive, Legislative, and Judicial standing or ad
920 hoc committee.
921 3. All acts of the President, Council Chair, or GPSA member acting on behalf of GPSA when
922 ~~acting in official capacity~~ and which the Court would not otherwise have original jurisdiction
923 to hear.

924 Section 2. Judicial Oath of Office

- 925 A. No Justice shall assume the duties of that office until the Judicial Oath of Office (Oath) has been
926 administered. The Oath must be administered within ten (10) academic days of confirmation by
927 Council.
- 928 1. The Oath shall be administered to the Chief Justice by the President or, in the President's
929 absence, the Council Chair and must be witnessed by a representative of either the Executive
930 or Legislative branch, so long as the witness is not a member of the branch that is
931 administering the Oath.
 - 932 2. For all other Justices, the Oath shall be administered by the Chief Justice, and must be
933 witnessed by a representative of either the Executive or Legislative branch.
 - 934 3. In the case that the Chief Justice is unavailable to administer the Oath, the President shall
935 administer the Oath. In the case that the President is unavailable to administer the Oath, then
936 the Council Chair shall administer it. In any case, the administration of the Oath must be
937 witnessed by a member of either the Executive or Legislative branch so long as the witness is
938 not a member of the branch that is administering the Oath.
 - 939 4. The Oath will be administered with the right hand uplifted and the following words said
940 aloud:
 - 941 a. "I, (name), do solemnly swear that I will uphold the laws of the Graduate and
942 Professional Students Association of the University of New Mexico, the State of New
943 Mexico, and the United States of America; that I will judge fairly and with no previous
944 bias the evidence and proceedings before me, and that I will otherwise fulfill the duties
945 and obligations of the GPSA Judiciary to the best of my ability."
 - 946 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the
947 Justice. The Justice shall then assume office.

948 Section 3. Code of Conduct

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

957 Section 4. Responsibilities

- 958 A. Justices shall be faithful to the law and remain unbiased and nonpartisan.
- 959 B. Justices shall maintain order and decorum in proceedings before them.
- 960 C. Justices shall be patient, dignified, and courteous to those with whom they deal in an official
961 capacity, and shall require similar conduct of those subject to their direction and control.
- 962 D. Justices shall accord to every person who is involved in a proceeding, or their counsel, a full
963 right to be heard according to law.
- 964 E. Justices shall neither initiate nor consider communications from only one party of a pending or
965 impending proceeding.

- 966 F. Each Justice is charged with the duty of carefully reading and analyzing the pertinent submitted
967 material on each case in which he or she participates.
968 G. Justices shall abstain from public comment about a pending proceeding in the Court. This does
969 not prohibit Justices from making public statements in the course of their official duties or from
970 explaining for public information the procedures of the Court.
971 H. Justices of the Court shall dispose promptly of the business of the Court.
972 I. Each Justice of the Court shall take or initiate appropriate disciplinary measures against any
973 other Justice for unprofessional conduct of which they become aware.
974 J. All official decisions and opinions of the Court shall be made in writing, made available to
975 GPSA officers, Representatives, and members, as well as the public upon request. Written
976 opinions must become part of the official Court Record and shall be made available to the
977 President, Council Chair, Council Representatives, and upon request to GPSA members and the
978 public.

979 Section 5. Disqualification

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

995 Section 6. Non-judicial Activities

- 996 A. Justices may appear at a public hearing before an executive or legislative body, and may consult
997 with an executive or legislative body official, but only on matters concerning the administration
998 of justice.
999 B. Justices shall not act as arbitrators or mediators except in the performance of judicial duties.
1000 C. Justices shall not accept any gift, bequest, favor, or loan other than ordinary social hospitality, if
1001 the source of said gift, bequest, favor, or loan could imply or give the appearance of influencing
1002 the decisions of the Court or otherwise give the appearance of impropriety.

1003 Section 7. Resignation & Seniority

- 1004 A. Should the Chief Justice resign from the Court for any reason or be the subject of impeachment
1005 proceedings, the Senior Associate Justice shall assume the duties of the Chief Justice until the
1006 President appoints and Council affirms a new Chief Justice.
1007 B. Seniority of the Associate Justices shall be determined by the date of approval of appointments,
1008 the vote order by Council, and the seniority assigned during a block vote.

- 1009 1. Seniority of the Associate Justices shall be assigned prior to sending the appointments to the
1010 LSC.
1011 C. Nothing in this section shall be construed to mean that the Court may operate with less than three
1012 sitting Justices.
1013 D. Members of the Court of Review shall not serve on any GPSA standing committee.

1014 Section 8. Pro Tempore Justice Appointments

- 1015 A. In the event that one or more Justice(s) announce recusal from any proceeding, or in the event
1016 that any Justice is the subject of an impeachment proceeding before Council, the Chief Justice
1017 shall notify the President and Council Chair of such an occurrence within three (3) academic
1018 days of receiving written notification of a Justice's recusal.
1019 B. Within three (3) academic days of receipt of such notification from the Chief Justice, the
1020 President shall recommend a Pro Tempore Justice to Council.
1021 C. Within three (3) academic days of receiving the President's recommendation, the Council Chair
1022 shall schedule a Special Meeting of Council in accordance with TPNR in order to consider the
1023 President's recommendation.
1024 D. Following recusal, a Pro Tempore Justice must be approved by Council within twenty (20)
1025 academic days of receipt of notice from the Chief Justice that a Justice has announced recusal
1026 from a proceeding before the Court.
1027 E. The Chief Justice shall stay the effected proceeding(s), informing all parties of the stay, until
1028 such time as:
1029 1. the President has recommended to Council a Pro Tempore replacement for each recused
1030 Justice, and Council has approved that recommendation;
1031 2. the Pro Tempore Justice has taken the Judicial Oath of Office; and
1032 3. an affidavit attesting to the Pro Tempore Justice's authority has been filed.
1033 F. All Pro Tempore Justice appointments, once made, shall expire upon the termination of the
1034 matter before the Court. For the purposes of this section, "termination" means any final ruling by
1035 the Court of the matter before it, including dismissal for any reason as well as a determination of
1036 the matter on its merits.
1037 G. With the exception of those cases in which a Justice has announced recusal because
1038 impeachment proceedings have been brought against the Justice, the appointment of a Pro
1039 Tempore Justice shall not limit the recused Justice's authority to hear other matters before the
1040 Court.

1041 Section 9. Additional Duties Required

- 1042 A. General Duties of the Court
1043 1. The Court shall conduct monthly meetings throughout each semester.
1044 2. The Chief Justice shall preside at all meetings of the Court, or be responsible for assigning a
1045 Justice to preside when the Chief Justice cannot attend or has announced recusal.
1046 3. The Chief Justice is responsible for publishing all rulings and decisions of the Student Court
1047 within eleven (11) academic days of decision.
1048 B. Advice to the President, Elections Chair, or Council as requested
1049 1. The President, Elections Chair, or Council may seek the advice of the Court for any matter,
1050 including, but not limited to, the constitutionality of any provision of the GPSA Bylaws,
1051 codes or rules, or the constitutionality of any act of any GPSA officer or member acting on
1052 GPSA's behalf.

- 1053 2. The President or Elections Chair may request the advice of the Court by submitting a
1054 question in writing to the Court with a copy to the Council Chair.
1055 3. Council may request the advice of the Court upon a majority vote of the Representatives
1056 present at any regular or special meeting where a quorum is present. The question shall be
1057 submitted to the Court in writing with a copy to the President.
1058 4. When advice of the Court is sought, the Court may follow procedures it determines in its
1059 discretion that are suitable to effectively research and address the question presented. The
1060 Court may ask the presenter of the question for clarification of the issue.
1061 5. The Court may determine that the question presented is beyond the scope of the Court's
1062 authority, in which case it shall so inform the President and Council Chair of such a
1063 determination.
1064 6. In any event, the Court shall issue a written Advisory Opinion to the President and Council
1065 chair within twenty (20) academic days of receipt of the written question.
- 1066 C. Appellate Procedure
1067 1. Jurisdiction
1068 a. The Court shall determine if it has personal jurisdiction over all parties in hearings
1069 before the Court, whether under the Court's original or appellate jurisdiction.
1070 b. Should the Court determine it does not have jurisdiction over a particular party for any
1071 reason, the Court shall dismiss the action without reaching the merits.
1072 c. This section does not apply to the Court's proceedings when it has been asked to issue
1073 an Advisory Opinion.
1074 2. Hearing Procedures and Informal Dispute Resolution:
1075 a. The GPSA Court of Review encourages disputants to resolve their disputes outside of
1076 this Court. This Court is available to assist in informal proceedings should both parties
1077 consent to such dispute resolution. Procedures for informal dispute resolution are to be
1078 determined by the Court.
1079 b. Parties wishing to seek resolution to their dispute in a more formal setting may bring an
1080 action before the Court by following the established Hearing Procedures.
1081 3. Complaint Limitations Period
1082 a. In general, all actions alleging violations of the GPSA Constitution or Bylaws must be
1083 brought within twenty (20) academic days from the date of the alleged infraction.
1084 However, if the Plaintiff is unaware of the alleged infraction at the time it occurs, the
1085 Plaintiff must file the claim within eight (8) academic days from the day on which the
1086 Plaintiff learned, or should have learned, of the infraction.
1087 b. Any challenge to any action on the grounds that it has been brought after the applicable
1088 Complaint Limitations Period has run is a matter to be resolved by the Court of
1089 Review.
1090 c. Extensions of the Complaint Limitations Period may be granted only to accommodate
1091 events deemed emergencies by the Court or for other equitable reasons as determined
1092 by the Court.
1093 4. Complaint
1094 a. All matters that are not Advisory Opinion Proceedings shall be brought before the
1095 Court upon completion of a Complaint form by the Plaintiff, filed with the Court in the
1096 GPSA Office within the applicable limitations period.
1097 b. The Complaint form may be obtained from the GPSA Office.

- c. The Plaintiff shall serve a true and correct copy of the Complaint to any and all Defendants no more than three (3) academic days after submitting a Complaint to the Court. Service of the Complaint may be made in person, by hand delivery, by first-class mail, or any other method by which the Plaintiff reasonably believes the Defendant should receive the Complaint.
- d. The Court has six (6) academic days to review the Complaint and determine if it is within the Court's jurisdiction as defined in the GPSA Constitution and Bylaws, and whether all information required by the Complaint form has been submitted and is fully completed.
- e. If corrections are required, the Plaintiff has three (3) academic days in which to make any corrections, additions, revisions, etc., and submit an amended Complaint to the Court. The Court may grant extensions to any Plaintiff when justice so requires.
- f. The Plaintiff shall serve a true and correct copy of the amended Complaint on any and all Defendants within three (3) academic days of its submission to the Court. Service of the amended Complaint may be made in person, by hand delivery, by first-class mail, or any other method by which the Plaintiff reasonably believes the Defendant should receive the amended Complaint.
- g. The Court will dismiss without prejudice any Complaint over which it lacks jurisdiction. The Court reserves the right to dismiss any Complaint on the grounds that the amended Complaint is incomplete and/or the time for submitting corrections has expired.

5. Answer

- a. The Answer form may be obtained from the GPSA Office.
- b. On or before the fifth (5th) academic day following receipt of the Complaint (or amended Complaint), the Defendant(s) must file a completed Answer on the Court's Answer form with the Court.
- c. The Defendant shall serve a true and correct copy of the Answer on any and all Plaintiffs within three (3) academic days of its submission to the Court. Service of the Answer may be made in person, by hand delivery, by first-class mail, or any other method by which the Defendant reasonably believes the Plaintiffs should receive the Answer.
- d. If the Court determines that the Answer form is incomplete or inaccurate, it shall be returned to the Defendant(s) who shall have three (3) academic days in which to amend the Answer form and re-submit it to the Court.
- e. The Defendant shall serve a true and correct copy of the amended Answer on any and all Plaintiffs within three (3) academic days of its submission to the Court. Service of the amended Answer may be made in person, by hand delivery, by first-class mail, or any other method by which the Defendant reasonably believes the Plaintiffs should receive the amended Answer.

6. Pre-Hearing Guidelines

- a. The Court has three (3) academic days from receipt of the Answer (or amended Answer) in which to schedule a Hearing if the Court finds the case to be within the Court's jurisdiction.
- b. The Hearing shall be scheduled no later than seven (7) academic days from the date of the Court's receipt of the Defendant's Answer or final amended Answer, unless the matter is stayed by the Chief Justice because a Justice has announced recusal, in which

1144 case a hearing shall be scheduled no later than seven (7) academic days after a Pro
1145 Tempore Justice has been appointed, approved, and assumed the Judicial Oath of
1146 Office.

- 1147 c. Extensions of the time allotted for submission of the Complaint (or amended
1148 Complaint), the Answer (or amended Answer), and/or scheduling of a hearing must be
1149 granted when justice so requires.

1150 7. Witnesses and Evidence

- 1151 a. Parties are responsible for gathering and presenting evidence and other testimony,
1152 including calling any relevant witnesses to support their case.
1153 b. Should a party be unable to find or to convince a witness to testify at the hearing, or
1154 should a party be unable to access evidence that is critical to its case after reasonable
1155 diligence in attempting to secure such witness or evidence, it may inform the Court.
1156 The Court may, in its discretion, postpone the hearing or take other remedial measures
1157 to allow the party to gather evidence necessary to its case in the interest of justice and
1158 fairness.

1159 8. Hearing Procedures

- 1160 a. The Plaintiff(s), followed by the Defendant(s), shall present Opening Statements,
1161 which shall be no more than ten (10) minutes in length per party.
1162 b. The Court may ask questions of either party, if clarification is needed.
1163 c. Witnesses for both the Plaintiff(s) and Defendant(s) shall present their evidence and/or
1164 testimony. Parties shall have an opportunity to question each witness subject to the
1165 restrictions of the Court. The Court may also question the witnesses, if necessary.
1166 d. The Court reserves the right to recall any Plaintiff(s), Defendant(s), and/or Witness (es)
1167 at any time during the hearing.
1168 e. The Plaintiff(s) and the Defendant(s) shall be asked if they would like to make Closing
1169 Statements, and if they so desire, they shall be given no more than ten (10) minutes per
1170 party for a closing statement.
1171 f. The Court shall then recess to deliberate in a closed portion of a meeting.
1172 g. The Court shall issue a decision no later than fourteen (14) calendar days following the
1173 Hearing.

1174 9. Hearing Guidelines

- 1175 a. All Hearing proceedings must be audio recorded.
1176 b. The Court shall be allowed to recess at any time, for any reason.
1177 c. The Court may, in its discretion, admonish any Witness or party whose testimony or
1178 behavior is inconsistent or harmful to the process of justice.
1179 d. Consistent with these Procedures, the time allowed for Plaintiff(s), Defendant(s), and
1180 Witness Statements shall be decided by the Court at the beginning of the Hearing.
1181 e. Plaintiff(s) and/or Defendant(s) have the right to appear with an advisor at the Hearing.
1182 The advisor may be, but is not required to be, an attorney. However, the Plaintiff(s) and
1183 Defendant(s) are responsible for presenting their cases in their entirety. Advisors are
1184 therefore not permitted to speak or participate directly in any Hearing.
1185 f. Circumstances not described above will be resolved at the discretion of the Court.

1186 10. Procedure Guidelines

- 1187 a. Whenever a party is required to do some act (e.g., submit a Complaint, answer a
1188 Complaint, etc.), the time for compliance begins to run on the day that the party

- 1189 receives notice of the need to act. If notice is sent by mail, receipt thereof shall be
- 1190 presumed three (3) calendar days after the notice is mailed.
- 1191 b. After submission of a Complaint, it shall be kept confidential until the Defendant(s)
- 1192 have been properly served with the Complaint or amended Complaint. Once the
- 1193 Defendant(s) receive, or are presumed to have received notice, the Complaint and other
- 1194 Court records pertaining to the case shall be open to scrutiny, in compliance with the
- 1195 Family Educational Rights and Privacy Act.
- 1196 c. Circumstances not described above may be resolved at the discretion of the Court.
- 1197 11. Procedure for Charging a GPSA Official with Misconduct
- 1198 a. Allegations for charging the President, Council Chair, Council Representative, Chief
- 1199 Justice, Associate Justice, or other GPSA officer with official misconduct shall be
- 1200 made on an official Complaint form.
- 1201 b. Such Complaints, once filed, must be adjudicated by the Court of Review and are not
- 1202 subject to informal dispute resolution.
- 1203 c. Hearing Procedures for allegations of official misconduct shall be the same as those for
- 1204 any other Hearing as stated herein.
- 1205 12. Fairness and Justice
- 1206 a. If the Court finds that any particular procedure should be amended in the interest of
- 1207 fairness and justice, the Court may amend or modify the Hearing Procedures so long as
- 1208 due process is afforded both parties.
- 1209 13. Further Appeal:
- 1210 a. With respect to the actions of the GPSA, the decision of the Court of Review shall be
- 1211 final.
- 1212 b. Nothing in the GPSA Constitution or Bylaws shall be construed as an attempt to limit
- 1213 any person's or party's rights under other applicable laws.

1214 VII. Finance Code

1215 Section 1. Committees

- 1216 A. Executive Finance Committee (EFC)
- 1217 1. As an extension of the Executive Branch, the EFC shall serve in an administrative capacity to
- 1218 ensure and facilitate proper financial distribution to, and budget compliance from, those
- 1219 entities which receive GPSA funding both directly and indirectly from the GPSA General
- 1220 Fund.
- 1221 2. Once funding allocation legislation is passed, the EFC shall administer the allocation's
- 1222 distribution and regulation.
- 1223 3. The EFC shall meet as determined by the President and EFC Chair.
- 1224 4. Emergency meetings may be called at the discretion of the EFC Chair.
- 1225 5. The LFC Chair or Chair's designee may serve as an ex-officio non-voting member of the
- 1226 EFC.
- 1227 B. Legislative Finance Committee (LFC)
- 1228 1. As an extension of the Legislative Branch, the LFC shall serve as an oversight body for
- 1229 GPSA financial allocations from the General Fund.
- 1230 2. The LFC shall oversee the legislative process of financial review and allocation, including
- 1231 the examination and review of funding requests.

- 1232 3. The LFC shall meet monthly after the first regularly scheduled Council meeting of the fall
1233 semester until the end of the spring semester; an exception may be made for the month of
1234 December, where the Council Chair and LFC Chair may decide not to have an LFC meeting
1235 due to time restrictions.
1236 4. Emergency meetings may be called at the discretion of the LFC Chair, Council Chair, or by
1237 vote of the Council.
1238 5. The EFC Chair or EFC Chair's designee may serve as an ex-officio non-voting member of
1239 the LFC.

1240 Section 2. General Fund

1241 A. Eligibility and Restrictions

- 1242 1. Allocations from the General Fund shall only be used to fund chartered student
1243 organizations, GPSA Decision Making Bodies, and applicable service entities of the
1244 University as dictated by the GPSA Constitution.
1245 a. The GPSA grant allocations are appropriated through the Grants Committee and are
1246 not restricted by this stipulation.
1247 b. Executive Committees may be allocated funding that can be further distributed to
1248 students, chartered student organizations, or other groups without stipulation from this
1249 Finance Code.
1250 2. All allocations must be spent through an account with SGAO.
1251 3. GPSA shall base all funding considerations on the merits of the application and no request
1252 shall be entitled or disfavored based on any biases.
1253 4. In addition to spending mandated by the GPSA's Constitution;
1254 a. No less than five thousand dollars (\$5,000) shall be allocated to the Student Research
1255 Allocation Committee Endowment Fund and five thousand dollars (\$5,000) to the
1256 Specialized Travel Endowment Fund.
1257 b. Not more than ten percent (10%) of the total GPSA annual budget shall be allocated to
1258 all GPSA standing committees.
1259 i. This shall not include the percentage of the budget allocated to the Grants
1260 Committee which, as mandated by the Constitution, is excluded from this
1261 restriction.

1262 Section 3. Annual Budget

1263 A. Annual Budget

- 1264 1. The EFC shall administer the adopted GPSA annual budget in accordance with GPSA
1265 Constitution and Bylaws and any stipulations dictated within the budget.
1266 a. As administrators of the budget, the EFC should facilitate communication between
1267 entities which received funding with efforts to assist in the disbursement and
1268 expenditure of GPSA funds and applicable stipulations under the respective allocation.
1269 2. The LFC and Council shall have direct oversight of all monies disbursed through GPSA in
1270 the annual budget process by overseeing the allocation process and the annual budget
1271 hearings.
1272 3. All budgets must be based upon projected anticipated revenue for the upcoming fiscal year.
1273 4. The GPSA annual budget process is only applicable to chartered student organizations, UNM
1274 service entities, and GPSA Decision Making Bodies.

- 1275 5. All funds distributed through the budget process and not used by the end of the fiscal year in
1276 which they were allocated for shall revert to the GPSA General Fund unless otherwise
1277 stipulated by the GPSA Constitution and Bylaws or direction by Council.

1278 B. Annual Budget Process

1279 1. Purpose and Authority

- 1280 a. The GPSA budget process streamlines the allocation of GPSA fees to organizations
1281 that serve and benefit the graduate and professional student body of the University.
1282 b. The budget process is overseen by Council and the LFC, passed by Council, and
1283 approved by the President, with the final budget administered by the EFC.
1284 c. The LFC shall create and follow a budget process and, with the consent of Council, has
1285 authority to modify such procedure insofar as not violating the GPSA Constitution and
1286 Bylaws.
1287 d. The EFC shall administer the budget under the direction of the President so long as not
1288 to conflict with any GPSA Constitution and Bylaws or stipulations within the budget.

1289 2. Timeline

- 1290 a. By the end of the first (1st) academic week of the spring semester, the LFC, with
1291 consultation of the EFC, shall have decided upon the timeline and procedures of the
1292 annual budget process (i.e. workshops, deadlines, hearing dates, and hearing format).
1293 The LFC Chair shall coordinate with the EFC Chair to ensure that the concerns and
1294 requests of the Executive Branch are addressed in the application and budget process.
1295 All relevant information shall be available through the GPSA Office.
1296 b. Budget workshops are to be held before the end of the fourth (4th) academic week of
1297 the spring semester.
1298 c. Budgets applications must be submitted to the GPSA Office no later than 5:00 p.m. on
1299 the fifth (5th) Friday of the spring semester.
1300 d. The EFC should formulate a budget recommendation to submit to the LFC considering
1301 the current fiscal year expenditures and GPSA funding priorities within the Executive
1302 Branch.
1303 i. The EFC should aim to provide general information on both the current and
1304 proposed budget cycle which supplements the information gained through the
1305 individual hearings conducted in the annual budget process.
1306 e. The LFC shall present a final and balanced budget to Council by the March Council
1307 Meeting.
1308 f. A finalized budget must be passed by the first (1st) Friday in April.

1309 C. Annual Budget Workshops

- 1310 1. A minimum of two (2) GPSA budget workshops must be held during the spring semester; the
1311 LFC Chair shall be responsible for the workshops.
1312 a. The budget workshops must be advertised via the Daily Lobo, GPSA website, GPSA
1313 electronic mailing list, and other appropriate mean of notification at least two (2)
1314 academic days before the first (1st) workshop of the spring semester.
1315 2. GPSA annual budget applications must be available and presented at each workshop by the
1316 LFC or EFC Chair or their designee with the guidance of SGAO. Budget packets must
1317 provide all necessary procedures and information, including the budget hearings schedule,
1318 for a group to follow to submit a complete budget application.

1319 3. All organizations, groups, or other entities requesting funding through the budget process
1320 must attend a GPSA budget workshop during the semester in which the group applies for
1321 funding.

1322 a. Failure to attend a budget workshop may result in ineligibility for consideration for
1323 funding in the current budget process.

1324 b. At least one (1) of the representatives attending the budget workshop must be a
1325 graduate or professional student of the group submitting a budget request.

1326 D. Applications

1327 1. All groups requesting funding through the budget process must submit a budget application.

1328 2. All applications must adhere to SGAO guidelines and standing rules set forth by the LFC and
1329 published within the budget packet.

1330 3. The LFC, in consultation with the GPSA Office, staff, and volunteers and the EFC, shall
1331 determine the acceptable method of submitting budget applications. This method shall be
1332 clearly defined in the budget packet.

1333 E. Budget Hearings

1334 1. The LFC shall, in consultation with the Council Chair and EFC, determine the times and
1335 locations of the budget hearings. This information shall be posted in the GPSA Office,
1336 SGAO, and any other locations deemed necessary by the LFC and EFC Chairs and in
1337 accordance with TPNR.

1338 2. All groups that submitted a completed budget application shall be contacted within five (5)
1339 academic days from the application deadline with notification of the hearing schedule. The
1340 LFC Chair may attempt to accommodate requests for hearing times and changes to the
1341 hearing schedule, but it is ultimately each group's responsibility to attend a hearing at their
1342 scheduled time.

1343 3. Each group at their respective hearing time shall have an allotted speaking time to present
1344 their budget request. The LFC shall then have the opportunity to ask questions to the group
1345 and to review the request. The process and procedure of budget presentations must be
1346 included in the budget packet.

1347 4. At least one (1) GPSA member should be in attendance at the hearing on behalf of the
1348 organization requesting funding.

1349 5. If a group considered new or inactive fails to attend a scheduled budget hearing the group
1350 shall be limited to three hundred fifty dollars (\$350).

1351 6. The LFC has full discretion to reduce funding requests further if necessary or appropriate.

1352 7. A group that attends neither a budget workshop nor a budget hearing shall be disqualified
1353 from the budget process.

1354 8. The LFC shall have the authority to amend or reduce any line-item request or budget request
1355 in order to create a balanced budget. These adjustments may be made during budget hearings
1356 or in Committee deliberations without the presence of the respective group.

1357 9. The LFC or LFC Chair shall meet with the EFC or EFC Chair before the conclusion of
1358 deliberations and creation of a balanced budget to address additional concerns from the
1359 Executive Branch.

1360 F. Final Approval

1361 1. The LFC shall forward a balanced budget to Council after all budget hearings and any
1362 necessary deliberations have taken place. The LFC Chair shall present the recommendations
1363 to Council in a report that includes all groups that requested funding with each requested
1364 amount and any amendments made by the LFC.

- 1365 2. Council must pass the budget with a majority vote.
1366 3. Approved budgets shall become available at the beginning of the fiscal year as dictated by
1367 SGAO.

1368 G. Funding Priorities

- 1369 1. Funding shall be considered on the merits of each application as demonstrated through the
1370 budget process. Consideration should include, but is not limited to: purpose of the
1371 organization, population served, history of service, public relations, quality of application,
1372 and the necessity and use of GPSA funding.
1373 2. Budget recommendations from the EFC should be given deference by the LFC when
1374 considering budget requests.

1375 H. Budget Limitations

- 1376 1. Groups that are not GPSA Decision Making Bodies may not receive budget funding greater
1377 than three thousand dollars (\$3,000).
1378 2. New and Inactive Groups, classified as groups that have not participated in a GPSA budget
1379 process within the past two (2) years, may not receive funding greater than five hundred
1380 dollars (\$500).

1381 Section 4. Pro-Rated Benefits (PB) Fund

- 1382 A. The EFC shall administer the disbursement of PB Funds.
1383 B. The process to receive PB Funds must be available through the GPSA Office and any additional
1384 means as determined by the EFC.
1385 C. In order to receive pro-rated benefits, each RDSA must apply through GPSA each semester.
1386 1. An RDSA may receive unallocated PB Funds from the fall semester if a proper request is
1387 made the subsequent spring semester.
1388 D. Based on the Enrollment Report provided by the University, which indicates the number of
1389 graduate or professional students enrolled in each program, department, school, or college, ~~the~~
1390 ~~RDSA's account on file with~~ SGAO will ~~be credited at a per capita rate. [V. 3. E.]~~ credit the
1391 proper account on file.
1392 E. Any RDSA has the right to appeal the Enrollment Report provided by the University. Appeals
1393 shall be presented in writing to the EFC Chair. Appeals shall entail a name-by-name count of the
1394 department's GPSA Members and a comparison with the University's records.

1395 Section 5. Appropriations

- 1396 A. Appropriations
1397 1. GPSA appropriation requests shall be overseen by the LFC, passed by Council, approved by
1398 the President, and administered by the EFC.
1399 2. All appropriation requests shall be submitted to the LFC Chair. The LFC Chair shall forward
1400 all requests to the EFC Chair within one (1) academic day of receipt.
1401 3. The EFC may make recommendations to the LFC on appropriation requests by means of
1402 inter-branch memorandum, public comment during the LFC meeting, or in another manner
1403 approved by the LFC Chair so long as not to conflict with GPSA Constitution, Bylaws, and
1404 resolutions passed in the current session. Recommendations are solely persuasive and shall
1405 not bind the LFC in any way.
1406 4. Each Executive Committee shall be considered an individual group request as well as each
1407 GPSA Decision Making Body which has its own SGAO account.

- 1408 5- Individual graduate and professional students, chartered student organizations and GPSA
1409 Committees shall be eligible for appropriation funding.

1410 Section 6. Revisions

- 1411 A. Groups may submit a request to make line-item transfers of GPSA funds within their budget.
1412 B. All requests must be submitted to SGAO for review before they may be considered.
1413 C. A revision must be approved by consent of both the LFC and EFC Chairs.
1414 1. In the event of division over the approval of the revision, the Council Chair shall be
1415 consulted and decide the division.
1416 2. When Council is not in session, the President and the Council Chair shall be responsible for
1417 approving revisions and the Grants Chair shall be consulted and decide the division.

1418 Section 7. Disbursement

- 1419 A. The EFC shall administer the disbursement of GPSA funds once allocations have been approved
1420 by Council.
1421 B. Allocation funding will be available for disbursement once it is processed by SGAO.
1422 C. All funding allocations must follow the rules and guidelines set forth by SGAO. Groups
1423 allocated GPSA funding shall be responsible for ensuring that they are in compliance with these
1424 policies.
1425 D. Monies allocated by GPSA shall be limited to line-item provisions as stipulated by the approved
1426 funding request.
1427 E. The EFC, in administering GPSA allocations, should make concerted efforts to communicate
1428 with GPSA entities and organizations receiving GPSA funding in order to facilitate cooperation
1429 and ensure compliance with any applicable rules or stipulations that are coupled with the
1430 funding.

1431 Section 8. Financial Enjoinment

- 1432 A. Failure to adhere to the GPSA Constitution and Bylaws, applicable stipulations attached to
1433 funding allocations, SGAO guidelines, or University policy may result in an enjoinment of
1434 spending privileges of GPSA funding until the violation has been corrected.
1435 B. An action of enjoinment must be presented to the LFC for a recommendation before it may be
1436 considered by Council.
1437 C. The LFC Chair shall report to Council on the proposed enjoinment and the group at question
1438 shall be allotted a ~~two-five (52)~~ minute speaking privilege as a rebuttal.
1439 D. A two-thirds (2/3) vote of Council is necessary for approval of an enjoinment of the group's
1440 GPSA funds.
1441 E. The Council Chair must notify the enjoined group no later than five (5) academic days after
1442 action by Council. The Council Chair must notify the EFC Chair of an enjoinment no later than
1443 two (2) academic days after action by Council.
1444 1. Notification shall be sent to the officers email addresses on file in SGAO.
1445 2. Such notification shall include the reason for the action as well as the actions required of the
1446 group for funding to be resumed in a timely fashion.
1447 3. Funds enjoined for the remainder of the fiscal year will revert to the GPSA General Fund.
1448 F. Acts of Financial Enjoinment may be appealed to the Court of Review. The appeal must be filed
1449 within four (4) calendar weeks from the act of enjoinment by Council.

1450 VIII. Grants Code

1451 Section 1. Student Research and Allocations Committee (SRACGPSA RESEARCH GRANT) and
1452 Specialized Travel (STProfessional Development -GrantsGrants)

1453 A. Funding History

- 1454 1. The STProfessional Development -GrantGrant and its quasi-endowment were established in
1455 2004 with \$220,000 from the UNM Provost's office.
- 1456 2. The SRACGPSA RESEARCH -GrantGrant and its quasi-endowment were established in
1457 1996 with \$14,000 in student fees and \$14,000 from the UNM Provost's office as requested
1458 by the GPSA.
- 1459 3. The quasi-endowments are held by a University foundation on behalf of GPSA. Each year
1460 the spending allowance from the endowments funds grant activity.
- 1461 4. Additional SRACGPSA RESEARCH GRANT and STProfessional Development Grant
1462 funding may be determined through the annual budget process and augmented by
1463 appropriations from Council.

1464 B. Activities Funded

- 1465 1. The SRACGPSA RESEARCH GRANT grant funds the development and dissemination of
1466 research including travel for research-related purposes. SRACGPSA RESEARCH GRANT
1467 will also fund any travel or supply expenses incurred in the development or dissemination of
1468 original work.
 - 1469 a. Acceptable SRACGPSA RESEARCH GRANT costs include:
 - 1470 i. Software not available in UNM computer pods or to which the student does not
1471 have free access.
 - 1472 ii. Airfare, registration, hotel, shuttle fees, taxi fares, presentation materials and per
1473 diem in accordance with UNM policy. Travel must be outside of Albuquerque.
1474 Current policy and mileage rates can be found in the University Business
1475 Policies and Procedures Manual, Policy 4030.
 - 1476 iii. Supplies, consumables and printing costs necessary for development and
1477 dissemination of research and not readily supplied by the applicant's
1478 department.
 - 1479 b. Unacceptable SRACGPSA RESEARCH GRANT costs include:
 - 1480 i. Salaries, tuition or binding.
 - 1481 ii. Organization fees or conference social functions.
 - 1482 iii. Travel, room or board for any event whose purpose is not the development or
1483 dissemination of student's research.
- 1484 2. The STProfessional Development -grantGrant funds travel expenses that further the
1485 professional and career development of students.
 - 1486 a. Acceptable STProfessional Development Grant costs include:
 - 1487 i. Travel costs to interviews, clinicals, workshops, job fairs, auditions, mock trials
1488 and other career or professional events where the student is not presenting or
1489 conducting research. Costs can include airfare, registration costs, hotel, shuttle
1490 fees, taxi fares, presentation materials and per diem in accordance with UNM
1491 policy. Travel must be outside of Albuquerque. Current policy and mileage rates
1492 can be found in the University Business Policies and Procedures Manual, Policy
1493 4030.
 - 1494 b. Unacceptable STProfessional Development Grant costs include:

1495 i. Travel to present research.

1496 ii. Any activity that could be funded by SRACGPSA RESEARCH GRANT.

1497 C. Amount of Funding

1498 1. SRACGPSA RESEARCH Grant Grants can fund up to \$500 per student per year.

1499 2. STProfessional Development Grant Grants can fund up to \$500 per student per year.

1500 3. A year refers to the period between June 1 and May 31.

1501 4. See [Bylaws VIII.Section 1.E.8~~VIII.Section 1.E.8~~VIII.Section 1.E.6] for activity funding
1502 periods and see [Bylaws VIII.Section 1.D.1]. for application submission deadlines.

1503 D. Deadlines

1504 1. The deadline for submission of applications will be noon (12 p.m.) on the fifth (5th) Friday
1505 of the fall and spring semesters and noon (12 p.m.) of the second (2nd) Friday of the summer
1506 semester. No late applications will be accepted. In the event of unforeseen or extraordinary
1507 circumstances, the SRACGPSA RESEARCH GRANT/STProfessional Development Grant
1508 Chair may establish a new application deadline. Notice of any change to the deadline shall be
1509 posted in accordance with Public Notice Requirements.

1510 2. Awarded funds must be claimed within ninety (90) days of the award notification. Otherwise
1511 funds will revert back to the committee to disseminate in the next funding cycle [Bylaws
1512 VIII.Section 1.N.1].

1513 3. Appeals of award decisions must occur within twenty-one (21) calendar days of the letter of
1514 notification [Bylaws VIII.Section 1.M.1].

1515 E. Applicant Eligibility

1516 1. Only GPSA members may receive grant funding.

1517 2. SRACGrants Chairs/ST chairs, committee members and grant readers are ineligible to apply
1518 for any grants. ~~that they help score~~. However, an SRACGPSA RESEARCH GRANT reader
1519 may apply for a STProfessional Development grant and vice versa.

1520 3. Grants Committee members must notify Grants Chairs when they apply for a grant.

1521 ~~2-4.~~ A GPSA Research Grant reader may apply for a Professional Development Grant and vice
1522 versa.

1523 ~~3-5.~~ An applicant may submit only one application per semester for each grant.

1524 ~~4-6.~~ Each application may be made for one allowable event or activity.

1525 ~~5-7.~~ An applicant is only eligible for the remaining amount of funding for SRACGPSA
1526 RESEARCH GRANT or STProfessional Development Grant if the applicant has not yet been
1527 awarded the full amount in section [Bylaws VIII.Section 1.C]. of SRACGPSA RESEARCH
1528 GRANT or STProfessional Development Grant funding per year. Per year means per
1529 summer-fall-spring funding cycle.

1530 ~~6-8.~~ The event or activity for which funds are sought must occur within the next, current or
1531 previous funding period.

1532 a. The fall funding period is from August 15 to December 31.

1533 b. The spring funding period is from January 1 to May 31.

1534 c. The summer funding period is from June 1 to August 14.

1535 F. Application Requirements

1536 1. Applications must be submitted before the deadline, according to the deadlines in section
1537 [Bylaws VIII.Section 1.D].

1538 2. Applications must be for activities taking place in the current, previous or next funding
1539 period, according to section [Bylaws VIII.Section 1.E.8~~VIII.Section 1.E.8~~VIII.Section
1540 1.E.6].

- 1541 3. Submission must occur through the online application system. The Grants Chair(s) must
1542 accommodate students with circumstances that prevent or prohibit their use of the online
1543 system. If a method of accommodation for circumstances not concerning disabilities cannot
1544 be agreed upon by the applicant and the chair, the applicant can appeal [Bylaws VIII.Section
1545 1.M]. Students with disabilities will be accommodated through recommendations by the
1546 Accessibility Resource Center.
- 1547 4. Applications must be the original words of the student and not the words of any other person.
1548 If an applicant uses another person's words then they must be in quotation marks. Unquoted
1549 words in a proposal are expected to be the applicant's own, original writing.
- 1550 5. A complete [SRACGPSA RESEARCH GRANT/STP Professional Development Grant](#)
1551 application includes
- 1552 a. The completed HTML fields of the online [SRACGPSA RESEARCH](#)
1553 [GRANT/STP Professional Development Grant](#) application
 - 1554 b. An activity proposal submitted through the online system and not to exceed seven
1555 hundred (700) words.
 - 1556 c. An activity budget submitted through the online system.
 - 1557 d. A letter of recommendation through the online system.
- 1558 6. No materials besides those listed in [Bylaws VIII.Section 1.F.5] shall be accepted.
- 1559 7. Applications must adhere to the online instructions.
- 1560 8. At the discretion of the [SRACGPSA RESEARCH GRANT/STP Professional Development](#)
1561 [Grant](#) Chair, applications may not be read if the requirements outlined in [Bylaws
1562 VIII.Section 1.F] are not met. The applicant may always appeal [Bylaws VIII.Section 1.M]
- 1563 G. Applicant Workshops and Outreach
- 1564 1. The Grants Committee must conduct at least two (2) applicant workshops for each funding
1565 cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
 - 1566 2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website.
1567 The committee may post updates to this curriculum.
 - 1568 3. The Grants Committee will make a good faith attempt to contact departments without a
1569 single successful applicant from the previous year to advertise the grants and offer
1570 departmental workshops. These outreach efforts and results will be included in an April
1571 report to Council.
 - 1572 4. The Grants Committee will advertise the available grants at least twenty-one (21) calendar
1573 days before the deadlines on the GPSA website and electronic mailing list. Other
1574 advertisement is encouraged.
- 1575 H. Application Readers
- 1576 1. Readers of grants must be GPSA members.
 - 1577 2. Readers cannot read for any grant for which they have also applied in the same semester.
 - 1578 3. Readers will be compensated for their work with a stipend.
 - 1579 4. Readers must attend a training once in each June 1 to May 31 cycle before reading
1580 applications. The Grants Chair may require re-training at their discretion. The Grants Chair
1581 shall follow training curriculum guidelines on the GPSA website. The committee may make
1582 updates to this curriculum.
 - 1583 5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic
1584 mailing list.
- 1585 I. Application Scoring
- 1586 1. The application will be read and scored by three (3) readers.

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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 five (5) 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. Quantitative - Methodologically and/or theoretically based in measurable, numerical, and/or empirical information, data, and/or phenomena.
 - b. Qualitative - Methodologically and/or theoretically based in describing and investigating phenomena via various methods. It is context-specific and fundamentally interpretive.
 - c. Critical - Theoretically based in interrogating and contesting power dynamics. It is often invested in researching and accounting for histories and enduring practices of oppression and resistance.
 - d. Creative - Engages in performative and/or artistic processes and/or products.
 - e. Applied - Implies the acquisition and/or development of professional or vocational skills.
 4. Changes to scoring criteria beyond those required in the Bylaws must be approved by a two-thirds (2/3) vote of the Grants Committee. Applications shall be scored according to the criteria online which are posted one month prior to the application deadlines.
 5. The scoring criteria categories and minimum weighting for SRACGPSA RESEARCH GRANT/STP Professional Development Grant must include:
 - a. Technical merit: twenty percent (20%)
 - b. Proposal composition: twenty percent (20%)
 - c. Benefits: thirty-five percent (35%)
 - d. Budget: twenty percent (20%)
 6. Raw scores of the readers will be normalized by multiplying by the average of all reader scores and dividing by the average of the individual reader's scores.
 7. When the difference between the high and low normalized scores for an application exceeds twenty-five percent (25%) of the total possible score, two (2) additional readers will evaluate the proposal. From these five (5) normalized scores, the highest and lowest will be dropped, and the three (3) remaining scores will be accepted regardless of the spread between them.
- J. Application Funding Procedure
1. Funds shall be allocated in percentages according to the semester totals from the averages of the previous year. For example, if there were two hundred fifty (250) applications in the previous year, with fifty (50) applications for the summer and one hundred (100) each for the fall and spring, then funds should be allocated as twenty percent (20%), forty percent (40%), forty percent (40%) of the anticipated grants money. Furthermore, the Grants Chair(s) shall set aside monies from the semester funds to be able to afford accepting one (1) appeal in the summer or two (2) appeals in each the fall and spring. If appeals are not granted, this money will roll over into the next funding cycle.
 2. For SRACGPSA RESEARCH GRANT, from the total amount of money for the funding cycle, outlined in [Bylaws VIII.Section 1.J.1], the committee shall award funds according to the rank ordering of normalized [Bylaws VIII.Section 1.I.6] scores.
 - a. The top twenty percent (20%) of SRACGPSA RESEARCH GRANT applications will be eligible for full funding of the amount requested, up to the maximum in [Bylaws VIII.Section 1.C].

- b. The second (2nd) twenty percent (20%) will be eligible for eighty percent (80%) of the amount requested.
- c. The next ten percent (10%) will be eligible for sixty percent (60%) of the amount requested.
- d. The lower fifty percent (50%) will not be eligible for funding.
- e. If funds are not available to award all the eligible applications as outlined above, awards will be made to the highest ranked proposals until all money has been exhausted, excepting money withheld to fund appeals, as provided in [Bylaws VIII.Section 1.J.1] Alternatively, additional money may be sought from Council by the Grants Chair(s).
- f. Remaining funds shall remain in the endowment.

- 3. For STProfessional Development Grant, from the total amount of money for the funding cycle outlined in [Bylaws VIII.Section 1.J.1], the committee shall award one hundred percent (100%) of the requested funds according to the rank ordering of normalized [Bylaws VIII.Section 1.I.6] scores until all money has been exhausted, excepting money withheld to fund appeals, as provided in section [Bylaws VIII.Section 1.J.1]Alternatively, additional money may be sought from Council by the Grants Chair(s).
- 4. Funds not claimed within the ninety (90) day limit [Bylaws VIII.Section 1.D.2] revert to the grant accounts unless the original allocation for an activity was made specifically for a time period which extends beyond the ninety (90) day limit or unless the recipient requests and is granted an extension in writing.

K. Records

- 1. The committee shall keep records of:
 - a. all applications.
 - b. scores and score comment sheets.
 - c. a database of cover sheet information (such as name, email, department and requested amount) and score results.
 - d. a separate record of who was awarded at what amount and when it was awarded.
- 2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s) and kept for a minimum of five years.
- 3. All applicants will have access to their files and scores but not to the applications of others, in accordance with applicable state and federal law.

L. Reports

- 1. The committee shall compose a report for each funding cycle.
 - a. The report shall contain the total amount of SRACGPSA RESEARCH GRANT and STProfessional Development -grantGrant 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 SRACGPSA RESEARCH GRANT/STProfessional Development Grant committee within twenty one (21) calendar days from the date on the notification letter.
- 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 SRACGPSA RESEARCH GRANT/STProfessional Development Grant committee will review the request for an appeal within two (2) weeks of its receipt. Applicants are entitled to attend and speak at their appeal review. 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. 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 SRACGPSA RESEARCH GRANT/STProfessional Development Grant committee may file a final appeal to the GPSA Council within two (2) weeks of receiving the SRACGPSA RESEARCH GRANT/STProfessional 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. To claim a grant, a recipient must return a signed award form, provided online, to the GPSA Office within the ninety (90) day [Bylaws VIII.Section 1.D.2] limit.

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

A. Funding History

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

B. Activities Funded

1. The GRDNew Mexico Research grant funds the development of research, including travel for research related purposes.
2. Acceptable GRDNew 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.

- 1723 | 3. Unacceptable [GRDNew Mexico Research](#) costs include:
- 1724 | a. Salaries or stipends, except for the [GRDNew Mexico Research](#) Chair, Vice-Chair and
- 1725 | Committee Members.
- 1726 | b. Travel expenses or other fees associated with a conference.
- 1727 | c. Travel, room and board expenses for workshops, schools, clinicals or other travel that
- 1728 | does not directly aid in the creation of student research
- 1729 | d. The purchase of computers.
- 1730 | e. Tuition and supplies/books for classes.
- 1731 | f. Any publication or subscription costs.
- 1732 | g. Any research project that involves, or may involve, excessive or unreasonable harm to
- 1733 | humans or animals. See [Bylaws VIII.Section 2.F.6].

1734 | C. Amount of Funding

- 1735 | 1. High Priority Research Project Grants will be awarded a maximum of five thousand dollars
- 1736 | (\$5,000) for each research project.
- 1737 | 2. General Research Project Grants will be awarded a maximum of three thousand dollars
- 1738 | (\$3,000) for each research project.
- 1739 | 3. The maximum amounts are for individual research projects regardless of the number of
- 1740 | graduate or professional students working on the project.
- 1741 | 4. The total amount awarded shall not exceed the total amount requested in the application.
- 1742 | 5. The maximum amount awarded to an individual, based on the total of the applications to
- 1743 | which they are signatory, is five thousand dollars (\$5,000) per year (July 1 to June 30).
- 1744 | 6. No individual can receive [GRDNew Mexico Research](#) funding more than three times.

1745 | D. Deadlines

- 1746 | 1. All applications for [GRDNew Mexico Research](#) grants must be received by the GPSA by a
- 1747 | date and time to be announced by the [GRDNew Mexico Research](#) Committee Chair no later
- 1748 | than the regularly scheduled October Council Meeting. In the event of unforeseen or
- 1749 | extraordinary circumstances, the [GRDNew Mexico Research](#) Chair may establish a new
- 1750 | application deadline. Notice of any change to the deadline shall be posted in accordance with
- 1751 | The Public Notice Requirements.
- 1752 | 2. Late applications will not be considered for funding.
- 1753 | 3. Awarded funds must be claimed by the June 30 following award notification. Otherwise
- 1754 | funds will revert back to the committee to disseminate in the next funding cycle. See [Bylaws
- 1755 | VIII.Section 2.N.1].
- 1756 | 4. Appeals of award decisions must occur within twenty one (21) calendar days of the letter of
- 1757 | notification. See [Bylaws VIII.Section 2.M].

1758 | E. Applicant Eligibility

- 1759 | 1. A member of GPSA enrolled, at the time of application and through the completion date of
- 1760 | the research project, at the University of New Mexico.
- 1761 | 2. A GPSA member of GPSA not serving on the GPSA Court of Review, as [GRDNew Mexico](#)
- 1762 | [Research](#) Chair or as a [GRDNew Mexico Research](#) reader.
- 1763 | 3. FOR HIGH PRIORITY RESEARCH PROJECT GRANTS ONLY: Members of GPSA
- 1764 | collaborating with a New Mexico State Agency.
- 1765 | 4. The research activity for which funds are sought must occur between July 1 and June 30 for
- 1766 | the current funding cycle.

1767 | F. Application Requirements

- 1768 1. Applications must be submitted before the deadline, according to the deadlines in section
1769 [Bylaws VIII.Section 2.D].
- 1770 2. Applications must be for activities taking place in the current funding period according to
1771 section [Bylaws VIII.Section 2.E.4].
- 1772 3. Submission must occur through the online application system. The Grants Chair(s) must
1773 accommodate students with circumstances that prevent or prohibit their use of the online
1774 system. Students with disabilities will be accommodated through recommendations by the
1775 Accessibility Resource Center. If a method of accommodation, for circumstances not
1776 concerning disabilities, cannot be agreed upon by the applicant and the chair, the applicant
1777 can appeal, see [Bylaws VIII.Section 2.M].
- 1778 4. Applications must be the original words of the student and not the words of any other person.
1779 If an applicant uses another person's words then they must be in quotation marks. Unquoted
1780 words in a proposal are expected to be the applicant's own, original writing
- 1781 5. All applicant(s) may apply for either a High Priority Research Project Grant or a General
1782 Research Project Grant, but may not apply for both for a single project.
- 1783 6. For activities involving humans, animals, or hazardous materials:
- 1784 a. All research projects that involve human or animal subjects or participants must, prior
1785 to the distribution of funding, be reviewed and approved by the Human Research
1786 Review Committee (HRRC), an Institutional Review Board (IRB), the Institutional
1787 Animal Care and Use Committee (IACUC), or by another entity empowered by the
1788 University of New Mexico for such purposes.
- 1789 b. All research projects that involve the use of biohazardous materials or chemicals must
1790 be reviewed and approved, prior to the distribution of funding, by the Biosafety
1791 Committee or by another entity empowered by the University of New Mexico for such
1792 purposes.
- 1793 c. Approval of a research project by any of the entities described in subsections a or b
1794 above shall not be determinative of whether or not a research project involves
1795 excessive or unreasonable harm to humans or animals.
- 1796 7. Proposal
- 1797 a. Each application must include a proposal identifying the following areas:
- 1798 i. Description of the research project.
- 1799 ii. Activity is introduced, given adequate background and put into the context of
1800 the field.
- 1801 iii. Student's academic interests are explained.
- 1802 iv. Relationship of specific activity to degree is explained.
- 1803 v. Methodology.
- 1804 vi. Significance of the project on the applicant(s) career.
- 1805 vii. Significance of the project to the University of New Mexico.
- 1806 viii. Significance of the project to New Mexico's communities.
- 1807 ix. Significance of the project to New Mexico's rural communities.
- 1808 x. FOR HIGH PRIORITY GRANTS ONLY: Description of the collaboration with
1809 a New Mexico State Agency.
- 1810 xi. FOR GENERAL GRANTS COLLABORATING WITH NON -PROFIT
1811 COMMUNITY ORGANIZATIONS ONLY: Description of the collaboration
1812 with a non-profit community organization.

- 1813 b. All proposals shall be written in language easily understandable by graduate or
 1814 professional students in any college or school. All technical terms shall be defined and
 1815 explained.
- 1816 c. FOR GENERAL GRANTS ONLY: The maximum word count for each proposal shall
 1817 be seven hundred (700) words.
- 1818 d. FOR HIGH PRIORITY GRANTS ONLY: The maximum word count for each
 1819 proposal shall one thousand, one hundred (1100) words.
- 1820 8. Letter(s) of Support
- 1821 a. All applications must include one (1) letter of support from a faculty member familiar
 1822 with the applicant(s)' research project
- 1823 b. HIGH PRIORITY GRANTS ONLY: Each application for High Priority Grants must
 1824 also submit one (1) letter of support from a member in the collaborating New Mexico
 1825 State Agency.
- 1826 c. FOR GENERAL GRANTS COLLABORATING WITH NON-PROFIT
 1827 COMMUNITY ORGANIZATIONS: Each application may also include one (1) letter
 1828 of support from a member in the collaborating non-profit community organization.
- 1829 9. Itemized Budget
- 1830 a. Each application for funding must include a reasonable itemized budget for the
 1831 research project that includes the following:
- 1832 i. Total budget for the research project.
- 1833 ii. Line items that will be funded with GRDNew Mexico Research grant money
 1834 must be clearly indicated.
- 1835 iii. All sources of funding for the research project, including all amounts requested,
 1836 but not yet awarded, from any other funding source must be listed for each line
 1837 item.
- 1838 iv. Detailed information on all equipment, travel costs, supplies and consumables;
 1839 including airlines, make and model numbers, hotel and motel names, rates, sizes
 1840 and weights etc.
- 1841 b. Any proposed expenditures may be explained in text accompanying the itemized
 1842 budget.
- 1843 c. Itemized budgets indicating GRDNew Mexico Research funded items that are
 1844 unacceptable GRDNew Mexico Research costs shall be reduced by the amount
 1845 indicated on the itemized budget.
- 1846 d. The GRDNew Mexico Research Chair, at that person's discretion, may request of the
 1847 principal applicant the submission of a new itemized budget for review. The applicant
 1848 will be given five (5) academic days following notification to submit the new itemized
 1849 budget to the GPSA Office. Failure by the principal applicant to turn in a new itemized
 1850 budget will be grounds to disqualify the application from review.
- 1851 10. No materials besides the online application itself and those listed in [Bylaws VIII.Section
 1852 2.F.7-9]. shall be accepted.
- 1853 11. Applications must adhere to the online instructions.
- 1854 12. At the discretion of the GRDNew Mexico Research Chair, applications may be disqualified if
 1855 the requirements outlined in [Bylaws VIII.Section 2.F] are not met. The applicant may
 1856 always appeal [Bylaws VIII.Section 2.M].
- 1857 G. Applicant Workshops and Outreach

- 1858 1. The Grants Committee must conduct at least two (2) applicant workshops for each funding
1859 cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
1860 2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website.
1861 The committee may post updates to this curriculum.
1862 3. The Grants Committee will make a good faith attempt to contact departments without a
1863 single successful applicant from the previous year to advertise the grants and offer
1864 departmental workshops. These outreach efforts and results will be included in the April
1865 report to Council.
1866 4. The Grants Committee will advertise the available grants at least twenty one (21) calendar
1867 days before the deadlines on the GPSA website and electronic mailing list. Other
1868 advertisement is encouraged.

1869 H. Application Readers

- 1870 1. Readers of grants must be GPSA members.
1871 2. Readers cannot read for any grant for which they have also applied in the same semester.
1872 3. Readers will be compensated for their work with a stipend.
1873 4. Readers must attend a training once in each cycle before reading applications. The Grants
1874 Chair(s) may require re-training at their discretion. The Grants Chair(s) shall follow training
1875 curriculum guidelines on the GPSA website. The committee may make updates to this
1876 curriculum.
1877 5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic
1878 mailing list.

1879 I. Application Scoring

- 1880 1. An application will be read and scored by three (3) readers.
1881 2. Applications will be read by readers from a different department than the applicant.
1882 3. Applicants and readers will self-identify within one (1) of five (5) disciplines. Applications
1883 will be read by at least one (1) reader inside their perspective and at least one (1) reader
1884 outside of their perspective. The perspectives are:
1885 a. Quantitative - Methodologically and/or theoretically based in measurable, numerical,
1886 and/or empirical information, data, and/or phenomena.
1887 b. Qualitative - Methodologically and/or theoretically based in describing and
1888 investigating phenomena via various methods. It is context-specific and fundamentally
1889 interpretive.
1890 c. Critical - Theoretically based in interrogating and contesting power dynamics. It is
1891 often invested in researching and accounting for histories and enduring practices of
1892 oppression and resistance.
1893 d. Creative - Engages in performative and/or artistic processes and/or products.
1894 e. Applied - Implies the acquisition and/or development of professional or vocational
1895 skills.
1896 4. Applications shall be scored according to the criteria online, posted at least one (1) month
1897 prior to the application deadlines. Score criteria changes must be approved by a two-thirds
1898 (2/3) vote from the Grants Committee, but may not be changed in the month prior to the
1899 application deadline.
1900 5. The criteria for [GRD New Mexico Research](#) scoring must include
1901 a. Description of the research project, five (5) points.
1902 b. Activity is introduced, given adequate background and put into the context of the field,
1903 five (5) points.

- 1904 c. Student's academic interests are explained, five (5) points.
- 1905 d. Relationship of specific activity to degree is explained, five (5) points.
- 1906 e. Language in the proposal is easily understandable by graduate and professional
- 1907 students in any college or school and all technical terms are defined and explained, ten
- 1908 (10) points.
- 1909 f. Methodology: Are the research project fundamentals and procedures sufficient to
- 1910 ensure project success?, ten (10) points.
- 1911 g. Student Benefits: Project will result in graduate/professional student development
- 1912 appropriate to the applicant's stage in career, ten (10) points.
- 1913 h. UNM Benefits: Research project benefits UNM, ten (10) points.
- 1914 i. Budget shows source of funding for each line item, five (5) points.
- 1915 j. Budget is well researched and complete for project, five (5) points.
- 1916 k. Does the project directly impact New Mexico's communities?, ten (10) points.
- 1917 l. Does the project significantly impact New Mexico's communities?, ten (10) points.
- 1918 m. Does the project directly and significantly impact New Mexico's rural
- 1919 communities?, ten (10) points.
- 1920 n. Degree of support demonstrated in the letter from UNM faculty, ten (10) points.
- 1921 o. FOR HIGH PRIORITY APPLICATIONS ONLY: Description of the collaboration
- 1922 with a New Mexico State Agency, twenty (20) points.
- 1923 p. FOR HIGH PRIORITY APPLICATIONS ONLY: Degree of support demonstrated in
- 1924 the letter from the New Mexico State Agency, ten (10) points.
- 1925 q. FOR GENERAL GRANTS COLLABORATING WITH A NON-PROFIT
- 1926 COMMUNITY ORGANIZATION: Description of the collaboration with a non-profit
- 1927 community organization, five (5) optional points.
- 1928 r. FOR GENERAL GRANTS COLLABORATING WITH A NON-PROFIT
- 1929 COMMUNITY ORGANIZATION: Degree of support demonstrated in the letter from
- 1930 the non-profit community organization, five (5) points.
- 1931 6. The scoring criteria above shall be the only criteria considered in scoring GRDNew Mexico
- 1932 Research applications.
- 1933 7. Raw scores of the readers will be normalized by multiplying by the average of all reader
- 1934 scores and dividing by the average of the individual reader's scores.
- 1935 8. When the difference between the high and low normalized scores for an application exceeds
- 1936 twenty-five percent (25%) of the total possible score, two (2) additional readers will evaluate
- 1937 the proposal. From these five (5) normalized scores, the highest and lowest will be dropped,
- 1938 and the three (3) remaining scores will be accepted regardless of the spread between them.
- 1939 J. Funding Procedures
- 1940 1. GRDNew Mexico Research Total Budget
- 1941 a. The GPSA President shall recommend and the GPSA Council shall approve the total
- 1942 amount allocated each year for the GRDNew Mexico Research Funding Process.
- 1943 b. No more than ten percent (10%) of the total amount allocated annually may be used for
- 1944 administrative expenses.
- 1945 c. No less than two percent (2%) of the total amount allocated annually shall be set aside
- 1946 for the appeals process.
- 1947 d. The GRDNew Mexico Research Chair shall recommend and the Grants Committee
- 1948 shall approve the total amounts allocated annually for administrative expenses, appeals,
- 1949 and for High Priority and General Research Project Grants.

- 1950 | i. The annual stipend of the GRDNew Mexico Research Chair shall be
1951 | recommended by the GPSA President and approved by the GPSA Council. This
1952 | stipend shall be no less than one percent (1%), and no more than three percent
1953 | (3%), of the total amount allocated for the GRDNew Mexico Research process
1954 | during the current fiscal year, but shall not exceed two thousand dollars
1955 | (\$2,000).

1956 | 2. Funding Applications

- 1957 | a. If funds are not available to fully fund the applications as outlined below, the awards
1958 | will be made to the highest ranked proposals until all money has been exhausted.
1959 | b. High Priority: The total awarded to all High Priority applications shall not exceed half
1960 | (1/2) of the overall amount awarded in the GRDNew Mexico Research process. High
1961 | Priority applications will be fully funded, starting with the highest scoring application
1962 | c. General Priority: The total awarded to all General Priority applications shall not exceed
1963 | the remaining amount to be awarded in the GRDNew Mexico Research process after
1964 | the High Priority grants are awarded.
1965 | d. The lower fifty percent (50%) of High Priority and the lower fifty percent (50%) of
1966 | General Priority applications will not be eligible for funding.
1967 | e. Remaining funds shall remain in the endowment.

1968 | K. Records

- 1969 | 1. The Grants Committee shall keep records of:
1970 | a. all applications.
1971 | b. scores and score comment sheets.
1972 | c. a database of cover sheet information (such as name, email, department and requested
1973 | amount) and score results.
1974 | d. a separate record of who was awarded at what amount and when it was awarded.
1975 | 2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s)
1976 | and kept for a minimum of five (5) years.
1977 | 3. All applicants will have access to their files and scores but not to the applications of others,
1978 | in accordance with applicable state and federal law.

1979 | L. Reports

- 1980 | 1. The committee shall compose a report for each funding cycle.
1981 | a. The report shall contain the total amount of SRACGPSA RESEARCH GRANT,
1982 | STProfessional Development Grant, and GRDNew Mexico Research grant allocations.
1983 | b. The report shall contain a breakdown of awards and applications by college, school, or
1984 | department.
1985 | c. The report shall provide details of the total allocation and the balance.
1986 | d. The report shall also include all appeals, decisions, and results.

1987 | M. Appeals

- 1988 | 1. To appeal any decision made by the Grants Chair(s) or committee, a written request must be
1989 | received by the GRDNew Mexico Research committee within twenty-one (21) calendar days
1990 | from the date on the notification letter.
1991 | 2. The appeal must stipulate on what grounds the appeal is based.
1992 | 3. No late applications will be accepted. Therefore, appeal on those grounds will not be heard.
1993 | 4. An applicant making an appeal may request a meeting with all readers. If a reader is
1994 | unwilling or unable to meet with the applicant, the reader will need to provide a written
1995 | response to an applicant's reasons for appeal.

- 1996 5. The Grants Committee will review the request for an appeal within fourteen (14) calendar
- 1997 days of its receipt. Applicants are entitled to attend and speak at their appeal review. The
- 1998 review may be delayed beyond the deadline if the applicant cannot attend.
- 1999 6. If the committee votes that the appeal is valid, the committee shall decide a course of action
- 2000 to resolve the appeal. If the reasons for the appeal are found to be invalid, no change in
- 2001 funding or scoring will be granted.
- 2002 7. Any applicant dissatisfied with the results of an appeal to the Grants Committee may file a
- 2003 final appeal to Council within ten (10) academic days of receiving the Grants Committee
- 2004 decision. The decision of the GPSA Council will be considered final. No further appeal will
- 2005 be granted.
- 2006 8. The Grants Committee will maintain an appeal guideline on the GPSA website.
- 2007 N. Claiming Awards, Budget Revisions and Funding Extensions
- 2008 1. To claim a grant, a recipient must return to the GPSA Office before June 30 [Bylaws
- 2009 VIII.Section 2.D.3]:
- 2010 a. An award form, provided online.
- 2011 b. Original receipts of the expenditures.
- 2012 c. Original proposal and budget.
- 2013 2. Significant revisions to an applicant's budget must be approved by the Grants Committee
- 2014 Chair. Submission of the revised budget, a memo explaining the need for the revision and all
- 2015 the material in [Bylaws VIII.Section 2.N.1]. is necessary. The committee shall make a
- 2016 decision within fourteen (14) calendar days of receiving the revision request.
- 2017 3. Funding period extensions beyond the funding year [Bylaws VIII.Section 2.D.3] may be
- 2018 requested in writing and granted at the committee's discretion within fourteen (14) calendar
- 2019 days of receiving the request.

2020 IX. Elections Code

2021 Section 1. Referenda

- 2022 A. All referendum items are submitted to the Elections Committee via the Elections Chair or the
- 2023 GPSA Office. (VIII.A-B.)
- 2024 B. The party submitting the referendum item shall identify its level of authority as one of the
- 2025 following: Constitution, Bylaws, Resolution, or Election.
- 2026 C. The ballot shall preserve the language in which referendum items are submitted.

2027 Section 2. Candidate and Voter Eligibility

- 2028 A. An eligible candidate for the office of President or Council Chair shall be a GPSA member.
- 2029 1. Candidates file for an election by turning in completed Candidacy Forms to the GPSA Office
- 2030 by 5:00 p.m. on the Wednesday of the third (3rd) academic week prior to the election.
- 2031 a. Candidacy Forms shall entail an autobiography, an eligibility form, an application for
- 2032 candidacy, and a campaign contributions statement.
- 2033 b. Candidacy Forms shall be forwarded immediately to the Student Activities Center for
- 2034 certification. A list of certified candidates will be posted in accordance with the Public
- 2035 Notice Requirements.
- 2036 c. The Elections Committee shall determine eligibility and announce candidates by 5:00
- 2037 p.m. the academic day following the application deadline. Candidates shall be

2038 considered valid if the proper forms were completed and all eligibility requirements
2039 were met.

2040 2. A candidate is ineligible to run for President or Council Chair if winning the election would
2041 result in holding both offices for any period of time.

2042 B. An eligible voter for an election must be a GPSA member. Voters may cast only one vote per
2043 item in a given election.

2044 1. The Elections Committee shall arrange for a list of GPSA member NetIDs to be obtained
2045 from the Registrar's Office and delivered to Information Technologies (IT).

2046 Section 3. Notice of Elections

2047 ~~A.~~ Notice of all elections entails at least one (1) advertisement in the Daily Lobo, no later than
2048 ~~twenty (20)-fifteen (15)~~ academic days prior to the election for candidates and no later than ~~ten~~
2049 ~~(10)-five (5)~~ academic days prior to the election for ballot items-

2050 ~~B.A.~~ ~~A version of all notices shall be~~ sent to the GPSA electronic mailing list.

2051 ~~C.B.~~ The Elections Committee will use a UNM email account and set up an elections electronic
2052 mailing list through IT during the first (1st) week of September and of February.

2053 ~~D.C.~~ The Elections Committee shall issue a "Call for Candidates and Ballot Items" no fewer than five
2054 (5) academic weeks prior to the general election. The Call for Candidates and Ballot Items shall
2055 include a list of elected offices in GPSA and procedures for submitting items to the ballot via
2056 Council or referendum. This notice shall be posted according to the Public Notice Requirements
2057 along with an advertisement posted in the Daily Lobo.

2058 1. The written notice shall also include any steps necessary for a student to vote.

2059 2. This notice must be one quarter (1/4) of a page advertisement appearing for three (3)
2060 consecutive issues of the Daily Lobo. Once published, this information may not be changed
2061 or altered except to correct any errors in printing.

2062 3. Any correction of printing errors shall be printed in three (3) consecutive issues of the Daily
2063 Lobo.

2064 ~~E.D.~~ The Elections Committee shall publish on the last regularly scheduled academic day prior to a
2065 General or Special Election at least one (1) full-page advertisement in the Daily Lobo.

2066 1. This advertisement shall carry personal, professional, and/or platform information for
2067 candidates, information regarding amendments, and any other items to be voted upon in the
2068 election.

2069 2. The full text of Constitutional Amendments shall be included. If the text is larger than one
2070 quarter (1/4) page, a summary shall be included as well as notice of how to obtain complete
2071 text.

2072 3. The advertisement shall include the method and hours of electronic voting.

2073 4. Special Elections may have a half (1/2) page advertisement.

2074 ~~F.E.~~ Notice of candidate forums shall be advertised in the Daily Lobo at least two (2) academic days
2075 prior to the beginning of at least the first (1st) forum. This advertisement shall indicate the
2076 names of the candidates and the location and time of the forum.

2077 1. The format of candidate forums will be determined by the Elections Committee and
2078 distributed to the candidates one (1) academic day prior to the forum(s).

2079 ~~G.F.~~ Notice of a Recall Election must occur within five (5) academic days of notice to the Elections
2080 Committee from Council.

2081 1. The written notice shall also include any steps necessary for a student to vote.

- 2082 2. This notice will be a quarter (1/4) page advertisement appearing for three (3) consecutive
- 2083 issues of the Daily Lobo. Once published, this information may not be changed or altered
- 2084 except to correct any errors in printing.
- 2085 3. Any correction of printing errors shall be printed in three (3) consecutive issues of the Daily
- 2086 Lobo.

2087 | H.G. Notice of a Special Election for Presidential Replacement shall be given within three (3)

2088 academic days of a recall election in which a President has been removed.

- 2089 1. Notice shall include instructions for running for President, the application deadline, and any
- 2090 steps necessary for a student to vote.
- 2091 2. This notice will be one quarter (1/4) of a page advertisement appearing for three (3)
- 2092 consecutive issues of the Daily Lobo. Once published, this information may not be changed
- 2093 or altered except to correct any errors in printing.
- 2094 3. Any correction of printing errors shall be printed in three (3) consecutive issues of the Daily
- 2095 Lobo.

2096 | H.H. Notice of a Special Election by Referendum shall be given within ten (10) academic days after

2097 the Elections Committee has verified a petition.

- 2098 1. Notice shall include any steps necessary for a student to vote.
- 2099 2. This notice will be one quarter (1/4) of a page advertisement appearing for three (3)
- 2100 consecutive issues of the Daily Lobo. Once published, this information may not be changed
- 2101 or altered except to correct any errors in printing.
- 2102 3. Any correction of printing errors shall be printed in three (3) consecutive issues of the Daily
- 2103 Lobo.

2104 Section 4. Campaigning

- 2105 A. Candidates shall conduct campaigns in a manner which abides by university and GPSA policies
- 2106 and guidelines in their pursuit of office. Members of the Elections Committee shall refrain from
- 2107 actions that would show favoritism for or have a negative effect against any candidate or issue
- 2108 that might appear on the ballot.
- 2109 B. Candidates shall submit, along with the Candidacy Forms, a list of authorized campaign
- 2110 committee members that may act on their behalf. Any changes to this list should be updated with
- 2111 the Elections Committee.
- 2112 C. Candidates shall sign the Campaign Contribution Statement: "All funds received and spent will
- 2113 be from members of the UNM GPSA and no other sources." This form shall be submitted as part
- 2114 of the Candidacy Forms.
- 2115 D. Candidates shall submit an itemized accounting of all expenditures incurred by the candidate in
- 2116 the pursuit of office before 5:00 p.m. on the closing day of the election.
- 2117 E. All candidates shall refrain from using GPSA resources in pursuit of office (including, but not
- 2118 limited to: funds, staff, email addresses, printing, electronic mailing lists, and office space).
- 2119 F. If any group decides to establish a physical polling location, campaigning is not allowed within
- 2120 twenty-five (25) feet of the physical polling location. Campaigning includes, but is not limited
- 2121 to, signs, fliers, and campaigners. Polling locations, if any, should be placed in areas with
- 2122 minimal distractions.

2123 Section 5. General Election

- 2124 A. The election shall take place Monday through Thursday of the first (1st) full academic week of
2125 April, unless otherwise decided by Council. The electronic voting shall begin at 8:00 a.m. on the
2126 first (1st) day and end at 5:00 p.m. on the last day of the election.
- 2127 B. Any ballot items included in the election shall be approved by Council at the regularly scheduled
2128 March meeting or through referenda. (VIII)
- 2129 C. Elections shall be conducted electronically and use a computer- or phone-based system that is
2130 managed by IT.
- 2131 D. Ballots and Polling:
- 2132 1. Ballots shall have a randomly ordered list of candidates and clear instructions for marking
2133 and submitting one's vote. Provision for write-in votes shall be included on the ballot. Only
2134 cast ballots meeting these requirements shall be counted. Votes cast on partially completed
2135 ballots shall be counted.
- 2136 2. All ballot items shall appear on the ballot with the language received by the Elections
2137 Committee.
- 2138 3. Polling: Voters must log in with the user name and password on record with the Registrar's
2139 Office to cast a ballot.
- 2140 E. Two (2) members of the Elections Committee shall retrieve the final vote count from the
2141 electronic voting system.
- 2142 F. The candidate elected to office shall be determined by a plurality of votes cast and each other
2143 ballot item shall be determined by a majority of votes cast on each item.
- 2144 G. Should the plurality winner of the GPSA General Election be declared ineligible or unable to
2145 assume office for any reason before the certification of the election results, or in the case of a tie,
2146 or if the Elections Committee votes not to certify an election, a special Council meeting shall be
2147 called so that a Special Election can be scheduled.
- 2148 H. The Elections Committee shall approve the results of a General Election after it has been
2149 determined to have been conducted in accordance with the GPSA Constitution and Bylaws.

2150 Section 6. Council Chair Election

- 2151 A. Only Council Representatives with credentials on file twenty (20) academic days prior to the
2152 Council meeting at which the Council Chair election will be held are eligible to vote in the
2153 election.
- 2154 B. The Election Committee shall prepare a sign-in roster of eligible voters.
- 2155 C. Ballots shall have a randomly ordered list of candidates and clear instructions for marking and
2156 submitting one's vote. Provision for write-in votes shall be included on the ballot. Only cast
2157 ballots meeting these requirements shall be counted.
- 2158 1. Voting shall be conducted by secret ballot and individual voting results by Council
2159 Representatives are not to be recorded.
- 2160 D. The Election shall proceed as follows:
- 2161 1. The current Council Chair shall forward all valid proxies to the Elections Committee Chair or
2162 the Elections Committee designee before balloting begins.
- 2163 2. The President shall call and preside over the Council Chair election. In the President's
2164 absence, an individual who is not a Council Representative, Certified Alternate, or
2165 recognized Proxy shall preside over the election.
- 2166 3. Each candidate shall give a speech, no longer than five (5) minutes, and shall have up to five
2167 (5) minutes to answer questions posed by Council. The order of the speeches shall be

2168 determined randomly by the Elections Committee. Candidates do not have to leave the room
2169 throughout the election.

- 2170 4. When all of the speeches have concluded, the Elections Committee shall inspect and verify
2171 that the ballot box is empty and secured.
- 2172 5. Any of the candidates who are Council Representatives shall be called forward first to sign
2173 for and cast a ballot. They shall then retire to the back of the room and no more campaigning
2174 shall be allowed.
- 2175 6. The remaining voters shall be called forward according to the alphabetical listing of their
2176 RDSAs. Upon signing in, each voter shall receive and cast a ballot into the ballot box.
- 2177 7. After the name of the last voter has been called, the names of voters who did not come
2178 forward will be repeated. Five (5) minutes after the last name has been called, the vote
2179 counting shall begin.

2180 E. Vote Counting

- 2181 1. Only the members of the Elections Committee shall open the ballot box, determine the
2182 validity of ballots cast, tally the ballots cast, and certify the election results.
 - 2183 a. A discrepancy between the number of ballots cast and the number of signed voters may
2184 be grounds for disqualification of the box of ballots.
- 2185 2. The election of the Council Chair shall be decided by a plurality of the votes cast. Should the
2186 winner of the Council Chair Election be declared ineligible or unable to assume office for
2187 any reason, or in the case of a tie, or if the Elections Committee votes not to certify the
2188 election, the Elections Committee shall notify Council before the end of the meeting. Council
2189 can vote to repeat the process or determine another course of action. The results of an
2190 election shall be determined by the end of the Council meeting.

2191 Section 7. Other Types of Elections

2192 A. Recall Elections

- 2193 1. A recall election is defined as the vote for recall of the President and is the result of one or
2194 more of the following conditions:
 - 2195 a. Petition by GPSA members in accordance with the GPSA Constitution.
 - 2196 b. Successful vote of removal by Council.

2197 B. Special Elections

- 2198 1. A Special Election shall take place in any of the following circumstances:
 - 2199 a. Resignation of the President or Council Chair.
 - 2200 b. Successful recall vote resulting in removal of the President.
 - 2201 c. Successful Council vote of removal of the Council Chair.
 - 2202 d. In a Presidential election, if the election is not certified, the winner is declared
2203 ineligible or unable to assume duties, or there is a tie.
 - 2204 e. Granting of a petition submitted to a Council meeting for a Special Issue vote by the
2205 GPSA body. Only items granted on the petition shall be allowed on the ballot.
 - 2206 f. Special Elections follow General Election rules except where noted.

2207 Section 8. Recall Election by GPSA Membership

- 2208 A. Upon receipt of the recall petition or a Council vote of removal, the Elections Committee shall
2209 initiate a recall election. (II.1.D.2.a.i.)

- 2210 1. When the President is removed in a Recall Election due to a petition received after the
2211 regularly scheduled March Council meeting, no Special Election for Presidential
2212 Replacement is required.
- 2213 2. The Recall Election should occur by electronic voting over two (2) consecutive academic
2214 days.
- 2215 a. Voting shall open at 8:00 a.m. of the first day of the election and close at 5:00 p.m. on
2216 the following day.
- 2217 b. The Elections Committee shall approve the results of a GPSA election after it has been
2218 determined that all provisions of the current GPSA Constitution and Bylaws were
2219 followed.

2220 Section 9. Special Elections

- 2221 A. Special Elections shall take place between three (3) and four (4) academic weeks after the
2222 Council meeting, Presidential declaration, or referendum that created the Special Election, unless
2223 otherwise noted.
- 2224 1. No Special Elections shall be held between the last day of the spring semester and the
2225 regularly scheduled October Council meeting.
- 2226 2. The Special Election must occur by electronic voting over two (2) consecutive academic
2227 days.
- 2228 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
2229 the second (2nd) day of the election.
- 2230 4. The Elections Committee shall approve the results of a GPSA election after it has been
2231 determined that all provisions of the currently published Election Code, Bylaws, and
2232 Constitution were followed and any challenge(s) was (were) resolved.
- 2233 5. Special Council Chair Elections shall take place at the Council meeting following the
2234 Council meeting at which the Election was created and shall follow the procedures of the
2235 Council Chair Election.
- 2236 6. Referendum petitions for Special Elections shall be delivered to the Elections Committee.
- 2237 a. The Elections Committee has five (5) academic days to validate the petition after it
2238 petition has been received.
- 2239 b. A special election by referendum shall occur within fifteen (15) academic days of the
2240 approval of the petition.

2241 Section 10. Elections Reporting

- 2242 A. Reports Following Each Election
- 2243 1. The results of all elections shall be reported in accordance with the Public Notice
2244 Requirements by 12:00 p.m. of the academic day following the end of the election.
- 2245 2. Elections data will be disaggregated from unique identifiers, including student names and
2246 departments.
- 2247 3. Complications with voting, including but not limited to, casting ballots, vote counting, the
2248 electronic voting system, and determination of eligibility shall be included with elections
2249 reporting.
- 2250 B. Annual Report
- 2251 1. The Annual Report shall include all expenditures and income for the Elections Committee
2252 and each report following an election.

- 2253 2. On behalf of GPSA, the Elections Committee shall request that IT compile an Aggregated
2254 Elections Data Report, ~~in accordance with federal and state law and university policy~~. If IT
2255 provides this report, it shall be included in the Annual Report.
2256 3. Results for each item shall be reported by Department.
2257 a. Departments with less than ten (10) students voting must be pooled together in order to
2258 protect the privacy of individual voters. A note shall indicate which departments are
2259 pooled together and the number of voters from each department, but not a breakdown
2260 of votes by department.

2261 Section 11. Election Disputes

- 2262 A. An election may be challenged by any GPSA member to the Court of Review. Challenges
2263 include, but are not limited to, voter fraud, improper notification, improper conduct of members
2264 of the Elections Committee, candidate misconduct, or an unsound voting system.
2265 B. Challenges must be formatted as Court of Review Complaints and submitted in writing
2266 within five (5) academic days of the reporting of the election results.
2267 C. The Court of Review may consolidate challenges as it deems appropriate.
2268 D. If the Court of Review determines that a challenge is valid, the Court may decertify an election
2269 or impose a remedy as deemed appropriate. If an election is decertified, a special Council
2270 meeting shall be called so that a Special Election can be scheduled.
2271 E. The Court of Review must render its decision within fifteen (15) academic days following the
2272 last day of the election in question.