



GRADUATE *and* PROFESSIONAL
STUDENT ASSOCIATION

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

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77 ~~I. Article I.~~ Definitions

78 Section 1. Constitutional Definitions

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

80 Section 2. Additional Bylaws Definitions

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

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

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

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

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

93 ~~Council Budget~~ – funding allocated for the administration of the legislative branch.

94
95 Court of Review Complaint (Complaint): A grievance contesting whether or not an act is in accordance
96 with GPSA law.

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

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

102 ~~Executive Budget~~ – funding allocated for the administration of the executive branch.

103
104 Electronic Signature: An electronic sound, symbol, or process attached to or logically associated with a
105 record and executed or adopted by a person with the intent to sign the record.

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

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

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

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

113 ~~IT: Information Technologies~~

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

116 ~~LSC: Legislative Steering Committee~~

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

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

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

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

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

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

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

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

137 ~~SGAO: Student Government Accounting Office~~

138 ~~SSA Committee: Executive Student Support and Advocacy Committee~~

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

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

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

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 ~~A~~ ~~ad~~ ~~H~~ ~~oc~~ ~~C~~ 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 () and
149 the word "Constitution".
- 150 B. References in this document to other parts of the Bylaws shall be indicated by brackets [] and the
151 word "Bylaws".
- 152 C. An electronic copy of this document ~~utilizing some form of linking technology should~~ shall be
153 available on the GPSA website.
- 154 D. Regardless of the published format(s) and cross-references, the GPSA Constitution and the
155 Bylaws shall be considered distinct but related documents.

156 ~~H~~ Article II. Membership and Organization

157 Section 1. Membership

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

168 Section 2. Recognized Departmental Student Associations (RDSAs)

- 169 ~~A. Each RDSA shall maintain chartered status with the Student Activities Center, and must be open~~
170 ~~to all GPSA members in its department, school, or college.~~ In order to be recognized by GPSA,
171 each RDSA shall:
- 172 1. Maintain chartered status with the Student Activities Center
 - 173 ~~A.2. Be open to all GPSA members in its department, school, or college~~
 - 174 ~~1.3.~~ Hold officer elections which are open to all GPSA members in that department, school, or
175 college; and
 - 176 ~~2.4.~~ Not charge dues as a condition for membership as a student organization.
 - 177 a. This does not preclude an RDSA from being a campus chapter of a state, regional, or
178 national association, so long as all GPSA members in that department, school, or
179 college may participate in the student organization.
 - 180 b. PB funds may not be used to pay state, regional, or national association dues.

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181 B. Each program may be represented by only one (1) RDSA. A school or college may consolidate
182 representation under one (1) RDSA, but no more than one (1) RDSA may represent the same
183 group of GPSA members.

184 1. Upon presentation of a petition signed by at least thirty-five percent (35%) of the total
185 number of GPSA members in a program, department, school, or college, the Elections
186 Committee shall conduct an election in which the GPSA members of that program,
187 department, school, or college may vote to affirm the current RDSA or to select a new
188 organization willing to meet all requirements for an RDSA.

189 ~~1. The election ballot shall include the choice of desired RDSA from among the current RDSA
190 and all other student organizations signed by at least twenty-five percent (25%) of the total
191 number of GPSA members in that program, department, school, or college.~~

192 ~~-- 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 1. The request for review may be submitted by any GPSA member from that program,
196 department, school, or college or from a chartered student or professional organization of
197 which the majority of members should be represented by that RDSA.
198 2. If the RDSA fails to comply with any Court of Review order within eleven (11) academic
199 days, the Chief Justice or the highest ranked Associate Justice shall have the authority to
200 decertify that RDSA.

201 ~~E.D.~~ Programs, departments, schools, or colleges with no RDSA shall lose all privileges afforded to
202 RDSAs by GPSA until a student organization applies for recognition in accordance with the
203 GPSA Constitution and Bylaws.

204 1. RDSAs which enter non-chartered status shall be recertified by acting Council Chair upon
205 becoming chartered.
206 2. If an RDSA is in non-chartered status when challenged by a petition to select an RDSA, it
207 must charter before being permitted to be included on the ballot (Bylaws see Article 2
208 Section 2 B.1.a)-
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~~ Ceommittees, or
213 University Ceommittees must be GPSA members.

214 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 Ceommittees 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.

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.

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- 225 E. ~~Joint ad hoc committees may be created by Council. Composition or means of composition shall~~
226 Council Representatives.
- 227 F. A GPSA Decision Making Body may generate funds independent of the budget process, and
228 these funds shall not be part of the GPSA General Fund. The GPSA Decision Making Body shall
229 record and administer these self-generated funds. The GPSA Decision Making Body shall notify
230 the head of its branch of the receipt and use of these funds and shall provide a summary for the
231 annual report. Spending of these funds will be by a majority vote of the Decision Making Body,
232 ~~and will be subject to the Conflict of Interest Bylaws.~~
- 233 G. Chair-ships for the Finance Committee (FC), Legislative Steering Committee (LSC), and Grants
234 Committee must be separate individuals.
- 235 H. No individual shall hold more than three Standing Committee chair-ships simultaneously.
- 236 I. The President and the Council Chair are ineligible for Standing Committee chair-ships.

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

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

269 members of the public attending the meeting must be able to hear any member of the
270 body who speaks during the meeting.

~~271 2. Audio and video recordings must be allowed and accommodated at Open Meetings.~~

272 ~~4.3~~ Attendance of GPSA members and members of the public will be accommodated at all Open
273 Meetings.

274 a. Open Meetings shall be held in spaces that can accommodate all people wishing to
275 attend and listen.

~~276 5.4~~ The ~~B~~body may take action only on those agenda items announced in accordance with the
277 Agenda Requirements.

~~278 6.5~~ Items added to the agenda fewer than twenty-four (24) hours before a meeting must be
279 discussion items only.

280 E. Working Group Requirements

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

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

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

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

- 303 1. The authority for the closure and the subject(s) to be discussed shall be stated with
304 reasonable specificity in the motion calling for the vote to close a meeting.
- 305 2. The vote to close that portion of the meeting of each individual member shall be recorded in
306 the minutes.
- 307 3. Only those subjects announced prior to closure by the Decision Making Body may be
308 discussed in the closed portion of the meeting.
- 309 4. Items eligible for closure shall be indicated on the Agenda of the Open Meeting as such by
310 reference to the reason why closure will be considered.

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

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

315 Section 5. Project Assistants

- 316 A. The GPSA annual budget or Council appropriation may allow for hiring Project Assistants. The
317 budget or appropriation shall specify the amount of FTE and branch for each Project Assistant.
318 1. The budget must include a minimum 1.0 FTE designated for the Executive Branch.
319 ~~0. Volunteers receiving a stipend are not Project Assistants.~~
320 1. The open call for applicants shall comply with the Public Notice Requirements and include
321 job description and ~~compensation~~ payment.
322 2. Each branch is responsible for selecting its Project Assistants.
323 a. For the Executive, the President shall be responsible for the open call and selection.
324 b. For the Legislative, the Council Chair shall be responsible for the open call. The
325 Council Chair shall recommend a selection for Council's approval.
326 c. For the Judicial, the Chief Justice shall be responsible for the open call and selection.
327 3. Project Assistants must be GPSA members.
328 ~~D.C.~~ Project Assistants aid in executing the mission of GPSA.
329 1. Project Assistant duties must be in compliance with the definition of Project Assistants given
330 in the University of New Mexico catalog.
331 2. Duties may include, but are not limited to, assisting Sstanding and Aad Hhoc Committees
332 and working on projects that serve the mission of GPSA.
333 a. For the Executive, the President shall set the duties of and supervise the Project
334 Assistant(s).
335 b. For the Legislative, Council shall set the duties of the Project Assistant(s). The Council
336 Chair shall supervise the Project Assistant(s).
337 c. For the Judicial, the Chief Justice shall set the duties of and supervise the Project
338 Assistant(s).
339 ~~E.D.~~ Project Assistant ~~compensation~~ payment shall be contracted each semester.
340 1. Project Assistants shall be paid according to the guidelines required by the Office of
341 Graduate Studies.
342 2. Project Assistants shall be offered health insurance.
343 3. Project Assistants shall be offered tuition remission equal to the amount of hours required by
344 the Office of Graduate Studies in order to maintain their eligibility for the assistantship.

345 Section 6. Veto Procedure

- 346 A. Presidential Action
347 1. A copy of the legislation with signature lines for approval or veto will be sent in hard and
348 electronic copy to the ~~office of the President's office~~ within one (1) academic day of the
349 posting of the draft of the Council meeting minutes in which the legislation was passed.
350 2. The President may take action on legislation, approval or veto, within five (5) academic days
351 of the posting of the draft of the minutes.
352 a. If the President takes action, it shall be on the legislation ~~-in totum and as presented in~~
353 it's entirety ~~is~~. Legislation shall not be vetoed by line item.
354 b. If the President does not take action within the allotted time, the legislation becomes
355 binding.
356 c. The President may take action on legislation with an Electronic Signature.
357 d. If a veto is cast, it shall be accompanied by a rationale for the veto.

- e. The President shall send the vetoed legislation and rationale to the Council Chair within the required time limit. The Council Chair shall give notice of the veto in accordance with TPNR within three (3) academic days of receipt.
- f. The Council Chair shall place the vetoed legislation on the next regular Council meeting agenda as an action item.

B. Council Action

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

Section 7. GPSA Annual Report

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

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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.
- C. Council Chair shall submit amendments to University Counsel within three (3) academic days from final approval.
- ~~C.D. Requires a two-thirds (2/3) approval by Council Representatives present at a regular Council meeting, plurality approval by GPSA members voting in the General Election, and approval by the Board of Regents~~
- E. Where conflicts exist between previous bylaws and a new constitutional provision, the new constitutional provision will supplant the previous bylaw.
 - ~~D-a. After the passage of a Constitutional Amendment, Bylaws shall be reviewed by the Legislative Branch within four (4) academic weeks to ensure accordance with the Constitutional change(s). Recommended Bylaw updates shall be presented to LSC at the meeting immediately following Council Meeting will make it prettier!~~

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~~III.~~ Article III Resignation, Removal, and Replacement of Officers

Section 1. President

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

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435 Section 2. Council Chair

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

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440 Section 3. Court of Review Justices

- 441 A. Removal of a Justice must follow the impeachment and removal process in the GPSA
442 Constitution. (IV.2.C.)

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

457 Section 4. Resignation

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

466 ~~IV-III.~~ Executive Branch

467 Section 1. President

- 468 A. Duties, Powers, and Responsibilities
- 469 1. The President shall be authorized and required to be one of two signatures on disbursements
470 of GPSA, except for personal reimbursements to the President which shall be signed by two
471 other authorized persons.
- 472 2. The President may call special elections on items of governance, policy, and fiscal impact by
473 giving notice to Council and the Elections Committee. (Constitution VI.3.A.) Special
474 Elections shall be run in accordance with the GPSA Constitution and Bylaws.
- 475 3. The President shall serve as an official member to the Faculty Senate Graduate Committee,
476 as authorized by the Committee.
- 477 4. The President shall make official announcements for open positions and appointments in the
478 Executive Branch, including job descriptions and how to apply.
- 479 a. Announcements shall follow TPNR.
- 480 b. All GPSA members shall be eligible for all appointments, unless prohibited by the
481 GPSA Constitution and Bylaws.
- 482 5. The President should keep open appointments for the period of no less than five (5) academic
483 days from the announcement of the open positions.
- 484 6. The President may remove appointments at any time.

- 7. The President shall fill any Standing Committee Chair vacancy within twenty (20) academic days.
- 8. The President shall attend or send a designee to all Council meetings, and provide to Council a President's Report on issues pertinent to GPSA and the graduate and professional student community.
- 9. The President shall be responsible for the hours of operation of the GPSA Office and facilities.
- 10. The President shall employ, discharge, and assign duties to all Executive Branch employees, in a manner consistent with current University employee policies.

B. Term of Office: A President having served a term less than one year may serve a maximum of one (1) additional term as President. (Constitution II.1.B.2.)

C. StipendPayment: The President's ~~compensation~~ payment should be offered as a Graduate Assistantship in accordance with Office of Graduate Studies guidelines (Constitution II.1.C.1.)

1. The maximum payment limit shall be in accordance with the GA monthly stipend at the .5

FTE rate as determined by University policy.

2. Compensation shall also include six (6) resident, graduate tuition hours per semester during the fall and spring terms, and three (3) credit hours during the summer term, at the rate published by the Bursar's office.

3. The President's compensation shall be implemented through the annual budget process, but differential tuition and stipend amounts shall be funded by Appropriation.

Section 2: Chief of Staff

A. Duties

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

Produce a public annual GPSA report, to be held on file in the GPSA Office, the Student Activities Center, and Zimmerman Library.

~~C.~~

A. ~~A.~~Duties

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

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C. Payment

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

D.

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531 Section 2. Presidential Oath of Office

- 532 A. The newly elected President shall not assume the duties of that office until the Presidential Oath
533 of Office (Oath) has been administered. The Oath should be administered after midday on the
534 last academic day of the Spring semester.
- 535 1. The Oath should be administered to the President by the Chief Justice or, in the Chief
536 Justice's absence, the outgoing President.
 - 537 2. In the event that the Chief Justice or outgoing President are unavailable to administer the
538 Oath, the outgoing Council Chair or Chief of Staff shall administer the Oath.
 - 539 3. The administration of the Oath must be witnessed by a member of either the Executive or
540 Legislative branch so long as the witness is not a member of the branch that is administering
541 the Oath.
 - 542 4. The Oath will be administered with the right hand uplifted and the following words said
543 aloud:
544 "I, (name), do solemnly swear that I will faithfully execute the Office of President of the
545 Graduate and Professional Students Association of the University of New Mexico; that I will
546 to the best of my ability fulfill the duties and obligations of the Office and preserve, protect,
547 and defend the Constitution and Bylaws of the Graduate and Professional Student
548 Association, the State of New Mexico, and the United States."
 - 549 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the
550 President. The President shall then assume office.

551 Section 3. President Elect

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

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557 A. Duties, Powers and Responsibilities

558 The President Elect will not be formally powered to carry out actions on behalf of the GPSA, but
559 will be allowed to commence the transition between administrations making informal
560 appointments that go in effect after the Presidential Oath of Office is administered. S/he will be
561 allowed to do the following:
562

- 1. Advertise for Chief of Staff, Project Assistants, and Executive Committee Chairs for which s/he will make formal appointments upon taking the Office of President;
 - ~~2.~~ ~~R~~May review application submissions and conduct interviews for candidate appointments;
 - ~~3.~~~~2.~~ Have the use of GPSA space and resources for scheduling meetings and interviews, and strategizing for a smooth transition.
 - ~~4.~~~~3.~~ Any other duties and/or responsibilities necessary or beneficial to the President Elect which the outgoing President shall request.

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Section 4. Executive Committees

- A. Executive Committee Appointments
 - 1. All GPSA Executive Standing Committee Chairs require approval from Council.
- B. Executive Standing Committees
 - 1. Elections Committee
 - ~~a.~~ ~~Presidentially appointed Committee Chair must be presented to the GPSA Council for approval no later than the December meeting.~~
 - ~~a-b.~~ During elections, the Elections Committee as well as GPSA Decision Making Bodies should try to provide for autonomy of the Committee to prevent conflict of interest and bias in the elections process.
 - 2. Grants Committee
 - ~~a.~~ ~~The Grants Chair shall administer the Graduate Scholarship Fund, The GPSA Research Grant, the GPSA Professional Development Grant, and the New Mexico Research Grant according to the GPSA Bylaws, and complete all duties as required by that post.~~
 - ~~The Research Grant is funded by the Student Research Allocation Committee~~
 - ~~Endowment. The Professional Development Grant is funded by the Specialized Travel~~
 - ~~Endowment. The New Mexico Research Grant is funded by the Graduate Research and~~
 - ~~a-e.~~ ~~The Research Grant is funded by the Student Research Allocation Committee Endowment. The Professional Development Grant is funded by the Specialized Travel Endowment. The New Mexico Research Grant is funded by the Graduate Research and Development Endowment. These funds may be supplemented by the budget process, Council appropriation, or other funding sources.~~
 - ~~b-d.~~ Members of the Grants Committee shall conduct themselves in a manner that promotes public confidence in the integrity and impartiality of the grants process.
 - ~~e-e.~~ Grants Application Readers present at a Grants Committee meeting are voting members.
 - 3. Lobby Committee
 - a. The Lobby Committee shall attempt to coordinate lobbying efforts of GPSA with the Associated Students of New Mexico, the Associated Students of the University of New Mexico, and other organizations as deemed appropriate.
 - b. The Lobby Committee shall work with the University administration on areas of common concern.
 - c. The Lobby Committee is responsible for presenting GPSA issues before appropriate governmental bodies, including the New Mexico Higher Education Department (HED).

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- 606 d. The Lobby Committee shall investigate issues of importance to the GPSA, including
607 HED funding and capital outlays recommendations to the legislature.
608 e. The Lobby Committee should compensate student lobbyists for travel and other
609 necessary expenses subject to all applicable University policies and procedures.
610 f. The Lobby Committee Chair shall give reports on Lobby Committee activities to
611 Council at least one meeting prior, one during, and one after the regularly scheduled
612 New Mexico Legislative Session. The Lobby Committee Chair shall submit written
613 reports of the same comments to the President to keep as a record.
614 g. The Lobby Committee shall prepare a platform of issues in enough time to receive
615 input from Council.
616 h. The Lobby Committee Chair shall submit the final draft of the platform to Council in
617 December.
- 618 4. Programs Committee
619 a. The Programs Committee shall implement and coordinate programs that promote an
620 inclusive and supportive community for graduate and professional students.
621 b. The Programs Committee shall collaborate with the programming of other student
622 organizations as appropriate.
- 623 5. Student Support and Advocacy Committee (SS+A Committee)
624 a. The SSA Committee shall maintain a list of graduate student organizations, services
625 provided, and how each can be reached, and shall post the list on the GPSA website
626 and in the GPSA Office.
627 b. The SSA Committee shall provide information to GPSA members about GPSA,
628 including volunteer and paid positions, and activities.
629 c. The SSA Committee shall coordinate support for events of interest to GPSA members,
630 as resources and time of the committee allow.
- 631 C. Executive Standing Committee Chairs
632 1. Composition of Executive Committees and selection of Committee Chair and members must
633 comply with the GPSA Constitution and Bylaws.
634 2. Standing Committee Chairs shall appoint the membership of the ~~St~~standing ~~Ce~~ommittees.
635 3. The Standing Committee Chair may remove members of the ~~S~~standing ~~Ce~~ommittees at any
636 time.
637 4. The Standing Committee Chair shall be responsible for submitting the committee's reports to
638 the President in accordance to the GPSA Constitution, Bylaws, and applicable Standing
639 Rules.
640 5. The Standing Committee Chair shall hold office hours for student inquiries or provide
641 contact information available in the GPSA Office. The Chairs shall adhere to TPNR.
- 642 D. Payments to Executive Standing Committee Chairs
643 1. Payments shall be subject to the fulfillment of the Chair's obligations and duties as verified
644 by the President.
645 2. Payments shall take place at the end of each semester in which the Chair served.
- 646 E. Executive Ad Hoc Committees
647 1. These committees shall pursue issues as specified by the President. These committees shall
648 endure no longer than is necessary for performance of the duties prescribed by the President.
- 649 F. Annual Written Reports
650 1. The Elections Committee shall include in the GPSA Annual Report all elections reports. See
651 Elections Code [Bylaw ~~IX.Section 10.X,Section 10~~].

2.
~~3.2.~~ The Grants Committee shall include in the GPSA Annual Report all funding cycle reports. See Grants Code [Bylaws ~~VIII.Section 1.L~~~~VIIIIX.Section 1.L.~~ & ~~VIII.Section~~
~~4.3.~~ The Lobby Committee shall include in the GPSA Annual Report results of any lobbying efforts and the annual legislative platform.
~~5.4.~~ The Programs Committee shall include in the GPSA Annual Report the results of any fundraising efforts.
~~6.5.~~ The SSA Committee shall include in the GPSA Annual Report the list of graduate student organizations and resources, as well as a summary of the issues deemed most important for GPSA membership, progress made, and future recommendations.
~~7.6.~~ Executive ~~A~~ad ~~H~~hoc committees shall include in the GPSA Annual Report progress towards their specified objective(s), and any future recommendations for the continuation of the committee.
~~8.7.~~ University Committee appointees shall include in the GPSA Annual Report a summary of the issues of importance to GPSA considered by the committee.

Section 5. Executive Board

a. Representation

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

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A. Representation

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

B. Duties, Powers, and Responsibilities

1. Meet at least one (1) time per month that Council is in session.
2. Recommend agenda items for Council meetings.
3. Draft and maintain the GPSA annual calendar with deadlines for Executive committees.
4. Review all executive committee activities.
5. All meetings shall be open to the public with advance notice of the date, time, meeting location, and agenda provided at least one (1) calendar week in advance of each meeting.

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This notice shall be made available by means including, but not limited to, the GPSA website and electronic mailing list.

~~4.6.~~ The Executive Board shall direct recommendations for the Council agenda to the appropriate Legislative body.

C. Quorum

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

~~2.~~ Quorum shall be established if more than half of the voting members are physically present.

3. Participation includes discussion, making motions, and voting.

D. Term of Office

Executive Board members shall serve from the time of their appointment until noon on the last day of the academic year, or until written resignation is given to the President.

~~2.~~

~~V.~~ IV. Legislative Branch

Section 1. Council Representatives and Certified Alternates

A. RDSAs are the sole determinants of Council Representatives

1. For any RDSA, its Council representative(s) must be a graduate or professional student seeking completion of a degree or certificate in one (1) of its programs.
2. The President, the Council Chair, and Court of Review Justices may not concurrently serve as Council Representatives.
3. Representatives need not be officers of their RDSAs.
4. Credential Forms will be readily accessible in the GPSA Office, on the GPSA website, and through the Council Chair and Council Recorder.
5. It is the responsibility of RDSAs and their designated Representative(s) to ensure that Credential Forms are submitted and accepted by the Council Chair.
- ~~6. RDSA Presidents or their designees must sign Credential Forms.~~
- ~~7.6.~~ In order for a GPSA member to serve as a Representative, that member's Credential Form must be submitted to the Council Chair prior to the start of a meeting.
- ~~8.7.~~ All Credential Forms are nullified at the end of a Council session. New credentials are required at the start of each Council session.

B. Representative Duties

- ~~1. In addition to duties outlined in the GPSA Constitution, Representatives~~ In addition to duties outlined in the GPSA Constitution, Representatives serve as a link advocating collaboration between their RDSAs, students, and chartered student organizations.
- ~~2. as sponsors of legislation and advocates in Council. Council Representatives~~ may assist RDSAs, students, and chartered student organizations with the drafting of legislation, and as sponsors of legislation.
- ~~0. Representatives may volunteer to serve on legislative standing or ad hoc committees.~~
1. Certified Alternates may be chosen at will by each RDSA. The procedure for the selection of Certified Alternates is left to the determination of each RDSA.

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~~1. Alternates may only act as Representatives when the Official Representative is not present.
2. Only Certified Alternate Credential Forms approved by the Council Chair shall be accepted.~~

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

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Section 2. Council Chair

A. Duties, Powers, and Responsibilities:

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

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B. Payment

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

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

- 780 1. If a Council Chair is acting President the Council Chair shall be considered unable to fulfill
781 the duties of the position.
782 2. If the LSC Chair is acting as Chair Pro Tempore for longer than one (1) dayweek, the LSC
783 shall select an interim LSC Chair.
784 ~~0. Nothing in this section shall be construed to supplant the Council Chair without adhering to~~
785 ~~the impeachment and removal procedures, nor to permit the LSC to operate with an un-~~
786 ~~Constitutional composition.~~
- 787 A. The newly elected Council Chair shall not assume the duties of that office until the Council
788 Chair Oath of Office (Oath) has been administered. ~~The Oath should be administered after~~
789 ~~midday on the last academic day of the Spring semester.~~
- 790 1. The Oath should be administered to the Council Chair by the Chief Justice or, in the Chief
791 Justice's absence, the outgoing Council Chair.
792 2. In the event that the Chief Justice or outgoing Council Chair are unavailable to administer the
793 Oath, the outgoing President or Chief of Staff shall administer the Oath.
794 3. The administration of the Oath must be witnessed by a member of either the Executive or
795 Legislative branch so long as the witness is not a member of the branch that is administering
796 the Oath.
797 4. The Oath will be administered with the right hand uplifted and the following words said
798 aloud:
799 "I, (name), do solemnly swear that I will faithfully execute the Office of Council Chair of the
800 Graduate and Professional Students Association of the University of New Mexico; that I will
801 to the best of my ability fulfill the duties and obligations of the Office and preserve, protect,
802 and defend the Constitution and Bylaws of the Graduate and Professional Student
803 Association, the State of New Mexico, and the United States. "
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805 ~~Section 5.~~Section 4. Council Recorder

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

823 ~~Section 6.~~Section 5. Procedures for Regular and Special Meetings

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A. Notice

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

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B. Standing Rules

- 1. At the first Council meeting of the session, Council shall approve standing rules, which shall name the parliamentary procedures that Council shall follow.
 - a. An agenda template for regular Council meetings shall be included as part of the Standing Rules.
 - b. The Public Notice Requirements shall be announced by the Council Chair at the first meeting of each semester of the session.
- 2. The Council's Standing Rules apply to every Council meeting unless suspended with a two-thirds (2/3) vote of Council.

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B-C. Regular Meeting

- ~~1.~~ 1. Must be held at least one (1) time per month during the fall and spring academic semesters- Council meetings may be cancelled at the discretion of the Council Chair, with approval from Council -Meeting
- 2. The date and time of the first regular Council meeting of the session shall be announced by the Council Chair-elect at the final Council meeting of the preceding session.
- 3. Quorum: Consists of Council Representatives from at least six (6) RDSAs physically present at a Council meeting.
- 4. The regularly scheduled February and March meetings shall be scheduled for one of the last seven (7) calendar days of the months.

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C-D. Special Meeting

- 1. Called by the Council Chair or by a petition of Council Representatives from a minimum of six (6) separate RDSAs.
- ~~1-2.~~ 2. Petitions for special meetings not called by the Council Chair shall be submitted to the LSC Chair; the LSC Chair shall verify the validity of the petition.
 - a. Petitions shall include the agenda items for discussion and action, the signatures as required by the GPSA Constitution, and the date, time, and location of the meeting.
 - b. Notice of Special Meetings shall comply with TPNR.

D-E. Notice

- 1. Notice: The Council Chair shall post notice of the date, time, meeting location, and agenda at least one (1) calendar week in advance of each regular Council meeting and forty eight (48) hours before each special Council meeting. This notice shall be made available to the Council Representatives, GPSA members, campus media, and general public by means including, but not limited to, the GPSA website and electronic mailing list.

- §69 ~~1. In addition to following GPSA Constitutional notice requirements and TPNR, nNotice of~~
§70 ~~E. Standing Rules~~
§71 ~~1.3. At the first Council meeting of the session, Council shall approve standing rules, which shall~~
§72 ~~name the parliamentary procedures that Council shall follow.~~
§73 ~~a. An agenda template for regular Council meetings shall be included as part of the~~
§74 ~~Standing Rules.~~
§75 ~~b. The Public Notice Requirements shall be announced by the Council Chair at the first~~
§76 ~~2.4. The Council's Standing Rules apply to every Council meeting unless suspended with a two-~~
§77 ~~thirds (2/3) vote of Council.~~

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878 ~~Section 7.~~Section 6. Proxy Privileges

- 879 A. Proxy voting is the casting of a vote on behalf of a Council Representative. Proxy authority may
880 only be given by a validated Council Representative or Certified Alternate to another GPSA
881 Member.
882 1. Council Representatives and Certified Alternates should select a GPSA member from the
883 same RDSA to serve as Proxy.
884 B. In order to be eligible to vote in a Council meeting, a GPSA member must be a recognized
885 Representative, Certified Alternate, or Proxy.
886 1. Proxy forms must be delivered to the Council Chair before a GPSA member may serve as a
887 Proxy at a Council meeting.
888 2. When the Council Chair receives and approves a Proxy form, that GPSA member is eligible
889 to serve as a Proxy for that meeting.
890 3. The Council Chair shall keep a list of eligible Proxies for each meeting.
891 4. Proxies are eligible to vote for the specified Council meeting in which proxy privileges are
892 approved.
893 5. Proxies do not count toward quorum.
894 C. If an RDSA has more Representatives, Certified Alternates, and eligible Proxies present at a
895 Council meeting than it has votes, the voting slots shall be recognized in the following order and
896 according to rank: Representative(s), Certified Alternate(s), Proxy (ies).
897 1. A GPSA member who believes they should have voting privileges at a Council meeting may
898 bring this to the attention of the Council Chair. The Council Chair must recognize a GPSA
899 member's right to vote prior to that member's voting.
900 D. If a Council Representative or Certified Alternate is in attendance at a GPSA Council meeting
901 and must leave a meeting in progress, that voting member may select a Proxy.
902 1. Representatives or Certified Alternates using a Proxy should provide written documentation
903 of their RDSA's preferences for the publicized agenda items to the Proxy prior to
904 surrendering voting privileges to that Proxy for that meeting.
905 E. Council Representatives or Certified Alternates who miss three (3) consecutive regular Council
906 meetings forfeit the proxy privileges.
907 1. Upon attending a Council meeting, a Council Representative's or Certified Alternate's
908 written proxy privileges will be reinstated.
909 F. No GPSA member may hold more than two proxy votes.

910 ~~Section 8.~~Section 7. Legislative Standing Committees

- 911 A. Legislative Standing Committee Chairs
912 1. Selection

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- a. Legislative Standing Committee Chairs shall be selected by the Council Chair and approved by a majority vote of Council at the first (1st) regular Council meeting of the session.
- b. ~~Standing~~ Committee Chair appointments must be approved by Council prior to assuming Committee Chair duties.
- 2. Duties, Powers, Responsibilities
 - a. Each Committee Chair, in conjunction with the membership of the committee, shall maintain a schedule of meetings for that Council session, to be posted in accordance with TPNR.
~~Budgetary recommendations from the GPSA Budget Summit shall be presented and voted on during the March Council meeting.~~
- 3. Reports
 - a. Written Legislative Committee Chair reports shall be given once per semester to Council.
- 4. ~~Compensation~~Payment
 - ~~The Council Chair shall receive financial payment. The maximum limit shall be in accordance with the GA monthly stipend at the .5 FTE rate as determined by University policy.~~
 - b. Disbursement of ~~compensation~~payment is subject to the fulfillment of the Committee Chair's duties as verified by the Council Chair or Council.
 - c. Disbursement shall be at the end of each semester in which the Committee Chair served.
- 5. Removal
 - a. In addition to removal by the Council Chair, a Legislative Standing Committee Chair may also be removed by Council with a two-thirds (2/3) vote.
 - b. If a Committee Chair is removed or resigns, the committee shall select another member to serve as interim Committee Chair until a replacement is appointed by the Council Chair and approved by Council.
 - c. Council ~~may~~shall vote whether or not the removed Chair may continue to serve as a member on that committee.
~~If the LSC Chair is serving as the acting Council Chair, the committee shall select an interim LSC Chair.~~
- 1. Selection
 - a. The Council Chair shall provide notice of committee membership opportunities with the Agenda notice for the first Council meeting of the session.
 - b. The Council Chair should seek any interested volunteers and must consider recommendations from Council for committee membership.
 - c. The Council Chair shall appoint a minimum of five (5) ~~and no more than eight (8)~~ members for ~~L~~egislative ~~S~~tanding ~~C~~ommittees at the first meeting of the Council session.
 - d. Approval of appointed ~~S~~tanding ~~C~~ommittee members shall be by a majority vote of Council prior to assuming duties.
 - e. Members may be added to legislative ~~S~~tanding ~~C~~ommittees when appointed by the Council Chair and approved by Council at a Council meeting, in accordance with the GPSA Constitution's composition requirements.
- 2. Removal

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- a. If a committee member violates the committee’s standing rules, that member shall be removed by the Committee Chair or the Council Chair
- b. A Representative may appeal a removal at the next regularly scheduled Council meeting before the selection of a replacement. Overturning a removal requires a two-thirds (2/3) vote from Council.
- c. The Council Chair may appoint replacement(s) to be approved by Council.
- d. Council may request that the Council Chair reconstitute a committee.

~~Section 9.~~ **Section 8.** Standing Committee Procedures

A. Standing Rules

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

B. Timeline

~~1.~~ **Timeline**

- ~~a.~~ **1.** Each legislative ~~S~~standing ~~C~~committee shall conduct its first meeting between the first (1st) and second (2nd) regularly scheduled Council meetings.
- ~~b.~~ **2.** Legislative ~~S~~standing ~~C~~committees must meet ~~at least~~between nine (9) ~~and thirteen (13)~~ academic days prior to each regularly scheduled Council meeting after the August meeting in which they are formed.
- ~~c.~~ ~~Items for committee review must be submitted to the appropriate Committee Chair at least two (2) academic days prior to the committee meeting. Submissions received after this deadline shall be considered at the following committee meeting, except for the last committee meeting of the Council session.~~
- ~~e.~~ **4.** Supporting documentation for agenda items and committee reports must be submitted to the Council Chair at least five (5) academic days prior to the Council meeting.
- ~~—~~ ~~The Committee Chairs shall post meeting minutes at least twenty-four (24) hours in advance of each regularly scheduled Council meeting.~~

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A. Formation and Dissolution

1. Council shall determine the composition or means of composition of legislative ~~A~~ad ~~H~~hoc ~~C~~committees.
2. Council shall approve the purpose and duration of the ~~A~~ad ~~H~~hoc ~~C~~committees.

B. Council shall determine the means for selecting ~~A~~ad ~~h~~oc ~~C~~committee ~~C~~chairs.

1. Each ~~A~~ad ~~H~~hoc Committee Chair is responsible for adhering to TPNR.
2. Ad ~~H~~hoc ~~C~~committees must request an appropriation from Council for any operational costs that the committee expects.

1003 ~~Section 12~~Section 10. Types and Requirements of Non-Appropriative Legislation

- 1004 A. Constitutional amendments must be included as a discussion item at least one (1) regularly
- 1005 scheduled Council meeting prior to the regularly scheduled Council meeting at which action may
- 1006 be taken.
- 1007 B. Bylaws must be included as a discussion item at least one (1) regularly scheduled Council
- 1008 meeting prior to the regularly scheduled Council meeting at which action may be taken. ~~[VIII.11]~~
- 1009 Bylaws require a two-thirds (2/3) vote to pass.
- 1010 C. Resolutions require a majority vote of Council.

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1011 ~~Section 13~~Section 11. Committee Consideration of Legislation ~~and Appropriations~~

- 1012 A. Any GPSA member, RDSA, Decision Making Body, or groups or individuals with a GPSA
- 1013 member serving as a sponsor may submit legislation ~~or appropriations~~ for Council consideration.
- 1014 This includes the Executive Board and President. Items should be submitted to the appropriate
- 1015 Legislative Committee Chair.
- 1016 B. Every submission must include a contact person who is responsible for the item, capable of
- 1017 answering questions, providing additional material, and making necessary revisions.
- 1018 1. The Committee Chair shall collect all submissions, confirm that items have been submitted to
- 1019 the proper committee, and produce a committee agenda in accordance with TPNR.
- 1020 2. Legislative Committee Chairs shall redirect an item submitted to the incorrect committee to
- 1021 the appropriate party.
- 1022 3. Legislative Committees shall facilitate each submission's adherence to the guidelines and
- 1023 required format established by the Bylaws and standing rules.
- 1024 ~~4. Legislative Committees shall provide contact information for Council members and GPSA~~
- 1025 ~~leadership upon request.~~
- 1026 C. All Legislative Items are forwarded with committee recommendations to the Council Chair and
- 1027 shall be included on the Council agenda.
- 1028 1. Once Legislative Committees have determined a recommendation, this Legislative Item
- 1029 should appear on the agenda for the next regularly scheduled Council meeting.
- 1030 a. Legislative Committees shall not unduly delay making recommendations on
- 1031 Legislative Items.
- 1032 2. The original Legislative Item and accompanying recommendation shall be treated as one (1)
- 1033 agenda item.
- 1034 ~~3. The original Legislative Item shall not be altered by any of the Committee's~~
- 1035 ~~recommendations beyond grammar, spelling, and format until it is considered by Council.~~
- 1036 ~~5.4~~ The supporting documents and recommendations may be revised by the respective legislative
- 1037 committee up to the required deadline for supporting document submissions. The final
- 1038 versions of the Legislative Item and supporting documents must be submitted both to the
- 1039 Council Chair and to the originating party.

1040 ~~Section 14~~Section 12. Council Consideration of Legislative Items

- 1041 A. The Council Chair shall prepare all Legislative Items and reports from legislative ~~S~~standing and
- 1042 ~~A~~ad ~~H~~hoc ~~C~~ommittees and items required by the Bylaws in a single agenda.
- 1043 1. Items identified by the Constitution and Bylaws as automatically appearing on the agenda do
- 1044 not have to go through the committee process.

- 1045 2. Emergency items may be added to the agenda in accordance with TPNR at the discretion of
 1046 the Council Chair, even if they have not gone through the committee process.
 1047 3. A two-thirds (2/3) vote of Council is required to allow discussion or action on emergency
 1048 items.
 1049 B. ~~The Council Chair shall post an agenda for each regularly scheduled Council meeting no later~~
 1050 ~~than six (6) academic days before the meeting. The Council Chair shall post supporting~~
 1051 ~~documents no later than three (3) academic days before the meeting.~~ Posting of agenda and
 1052 supporting documents must comply with TPNR.
 1053 ~~C. Final order of items on the agenda is at the discretion of the Council Chair and subject to Council~~
 1054 ~~amendment.~~
 1055 E.D. The applicable Legislative Committee Chair may provide information regarding their
 1056 committee's recommendation at the request of the Council Chair, Council Representative, or any
 1057 recognized and present voting member of Council.
 1058 ~~F. The Council Chair may provide basic information about emergency items.~~

1059 ~~VI.V.~~ Joint Standing Committees

1060 Section 1. Finance Committee (FC)

- 1061 1. Selection
 1062 a. The FC shall be composed of six (6) members.
 1063 i. Three (3) members, including the Chair, shall be appointed by the President
 1064 and approved by Council.
 1065 ii. Three (3) members, including the Vice-Chair, shall be appointed by the
 1066 Council Chair and approved by Council.
 1067 b. The FC Chair shall be approved by Council at the first regular meeting in August but
 1068 shall assume duties immediately upon appointment by the President.
 1069 2. Duties, Powers, & Responsibilities
 1070 ~~a. The FC shall be responsible for maintaining the financial records of GPSA which shall~~
 1071 ~~be open for inspection by any GPSA member or committee.~~
 1072 ~~e.b. The FC Chair shall:~~
 1073 i. ~~The FC Chair shall~~ administer and oversee all meetings of the FC
 1074 ii. ~~The FC Chair shall~~ not have a vote in any actions before the Finance
 1075 Committee, except in the case of a tie.
 1076 ~~e.c. The FC Vice-Chair shall:~~
 1077 i. ~~The FC Vice-Chair shall~~ assist the FC Chair in the duties and responsibilities of
 1078 the FC.
 1079 ii. ~~The FC Vice-Chair shall~~ serve as acting FC Chair in the absence of the FC
 1080 Chair.
 1081 iii. ~~The FC Vice-Chair shall~~ have a vote in any actions before the Finance
 1082 Committee.
 1083 ~~e.d.~~ The FC shall meet monthly after the first regularly scheduled Council meeting of
 1084 the fall semester until the end of the spring semester; an exception may be made for the
 1085 month of December, when the President, Council Chair, FC Chair, and FC Vice-Chair
 1086 may decide not to have an FC meeting due to time restrictions.
 1087 ~~e.e.~~ Emergency meetings may be called at the discretion of the FC Chair, FC Vice-
 1088 Chair, ~~Council Chair~~, or by vote of Council.

- 1089 ~~g.f.~~ The FC must adopt standing rules at its first meeting of the Council session.
 1090 ~~h.g.~~ FC standing rules shall be used as sole standing rules for all appropriations and
 1091 budget requests.
 1092 ~~i.h.~~ Standing rules must be approved by Council at a regularly scheduled Council
 1093 meeting.
- 1094
- 1095 3. Reports
- 1096 a. At each regular Council meeting the FC Vice-Chair shall provide a report on the GPSA
 1097 General Fund account balance, and current appropriations ~~for Council consideration to date~~.
 1098
- 1099 4. ~~Compensation Payment~~
- 1100 a. The amount of ~~compensation payment~~ shall be determined through the annual budget process.
 1101 The ~~stipend payments~~ for the FC Chair and Vice-Chair shall be equal.
- 1102 ~~a.b.~~ Dispersment of FC Chair /Vice Chair payment shall be subject to fulfillment of their dities
 1103 as verified by President/Council Chair
 1104 ~~Chair~~
- 1105 5. Removal
- 1106 a. The FC Chair and executive appointees may be removed by the President at any time.
 1107 b. The FC Vice-Chair and legislative appointees may be removed by the Council Chair at
 1108 any time or by Council with a two-thirds (2/3) vote
 1109 c. If the FC Chair is removed or resigns, the Vice-Chair shall serve as interim Chair and
 1110 assume all responsibilities and duties of Chair and Vice-Chair until a replacement is
 1111 appointed by the President. The interim Chair shall not have a vote in any actions
 1112 before the Finance Committee, except in the case of a tie.
- 1113 6. Annual Reports
- 1114 a. FC shall include in the GPSA Annual Report all expenditures and year end balances.
 1115

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1116 ~~VII.VI.~~ Judicial Branch

1117 Section 1. Appellate Jurisdiction

- 1118 A. In addition to the Court's original jurisdiction as stated in the GPSA Constitution, the Court shall
 1119 also have appellate jurisdiction to hear:
- 1120 1. All matters arising from Council activity, including, but not limited to, review of any award
 1121 of GPSA funds to an organization or individual for consistency with the GPSA Constitution
 1122 and Bylaws.
- 1123 2. All matters arising from activities of any Executive, Legislative, and Judicial ~~S~~standing or
 1124 ~~A~~ad ~~H~~hoc committee.
- 1125 3. All acts of the President, Council Chair, or GPSA member acting on behalf of GPSA when
 1126 and which the Court would not otherwise have original jurisdiction to hear.

1127 Section 2. Judicial Oath of Office

- 1128 A. No Justice shall assume the duties of that office until the Judicial Oath of Office (Oath) has been
1129 administered. The Oath must be administered within ten (10) academic days of confirmation by
1130 Council.
- 1131 1. The Oath shall be administered to the Chief Justice by the President or, in the President’s
1132 absence, the Council Chair and must be witnessed by a representative of either the Executive
1133 or Legislative branch, so long as the witness is not a member of the branch that is
1134 administering the Oath.
 - 1135 2. For all other Justices, the Oath shall be administered by the Chief Justice, and must be
1136 witnessed by a representative of either the Executive or Legislative branch.
 - 1137 3. In the case that the Chief Justice is unavailable to administer the Oath, the President shall
1138 administer the Oath. In the case that the President is unavailable to administer the Oath, then
1139 the Council Chair shall administer it. In any case, the administration of the Oath must be
1140 witnessed by a member of either the Executive or Legislative branch so long as the witness is
1141 not a member of the branch that is administering the Oath.
 - 1142 4. The Oath will be administered with the right hand uplifted and the following words said
1143 aloud:
 - 1144 a. “I, (name), do solemnly swear that I will uphold the laws of the Graduate and
1145 Professional Students Association of the University of New Mexico, the State of New
1146 Mexico, and the United States of America; that I will judge fairly and with no previous
1147 bias the evidence and proceedings before me, and that I will otherwise fulfill the duties
1148 and obligations of the GPSA Judiciary to the best of my ability.”
 - 1149 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the
1150 Justice. The Justice shall then assume office.

1151 Section 3. Code of Conduct

- 1152 A. All Justices shall establish, observe, and maintain high standards of conduct so that the integrity
1153 and independence of the judiciary may be preserved.
- 1154 B. Justices shall respect and comply with the law and shall conduct themselves at all times in a
1155 manner that promotes public confidence in the integrity and impartiality of the judiciary.
- 1156 C. Justices shall not allow their family, social, or other relationships to influence their judicial
1157 conduct or judgment.
- 1158 D. Justices shall not permit those under their control to convey the impression that they are in a
1159 special position to influence the decisions of the Court.

1160 Section 4. Responsibilities

- 1161 A. Determine questions of constitutionality and adherence to GPSA law as a result of official
1162 complaints
- 1163 B. Create a written record of all decisions and actions of the court to be maintained in the GPSA
1164 Office.
- 1165 C. Create an annual written report of the court to be included in the annual GPSA report.
- 1166 D. The court may, at its discretion, decline to hear cases that it deems are not appropriate under the
1167 Bylaws.
- 1168 ~~A-E.~~ Justices shall be faithful to the law and remain unbiased and nonpartisan.
- 1169 ~~B-F.~~ Justices shall maintain order and decorum in proceedings before them.
- 1170 ~~C-G.~~ Justices shall be patient, dignified, and courteous to those with whom they deal in an official
1171 capacity, and shall require similar conduct of those subject to their direction and control.

- 1172 ~~D.H.~~ Justices shall accord to every person who is involved in a proceeding, or their counsel, a full
1173 right to be heard according to law.
- 1174 ~~E.I.~~ Justices shall neither initiate nor consider communications from only one party of a pending or
1175 impending proceeding.
- 1176 ~~F.J.~~ Each Justice is charged with the duty of carefully reading and analyzing the pertinent submitted
1177 material on each case in which he or she participates.
- 1178 ~~G.K.~~ Justices shall abstain from public comment about a pending proceeding in the Court. This does
1179 not prohibit Justices from making public statements in the course of their official duties or from
1180 explaining for public information the procedures of the Court.
- 1181 ~~H.L.~~ Justices of the Court shall dispose promptly of the business of the Court.
- 1182 ~~I.M.~~ Each Justice of the Court shall take or initiate appropriate disciplinary measures against any
1183 other Justice for unprofessional conduct of which they become aware.
- 1184 N. All official decisions and opinions of the Court shall be made in writing, made available to
1185 GPSA officers, Representatives, and members, as well as the public upon request. Written
1186 opinions must become part of the official Court Record and shall be made available to the
1187 President, Council Chair, Council Representatives, and upon request to GPSA members and the
1188 public.
- 1189 ~~J.O.~~ Other duties as assigned by the GPSA Constitution

1190 Section 5. Disqualification

- 1191 A. A Justice is disqualified and shall announce recusal in any proceeding in which:
1192 1. The Justice has personal knowledge of disputed evidentiary facts concerning the proceeding.
1193 2. The Justice or the Justice's spouse/domestic partner, or a person related to the Justice within
1194 the third degree, by blood, marriage, or other relationship to either the Justice or the Justice's
1195 spouse/domestic partner:
1196 a. is a party to the proceeding, or an officer, director, or trustee of a party;
1197 b. is acting as legal counsel in the proceedings;
1198 c. is known by the Justice to have an interest that could substantially affect or be affected
1199 by the outcome of the proceeding;
1200 d. is to the knowledge of the Justice likely to be a material witness in the proceeding;
1201 3. A party to the proceeding is an employee of the Justice.
- 1202 B. Any Justice announcing recusal from any proceeding shall notify the Chief Justice of the recusal
1203 in writing.
- 1204 C. If the Chief Justice must announce recusal from any proceeding, the Chief Justice shall notify the
1205 full Court of the recusal in writing.

1206 Section 6. Non-judicial Activities

- 1207 A. Justices may appear at a public hearing before an executive or legislative body, and may consult
1208 with an executive or legislative body official, but only on matters concerning the administration
1209 of justice.
- 1210 B. Justices shall not act as arbitrators or mediators except in the performance of judicial duties.
- 1211 C. Justices shall not accept any gift, bequest, favor, or loan other than ordinary social hospitality, if
1212 the source of said gift, bequest, favor, or loan could imply or give the appearance of influencing
1213 the decisions of the Court or otherwise give the appearance of impropriety.

1214 Section 7. Resignation & Seniority

- 1215 A. Should the Chief Justice resign from the Court for any reason or be the subject of impeachment
1216 proceedings, the Senior Associate Justice shall assume the duties of the Chief Justice until the
1217 President appoints and Council affirms a new Chief Justice.
- 1218 B. Seniority of the Associate Justices shall be determined by the date of approval of appointments,
1219 the vote order by Council, and the seniority assigned during a block vote.
- 1220 1. Seniority of the Associate Justices shall be assigned prior to sending the appointments to the
1221 LSC.
- 1222 C. Nothing in this section shall be construed to mean that the Court may operate with less than three
1223 sitting Justices.
- 1224 D. Members of the Court of Review shall not serve on any GPSA Standing Committee.

1225 Section 8. Pro Tempore Justice Appointments

- 1226 A. In the event that one or more Justice(s) announce recusal from any proceeding, or in the event
1227 that any Justice is the subject of an impeachment proceeding before Council, the Chief Justice
1228 shall notify the President and Council Chair of such an occurrence within three (3) academic
1229 days of receiving written notification of a Justice's recusal.
- 1230 B. Within three (3) academic days of receipt of such notification from the Chief Justice, the
1231 President shall recommend a Pro Tempore Justice to Council.
- 1232 C. Within three (3) academic days of receiving the President's recommendation, the Council Chair
1233 shall schedule a Special Meeting of Council in accordance with TPNR in order to consider the
1234 President's recommendation.
- 1235 D. Following recusal, a Pro Tempore Justice must be approved by Council within twenty (20)
1236 academic days of receipt of notice from the Chief Justice that a Justice has announced recusal
1237 from a proceeding before the Court.
- 1238 E. The Chief Justice shall stay the effected proceeding(s), informing all parties of the stay, until
1239 such time as:
- 1240 1. the President has recommended to Council a Pro Tempore replacement for each recused
1241 Justice, and Council has approved that recommendation;
- 1242 2. the Pro Tempore Justice has taken the Judicial Oath of Office; and
- 1243 3. an affidavit attesting to the Pro Tempore Justice's authority has been filed.
- 1244 F. All Pro Tempore Justice appointments, once made, shall expire upon the termination of the
1245 matter before the Court. For the purposes of this section, "termination" means any final ruling by
1246 the Court of the matter before it, including dismissal for any reason as well as a determination of
1247 the matter on its merits.
- 1248 G. With the exception of those cases in which a Justice has announced recusal because
1249 impeachment proceedings have been brought against the Justice, the appointment of a Pro
1250 Tempore Justice shall not limit the recused Justice's authority to hear other matters before the
1251 Court.

1252 Section 9. Additional Duties Required

- 1253 A. General Duties of the Court
- 1254 1. The Court shall conduct monthly meetings throughout each semester.
- 1255 2. The Chief Justice shall preside at all meetings of the Court, or be responsible for assigning a
1256 Justice to preside when the Chief Justice cannot attend or has announced recusal.
- 1257 3. The Chief Justice is responsible for publishing all rulings and decisions of the Student Court
1258 within eleven (11) academic days of decision.

- 1259 B. Advice to the President, Elections Chair, or Council as requested
1260
1261 1. The President, Elections Chair, or Council may seek the advice of the Court for any matter,
1262 including, but not limited to, the constitutionality of any provision of the GPSA Bylaws,
1263 codes or rules, or the constitutionality of any act of any GPSA officer or member acting on
1264 GPSA's behalf.
1265 2. The President or Elections Chair may request the advice of the Court by submitting a
1266 question in writing to the Court with a copy to the Council Chair.
1267 3. Council may request the advice of the Court upon a majority vote of the Representatives
1268 present at any regular or special meeting where a quorum is present. The question shall be
1269 submitted to the Court in writing with a copy to the President.
1270 4. When advice of the Court is sought, the Court may follow procedures it determines in its
1271 discretion that are suitable to effectively research and address the question presented. The
1272 Court may ask the presenter of the question for clarification of the issue.
1273 5. The Court may determine that the question presented is beyond the scope of the Court's
1274 authority, in which case it shall so inform the President and Council Chair of such a
1275 determination.
1276 6. In any event, the Court shall issue a written Advisory Opinion to the President and Council
1277 chair within twenty (20) academic days of receipt of the written question.
- 1277 C. Appellate Procedure
1278 1. Jurisdiction
1279 a. The Court shall determine if it has personal jurisdiction over all parties in hearings
1280 before the Court, whether under the Court's original or appellate jurisdiction.
1281 b. Should the Court determine it does not have jurisdiction over a particular party for any
1282 reason, the Court shall dismiss the action without reaching the merits.
1283 c. This section does not apply to the Court's proceedings when it has been asked to issue
1284 an Advisory Opinion.
1285 2. Hearing Procedures and Informal Dispute Resolution:
1286 a. The GPSA Court of Review encourages disputants to resolve their disputes outside of
1287 this Court. This Court is available to assist in informal proceedings should both parties
1288 consent to such dispute resolution. Procedures for informal dispute resolution are to be
1289 determined by the Court.
1290 b. Parties wishing to seek resolution to their dispute in a more formal setting may bring an
1291 action before the Court by following the established Hearing Procedures.
1292 3. Complaint Limitations Period
1293 a. In general, all actions alleging violations of the GPSA Constitution or Bylaws must be
1294 brought within twenty (20) academic days from the date of the alleged infraction.
1295 However, if the Plaintiff is unaware of the alleged infraction at the time it occurs, the
1296 Plaintiff must file the claim within eight (8) academic days from the day on which the
1297 Plaintiff learned, or should have learned, of the infraction.
1298 b. Any challenge to any action on the grounds that it has been brought after the applicable
1299 Complaint Limitations Period has run is a matter to be resolved by the Court of
1300 Review.
1301 c. Extensions of the Complaint Limitations Period may be granted only to accommodate
1302 events deemed emergencies by the Court or for other equitable reasons as determined
1303 by the Court.
1304 4. Complaint

- 1305 a. All matters that are not Advisory Opinion Proceedings shall be brought before the
1306 Court upon completion of a Complaint form by the Plaintiff, filed with the Court in the
1307 GPSA Office within the applicable limitations period.
- 1308 b. The Complaint form may be obtained from the GPSA Office.
- 1309 c. The Plaintiff shall serve a true and correct copy of the Complaint to any and all
1310 Defendants no more than three (3) academic days after submitting a Complaint to the
1311 Court. Service of the Complaint may be made in person, by hand delivery, by first-
1312 class mail, or any other method by which the Plaintiff reasonably believes the
1313 Defendant should receive the Complaint.
- 1314 d. The Court has six (6) academic days to review the Complaint and determine if it is
1315 within the Court's jurisdiction as defined in the GPSA Constitution and Bylaws, and
1316 whether all information required by the Complaint form has been submitted and is fully
1317 completed.
- 1318 e. If corrections are required, the Plaintiff has three (3) academic days in which to make
1319 any corrections, additions, revisions, etc., and submit an amended Complaint to the
1320 Court. The Court may grant extensions to any Plaintiff when justice so requires.
- 1321 f. The Plaintiff shall serve a true and correct copy of the amended Complaint on any and
1322 all Defendants within three (3) academic days of its submission to the Court. Service of
1323 the amended Complaint may be made in person, by hand delivery, by first-class mail,
1324 or any other method by which the Plaintiff reasonably believes the Defendant should
1325 receive the amended Complaint.
- 1326 g. The Court will dismiss without prejudice any Complaint over which it lacks
1327 jurisdiction. The Court reserves the right to dismiss any Complaint on the grounds that
1328 the amended Complaint is incomplete and/or the time for submitting corrections has
1329 expired.

1330 5. Answer

- 1331 a. The Answer form may be obtained from the GPSA Office.
- 1332 b. On or before the fifth (5th) academic day following receipt of the Complaint (or
1333 amended Complaint), the Defendant(s) must file a completed Answer on the Court's
1334 Answer form with the Court.
- 1335 c. The Defendant shall serve a true and correct copy of the Answer on any and all
1336 Plaintiffs within three (3) academic days of its submission to the Court. Service of the
1337 Answer may be made in person, by hand delivery, by first-class mail, or any other
1338 method by which the Defendant reasonably believes the Plaintiffs should receive the
1339 Answer.
- 1340 d. If the Court determines that the Answer form is incomplete or inaccurate, it shall be
1341 returned to the Defendant(s) who shall have three (3) academic days in which to amend
1342 the Answer form and re-submit it to the Court.
- 1343 e. The Defendant shall serve a true and correct copy of the amended Answer on any and
1344 all Plaintiffs within three (3) academic days of its submission to the Court. Service of
1345 the amended Answer may be made in person, by hand delivery, by first-class mail, or
1346 any other method by which the Defendant reasonably believes the Plaintiffs should
1347 receive the amended Answer.

1348 6. Pre-Hearing Guidelines

- 1349 a. The Court has three (3) academic days from receipt of the Answer (or amended
1350 Answer) in which to schedule a Hearing if the Court finds the case to be within the
1351 Court's jurisdiction.
- 1352 b. The Hearing shall be scheduled no later than seven (7) academic days from the date of
1353 the Court's receipt of the Defendant's Answer or final amended Answer, unless the
1354 matter is stayed by the Chief Justice because a Justice has announced recusal, in which
1355 case a hearing shall be scheduled no later than seven (7) academic days after a Pro
1356 Tempore Justice has been appointed, approved, and assumed the Judicial Oath of
1357 Office.
- 1358 c. Extensions of the time allotted for submission of the Complaint (or amended
1359 Complaint), the Answer (or amended Answer), and/or scheduling of a hearing must be
1360 granted when justice so requires.
- 1361 7. Witnesses and Evidence
- 1362 a. Parties are responsible for gathering and presenting evidence and other testimony,
1363 including calling any relevant witnesses to support their case.
- 1364 b. Should a party be unable to find or to convince a witness to testify at the hearing, or
1365 should a party be unable to access evidence that is critical to its case after reasonable
1366 diligence in attempting to secure such witness or evidence, it may inform the Court.
1367 The Court may, in its discretion, postpone the hearing or take other remedial measures
1368 to allow the party to gather evidence necessary to its case in the interest of justice and
1369 fairness.
- 1370 8. Hearing Procedures
- 1371 a. The Plaintiff(s), followed by the Defendant(s), shall present Opening Statements,
1372 which shall be no more than ten (10) minutes in length per party.
- 1373 b. The Court may ask questions of either party, if clarification is needed.
- 1374 c. Witnesses for both the Plaintiff(s) and Defendant(s) shall present their evidence and/or
1375 testimony. Parties shall have an opportunity to question each witness subject to the
1376 restrictions of the Court. The Court may also question the witnesses, if necessary.
- 1377 d. The Court reserves the right to recall any Plaintiff(s), Defendant(s), and/or Witness (es)
1378 at any time during the hearing.
- 1379 e. The Plaintiff(s) and the Defendant(s) shall be asked if they would like to make Closing
1380 Statements, and if they so desire, they shall be given no more than ten (10) minutes per
1381 party for a closing statement.
- 1382 f. The Court shall then recess to deliberate in a closed portion of a meeting.
- 1383 g. The Court shall issue a decision no later than fourteen (14) calendar days following the
1384 Hearing.
- 1385 9. Hearing Guidelines
- 1386 a. All Hearing proceedings must be audio recorded.
- 1387 b. The Court shall be allowed to recess at any time, for any reason.
- 1388 c. The Court may, in its discretion, admonish any Witness or party whose testimony or
1389 behavior is inconsistent or harmful to the process of justice.
- 1390 d. Consistent with these Procedures, the time allowed for Plaintiff(s), Defendant(s), and
1391 Witness Statements shall be decided by the Court at the beginning of the Hearing.
- 1392 e. Plaintiff(s) and/or Defendant(s) have the right to appear with an advisor at the Hearing.
1393 The advisor may be, but is not required to be, an attorney. However, the Plaintiff(s) and

- 1394 Defendant(s) are responsible for presenting their cases in their entirety. Advisors are
 1395 therefore not permitted to speak or participate directly in any Hearing.
 1396 f. Circumstances not described above will be resolved at the discretion of the Court.
 1397 10. Procedure Guidelines
 1398 a. Whenever a party is required to do some act (e.g., submit a Complaint, answer a
 1399 Complaint, etc.), the time for compliance begins to run on the day that the party
 1400 receives notice of the need to act. If notice is sent by mail, receipt thereof shall be
 1401 presumed three (3) calendar days after the notice is mailed.
 1402 b. After submission of a Complaint, it shall be kept confidential until the Defendant(s)
 1403 have been properly served with the Complaint or amended Complaint. Once the
 1404 Defendant(s) receive, or are presumed to have received notice, the Complaint and other
 1405 Court records pertaining to the case shall be open to scrutiny, in compliance with the
 1406 Family Educational Rights and Privacy Act.
 1407 c. Circumstances not described above may be resolved at the discretion of the Court.
 1408 11. Procedure for Charging a GPSA Official with Misconduct
 1409 a. Allegations for charging the President, Council Chair, Council Representative, Chief
 1410 Justice, Associate Justice, or other GPSA officer with official misconduct shall be
 1411 made on an official Complaint form.
 1412 b. Such Complaints, once filed, must be adjudicated by the Court of Review and are not
 1413 subject to informal dispute resolution.
 1414 c. Hearing Procedures for allegations of official misconduct shall be the same as those for
 1415 any other Hearing as stated herein.
 1416 12. Fairness and Justice
 1417 a. If the Court finds that any particular procedure should be amended in the interest of
 1418 fairness and justice, the Court may amend or modify the Hearing Procedures so long as
 1419 due process is afforded both parties.
 1420 13. Further Appeal:
 1421 a. With respect to the actions of the GPSA, the decision of the Court of Review shall be
 1422 final.
 1423 b. Nothing in the GPSA Constitution or Bylaws shall be construed as an attempt to limit
 1424 any person's or party's rights under other applicable laws.

1425 ~~VII. Finance Code~~

1426 ~~Section 10, Section 1.~~ General Fund

- 1427 A. Eligibility and Restrictions
 1428 1. Allocations from the General Fund shall only be used to fund chartered student
 1429 organizations, GPSA Decision Making Bodies, and applicable service entities of the
 1430 University as dictated by the GPSA Constitution.
 1431 a. The GPSA grant allocations are appropriated through the Grants Committee and are
 1432 not restricted by this stipulation.
 1433 b. Executive Committees may be allocated funding that can be further distributed to
 1434 students, chartered student organizations, or other groups without stipulation from this
 1435 Finance Code.
 1436 2. All allocations must be spent through an account with SGAO.

- 1437 3. GPSA shall base all funding considerations on the merits of the application and no request
1438 shall be entitled or disfavored based on any biases.
1439 4. In addition to spending mandated by the GPSA's Constitution;
1440 a. No less than five thousand dollars (\$5,000) shall be allocated to the Student Research
1441 Allocation Committee Endowment Fund (Student Research Grant) and five thousand
1442 dollars (\$5,000) to the Specialized Travel Endowment Fund (Professional
1443 Development Grant).
1444 b. Not more than ten percent (10%) of the total GPSA annual budget shall be allocated to
1445 all GPSA standing committees.
1446 i. This shall not include the percentage of the budget allocated to the Grants
1447 Committee which, as mandated by the Constitution, is excluded from this
1448 restriction.
1449 c. No less than one percent (1%) and no more than one-and-a-half-percent (1.5%) of the
1450 annual budget shall be allocated to the UNM Student Publications Board, to be
1451 distributed between *Best Student Essays* and *Conceptions Southwest* as the Student
1452 Publications Board deems appropriate.

1453 Section 11-Section 2. Annual Budget

- 1454 A. Annual Budget
1455 1. The Chief of Staff shall administer the adopted GPSA annual budget in accordance with
1456 GPSA Constitution and Bylaws and any stipulations dictated within the budget.
1457 a. As administrators of the budget, the FC should facilitate communication between
1458 entities which received funding with efforts to assist in the disbursement and
1459 expenditure of GPSA funds and applicable stipulations under the respective allocation.
1460 2. The FC and Council shall have direct oversight of all monies disbursed through GPSA in the
1461 annual budget process by overseeing the allocation process and the annual budget hearings.
1462 3. All budgets must be based upon projected anticipated revenue for the upcoming fiscal year.
1463 4. The GPSA annual budget process is only applicable to chartered student organizations, UNM
1464 service entities, and GPSA Decision Making Bodies.
1465 5. All funds distributed through the budget process and not used by the end of the fiscal year in
1466 which they were allocated for shall revert to the GPSA General Fund unless otherwise
1467 stipulated by the GPSA Constitution and Bylaws or direction by Council.
1468 B. Annual Budget Process
1469 1. Purpose and Authority
1470 a. The GPSA budget process streamlines the allocation of GPSA fees to organizations
1471 that serve and benefit the graduate and professional student body of the University.
1472 b. The budget process is overseen by Council and the FC, passed by Council, and
1473 approved by the President.
1474 c. The FC shall create and follow a budget process and, with the consent of Council, has
1475 authority to modify such procedure insofar as not violating the GPSA Constitution and
1476 Bylaws.
1477 d.
1478 2. Timeline
1479 a. By the end of the first (1st) academic week of the spring semester, the FC, shall have
1480 decided upon the timeline and procedures of the annual budget process (i.e. workshops,

- 1481 deadlines, hearing dates, and hearing format). All relevant information shall be
 1482 available through the GPSA Office.
- 1483 b. Budget workshops are to be held before the end of the fourth (4th) academic week of
 1484 the spring semester.
- 1485 c. Budgets applications must be submitted to the GPSA Office no later than 5:00 p.m. on
 1486 the fifth (5th) Friday of the spring semester.
- 1487 d. The Chief of Staff should formulate a budget recommendation to submit to the FC
 1488 considering the current fiscal year expenditures and GPSA funding priorities within the
 1489 Executive Branch.
- 1490 e. The FC shall present a final and balanced budget to Council by the March Council
 1491 Meeting.
- 1492 f. A finalized budget must be passed by the first (1st) Friday in April.
- 1493 C. Annual Budget Workshops
- 1494 1. A minimum of ~~three two (32)~~ GPSA budget workshops must be held during the spring
 1495 semester, one workshop shall be held on North Campus; the FC Chair shall be responsible
 1496 for the workshops.
- 1497 a. The budget workshops must be advertised via the GPSA website, GPSA electronic
 1498 mailing list, and other appropriate means of notification at least ~~five two (52)~~ academic
 1499 days before the first (1st) workshop of the spring semester.
- 1500 ~~a.~~
- 1501 2. GPSA annual budget applications must be available and presented at each workshop by the
 1502 FC Chair or Vice-Chair or their designee with the guidance of SGAO. Budget packets must
 1503 provide all necessary procedures and information, including the budget hearings schedule,
 1504 for a group to follow to submit a complete budget application.
- 1505 3. All organizations, groups, or other entities requesting funding through the budget process
 1506 must attend a GPSA budget workshop during the semester in which the group applies for
 1507 funding.
- 1508 a. Failure to attend a budget workshop results in ineligibility for consideration for funding
 1509 in the current budget process. Under extenuating circumstances, an applicant may
 1510 appeal to Council for a budget hearing.
- 1511 b. At least one (1) of the representatives attending the budget workshop must be a
 1512 graduate or professional student of the group submitting a budget request.
- 1513 D. Applications
- 1514 1. The branches of government and student organizations shall submit budget requests to the
 1515 FC in the Spring semester.
- 1516 ~~1-2~~ All groups requesting funding through the budget process must submit a budget application.
- 1517 ~~2-3~~ All applications must adhere to SGAO guidelines and standing rules set forth by the FC and
 1518 published within the budget packet.
- 1519 ~~3-4~~ The FC, shall inform the GPSA Office, staff, volunteers, and SGAO of the acceptable
 1520 method of submitting budget applications. This method shall be clearly defined in the budget
 1521 packet.
- 1522 E. Budget Hearings
- 1523 1. The FC shall, in consultation with the Council Chair, determine the times and locations of the
 1524 budget hearings. This information shall be posted in the GPSA Office, SGAO, and any other
 1525 locations deemed necessary by the FC Chair and Vice-Chair and in accordance with TPNR.

- 1526 2. All groups that submitted a completed budget application shall be contacted within five (5)
 1527 academic days from the application deadline with notification of the hearing schedule. The
 1528 FC Chair may attempt to accommodate requests for hearing times and changes to the hearing
 1529 schedule, but it is ultimately each group's responsibility to attend a hearing at their scheduled
 1530 time.
- 1531 3. Each group at their respective hearing time shall have an allotted speaking time to present
 1532 their budget request. The FC shall then have the opportunity to ask questions to the group
 1533 and to review the request. The process and procedure of budget presentations must be
 1534 included in the budget packet.
- 1535 4. At least one (1) GPSA member shall be in attendance at the hearing on behalf of the
 1536 organization requesting funding.
- 1537 5. The FC has full discretion to modify funding recommendations, throughout the budget
 1538 process if necessary or appropriate.
- 1539 6. The FC shall have the authority to amend or reduce any line-item request or budget request in
 1540 order to create a balanced budget. These adjustments may be made during budget hearings
 1541 or in Committee deliberations without the presence of the respective group.

1542 F. Final Approval

- 1543 1. Council shall vote on the budget in the regular March Council meeting. Council's decision
 1544 shall be forwarded to the President within ~~five~~ (52) academic days.
- 1545 2. The President may approve or veto Council's budget proposal in accordance with the GPSA
 1546 Constitution and Bylaws.
- 1547 ~~1-3~~ The FC shall forward a balanced budget to Council after all budget hearings and any
 1548 necessary deliberations have taken place. The recommendations to Council shall include all
 1549 groups that requested funding, requested amount, and any amendments made by the FC.
- 1550 ~~2-4~~ Council must pass the budget with a majority vote.
- 1551 ~~3-5~~ Approved budgets shall become available at the beginning of the fiscal year as dictated by
 1552 SGAO.

1553 G. Funding Priorities

- 1554 1. Funding shall be considered on the merits of each application as demonstrated through the
 1555 budget process. Consideration should include, but is not limited to: purpose of the
 1556 organization, population served, history of service, public relations, quality of application,
 1557 and the necessity and use of GPSA funding.

1558 H. Budget Limitations

- 1559 1. Groups that are not GPSA Decision Making Bodies may not receive budget funding greater
 1560 than ~~one~~ ~~three~~ thousand dollars (~~\$13~~,000).
- 1561 2. New and Inactive Groups, classified as groups that have not participated in a GPSA budget
 1562 process within the past two (2) years, may not receive funding greater than five hundred
 1563 dollars (\$500).

1564 ~~Section 12.~~ **Section 3. Pro-Rated Benefits (PB) Fund**

- 1565 A. SGAO shall administer the disbursement of PB Funds.
- 1566 B. The process to receive PB Funds must be available through the GPSA Office, on the GPSA
 1567 website, and any additional means as determined by the FC.
- 1568 C. In order to receive pro-rated benefits, each RDSA must apply through SGAO each semester.
- 1569 1. PB Funds must be requested by the eighth Friday of the Fall and Spring semesters
 1570 respectively, if not, funds shall automatically revert to the GPSA General Fund.

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- 1571 ~~2.~~ At the end of the fiscal year, an RDSA may keep up to 50%~~5~~ of funds allocated during the
1572 academic year. The remainder will be reverted to the GPSA general fund. However, an
1573 RDSA's remaining balance can never be reduced below \$500 as a result of the reversion.
1574 ~~3.~~ ~~3.~~ This reversion shall never include the RDSA's self-generated funds.
1575 D. Based on the Enrollment Report provided by the University, which indicates the number of
1576 graduate or professional students enrolled in each program, department, school, or college,
1577 SGAO will credit the RDSA account per SGAO Policies and Procedures.
1578 E. Any RDSA has the right to appeal the Enrollment Report provided by the University. Appeals
1579 shall be presented in writing to SGAO. Appeals shall entail a name-by-name count of the
1580 department's GPSA Members and a comparison with the University's records.
1581 F. RDSAs should provide internal funding opportunities to departmentally-associated student
1582 organizations. A departmentally-associated student organization is a student group in which fifty
1583 percent (50%) or more of membership are GPSA members from a single department.
1584 G. Should a RDSA be unable to offer any financial support, the departmentally-associated student
1585 organization may submit appropriation requests.

1586 ~~Section 13.~~ Section 4. Appropriations

- 1587 A. Appropriations
1588 1. GPSA appropriation requests shall be overseen by the FC, passed by Council, and approved
1589 by the President.
1590 2. All appropriation requests shall be submitted to the FC Chair.
1591 a. The FC Chair shall issue the committee's agenda in accordance with GPSA bylaws and
1592 TPNR.
1593 b. The FC Chair will notify all students who are requesting appropriations at least five (5)
1594 days prior to the meeting of the meeting time and date.
1595 3. A GPSA member shall represent the group making the appropriation request at the FC
1596 meeting.
1597 4. If a GPSA member is unable to attend the FC meeting in which the appropriation is being
1598 discussed the FC may choose to table the request or make a recommendation to Council.
1599 5. ~~Individual graduate and professional students, Charter~~ed student organizations, and GPSA
1600 Committees shall be eligible for appropriation funding.
1601 6. Funding Limitations
1602 a. Funding restrictions are determined through standing rules and adopted by the FC.
1603 b. Departmentally-associated student organizations should seek funding from their RDSA
1604 as specified in Bylaws. [~~Bylaws~~ Article 7, Section ~~34~~, F.]

1605 ~~Section 14.~~ Section 5. Revisions

- 1606 A. Groups may submit a request to make line-item transfers of GPSA funds within their budget.
1607 B. All requests must be submitted to SGAO for review before they may be considered.
1608 C. A revision must be approved by consent of both the FC Chair and Vice-Chair.
1609 1. In the event of division over the approval of the revision, the Council Chair shall be
1610 consulted and decide the division.
1611 2. In the event of vacancy, the President and the Council Chair shall be responsible for
1612 approving revisions and the Grants Chair shall be consulted and decide the division.
1613 D. ~~Disbursement~~ SGAO shall administer the disbursement of GPSA funds once allocations have
1614 been approved by Council.

- 1615 E. All funding allocations must follow the rules and guidelines set forth by SGAO. -Groups
- 1616 allocated GPSA funding shall be responsible for ensuring that they are in compliance with these
- 1617 policies.
- 1618 F. Monies allocated by GPSA shall be limited to line-item provisions as stipulated by the approved
- 1619 funding request.
- 1620 G. The FC, in administering GPSA allocations, should make concerted efforts to communicate with
- 1621 GPSA entities and organizations receiving GPSA funding in order to facilitate cooperation and
- 1622 ensure compliance with any applicable rules or stipulations that are coupled with the funding.

1623 ~~Section 15.~~Section 6. Financial Enjoyment

- 1624 A. Failure to adhere to the GPSA Constitution and Bylaws, applicable stipulations attached to
- 1625 funding allocations, SGAO guidelines, or University policy may result in an enjoiment of
- 1626 spending privileges of GPSA funding until the violation has been corrected.
- 1627 B. An action of enjoiment should be presented to the FC for a recommendation before it may be
- 1628 considered by Council.
- 1629 C. The FC Chair shall report to Council on the proposed enjoiment and the group at question shall
- 1630 be allotted a five (5) minute speaking privilege as a rebuttal.
- 1631 D. A two-thirds (2/3) vote of Council is necessary for approval of an enjoiment of the group's
- 1632 GPSA funds.
- 1633 E. The Council Chair must notify the enjoined group no later than five (5) academic days after
- 1634 action by Council.
 - 1635 1. Notification shall be sent to the officer's email addresses on file in SGAO.
 - 1636 2. Such notification shall include the reason for the action as well as the actions required of the
 - 1637 group for funding to be resumed in a timely fashion.
 - 1638 3. Funds enjoined for the remainder of the fiscal year will revert to the GPSA General Fund.
- 1639 F. Acts of Financial Enjoyment may be appealed to the Court of Review. The appeal must be filed
- 1640 within four (4) calendar weeks from the act of enjoiment by Council.

1641 VIII. Grants Code

1642 ~~0. The FC shall administer the Graduate Scholarship Fund and complete all duties required~~

1643 ~~by that post.~~

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1644 Section 1. Student Research and Allocations Committee (GPSA Student Research Grant) and

1645 Specialized Travel (Professional Development Grants)

- 1646 A. Funding History
 - 1647 1. The Professional Development Grant and its quasi-endowment were established in 2004 with
 - 1648 \$220,000 from the UNM Provost's office.
 - 1649 2. The GPSA Student Research Grant and its quasi-endowment were established in 1996 with
 - 1650 \$14,000 in student fees and \$14,000 from the UNM Provost's office as requested by the
 - 1651 GPSA.
 - 1652 3. The quasi-endowments are held by a University foundation on behalf of GPSA. Each year
 - 1653 the spending allowance from the endowments funds grant activity.
 - 1654 4. Additional GPSA Student Research Grant and Professional Development Grant funding may
 - 1655 be determined through the annual budget process and augmented by appropriations from
 - 1656 Council.
- 1657 B. Activities Funded

- 1658 1. The GPSA Student Research Grant funds the development and dissemination of research
1659 including travel for research-related purposes. GPSA Student Research Grant will also fund
1660 any travel or supply expenses incurred in the development or dissemination of original work.
1661 a. Acceptable GPSA Student Research Grant costs include:
1662 i. Software not available in UNM computer pods or to which the student does not
1663 have free access.
1664 ii. Airfare, registration, hotel, shuttle fees, taxi fares, presentation materials and per
1665 diem in accordance with UNM policy. Travel must be outside of Albuquerque.
1666 Current policy and mileage rates can be found in the University Business
1667 Policies and Procedures Manual, Policy 4030.
1668 iii. Supplies, consumables and printing costs necessary for development and
1669 dissemination of research and not readily supplied by the applicant's
1670 department.
1671 b. Unacceptable GPSA Student Research Grant costs include:
1672 i. Salaries, tuition or binding.
1673 ii. Organization fees or conference social functions.
1674 iii. Travel, room or board for any event whose purpose is not the development or
1675 dissemination of student's research.
- 1676 2. The Professional Development Grant funds travel expenses that further the professional and
1677 career development of students.
1678 a. Acceptable Professional Development Grant costs include:
1679 i. Travel costs to interviews, clinicals, workshops, job fairs, auditions, mock trials
1680 and other career or professional events where the student is not presenting or
1681 conducting research. Costs can include airfare, registration costs, hotel, shuttle
1682 fees, taxi fares, presentation materials and per diem in accordance with UNM
1683 policy. Travel must be outside of Albuquerque. Current policy and mileage rates
1684 can be found in the University Business Policies and Procedures Manual, Policy
1685 4030.
1686 b. Unacceptable Professional Development Grant costs include:
1687 i. Travel to present research.
1688 ii. Any activity that could be funded by GPSA Student Research Grant.
- 1689 C. Amount of Funding
1690 1. GPSA Student Research Grants can fund up to \$500 per student per year.
1691 2. Professional Development Grants can fund up to \$500 per student per year.
1692 3. A year refers to the period between June 1 and May 31.
1693 4. See [Bylaws [VIII.Section 1.E.8](#)~~VIIIIX.Section 1.E.8~~] for activity funding periods and see
1694 [1.D.1](#)~~VIIIIX.Section 1.D.1~~]. for application submission deadlines.
- 1695 D. Deadlines
1696 1. The deadline for submission of applications will be noon (12 p.m.) on the fifth (5th) Friday
1697 of the fall and spring semesters and noon (12 p.m.) of the second (2nd) Friday of the summer
1698 semester. No late applications will be accepted. In the event of unforeseen or extraordinary
1699 circumstances, the GPSA Student Research Grant /Professional Development Grant Chair
1700 may establish a new application deadline. Notice of any change to the deadline shall be
1701 posted in accordance with Public Notice Requirements.

- 1702 2. Awarded funds must be claimed within ninety (90) days of the award notification. Otherwise
1703 funds will revert back to the committee to disseminate in the next funding cycle [Bylaws
1704 ~~VIII.Section 1.N.1~~~~VIII.Section 1.N.1.3~~].
1705 3. Appeals of award decisions must occur within fourteen (14) calendar days of the award
1706 notification [Bylaws ~~IX.Section 1.M.1~~~~VIII.Section 1.M.1~~~~VIII.Section 2.N.2~~].

1707 E. Applicant Eligibility

- 1708 1. Only GPSA members may receive grant funding.
1709 2. Grants Chairs, committee members and grant readers are ineligible to apply for any grants.
1710 However, an GPSA Student Research Grant reader may apply for a Professional
1711 Development Grant and vice versa.
1712 3. Grants Committee members must notify Grants Chairs when they apply for a grant.
1713 4. A GPSA Student Research Grant reader may apply for a Professional Development Grant
1714 and vice versa.
1715 5. An applicant may submit only one application per semester for each grant.
1716 6. Each application may be made for one allowable event or activity.
1717 7. An applicant is only eligible for the remaining amount of funding for GPSA Student
1718 Research Grant or Professional Development Grant if the applicant has not yet been awarded
1719 the full amount in section [Bylaws ~~VIII.Section 1.C~~~~IX.Section 1.C~~]. of GPSA Student
1720 Professional Development Grant funding per year. Per year means per summer-fall-spring
1721 funding cycle.
1722 8. The event or activity for which funds are sought must occur within the next, current or
1723 previous funding period.
1724 a. The fall funding period is from August 15 to December 31.
1725 b. The spring funding period is from January 1 to May 31.
1726 c. The summer funding period is from June 1 to August 14.

1727 F. Application Requirements

- 1728 1. Applications must be submitted before the deadline, according to the deadlines in section
1729 [Bylaws ~~VIII.Section 1.D~~~~IX.Section 1.D~~].
1730 2. Applications must be for activities taking place in the current, previous or next funding
1731 period, according to section [Bylaws ~~VIII.Section 1.E.8~~~~IX.Section 1.E.8~~].
1732 3. Submission must occur through the online application system. The Grants Chair(s) must
1733 accommodate students with circumstances that prevent or prohibit their use of the online
1734 system. If a method of accommodation for circumstances not concerning disabilities cannot
1735 be agreed upon by the applicant and the chair, the applicant can appeal [Bylaws ~~VIII.Section~~
1736 ~~1.M~~~~IX.Section 1.M~~]. Students with disabilities will be accommodated through
1737 Accessibility Resource Center.
1738 4. Applications must be the original words of the student and not the words of any other person.
1739 If an applicant uses another person's words then they must be in quotation marks. Unquoted
1740 words in a proposal are expected to be the applicant's own, original writing.
1741 5. A complete GPSA Student Research Grant /Professional Development Grant application
1742 includes
1743 a. The completed HTML fields of the online GPSA Student Research Grant /Professional
1744 Development Grant application
1745 b. An activity proposal submitted through the online system and not to exceed seven
1746 hundred (700) words.
1747 c. An activity budget submitted through the online system.

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1748 d. A Statement of Support form, to be made available on the GPSA website, signed by a
1749 faculty advisor or graduate director. The form may be submitted either in hard copy at
1750 the GPSA office or via email to the Grants Committee.

- 1751 6. No materials besides those listed in [Bylaws ~~VIII.Section 1.F.5~~~~X.Section 1.F.5~~] shall be
1752 7. Applications must adhere to the online instructions.
1753 8. At the discretion of the Student Research Grant/Professional Development Grant Chair,
1754 applications may not be read if the requirements outlined in [Bylaws ~~VIII.Section~~
1755 not met. The applicant may always appeal [Bylaws ~~VIII.Section 1.M~~~~X.Section 1.M~~]

1756 G. Applicant Workshops and Outreach

- 1757 1. The Grants Committee must conduct at least two (2) applicant workshops for each funding
1758 cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
1759 2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website.
1760 The committee may post updates to this curriculum.
1761 3. The Grants Committee will make a good faith attempt to contact departments without a
1762 single successful applicant from the previous year to advertise the grants and offer
1763 departmental workshops. These outreach efforts and results will be included in an April
1764 report to Council.
1765 4. The Grants Committee will advertise the available grants at least twenty-one (21) calendar
1766 days before the deadlines on the GPSA website and electronic mailing list. Other
1767 advertisement is encouraged.

1768 H. Application Readers

- 1769 1. Readers of grants must be GPSA members.
1770 2. Readers cannot read for any grant for which they have also applied in the same semester.
1771 3. Readers will be compensated for their work with a ~~stipend~~~~payment~~.
1772 4. Readers must attend a training once in each June 1 to May 31 cycle before reading
1773 applications. The Grants Chair may require re-training at their discretion. The Grants Chair
1774 shall follow training curriculum guidelines on the GPSA website. The committee may make
1775 updates to this curriculum.
1776 5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic
1777 mailing list.

1778 I. Application Scoring

- 1779 1. The application will be read and scored by three (3) readers.
1780 2. Applications will be read by readers from a different department than the applicant.
1781 3. Applicants and readers will self-identify within one (1) of four (4) perspectives. Applications
1782 will be read by at least one reader inside their perspective and at least one (1) reader outside
1783 of their perspective. The perspectives are:
1784 a. Fine Arts & Design (FAD) – Applies to any visual arts, performing arts, and other
1785 forms of creative production, including some work in architecture and planning.
1786 b. Humanities (HUM) – Applies to any studies of human culture, including but not
1787 limited to work in ethnology, history, literature, languages, philosophy, or religion.
1788 Often uses methods described as critical and/or interpretive.
1789 c. Science, Technology, Engineering, & Mathematics (STEM) – Applies to any work
1790 grounded in mathematics and/or the physical sciences, including computer science and
1791 medicine.
1792 d. Social & Behavioral Studies (SBS) – Applies to any studies of human nature and
1793 societal structures, including but not limited to work in area studies, communication,

- 1794 education, law, management, public policy, psychology, and sociology. Often overlaps
 1795 with humanities and/or STEM.
- 1796 e. These categories are meant to be inclusive and flexible, not to set definitive boundaries
 1797 between areas of study. An applicant's work may fit into multiple categories.
- 1798 Applicants should select the perspective from which they want to be guaranteed at least
 1799 one (1) reader. The following examples are not meant to be exhaustive:
- 1800 i. Work in law, cultural anthropology, or critical theory may fit into SBS or HUM.
 - 1801 ii. Architecture projects may fit into FA or STEM.
 - 1802 iii. Work in public health, geography, or evolutionary anthropology may fit into
 1803 STEM or SBS.
 - 1804 iv. Dramatic writing may fit into HUM or FAD.
- 1805 4. Changes to scoring criteria beyond those required in the Bylaws must be approved by a two-
 1806 thirds (2/3) vote of the Grants Committee. Applications shall be scored according to the
 1807 criteria online which are posted one month prior to the application deadlines.
- 1808 5. The scoring criteria categories and minimum weighting for GPSA Student Research Grant
 1809 /Professional Development Grant must include:
- 1810 a. Background: twenty-five (25) points
 - 1811 i. Applicant's academic/professional interests and stage in degree program are
 1812 clearly stated. (0-10 points)
 - 1813 ii. Activity is described in detail: What exactly will the applicant do, where and
 1814 when is it happening, and why is it significant for the applicant's interests? (0-10
 1815 points)
 - 1816 iii. Activity is put into context of the applicant's academic/professional field at
 1817 large. (0-5 points)
 - 1818 b. Benefits: thirty (30) points
 - 1819 i. Proposed activity's benefits to applicant are clearly stated and linked to
 1820 academic/professional development. (0-15 points)
 - 1821 ii. Benefits of applicant's work to academic/professional community are clearly
 1822 stated. (0-15 points)
 - 1823 c. Composition: fifteen (15) points
 - 1824 i. Proposal flows logically. Writing style is direct and action-oriented. (0-5) points
 - 1825 ii. Proposal is suitable for a general academic audience. Technical terms are defined.
 1826 (0-5 points)
 - 1827 iii. Proposal shows evidence of proofreading, with few errors in grammar or usage.
 1828 (0-5 points)
 - 1829 d. Budget: thirty (30) points
 - 1830 i. Applicant pursued other sources of funding within the University or academic
 1831 community (e.g. department, Office of Graduate Studies, Career Services), or
 1832 from outside organizations relevant to the applicant's research. (0 OR 10 points)
 - 1833 ii. Items to be funded by SRG/PDG, applicant, or other sources are indicated as
 1834 such. (0 OR 5 points)
 - 1835 iii. Budget appears well-researched and complete for scope of project (names of
 1836 facilities, dates, itineraries, etc.), listing all spending related to activity. Choices
 1837 appear to be economical and/or are explained. (0-15 points)
- 1838 6. Raw scores of the readers will be normalized by multiplying by the average of all reader
 1839 scores and dividing by the average of the individual reader's scores.

- 1840 7. When the difference between the high and low normalized scores for an application exceeds
1841 twenty-five points- of the total possible score (100 points), two (2) additional readers will
1842 evaluate the proposal. From these five (5) normalized scores, the highest and lowest will be
1843 dropped, and the three (3) remaining scores will be accepted regardless of the spread between
1844 them.

1845 J. Application Funding Procedure

- 1846 1. Funds shall be allocated in percentages according to the semester totals from the averages of
1847 the previous year. For example, if there were two hundred fifty (250) Professional
1848 Development Grant applications in the previous year, with fifty (50) applications for the
1849 summer and one hundred (100) each for the fall and spring, then funds should be allocated as
1850 twenty percent (20%), forty percent (40%), forty percent (40%) of the anticipated grants
1851 money. Furthermore, the Grants Chair(s) shall set aside monies from the semester funds to be
1852 able to afford accepting one (1) appeal in the summer or two (2) appeals in each the fall and
1853 spring. If appeals are not granted, this money will roll over into the next funding cycle.
1854 a. Remaining funds shall remain in the endowment.
- 1855 2. For Student Research Grant/Professional Development Grant, from the total amount of
1856 money for the funding cycle outlined in [Bylaws ~~VIII.Section 1.J.1~~~~VIIIIX.Section 1.J.1~~], the
1857 award one hundred percent (100%) of the requested funds according to the rank ordering of
1858 normalized [Bylaws ~~VIII.Section 1.I.6~~~~VIIIIX.Section 1.I.6~~] scores until all money has been
1859 money withheld to fund two appeals for each category, as provided in section [Bylaws
1860 ~~VIII.Section 1.J.1~~~~VIIIIX.Section 1.J.1~~] Alternatively, additional money may be sought from
1861 Grants Chair(s).
- 1862 3. Funds not claimed within the ninety (90) day limit [Bylaws ~~VIII.Section 1.D.2~~~~VIIIIX.Section~~
1863 grant accounts unless the original allocation for an activity was made specifically for a time
1864 period which extends beyond the ninety (90) day limit or unless the recipient requests and is
1865 granted an extension in writing.

1866 K. Records

- 1867 1. The committee shall keep records of:
1868 a. all applications.
1869 b. scores and score comment sheets.
1870 c. a database of cover sheet information (such as name, email, department and requested
1871 amount) and score results.
1872 d. a separate record of who was awarded at what amount and when it was awarded.
- 1873 2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s)
1874 and kept for a minimum of five years.
- 1875 3. All applicants will have access to their files and scores but not to the applications of others,
1876 in accordance with applicable state and federal law.

1877 L. Reports

- 1878 1. The committee shall compose a report for each funding cycle.
1879 a. The report shall contain the total amount of GPSA Student Research Grant and
1880 Professional Development Grant allocations.
1881 b. The report shall contain a breakdown of awards and applications by college, school, or
1882 department.
1883 c. The report shall provide details of the total allocation and the balance.
1884 d. The report shall also include all appeals, decisions, and results.

1885 M. Appeals

- 1886 1. To appeal any decision made by the Grants Chair(s) or committee, a written request must be
- 1887 received by the GPSA Student Research Grant /Professional Development Grant committee
- 1888 within fourteen (14) calendar days from the date of the award notification.
- 1889 2. The appeal must stipulate on what grounds the appeal is based.
- 1890 3. No late applications will be accepted. Therefore, appeal on those grounds will not be heard.
- 1891 4. An applicant making an appeal may request written, detailed extrapolation of reader(s)
- 1892 scoring and comments before the appeal. If reader(s) are willing, they may offer the
- 1893 opportunity If a reader is unwilling or unable to meet with the applicant, the reader will need
- 1894 to provide a written response to an applicant's reasons for appeal.
- 1895 5. The Student Research Grant/Professional Development Grant committee will review the
- 1896 request for an appeal within two (2) weeks of its receipt. All appeal hearings must have three
- 1897 (3) voting members who, ideally, have been grant readers in good standing with the Grants
- 1898 committee. Voting members cannot include the Grant chair or anyone who has advised
- 1899 and/or met with the appellant. Applicants are entitled to attend and speak at their appeal
- 1900 review. Application readers are encouraged to attend the hearing to present their rationale
- 1901 and scoring process. If reader(s) cannot attend, they must provide a written response to the
- 1902 applicant's reasons for appeal. The review may be delayed beyond the two (2) week deadline
- 1903 if the applicant cannot attend.
- 1904 6. If the committee votes that the appeal is valid, the committee shall decide a course of action
- 1905 to resolve the appeal. A standard re-read is the default action, unless the majority of the
- 1906 committee decides another course of action. If the reasons for the appeal are found to be
- 1907 invalid, no change in funding or scoring will be granted.
- 1908 7. Any applicant dissatisfied with the results of an appeal to the GPSA Student Research
- 1909 Grant/Professional Development Grant committee may file a final appeal to the GPSA
- 1910 Council within two (2) weeks of receiving the GPSA Student Research Grant /Professional
- 1911 Development Grant committee decision. The decision of the GPSA Council will be
- 1912 considered final. No further appeal will be granted.
- 1913 8. The Grants Committee will maintain an appeal guideline on the GPSA website.
- 1914 N. Claiming Awards
- 1915 1. Grants monies will be distributed on a direct grant basis.
- 1916 2. Monies will be direct deposited into the awardee's bursar account.

1917 Section 2. Graduate Research Development (New Mexico Research) Fund

- 1918 A. Funding History
- 1919 1. The New Mexico Research quasi-endowment began with funding allocated to the GPSA by
- 1920 the New Mexico State Legislature in 2000. New Mexico Research grants assist with larger
- 1921 projects that require substantial funding and are aimed at encouraging UNM students to work
- 1922 on research with state agencies or in areas that directly benefit the state of New Mexico.
- 1923 2. The quasi-endowment is held by a University foundation on behalf of GPSA. Each year a
- 1924 small spending allowance from the endowment, along with substantial contributions from
- 1925 New Mexico State Legislature allocations, funds grants activity.
- 1926 B. Activities Funded
- 1927 1. The New Mexico Research grant funds the development of research, including travel for
- 1928 research related purposes.
- 1929 2. Acceptable New Mexico Research costs include:

- 1930 a. Permanent equipment not available from the applicant(s)' UNM department, or not
- 1931 otherwise available for use by the applicant(s).
- 1932 b. Computer software not available at the UNM computer pods or at the applicant(s)'
- 1933 UNM department, or not otherwise available for use by the applicant(s).
- 1934 c. Room, board, and travel expenses to and from research facilities or field sites outside
- 1935 of Albuquerque.
- 1936 d. Supplies and consumables necessary for the research project and not readily supplied
- 1937 by the applicant(s)' UNM department or not otherwise available for use by the
- 1938 applicant(s).
- 1939 e. Transcription expenses.
- 1940 f. Research projects commenced within the fiscal year, July 1 through June 30.
- 1941 3. Unacceptable New Mexico Research costs include:
- 1942 a. Salaries or ~~stipend~~ payments, except for the New Mexico Research Chair, Vice-Chair
- 1943 and Committee Members.
- 1944 b. Travel expenses or other fees associated with a conference.
- 1945 c. Travel, room and board expenses for workshops, schools, clinicals or other travel that
- 1946 does not directly aid in the creation of student research
- 1947 d. The purchase of computers.
- 1948 e. Tuition and supplies/books for classes.
- 1949 f. Any publication or subscription costs.
- 1950 g. Any research project that involves, or may involve, excessive or unreasonable harm to
- 1951 humans or animals. See [Bylaws ~~VIII.Section 2.F.6~~[VIII.Section 2.F.6](#)].
- 1952 C. Amount of Funding
- 1953 1. High Priority Research Project Grants will be awarded a maximum of five thousand dollars
- 1954 (\$5,000) for each research project.
- 1955 2. General Research Project Grants will be awarded a maximum of three thousand dollars
- 1956 (\$3,000) for each research project.
- 1957 3. The maximum amounts are for individual research projects regardless of the number of
- 1958 graduate or professional students working on the project.
- 1959 4. The total amount awarded shall not exceed the total amount requested in the application.
- 1960 5. The maximum amount awarded to an individual, based on the total of the applications to
- 1961 which they are signatory, is five thousand dollars (\$5,000) per year (July 1 to June 30).
- 1962 6. No individual can receive New Mexico Research funding more than three times.
- 1963 D. Deadlines
- 1964 1. All applications for New Mexico Research grants must be received by the GPSA by a date
- 1965 and time to be announced by the New Mexico Research Committee Chair no later than the
- 1966 regularly scheduled October Council Meeting. In the event of unforeseen or extraordinary
- 1967 circumstances, the New Mexico Research Chair may establish a new application deadline.
- 1968 Notice of any change to the deadline shall be posted in accordance with The Public Notice
- 1969 Requirements.
- 1970 2. Late applications will not be considered for funding.
- 1971 3. Awarded funds must be claimed by the June 30 following award notification. Otherwise
- 1972 funds will revert back to the committee to disseminate in the next funding cycle. See [Bylaws
- 1973 ~~VIII.Section 2.N.1~~[VIII.Section 2.N.1](#)].
- 1974 4. Appeals of award decisions must occur within fourteen (14) calendar days of the award
- 1975 notification. See [Bylaws ~~VIII.Section 2.M~~[VIII.Section 2.M](#)].

- 1976 E. Applicant Eligibility
- 1977 1. A member of GPSA enrolled, at the time of application and through the completion date of
- 1978 the research project, at the University of New Mexico.
- 1979 2. A GPSA member of GPSA not serving on the GPSA Court of Review, as New Mexico
- 1980 Research Chair, as a New Mexico Research reader, or as the Grants Committee Chair.
- 1981 3. FOR HIGH PRIORITY RESEARCH PROJECT GRANTS ONLY: Members of GPSA
- 1982 collaborating with a New Mexico state agency, non-profit, or non-governmental organization
- 1983 that directly benefits and is based in the state of New Mexico. Cannot include University of
- 1984 New Mexico and its branches.
- 1985 4. The research activity for which funds are sought must occur between July 1 and June 30 for
- 1986 the current funding cycle.
- 1987 F. Application Requirements
- 1988 1. Applications must be submitted before the deadline, according to the deadlines in section
- 1989 [Bylaws ~~VIII.Section 2.D~~~~VIII.Section 2.D~~].
- 1990 2. Applications must be for activities taking place in the current funding period according to
- 1991 section [Bylaws ~~VIII.Section 2.E.4~~~~VIII.Section 2.E.4~~].
- 1992 3. Submission must occur through the online application system. The Grants Chair(s) must
- 1993 accommodate students with circumstances that prevent or prohibit their use of the online
- 1994 system. Students with disabilities will be accommodated through recommendations by the
- 1995 Accessibility Resource Center. If a method of accommodation, for circumstances not
- 1996 concerning disabilities, cannot be agreed upon by the applicant and the chair, the applicant
- 1997 can appeal, see [Bylaws ~~VIII.Section 2.M~~~~VIII.Section 2.M~~].
- 1998 4. Applications must be the original words of the student and not the words of any other person.
- 1999 If an applicant uses another person's words then they must be in quotation marks. Unquoted
- 2000 words in a proposal are expected to be the applicant's own, original writing
- 2001 5. All applicant(s) may apply for either a High Priority Research Project Grant or a General
- 2002 Research Project Grant, but may not apply for both for a single project.
- 2003 6. For activities involving humans, animals, or hazardous materials:
- 2004 a. All research projects that involve human or animal subjects or participants must, prior
- 2005 to the distribution of funding, be reviewed and approved by the Human Research
- 2006 Review Committee (HRRC), an Institutional Review Board (IRB), the Institutional
- 2007 Animal Care and Use Committee (IACUC), or by another entity empowered by the
- 2008 University of New Mexico for such purposes.
- 2009 b. All research projects that involve the use of biohazardous materials or chemicals must
- 2010 be reviewed and approved, prior to the distribution of funding, by the Biosafety
- 2011 Committee or by another entity empowered by the University of New Mexico for such
- 2012 purposes.
- 2013 c. Approval of a research project by any of the entities described in subsections a or b
- 2014 above shall not be determinative of whether or not a research project involves
- 2015 excessive or unreasonable harm to humans or animals.
- 2016 7. Proposal
- 2017 a. Each application must include a proposal identifying the following areas:
- 2018 i. Description of the research project with date and location of activity.
- 2019 ii. Activity is introduced, given adequate background and put into the context of
- 2020 the field.
- 2021 iii. Student's academic interests are explained.

- 2022 iv. Relationship of specific activity to degree, academic study, career, scholarship,
- 2023 etc. is explained.
- 2024 v. Benefits of the project are linked to the University of New Mexico, academia,
- 2025 field, and/or society..
- 2026 vi. FOR HIGH PRIORITY GRANTS ONLY: Description of the collaboration with
- 2027 a New Mexico state agency, non-profit, non-governmental organization, or
- 2028 communities that directly benefit and is based in the state of New Mexico.
- 2029 b. All proposals shall be written in language easily understandable by graduate or
- 2030 professional students in any college or school. All technical terms shall be defined and
- 2031 explained.
- 2032 c. FOR GENERAL GRANTS ONLY: The maximum word count for each proposal shall
- 2033 be seven hundred (700) words.
- 2034 d. FOR HIGH PRIORITY GRANTS ONLY: The maximum word count for each
- 2035 proposal shall one thousand, one hundred (1100) words.
- 2036 8. Letter(s) of Support
- 2037 a. All applications must include one (1) letter of support from a faculty member familiar
- 2038 with the applicant(s)' research project
- 2039 b. HIGH PRIORITY GRANTS ONLY: Each application for High Priority Grants must
- 2040 also submit one (1) letter of support from a member in the collaborating New Mexico
- 2041 state agency, non-profit, or non-governmental organization based in and directly
- 2042 benefitting the state of New Mexico.
- 2043 9. Itemized Budget
- 2044 a. Each application for funding must include a reasonable itemized budget for the
- 2045 research project that includes the following:
- 2046 i. Total budget for the research project.
- 2047 ii. Line items that will be funded with New Mexico Research grant money must be
- 2048 clearly indicated.
- 2049 iii. All sources of funding for the research project, including all amounts requested,
- 2050 but not yet awarded, from any other funding source must be listed for each line
- 2051 item.
- 2052 iv. Detailed information on all equipment, travel costs, supplies and consumables;
- 2053 including airlines, make and model numbers, hotel and motel names, rates, sizes
- 2054 and weights etc.
- 2055 b. Any proposed expenditures may be explained in text accompanying the itemized
- 2056 budget.
- 2057 c. Itemized budgets indicating New Mexico Research funded items that are unacceptable
- 2058 New Mexico Research costs shall be reduced by the amount indicated on the itemized
- 2059 budget.
- 2060 d. The Grants Chair, at that person's discretion, may request of the principal applicant the
- 2061 submission of a new itemized budget for review. The applicant will be given five (5)
- 2062 academic days following notification to submit the new itemized budget to the GPSA
- 2063 Office. Failure by the principal applicant to turn in a new itemized budget will be
- 2064 grounds to disqualify the application from review.
- 2065 10. No materials besides the online application itself and those listed in [Bylaws [VIII.Section](#)
- 2066 [2.F.7-VIII.X.Section 2.F.7-9](#)]. shall be accepted.
- 2067 11. Applications must adhere to the online instructions.

2068 12. At the discretion of the New Mexico Research Chair, applications may be disqualified if the
2069 requirements outlined in [Bylaws ~~VIII.Section 2.F~~~~VIII.Section 2.F~~] are not met. The
2070 appeal [Bylaws ~~VIII.Section 2.M~~~~VIII.Section 2.M~~].

2071 G. Applicant Workshops and Outreach

- 2072 1. The Grants Committee must conduct at least two (2) applicant workshops for each funding
2073 cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
- 2074 2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website.
2075 The committee may post updates to this curriculum.
- 2076 3. The Grants Committee will make a good faith attempt to contact departments without a
2077 single successful applicant from the previous year to advertise the grants and offer
2078 departmental workshops. These outreach efforts and results will be included in the April
2079 report to Council.
- 2080 4. The Grants Committee will advertise the available grants at least twenty one (21) calendar
2081 days before the deadlines on the GPSA website and electronic mailing list. Other
2082 advertisement is encouraged.

2083 H. Application Readers

- 2084 1. Readers of grants must be GPSA members.
- 2085 2. Readers cannot read for any grant for which they have also applied in the same semester.
- 2086 3. Readers will be compensated for their work with a ~~stipend~~~~payment~~.
- 2087 4. Readers must attend a training once in each cycle before reading applications. The Grants
2088 Chair(s) may require re-training at their discretion. The Grants Chair(s) shall follow training
2089 curriculum guidelines on the GPSA website. The committee may make updates to this
2090 curriculum.
- 2091 5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic
2092 mailing list.

2093 I. Application Scoring

- 2094 1. An application will be read and scored by three (3) readers.
- 2095 2. Applications will be read by readers from a different department than the applicant.
- 2096 3. Applicants and readers will self-identify within one (1) of four (4) perspectives. Applications
2097 will be read by at least one reader inside their perspective and at least one (1) reader outside
2098 of their perspective. The perspectives are:
 - 2099 a. Fine Arts & Design (FAD) – Applies to any visual arts, performing arts, and other
2100 forms of creative production, including some work in architecture and planning.
 - 2101 b. Humanities (HUM) – Applies to any studies of human culture, including but not
2102 limited to work in ethnology, history, literature, languages, philosophy, or religion.
2103 Often uses methods described as critical and/or interpretive.
 - 2104 c. Science, Technology, Engineering, & Mathematics (STEM) – Applies to any work
2105 grounded in mathematics and/or the physical sciences, including computer science and
2106 medicine.
 - 2107 d. Social & Behavioral Studies (SBS) – Applies to any studies of human nature and
2108 societal structures, including but not limited to work in area studies, communication,
2109 education, law, management, public policy, psychology, and sociology. Often overlaps
2110 with humanities and/or STEM.
 - 2111 e. These categories are meant to be inclusive and flexible, not to set definitive boundaries
2112 between areas of study. An applicant's work may fit into multiple categories.

2113 Applicants should select the perspective from which they want to be guaranteed at least
2114 one (1) reader. The following examples are not meant to be exhaustive:

- 2115 i. Work in law, cultural anthropology, or critical theory may fit into SBS or HUM.
- 2116 ii. Architecture projects may fit into FA or STEM.
- 2117 iii. Work in public health, geography, or evolutionary anthropology may fit into
2118 STEM or SBS.
- 2119 iv. Dramatic writing may fit into HUM or FAD.

- 2120 4. Applications shall be scored according to the criteria online, and criteria must be posted at least
2121 one (1) month prior to the application deadlines. Score criteria changes must be approved by
2122 a two-thirds (2/3) vote from the Grants Committee, but may not be changed in the month
2123 prior to the application deadline.
- 2124 5. The criteria for New Mexico Research scoring must include
 - 2125 a. What the applicant will do, when and where is the activity, and why it is necessary for
2126 the applicant's academic interests. Ten (10) points.
 - 2127 b. Applicant's academic/professional interests clearly stated and link research to
2128 current/future academic goals and scholarship. Ten (10) points.
 - 2129 c. Research is put in the context of the field. Five (5) points.
 - 2130 d. Language in proposal is easily understandable by GPSA students in any college or
2131 school and all technical terms are defined and explained. Ten (10) points.
 - 2132 e. Student benefits: The benefits of applicant's project are specifically linked to
2133 academic/professional development (i.e. coursework, publications, conference
2134 presentations, etc.). Ten (10) points.
 - 2135 f. Community benefits: The benefits of applicant's project to the University, academia,
2136 field, and/or society are stated. Five (5) points.
 - 2137 g. Budget: Well researched, economical, and complete for the scope of the project. Ten
2138 (10) points.
 - 2139 h. UNM Faculty Letter: Articulates support appropriate for scope of project, articulates
2140 knowledge of project, and explains necessity of research for applicant's academic
2141 progress, field, and/or degree. Ten (10) points.
 - 2142 i. FOR HIGH PRIORITY APPLICATIONS ONLY: FOR HIGH PRIORITY
2143 APPLICATIONS ONLY: Letter articulating the role and responsibility within the
2144 collaboration between applicant and New Mexico state agency, New Mexico non-
2145 profit, New Mexico non-governmental agency, or New Mexico community. Five (5)
2146 points.
- 2147 6. FOR HIGH PRIORITY APPLICATIONS ONLY: Letter indicating support for the applicant
2148 and project from New Mexico state agency, New Mexico non-profit, New Mexico non-
2149 governmental agency, or New Mexico community representative. Five (5) points. The
2150 scoring criteria above shall be the only criteria considered in scoring New Mexico Research
2151 applications.
- 2152 7. Raw scores of the readers will be normalized by multiplying by the average of all reader
2153 scores and dividing by the average of the individual reader's scores.
- 2154 8. When the difference between the high and low normalized scores for an application exceeds
2155 twenty-five points of the total possible score, two (2) additional readers will evaluate the
2156 proposal. From these five (5) normalized scores, the highest and lowest will be dropped, and
2157 the three (3) remaining scores will be accepted regardless of the spread between them.

2158 J. Funding Procedures

- 2159 1. New Mexico Research Total Budget
- 2160 a. The GPSA President shall recommend and the GPSA Council shall approve the total
- 2161 amount allocated each year for the New Mexico Research Funding Process.
- 2162 b. No more than ten percent (10%) of the total amount allocated annually may be used for
- 2163 administrative expenses.
- 2164 c. No less than two percent (2%) of the total amount allocated annually shall be set aside
- 2165 for the appeals process.
- 2166 d. The New Mexico Research Chair shall recommend and the Grants Committee shall
- 2167 approve the total amounts allocated annually for administrative expenses, appeals, and
- 2168 for High Priority and General Research Project Grants.
- 2169 i. The annual ~~stipend~~ payment of the New Mexico Research Chair shall be
- 2170 recommended by the GPSA President and approved by the GPSA Council. This
- 2171 ~~stipend~~ payment shall be no less than one percent (1%), and no more than three
- 2172 percent (3%), of the total amount allocated for the New Mexico Research
- 2173 process during the current fiscal year, but shall not exceed two thousand dollars
- 2174 (\$2,000).
- 2175 2. Funding Applications
- 2176 a. If funds are not available to fully fund the applications as outlined below, the awards
- 2177 will be made to the highest ranked proposals until all money has been exhausted.
- 2178 b. High Priority: The total awarded to all High Priority applications shall not exceed half
- 2179 (1/2) of the overall amount awarded in the New Mexico Research process. High
- 2180 Priority applications will be fully funded, starting with the highest scoring application
- 2181 c. General Priority: The total awarded to all General Priority applications shall not exceed
- 2182 the remaining amount to be awarded in the New Mexico Research process after the
- 2183 High Priority grants are awarded.
- 2184 d. The lower fifty percent (50%) of High Priority and the lower fifty percent (50%) of
- 2185 General Priority applications will not be eligible for funding.
- 2186 e. Remaining funds shall remain in the endowment.
- 2187 K. Records
- 2188 1. The Grants Committee shall keep records of:
- 2189 a. all applications.
- 2190 b. scores and score comment sheets.
- 2191 c. a database of cover sheet information (such as name, email, department and requested
- 2192 amount) and score results.
- 2193 d. a separate record of who was awarded at what amount and when it was awarded.
- 2194 2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s)
- 2195 and kept for a minimum of five (5) years.
- 2196 3. All applicants will have access to their files and scores but not to the applications of others,
- 2197 in accordance with applicable state and federal law.
- 2198 L. Reports
- 2199 1. The committee shall compose a report for each funding cycle.
- 2200 a. The report shall contain the total amount of GPSA RESEARCH GRANT, Professional
- 2201 Development Grant, and New Mexico Research grant allocations.
- 2202 b. The report shall contain a breakdown of awards and applications by college, school, or
- 2203 department.
- 2204 c. The report shall provide details of the total allocation and the balance.

d. The report shall also include all appeals, decisions, and results.

M. Appeals

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

N. Claiming Awards, Budget Revisions and Funding Extensions

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

~~X-IX.~~ Elections Code

Section 1. Referenda

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

Section 2. Candidate and Voter Eligibility

- A. An eligible candidate for the office of President or Council Chair shall be a GPSA member.

- 2248 1. Candidates file for an election by turning in completed Candidacy Forms to the GPSA Office
 2249 by 5:00 p.m. on the Wednesday of the third (3rd) academic week prior to the election.
 2250 a. Candidacy Forms shall entail an autobiography, an eligibility form, an application for
 2251 candidacy, and a campaign contributions statement.
 2252 b. Candidacy Forms shall be forwarded immediately to the Student Activities Center for
 2253 certification. A list of certified candidates will be posted in accordance with the Public
 2254 Notice Requirements.
 2255 c. The Elections Committee shall determine eligibility and announce candidates by 5:00
 2256 p.m. the academic day following the application deadline. Candidates shall be
 2257 considered valid if the proper forms were completed and all eligibility requirements
 2258 were met.
 2259 d. A candidate may withdraw from the election and be removed from the ballot if they
 2260 submit a notice of withdrawal to the Election Committee at least three (3) academic days
 2261 before the start of the election.
 2262 i. In the event of a candidate withdrawal, the Elections Committee must notify IT
 2263 to change the ballot and then post written notice of the change.
 2264 2. A candidate is ineligible to run for President or Council Chair if winning the election would
 2265 result in holding both offices for any period of time.
 2266 3. To be eligible to take office as President or Council Chair, a candidate must have met the
 2267 Graduate Studies office's requirements for Graduate Assistantship eligibility for at least two
 2268 consecutive semesters, including the semester of the election. Where the GPA requirement
 2269 should reflect academic good standing for the respective department.
 2270 4. GPSA member may run as a write-in candidate for the office of GPSA President or
 2271 Council Chair after the Candidacy Form deadline [IX.2.A.1], if they turn in the required
 2272 candidacy forms and are deemed eligible before the end of the election.
 2273 a. Write-in candidates will not be named on the ballot and will not appear on official
 2274 GPSA Elections Committee flyers or advertisements.
 2275 b. Write-in candidates must follow the same regulations for campaigning as candidates
 2276 who submitted before the deadline.
 2277 c. In the event that a write-in candidate wins the election by plurality vote and is deemed
 2278 ineligible, the position shall go to the candidate with the next highest number of votes.
 2279 B. An eligible voter for an election must be a GPSA member. Voters may cast only one vote per
 2280 item in a given election.
 2281 1. The Elections Committee shall arrange for a list of GPSA member NetIDs to be obtained
 2282 from the Registrar's Office and delivered to Information Technologies (IT).

2283 Section 3. Notice of Elections

- 2284 A. Notice of all elections entails at least one (1) advertisement in the Daily Lobo, or an alternative
 2285 but equivalent form of media, no later than fifteen (15) academic days prior to the election for
 2286 candidates and no later than five (5) academic days prior to the election for ballot items sent to
 2287 the GPSA electronic mailing list.
 2288 B. The Elections Committee will use a UNM email account and set up an elections electronic
 2289 mailing list through IT during the first (1st) week of September and of February.
 2290 C. The Elections Committee shall issue a "Call for Candidates and Ballot Items" no fewer than five
 2291 (5) academic weeks prior to the general election. The Call for Candidates and Ballot Items shall
 2292 include a list of elected offices in GPSA and procedures for submitting items to the ballot via

- 2293 Council or referendum. This notice shall be posted according to the Public Notice Requirements
 2294 along with an advertisement posted in the Daily Lobo or an alternative but equivalent form of
 2295 media.
- 2296 1. The written notice shall also include any steps necessary for a student to vote.
 - 2297 2. Once published, this information may not be changed or altered except to correct any errors
 2298 in printing.
- 2299 D. The Elections Committee shall promote any General or Special Election with at least one (1)
 2300 advertisement in the Daily Lobo, or an alternative but equivalent form of media, during the last
 2301 regularly scheduled week before the election.
- 2302 1. This advertisement shall carry personal, professional, and/or platform information for
 2303 candidates, information regarding amendments, and any other items to be voted upon in the
 2304 election.
 - 2305 2. The full text of Constitutional Amendments shall be included. If the text is larger than one
 2306 quarter (1/4) page, a summary shall be included as well as notice of how to obtain complete
 2307 text.
 - 2308 3. The advertisement shall include the method and hours of electronic voting.
- 2309 E. Notice of candidate forums shall be advertised at least two (2) academic days prior to the
 2310 beginning of at least the first (1st) forum. This advertisement shall indicate the names of the
 2311 candidates and the location and time of the forum.
- 2312 1. The format of candidate forums will be determined by the Elections Committee and
 2313 distributed to the candidates one (1) academic day prior to the forum(s).
- 2314 F. Notice of a Recall Election must occur within five (5) academic days of notice to the Elections
 2315 Committee from Council.
- 2316 1. The written notice shall also include any steps necessary for a student to vote.
 - 2317 2. This notice will be a quarter (1/4) page advertisement in the Daily Lobo or an alternative but
 2318 equivalent form of media. Once published, this information may not be changed or altered
 2319 except to correct any errors in printing.
- 2320 G. Notice of a Special Election for Presidential Replacement shall be given within three (3)
 2321 academic days of a recall election in which a President has been removed.
- 2322 1. Notice shall include instructions for running for President, the application deadline, and any
 2323 steps necessary for a student to vote.
 - 2324 2. This notice will be one quarter (1/4) of a page advertisement in the Daily Lobo or an
 2325 alternative but equivalent form of media. Once published, this information may not be
 2326 changed or altered except to correct any errors in printing.
- 2327 H. Notice of a Special Election by Referendum shall be given within ten (10) academic days after
 2328 the Elections Committee has verified a petition.
- 2329 1. Notice shall include any steps necessary for a student to vote.
 - 2330 2. This notice will be one quarter (1/4) of a page advertisement in the Daily Lobo or an
 2331 alternative but equivalent form of media. Once published, this information may not be
 2332 changed or altered except to correct any errors in printing.

2333 Section 4. Campaigning

- 2334 A. Candidates shall conduct campaigns in a manner which abides by University and GPSA
 2335 policies and guidelines in their pursuit of office. Members of the Elections Committee shall
 2336 refrain from actions that would show favoritism for or have a negative effect against any
 2337 candidate or issue that might appear on the ballot.

- 2338 B. Candidates shall submit, along with the Candidacy Forms, a list of authorized campaign
2339 committee members that may act on their behalf. Any changes to this list should be updated with
2340 the Elections Committee.
- 2341 C. Candidates shall sign the Campaign Contribution Statement: “All funds received and spent will
2342 be from members of the UNM GPSA and no other sources.” This form shall be submitted as part
2343 of the Candidacy Forms.
- 2344 D. Candidates shall submit an itemized accounting of all expenditures incurred by the candidate in
2345 the pursuit of office before 5:00 p.m. on the closing day of the election.
- 2346 E. All candidates shall refrain from using GPSA resources in pursuit of office (including, but not
2347 limited to: funds, staff, email addresses, printing, electronic mailing lists, and office space).
- 2348 F. If any group decides to establish a physical polling location, campaigning is not allowed within
2349 twenty-five (25) feet of the physical polling location. Campaigning includes, but is not limited
2350 to, signs, fliers, and campaigners. Polling locations, if any, should be placed in areas with
2351 minimal distractions.

2352 Section 5. General Election

- 2353 A. The election shall take place Monday through Thursday of the first (1st) full academic week of
2354 April, unless otherwise decided by Council. The electronic voting shall begin at 8:00 a.m. on the
2355 first (1st) day and end at 5:00 p.m. on the last day of the election.
- 2356 B. Any ballot items included in the election shall be approved by Council at the regularly scheduled
2357 March meeting or through referenda.
- 2358 C. Elections shall be conducted electronically and use a computer- or phone-based system that is
2359 managed by IT.
- 2360 D. Ballots and Polling:
- 2361 1. Ballots shall have a randomly ordered list of candidates and clear instructions for marking
2362 and submitting one’s vote. Provision for write-in votes shall be included on the ballot. Only
2363 cast ballots meeting these requirements shall be counted. Votes cast on partially completed
2364 ballots shall be counted.
 - 2365 2. All ballot items shall appear on the ballot with the language received by the Elections
2366 Committee.
 - 2367 3. Polling: Voters must log in with the UNM NetID and password on record with the
2368 Registrar’s Office to cast a ballot.
- 2369 E. Two (2) members of the Elections Committee shall retrieve the final vote count from IT using
2370 the electronic voting system.
- 2371 F. The candidate elected to office shall be determined by a plurality of votes cast and each other
2372 ballot item shall be determined by a majority of votes cast on each item.
- 2373 G. Should the plurality winner of the GPSA General Election be declared ineligible or unable to
2374 assume office for any reason before the certification of the election results, or in the case of a tie,
2375 or if the Elections Committee votes not to certify an election, a special Council meeting shall be
2376 called so that a Special Election can be scheduled.
- 2377 H. The Elections Committee shall approve the results of a General Election after it has been
2378 determined to have been conducted in accordance with the GPSA Constitution and Bylaws.

2379 Section 6. Council Chair Election

- 2380 A. Only Council Representatives with credentials on file twenty (20) academic days prior to the
 2381 Council meeting at which the Council Chair election will be held are eligible to vote in the
 2382 election.
- 2383 B. The Election Committee shall prepare a sign-in roster of eligible voters.
- 2384 C. Ballots shall have a randomly ordered list of candidates and clear instructions for marking and
 2385 submitting one's vote. Provision for write-in votes shall be included on the ballot. Only cast
 2386 ballots meeting these requirements shall be counted.
- 2387 1. Voting shall be conducted by secret ballot and individual voting results by Council
 2388 Representatives are not to be recorded.
- 2389 D. The Election shall proceed as follows:
- 2390 1. The current Council Chair shall forward all valid proxies to the Elections Committee Chair or
 2391 the Elections Committee designee before balloting begins.
- 2392 2. The President shall call and preside over the Council Chair election. In the President's
 2393 absence, an individual who is not a Council Representative, Certified Alternate, or
 2394 recognized Proxy shall preside over the election.
- 2395 3. Each candidate shall give a speech, no longer than five (5) minutes, and shall have up to five
 2396 (5) minutes to answer questions posed by Council. The order of the speeches shall be
 2397 determined randomly by the Elections Committee. Candidates do not have to leave the room
 2398 throughout the election.
- 2399 4. When all of the speeches have concluded, the Elections Committee shall inspect and verify
 2400 that the ballot box is empty and secured.
- 2401 5. Any of the candidates who are Council Representatives shall be called forward first to sign
 2402 for and cast a ballot. They shall then retire to the back of the room and no more campaigning
 2403 shall be allowed.
- 2404 6. The remaining voters shall be called forward according to the alphabetical listing of their
 2405 RDSAs. Upon signing in, each voter shall receive and cast a ballot into the ballot box.
- 2406 7. After the name of the last voter has been called, the names of voters who did not come
 2407 forward will be repeated. Five (5) minutes after the last name has been called, the vote
 2408 counting shall begin.
- 2409 E. Vote Counting
- 2410 1. Only the members of the Elections Committee shall open the ballot box, determine the
 2411 validity of ballots cast, tally the ballots cast, and certify the election results.
- 2412 a. A discrepancy between the number of ballots cast and the number of signed voters may
 2413 be grounds for disqualification of the box of ballots.
- 2414 2. The election of the Council Chair shall be decided by a plurality of the votes cast. Should the
 2415 winner of the Council Chair Election be declared ineligible or unable to assume office for
 2416 any reason, or in the case of a tie, or if the Elections Committee votes not to certify the
 2417 election, the Elections Committee shall notify Council before the end of the meeting. Council
 2418 can vote to repeat the process or determine another course of action. The results of an
 2419 election shall be determined by the end of the Council meeting.

Commented [UNM20]: Note from Constitution indicates that we want to define Council Chair election the process here

2420 Section 7. Other Types of Elections

- 2421 A. Recall Elections
- 2422 1. A recall election is defined as the vote for recall of the President and is the result of one or
 2423 more of the following conditions:
- 2424 a. Petition by GPSA members in accordance with the GPSA Constitution.

2425 b. Successful vote of removal by Council.

2426 B. Special Elections

- 2427 1. A Special Election shall take place in any of the following circumstances:
- 2428 a. Resignation of the President or Council Chair.
 - 2429 b. Successful recall vote resulting in removal of the President.
 - 2430 c. Successful Council vote of removal of the Council Chair.
 - 2431 d. In a Presidential election, if the election is not certified, the winner is declared
 - 2432 ineligible or unable to assume duties, or there is a tie.
 - 2433 e. Granting of a petition submitted to a Council meeting for a Special Issue vote by the
 - 2434 GPSA body. Only items granted on the petition shall be allowed on the ballot.
 - 2435 f. Special Elections follow General Election rules except where noted.

2436 Section 8. Recall Election by GPSA Membership

- 2437 A. Upon receipt of the recall petition or a Council vote of removal, the Elections Committee shall
- 2438 initiate a recall election.
- 2439 1. When the President is removed in a Recall Election due to a petition received after the
 - 2440 regularly scheduled March Council meeting, no Special Election for Presidential
 - 2441 Replacement is required.
 - 2442 2. The Recall Election should occur by electronic voting over two (2) consecutive academic
 - 2443 days.
 - 2444 a. Voting shall open at 8:00 a.m. of the first day of the election and close at 5:00 p.m. on
 - 2445 the following day.
 - 2446 b. The Elections Committee shall approve the results of a GPSA election after it has been
 - 2447 determined that all provisions of the current GPSA Constitution and Bylaws were
 - 2448 followed.

2449 Section 9. Special Elections

- 2450 A. Special Elections shall take place between three (3) and four (4) academic weeks after the
- 2451 Council meeting, Presidential declaration, or referendum that created the Special Election, unless
- 2452 otherwise noted.
- 2453 1. No Special Elections shall be held between the last day of the spring semester and the
 - 2454 regularly scheduled October Council meeting.
 - 2455 2. The Special Election must occur by electronic voting over two (2) consecutive academic
 - 2456 days.
 - 2457 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
 - 2458 the second (2nd) day of the election.
 - 2459 4. The Elections Committee shall approve the results of a GPSA election after it has been
 - 2460 determined that all provisions of the currently published Election Code, Bylaws, and
 - 2461 Constitution were followed and any challenge(s) was (were) resolved.
 - 2462 5. Special Council Chair Elections shall take place at the Council meeting following the
 - 2463 Council meeting at which the Election was created and shall follow the procedures of the
 - 2464 Council Chair Election.
 - 2465 6. Referendum petitions for Special Elections shall be delivered to the Elections Committee.
 - 2466 a. The Elections Committee has five (5) academic days to validate the petition after it
 - 2467 petition has been received.

- 2468 b. A special election by referendum shall occur within fifteen (15) academic days of the
2469 approval of the petition.

2470 Section 10. Elections Reporting

2471 A. Reports Following Each Election

- 2472 1. The results of all elections shall be reported in accordance with the Public Notice
2473 Requirements by 12:00 p.m. of the academic day following the end of the election.
2474 2. Elections data will be disaggregated from unique identifiers, including student names and
2475 departments.
2476 3. Complications with voting, including but not limited to, casting ballots, vote counting, the
2477 electronic voting system, and determination of eligibility shall be included with elections
2478 reporting.

2479 B. Annual Report

- 2480 1. The Annual Report shall include all expenditures and income for the Elections Committee
2481 and each report following an election.
2482 2. On behalf of GPSA, the Elections Committee shall request that IT compile an Aggregated
2483 Elections Data Report. If IT provides this report, it shall be included in the Annual Report.
2484 3. Results for each item shall be reported by Department.
2485 a. Departments with less than ten (10) students voting must be pooled together in order to
2486 protect the privacy of individual voters. A note shall indicate which departments are
2487 pooled together and the number of voters from each department, but not a breakdown
2488 of votes by department.

2489 Section 11. Election Disputes

- 2490 A. An election may be challenged by any GPSA member to the Court of Review. Challenges
2491 include, but are not limited to, voter fraud, improper notification, improper conduct of members
2492 of the Elections Committee, candidate misconduct, or an unsound voting system.
2493 B. Challenges must be formatted as Court of Review Complaints and submitted in writing within
2494 five (5) academic days of the reporting of the election results.
2495 C. The Court of Review may consolidate challenges as it deems appropriate.
2496 D. If the Court of Review determines that a challenge is valid, the Court may decertify an election
2497 or impose a remedy as deemed appropriate. If an election is decertified, a special Council
2498 meeting shall be called so that a Special Election can be scheduled.
2499 E. The Court of Review must render its decision within fifteen (15) academic days following the
2500 last day of the election in question.