



GRADUATE *and* PROFESSIONAL
STUDENT ASSOCIATION

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

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

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

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

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

102 FC: Finance Committee

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

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

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

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

- 142 Supplies and Consumables: Items that are expected to be depleted at the end of a research project.
- 143 Telecommunication: Use of a conference telephone or other similar communications equipment.
- 144 TPNR: Transparency and Public Notice Requirements; specifically the section of the Bylaws with this
145 title.
- 146 Veto: The process by which the President rejects a piece of legislation approved by Council.
- 147 Working Group: A group which at its creation by a Decision Making Body is designated as a Working
148 Group rather than an ad hoc committee and whose sole purpose is to do work in preparation for a
149 specific item(s) to be acted upon or discussed by the Decision Making Body at a later Open Meeting.

150 Section 3. Cross-References

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

158 II. Membership and Organization

159 Section 1. Membership

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

170 Section 2. Recognized Departmental Student Associations (RDSAs)

- 171 A. Each RDSA shall maintain chartered status with the Student Activities Center, and must be open
172 to all GPSA members in its department, school, or college. In order to be recognized by GPSA,
173 each RDSA shall:
- 174 1. Hold officer elections which are open to all GPSA members in that department, school, or
175 college; and
- 176 2. 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.
- 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 2. 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 a. A petition to be placed on the ballot as an option for RDSA must be presented to the
- 193 Elections Committee no less than seven (7) academic days from the receipt of the
- 194 petition to select an RDSA.
- 195 b. The petition to be placed on the ballot must include a statement above the signature
- 196 lines stating: "If selected, this organization will adhere to the requirements for an
- 197 RDSA in the GPSA Constitution and Bylaws."
- 198 C. Any RDSA failing to adhere to the requirements for an RDSA in the GPSA Constitution and
- 199 Bylaws shall be subject to review by the Court of Review.
- 200 1. The request for review may be submitted by any GPSA member from that program,
- 201 department, school, or college or from a chartered student or professional organization of
- 202 which the majority of members should be represented by that RDSA.
- 203 2. If the RDSA fails to comply with any Court of Review order within eleven (11) academic
- 204 days, the Chief Justice or the highest ranked Associate Justice shall have the authority to
- 205 decertify that RDSA.
- 206 D. Programs, departments, schools, or colleges with no RDSA shall lose all privileges afforded to
- 207 RDSAs by GPSA until a student organization applies for recognition in accordance with the
- 208 GPSA Constitution and Bylaws.
- 209 1. RDSAs which enter non-chartered status shall be recertified upon becoming chartered.
- 210 2. If an RDSA is in non-chartered status when challenged by a petition to select an RDSA, it
- 211 must charter before being permitted to be included on the ballot.
- 212 3. While non-chartered, an RDSA may not receive the benefit of any privilege afforded to
- 213 RDSAs by GPSA.

214 Section 3. GPSA Committees

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

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

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

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

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

- 315 4. Items eligible for closure shall be indicated on the Agenda of the Open Meeting as such by
316 reference to the reason why closure will be considered.
317 H. Members of the public shall be excused during the closed portion of an Open Meeting.
318 I. Following completion of any closed meeting, the minutes of the Open Meeting that was closed,
319 shall state that the matters discussed in the closed meeting were limited only to those specified in
320 the motion for closure

321 Section 5. Project Assistants

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

352 Section 6. Veto Procedure

- 353 A. Presidential Action
354 1. A copy of the legislation with signature lines for approval or veto will be sent in hard and
355 electronic copy to the President's office within one (1) academic day of the posting of the
356 draft of the Council meeting minutes in which the legislation was passed.
357 2. The President may take action on legislation, approval or veto, within five (5) academic days
358 of the posting of the draft of the minutes.

- 359 a. If the President takes action, it shall be on the legislation in totum and as is. Legislation
360 shall not be vetoed by line item.
361 b. If the President does not take action within the allotted time, the legislation becomes
362 binding.
363 c. The President may take action on legislation with an Electronic Signature.
364 d. If a veto is cast, it shall be accompanied by a rationale for the veto.
365 e. The President shall send the vetoed legislation and rationale to the Council Chair
366 within the required time limit. The Council Chair shall give notice of the veto in
367 accordance with TPNR within three (3) academic days of receipt.
368 f. The Council Chair shall place the vetoed legislation on the next regular Council
369 meeting agenda as an action item.

370 B. Council Action

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

381 Section 7. GPSA Annual Report

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

387 Section 8. Amendments

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

- 389 A. Proposed Amendments shall place the amendment within the appropriate context within this
390 document, including specific numerical reference (Article, Section, and paragraph number).
391 B. Approved amendments shall take effect as soon as University Counsel approves them.
392 C. Council Chair shall submit amendments to University Counsel within three (3) academic days
393 from final approval.
394 D. Where conflicts exist between previous bylaws and a new constitutional provision, the new
395 constitutional provision will supplant the previous bylaw.

396 III. Resignation, Removal, and Replacement of Officers

397 Section 1. President

- 398 A. In order to initiate a recall election, Council must follow the Constitutional process of
399 impeachment and removal. (II.1.D.1.)

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

432 Section 2. Council Chair

- 433 A. If the Council Chair has resigned or been removed, that person is ineligible to run in the resultant
434 Council Chair Special Election.

435 Section 3. Court of Review Justices

- 436 A. Removal of a Justice must follow the impeachment and removal process in the GPSA
437 Constitution. (IV.2.C.)
- 438 1. The motion to consider removal may occur at the same meeting as impeachment.
- 439 2. Justices may only be removed through impeachment procedures.
- 440 3. After a motion to consider removal has passed, the Council Chair shall call a special meeting
441 for the removal vote within ten (10) academic days.

- 442 4. If the Chief Justice resigns or has been impeached and is currently the subject of removal
443 proceedings, the Senior Associate Justice shall assume the duties of the Chief Justice until
444 either the reinstatement or replacement of the Chief Justice.
- 445 B. The Court must have at least three (3) sitting Justices in order to operate.
- 446 C. Replacement
- 447 1. If the Court has three (3) or more remaining Justices after a resignation or removal, Council
448 may decide whether or not to appoint a replacement at the next regularly scheduled Council
449 meeting.
- 450 2. The President shall appoint temporary replacement Justices if the Court falls below three (3)
451 members until Council approves permanent replacements.

452 Section 4. Resignation

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

461 IV. Executive Branch

462 Section 1. President

- 463 A. Duties, Powers, and Responsibilities
- 464 1. The President shall be authorized and required to be one of two signatures on disbursements
465 of GPSA, except for personal reimbursements to the President which shall be signed by two
466 other authorized persons.
- 467 2. The President may call special elections on items of governance, policy, and fiscal impact by
468 giving notice to Council and the Elections Committee. (VI.3.A.) Special Elections shall be
469 run in accordance with the GPSA Constitution and Bylaws.
- 470 3. The President shall serve as an official member to the Faculty Senate Graduate Committee,
471 as authorized by the Committee.
- 472 4. The President shall make official announcements for open positions and appointments in the
473 Executive Branch, including job descriptions and how to apply.
- 474 a. Announcements shall follow TPNR.
- 475 b. All GPSA members shall be eligible for all appointments, unless prohibited by the
476 GPSA Constitution and Bylaws.
- 477 5. The President should keep open appointments for the period of no less than five (5) academic
478 days from the announcement of the open positions.
- 479 6. The President may remove appointments at any time.
- 480 7. The President shall fill any Standing Committee Chair vacancy within twenty (20) academic
481 days.
- 482 8. The President shall attend or send a designee to all Council meetings, and provide to Council
483 a President's Report on issues pertinent to GPSA and the graduate and professional student
484 community.

- 485 9. The President shall be responsible for the hours of operation of the GPSA Office and
486 facilities.
487 10. The President shall employ, discharge, and assign duties to all Executive Branch employees,
488 in a manner consistent with current University employee policies.
489 B. Term of Office: A President having served a term less than one year may serve a maximum of
490 one (1) additional term as President. (II.1.B.2.)
491 C. Stipend: The President's compensation should be offered as a Graduate Assistantship in
492 accordance with Office of Graduate Studies guidelines (II.1.C.1.)
493

494 Section 2. Presidential Oath of Office

- 495 A. The newly elected President shall not assume the duties of that office until the Presidential Oath
496 of Office (Oath) has been administered. The Oath should be administered after midday on the
497 last academic day of the Spring semester.
498 1. The Oath should be administered to the President by the Chief Justice or, in the Chief
499 Justice's absence, the outgoing President.
500 2. In the event that the Chief Justice or outgoing President are unavailable to administer the
501 Oath, the outgoing Council Chair or Chief of Staff shall administer the Oath.
502 3. The administration of the Oath must be witnessed by a member of either the Executive or
503 Legislative branch so long as the witness is not a member of the branch that is administering
504 the Oath.
505 4. The Oath will be administered with the right hand uplifted and the following words said
506 aloud:
507 "I, (name), do solemnly swear that I will faithfully execute the Office of President of the
508 Graduate and Professional Students Association of the University of New Mexico; that I will
509 to the best of my ability fulfill the duties and obligations of the Office and preserve, protect,
510 and defend the Constitution and Bylaws of the Graduate and Professional Student
511 Association, the State of New Mexico, and the United States."
512 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the
513 President. The President shall then assume office.

514 Section 3. President Elect

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

520 A. Duties, Powers and Responsibilities

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

- 525
526 1. Advertise for Chief of Staff, Project Assistants, and Executive Committee Chairs for which
527 s/he will make formal appointments upon taking the Office of President;
528 2. May review application submissions and conduct interviews for candidate appointments;

- 529 3. Have the use of GPSA space and resources for scheduling meetings and interviews, and
530 strategizing for a smooth transition.
531 4. Any other duties and/or responsibilities necessary or beneficial to the President Elect which
532 the outgoing President shall request.

533 Section 4. Executive Committees

534 A. Executive Committee Appointments

- 535 1. All GPSA Executive Standing Committee Chairs require approval from Council.

536 B. Executive Standing Committees

537 1. Elections Committee

- 538 a. During elections, the Elections Committee as well as GPSA Decision Making Bodies
539 should try to provide for autonomy of the Committee to prevent conflict of interest and
540 bias in the elections process.

541 2. Grants Committee

- 542 a. Members of the Grants Committee shall conduct themselves in a manner that promotes
543 public confidence in the integrity and impartiality of the grants process.
544 b. Grants Application Readers present at a Grants Committee meeting are voting
545 members.

546 3. Lobby Committee

- 547 a. The Lobby Committee shall attempt to coordinate lobbying efforts of GPSA with the
548 Associated Students of New Mexico, the Associated Students of the University of New
549 Mexico, and other organizations as deemed appropriate.
550 b. The Lobby Committee shall work with the University administration on areas of
551 common concern.
552 c. The Lobby Committee is responsible for presenting GPSA issues before appropriate
553 governmental bodies, including the New Mexico Higher Education Department (HED).
554 d. The Lobby Committee shall investigate issues of importance to the GPSA, including
555 HED funding and capital outlays recommendations to the legislature.
556 e. The Lobby Committee should compensate student lobbyists for travel and other
557 necessary expenses subject to all applicable University policies and procedures.
558 f. The Lobby Committee Chair shall give reports on Lobby Committee activities to
559 Council at least one meeting prior, one during, and one after the regularly scheduled
560 New Mexico Legislative Session. The Lobby Committee Chair shall submit written
561 reports of the same comments to the President to keep as a record.
562 g. The Lobby Committee shall prepare a platform of issues in enough time to receive
563 input from Council.
564 h. The Lobby Committee Chair shall submit the final draft of the platform to Council in
565 December.

566 4. Programs Committee

- 567 a. The Programs Committee shall implement and coordinate programs that promote an
568 inclusive and supportive community for graduate and professional students.
569 b. The Programs Committee shall collaborate with the programming of other student
570 organizations as appropriate.

571 5. Student Support and Advocacy Committee (SS+A Committee)

- 572 a. The SSA Committee shall maintain a list of graduate student organizations, services
573 provided, and how each can be reached, and shall post the list on the GPSA website
574 and in the GPSA Office.
- 575 b. The SSA Committee shall provide information to GPSA members about GPSA,
576 including volunteer and paid positions, and activities.
- 577 c. The SSA Committee shall coordinate support for events of interest to GPSA members,
578 as resources and time of the committee allow.
- 579 C. Executive Standing Committee Chairs
- 580 1. Composition of Executive Committees and selection of Committee Chair and members must
581 comply with the GPSA Constitution and Bylaws.
- 582 2. Standing Committee Chairs shall appoint the membership of the standing committees.
- 583 3. The Standing Committee Chair may remove members of the standing committees at any
584 time.
- 585 4. The Standing Committee Chair shall be responsible for submitting the committee's reports to
586 the President in accordance to the GPSA Constitution, Bylaws, and applicable Standing
587 Rules.
- 588 5. The Standing Committee Chair shall hold office hours for student inquiries or provide
589 contact information available in the GPSA Office. The Chairs shall adhere to TPNR.
- 590 D. Payments to Executive Standing Committee Chairs
- 591 1. Payments shall be subject to the fulfillment of the Chair's obligations and duties as verified
592 by the President.
- 593 2. Payments shall take place at the end of each semester in which the Chair served.
- 594 E. Executive Ad Hoc Committees
- 595 1. These committees shall pursue issues as specified by the President. These committees shall
596 endure no longer than is necessary for performance of the duties prescribed by the President.
- 597 F. Annual Written Reports
- 598 1. The Elections Committee shall include in the GPSA Annual Report all elections reports. See
599 Elections Code [Bylaw X.Section 10].
- 600 2.
- 601 3. The Grants Committee shall include in the GPSA Annual Report all funding cycle reports.
602 See Grants Code [BylawsIX.Section 1.L. & IX.Section 2.L].
- 603 4. The Lobby Committee shall include in the GPSA Annual Report results of any lobbying
604 efforts and the annual legislative platform.
- 605 5. The Programs Committee shall include in the GPSA Annual Report the results of any
606 fundraising efforts.
- 607 6. The SSA Committee shall include in the GPSA Annual Report the list of graduate student
608 organizations and resources, as well as a summary of the issues deemed most important for
609 GPSA membership, progress made, and future recommendations.
- 610 7. Executive ad hoc committees shall include in the GPSA Annual Report progress towards
611 their specified objective(s), and any future recommendations for the continuation of the
612 committee.
- 613 8. University Committee appointees shall include in the GPSA Annual Report a summary of the
614 issues of importance to GPSA considered by the committee.

615 Section 5. Executive Board

616 A. Representation

- 617 1. The Executive Board shall be made up of the President and Executive Standing, Ad Hoc, and
618 Joint Committee Chairs.
619 2. School or college petitions for representation on the Executive Board shall be sent to the
620 President. The petition may specify the representative.
621 3. The President must grant petitions from unrepresented schools or colleges.
622 4. If there is no specified representative named on the petition, the President shall appoint a
623 representative from that school or college.
624 5. The President shall designate these additional representatives to the Executive Board as
625 voting members or non-voting members.
626 6. The Grants Committee shall have two votes on the Executive Board. These votes shall be
627 held singly by the Chair of the Grants Committee, but shall be split in the event of co-chairs.
- 628 B. Duties, Powers, and Responsibilities
629 1. The Executive Board shall direct recommendations for the Council agenda to the appropriate
630 Legislative body.
- 631 C. Quorum
632 1. The Executive Board members may participate by Telecommunication in accordance with
633 TPNR.
634 2. Participation includes discussion, making motions, and voting.

635 V. Legislative Branch

636 Section 1. Council Representatives and Certified Alternates

- 637 A. RDSAs are the sole determinants of Council Representatives
638 1. For any RDSA, its Council representative(s) must be a graduate or professional student
639 seeking completion of a degree or certificate in one (1) of its programs.
640 2. The President, the Council Chair, and Court of Review Justices may not concurrently serve
641 as Council Representatives.
642 3. Representatives need not be officers of their RDSAs.
643 4. Credential Forms will be readily accessible in the GPSA Office, on the GPSA website, and
644 through the Council Chair and Council Recorder.
645 5. It is the responsibility of RDSAs and their designated Representative(s) to ensure that
646 Credential Forms are submitted and accepted by the Council Chair.
647 6. RDSA Presidents or their designees must sign Credential Forms.
648 7. In order for a GPSA member to serve as a Representative, that member's Credential Form
649 must be submitted to the Council Chair prior to the start of a meeting.
650 8. All Credential Forms are nullified at the end of a Council session. New credentials are
651 required at the start of each Council session.
- 652 B. Representative Duties
653 1. In addition to duties outlined in the GPSA Constitution, Representatives In addition to duties
654 outlined in the GPSA Constitution, Representatives serve as a link between their RDSAs,
655 students, and chartered student organizations, as sponsors of legislation and advocates in
656 Council. Council may assist RDSAs, students, and chartered student organizations with the
657 drafting of legislation. Representatives may volunteer to serve on legislative standing or ad
658 hoc committees.
- 659 C. Certified Alternates

- 660 1. Certified Alternates may be chosen at will by each RDSA. The procedure for the selection of
661 Certified Alternates is left to the determination of each RDSA.
662 2. Only Certified Alternate Credential Forms approved by the Council Chair shall be accepted.
663 3. There is no limit to the number of Certified Alternates an RDSA may select. If there is more
664 than one Certified Alternate, the Certified Alternates shall be ranked by the RDSA to indicate
665 seniority of representation. Ranking will be the order in which the Certified Alternates are
666 listed by the RDSA on the Credential Form unless otherwise noted.
667 4. When serving as a Council Representative, Certified Alternates shall have the same rights
668 and privileges as a Council Representative, unless otherwise specified by GPSA law.

669 Section 2. Council Chair

670 A. Duties, Powers, and Responsibilities:

- 671 1. The Council Chair shall produce an agenda in accordance with GPSA Bylaws and Council
672 Standing Rules for each Council meeting. The Council Chair shall be responsible for the
673 proper distribution of an agenda at least five (5) academic days prior to each regular Council
674 meeting.
675 2. At the first meeting of the academic year, the Council Chair shall provide all Council
676 Representatives with adequate information including, but not limited to, Council rules and
677 procedures, university policies, applicable parliamentary procedures, and access to the GPSA
678 Constitution and Bylaws.
679 3. The Council Chair shall notify the Council Representatives of the Chair's office hours at the
680 beginning of each semester.
681 4. The Council Chair shall appoint Council Representatives to the Legislative Standing
682 Committees in accordance with the GPSA Constitution and Bylaws.
683 5. The Council Chair shall administer the Legislative Budget and will oversee legislative budget
684 proposals for the subsequent fiscal year.
685 6. The Council Chair shall be responsible for the hiring of a Council Recorder. The Council
686 Chair oversees the Recorder and is responsible for assuring that the Council Recorder carries
687 out their duties.
688 7. The Council Chair may remove the Recorder subject to University policies and procedures.
689 A replacement shall be considered for approval by Council at the first opportunity.
690 8. The Council Chair shall review all minutes. Reviewed minutes shall be included on the
691 agenda for Council approval. These minutes will be noted as "Draft" until majority approval
692 by Council. The draft documentation shall be posted in accordance with TPNR.
- 693 B. If the Council Chair is unable to fulfill the duties of the position, the LSC Chair shall act as Chair
694 Pro Tempore until the Council Chair can resume the position or until an election can be held to
695 determine a replacement.
696 1. If a Council Chair is acting President the Council Chair shall be considered unable to fulfill
697 the duties of the position.
698 2. If the LSC Chair is acting as Chair Pro Tempore for longer than one (1) day, the LSC shall
699 select an interim LSC Chair.
700 3. Nothing in this section shall be construed to supplant the Council Chair without adhering to
701 the impeachment and removal procedures, nor to permit the LSC to operate with an un-
702 Constitutional composition.

703 Section 3. Council Chair Oath of Office

- 704 A. The newly elected Council Chair shall not assume the duties of that office until the Council
705 Chair Oath of Office (Oath) has been administered. The Oath should be administered after
706 midday on the last academic day of the Spring semester.
- 707 1. The Oath should be administered to the Council Chair by the Chief Justice or, in the Chief
708 Justice’s absence, the outgoing Council Chair.
 - 709 2. In the event that the Chief Justice or outgoing Council Chair are unavailable to administer the
710 Oath, the outgoing President or Chief of Staff shall administer the Oath.
 - 711 3. The administration of the Oath must be witnessed by a member of either the Executive or
712 Legislative branch so long as the witness is not a member of the branch that is administering
713 the Oath.
 - 714 4. The Oath will be administered with the right hand uplifted and the following words said
715 aloud:
716 “I, (name), do solemnly swear that I will faithfully execute the Office of Council Chair of the
717 Graduate and Professional Students Association of the University of New Mexico; that I will
718 to the best of my ability fulfill the duties and obligations of the Office and preserve, protect,
719 and defend the Constitution and Bylaws of the Graduate and Professional Student
720 Association, the State of New Mexico, and the United States. “
 - 721 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the
722 Council Chair. The Council Chair shall then assume office.

723 Section 4. Council Recorder

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

740 Section 5. Procedures for Regular and Special Meetings

- 741 A. Regular Meeting
 - 742 1. The date and time of the first regular Council meeting of the session shall be announced by
743 the Council Chair-elect at the final Council meeting of the preceding session.
 - 744 2. The regularly scheduled February and March meetings shall be scheduled for one of the last
745 seven (7) calendar days of the months.
- 746 B. Special Meeting

- 747 1. Petitions for special meetings not called by the Council Chair shall be submitted to the LSC
748 Chair; the LSC Chair shall verify the validity of the petition.
749 a. Petitions shall include the agenda items for discussion and action, the signatures as
750 required by the GPSA Constitution, and the date, time, and location of the meeting.
751 b. Notice of Special Meetings shall comply with TPNR.
- 752 C. Notice
- 753 1. In addition to following GPSA Constitutional notice requirements and TPNR, notice of every
754 regular Council meeting shall be included in a legislative calendar produced and made public
755 no later than the second (2nd) Council meeting of the session.
756 a. If changes are made to the calendar, a new version should be produced no later than
757 two (2) academic days after such change.
- 758 D. Standing Rules
- 759 1. At the first Council meeting of the session, Council shall approve standing rules, which shall
760 name the parliamentary procedures that Council shall follow.
761 a. An agenda template for regular Council meetings shall be included as part of the
762 Standing Rules.
763 b. The Public Notice Requirements shall be announced by the Council Chair at the first
764 meeting of each semester of the session.
- 765 2. The Council's Standing Rules apply to every Council meeting unless suspended with a two-
766 thirds (2/3) vote of Council.

767 Section 6. Proxy Privileges

- 768 A. Proxy voting is the casting of a vote on behalf of a Council Representative. Proxy authority may
769 only be given by a validated Council Representative or Certified Alternate to another GPSA
770 Member.
- 771 1. Council Representatives and Certified Alternates should select a GPSA member from the
772 same RDSA to serve as Proxy.
- 773 B. In order to be eligible to vote in a Council meeting, a GPSA member must be a recognized
774 Representative, Certified Alternate, or Proxy.
- 775 1. Proxy forms must be delivered to the Council Chair before a GPSA member may serve as a
776 Proxy at a Council meeting.
- 777 2. When the Council Chair receives and approves a Proxy form, that GPSA member is eligible
778 to serve as a Proxy for that meeting.
- 779 3. The Council Chair shall keep a list of eligible Proxies for each meeting.
- 780 4. Proxies are eligible to vote for the specified Council meeting in which proxy privileges are
781 approved.
- 782 5. Proxies do not count toward quorum.
- 783 C. If an RDSA has more Representatives, Certified Alternates, and eligible Proxies present at a
784 Council meeting than it has votes, the voting slots shall be recognized in the following order and
785 according to rank: Representative(s), Certified Alternate(s), Proxy (ies).
- 786 1. A GPSA member who believes they should have voting privileges at a Council meeting may
787 bring this to the attention of the Council Chair. The Council Chair must recognize a GPSA
788 member's right to vote prior to that member's voting.
- 789 D. If a Council Representative or Certified Alternate is in attendance at a GPSA Council meeting
790 and must leave a meeting in progress, that voting member may select a Proxy.

- 791 1. Representatives or Certified Alternates using a Proxy should provide written documentation
792 of their RDSA's preferences for the publicized agenda items to the Proxy prior to
793 surrendering voting privileges to that Proxy for that meeting.
- 794 E. Council Representatives or Certified Alternates who miss three (3) consecutive regular Council
795 meetings forfeit the proxy privileges.
- 796 1. Upon attending a Council meeting, a Council Representative's or Certified Alternate's
797 written proxy privileges will be reinstated.
- 798 F. No GPSA member may hold more than two proxy votes.

799 Section 7. Legislative Standing Committees

- 800 A. Legislative Standing Committee Chairs
- 801 1. Selection
- 802 a. Legislative Standing Committee Chairs shall be selected by the Council Chair and
803 approved by a majority vote of Council at the first (1st) regular Council meeting of the
804 session.
- 805 b. Standing Committee Chair appointments must be approved by Council prior to
806 assuming Committee Chair duties.
- 807 2. Duties, Powers, Responsibilities
- 808 a. Each Committee Chair, in conjunction with the membership of the committee, shall
809 maintain a schedule of meetings for that Council session, to be posted in accordance
810 with TPNR.
- 811 3. Reports
- 812 a. Written Legislative Committee Chair reports shall be given once per semester to
813 Council.
- 814 4. Compensation
- 815 a. The amount of compensation shall be determined through the annual budget process.
- 816 b. Disbursement of compensation is subject to the fulfillment of the Committee Chair's
817 duties as verified by the Council Chair or Council.
- 818 c. Disbursement shall be at the end of each semester in which the Committee Chair
819 served.
- 820 5. Removal
- 821 a. In addition to removal by the Council Chair, a Legislative Standing Committee Chair
822 may also be removed by Council with a two-thirds (2/3) vote.
- 823 b. If a Committee Chair is removed or resigns, the committee shall select another member
824 to serve as interim Committee Chair until a replacement is appointed by the Council
825 Chair and approved by Council.
- 826 c. Council shall vote whether or not the removed Chair may continue to serve as a
827 member on that committee.
- 828 d. If the LSC Chair is serving as the acting Council Chair, the committee shall select an
829 interim LSC Chair.
- 830 B. Committee Membership
- 831 1. Selection
- 832 a. The Council Chair shall provide notice of committee membership opportunities with
833 the Agenda notice for the first Council meeting of the session.
- 834 b. The Council Chair should seek any interested volunteers and must consider
835 recommendations from Council for committee membership.

- 836 c. The Council Chair shall appoint a minimum of five (5) and no more than eight (8)
837 members for legislative standing committees at the first meeting of the Council session.
838 d. Approval of appointed standing committee members shall be by a majority vote of
839 Council prior to assuming duties.
840 e. Members may be added to legislative standing committees when appointed by the
841 Council Chair and approved by Council at a Council meeting, in accordance with the
842 GPSA Constitution's composition requirements.
- 843 2. Removal
- 844 a. If a committee member violates the committee's standing rules, that member shall be
845 removed by the Committee Chair or the Council Chair
- 846 b. A Representative may appeal a removal at the next regularly scheduled Council
847 meeting before the selection of a replacement. Overturning a removal requires a two-
848 thirds (2/3) vote from Council.
- 849 c. The Council Chair may appoint replacement(s) to be approved by Council.
- 850 d. Council may request that the Council Chair reconstitute a committee.

851 Section 8. Standing Committee Procedures

852 A. Standing Rules

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

864 B. Timeline

865 1. Timeline

- 866 a. Each legislative standing committee shall conduct its first meeting between the first
867 (1st) and second (2nd) regularly scheduled Council meetings.
- 868 b. Legislative standing committees must meet between nine (9) and thirteen (13)
869 academic days prior to each regularly scheduled Council meeting after the August
870 meeting in which they are formed.
- 871 c. Items for committee review must be submitted to the appropriate Committee Chair at
872 least two (2) academic days prior to the committee meeting. Submissions received after
873 this deadline shall be considered at the following committee meeting, except for the
874 last committee meeting of the Council session.
- 875 d. Committee Chairs must submit items for inclusion on the Council agenda to the
876 Council Chair at least eight (8) academic days prior to a regular Council meeting.
- 877 e. Supporting documentation for agenda items and committee reports must be submitted
878 to the Council Chair at least five (5) academic days prior to the Council meeting.
- 879 f. The Committee Chairs shall post meeting minutes at least twenty-four (24) hours in
880 advance of each regularly scheduled Council meeting.

881 Section 9. Ad Hoc Committees

882 A. Formation and Dissolution

883 1. Council shall determine the composition or means of composition of legislative ad hoc
884 committees.

885 2. Council shall approve the purpose and duration of the ad hoc committees.

886 B. Council shall determine the means for selecting ad hoc committee chairs.

887 1. Each ad hoc Committee Chair is responsible for adhering to TPNR.

888 2. Ad hoc committees must request an appropriation from Council for any operational costs that
889 the committee expects.

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

891 A. Constitutional amendments must be included as a discussion item at least one (1) regularly
892 scheduled Council meeting prior to the regularly scheduled Council meeting at which action may
893 be taken.

894 B. Bylaws must be included as a discussion item at least one (1) regularly scheduled Council
895 meeting prior to the regularly scheduled Council meeting at which action may be taken. Bylaws
896 require a two-thirds (2/3) vote to pass.

897 C. Resolutions require a majority vote of Council.

898 Section 11. Committee Consideration of Legislation and Appropriations

899 A. Any GPSA member, RDSA, Decision Making Body, or groups or individuals with a GPSA
900 member serving as a sponsor may submit legislation or appropriations for Council consideration.
901 This includes the Executive Board and President. Items should be submitted to the appropriate
902 Legislative Committee Chair.

903 B. Every submission must include a contact person who is responsible for the item, capable of
904 answering questions, providing additional material, and making necessary revisions.

905 1. The Committee Chair shall collect all submissions, confirm that items have been submitted to
906 the proper committee, and produce a committee agenda in accordance with TPNR.

907 2. Legislative Committee Chairs shall redirect an item submitted to the incorrect committee to
908 the appropriate party.

909 3. Legislative Committees shall facilitate each submission's adherence to the guidelines and
910 required format established by the Bylaws and standing rules.

911 4. Legislative Committees shall provide contact information for Council members and GPSA
912 leadership upon request.

913 5. Legislative Committees shall review and make recommendations on all items submitted in
914 accordance with the GPSA Constitution and Bylaws. Recommendations may include, but are
915 not limited to, suggestions for amendment, substitution, discussion, and action.

916 C. All Legislative Items are forwarded with committee recommendations to the Council Chair and
917 shall be included on the Council agenda.

918 1. Once Legislative Committees have determined a recommendation, this Legislative Item
919 should appear on the agenda for the next regularly scheduled Council meeting.

920 a. Legislative Committees shall not unduly delay making recommendations on
921 Legislative Items.

922 2. The original Legislative Item and accompanying recommendation shall be treated as one (1)
923 agenda item.

- 924 3. The original Legislative Item shall not be altered by any of the Committee's
925 recommendations beyond grammar, spelling, and format until it is considered by Council.
926 4. A copy of the edited Legislative Item and accompanying recommendation as submitted to
927 Council shall be delivered to the originating party with a notice of the Council meeting in
928 which the Legislative Item will be discussed within one (1) academic day of the item being
929 forwarded to the Council Chair.
930 5. The supporting documents and recommendations may be revised by the respective legislative
931 committee up to the required deadline for supporting document submissions. The final
932 versions of the Legislative Item and supporting documents must be submitted both to the
933 Council Chair and to the originating party.

934 Section 12. Council Consideration of Legislative Items

- 935 A. The Council Chair shall prepare all Legislative Items and reports from legislative standing and
936 ad hoc committees and items required by the Bylaws in a single agenda.
937 1. Items identified by the Constitution and Bylaws as automatically appearing on the agenda do
938 not have to go through the committee process.
939 2. Emergency items may be added to the agenda in accordance with TPNR at the discretion of
940 the Council Chair, even if they have not gone through the committee process.
941 3. A two-thirds (2/3) vote of Council is required to allow discussion or action on emergency
942 items.
943 B. The Council Chair shall post an agenda for each regularly scheduled Council meeting no later
944 than six (6) academic days before the meeting. The Council Chair shall post supporting
945 documents no later than three (3) academic days before the meeting. Posting of agenda and
946 supporting documents must comply with TPNR.
947 C. Final order of items on the agenda is at the discretion of the Council Chair and subject to Council
948 amendment.
949 D. Within the order of business, the originating party or sponsor shall have three (3) minutes to
950 provide relevant commentary on the Legislative Item.
951 E. The applicable Legislative Committee Chair may provide information regarding their
952 committee's recommendation at the request of the Council Chair, Council Representative, or any
953 recognized and present voting member of Council.
954 F. The Council Chair may provide basic information about emergency items.
955 G. Council is the final authority in the Legislative Branch.

956 VI. Joint Standing Committees

957 Section 1. Finance Committee (FC)

- 958 1. Selection
959 a. The FC shall be composed of six (6) members.
960 i. Three (3) members, including the Chair, will be appointed by the President and
961 approved by Council.
962 ii. Three (3) members, including the Vice-Chair, will be appointed by the Council
963 Chair and approved by Council.
964 b. The FC Chair shall be approved by Council at the first regular meeting in August but
965 shall assume duties immediately upon appointment by the President.
966 2. Duties, Powers, Responsibilities

- 967 a. The FC shall be responsible for maintaining the financial records of GPSA which shall
968 be open for inspection by any GPSA member or committee.
969 b. The FC will serve as the recommending body for all GPSA financial allocations from
970 the General Fund.
971 c. FC Chair
972 i. The FC Chair shall administer and oversee all meetings of the FC
973 ii. The FC Chair shall not have a vote in any actions before the Finance
974 Committee, except in the case of a tie.
975 d. FC Vice-Chair.
976 i. The FC Vice-Chair shall assist the FC Chair in the duties and responsibilities of
977 the FC.
978 ii. The FC Vice-Chair shall serve as acting FC Chair in the absence of the FC
979 Chair.
980 iii. The FC Vice-Chair shall have a vote in any actions before the Finance
981 Committee.
982 e. The FC shall meet monthly after the first regularly scheduled Council meeting of the
983 fall semester until the end of the spring semester; an exception may be made for the
984 month of December, when the Council Chair, FC Chair, and FC Vice-Chair may
985 decide not to have an FC meeting due to time restrictions.
986 f. Emergency meetings may be called at the discretion of the FC Chair, FC Vice-Chair,
987 Council Chair, or by vote of Council.
988 g. The FC must adopt standing rules at its first meeting of the Council session.
989 h. FC standing rules shall be used as sole standing rules for all appropriations and budget
990 request.
991 i. Standing rules must be approved by Council at a regularly scheduled Council meeting.
992

993 3. Reports

- 994 a. At each regular Council meeting the FC Vice-Chair shall provide a report on the GPSA
995 General Fund account balance, and appropriations to date.
996

997 4. Compensation

- 998 a. The amount of compensation shall be determined through the annual budget process. The
999 stipends for the FC Chair and Vice-Chair shall be equal.

1000 b. Chair

- 1001 i. Disbursement of compensation is subject to the fulfillment of the Committee
1002 Chair's duties as verified by the President.

1003 c. Vice-Chair

- 1004 i. Disbursement of compensation is subject to the fulfillment of the Committee
1005 Vice-Chair's duties as verified by the Council Chair or Council.

- 1006 d. Disbursement shall be at the end of each semester in which the Committee Chair and
1007 Vice-Chair served.

1008 5. Removal

- 1009 a. The FC Chair and executive appointees may be removed by the President at any time.
1010 b. The FC Vice-Chair and legislative appointees may be removed by the Council Chair at
1011 any time or by Council with a two-thirds (2/3) vote

- 1012 c. If the FC Chair is removed or resigns, the Vice-Chair shall serve as interim Chair and
1013 assume all responsibilities and duties of Chair and Vice-Chair until a replacement is
1014 appointed by the President. The interim Chair shall not have a vote in any actions
1015 before the Finance Committee, except in the case of a tie.
- 1016 6. Annual Reports
- 1017 a. FC shall include in the GPSA Annual Report all expenditures and year end balances.
- 1018

1019 VII. Judicial Branch

1020 Section 1. Appellate Jurisdiction

- 1021 A. In addition to the Court's original jurisdiction as stated in the GPSA Constitution, the Court shall
1022 also have appellate jurisdiction to hear:
- 1023 1. All matters arising from Council activity, including, but not limited to, review of any award
1024 of GPSA funds to an organization or individual for consistency with the GPSA Constitution
1025 and Bylaws.
- 1026 2. All matters arising from activities of any Executive, Legislative, and Judicial standing or ad
1027 hoc committee.
- 1028 3. All acts of the President, Council Chair, or GPSA member acting on behalf of GPSA when
1029 and which the Court would not otherwise have original jurisdiction to hear.

1030 Section 2. Judicial Oath of Office

- 1031 A. No Justice shall assume the duties of that office until the Judicial Oath of Office (Oath) has been
1032 administered. The Oath must be administered within ten (10) academic days of confirmation by
1033 Council.
- 1034 1. The Oath shall be administered to the Chief Justice by the President or, in the President's
1035 absence, the Council Chair and must be witnessed by a representative of either the Executive
1036 or Legislative branch, so long as the witness is not a member of the branch that is
1037 administering the Oath.
- 1038 2. For all other Justices, the Oath shall be administered by the Chief Justice, and must be
1039 witnessed by a representative of either the Executive or Legislative branch.
- 1040 3. In the case that the Chief Justice is unavailable to administer the Oath, the President shall
1041 administer the Oath. In the case that the President is unavailable to administer the Oath, then
1042 the Council Chair shall administer it. In any case, the administration of the Oath must be
1043 witnessed by a member of either the Executive or Legislative branch so long as the witness is
1044 not a member of the branch that is administering the Oath.
- 1045 4. The Oath will be administered with the right hand uplifted and the following words said
1046 aloud:
- 1047 a. "I, (name), do solemnly swear that I will uphold the laws of the Graduate and
1048 Professional Students Association of the University of New Mexico, the State of New
1049 Mexico, and the United States of America; that I will judge fairly and with no previous
1050 bias the evidence and proceedings before me, and that I will otherwise fulfill the duties
1051 and obligations of the GPSA Judiciary to the best of my ability."
- 1052 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the
1053 Justice. The Justice shall then assume office.

1054 Section 3. Code of Conduct

- 1055 A. All Justices shall establish, observe, and maintain high standards of conduct so that the integrity
1056 and independence of the judiciary may be preserved.
- 1057 B. Justices shall respect and comply with the law and shall conduct themselves at all times in a
1058 manner that promotes public confidence in the integrity and impartiality of the judiciary.
- 1059 C. Justices shall not allow their family, social, or other relationships to influence their judicial
1060 conduct or judgment.
- 1061 D. Justices shall not permit those under their control to convey the impression that they are in a
1062 special position to influence the decisions of the Court.

1063 Section 4. Responsibilities

- 1064 A. Justices shall be faithful to the law and remain unbiased and nonpartisan.
- 1065 B. Justices shall maintain order and decorum in proceedings before them.
- 1066 C. Justices shall be patient, dignified, and courteous to those with whom they deal in an official
1067 capacity, and shall require similar conduct of those subject to their direction and control.
- 1068 D. Justices shall accord to every person who is involved in a proceeding, or their counsel, a full
1069 right to be heard according to law.
- 1070 E. Justices shall neither initiate nor consider communications from only one party of a pending or
1071 impending proceeding.
- 1072 F. Each Justice is charged with the duty of carefully reading and analyzing the pertinent submitted
1073 material on each case in which he or she participates.
- 1074 G. Justices shall abstain from public comment about a pending proceeding in the Court. This does
1075 not prohibit Justices from making public statements in the course of their official duties or from
1076 explaining for public information the procedures of the Court.
- 1077 H. Justices of the Court shall dispose promptly of the business of the Court.
- 1078 I. Each Justice of the Court shall take or initiate appropriate disciplinary measures against any
1079 other Justice for unprofessional conduct of which they become aware.
- 1080 J. All official decisions and opinions of the Court shall be made in writing, made available to
1081 GPSA officers, Representatives, and members, as well as the public upon request. Written
1082 opinions must become part of the official Court Record and shall be made available to the
1083 President, Council Chair, Council Representatives, and upon request to GPSA members and the
1084 public.

1085 Section 5. Disqualification

- 1086 A. A Justice is disqualified and shall announce recusal in any proceeding in which:
- 1087 1. The Justice has personal knowledge of disputed evidentiary facts concerning the proceeding.
- 1088 2. The Justice or the Justice's spouse/domestic partner, or a person related to the Justice within
1089 the third degree, by blood, marriage, or other relationship to either the Justice or the Justice's
1090 spouse/domestic partner:
- 1091 a. is a party to the proceeding, or an officer, director, or trustee of a party;
- 1092 b. is acting as legal counsel in the proceedings;
- 1093 c. is known by the Justice to have an interest that could substantially affect or be affected
1094 by the outcome of the proceeding;
- 1095 d. is to the knowledge of the Justice likely to be a material witness in the proceeding;
- 1096 3. A party to the proceeding is an employee of the Justice.

- 1097 B. Any Justice announcing recusal from any proceeding shall notify the Chief Justice of the recusal
1098 in writing.
1099 C. If the Chief Justice must announce recusal from any proceeding, the Chief Justice shall notify the
1100 full Court of the recusal in writing.

1101 Section 6. Non-judicial Activities

- 1102 A. Justices may appear at a public hearing before an executive or legislative body, and may consult
1103 with an executive or legislative body official, but only on matters concerning the administration
1104 of justice.
1105 B. Justices shall not act as arbitrators or mediators except in the performance of judicial duties.
1106 C. Justices shall not accept any gift, bequest, favor, or loan other than ordinary social hospitality, if
1107 the source of said gift, bequest, favor, or loan could imply or give the appearance of influencing
1108 the decisions of the Court or otherwise give the appearance of impropriety.

1109 Section 7. Resignation & Seniority

- 1110 A. Should the Chief Justice resign from the Court for any reason or be the subject of impeachment
1111 proceedings, the Senior Associate Justice shall assume the duties of the Chief Justice until the
1112 President appoints and Council affirms a new Chief Justice.
1113 B. Seniority of the Associate Justices shall be determined by the date of approval of appointments,
1114 the vote order by Council, and the seniority assigned during a block vote.
1115 1. Seniority of the Associate Justices shall be assigned prior to sending the appointments to the
1116 LSC.
1117 C. Nothing in this section shall be construed to mean that the Court may operate with less than three
1118 sitting Justices.
1119 D. Members of the Court of Review shall not serve on any GPSA standing committee.

1120 Section 8. Pro Tempore Justice Appointments

- 1121 A. In the event that one or more Justice(s) announce recusal from any proceeding, or in the event
1122 that any Justice is the subject of an impeachment proceeding before Council, the Chief Justice
1123 shall notify the President and Council Chair of such an occurrence within three (3) academic
1124 days of receiving written notification of a Justice's recusal.
1125 B. Within three (3) academic days of receipt of such notification from the Chief Justice, the
1126 President shall recommend a Pro Tempore Justice to Council.
1127 C. Within three (3) academic days of receiving the President's recommendation, the Council Chair
1128 shall schedule a Special Meeting of Council in accordance with TPNR in order to consider the
1129 President's recommendation.
1130 D. Following recusal, a Pro Tempore Justice must be approved by Council within twenty (20)
1131 academic days of receipt of notice from the Chief Justice that a Justice has announced recusal
1132 from a proceeding before the Court.
1133 E. The Chief Justice shall stay the effected proceeding(s), informing all parties of the stay, until
1134 such time as:
1135 1. the President has recommended to Council a Pro Tempore replacement for each recused
1136 Justice, and Council has approved that recommendation;
1137 2. the Pro Tempore Justice has taken the Judicial Oath of Office; and
1138 3. an affidavit attesting to the Pro Tempore Justice's authority has been filed.

- 1139 F. All Pro Tempore Justice appointments, once made, shall expire upon the termination of the
1140 matter before the Court. For the purposes of this section, “termination” means any final ruling by
1141 the Court of the matter before it, including dismissal for any reason as well as a determination of
1142 the matter on its merits.
- 1143 G. With the exception of those cases in which a Justice has announced recusal because
1144 impeachment proceedings have been brought against the Justice, the appointment of a Pro
1145 Tempore Justice shall not limit the recused Justice’s authority to hear other matters before the
1146 Court.

1147 Section 9. Additional Duties Required

- 1148 A. General Duties of the Court
- 1149 1. The Court shall conduct monthly meetings throughout each semester.
 - 1150 2. The Chief Justice shall preside at all meetings of the Court, or be responsible for assigning a
1151 Justice to preside when the Chief Justice cannot attend or has announced recusal.
 - 1152 3. The Chief Justice is responsible for publishing all rulings and decisions of the Student Court
1153 within eleven (11) academic days of decision.
- 1154 B. Advice to the President, Elections Chair, or Council as requested
- 1155 1. The President, Elections Chair, or Council may seek the advice of the Court for any matter,
1156 including, but not limited to, the constitutionality of any provision of the GPSA Bylaws,
1157 codes or rules, or the constitutionality of any act of any GPSA officer or member acting on
1158 GPSA’s behalf.
 - 1159 2. The President or Elections Chair may request the advice of the Court by submitting a
1160 question in writing to the Court with a copy to the Council Chair.
 - 1161 3. Council may request the advice of the Court upon a majority vote of the Representatives
1162 present at any regular or special meeting where a quorum is present. The question shall be
1163 submitted to the Court in writing with a copy to the President.
 - 1164 4. When advice of the Court is sought, the Court may follow procedures it determines in its
1165 discretion that are suitable to effectively research and address the question presented. The
1166 Court may ask the presenter of the question for clarification of the issue.
 - 1167 5. The Court may determine that the question presented is beyond the scope of the Court’s
1168 authority, in which case it shall so inform the President and Council Chair of such a
1169 determination.
 - 1170 6. In any event, the Court shall issue a written Advisory Opinion to the President and Council
1171 chair within twenty (20) academic days of receipt of the written question.
- 1172 C. Appellate Procedure
- 1173 1. Jurisdiction
 - 1174 a. The Court shall determine if it has personal jurisdiction over all parties in hearings
1175 before the Court, whether under the Court’s original or appellate jurisdiction.
 - 1176 b. Should the Court determine it does not have jurisdiction over a particular party for any
1177 reason, the Court shall dismiss the action without reaching the merits.
 - 1178 c. This section does not apply to the Court’s proceedings when it has been asked to issue
1179 an Advisory Opinion.
 - 1180 2. Hearing Procedures and Informal Dispute Resolution:
 - 1181 a. The GPSA Court of Review encourages disputants to resolve their disputes outside of
1182 this Court. This Court is available to assist in informal proceedings should both parties

- 1183 consent to such dispute resolution. Procedures for informal dispute resolution are to be
1184 determined by the Court.
- 1185 b. Parties wishing to seek resolution to their dispute in a more formal setting may bring an
1186 action before the Court by following the established Hearing Procedures.
- 1187 3. Complaint Limitations Period
- 1188 a. In general, all actions alleging violations of the GPSA Constitution or Bylaws must be
1189 brought within twenty (20) academic days from the date of the alleged infraction.
1190 However, if the Plaintiff is unaware of the alleged infraction at the time it occurs, the
1191 Plaintiff must file the claim within eight (8) academic days from the day on which the
1192 Plaintiff learned, or should have learned, of the infraction.
- 1193 b. Any challenge to any action on the grounds that it has been brought after the applicable
1194 Complaint Limitations Period has run is a matter to be resolved by the Court of
1195 Review.
- 1196 c. Extensions of the Complaint Limitations Period may be granted only to accommodate
1197 events deemed emergencies by the Court or for other equitable reasons as determined
1198 by the Court.
- 1199 4. Complaint
- 1200 a. All matters that are not Advisory Opinion Proceedings shall be brought before the
1201 Court upon completion of a Complaint form by the Plaintiff, filed with the Court in the
1202 GPSA Office within the applicable limitations period.
- 1203 b. The Complaint form may be obtained from the GPSA Office.
- 1204 c. The Plaintiff shall serve a true and correct copy of the Complaint to any and all
1205 Defendants no more than three (3) academic days after submitting a Complaint to the
1206 Court. Service of the Complaint may be made in person, by hand delivery, by first-
1207 class mail, or any other method by which the Plaintiff reasonably believes the
1208 Defendant should receive the Complaint.
- 1209 d. The Court has six (6) academic days to review the Complaint and determine if it is
1210 within the Court's jurisdiction as defined in the GPSA Constitution and Bylaws, and
1211 whether all information required by the Complaint form has been submitted and is fully
1212 completed.
- 1213 e. If corrections are required, the Plaintiff has three (3) academic days in which to make
1214 any corrections, additions, revisions, etc., and submit an amended Complaint to the
1215 Court. The Court may grant extensions to any Plaintiff when justice so requires.
- 1216 f. The Plaintiff shall serve a true and correct copy of the amended Complaint on any and
1217 all Defendants within three (3) academic days of its submission to the Court. Service of
1218 the amended Complaint may be made in person, by hand delivery, by first-class mail,
1219 or any other method by which the Plaintiff reasonably believes the Defendant should
1220 receive the amended Complaint.
- 1221 g. The Court will dismiss without prejudice any Complaint over which it lacks
1222 jurisdiction. The Court reserves the right to dismiss any Complaint on the grounds that
1223 the amended Complaint is incomplete and/or the time for submitting corrections has
1224 expired.
- 1225 5. Answer
- 1226 a. The Answer form may be obtained from the GPSA Office.

- 1227 b. On or before the fifth (5th) academic day following receipt of the Complaint (or
1228 amended Complaint), the Defendant(s) must file a completed Answer on the Court's
1229 Answer form with the Court.
- 1230 c. The Defendant shall serve a true and correct copy of the Answer on any and all
1231 Plaintiffs within three (3) academic days of its submission to the Court. Service of the
1232 Answer may be made in person, by hand delivery, by first-class mail, or any other
1233 method by which the Defendant reasonably believes the Plaintiffs should receive the
1234 Answer.
- 1235 d. If the Court determines that the Answer form is incomplete or inaccurate, it shall be
1236 returned to the Defendant(s) who shall have three (3) academic days in which to amend
1237 the Answer form and re-submit it to the Court.
- 1238 e. The Defendant shall serve a true and correct copy of the amended Answer on any and
1239 all Plaintiffs within three (3) academic days of its submission to the Court. Service of
1240 the amended Answer may be made in person, by hand delivery, by first-class mail, or
1241 any other method by which the Defendant reasonably believes the Plaintiffs should
1242 receive the amended Answer.
- 1243 6. Pre-Hearing Guidelines
- 1244 a. The Court has three (3) academic days from receipt of the Answer (or amended
1245 Answer) in which to schedule a Hearing if the Court finds the case to be within the
1246 Court's jurisdiction.
- 1247 b. The Hearing shall be scheduled no later than seven (7) academic days from the date of
1248 the Court's receipt of the Defendant's Answer or final amended Answer, unless the
1249 matter is stayed by the Chief Justice because a Justice has announced recusal, in which
1250 case a hearing shall be scheduled no later than seven (7) academic days after a Pro
1251 Tempore Justice has been appointed, approved, and assumed the Judicial Oath of
1252 Office.
- 1253 c. Extensions of the time allotted for submission of the Complaint (or amended
1254 Complaint), the Answer (or amended Answer), and/or scheduling of a hearing must be
1255 granted when justice so requires.
- 1256 7. Witnesses and Evidence
- 1257 a. Parties are responsible for gathering and presenting evidence and other testimony,
1258 including calling any relevant witnesses to support their case.
- 1259 b. Should a party be unable to find or to convince a witness to testify at the hearing, or
1260 should a party be unable to access evidence that is critical to its case after reasonable
1261 diligence in attempting to secure such witness or evidence, it may inform the Court.
1262 The Court may, in its discretion, postpone the hearing or take other remedial measures
1263 to allow the party to gather evidence necessary to its case in the interest of justice and
1264 fairness.
- 1265 8. Hearing Procedures
- 1266 a. The Plaintiff(s), followed by the Defendant(s), shall present Opening Statements,
1267 which shall be no more than ten (10) minutes in length per party.
- 1268 b. The Court may ask questions of either party, if clarification is needed.
- 1269 c. Witnesses for both the Plaintiff(s) and Defendant(s) shall present their evidence and/or
1270 testimony. Parties shall have an opportunity to question each witness subject to the
1271 restrictions of the Court. The Court may also question the witnesses, if necessary.

- 1272 d. The Court reserves the right to recall any Plaintiff(s), Defendant(s), and/or Witness (es)
1273 at any time during the hearing.
- 1274 e. The Plaintiff(s) and the Defendant(s) shall be asked if they would like to make Closing
1275 Statements, and if they so desire, they shall be given no more than ten (10) minutes per
1276 party for a closing statement.
- 1277 f. The Court shall then recess to deliberate in a closed portion of a meeting.
- 1278 g. The Court shall issue a decision no later than fourteen (14) calendar days following the
1279 Hearing.
- 1280 9. Hearing Guidelines
- 1281 a. All Hearing proceedings must be audio recorded.
- 1282 b. The Court shall be allowed to recess at any time, for any reason.
- 1283 c. The Court may, in its discretion, admonish any Witness or party whose testimony or
1284 behavior is inconsistent or harmful to the process of justice.
- 1285 d. Consistent with these Procedures, the time allowed for Plaintiff(s), Defendant(s), and
1286 Witness Statements shall be decided by the Court at the beginning of the Hearing.
- 1287 e. Plaintiff(s) and/or Defendant(s) have the right to appear with an advisor at the Hearing.
1288 The advisor may be, but is not required to be, an attorney. However, the Plaintiff(s) and
1289 Defendant(s) are responsible for presenting their cases in their entirety. Advisors are
1290 therefore not permitted to speak or participate directly in any Hearing.
- 1291 f. Circumstances not described above will be resolved at the discretion of the Court.
- 1292 10. Procedure Guidelines
- 1293 a. Whenever a party is required to do some act (e.g., submit a Complaint, answer a
1294 Complaint, etc.), the time for compliance begins to run on the day that the party
1295 receives notice of the need to act. If notice is sent by mail, receipt thereof shall be
1296 presumed three (3) calendar days after the notice is mailed.
- 1297 b. After submission of a Complaint, it shall be kept confidential until the Defendant(s)
1298 have been properly served with the Complaint or amended Complaint. Once the
1299 Defendant(s) receive, or are presumed to have received notice, the Complaint and other
1300 Court records pertaining to the case shall be open to scrutiny, in compliance with the
1301 Family Educational Rights and Privacy Act.
- 1302 c. Circumstances not described above may be resolved at the discretion of the Court.
- 1303 11. Procedure for Charging a GPSA Official with Misconduct
- 1304 a. Allegations for charging the President, Council Chair, Council Representative, Chief
1305 Justice, Associate Justice, or other GPSA officer with official misconduct shall be
1306 made on an official Complaint form.
- 1307 b. Such Complaints, once filed, must be adjudicated by the Court of Review and are not
1308 subject to informal dispute resolution.
- 1309 c. Hearing Procedures for allegations of official misconduct shall be the same as those for
1310 any other Hearing as stated herein.
- 1311 12. Fairness and Justice
- 1312 a. If the Court finds that any particular procedure should be amended in the interest of
1313 fairness and justice, the Court may amend or modify the Hearing Procedures so long as
1314 due process is afforded both parties.
- 1315 13. Further Appeal:
- 1316 a. With respect to the actions of the GPSA, the decision of the Court of Review shall be
1317 final.

1318 b. Nothing in the GPSA Constitution or Bylaws shall be construed as an attempt to limit
1319 any person's or party's rights under other applicable laws.

1320 VIII. Finance Code

1321 Section 1. Committees

1322 1. The FC shall administer the Graduate Scholarship Fund and complete all duties required by
1323 that post.

1324 Section 2. General Fund

1325 A. Eligibility and Restrictions

- 1326 1. Allocations from the General Fund shall only be used to fund chartered student
1327 organizations, GPSA Decision Making Bodies, and applicable service entities of the
1328 University as dictated by the GPSA Constitution.
- 1329 a. The GPSA grant allocations are appropriated through the Grants Committee and are
1330 not restricted by this stipulation.
- 1331 b. Executive Committees may be allocated funding that can be further distributed to
1332 students, chartered student organizations, or other groups without stipulation from this
1333 Finance Code.
- 1334 2. All allocations must be spent through an account with SGAO.
- 1335 3. GPSA shall base all funding considerations on the merits of the application and no request
1336 shall be entitled or disfavored based on any biases.
- 1337 4. In addition to spending mandated by the GPSA's Constitution;
- 1338 a. No less than five thousand dollars (\$5,000) shall be allocated to the Student Research
1339 Allocation Committee Endowment Fund (Student Research Grant) and five thousand
1340 dollars (\$5,000) to the Specialized Travel Endowment Fund (Professional
1341 Development Grant).
- 1342 b. Not more than ten percent (10%) of the total GPSA annual budget shall be allocated to
1343 all GPSA standing committees.
- 1344 i. This shall not include the percentage of the budget allocated to the Grants
1345 Committee which, as mandated by the Constitution, is excluded from this
1346 restriction.
- 1347 c. No less than one percent (1%) and no more than one-and-a-half-percent (1.5%) of the
1348 annual budget shall be allocated to the UNM Student Publications Board, to be
1349 distributed between *Best Student Essays* and *Conceptions Southwest* as the Student
1350 Publications Board deems appropriate.

1351 Section 3. Annual Budget

1352 A. Annual Budget

- 1353 1. The Chief of Staff shall administer the adopted GPSA annual budget in accordance with
1354 GPSA Constitution and Bylaws and any stipulations dictated within the budget.
- 1355 a. As administrators of the budget, the FC should facilitate communication between
1356 entities which received funding with efforts to assist in the disbursement and
1357 expenditure of GPSA funds and applicable stipulations under the respective allocation.
- 1358 2. The FC and Council shall have direct oversight of all monies disbursed through GPSA in the
1359 annual budget process by overseeing the allocation process and the annual budget hearings.

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3. All budgets must be based upon projected anticipated revenue for the upcoming fiscal year.
 4. The GPSA annual budget process is only applicable to chartered student organizations, UNM service entities, and GPSA Decision Making Bodies.
 5. All funds distributed through the budget process and not used by the end of the fiscal year in which they were allocated for shall revert to the GPSA General Fund unless otherwise stipulated by the GPSA Constitution and Bylaws or direction by Council.
- B. Annual Budget Process
1. Purpose and Authority
 - a. The GPSA budget process streamlines the allocation of GPSA fees to organizations that serve and benefit the graduate and professional student body of the University.
 - b. The budget process is overseen by Council and the FC, passed by Council, and approved by the President.
 - c. The FC shall create and follow a budget process and, with the consent of Council, has authority to modify such procedure insofar as not violating the GPSA Constitution and Bylaws.
 - d.
 2. Timeline
 - a. By the end of the first (1st) academic week of the spring semester, the FC, shall have decided upon the timeline and procedures of the annual budget process (i.e. workshops, deadlines, hearing dates, and hearing format). All relevant information shall be available through the GPSA Office.
 - b. Budget workshops are to be held before the end of the fourth (4th) academic week of the spring semester.
 - c. Budgets applications must be submitted to the GPSA Office no later than 5:00 p.m. on the fifth (5th) Friday of the spring semester.
 - d. The Chief of Staff should formulate a budget recommendation to submit to the FC considering the current fiscal year expenditures and GPSA funding priorities within the Executive Branch.
 - e. The FC shall present a final and balanced budget to Council by the March Council Meeting.
 - f. A finalized budget must be passed by the first (1st) Friday in April.
- C. Annual Budget Workshops
1. A minimum of two (2) GPSA budget workshops must be held during the spring semester; the FC Chair shall be responsible for the workshops.
 - a. The budget workshops must be advertised via the GPSA website, GPSA electronic mailing list, and other appropriate mean of notification at least two (2) academic days before the first (1st) workshop of the spring semester.
 2. GPSA annual budget applications must be available and presented at each workshop by the FC Chair or Vice-Chair or their designee with the guidance of SGAO. Budget packets must provide all necessary procedures and information, including the budget hearings schedule, for a group to follow to submit a complete budget application.
 3. All organizations, groups, or other entities requesting funding through the budget process must attend a GPSA budget workshop during the semester in which the group applies for funding.

- 1404 a. Failure to attend a budget workshop results in ineligibility for consideration for funding
1405 in the current budget process. Under extenuating circumstances, an applicant may
1406 appeal to Council for a budget hearing.
- 1407 b. At least one (1) of the representatives attending the budget workshop must be a
1408 graduate or professional student of the group submitting a budget request.
- 1409 D. Applications
- 1410 1. All groups requesting funding through the budget process must submit a budget application.
1411 2. All applications must adhere to SGAO guidelines and standing rules set forth by the FC and
1412 published within the budget packet.
1413 3. The FC, shall inform the GPSA Office, staff, volunteers, and SGAO of the acceptable
1414 method of submitting budget applications. This method shall be clearly defined in the budget
1415 packet.
- 1416 E. Budget Hearings
- 1417 1. The FC shall, in consultation with the Council Chair, determine the times and locations of the
1418 budget hearings. This information shall be posted in the GPSA Office, SGAO, and any other
1419 locations deemed necessary by the FC Chair and Vice-Chair and in accordance with TPNR.
1420 2. All groups that submitted a completed budget application shall be contacted within five (5)
1421 academic days from the application deadline with notification of the hearing schedule. The
1422 FC Chair may attempt to accommodate requests for hearing times and changes to the hearing
1423 schedule, but it is ultimately each group's responsibility to attend a hearing at their scheduled
1424 time.
1425 3. Each group at their respective hearing time shall have an allotted speaking time to present
1426 their budget request. The FC shall then have the opportunity to ask questions to the group
1427 and to review the request. The process and procedure of budget presentations must be
1428 included in the budget packet.
1429 4. At least one (1) GPSA member shall be in attendance at the hearing on behalf of the
1430 organization requesting funding.
1431 5. The FC has full discretion to modify funding recommendations, throughout the budget
1432 process if necessary or appropriate.
1433 6. The FC shall have the authority to amend or reduce any line-item request or budget request in
1434 order to create a balanced budget. These adjustments may be made during budget hearings
1435 or in Committee deliberations without the presence of the respective group.
- 1436 F. Final Approval
- 1437 1. The FC shall forward a balanced budget to Council after all budget hearings and any
1438 necessary deliberations have taken place. The recommendations to Council shall include all
1439 groups that requested funding, requested amount, and any amendments made by the FC.
1440 2. Council must pass the budget with a majority vote.
1441 3. Approved budgets shall become available at the beginning of the fiscal year as dictated by
1442 SGAO.
- 1443 G. Funding Priorities
- 1444 1. Funding shall be considered on the merits of each application as demonstrated through the
1445 budget process. Consideration should include, but is not limited to: purpose of the
1446 organization, population served, history of service, public relations, quality of application,
1447 and the necessity and use of GPSA funding.
- 1448 H. Budget Limitations

- 1449 1. Groups that are not GPSA Decision Making Bodies may not receive budget funding greater
1450 than three thousand dollars (\$3,000).
1451 2. New and Inactive Groups, classified as groups that have not participated in a GPSA budget
1452 process within the past two (2) years, may not receive funding greater than five hundred
1453 dollars (\$500).

1454 Section 4. Pro-Rated Benefits (PB) Fund

- 1455 A. SGAO shall administer the disbursement of PB Funds.
1456 B. The process to receive PB Funds must be available through the GPSA Office, on the GPSA
1457 website, and any additional means as determined by the FC.
1458 C. In order to receive pro-rated benefits, each RDSA must apply through SGAO each semester.
1459 1. PB Funds must be requested by the eighth Friday of the Fall and Spring semesters
1460 respectively, if not, funds shall automatically revert to the GPSA General Fund.
1461 2. At the end of the fiscal year, an RDSA may keep up to 50% of funds allocated during the
1462 academic year. The remainder will be reverted to the GPSA general fund. However, an
1463 RDSA's remaining balance can never be reduced below \$500 as a result of the reversion.
1464 3. This reversion shall never include the RDSA's self-generated funds.
1465 D. Based on the Enrollment Report provided by the University, which indicates the number of
1466 graduate or professional students enrolled in each program, department, school, or college,
1467 SGAO will credit the RDSA account per SGAO Policies and Procedures.
1468 E. Any RDSA has the right to appeal the Enrollment Report provided by the University. Appeals
1469 shall be presented in writing to SGAO. Appeals shall entail a name-by-name count of the
1470 department's GPSA Members and a comparison with the University's records.
1471 F. RDSAs should provide internal funding opportunities to departmentally-associated student
1472 organizations. A departmentally-associated student organization is a student group in which fifty
1473 percent (50%) or more of membership are GPSA members from a single department.
1474 G. Should a RDSA be unable to offer any financial support, the departmentally-associated student
1475 organization may submit appropriation requests.

1476 Section 5. Appropriations

- 1477 A. Appropriations
1478 1. GPSA appropriation requests shall be overseen by the FC, passed by Council, and approved
1479 by the President.
1480 2. All appropriation requests shall be submitted to the FC Chair.
1481 a. The FC Chair shall issue the committee's agenda in accordance with GPSA bylaws and
1482 TPNR.
1483 b. The FC Chair will notify all students who are requesting appropriations at least five (5)
1484 days prior to the meeting of the meeting time and date.
1485 3. A GPSA member shall represent the group making the appropriation request at the FC
1486 meeting.
1487 4. If a GPSA member is unable to attend the FC meeting in which the appropriation is being
1488 discussed the FC may choose to table the request or make a recommendation to Council.
1489 5. Individual graduate and professional students, chartered student organizations, and GPSA
1490 Committees shall be eligible for appropriation funding.
1491 6. Funding Limitations
1492 a. Funding restrictions are determined through standing rules and adopted by the FC.

1493 b. Departmentally-associated student organizations should seek funding from their RDSA
1494 as specified in Article 7, Section 4, F.

1495 Section 6. Revisions

- 1496 A. Groups may submit a request to make line-item transfers of GPSA funds within their budget.
1497 B. All requests must be submitted to SGAO for review before they may be considered.
1498 C. A revision must be approved by consent of both the FC Chair and Vice-Chair.
1499 1. In the event of division over the approval of the revision, the Council Chair shall be
1500 consulted and decide the division.
1501 2. In the event of vacancy, the President and the Council Chair shall be responsible for
1502 approving revisions and the Grants Chair shall be consulted and decide the division.
1503 D. Disbursement SGAO shall administer the disbursement of GPSA funds once allocations have
1504 been approved by Council.
1505 E. All funding allocations must follow the rules and guidelines set forth by SGAO. Groups
1506 allocated GPSA funding shall be responsible for ensuring that they are in compliance with these
1507 policies.
1508 F. Monies allocated by GPSA shall be limited to line-item provisions as stipulated by the approved
1509 funding request.
1510 G. The FC, in administering GPSA allocations, should make concerted efforts to communicate with
1511 GPSA entities and organizations receiving GPSA funding in order to facilitate cooperation and
1512 ensure compliance with any applicable rules or stipulations that are coupled with the funding.

1513 Section 7. Financial Enjoinment

- 1514 A. Failure to adhere to the GPSA Constitution and Bylaws, applicable stipulations attached to
1515 funding allocations, SGAO guidelines, or University policy may result in an enjoinment of
1516 spending privileges of GPSA funding until the violation has been corrected.
1517 B. An action of enjoinment should be presented to the FC for a recommendation before it may be
1518 considered by Council.
1519 C. The FC Chair shall report to Council on the proposed enjoinment and the group at question shall
1520 be allotted a five (5) minute speaking privilege as a rebuttal.
1521 D. A two-thirds (2/3) vote of Council is necessary for approval of an enjoinment of the group's
1522 GPSA funds.
1523 E. The Council Chair must notify the enjoined group no later than five (5) academic days after
1524 action by Council.
1525 1. Notification shall be sent to the officer's email addresses on file in SGAO.
1526 2. Such notification shall include the reason for the action as well as the actions required of the
1527 group for funding to be resumed in a timely fashion.
1528 3. Funds enjoined for the remainder of the fiscal year will revert to the GPSA General Fund.
1529 F. Acts of Financial Enjoinment may be appealed to the Court of Review. The appeal must be filed
1530 within four (4) calendar weeks from the act of enjoinment by Council.

1531 IX. Grants Code

1532 Section 1. Student Research and Allocations Committee (GPSA Student Research Grant) and
1533 Specialized Travel (Professional Development Grants)

- 1534 A. Funding History

- 1535 1. The Professional Development Grant and its quasi-endowment were established in 2004 with
 1536 \$220,000 from the UNM Provost's office.
 1537 2. The GPSA Student Research Grant and its quasi-endowment were established in 1996 with
 1538 \$14,000 in student fees and \$14,000 from the UNM Provost's office as requested by the
 1539 GPSA.
 1540 3. The quasi-endowments are held by a University foundation on behalf of GPSA. Each year
 1541 the spending allowance from the endowments funds grant activity.
 1542 4. Additional GPSA Student Research Grant and Professional Development Grant funding may
 1543 be determined through the annual budget process and augmented by appropriations from
 1544 Council.
- 1545 B. Activities Funded
- 1546 1. The GPSA Student Research Grant funds the development and dissemination of research
 1547 including travel for research-related purposes. GPSA Student Research Grant will also fund
 1548 any travel or supply expenses incurred in the development or dissemination of original work.
- 1549 a. Acceptable GPSA Student Research Grant costs include:
- 1550 i. Software not available in UNM computer pods or to which the student does not
 1551 have free access.
 1552 ii. Airfare, registration, hotel, shuttle fees, taxi fares, presentation materials and per
 1553 diem in accordance with UNM policy. Travel must be outside of Albuquerque.
 1554 Current policy and mileage rates can be found in the University Business
 1555 Policies and Procedures Manual, Policy 4030.
 1556 iii. Supplies, consumables and printing costs necessary for development and
 1557 dissemination of research and not readily supplied by the applicant's
 1558 department.
- 1559 b. Unacceptable GPSA Student Research Grant costs include:
- 1560 i. Salaries, tuition or binding.
 1561 ii. Organization fees or conference social functions.
 1562 iii. Travel, room or board for any event whose purpose is not the development or
 1563 dissemination of student's research.
- 1564 2. The Professional Development Grant funds travel expenses that further the professional and
 1565 career development of students.
- 1566 a. Acceptable Professional Development Grant costs include:
- 1567 i. Travel costs to interviews, clinicals, workshops, job fairs, auditions, mock trials
 1568 and other career or professional events where the student is not presenting or
 1569 conducting research. Costs can include airfare, registration costs, hotel, shuttle
 1570 fees, taxi fares, presentation materials and per diem in accordance with UNM
 1571 policy. Travel must be outside of Albuquerque. Current policy and mileage rates
 1572 can be found in the University Business Policies and Procedures Manual, Policy
 1573 4030.
 1574 b. Unacceptable Professional Development Grant costs include:
- 1575 i. Travel to present research.
 1576 ii. Any activity that could be funded by GPSA Student Research Grant.
- 1577 C. Amount of Funding
- 1578 1. GPSA Student Research Grants can fund up to \$500 per student per year.
 1579 2. Professional Development Grants can fund up to \$500 per student per year.
 1580 3. A year refers to the period between June 1 and May 31.

- 1581 4. See [Bylaws IX.Section 1.E.8] for activity funding periods and see [Bylaws IX.Section
1582 1.D.1]. for application submission deadlines.

1583 D. Deadlines

- 1584 1. The deadline for submission of applications will be noon (12 p.m.) on the fifth (5th) Friday
1585 of the fall and spring semesters and noon (12 p.m.) of the second (2nd) Friday of the summer
1586 semester. No late applications will be accepted. In the event of unforeseen or extraordinary
1587 circumstances, the GPSA Student Research Grant /Professional Development Grant Chair
1588 may establish a new application deadline. Notice of any change to the deadline shall be
1589 posted in accordance with Public Notice Requirements.
- 1590 2. Awarded funds must be claimed within ninety (90) days of the award notification. Otherwise
1591 funds will revert back to the committee to disseminate in the next funding cycle [Bylaws
1592 IX.Section 1.N.1].
- 1593 3. Appeals of award decisions must occur within fourteen (14) calendar days of the award
1594 notification [Bylaws IX.Section 1.M.1].

1595 E. Applicant Eligibility

- 1596 1. Only GPSA members may receive grant funding.
- 1597 2. Grants Chairs, committee members and grant readers are ineligible to apply for any grants.
1598 However, an GPSA Student Research Grant reader may apply for a Professional
1599 Development Grant and vice versa.
- 1600 3. Grants Committee members must notify Grants Chairs when they apply for a grant.
- 1601 4. A GPSA Student Research Grant reader may apply for a Professional Development Grant
1602 and vice versa.
- 1603 5. An applicant may submit only one application per semester for each grant.
- 1604 6. Each application may be made for one allowable event or activity.
- 1605 7. An applicant is only eligible for the remaining amount of funding for GPSA Student
1606 Research Grant or Professional Development Grant if the applicant has not yet been awarded
1607 the full amount in section [Bylaws IX.Section 1.C]. of GPSA Student Research Grant or
1608 Professional Development Grant funding per year. Per year means per summer-fall-spring
1609 funding cycle.
- 1610 8. The event or activity for which funds are sought must occur within the next, current or
1611 previous funding period.
- 1612 a. The fall funding period is from August 15 to December 31.
- 1613 b. The spring funding period is from January 1 to May 31.
- 1614 c. The summer funding period is from June 1 to August 14.

1615 F. Application Requirements

- 1616 1. Applications must be submitted before the deadline, according to the deadlines in section
1617 [Bylaws IX.Section 1.D].
- 1618 2. Applications must be for activities taking place in the current, previous or next funding
1619 period, according to section [Bylaws IX.Section 1.E.8].
- 1620 3. Submission must occur through the online application system. The Grants Chair(s) must
1621 accommodate students with circumstances that prevent or prohibit their use of the online
1622 system. If a method of accommodation for circumstances not concerning disabilities cannot
1623 be agreed upon by the applicant and the chair, the applicant can appeal [Bylaws IX.Section
1624 1.M]. Students with disabilities will be accommodated through recommendations by the
1625 Accessibility Resource Center.

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4. Applications must be the original words of the student and not the words of any other person. If an applicant uses another person's words then they must be in quotation marks. Unquoted words in a proposal are expected to be the applicant's own, original writing.
 5. A complete GPSA Student Research Grant /Professional Development Grant application includes
 - a. The completed HTML fields of the online GPSA Student Research Grant /Professional Development Grant application
 - b. An activity proposal submitted through the online system and not to exceed seven hundred (700) words.
 - c. An activity budget submitted through the online system.
 - d. A Statement of Support form, to be made available on the GPSA website, signed by a faculty advisor or graduate director. The form may be submitted either in hard copy at the GPSA office or via email to the Grants Committee.
 6. No materials besides those listed in [Bylaws IX.Section 1.F.5] shall be accepted.
 7. Applications must adhere to the online instructions.
 8. At the discretion of the Student Research Grant/Professional Development Grant Chair, applications may not be read if the requirements outlined in [Bylaws IX.Section 1.F] are not met. The applicant may always appeal [Bylaws IX.Section 1.M]
- G. Applicant Workshops and Outreach
1. The Grants Committee must conduct at least two (2) applicant workshops for each funding cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
 2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website. The committee may post updates to this curriculum.
 3. The Grants Committee will make a good faith attempt to contact departments without a single successful applicant from the previous year to advertise the grants and offer departmental workshops. These outreach efforts and results will be included in an April report to Council.
 4. The Grants Committee will advertise the available grants at least twenty-one (21) calendar days before the deadlines on the GPSA website and electronic mailing list. Other advertisement is encouraged.
- H. Application Readers
1. Readers of grants must be GPSA members.
 2. Readers cannot read for any grant for which they have also applied in the same semester.
 3. Readers will be compensated for their work with a stipend.
 4. Readers must attend a training once in each June 1 to May 31 cycle before reading applications. The Grants Chair may require re-training at their discretion. The Grants Chair shall follow training curriculum guidelines on the GPSA website. The committee may make updates to this curriculum.
 5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic mailing list.
- I. Application Scoring
1. The application will be read and scored by three (3) readers.
 2. Applications will be read by readers from a different department than the applicant.
 3. Applicants and readers will self-identify within one (1) of four (4) perspectives. Applications will be read by at least one reader inside their perspective and at least one (1) reader outside of their perspective. The perspectives are:

- 1672 a. Fine Arts & Design (FAD) – Applies to any visual arts, performing arts, and other
1673 forms of creative production, including some work in architecture and planning.
1674 b. Humanities (HUM) – Applies to any studies of human culture, including but not
1675 limited to work in ethnology, history, literature, languages, philosophy, or religion.
1676 Often uses methods described as critical and/or interpretive.
1677 c. Science, Technology, Engineering, & Mathematics (STEM) – Applies to any work
1678 grounded in mathematics and/or the physical sciences, including computer science and
1679 medicine.
1680 d. Social & Behavioral Studies (SBS) – Applies to any studies of human nature and
1681 societal structures, including but not limited to work in area studies, communication,
1682 education, law, management, public policy, psychology, and sociology. Often overlaps
1683 with humanities and/or STEM.
1684 e. These categories are meant to be inclusive and flexible, not to set definitive boundaries
1685 between areas of study. An applicant’s work may fit into multiple categories.
1686 Applicants should select the perspective from which they want to be guaranteed at least
1687 one (1) reader. The following examples are not meant to be exhaustive:
1688 i. Work in law, cultural anthropology, or critical theory may fit into SBS or HUM.
1689 ii. Architecture projects may fit into FA or STEM.
1690 iii. Work in public health, geography, or evolutionary anthropology may fit into
1691 STEM or SBS.
1692 iv. Dramatic writing may fit into HUM or FAD.
1693 4. Changes to scoring criteria beyond those required in the Bylaws must be approved by a two-
1694 thirds (2/3) vote of the Grants Committee. Applications shall be scored according to the
1695 criteria online which are posted one month prior to the application deadlines.
1696 5. The scoring criteria categories and minimum weighting for GPSA Student Research Grant
1697 /Professional Development Grant must include:
1698 a. Background: twenty-five (25) points
1699 i. Applicant’s academic/professional interests and stage in degree program are
1700 clearly stated. (0-10 points)
1701 ii. Activity is described in detail: What exactly will the applicant do, where and
1702 when is it happening, and why is it significant for the applicant’s interests? (0-10
1703 points)
1704 iii. Activity is put into context of the applicant’s academic/professional field at
1705 large. (0-5 points)
1706 b. Benefits: thirty (30) points
1707 i. Proposed activity’s benefits to applicant are clearly stated and linked to
1708 academic/professional development. (0-15 points)
1709 ii. Benefits of applicant’s work to academic/professional community are clearly
1710 stated. (0-15 points)
1711 c. Composition: fifteen (15) points
1712 i. Proposal flows logically. Writing style is direct and action-oriented. (0-5) points
1713 ii. Proposal is suitable for a general academic audience. Technical terms are defined.
1714 (0-5 points)
1715 iii. Proposal shows evidence of proofreading, with few errors in grammar or usage.
1716 (0-5 points)
1717 d. Budget: thirty (30) points

- 1718 i. Applicant pursued other sources of funding within the university or academic
1719 community (e.g. department, Office of Graduate Studies, Career Services), or
1720 from outside organizations relevant to the applicant's research. (0 OR 10 points)
- 1721 ii. Items to be funded by SRG/PDG, applicant, or other sources are indicated as
1722 such. (0 OR 5 points)
- 1723 iii. Budget appears well-researched and complete for scope of project (names of
1724 facilities, dates, itineraries, etc.), listing all spending related to activity. Choices
1725 appear to be economical and/or are explained. (0-15 points)
- 1726 6. Raw scores of the readers will be normalized by multiplying by the average of all reader
1727 scores and dividing by the average of the individual reader's scores.
- 1728 7. When the difference between the high and low normalized scores for an application exceeds
1729 twenty-five points of the total possible score (100 points), two (2) additional readers will
1730 evaluate the proposal. From these five (5) normalized scores, the highest and lowest will be
1731 dropped, and the three (3) remaining scores will be accepted regardless of the spread between
1732 them.

1733 J. Application Funding Procedure

- 1734 1. Funds shall be allocated in percentages according to the semester totals from the averages of
1735 the previous year. For example, if there were two hundred fifty (250) Professional
1736 Development Grant applications in the previous year, with fifty (50) applications for the
1737 summer and one hundred (100) each for the fall and spring, then funds should be allocated as
1738 twenty percent (20%), forty percent (40%), forty percent (40%) of the anticipated grants
1739 money. Furthermore, the Grants Chair(s) shall set aside monies from the semester funds to be
1740 able to afford accepting one (1) appeal in the summer or two (2) appeals in each the fall and
1741 spring. If appeals are not granted, this money will roll over into the next funding cycle.
1742 a. Remaining funds shall remain in the endowment.
- 1743 2. For Student Research Grant/Professional Development Grant, from the total amount of
1744 money for the funding cycle outlined in [Bylaws IX.Section 1.J.1], the committee shall
1745 award one hundred percent (100%) of the requested funds according to the rank ordering of
1746 normalized [Bylaws IX.Section 1.I.6] scores until all money has been exhausted, excepting
1747 money withheld to fund two appeals for each category, as provided in section [Bylaws
1748 IX.Section 1.J.1] Alternatively, additional money may be sought from Council by the Grants
1749 Chair(s).
- 1750 3. Funds not claimed within the ninety (90) day limit [Bylaws IX.Section 1.D.2] revert to the
1751 grant accounts unless the original allocation for an activity was made specifically for a time
1752 period which extends beyond the ninety (90) day limit or unless the recipient requests and is
1753 granted an extension in writing.

1754 K. Records

- 1755 1. The committee shall keep records of:
1756 a. all applications.
1757 b. scores and score comment sheets.
1758 c. a database of cover sheet information (such as name, email, department and requested
1759 amount) and score results.
1760 d. a separate record of who was awarded at what amount and when it was awarded.
- 1761 2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s)
1762 and kept for a minimum of five years.

- 1763 3. All applicants will have access to their files and scores but not to the applications of others,
1764 in accordance with applicable state and federal law.

1765 L. Reports

- 1766 1. The committee shall compose a report for each funding cycle.
1767 a. The report shall contain the total amount of GPSA Student Research Grant and
1768 Professional Development Grant allocations.
1769 b. The report shall contain a breakdown of awards and applications by college, school, or
1770 department.
1771 c. The report shall provide details of the total allocation and the balance.
1772 d. The report shall also include all appeals, decisions, and results.

1773 M. Appeals

- 1774 1. To appeal any decision made by the Grants Chair(s) or committee, a written request must be
1775 received by the GPSA Student Research Grant /Professional Development Grant committee
1776 within fourteen (14) calendar days from the date of the award notification.
1777 2. The appeal must stipulate on what grounds the appeal is based.
1778 3. No late applications will be accepted. Therefore, appeal on those grounds will not be heard.
1779 4. An applicant making an appeal may request written, detailed extrapolation of reader(s)
1780 scoring and comments before the appeal. If reader(s) are willing, they may offer the
1781 opportunity If a reader is unwilling or unable to meet with the applicant, the reader will need
1782 to provide a written response to an applicant's reasons for appeal.
1783 5. The Student Research Grant/Professional Development Grant committee will review the
1784 request for an appeal within two (2) weeks of its receipt. All appeal hearings must have three
1785 (3) voting members who, ideally, have been grant readers in good standing with the Grants
1786 committee. Voting members cannot include the Grant chair or anyone who has advised
1787 and/or met with the appellant. Applicants are entitled to attend and speak at their appeal
1788 review. Application readers are encouraged to attend the hearing to present their rationale
1789 and scoring process. If reader(s) cannot attend, they must provide a written response to the
1790 applicant's reasons for appeal. The review may be delayed beyond the two (2) week deadline
1791 if the applicant cannot attend.
1792 6. If the committee votes that the appeal is valid, the committee shall decide a course of action
1793 to resolve the appeal. A standard re-read is the default action, unless the majority of the
1794 committee decides another course of action. If the reasons for the appeal are found to be
1795 invalid, no change in funding or scoring will be granted.
1796 7. Any applicant dissatisfied with the results of an appeal to the GPSA Student Research
1797 Grant/Professional Development Grant committee may file a final appeal to the GPSA
1798 Council within two (2) weeks of receiving the GPSA Student Research Grant /Professional
1799 Development Grant committee decision. The decision of the GPSA Council will be
1800 considered final. No further appeal will be granted.
1801 8. The Grants Committee will maintain an appeal guideline on the GPSA website.

1802 N. Claiming Awards

- 1803 1. Grants monies will be distributed on a direct grant basis.
1804 2. Monies will be direct deposited into the awardee's bursar account.

1805 Section 2. Graduate Research Development (New Mexico Research) Fund

1806 A. Funding History

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1. The New Mexico Research quasi-endowment began with funding allocated to the GPSA by the New Mexico State Legislature in 2000. New Mexico Research grants assist with larger projects that require substantial funding and are aimed at encouraging UNM students to work on research with state agencies or in areas that directly benefit the state of New Mexico.
 2. The quasi-endowment is held by a University foundation on behalf of GPSA. Each year a small spending allowance from the endowment, along with substantial contributions from New Mexico State Legislature allocations, funds grants activity.
- B. Activities Funded
1. The New Mexico Research grant funds the development of research, including travel for research related purposes.
 2. Acceptable New Mexico Research costs include:
 - a. Permanent equipment not available from the applicant(s)' UNM department, or not otherwise available for use by the applicant(s).
 - b. Computer software not available at the UNM computer pods or at the applicant(s)' UNM department, or not otherwise available for use by the applicant(s).
 - c. Room, board, and travel expenses to and from research facilities or field sites outside of Albuquerque.
 - d. Supplies and consumables necessary for the research project and not readily supplied by the applicant(s)' UNM department or not otherwise available for use by the applicant(s).
 - e. Transcription expenses.
 - f. Research projects commenced within the fiscal year, July 1 through June 30.
 3. Unacceptable New Mexico Research costs include:
 - a. Salaries or stipends, except for the New Mexico Research Chair, Vice-Chair and Committee Members.
 - b. Travel expenses or other fees associated with a conference.
 - c. Travel, room and board expenses for workshops, schools, clinicals or other travel that does not directly aid in the creation of student research
 - d. The purchase of computers.
 - e. Tuition and supplies/books for classes.
 - f. Any publication or subscription costs.
 - g. Any research project that involves, or may involve, excessive or unreasonable harm to humans or animals. See [Bylaws IX.Section 2.F.6].
- C. Amount of Funding
1. High Priority Research Project Grants will be awarded a maximum of five thousand dollars (\$5,000) for each research project.
 2. General Research Project Grants will be awarded a maximum of three thousand dollars (\$3,000) for each research project.
 3. The maximum amounts are for individual research projects regardless of the number of graduate or professional students working on the project.
 4. The total amount awarded shall not exceed the total amount requested in the application.
 5. The maximum amount awarded to an individual, based on the total of the applications to which they are signatory, is five thousand dollars (\$5,000) per year (July 1 to June 30).
 6. No individual can receive New Mexico Research funding more than three times.
- D. Deadlines
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- 1852 1. All applications for New Mexico Research grants must be received by the GPSA by a date
1853 and time to be announced by the New Mexico Research Committee Chair no later than the
1854 regularly scheduled October Council Meeting. In the event of unforeseen or extraordinary
1855 circumstances, the New Mexico Research Chair may establish a new application deadline.
1856 Notice of any change to the deadline shall be posted in accordance with The Public Notice
1857 Requirements.
- 1858 2. Late applications will not be considered for funding.
- 1859 3. Awarded funds must be claimed by the June 30 following award notification. Otherwise
1860 funds will revert back to the committee to disseminate in the next funding cycle. See [Bylaws
1861 IX.Section 2.N.1].
- 1862 4. Appeals of award decisions must occur within fourteen (14) calendar days of the award
1863 notification. See [Bylaws IX.Section 2.M].

1864 E. Applicant Eligibility

- 1865 1. A member of GPSA enrolled, at the time of application and through the completion date of
1866 the research project, at the University of New Mexico.
- 1867 2. A GPSA member of GPSA not serving on the GPSA Court of Review, as New Mexico
1868 Research Chair, as a New Mexico Research reader, or as the Grants Committee Chair.
- 1869 3. **FOR HIGH PRIORITY RESEARCH PROJECT GRANTS ONLY:** Members of GPSA
1870 collaborating with a New Mexico state agency, non-profit, or non-governmental organization
1871 that directly benefits and is based in the state of New Mexico. Cannot include University of
1872 New Mexico and its branches.
- 1873 4. The research activity for which funds are sought must occur between July 1 and June 30 for
1874 the current funding cycle.

1875 F. Application Requirements

- 1876 1. Applications must be submitted before the deadline, according to the deadlines in section
1877 [Bylaws IX.Section 2.D].
- 1878 2. Applications must be for activities taking place in the current funding period according to
1879 section [Bylaws IX.Section 2.E.4].
- 1880 3. Submission must occur through the online application system. The Grants Chair(s) must
1881 accommodate students with circumstances that prevent or prohibit their use of the online
1882 system. Students with disabilities will be accommodated through recommendations by the
1883 Accessibility Resource Center. If a method of accommodation, for circumstances not
1884 concerning disabilities, cannot be agreed upon by the applicant and the chair, the applicant
1885 can appeal, see [Bylaws IX.Section 2.M].
- 1886 4. Applications must be the original words of the student and not the words of any other person.
1887 If an applicant uses another person's words then they must be in quotation marks. Unquoted
1888 words in a proposal are expected to be the applicant's own, original writing
- 1889 5. All applicant(s) may apply for either a High Priority Research Project Grant or a General
1890 Research Project Grant, but may not apply for both for a single project.
- 1891 6. For activities involving humans, animals, or hazardous materials:
- 1892 a. All research projects that involve human or animal subjects or participants must, prior
1893 to the distribution of funding, be reviewed and approved by the Human Research
1894 Review Committee (HRRC), an Institutional Review Board (IRB), the Institutional
1895 Animal Care and Use Committee (IACUC), or by another entity empowered by the
1896 University of New Mexico for such purposes.

- 1897 b. All research projects that involve the use of biohazardous materials or chemicals must
1898 be reviewed and approved, prior to the distribution of funding, by the Biosafety
1899 Committee or by another entity empowered by the University of New Mexico for such
1900 purposes.
- 1901 c. Approval of a research project by any of the entities described in subsections a or b
1902 above shall not be determinative of whether or not a research project involves
1903 excessive or unreasonable harm to humans or animals.
- 1904 7. Proposal
- 1905 a. Each application must include a proposal identifying the following areas:
- 1906 i. Description of the research project with date and location of activity.
- 1907 ii. Activity is introduced, given adequate background and put into the context of
1908 the field.
- 1909 iii. Student's academic interests are explained.
- 1910 iv. Relationship of specific activity to degree, academic study, career, scholarship,
1911 etc. is explained.
- 1912 v. Benefits of the project are linked to the University of New Mexico, academia,
1913 field, and/or society..
- 1914 vi. FOR HIGH PRIORITY GRANTS ONLY: Description of the collaboration with
1915 a New Mexico state agency, non-profit, non-governmental organization, or
1916 communities that directly benefit and is based in the state of New Mexico.
- 1917 b. All proposals shall be written in language easily understandable by graduate or
1918 professional students in any college or school. All technical terms shall be defined and
1919 explained.
- 1920 c. FOR GENERAL GRANTS ONLY: The maximum word count for each proposal shall
1921 be seven hundred (700) words.
- 1922 d. FOR HIGH PRIORITY GRANTS ONLY: The maximum word count for each
1923 proposal shall one thousand, one hundred (1100) words.
- 1924 8. Letter(s) of Support
- 1925 a. All applications must include one (1) letter of support from a faculty member familiar
1926 with the applicant(s)' research project
- 1927 b. HIGH PRIORITY GRANTS ONLY: Each application for High Priority Grants must
1928 also submit one (1) letter of support from a member in the collaborating New Mexico
1929 state agency, non-profit, or non-governmental organization based in and directly
1930 benefitting the state of New Mexico.
- 1931 9. Itemized Budget
- 1932 a. Each application for funding must include a reasonable itemized budget for the
1933 research project that includes the following:
- 1934 i. Total budget for the research project.
- 1935 ii. Line items that will be funded with New Mexico Research grant money must be
1936 clearly indicated.
- 1937 iii. All sources of funding for the research project, including all amounts requested,
1938 but not yet awarded, from any other funding source must be listed for each line
1939 item.
- 1940 iv. Detailed information on all equipment, travel costs, supplies and consumables;
1941 including airlines, make and model numbers, hotel and motel names, rates, sizes
1942 and weights etc.

- 1943 b. Any proposed expenditures may be explained in text accompanying the itemized
1944 budget.
- 1945 c. Itemized budgets indicating New Mexico Research funded items that are unacceptable
1946 New Mexico Research costs shall be reduced by the amount indicated on the itemized
1947 budget.
- 1948 d. The Grants Chair, at that person’s discretion, may request of the principal applicant the
1949 submission of a new itemized budget for review. The applicant will be given five (5)
1950 academic days following notification to submit the new itemized budget to the GPSA
1951 Office. Failure by the principal applicant to turn in a new itemized budget will be
1952 grounds to disqualify the application from review.
- 1953 10. No materials besides the online application itself and those listed in [Bylaws IX.Section
1954 2.F.7-9]. shall be accepted.
- 1955 11. Applications must adhere to the online instructions.
- 1956 12. At the discretion of the New Mexico Research Chair, applications may be disqualified if the
1957 requirements outlined in [Bylaws IX.Section 2.F] are not met. The applicant may always
1958 appeal [Bylaws IX.Section 2.M].
- 1959 G. Applicant Workshops and Outreach
- 1960 1. The Grants Committee must conduct at least two (2) applicant workshops for each funding
1961 cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
- 1962 2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website.
1963 The committee may post updates to this curriculum.
- 1964 3. The Grants Committee will make a good faith attempt to contact departments without a
1965 single successful applicant from the previous year to advertise the grants and offer
1966 departmental workshops. These outreach efforts and results will be included in the April
1967 report to Council.
- 1968 4. The Grants Committee will advertise the available grants at least twenty one (21) calendar
1969 days before the deadlines on the GPSA website and electronic mailing list. Other
1970 advertisement is encouraged.
- 1971 H. Application Readers
- 1972 1. Readers of grants must be GPSA members.
- 1973 2. Readers cannot read for any grant for which they have also applied in the same semester.
- 1974 3. Readers will be compensated for their work with a stipend.
- 1975 4. Readers must attend a training once in each cycle before reading applications. The Grants
1976 Chair(s) may require re-training at their discretion. The Grants Chair(s) shall follow training
1977 curriculum guidelines on the GPSA website. The committee may make updates to this
1978 curriculum.
- 1979 5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic
1980 mailing list.
- 1981 I. Application Scoring
- 1982 1. An application will be read and scored by three (3) readers.
- 1983 2. Applications will be read by readers from a different department than the applicant.
- 1984 3. Applicants and readers will self-identify within one (1) of four (4) perspectives. Applications
1985 will be read by at least one reader inside their perspective and at least one (1) reader outside
1986 of their perspective. The perspectives are:
- 1987 a. Fine Arts & Design (FAD) – Applies to any visual arts, performing arts, and other
1988 forms of creative production, including some work in architecture and planning.

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

- 2035 6. FOR HIGH PRIORITY APPLICATIONS ONLY: Letter indicating support for the applicant
2036 and project from New Mexico state agency, New Mexico non-profit, New Mexico non-
2037 governmental agency, or New Mexico community representative. Five (5) points. The
2038 scoring criteria above shall be the only criteria considered in scoring New Mexico Research
2039 applications.
- 2040 7. Raw scores of the readers will be normalized by multiplying by the average of all reader
2041 scores and dividing by the average of the individual reader's scores.
- 2042 8. When the difference between the high and low normalized scores for an application exceeds
2043 twenty-five points of the total possible score, two (2) additional readers will evaluate the
2044 proposal. From these five (5) normalized scores, the highest and lowest will be dropped, and
2045 the three (3) remaining scores will be accepted regardless of the spread between them.

2046 J. Funding Procedures

2047 1. New Mexico Research Total Budget

- 2048 a. The GPSA President shall recommend and the GPSA Council shall approve the total
2049 amount allocated each year for the New Mexico Research Funding Process.
- 2050 b. No more than ten percent (10%) of the total amount allocated annually may be used for
2051 administrative expenses.
- 2052 c. No less than two percent (2%) of the total amount allocated annually shall be set aside
2053 for the appeals process.
- 2054 d. The New Mexico Research Chair shall recommend and the Grants Committee shall
2055 approve the total amounts allocated annually for administrative expenses, appeals, and
2056 for High Priority and General Research Project Grants.
- 2057 i. The annual stipend of the New Mexico Research Chair shall be recommended
2058 by the GPSA President and approved by the GPSA Council. This stipend shall
2059 be no less than one percent (1%), and no more than three percent (3%), of the
2060 total amount allocated for the New Mexico Research process during the current
2061 fiscal year, but shall not exceed two thousand dollars (\$2,000).

2062 2. Funding Applications

- 2063 a. If funds are not available to fully fund the applications as outlined below, the awards
2064 will be made to the highest ranked proposals until all money has been exhausted.
- 2065 b. High Priority: The total awarded to all High Priority applications shall not exceed half
2066 (1/2) of the overall amount awarded in the New Mexico Research process. High
2067 Priority applications will be fully funded, starting with the highest scoring application
- 2068 c. General Priority: The total awarded to all General Priority applications shall not exceed
2069 the remaining amount to be awarded in the New Mexico Research process after the
2070 High Priority grants are awarded.
- 2071 d. The lower fifty percent (50%) of High Priority and the lower fifty percent (50%) of
2072 General Priority applications will not be eligible for funding.
- 2073 e. Remaining funds shall remain in the endowment.

2074 K. Records

2075 1. The Grants Committee shall keep records of:

- 2076 a. all applications.
- 2077 b. scores and score comment sheets.
- 2078 c. a database of cover sheet information (such as name, email, department and requested
2079 amount) and score results.
- 2080 d. a separate record of who was awarded at what amount and when it was awarded.

- 2081 2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s)
2082 and kept for a minimum of five (5) years.
2083 3. All applicants will have access to their files and scores but not to the applications of others,
2084 in accordance with applicable state and federal law.

2085 L. Reports

- 2086 1. The committee shall compose a report for each funding cycle.
2087 a. The report shall contain the total amount of GPSA RESEARCH GRANT, Professional
2088 Development Grant, and New Mexico Research grant allocations.
2089 b. The report shall contain a breakdown of awards and applications by college, school, or
2090 department.
2091 c. The report shall provide details of the total allocation and the balance.
2092 d. The report shall also include all appeals, decisions, and results.

2093 M. Appeals

- 2094 1. To appeal any decision made by the Grants Chair(s) or committee, a written request must be
2095 received by the New Mexico Research committee within fourteen (14) calendar days from
2096 the date on the award notification.
2097 2. The appeal must stipulate on what grounds the appeal is based.
2098 3. No late applications will be accepted. Therefore, appeal on those grounds will not be heard.
2099 4. An applicant making an appeal may request a meeting with all readers. If a reader is
2100 unwilling or unable to meet with the applicant, the reader will need to provide a written
2101 response to an applicant's reasons for appeal.
2102 5. The Grants Committee will review the request for an appeal within fourteen (14) calendar
2103 days of its receipt. Applicants are entitled to attend and speak at their appeal review. The
2104 review may be delayed beyond the deadline if the applicant cannot attend.
2105 6. If the committee votes that the appeal is valid, the committee shall decide a course of action
2106 to resolve the appeal. If the reasons for the appeal are found to be invalid, no change in
2107 funding or scoring will be granted.
2108 7. Any applicant dissatisfied with the results of an appeal to the Grants Committee may file a
2109 final appeal to Council within ten (14) academic days of receiving the Grants Committee
2110 decision. The decision of the GPSA Council will be considered final. No further appeal will
2111 be granted.
2112 8. The Grants Committee will maintain an appeal guideline on the GPSA website.

2113 N. Claiming Awards, Budget Revisions and Funding Extensions

- 2114 1. To claim a grant, a recipient must return to the GPSA Office before June 30 [Bylaws
2115 IX.Section 2.D.3]:
2116 a. An award form, provided online.
2117 b. Original receipts of the expenditures.
2118 c. Original proposal and budget.
2119 2. Significant revisions to an applicant's budget must be approved by the Grants Committee
2120 Chair. Submission of the revised budget, a memo explaining the need for the revision and all
2121 the material in [Bylaws IX.Section 2.N.1]. is necessary. The committee shall make a decision
2122 within fourteen (14) calendar days of receiving the revision request.
2123 3. Funding period extensions beyond the funding year [Bylaws IX.Section 2.D.3] may be
2124 requested in writing and granted at the committee's discretion within fourteen (14) calendar
2125 days of receiving the request.

2126 X. Elections Code

- 2127 Section 1. Referenda
- 2128 A. All referendum items are submitted to the Elections Committee via the Elections Chair or the
2129 GPSA Office. (VIII.A-B.)
- 2130 B. The party submitting the referendum item shall identify its level of authority as one of the
2131 following: Constitution, Bylaws, Resolution, or Election.
- 2132 C. The ballot shall preserve the language in which referendum items are submitted.
- 2133 Section 2. Candidate and Voter Eligibility
- 2134 A. An eligible candidate for the office of President or Council Chair shall be a GPSA member.
- 2135 1. Candidates file for an election by turning in completed Candidacy Forms to the GPSA Office
2136 by 5:00 p.m. on the Wednesday of the third (3rd) academic week prior to the election.
- 2137 a. Candidacy Forms shall entail an autobiography, an eligibility form, an application for
2138 candidacy, and a campaign contributions statement.
- 2139 b. Candidacy Forms shall be forwarded immediately to the Student Activities Center for
2140 certification. A list of certified candidates will be posted in accordance with the Public
2141 Notice Requirements.
- 2142 c. The Elections Committee shall determine eligibility and announce candidates by 5:00
2143 p.m. the academic day following the application deadline. Candidates shall be
2144 considered valid if the proper forms were completed and all eligibility requirements
2145 were met.
- 2146 d. A candidate may withdraw from the election and be removed from the ballot if they
2147 submit a notice of withdrawal to the Election Committee at least three (3) academic days
2148 before the start of the election.
- 2149 i. In the event of a candidate withdrawal, the Elections Committee must notify IT
2150 to change the ballot and then post written notice of the change.
- 2151 2. A candidate is ineligible to run for President or Council Chair if winning the election would
2152 result in holding both offices for any period of time.
- 2153 3. To be eligible to take office as President or Council Chair, a candidate must have met the
2154 Graduate Studies office's requirements for Graduate Assistantship eligibility for at least two
2155 consecutive semesters, including the semester of the election. Where the GPA requirement
2156 should reflect academic good standing for the respective department.
- 2157 4. GPSA member may run as a write-in candidate for the office of GPSA President or
2158 Council Chair after the Candidacy Form deadline [X.2.A.1], if they turn in the required
2159 candidacy forms and are deemed eligible before the end of the election.
- 2160 a. Write-in candidates will not be named on the ballot and will not appear on official
2161 GPSA Elections Committee flyers or advertisements.
- 2162 b. Write-in candidates must follow the same regulations for campaigning as candidates
2163 who submitted before the deadline.
- 2164 c. In the event that a write-in candidate wins the election by plurality vote and is deemed
2165 ineligible, the position shall go to the candidate with the next highest number of votes.
- 2166 B. An eligible voter for an election must be a GPSA member. Voters may cast only one vote per
2167 item in a given election.
- 2168 1. The Elections Committee shall arrange for a list of GPSA member NetIDs to be obtained
2169 from the Registrar's Office and delivered to Information Technologies (IT).

2170 Section 3. Notice of Elections

- 2171 A. Notice of all elections entails at least one (1) advertisement in the Daily Lobo, or an alternative
2172 but equivalent form of media, no later than fifteen (15) academic days prior to the election for
2173 candidates and no later than five (5) academic days prior to the election for ballot items sent to
2174 the GPSA electronic mailing list.
- 2175 B. The Elections Committee will use a UNM email account and set up an elections electronic
2176 mailing list through IT during the first (1st) week of September and of February.
- 2177 C. The Elections Committee shall issue a “Call for Candidates and Ballot Items” no fewer than five
2178 (5) academic weeks prior to the general election. The Call for Candidates and Ballot Items shall
2179 include a list of elected offices in GPSA and procedures for submitting items to the ballot via
2180 Council or referendum. This notice shall be posted according to the Public Notice Requirements
2181 along with an advertisement posted in the Daily Lobo or an alternative but equivalent form of
2182 media.
- 2183 1. The written notice shall also include any steps necessary for a student to vote.
2184 2. Once published, this information may not be changed or altered except to correct any errors
2185 in printing.
- 2186 D. The Elections Committee shall promote any General or Special Election with at least one (1)
2187 advertisement in the Daily Lobo, or an alternative but equivalent form of media, during the last
2188 regularly scheduled week before the election.
- 2189 1. This advertisement shall carry personal, professional, and/or platform information for
2190 candidates, information regarding amendments, and any other items to be voted upon in the
2191 election.
- 2192 2. The full text of Constitutional Amendments shall be included. If the text is larger than one
2193 quarter (1/4) page, a summary shall be included as well as notice of how to obtain complete
2194 text.
- 2195 3. The advertisement shall include the method and hours of electronic voting.
- 2196 E. Notice of candidate forums shall be advertised at least two (2) academic days prior to the
2197 beginning of at least the first (1st) forum. This advertisement shall indicate the names of the
2198 candidates and the location and time of the forum.
- 2199 1. The format of candidate forums will be determined by the Elections Committee and
2200 distributed to the candidates one (1) academic day prior to the forum(s).
- 2201 F. Notice of a Recall Election must occur within five (5) academic days of notice to the Elections
2202 Committee from Council.
- 2203 1. The written notice shall also include any steps necessary for a student to vote.
2204 2. This notice will be a quarter (1/4) page advertisement in the Daily Lobo or an alternative but
2205 equivalent form of media. Once published, this information may not be changed or altered
2206 except to correct any errors in printing.
- 2207 G. Notice of a Special Election for Presidential Replacement shall be given within three (3)
2208 academic days of a recall election in which a President has been removed.
- 2209 1. Notice shall include instructions for running for President, the application deadline, and any
2210 steps necessary for a student to vote.
- 2211 2. This notice will be one quarter (1/4) of a page advertisement in the Daily Lobo or an
2212 alternative but equivalent form of media. Once published, this information may not be
2213 changed or altered except to correct any errors in printing.
- 2214 H. Notice of a Special Election by Referendum shall be given within ten (10) academic days after
2215 the Elections Committee has verified a petition.
- 2216 1. Notice shall include any steps necessary for a student to vote.

- 2217 2. This notice will be one quarter (1/4) of a page advertisement in the Daily Lobo or an
2218 alternative but equivalent form of media. Once published, this information may not be
2219 changed or altered except to correct any errors in printing.

2220 Section 4. Campaigning

- 2221 A. Candidates shall conduct campaigns in a manner which abides by university and GPSA policies
2222 and guidelines in their pursuit of office. Members of the Elections Committee shall refrain from
2223 actions that would show favoritism for or have a negative effect against any candidate or issue
2224 that might appear on the ballot.
- 2225 B. Candidates shall submit, along with the Candidacy Forms, a list of authorized campaign
2226 committee members that may act on their behalf. Any changes to this list should be updated with
2227 the Elections Committee.
- 2228 C. Candidates shall sign the Campaign Contribution Statement: “All funds received and spent will
2229 be from members of the UNM GPSA and no other sources.” This form shall be submitted as part
2230 of the Candidacy Forms.
- 2231 D. Candidates shall submit an itemized accounting of all expenditures incurred by the candidate in
2232 the pursuit of office before 5:00 p.m. on the closing day of the election.
- 2233 E. All candidates shall refrain from using GPSA resources in pursuit of office (including, but not
2234 limited to: funds, staff, email addresses, printing, electronic mailing lists, and office space).
- 2235 F. If any group decides to establish a physical polling location, campaigning is not allowed within
2236 twenty-five (25) feet of the physical polling location. Campaigning includes, but is not limited
2237 to, signs, fliers, and campaigners. Polling locations, if any, should be placed in areas with
2238 minimal distractions.

2239 Section 5. General Election

- 2240 A. The election shall take place Monday through Thursday of the first (1st) full academic week of
2241 April, unless otherwise decided by Council. The electronic voting shall begin at 8:00 a.m. on the
2242 first (1st) day and end at 5:00 p.m. on the last day of the election.
- 2243 B. Any ballot items included in the election shall be approved by Council at the regularly scheduled
2244 March meeting or through referenda.
- 2245 C. Elections shall be conducted electronically and use a computer- or phone-based system that is
2246 managed by IT.
- 2247 D. Ballots and Polling:
- 2248 1. Ballots shall have a randomly ordered list of candidates and clear instructions for marking
2249 and submitting one’s vote. Provision for write-in votes shall be included on the ballot. Only
2250 cast ballots meeting these requirements shall be counted. Votes cast on partially completed
2251 ballots shall be counted.
- 2252 2. All ballot items shall appear on the ballot with the language received by the Elections
2253 Committee.
- 2254 3. Polling: Voters must log in with the UNM NetID and password on record with the
2255 Registrar’s Office to cast a ballot.
- 2256 E. Two (2) members of the Elections Committee shall retrieve the final vote count from IT using
2257 the electronic voting system.
- 2258 F. The candidate elected to office shall be determined by a plurality of votes cast and each other
2259 ballot item shall be determined by a majority of votes cast on each item.

- 2260 G. Should the plurality winner of the GPSA General Election be declared ineligible or unable to
2261 assume office for any reason before the certification of the election results, or in the case of a tie,
2262 or if the Elections Committee votes not to certify an election, a special Council meeting shall be
2263 called so that a Special Election can be scheduled.
- 2264 H. The Elections Committee shall approve the results of a General Election after it has been
2265 determined to have been conducted in accordance with the GPSA Constitution and Bylaws.

2266 Section 6. Council Chair Election

- 2267 A. Only Council Representatives with credentials on file twenty (20) academic days prior to the
2268 Council meeting at which the Council Chair election will be held are eligible to vote in the
2269 election.
- 2270 B. The Election Committee shall prepare a sign-in roster of eligible voters.
- 2271 C. Ballots shall have a randomly ordered list of candidates and clear instructions for marking and
2272 submitting one's vote. Provision for write-in votes shall be included on the ballot. Only cast
2273 ballots meeting these requirements shall be counted.
 - 2274 1. Voting shall be conducted by secret ballot and individual voting results by Council
2275 Representatives are not to be recorded.
- 2276 D. The Election shall proceed as follows:
 - 2277 1. The current Council Chair shall forward all valid proxies to the Elections Committee Chair or
2278 the Elections Committee designee before balloting begins.
 - 2279 2. The President shall call and preside over the Council Chair election. In the President's
2280 absence, an individual who is not a Council Representative, Certified Alternate, or
2281 recognized Proxy shall preside over the election.
 - 2282 3. Each candidate shall give a speech, no longer than five (5) minutes, and shall have up to five
2283 (5) minutes to answer questions posed by Council. The order of the speeches shall be
2284 determined randomly by the Elections Committee. Candidates do not have to leave the room
2285 throughout the election.
 - 2286 4. When all of the speeches have concluded, the Elections Committee shall inspect and verify
2287 that the ballot box is empty and secured.
 - 2288 5. Any of the candidates who are Council Representatives shall be called forward first to sign
2289 for and cast a ballot. They shall then retire to the back of the room and no more campaigning
2290 shall be allowed.
 - 2291 6. The remaining voters shall be called forward according to the alphabetical listing of their
2292 RDSAs. Upon signing in, each voter shall receive and cast a ballot into the ballot box.
 - 2293 7. After the name of the last voter has been called, the names of voters who did not come
2294 forward will be repeated. Five (5) minutes after the last name has been called, the vote
2295 counting shall begin.
- 2296 E. Vote Counting
 - 2297 1. Only the members of the Elections Committee shall open the ballot box, determine the
2298 validity of ballots cast, tally the ballots cast, and certify the election results.
 - 2299 a. A discrepancy between the number of ballots cast and the number of signed voters may
2300 be grounds for disqualification of the box of ballots.
 - 2301 2. The election of the Council Chair shall be decided by a plurality of the votes cast. Should the
2302 winner of the Council Chair Election be declared ineligible or unable to assume office for
2303 any reason, or in the case of a tie, or if the Elections Committee votes not to certify the
2304 election, the Elections Committee shall notify Council before the end of the meeting. Council

2305 can vote to repeat the process or determine another course of action. The results of an
2306 election shall be determined by the end of the Council meeting.

2307 Section 7. Other Types of Elections

2308 A. Recall Elections

- 2309 1. A recall election is defined as the vote for recall of the President and is the result of one or
2310 more of the following conditions:
2311 a. Petition by GPSA members in accordance with the GPSA Constitution.
2312 b. Successful vote of removal by Council.

2313 B. Special Elections

- 2314 1. A Special Election shall take place in any of the following circumstances:
2315 a. Resignation of the President or Council Chair.
2316 b. Successful recall vote resulting in removal of the President.
2317 c. Successful Council vote of removal of the Council Chair.
2318 d. In a Presidential election, if the election is not certified, the winner is declared
2319 ineligible or unable to assume duties, or there is a tie.
2320 e. Granting of a petition submitted to a Council meeting for a Special Issue vote by the
2321 GPSA body. Only items granted on the petition shall be allowed on the ballot.
2322 f. Special Elections follow General Election rules except where noted.

2323 Section 8. Recall Election by GPSA Membership

2324 A. Upon receipt of the recall petition or a Council vote of removal, the Elections Committee shall
2325 initiate a recall election.

- 2326 1. When the President is removed in a Recall Election due to a petition received after the
2327 regularly scheduled March Council meeting, no Special Election for Presidential
2328 Replacement is required.
2329 2. The Recall Election should occur by electronic voting over two (2) consecutive academic
2330 days.
2331 a. Voting shall open at 8:00 a.m. of the first day of the election and close at 5:00 p.m. on
2332 the following day.
2333 b. The Elections Committee shall approve the results of a GPSA election after it has been
2334 determined that all provisions of the current GPSA Constitution and Bylaws were
2335 followed.

2336 Section 9. Special Elections

- 2337 A. Special Elections shall take place between three (3) and four (4) academic weeks after the
2338 Council meeting, Presidential declaration, or referendum that created the Special Election, unless
2339 otherwise noted.
2340 1. No Special Elections shall be held between the last day of the spring semester and the
2341 regularly scheduled October Council meeting.
2342 2. The Special Election must occur by electronic voting over two (2) consecutive academic
2343 days.
2344 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
2345 the second (2nd) day of the election.

- 2346 4. The Elections Committee shall approve the results of a GPSA election after it has been
2347 determined that all provisions of the currently published Election Code, Bylaws, and
2348 Constitution were followed and any challenge(s) was (were) resolved.
2349 5. Special Council Chair Elections shall take place at the Council meeting following the
2350 Council meeting at which the Election was created and shall follow the procedures of the
2351 Council Chair Election.
2352 6. Referendum petitions for Special Elections shall be delivered to the Elections Committee.
2353 a. The Elections Committee has five (5) academic days to validate the petition after it
2354 petition has been received.
2355 b. A special election by referendum shall occur within fifteen (15) academic days of the
2356 approval of the petition.

2357 Section 10. Elections Reporting

2358 A. Reports Following Each Election

- 2359 1. The results of all elections shall be reported in accordance with the Public Notice
2360 Requirements by 12:00 p.m. of the academic day following the end of the election.
2361 2. Elections data will be disaggregated from unique identifiers, including student names and
2362 departments.
2363 3. Complications with voting, including but not limited to, casting ballots, vote counting, the
2364 electronic voting system, and determination of eligibility shall be included with elections
2365 reporting.

2366 B. Annual Report

- 2367 1. The Annual Report shall include all expenditures and income for the Elections Committee
2368 and each report following an election.
2369 2. On behalf of GPSA, the Elections Committee shall request that IT compile an Aggregated
2370 Elections Data Report. If IT provides this report, it shall be included in the Annual Report.
2371 3. Results for each item shall be reported by Department.
2372 a. Departments with less than ten (10) students voting must be pooled together in order to
2373 protect the privacy of individual voters. A note shall indicate which departments are
2374 pooled together and the number of voters from each department, but not a breakdown
2375 of votes by department.

2376 Section 11. Election Disputes

- 2377 A. An election may be challenged by any GPSA member to the Court of Review. Challenges
2378 include, but are not limited to, voter fraud, improper notification, improper conduct of members
2379 of the Elections Committee, candidate misconduct, or an unsound voting system.
2380 B. Challenges must be formatted as Court of Review Complaints and submitted in writing within
2381 five (5) academic days of the reporting of the election results.
2382 C. The Court of Review may consolidate challenges as it deems appropriate.
2383 D. If the Court of Review determines that a challenge is valid, the Court may decertify an election
2384 or impose a remedy as deemed appropriate. If an election is decertified, a special Council
2385 meeting shall be called so that a Special Election can be scheduled.
2386 E. The Court of Review must render its decision within fifteen (15) academic days following the
2387 last day of the election in question.