



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

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74 I. Definitions

75 Section 1. Constitutional Definitions

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

77 Section 2. Additional Bylaws Definitions

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

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

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

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

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

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

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

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

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

99 FC: Finance Committee

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

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

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

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

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

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

211 Section 3. GPSA Committees

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

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

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

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

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

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

318 Section 5. Project Assistants

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

349 Section 6. Veto Procedure

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

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

367 B. Council Action

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

378 Section 7. GPSA Annual Report

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

384 Section 8. Amendments

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

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

393 III. Resignation, Removal, and Replacement of Officers

394 Section 1. President

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

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

429 Section 2. Council Chair

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

432 Section 3. Court of Review Justices

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

439 4. If the Chief Justice resigns or has been impeached and is currently the subject of removal
440 proceedings, the Senior Associate Justice shall assume the duties of the Chief Justice until
441 either the reinstatement or replacement of the Chief Justice.

442 B. The Court must have at least three (3) sitting Justices in order to operate.

443 C. Replacement

444 1. If the Court has three (3) or more remaining Justices after a resignation or removal, Council
445 may decide whether or not to appoint a replacement at the next regularly scheduled Council
446 meeting.

447 2. The President shall appoint temporary replacement Justices if the Court falls below three (3)
448 members until Council approves permanent replacements.

449 Section 4. Resignation

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

454 B. The letter of resignation must indicate whether the resignation is effective immediately or at
455 noon on a specified date.

456 C. Resignation of a Justice prior to the end of a semester may result in the loss of the Justice's
457 stipend at the Council's discretion.

458 IV. Executive Branch

459 Section 1. President

460 A. Duties, Powers, and Responsibilities

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

464 2. The President may call special elections on items of governance, policy, and fiscal impact by
465 giving notice to Council and the Elections Committee. (VI.3.A.) Special Elections shall be
466 run in accordance with the GPSA Constitution and Bylaws.

467 3. The President shall serve as an official member to the Faculty Senate Graduate Committee,
468 as authorized by the Committee.

469 4. The President shall make official announcements for open positions and appointments in the
470 Executive Branch, including job descriptions and how to apply.

471 a. Announcements shall follow TPNR.

472 b. All GPSA members shall be eligible for all appointments, unless prohibited by the
473 GPSA Constitution and Bylaws.

474 5. The President should keep open appointments for the period of no less than five (5) academic
475 days from the announcement of the open positions.

476 6. The President may remove appointments at any time.

477 7. The President shall fill any Standing Committee Chair vacancy within twenty (20) academic
478 days.

479 8. The President shall attend or send a designee to all Council meetings, and provide to Council
480 a President's Report on issues pertinent to GPSA and the graduate and professional student
481 community.

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

490 Section 2. Executive Committees

- 491 A. Executive Committee Appointments
492 1. All GPSA Executive Standing Committee Chairs require approval from Council. (II.1.A.9.)
493 2. Appointments requiring Council approval shall be sent to the LSC and placed on the Council
494 agenda.
495 B. Executive Standing Committees
496 1. Elections Committee
497 a. During elections, the Elections Committee as well as GPSA Decision Making Bodies
498 should try to provide for autonomy of the Committee to prevent conflict of interest and
499 bias in the elections process.
500 2. Grants Committee
501 a. Members of the Grants Committee shall conduct themselves in a manner that promotes
502 public confidence in the integrity and impartiality of the grants process.
503 b. Grants Application Readers present at a Grants Committee meeting are voting
504 members.
505 3. Lobby Committee
506 a. The Lobby Committee shall attempt to coordinate lobbying efforts of GPSA with the
507 Associated Students of New Mexico, the Associated Students of the University of New
508 Mexico, and other organizations as deemed appropriate.
509 b. The Lobby Committee shall work with the University administration on areas of
510 common concern.
511 c. The Lobby Committee is responsible for presenting GPSA issues before appropriate
512 governmental bodies, including the New Mexico Higher Education Department (HED).
513 d. The Lobby Committee shall investigate issues of importance to the GPSA, including
514 HED funding and capital outlays recommendations to the legislature.
515 e. The Lobby Committee should compensate student lobbyists for travel and other
516 necessary expenses subject to all applicable University policies and procedures.
517 f. The Lobby Committee Chair shall give reports on Lobby Committee activities to
518 Council at least one meeting prior, one during, and one after the regularly scheduled
519 New Mexico Legislative Session. The Lobby Committee Chair shall submit written
520 reports of the same comments to the President to keep as a record.
521 g. The Lobby Committee shall prepare a platform of issues in enough time to receive
522 input from Council.
523 h. The Lobby Committee Chair shall submit the final draft of the platform to Council in
524 December.
525 4. Programs Committee

- 526 a. The Programs Committee shall implement and coordinate programs that promote an
527 inclusive and supportive community for graduate and professional students.
528 b. The Programs Committee shall collaborate with the programming of other student
529 organizations as appropriate.
- 530 5. Student Support and Advocacy Committee (SS+A Committee)
531 a. The SSA Committee shall maintain a list of graduate student organizations, services
532 provided, and how each can be reached, and shall post the list on the GPSA website
533 and in the GPSA Office.
534 b. The SSA Committee shall provide information to GPSA members about GPSA,
535 including volunteer and paid positions, and activities.
536 c. The SSA Committee shall coordinate support for events of interest to GPSA members,
537 as resources and time of the committee allow.
- 538 C. Executive Standing Committee Chairs
539 1. Composition of Executive Committees and selection of Committee Chair and members must
540 comply with the GPSA Constitution and Bylaws.
541 2. Standing Committee Chairs shall appoint the membership of the standing committees.
542 3. The Standing Committee Chair may remove members of the standing committees at any
543 time.
544 4. The Standing Committee Chair shall be responsible for submitting the committee's reports to
545 the President in accordance to the GPSA Constitution, Bylaws, and applicable Standing
546 Rules.
547 5. The Standing Committee Chair shall hold office hours for student inquiries or provide
548 contact information available in the GPSA Office. The Chairs shall adhere to TPNR.
- 549 D. Executive Standing Committee Chair Stipends
550 1. Disbursement of compensation shall be subject to the fulfillment of the Chair's obligations
551 and duties as verified by the President.
552 2. Disbursement shall be at the end of each semester in which the Chair served.
- 553 E. Executive Ad Hoc Committees
554 1. These committees shall pursue issues as specified by the President. These committees shall
555 endure no longer than is necessary for performance of the duties prescribed by the President.
- 556 F. Annual Written Reports
557 1. The Elections Committee shall include in the GPSA Annual Report all elections reports. See
558 Elections Code [Bylaw X.Section 10].
559 2.
560 3. The Grants Committee shall include in the GPSA Annual Report all funding cycle reports.
561 See Grants Code [BylawsIX.Section 1.L. & IX.Section 2.L].
562 4. The Lobby Committee shall include in the GPSA Annual Report results of any lobbying
563 efforts and the annual legislative platform.
564 5. The Programs Committee shall include in the GPSA Annual Report the results of any
565 fundraising efforts.
566 6. The SSA Committee shall include in the GPSA Annual Report the list of graduate student
567 organizations and resources, as well as a summary of the issues deemed most important for
568 GPSA membership, progress made, and future recommendations.
569 7. Executive ad hoc committees shall include in the GPSA Annual Report progress towards
570 their specified objective(s), and any future recommendations for the continuation of the
571 committee.

- 572 8. University Committee appointees shall include in the GPSA Annual Report a summary of the
573 issues of importance to GPSA considered by the committee.

574 Section 3. Executive Board

- 575 A. Representation
- 576 1. The Executive Board shall be made up of the President and Executive Standing, Ad Hoc, and
577 Joint Committee Chairs.
 - 578 2. School or college petitions for representation on the Executive Board shall be sent to the
579 President. The petition may specify the representative.
 - 580 3. The President must grant petitions from unrepresented schools or colleges.
 - 581 4. If there is no specified representative named on the petition, the President shall appoint a
582 representative from that school or college.
 - 583 5. The President shall designate these additional representatives to the Executive Board as
584 voting members or non-voting members.
 - 585 6. The Grants Committee shall have two votes on the Executive Board. These votes shall be
586 held singly by the Chair of the Grants Committee, but shall be split in the event of co-chairs.
- 587 B. Duties, Powers, and Responsibilities
- 588 1. The Executive Board shall direct recommendations for the Council agenda to the appropriate
589 Legislative body.
- 590 C. Quorum
- 591 1. The Executive Board members may participate by Telecommunication in accordance with
592 TPNR.
 - 593 2. Participation includes discussion, making motions, and voting.

594 V. Legislative Branch

595 Section 1. Council Representatives and Certified Alternates

- 596 A. RDSAs are the sole determinants of Council Representatives
- 597 1. For any RDSA, its Council representative(s) must be a graduate or professional student
598 seeking completion of a degree or certificate in one (1) of its programs.
 - 599 2. The President, the Council Chair, and Court of Review Justices may not concurrently serve
600 as Council Representatives.
 - 601 3. Representatives need not be officers of their RDSAs.
 - 602 4. Credential Forms will be readily accessible in the GPSA Office, on the GPSA website, and
603 through the Council Chair and Council Recorder.
 - 604 5. It is the responsibility of RDSAs and their designated Representative(s) to ensure that
605 Credential Forms are submitted and accepted by the Council Chair.
 - 606 6. RDSA Presidents or their designees must sign Credential Forms.
 - 607 7. In order for a GPSA member to serve as a Representative, that member's Credential Form
608 must be submitted to the Council Chair prior to the start of a meeting.
 - 609 8. All Credential Forms are nullified at the end of a Council session. New credentials are
610 required at the start of each Council session.
- 611 B. Representative Duties
- 612 1. In addition to duties outlined in the GPSA Constitution, Representatives In addition to duties
613 outlined in the GPSA Constitution, Representatives serve as a link between their RDSAs,
614 students, and chartered student organizations, as sponsors of legislation and advocates in

615 Council. Council may assist RDSAs, students, and chartered student organizations with the
616 drafting of legislation. Representatives may volunteer to serve on legislative standing or ad
617 hoc committees.

618 C. Certified Alternates

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

628 Section 2. Council Chair

629 A. Duties, Powers, and Responsibilities:

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

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

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

- 659 3. Nothing in this section shall be construed to supplant the Council Chair without adhering to
660 the impeachment and removal procedures, nor to permit the LSC to operate with an un-
661 Constitutional composition.

662 Section 3. Council Recorder

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

679 Section 4. Procedures for Regular and Special Meetings

- 680 A. Regular Meeting
681 1. The date and time of the first regular Council meeting of the session shall be announced by
682 the Council Chair-elect at the final Council meeting of the preceding session.
683 2. The regularly scheduled February and March meetings shall be scheduled for one of the last
684 seven (7) calendar days of the months.
685 B. Special Meeting
686 1. Petitions for special meetings not called by the Council Chair shall be submitted to the LSC
687 Chair; the LSC Chair shall verify the validity of the petition.
688 a. Petitions shall include the agenda items for discussion and action, the signatures as
689 required by the GPSA Constitution, and the date, time, and location of the meeting.
690 b. Notice of Special Meetings shall comply with TPNR.
691 C. Notice
692 1. In addition to following GPSA Constitutional notice requirements and TPNR, notice of every
693 regular Council meeting shall be included in a legislative calendar produced and made public
694 no later than the second (2nd) Council meeting of the session.
695 a. If changes are made to the calendar, a new version should be produced no later than
696 two (2) academic days after such change.
697 D. Standing Rules
698 1. At the first Council meeting of the session, Council shall approve standing rules, which shall
699 name the parliamentary procedures that Council shall follow.
700 a. An agenda template for regular Council meetings shall be included as part of the
701 Standing Rules.

- 702 b. The Public Notice Requirements shall be announced by the Council Chair at the first
703 meeting of each semester of the session.
- 704 2. The Council's Standing Rules apply to every Council meeting unless suspended with a two-
705 thirds (2/3) vote of Council.

706 Section 5. Proxy Privileges

- 707 A. Proxy voting is the casting of a vote on behalf of a Council Representative. Proxy authority may
708 only be given by a validated Council Representative or Certified Alternate to another GPSA
709 Member.
- 710 1. Council Representatives and Certified Alternates should select a GPSA member from the
711 same RDSA to serve as Proxy.
- 712 B. In order to be eligible to vote in a Council meeting, a GPSA member must be a recognized
713 Representative, Certified Alternate, or Proxy.
- 714 1. Proxy forms must be delivered to the Council Chair before a GPSA member may serve as a
715 Proxy at a Council meeting.
- 716 2. When the Council Chair receives and approves a Proxy form, that GPSA member is eligible
717 to serve as a Proxy for that meeting.
- 718 3. The Council Chair shall keep a list of eligible Proxies for each meeting.
- 719 4. Proxies are eligible to vote for the specified Council meeting in which proxy privileges are
720 approved.
- 721 5. Proxies do not count toward quorum.
- 722 C. If an RDSA has more Representatives, Certified Alternates, and eligible Proxies present at a
723 Council meeting than it has votes, the voting slots shall be recognized in the following order and
724 according to rank: Representative(s), Certified Alternate(s), Proxy (ies).
- 725 1. A GPSA member who believes they should have voting privileges at a Council meeting may
726 bring this to the attention of the Council Chair. The Council Chair must recognize a GPSA
727 member's right to vote prior to that member's voting.
- 728 D. If a Council Representative or Certified Alternate is in attendance at a GPSA Council meeting
729 and must leave a meeting in progress, that voting member may select a Proxy.
- 730 1. Representatives or Certified Alternates using a Proxy should provide written documentation
731 of their RDSA's preferences for the publicized agenda items to the Proxy prior to
732 surrendering voting privileges to that Proxy for that meeting.
- 733 E. Council Representatives or Certified Alternates who miss three (3) consecutive regular Council
734 meetings forfeit the proxy privileges.
- 735 1. Upon attending a Council meeting, a Council Representative's or Certified Alternate's
736 written proxy privileges will be reinstated.
- 737 F. No GPSA member may hold more than two proxy votes.

738 Section 6. Legislative Standing Committees

- 739 A. Legislative Standing Committee Chairs
- 740 1. Selection
- 741 a. Legislative Standing Committee Chairs shall be selected by the Council Chair and
742 approved by a majority vote of Council at the first (1st) regular Council meeting of the
743 session.
- 744 b. Standing Committee Chair appointments must be approved by Council prior to
745 assuming Committee Chair duties.

- 746 2. Duties, Powers, Responsibilities
- 747 a. Each Committee Chair, in conjunction with the membership of the committee, shall
- 748 maintain a schedule of meetings for that Council session, to be posted in accordance
- 749 with TPNR.
- 750 3. Reports
- 751 a. Written Legislative Committee Chair reports shall be given once per semester to
- 752 Council.
- 753 4. Compensation
- 754 a. The amount of compensation shall be determined through the annual budget process.
- 755 b. Disbursement of compensation is subject to the fulfillment of the Committee Chair's
- 756 duties as verified by the Council Chair or Council.
- 757 c. Disbursement shall be at the end of each semester in which the Committee Chair
- 758 served.
- 759 5. Removal
- 760 a. In addition to removal by the Council Chair, a Legislative Standing Committee Chair
- 761 may also be removed by Council with a two-thirds (2/3) vote.
- 762 b. If a Committee Chair is removed or resigns, the committee shall select another member
- 763 to serve as interim Committee Chair until a replacement is appointed by the Council
- 764 Chair and approved by Council.
- 765 c. Council shall vote whether or not the removed Chair may continue to serve as a
- 766 member on that committee.
- 767 d. If the LSC Chair is serving as the acting Council Chair, the committee shall select an
- 768 interim LSC Chair.
- 769 B. Committee Membership
- 770 1. Selection
- 771 a. The Council Chair shall provide notice of committee membership opportunities with
- 772 the Agenda notice for the first Council meeting of the session.
- 773 b. The Council Chair should seek any interested volunteers and must consider
- 774 recommendations from Council for committee membership.
- 775 c. The Council Chair shall appoint a minimum of five (5) and no more than eight (8)
- 776 members for legislative standing committees at the first meeting of the Council session.
- 777 d. Approval of appointed standing committee members shall be by a majority vote of
- 778 Council prior to assuming duties.
- 779 e. Members may be added to legislative standing committees when appointed by the
- 780 Council Chair and approved by Council at a Council meeting, in accordance with the
- 781 GPSA Constitution's composition requirements.
- 782 2. Removal
- 783 a. If a committee member violates the committee's standing rules, that member shall be
- 784 removed by the Committee Chair or the Council Chair
- 785 b. A Representative may appeal a removal at the next regularly scheduled Council
- 786 meeting before the selection of a replacement. Overturning a removal requires a two-
- 787 thirds (2/3) vote from Council.
- 788 c. The Council Chair may appoint replacement(s) to be approved by Council.
- 789 d. Council may request that the Council Chair reconstitute a committee.

790 Section 7. Standing Committee Procedures

- 791 A. Standing Rules
792 1. Each committee must adopt and adhere to standing rules which include, but are not limited
793 to, committee procedure, legislation requirements, and membership duties. The standing
794 rules must comply with the GPSA Constitution and Bylaws, as well as any direction
795 provided by Council.
796 2. Each committee must adopt standing rules at its first meeting of the Council session.
797 Standing rules must be approved by Council at a regularly scheduled Council meeting.
798 3. The first committee meeting shall use the adopted standing rules for an interim period until
799 rules are approved by Council.
800 4. Committees may suspend the standing rules with a two-thirds (2/3) vote of the committee.
801 Council must be notified at the meeting in which the legislation is presented that the standing
802 rules were suspended.
- 803 B. Timeline
804 1. Timeline
805 a. Each legislative standing committee shall conduct its first meeting between the first
806 (1st) and second (2nd) regularly scheduled Council meetings.
807 b. Legislative standing committees must meet between nine (9) and thirteen (13)
808 academic days prior to each regularly scheduled Council meeting after the August
809 meeting in which they are formed.
810 c. Items for committee review must be submitted to the appropriate Committee Chair at
811 least two (2) academic days prior to the committee meeting. Submissions received after
812 this deadline shall be considered at the following committee meeting, except for the
813 last committee meeting of the Council session.
814 d. Committee Chairs must submit items for inclusion on the Council agenda to the
815 Council Chair at least eight (8) academic days prior to a regular Council meeting.
816 e. Supporting documentation for agenda items and committee reports must be submitted
817 to the Council Chair at least five (5) academic days prior to the Council meeting.
818 f. The Committee Chairs shall post meeting minutes at least twenty-four (24) hours in
819 advance of each regularly scheduled Council meeting.

820 Section 8. Ad Hoc Committees

- 821 A. Formation and Dissolution
822 1. Council shall determine the composition or means of composition of legislative ad hoc
823 committees.
824 2. Council shall approve the purpose and duration of the ad hoc committees.
- 825 B. Council shall determine the means for selecting ad hoc committee chairs.
826 1. Each ad hoc Committee Chair is responsible for adhering to TPNR.
827 2. Ad hoc committees must request an appropriation from Council for any operational costs that
828 the committee expects.

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

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

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

837 Section 10. Committee Consideration of Legislation and Appropriations

- 838 A. Any GPSA member, RDSA, Decision Making Body, or groups or individuals with a GPSA
839 member serving as a sponsor may submit legislation or appropriations for Council consideration.
840 This includes the Executive Board and President. Items should be submitted to the appropriate
841 Legislative Committee Chair.
842 B. Every submission must include a contact person who is responsible for the item, capable of
843 answering questions, providing additional material, and making necessary revisions.
844 1. The Committee Chair shall collect all submissions, confirm that items have been submitted to
845 the proper committee, and produce a committee agenda in accordance with TPNR.
846 2. Legislative Committee Chairs shall redirect an item submitted to the incorrect committee to
847 the appropriate party.
848 3. Legislative Committees shall facilitate each submission's adherence to the guidelines and
849 required format established by the Bylaws and standing rules.
850 4. Legislative Committees shall provide contact information for Council members and GPSA
851 leadership upon request.
852 5. Legislative Committees shall review and make recommendations on all items submitted in
853 accordance with the GPSA Constitution and Bylaws. Recommendations may include, but are
854 not limited to, suggestions for amendment, substitution, discussion, and action.
855 C. All Legislative Items are forwarded with committee recommendations to the Council Chair and
856 shall be included on the Council agenda.
857 1. Once Legislative Committees have determined a recommendation, this Legislative Item
858 should appear on the agenda for the next regularly scheduled Council meeting.
859 a. Legislative Committees shall not unduly delay making recommendations on
860 Legislative Items.
861 2. The original Legislative Item and accompanying recommendation shall be treated as one (1)
862 agenda item.
863 3. The original Legislative Item shall not be altered by any of the Committee's
864 recommendations beyond grammar, spelling, and format until it is considered by Council.
865 4. A copy of the edited Legislative Item and accompanying recommendation as submitted to
866 Council shall be delivered to the originating party with a notice of the Council meeting in
867 which the Legislative Item will be discussed within one (1) academic day of the item being
868 forwarded to the Council Chair.
869 5. The supporting documents and recommendations may be revised by the respective legislative
870 committee up to the required deadline for supporting document submissions. The final
871 versions of the Legislative Item and supporting documents must be submitted both to the
872 Council Chair and to the originating party.

873 Section 11. Council Consideration of Legislative Items

- 874 A. The Council Chair shall prepare all Legislative Items and reports from legislative standing and
875 ad hoc committees and items required by the Bylaws in a single agenda.

- 876 1. Items identified by the Constitution and Bylaws as automatically appearing on the agenda do
877 not have to go through the committee process.
878 2. Emergency items may be added to the agenda in accordance with TPNR at the discretion of
879 the Council Chair, even if they have not gone through the committee process.
880 3. A two-thirds (2/3) vote of Council is required to allow discussion or action on emergency
881 items.
- 882 B. The Council Chair shall post an agenda for each regularly scheduled Council meeting no later
883 than six (6) academic days before the meeting. The Council Chair shall post supporting
884 documents no later than three (3) academic days before the meeting. Posting of agenda and
885 supporting documents must comply with TPNR.
- 886 C. Final order of items on the agenda is at the discretion of the Council Chair and subject to Council
887 amendment.
- 888 D. Within the order of business, the originating party or sponsor shall have three (3) minutes to
889 provide relevant commentary on the Legislative Item.
- 890 E. The applicable Legislative Committee Chair may provide information regarding their
891 committee's recommendation at the request of the Council Chair, Council Representative, or any
892 recognized and present voting member of Council.
- 893 F. The Council Chair may provide basic information about emergency items.
- 894 G. Council is the final authority in the Legislative Branch.

895 VI. Joint Standing Committees

896 Section 1. Finance Committee (FC)

- 897 1. Selection
- 898 a. The FC shall be composed of six (6) members.
- 899 i. Three (3) members, including the Chair, will be appointed by the President and
900 approved by Council.
- 901 ii. Three (3) members, including the Vice-Chair, will be appointed by the Council
902 Chair and approved by Council.
- 903 b. The FC Chair shall be approved by Council at the first regular meeting in August but
904 shall assume duties immediately upon appointment by the President.
- 905 2. Duties, Powers, Responsibilities
- 906 a. The FC shall be responsible for maintaining the financial records of GPSA which shall
907 be open for inspection by any GPSA member or committee.
- 908 b. The FC will serve as the recommending body for all GPSA financial allocations from
909 the General Fund.
- 910 c. FC Chair
- 911 i. The FC Chair shall administer and oversee all meetings of the FC
- 912 ii. The FC Chair shall not have a vote in any actions before the Finance
913 Committee, except in the case of a tie.
- 914 d. FC Vice-Chair.
- 915 i. The FC Vice-Chair shall assist the FC Chair in the duties and responsibilities of
916 the FC.
- 917 ii. The FC Vice-Chair shall serve as acting FC Chair in the absence of the FC
918 Chair.

- 919 iii. The FC Vice-Chair shall have a vote in any actions before the Finance
920 Committee.
- 921 e. The FC shall meet monthly after the first regularly scheduled Council meeting of the
922 fall semester until the end of the spring semester; an exception may be made for the
923 month of December, when the Council Chair, FC Chair, and FC Vice-Chair may
924 decide not to have an FC meeting due to time restrictions.
- 925 f. Emergency meetings may be called at the discretion of the FC Chair, FC Vice-Chair,
926 Council Chair, or by vote of Council.
- 927 g. The FC must adopt standing rules at its first meeting of the Council session.
- 928 h. FC standing rules shall be used as sole standing rules for all appropriations and budget
929 request.
- 930 i. Standing rules must be approved by Council at a regularly scheduled Council meeting.
- 931
- 932 3. Reports
- 933 a. At each regular Council meeting the FC Vice-Chair shall provide a report on the GPSA
934 General Fund account balance, and appropriations to date.
- 935
- 936 4. Compensation
- 937 a. The amount of compensation shall be determined through the annual budget process. The
938 stipends for the FC Chair and Vice-Chair shall be equal.
- 939 b. Chair
- 940 i. Disbursement of compensation is subject to the fulfillment of the Committee
941 Chair's duties as verified by the President.
- 942 c. Vice-Chair
- 943 i. Disbursement of compensation is subject to the fulfillment of the Committee
944 Vice-Chair's duties as verified by the Council Chair or Council.
- 945 d. Disbursement shall be at the end of each semester in which the Committee Chair and
946 Vice-Chair served.
- 947 5. Removal
- 948 a. The FC Chair and executive appointees may be removed by the President at any time.
- 949 b. The FC Vice-Chair and legislative appointees may be removed by the Council Chair at
950 any time or by Council with a two-thirds (2/3) vote
- 951 c. If the FC Chair is removed or resigns, the Vice-Chair shall serve as interim Chair and
952 assume all responsibilities and duties of Chair and Vice-Chair until a replacement is
953 appointed by the President. The interim Chair shall not have a vote in any actions
954 before the Finance Committee, except in the case of a tie.
- 955 6. Annual Reports
- 956 a. FC shall include in the GPSA Annual Report all expenditures and year end balances.
- 957

958 VII. Judicial Branch

959 Section 1. Appellate Jurisdiction

- 960 A. In addition to the Court’s original jurisdiction as stated in the GPSA Constitution, the Court shall
961 also have appellate jurisdiction to hear:
962 1. All matters arising from Council activity, including, but not limited to, review of any award
963 of GPSA funds to an organization or individual for consistency with the GPSA Constitution
964 and Bylaws.
965 2. All matters arising from activities of any Executive, Legislative, and Judicial standing or ad
966 hoc committee.
967 3. All acts of the President, Council Chair, or GPSA member acting on behalf of GPSA when
968 and which the Court would not otherwise have original jurisdiction to hear.

969 Section 2. Judicial Oath of Office

- 970 A. No Justice shall assume the duties of that office until the Judicial Oath of Office (Oath) has been
971 administered. The Oath must be administered within ten (10) academic days of confirmation by
972 Council.
973 1. The Oath shall be administered to the Chief Justice by the President or, in the President’s
974 absence, the Council Chair and must be witnessed by a representative of either the Executive
975 or Legislative branch, so long as the witness is not a member of the branch that is
976 administering the Oath.
977 2. For all other Justices, the Oath shall be administered by the Chief Justice, and must be
978 witnessed by a representative of either the Executive or Legislative branch.
979 3. In the case that the Chief Justice is unavailable to administer the Oath, the President shall
980 administer the Oath. In the case that the President is unavailable to administer the Oath, then
981 the Council Chair shall administer it. In any case, the administration of the Oath must be
982 witnessed by a member of either the Executive or Legislative branch so long as the witness is
983 not a member of the branch that is administering the Oath.
984 4. The Oath will be administered with the right hand uplifted and the following words said
985 aloud:
986 a. “I, (name), do solemnly swear that I will uphold the laws of the Graduate and
987 Professional Students Association of the University of New Mexico, the State of New
988 Mexico, and the United States of America; that I will judge fairly and with no previous
989 bias the evidence and proceedings before me, and that I will otherwise fulfill the duties
990 and obligations of the GPSA Judiciary to the best of my ability.”
991 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the
992 Justice. The Justice shall then assume office.

993 Section 3. Code of Conduct

- 994 A. All Justices shall establish, observe, and maintain high standards of conduct so that the integrity
995 and independence of the judiciary may be preserved.
996 B. Justices shall respect and comply with the law and shall conduct themselves at all times in a
997 manner that promotes public confidence in the integrity and impartiality of the judiciary.
998 C. Justices shall not allow their family, social, or other relationships to influence their judicial
999 conduct or judgment.
1000 D. Justices shall not permit those under their control to convey the impression that they are in a
1001 special position to influence the decisions of the Court.

1002 Section 4. Responsibilities

- 1003 A. Justices shall be faithful to the law and remain unbiased and nonpartisan.
1004 B. Justices shall maintain order and decorum in proceedings before them.
1005 C. Justices shall be patient, dignified, and courteous to those with whom they deal in an official
1006 capacity, and shall require similar conduct of those subject to their direction and control.
1007 D. Justices shall accord to every person who is involved in a proceeding, or their counsel, a full
1008 right to be heard according to law.
1009 E. Justices shall neither initiate nor consider communications from only one party of a pending or
1010 impending proceeding.
1011 F. Each Justice is charged with the duty of carefully reading and analyzing the pertinent submitted
1012 material on each case in which he or she participates.
1013 G. Justices shall abstain from public comment about a pending proceeding in the Court. This does
1014 not prohibit Justices from making public statements in the course of their official duties or from
1015 explaining for public information the procedures of the Court.
1016 H. Justices of the Court shall dispose promptly of the business of the Court.
1017 I. Each Justice of the Court shall take or initiate appropriate disciplinary measures against any
1018 other Justice for unprofessional conduct of which they become aware.
1019 J. All official decisions and opinions of the Court shall be made in writing, made available to
1020 GPSA officers, Representatives, and members, as well as the public upon request. Written
1021 opinions must become part of the official Court Record and shall be made available to the
1022 President, Council Chair, Council Representatives, and upon request to GPSA members and the
1023 public.

1024 Section 5. Disqualification

- 1025 A. A Justice is disqualified and shall announce recusal in any proceeding in which:
1026 1. The Justice has personal knowledge of disputed evidentiary facts concerning the proceeding.
1027 2. The Justice or the Justice's spouse/domestic partner, or a person related to the Justice within
1028 the third degree, by blood, marriage, or other relationship to either the Justice or the Justice's
1029 spouse/domestic partner:
1030 a. is a party to the proceeding, or an officer, director, or trustee of a party;
1031 b. is acting as legal counsel in the proceedings;
1032 c. is known by the Justice to have an interest that could substantially affect or be affected
1033 by the outcome of the proceeding;
1034 d. is to the knowledge of the Justice likely to be a material witness in the proceeding;
1035 3. A party to the proceeding is an employee of the Justice.
1036 B. Any Justice announcing recusal from any proceeding shall notify the Chief Justice of the recusal
1037 in writing.
1038 C. If the Chief Justice must announce recusal from any proceeding, the Chief Justice shall notify the
1039 full Court of the recusal in writing.

1040 Section 6. Non-judicial Activities

- 1041 A. Justices may appear at a public hearing before an executive or legislative body, and may consult
1042 with an executive or legislative body official, but only on matters concerning the administration
1043 of justice.
1044 B. Justices shall not act as arbitrators or mediators except in the performance of judicial duties.

1045 C. Justices shall not accept any gift, bequest, favor, or loan other than ordinary social hospitality, if
1046 the source of said gift, bequest, favor, or loan could imply or give the appearance of influencing
1047 the decisions of the Court or otherwise give the appearance of impropriety.

1048 Section 7. Resignation & Seniority

- 1049 A. Should the Chief Justice resign from the Court for any reason or be the subject of impeachment
1050 proceedings, the Senior Associate Justice shall assume the duties of the Chief Justice until the
1051 President appoints and Council affirms a new Chief Justice.
- 1052 B. Seniority of the Associate Justices shall be determined by the date of approval of appointments,
1053 the vote order by Council, and the seniority assigned during a block vote.
 - 1054 1. Seniority of the Associate Justices shall be assigned prior to sending the appointments to the
1055 LSC.
- 1056 C. Nothing in this section shall be construed to mean that the Court may operate with less than three
1057 sitting Justices.
- 1058 D. Members of the Court of Review shall not serve on any GPSA standing committee.

1059 Section 8. Pro Tempore Justice Appointments

- 1060 A. In the event that one or more Justice(s) announce recusal from any proceeding, or in the event
1061 that any Justice is the subject of an impeachment proceeding before Council, the Chief Justice
1062 shall notify the President and Council Chair of such an occurrence within three (3) academic
1063 days of receiving written notification of a Justice's recusal.
- 1064 B. Within three (3) academic days of receipt of such notification from the Chief Justice, the
1065 President shall recommend a Pro Tempore Justice to Council.
- 1066 C. Within three (3) academic days of receiving the President's recommendation, the Council Chair
1067 shall schedule a Special Meeting of Council in accordance with TPNR in order to consider the
1068 President's recommendation.
- 1069 D. Following recusal, a Pro Tempore Justice must be approved by Council within twenty (20)
1070 academic days of receipt of notice from the Chief Justice that a Justice has announced recusal
1071 from a proceeding before the Court.
- 1072 E. The Chief Justice shall stay the effected proceeding(s), informing all parties of the stay, until
1073 such time as:
 - 1074 1. the President has recommended to Council a Pro Tempore replacement for each recused
1075 Justice, and Council has approved that recommendation;
 - 1076 2. the Pro Tempore Justice has taken the Judicial Oath of Office; and
 - 1077 3. an affidavit attesting to the Pro Tempore Justice's authority has been filed.
- 1078 F. All Pro Tempore Justice appointments, once made, shall expire upon the termination of the
1079 matter before the Court. For the purposes of this section, "termination" means any final ruling by
1080 the Court of the matter before it, including dismissal for any reason as well as a determination of
1081 the matter on its merits.
- 1082 G. With the exception of those cases in which a Justice has announced recusal because
1083 impeachment proceedings have been brought against the Justice, the appointment of a Pro
1084 Tempore Justice shall not limit the recused Justice's authority to hear other matters before the
1085 Court.

1086 Section 9. Additional Duties Required

- 1087 A. General Duties of the Court

- 1088 1. The Court shall conduct monthly meetings throughout each semester.
1089 2. The Chief Justice shall preside at all meetings of the Court, or be responsible for assigning a
1090 Justice to preside when the Chief Justice cannot attend or has announced recusal.
1091 3. The Chief Justice is responsible for publishing all rulings and decisions of the Student Court
1092 within eleven (11) academic days of decision.
- 1093 B. Advice to the President, Elections Chair, or Council as requested
1094 1. The President, Elections Chair, or Council may seek the advice of the Court for any matter,
1095 including, but not limited to, the constitutionality of any provision of the GPSA Bylaws,
1096 codes or rules, or the constitutionality of any act of any GPSA officer or member acting on
1097 GPSA's behalf.
1098 2. The President or Elections Chair may request the advice of the Court by submitting a
1099 question in writing to the Court with a copy to the Council Chair.
1100 3. Council may request the advice of the Court upon a majority vote of the Representatives
1101 present at any regular or special meeting where a quorum is present. The question shall be
1102 submitted to the Court in writing with a copy to the President.
1103 4. When advice of the Court is sought, the Court may follow procedures it determines in its
1104 discretion that are suitable to effectively research and address the question presented. The
1105 Court may ask the presenter of the question for clarification of the issue.
1106 5. The Court may determine that the question presented is beyond the scope of the Court's
1107 authority, in which case it shall so inform the President and Council Chair of such a
1108 determination.
1109 6. In any event, the Court shall issue a written Advisory Opinion to the President and Council
1110 chair within twenty (20) academic days of receipt of the written question.
- 1111 C. Appellate Procedure
1112 1. Jurisdiction
1113 a. The Court shall determine if it has personal jurisdiction over all parties in hearings
1114 before the Court, whether under the Court's original or appellate jurisdiction.
1115 b. Should the Court determine it does not have jurisdiction over a particular party for any
1116 reason, the Court shall dismiss the action without reaching the merits.
1117 c. This section does not apply to the Court's proceedings when it has been asked to issue
1118 an Advisory Opinion.
1119 2. Hearing Procedures and Informal Dispute Resolution:
1120 a. The GPSA Court of Review encourages disputants to resolve their disputes outside of
1121 this Court. This Court is available to assist in informal proceedings should both parties
1122 consent to such dispute resolution. Procedures for informal dispute resolution are to be
1123 determined by the Court.
1124 b. Parties wishing to seek resolution to their dispute in a more formal setting may bring an
1125 action before the Court by following the established Hearing Procedures.
1126 3. Complaint Limitations Period
1127 a. In general, all actions alleging violations of the GPSA Constitution or Bylaws must be
1128 brought within twenty (20) academic days from the date of the alleged infraction.
1129 However, if the Plaintiff is unaware of the alleged infraction at the time it occurs, the
1130 Plaintiff must file the claim within eight (8) academic days from the day on which the
1131 Plaintiff learned, or should have learned, of the infraction.

- 1132 b. Any challenge to any action on the grounds that it has been brought after the applicable
1133 Complaint Limitations Period has run is a matter to be resolved by the Court of
1134 Review.
- 1135 c. Extensions of the Complaint Limitations Period may be granted only to accommodate
1136 events deemed emergencies by the Court or for other equitable reasons as determined
1137 by the Court.
- 1138 4. Complaint
- 1139 a. All matters that are not Advisory Opinion Proceedings shall be brought before the
1140 Court upon completion of a Complaint form by the Plaintiff, filed with the Court in the
1141 GPSA Office within the applicable limitations period.
- 1142 b. The Complaint form may be obtained from the GPSA Office.
- 1143 c. The Plaintiff shall serve a true and correct copy of the Complaint to any and all
1144 Defendants no more than three (3) academic days after submitting a Complaint to the
1145 Court. Service of the Complaint may be made in person, by hand delivery, by first-
1146 class mail, or any other method by which the Plaintiff reasonably believes the
1147 Defendant should receive the Complaint.
- 1148 d. The Court has six (6) academic days to review the Complaint and determine if it is
1149 within the Court's jurisdiction as defined in the GPSA Constitution and Bylaws, and
1150 whether all information required by the Complaint form has been submitted and is fully
1151 completed.
- 1152 e. If corrections are required, the Plaintiff has three (3) academic days in which to make
1153 any corrections, additions, revisions, etc., and submit an amended Complaint to the
1154 Court. The Court may grant extensions to any Plaintiff when justice so requires.
- 1155 f. The Plaintiff shall serve a true and correct copy of the amended Complaint on any and
1156 all Defendants within three (3) academic days of its submission to the Court. Service of
1157 the amended Complaint may be made in person, by hand delivery, by first-class mail,
1158 or any other method by which the Plaintiff reasonably believes the Defendant should
1159 receive the amended Complaint.
- 1160 g. The Court will dismiss without prejudice any Complaint over which it lacks
1161 jurisdiction. The Court reserves the right to dismiss any Complaint on the grounds that
1162 the amended Complaint is incomplete and/or the time for submitting corrections has
1163 expired.
- 1164 5. Answer
- 1165 a. The Answer form may be obtained from the GPSA Office.
- 1166 b. On or before the fifth (5th) academic day following receipt of the Complaint (or
1167 amended Complaint), the Defendant(s) must file a completed Answer on the Court's
1168 Answer form with the Court.
- 1169 c. The Defendant shall serve a true and correct copy of the Answer on any and all
1170 Plaintiffs within three (3) academic days of its submission to the Court. Service of the
1171 Answer may be made in person, by hand delivery, by first-class mail, or any other
1172 method by which the Defendant reasonably believes the Plaintiffs should receive the
1173 Answer.
- 1174 d. If the Court determines that the Answer form is incomplete or inaccurate, it shall be
1175 returned to the Defendant(s) who shall have three (3) academic days in which to amend
1176 the Answer form and re-submit it to the Court.

- 1177 e. The Defendant shall serve a true and correct copy of the amended Answer on any and
1178 all Plaintiffs within three (3) academic days of its submission to the Court. Service of
1179 the amended Answer may be made in person, by hand delivery, by first-class mail, or
1180 any other method by which the Defendant reasonably believes the Plaintiffs should
1181 receive the amended Answer.
- 1182 6. Pre-Hearing Guidelines
- 1183 a. The Court has three (3) academic days from receipt of the Answer (or amended
1184 Answer) in which to schedule a Hearing if the Court finds the case to be within the
1185 Court's jurisdiction.
- 1186 b. The Hearing shall be scheduled no later than seven (7) academic days from the date of
1187 the Court's receipt of the Defendant's Answer or final amended Answer, unless the
1188 matter is stayed by the Chief Justice because a Justice has announced recusal, in which
1189 case a hearing shall be scheduled no later than seven (7) academic days after a Pro
1190 Tempore Justice has been appointed, approved, and assumed the Judicial Oath of
1191 Office.
- 1192 c. Extensions of the time allotted for submission of the Complaint (or amended
1193 Complaint), the Answer (or amended Answer), and/or scheduling of a hearing must be
1194 granted when justice so requires.
- 1195 7. Witnesses and Evidence
- 1196 a. Parties are responsible for gathering and presenting evidence and other testimony,
1197 including calling any relevant witnesses to support their case.
- 1198 b. Should a party be unable to find or to convince a witness to testify at the hearing, or
1199 should a party be unable to access evidence that is critical to its case after reasonable
1200 diligence in attempting to secure such witness or evidence, it may inform the Court.
1201 The Court may, in its discretion, postpone the hearing or take other remedial measures
1202 to allow the party to gather evidence necessary to its case in the interest of justice and
1203 fairness.
- 1204 8. Hearing Procedures
- 1205 a. The Plaintiff(s), followed by the Defendant(s), shall present Opening Statements,
1206 which shall be no more than ten (10) minutes in length per party.
- 1207 b. The Court may ask questions of either party, if clarification is needed.
- 1208 c. Witnesses for both the Plaintiff(s) and Defendant(s) shall present their evidence and/or
1209 testimony. Parties shall have an opportunity to question each witness subject to the
1210 restrictions of the Court. The Court may also question the witnesses, if necessary.
- 1211 d. The Court reserves the right to recall any Plaintiff(s), Defendant(s), and/or Witness (es)
1212 at any time during the hearing.
- 1213 e. The Plaintiff(s) and the Defendant(s) shall be asked if they would like to make Closing
1214 Statements, and if they so desire, they shall be given no more than ten (10) minutes per
1215 party for a closing statement.
- 1216 f. The Court shall then recess to deliberate in a closed portion of a meeting.
- 1217 g. The Court shall issue a decision no later than fourteen (14) calendar days following the
1218 Hearing.
- 1219 9. Hearing Guidelines
- 1220 a. All Hearing proceedings must be audio recorded.
- 1221 b. The Court shall be allowed to recess at any time, for any reason.

- 1222 c. The Court may, in its discretion, admonish any Witness or party whose testimony or
1223 behavior is inconsistent or harmful to the process of justice.
1224 d. Consistent with these Procedures, the time allowed for Plaintiff(s), Defendant(s), and
1225 Witness Statements shall be decided by the Court at the beginning of the Hearing.
1226 e. Plaintiff(s) and/or Defendant(s) have the right to appear with an advisor at the Hearing.
1227 The advisor may be, but is not required to be, an attorney. However, the Plaintiff(s) and
1228 Defendant(s) are responsible for presenting their cases in their entirety. Advisors are
1229 therefore not permitted to speak or participate directly in any Hearing.
1230 f. Circumstances not described above will be resolved at the discretion of the Court.

1231 10. Procedure Guidelines

- 1232 a. Whenever a party is required to do some act (e.g., submit a Complaint, answer a
1233 Complaint, etc.), the time for compliance begins to run on the day that the party
1234 receives notice of the need to act. If notice is sent by mail, receipt thereof shall be
1235 presumed three (3) calendar days after the notice is mailed.
1236 b. After submission of a Complaint, it shall be kept confidential until the Defendant(s)
1237 have been properly served with the Complaint or amended Complaint. Once the
1238 Defendant(s) receive, or are presumed to have received notice, the Complaint and other
1239 Court records pertaining to the case shall be open to scrutiny, in compliance with the
1240 Family Educational Rights and Privacy Act.
1241 c. Circumstances not described above may be resolved at the discretion of the Court.

1242 11. Procedure for Charging a GPSA Official with Misconduct

- 1243 a. Allegations for charging the President, Council Chair, Council Representative, Chief
1244 Justice, Associate Justice, or other GPSA officer with official misconduct shall be
1245 made on an official Complaint form.
1246 b. Such Complaints, once filed, must be adjudicated by the Court of Review and are not
1247 subject to informal dispute resolution.
1248 c. Hearing Procedures for allegations of official misconduct shall be the same as those for
1249 any other Hearing as stated herein.

1250 12. Fairness and Justice

- 1251 a. If the Court finds that any particular procedure should be amended in the interest of
1252 fairness and justice, the Court may amend or modify the Hearing Procedures so long as
1253 due process is afforded both parties.

1254 13. Further Appeal:

- 1255 a. With respect to the actions of the GPSA, the decision of the Court of Review shall be
1256 final.
1257 b. Nothing in the GPSA Constitution or Bylaws shall be construed as an attempt to limit
1258 any person's or party's rights under other applicable laws.

1259 VIII. Finance Code

1260 Section 1. Committees

- 1261 1. The FC shall administer the Graduate Scholarship Fund and complete all duties required by
1262 that post.

1263 Section 2. General Fund

1264 A. Eligibility and Restrictions

- 1265 1. Allocations from the General Fund shall only be used to fund chartered student
1266 organizations, GPSA Decision Making Bodies, and applicable service entities of the
1267 University as dictated by the GPSA Constitution.
1268 a. The GPSA grant allocations are appropriated through the Grants Committee and are
1269 not restricted by this stipulation.
1270 b. Executive Committees may be allocated funding that can be further distributed to
1271 students, chartered student organizations, or other groups without stipulation from this
1272 Finance Code.
1273 2. All allocations must be spent through an account with SGAO.
1274 3. GPSA shall base all funding considerations on the merits of the application and no request
1275 shall be entitled or disfavored based on any biases.
1276 4. In addition to spending mandated by the GPSA's Constitution;
1277 a. No less than five thousand dollars (\$5,000) shall be allocated to the Student Research
1278 Allocation Committee Endowment Fund (Student Research Grant) and five thousand
1279 dollars (\$5,000) to the Specialized Travel Endowment Fund (Professional
1280 Development Grant).
1281 b. Not more than ten percent (10%) of the total GPSA annual budget shall be allocated to
1282 all GPSA standing committees.
1283 i. This shall not include the percentage of the budget allocated to the Grants
1284 Committee which, as mandated by the Constitution, is excluded from this
1285 restriction.
1286 c. No less than one percent (1%) and no more than one-and-a-half-percent (1.5%) of the
1287 annual budget shall be allocated to the UNM Student Publications Board, to be
1288 distributed between *Best Student Essays* and *Conceptions Southwest* as the Student
1289 Publications Board deems appropriate.

1290 Section 3. Annual Budget

- 1291 A. Annual Budget
1292 1. The Chief of Staff shall administer the adopted GPSA annual budget in accordance with
1293 GPSA Constitution and Bylaws and any stipulations dictated within the budget.
1294 a. As administrators of the budget, the FC should facilitate communication between
1295 entities which received funding with efforts to assist in the disbursement and
1296 expenditure of GPSA funds and applicable stipulations under the respective allocation.
1297 2. The FC and Council shall have direct oversight of all monies disbursed through GPSA in the
1298 annual budget process by overseeing the allocation process and the annual budget hearings.
1299 3. All budgets must be based upon projected anticipated revenue for the upcoming fiscal year.
1300 4. The GPSA annual budget process is only applicable to chartered student organizations, UNM
1301 service entities, and GPSA Decision Making Bodies.
1302 5. All funds distributed through the budget process and not used by the end of the fiscal year in
1303 which they were allocated for shall revert to the GPSA General Fund unless otherwise
1304 stipulated by the GPSA Constitution and Bylaws or direction by Council.
1305 B. Annual Budget Process
1306 1. Purpose and Authority
1307 a. The GPSA budget process streamlines the allocation of GPSA fees to organizations
1308 that serve and benefit the graduate and professional student body of the University.

- 1309 b. The budget process is overseen by Council and the FC, passed by Council, and
- 1310 approved by the President.
- 1311 c. The FC shall create and follow a budget process and, with the consent of Council, has
- 1312 authority to modify such procedure insofar as not violating the GPSA Constitution and
- 1313 Bylaws.
- 1314 d.
- 1315 2. Timeline
- 1316 a. By the end of the first (1st) academic week of the spring semester, the FC, shall have
- 1317 decided upon the timeline and procedures of the annual budget process (i.e. workshops,
- 1318 deadlines, hearing dates, and hearing format). All relevant information shall be
- 1319 available through the GPSA Office.
- 1320 b. Budget workshops are to be held before the end of the fourth (4th) academic week of
- 1321 the spring semester.
- 1322 c. Budgets applications must be submitted to the GPSA Office no later than 5:00 p.m. on
- 1323 the fifth (5th) Friday of the spring semester.
- 1324 d. The Chief of Staff should formulate a budget recommendation to submit to the FC
- 1325 considering the current fiscal year expenditures and GPSA funding priorities within the
- 1326 Executive Branch.
- 1327 e. The FC shall present a final and balanced budget to Council by the March Council
- 1328 Meeting.
- 1329 f. A finalized budget must be passed by the first (1st) Friday in April.
- 1330 C. Annual Budget Workshops
- 1331 1. A minimum of two (2) GPSA budget workshops must be held during the spring semester; the
- 1332 FC Chair shall be responsible for the workshops.
- 1333 a. The budget workshops must be advertised via the GPSA website, GPSA electronic
- 1334 mailing list, and other appropriate mean of notification at least two (2) academic days
- 1335 before the first (1st) workshop of the spring semester.
- 1336 2. GPSA annual budget applications must be available and presented at each workshop by the
- 1337 FC Chair or Vice-Chair or their designee with the guidance of SGAO. Budget packets must
- 1338 provide all necessary procedures and information, including the budget hearings schedule,
- 1339 for a group to follow to submit a complete budget application.
- 1340 3. All organizations, groups, or other entities requesting funding through the budget process
- 1341 must attend a GPSA budget workshop during the semester in which the group applies for
- 1342 funding.
- 1343 a. Failure to attend a budget workshop results in ineligibility for consideration for funding
- 1344 in the current budget process. Under extenuating circumstances, an applicant may
- 1345 appeal to Council for a budget hearing.
- 1346 b. At least one (1) of the representatives attending the budget workshop must be a
- 1347 graduate or professional student of the group submitting a budget request.
- 1348 D. Applications
- 1349 1. All groups requesting funding through the budget process must submit a budget application.
- 1350 2. All applications must adhere to SGAO guidelines and standing rules set forth by the FC and
- 1351 published within the budget packet.
- 1352 3. The FC, shall inform the GPSA Office, staff, volunteers, and SGAO of the acceptable
- 1353 method of submitting budget applications. This method shall be clearly defined in the budget
- 1354 packet.

- 1355 E. Budget Hearings
- 1356 1. The FC shall, in consultation with the Council Chair, determine the times and locations of the
- 1357 budget hearings. This information shall be posted in the GPSA Office, SGAO, and any other
- 1358 locations deemed necessary by the FC Chair and Vice-Chair and in accordance with TPNR.
- 1359 2. All groups that submitted a completed budget application shall be contacted within five (5)
- 1360 academic days from the application deadline with notification of the hearing schedule. The
- 1361 FC Chair may attempt to accommodate requests for hearing times and changes to the hearing
- 1362 schedule, but it is ultimately each group's responsibility to attend a hearing at their scheduled
- 1363 time.
- 1364 3. Each group at their respective hearing time shall have an allotted speaking time to present
- 1365 their budget request. The FC shall then have the opportunity to ask questions to the group
- 1366 and to review the request. The process and procedure of budget presentations must be
- 1367 included in the budget packet.
- 1368 4. At least one (1) GPSA member shall be in attendance at the hearing on behalf of the
- 1369 organization requesting funding.
- 1370 5. The FC has full discretion to modify funding recommendations, throughout the budget
- 1371 process if necessary or appropriate.
- 1372 6. The FC shall have the authority to amend or reduce any line-item request or budget request in
- 1373 order to create a balanced budget. These adjustments may be made during budget hearings
- 1374 or in Committee deliberations without the presence of the respective group.
- 1375 F. Final Approval
- 1376 1. The FC shall forward a balanced budget to Council after all budget hearings and any
- 1377 necessary deliberations have taken place. The recommendations to Council shall include all
- 1378 groups that requested funding, requested amount, and any amendments made by the FC.
- 1379 2. Council must pass the budget with a majority vote.
- 1380 3. Approved budgets shall become available at the beginning of the fiscal year as dictated by
- 1381 SGAO.
- 1382 G. Funding Priorities
- 1383 1. Funding shall be considered on the merits of each application as demonstrated through the
- 1384 budget process. Consideration should include, but is not limited to: purpose of the
- 1385 organization, population served, history of service, public relations, quality of application,
- 1386 and the necessity and use of GPSA funding.
- 1387 H. Budget Limitations
- 1388 1. Groups that are not GPSA Decision Making Bodies may not receive budget funding greater
- 1389 than three thousand dollars (\$3,000).
- 1390 2. New and Inactive Groups, classified as groups that have not participated in a GPSA budget
- 1391 process within the past two (2) years, may not receive funding greater than five hundred
- 1392 dollars (\$500).

1393 Section 4. Pro-Rated Benefits (PB) Fund

- 1394 A. SGAO shall administer the disbursement of PB Funds.
- 1395 B. The process to receive PB Funds must be available through the GPSA Office, on the GPSA
- 1396 website, and any additional means as determined by the FC.
- 1397 C. In order to receive pro-rated benefits, each RDSA must apply through SGAO each semester.
- 1398 1. An RDSA may receive unallocated PB Funds from the fall semester if a proper request is
- 1399 made the subsequent spring semester.

- 1400 D. Based on the Enrollment Report provided by the University, which indicates the number of
- 1401 graduate or professional students enrolled in each program, department, school, or college,
- 1402 SGAO will credit the RDSA account per SGAO Policies and Procedures.
- 1403 E. Any RDSA has the right to appeal the Enrollment Report provided by the University. Appeals
- 1404 shall be presented in writing to SGAO. Appeals shall entail a name-by-name count of the
- 1405 department's GPSA Members and a comparison with the University's records.

1406 Section 5. Appropriations

- 1407 A. Appropriations
- 1408 1. GPSA appropriation requests shall be overseen by the FC, passed by Council, and approved
- 1409 by the President.
- 1410 2. All appropriation requests shall be submitted to the FC Chair.
- 1411 a. The FC Chair shall issue the committee's agenda in accordance with GPSA bylaws and
- 1412 TPNR.
- 1413 b. The FC Chair will notify all students who are requesting appropriations at least five (5)
- 1414 days prior to the meeting of the meeting time and date.
- 1415 3. A GPSA member shall represent the group making the appropriation request at the FC
- 1416 meeting.
- 1417 4. If a GPSA member is unable to attend the FC meeting in which the appropriation is being
- 1418 discussed the FC may choose to table the request or make a recommendation to Council.
- 1419 5. Individual graduate and professional students, chartered student organizations, and GPSA
- 1420 Committees shall be eligible for appropriation funding.
- 1421 6. Funding Limitations
- 1422 a. Funding restrictions are determined through standing rules adopted by the FC.

1423 Section 6. Revisions

- 1424 A. Groups may submit a request to make line-item transfers of GPSA funds within their budget.
- 1425 B. All requests must be submitted to SGAO for review before they may be considered.
- 1426 C. A revision must be approved by consent of both the FC Chair and Vice-Chair.
- 1427 1. In the event of division over the approval of the revision, the Council Chair shall be
- 1428 consulted and decide the division.
- 1429 2. In the event of vacancy, the President and the Council Chair shall be responsible for
- 1430 approving revisions and the Grants Chair shall be consulted and decide the division.
- 1431 D. Disbursement SGAO shall administer the disbursement of GPSA funds once allocations have
- 1432 been approved by Council.
- 1433 E. All funding allocations must follow the rules and guidelines set forth by SGAO. Groups
- 1434 allocated GPSA funding shall be responsible for ensuring that they are in compliance with these
- 1435 policies.
- 1436 F. Monies allocated by GPSA shall be limited to line-item provisions as stipulated by the approved
- 1437 funding request.
- 1438 G. The FC, in administering GPSA allocations, should make concerted efforts to communicate with
- 1439 GPSA entities and organizations receiving GPSA funding in order to facilitate cooperation and
- 1440 ensure compliance with any applicable rules or stipulations that are coupled with the funding.

1441 Section 7. Financial Enjoinment

- 1442 A. Failure to adhere to the GPSA Constitution and Bylaws, applicable stipulations attached to
1443 funding allocations, SGAO guidelines, or University policy may result in an enjoinder of
1444 spending privileges of GPSA funding until the violation has been corrected.
- 1445 B. An action of enjoinder should be presented to the FC for a recommendation before it may be
1446 considered by Council.
- 1447 C. The FC Chair shall report to Council on the proposed enjoinder and the group at question shall
1448 be allotted a five (5) minute speaking privilege as a rebuttal.
- 1449 D. A two-thirds (2/3) vote of Council is necessary for approval of an enjoinder of the group's
1450 GPSA funds.
- 1451 E. The Council Chair must notify the enjoinder group no later than five (5) academic days after
1452 action by Council.
- 1453 1. Notification shall be sent to the officer's email addresses on file in SGAO.
- 1454 2. Such notification shall include the reason for the action as well as the actions required of the
1455 group for funding to be resumed in a timely fashion.
- 1456 3. Funds enjoinder for the remainder of the fiscal year will revert to the GPSA General Fund.
- 1457 F. Acts of Financial Enjoinder may be appealed to the Court of Review. The appeal must be filed
1458 within four (4) calendar weeks from the act of enjoinder by Council.

1459 IX. Grants Code

1460 Section 1. ~~Student Research and Allocations Committee (GPSA Student Research Grant) and~~
1461 ~~Specialized Travel (Professional Development Grants)~~

- 1462 A. Funding History
- 1463 1. The Professional Development Grant and its quasi-endowment were established in 2004 with
1464 \$220,000 from the UNM Provost's office.
- 1465 2. The GPSA Student Research Grant and its quasi-endowment were established in 1996 with
1466 \$14,000 in student fees and \$14,000 from the UNM Provost's office as requested by the
1467 GPSA.
- 1468 3. The quasi-endowments are held by a University foundation on behalf of GPSA. Each year
1469 the spending allowance from the endowments funds grant activity.
- 1470 ~~4.~~ Additional GPSA Student Research Grant and Professional Development Grant funding may
1471 be determined through the annual budget process and augmented by appropriations from
1472 Council.
- 1473 ~~4.5.~~ Additional funding may be distributed each year by the Student Fee Review Board through
1474 the Graduate Allocation Fund (GAF).
- 1475 B. Activities Funded
- 1476 1. The GPSA Student Research Grant funds the development and dissemination of research
1477 including travel for research-related purposes. GPSA Student Research Grant will also fund
1478 ~~any~~ travel or supply expenses incurred in the development or dissemination of original work.
- 1479 a. Acceptable GPSA Student Research Grant costs include:
- 1480 i. Software not available in UNM computer pods or to which the student does not
1481 have free access.
- 1482 ii. Airfare, registration, hotel, shuttle fees, taxi fares, presentation materials and per
1483 diem in accordance with UNM policy. Travel must be outside of Albuquerque.
1484 Current policy and mileage rates can be found in the University Business
1485 Policies and Procedures Manual, Policy 4030.

- 1486 iii. Supplies, consumables and printing costs necessary for development and
 1487 dissemination of research and not readily supplied by the applicant's
 1488 department.
- 1489 b. Unacceptable GPSA Student Research Grant costs include:
- 1490 i. Salaries, tuition or binding.
- 1491 ii. Organization fees or conference social functions.
- 1492 iii. Travel, room or board for any event whose purpose is not the development or
 1493 dissemination of student's research.
- 1494 2. The Professional Development Grant funds travel expenses that further the professional and
 1495 career development of students.
- 1496 a. Acceptable Professional Development Grant costs include:
- 1497 i. Travel costs to interviews, clinicals, workshops, job fairs, auditions, mock trials
 1498 and other career or professional events where the student is not presenting or
 1499 conducting research. Costs can include airfare, registration costs, hotel, shuttle
 1500 fees, taxi fares, ~~presentation materials~~ and per diem in accordance with UNM
 1501 policy. Travel must be outside of Albuquerque. Current policy and mileage rates
 1502 can be found in the University Business Policies and Procedures Manual, Policy
 1503 4030.
- 1504 b. Unacceptable Professional Development Grant costs include:
- 1505 i. Travel to present research.
- 1506 ii. Organization fees or conference social functions.
- 1507 iii. Any activity that could be funded by GPSA Student Research Grant.
- 1508 C. Amount of Funding
- 1509 1. GPSA Student Research Grants can fund up to \$500 per student per year.
- 1510 2. Professional Development Grants can fund up to \$500 per student per year.
- 1511 3. A year refers to the period between June 1 and May 31.
- 1512 4. See ~~{Bylaws IX, Section 1.E.8, IX, Section 1.E.8, Section 1.E.8}~~ for activity funding periods
 1513 and see ~~{Bylaws IX, Section 1.D.1, IX, Section 1.D.1, Section 1.D.1}~~ for application
 1514 submission deadlines.
- 1515 D. Grant Cycle Openings and Deadlines
- 1516 1. Grant cycles will open during the second week of the fall and spring semesters and the first
 1517 week of the summer semester.
- 1518 2. Grant cycles will close four weeks after the opening of the fall and spring cycles and three
 1519 weeks after the opening of the summer cycle. The deadline for submission of grant
 1520 applications will be 5 pm on these dates.
- 1521 ~~3. The deadline for submission of applications will be noon (12 p.m.) on the fifth (5th) Friday~~
 1522 ~~of the fall and spring semesters and noon (12 p.m.) of the second (2nd) Friday of the summer~~
 1523 ~~semester. No late applications will be accepted. In the event of unforeseen or extraordinary~~
 1524 ~~circumstances, the GPSA Student Research Grant /Professional Development Grant Grants~~
 1525 ~~Committee Chair may establish a new grant cycle opening date and/or application deadline.~~
 1526 Notice of any change to the deadline shall be posted in accordance with Public Notice
 1527 Requirements.
- 1528 ~~4. Awarded funds must be claimed within ninety-thirty (90/30) days of the award notification.~~
 1529 Otherwise funds will revert back to the committee to disseminate in the next funding cycle
 1530 [Bylaws ~~1, Section 1.A.1, IX, Section 1.N.1, Section 1.N.1~~].

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1531 ~~3.5~~ Appeals of award decisions must occur within fourteen (14) calendar days of the award
1532 notification [Bylaws ~~IX.Section 1.M.1~~~~IX.Section 1.M.1~~~~Section 1.M.1~~].

1533 E. Applicant Eligibility

- 1534 1. Only GPSA members may receive grant funding.
1535 2. Grants Chairs ~~and~~, committee members ~~and grant readers~~ are ineligible to apply for any
1536 grants. ~~However, an GPSA Student Research Grant reader may apply for a Professional~~
1537 ~~Development Grant and vice versa.~~
1538 3. Grants Committee members must notify Grants Chairs ~~when before~~ they apply for a grant.
1539 4. ~~Applicants are ineligible to apply for the same grants types of which they are reading as~~
1540 ~~Grant Readers. A GPSA Student Research Grant reader may apply for a Professional~~
1541 ~~Development Grant and vice versa.~~
1542 5. An applicant may submit only one application per semester for each type of grant.
1543 6. Each application may be made for one allowable event or activity.
1544 7. An applicant is only eligible for the remaining amount of funding for GPSA Student
1545 Research Grant or Professional Development Grant if the applicant has not yet been awarded
1546 the full amount in section [Bylaws ~~IX.Section 1.CIX~~~~Section 1.CI~~~~Section 1.C~~], of GPSA
1547 Student Research Grant or Professional Development Grant funding per year. Per year means
1548 per summer-fall-spring funding cycle.
1549 8. The event or activity for which funds are sought must occur within the next, current or
1550 previous funding period.
1551 a. The fall funding period is from August 15 to December 31.
1552 b. The spring funding period is from January 1 to May 31.
1553 c. The summer funding period is from June 1 to August 14.

1554 F. Application Requirements

- 1555 1. Applications must be submitted before the deadline, according to the deadlines in section
1556 [Bylaws ~~IX.Section 1.DIX~~~~Section 1.DI~~~~Section 1.D~~].
1557 2. Applications must be for activities taking place in the current, previous or next funding
1558 period, according to section [Bylaws ~~IX.Section 1.E.8IX~~~~Section 1.E.8I~~~~Section 1.E.8~~].
1559 3. Submission must occur through the online application system. The Grants Chair(s) must
1560 accommodate students with circumstances that prevent or prohibit their use of the online
1561 system. If a method of accommodation for circumstances not concerning disabilities cannot
1562 be agreed upon by the applicant and the chair, the applicant can appeal [Bylaws ~~IX.Section~~
1563 ~~1.MIX~~~~Section 1.MI~~~~Section 1.M~~]. Students with disabilities will be accommodated through
1564 recommendations by the Accessibility Resource Center.
1565 4. Applications must be the original words of ~~the one~~ student and not the words of any other
1566 person. Co-authorship is prohibited. If an applicant uses another person's words then they
1567 must be in quotation marks. Unquoted words in a proposal are expected to be the applicant's
1568 own, original writing.
1569 5. A complete GPSA Student Research Grant /Professional Development Grant application
1570 includes:
1571 a. The completed ~~HTML~~ fields of the online GPSA Student Research Grant-/Professional
1572 Development Grant application
1573 b. An activity proposal submitted through the online system and not to exceed seven
1574 hundred (700) words-
1575 c. An line-item activity budget submitted through the online system-

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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 Committee~~ Chair, applications may not be read if the requirements outlined in [Bylaws IX.Section 1.F.5] are not met. The applicant may ~~always~~ appeal this action [Bylaws IX.Section 1.M.1].
- 8-9. Applicants may submit application materials in Spanish. Applicants must contact the Grants Chair before submitting an application to allow for proper accommodation. Upon request, the Grants Chair may also provide additional materials written in Spanish to applicants. Grants submitted in Spanish will be read and scored by three eligible Spanish readers [See Bylaws 38IX.Section 1.H.6].

Commented [F1]: I added this back after rethinking about it. This may be a good thing to leave in, and act as a placeholder for actual letters of recommendation.

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 current GPSA members. ~~[Bylaws Membership II. Section 1.]~~
- 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. The stipend amount shall be determined by the Grants Chair according to the yearly budget.
- 4. Readers must attend a training session once in each June 1 to May 31 ~~cycle~~ academic year 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 and GPSA website.
- 5-6. If Spanish grants are received during a grants cycle [See Bylaws IX.Section 1.F.9], the Grants Chair will make accommodations to find qualified Spanish readers. These readers will read both Spanish and English grants, and will receive the normal stipend amount.

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.

- 1620 3. Applicants and readers will self-identify within one (1) of four (4) perspectives. Applications
 1621 will be read by at least one reader inside their perspective and at least one (1) reader outside
 1622 of their perspective. The perspectives are:
- 1623 a. Fine Arts & Design (FAD) – Applies to any visual arts, performing arts, and other
 1624 forms of creative production, including some work in architecture and planning.
 - 1625 b. Humanities (HUM) – Applies to any studies of human culture, including but not
 1626 limited to work in ethnology, history, literature, languages, philosophy, or religion.
 1627 Often uses methods described as critical and/or interpretive.
 - 1628 c. Science, Technology, Engineering, & Mathematics (STEM) – Applies to any work
 1629 grounded in mathematics and/or the physical sciences, including computer science and
 1630 medicine.
 - 1631 d. Social & Behavioral Studies (SBS) – Applies to any studies of human nature and
 1632 societal structures, including but not limited to work in area studies, communication,
 1633 education, law, management, public policy, psychology, and sociology. Often overlaps
 1634 with humanities and/or STEM.
 - 1635 e. These categories are meant to be inclusive and flexible, not to set definitive boundaries
 1636 between areas of study. An applicant’s work may fit into multiple categories.
 1637 Applicants should select the perspective from which they want to be guaranteed at least
 1638 one (1) reader. The following examples are not meant to be exhaustive:
- 1639 i. Work in law, cultural anthropology, or critical theory may fit into SBS or HUM.
 - 1640 ii. Architecture projects may fit into FA or STEM.
 - 1641 iii. Work in public health, geography, or evolutionary anthropology may fit into
 1642 STEM or SBS.
 - 1643 iv. Dramatic writing may fit into HUM or FAD.
- 1644 4. ~~Changes to scoring criteria beyond those required in the Bylaws must be approved by a two-~~
 1645 ~~thirds (2/3) vote of the Grants Committee.~~ Applications shall be scored according to the
 1646 criteria online which are posted one month prior to the application deadlines. Changes to
 1647 scoring criteria beyond those required in the Bylaws must be approved by a two-thirds (2/3)
 1648 vote of the Grants Committee.
- 1649 5. The scoring criteria categories and minimum weighting for GPSA Student Research Grant
 1650 /Professional Development Grant must include:
- 1651 a. Background: twenty-five (25) points
 - 1652 i. Applicant’s academic/professional interests and stage in degree program are
 1653 clearly stated. (0-10 points)
 - 1654 ii. Activity is described in detail: What exactly will the applicant do, where and
 1655 when is it happening, and why is it significant for the applicant’s interests? (0-10
 1656 points)
 - 1657 iii. Activity is put into context of the applicant’s academic/professional field at
 1658 large. (0-5 points)
 - 1659 b. Benefits: thirty (30) points
 - 1660 i. Proposed activity’s benefits to applicant are clearly stated and linked to
 1661 academic/professional development. (0-15 points)
 - 1662 ii. Benefits of applicant’s work to academic/professional community are clearly
 1663 stated. (0-15 points)
 - 1664 c. Composition: fifteen (15) points

- 1665 i. Proposal flows logically. Writing style is direct and action-oriented. (0-5)
- 1666 points]
- 1667 ii. Proposal is suitable for a general academic audience. Technical terms are
- 1668 defined. (0-5 points)
- 1669 iii. Proposal shows evidence of proofreading, with few errors in grammar or usage.
- 1670 (0-5 points)
- 1671 d. Budget: thirty (30) points
- 1672 i. Applicant pursued other sources of funding within the university or academic
- 1673 community (e.g. department, Office of Graduate Studies, Career Services), or
- 1674 from outside organizations relevant to the applicant's research. (0 OR 10 points)
- 1675 ii. Items to be funded by SRG/PDG, applicant, or other sources are indicated as
- 1676 such. (0 OR 5 points)
- 1677 iii. Budget appears well-researched and complete for scope of project (names of
- 1678 facilities, dates, itineraries, etc.), listing all spending related to activity. Choices
- 1679 appear to be economical and/or are explained. (0-15 points)
- 1680 6. Raw scores of the readers will be normalized by multiplying by the average of all reader
- 1681 scores and dividing by the average of the individual reader's scores. Normalized scores
- 1682 higher than the maximum available points on the scoresheet (eg, 100/100) will be reduced to
- 1683 the total maximum points available on the scoresheet.
- 1684 7. When the difference between the high and low normalized scores for an application exceeds
- 1685 twenty-five points- of the total possible score (100 points), two (2) additional readers will
- 1686 evaluate the proposal. From these five (5) normalized scores, the highest and lowest will be
- 1687 dropped, and the three (3) remaining scores will be accepted regardless of the spread between
- 1688 them.
- 1689 J. Application Funding Procedure
- 1690 1. Funds shall be allocated in percentages according to the semester totals from the averages of
- 1691 the previous year. For example, if there were two hundred fifty (250) Professional
- 1692 Development Grant applications in the previous year, with fifty (50) applications for the
- 1693 summer and one hundred (100) each for the fall and spring, then funds should be allocated as
- 1694 twenty percent (20%), forty percent (40%), and forty percent (40%) respectively of the
- 1695 anticipated grants money. Furthermore, the Grants Chair(s) shall set aside monies from the
- 1696 semester funds to be able to afford accepting one (1) appeal in the summer or two (2) appeals
- 1697 in each the fall and spring. If appeals are not granted, this money will roll over into the next
- 1698 funding cycle.
- 1699 a. Remaining funds shall remain in the endowment.
- 1700 2. For Student Research Grant/Professional Development Grant, from the total amount of
- 1701 money for the funding cycle outlined in [Bylaws IX.Section 1.J.1 IX.Section 1.J.1 Section
- 1702 1.J.1], the committee shall award one hundred percent (100%) of the requested funds
- 1703 according to the rank ordering of normalized [Bylaws IX.Section 1.I.6 IX.Section
- 1704 1.I.6 Section 1.I.6] scores until all money has been exhausted, excepting money withheld to
- 1705 fund two appeals for each category, as provided in section [Bylaws IX.Section
- 1706 1.J.1 IX.Section 1.J.1 Section 1.J.1] Alternatively, additional money may be sought from
- 1707 Council by the Grants Chair(s).
- 1708 3. Funds not claimed within the ninety-thirty (90/30) day limit [Bylaws IX.Section
- 1709 1.D.4 IX.Section 1.D.4 Section 1.D.2] revert to the grant accounts unless the original
- 1710 allocation for an activity was made specifically for a time period which extends beyond the

1711 ~~ninety-thirty~~ (390) day limit or unless the recipient requests and is granted an extension in
1712 writing.

1713 K. Records

- 1714 1. The committee shall keep records of:
- 1715 a. all applications.
 - 1716 b. scores and score comment sheets.
 - 1717 c. a database of cover sheet information (such as name, email, department and requested
1718 amount) and score results.
 - 1719 d. a separate record of who was awarded at what amount and when it was awarded.
- 1720 2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s)
1721 and kept for a minimum of five years.
- 1722 3. All applicants will have access to their files and scores but not to the applications of others,
1723 in accordance with applicable state and federal law.

1724 L. Reports

- 1725 1. The committee shall compose a report for each funding cycle.
- 1726 a. The report shall contain the total amount of GPSA Student Research Grant and
1727 Professional Development Grant allocations.
 - 1728 b. The report shall contain a breakdown of awards and applications by college, school, or
1729 department.
 - 1730 c. The report shall provide details of the total allocation and the balance.
 - 1731 d. The report shall also include all appeals, decisions, and results.

1732 M. Appeals

- 1733 1. To appeal any decision made by the Grants Chair(s) or committee, a written request must be
1734 received by the GPSA Student Research Grant /Professional Development Grant committee
1735 within fourteen (14) calendar days from the date of the award notification.
- 1736 2. The appeal must stipulate on what grounds the appeal is based.
- 1737 3. No late applications will be accepted. Therefore, an appeal on those grounds will not be
1738 heard.
- 1739 4. An applicant making an appeal may request written, detailed extrapolation of reader(s)
1740 scoring and comments before the appeal. ~~If reader(s) are willing, they may offer the
1741 opportunity. If a reader is unwilling or unable to meet with the applicant, the reader will need
1742 to provide a written response to an applicant's reasons for appeal.~~
- 1743 5. The Student Research Grant/Professional Development Grant committee will review the
1744 request for an appeal within two (2) weeks of its receipt. All appeal hearings must have three
1745 (3) voting members who, ideally, have been grant readers in good standing with the Grants
1746 committee. Voting members cannot include the Grant chair or anyone who has advised
1747 and/or met with the appellant. Applicants are entitled to attend and speak at their appeal
1748 review. Application readers are encouraged to attend the hearing to present their rationale
1749 and scoring process. If reader(s) cannot attend, they must provide a written response to the
1750 applicant's reasons for appeal. The review may be delayed beyond the two (2) week deadline
1751 if the applicant cannot attend.
- 1752 6. If the committee votes that the appeal is valid, the committee shall decide a course of action
1753 to resolve the appeal. A standard re-read is the default action, unless the majority of the
1754 committee decides another course of action. If the reasons for the appeal are found to be
1755 invalid, no change in funding or scoring will be granted.

- 1756 7. Any applicant dissatisfied with the results of an appeal to the GPSA Student Research
 1757 Grant/Professional Development Grant committee may file a final appeal to the GPSA
 1758 Council within two (2) weeks of receiving the GPSA Student Research Grant /Professional
 1759 Development Grant committee decision. The decision of the GPSA Council will be
 1760 considered final. No further appeal will be granted.
 1761 8. The Grants Committee will maintain ~~an~~ appeal guidelines on the GPSA website.

1762 N. Claiming Awards

1763 ~~1. Grants monies will be distributed on a direct grant basis.~~

1764 N. ~~Monies will be direct deposited into the awardee's bursar account.~~ Claiming Awards, Budget
 1765 Revisions and Funding Extensions

1766 1. To claim a grant, a recipient must return the following items to the GPSA Office thirty (30)
 1767 days following award notification [Bylaws D.4IX.Section 2.D.4]:

1768 a. An award acceptance form, provided online.

1769 b. Original budget and receipts of expenditures.

1770 2. Significant revisions to an applicant's budget must be approved by the Grants Committee
 1771 Chair. Submission of the revised budget, a memo explaining the need for the revision and all
 1772 the material in Bylaws IX.Section 2.N.1 is necessary. The committee shall make a decision
 1773 within fourteen (14) calendar days of receiving the revision request.

1774 3. Funding period extensions beyond the funding year may be requested in writing and granted
 1775 at the committee's discretion within fourteen (14) calendar days of receiving the request.

1776 ~~2-4. Grants monies will be distributed on a direct grant basis.~~

1777 ~~3-5. Monies will be direct deposited into the awardee's bursar account.~~

1778 ~~4.—~~

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1779 Section 2. ~~Graduate Research Development (New Mexico Research) Fund~~ Grant

1780 A. Funding History

- 1781 1. The New Mexico Research quasi-endowment began with funding allocated to the GPSA by
 1782 the New Mexico State Legislature in 2000. New Mexico Research grants assist with larger
 1783 projects that require substantial funding and are aimed at encouraging UNM students to work
 1784 on research with state agencies or in areas that directly benefit the state of New Mexico.
 1785 2. The quasi-endowment is held by a University foundation on behalf of GPSA. Each year a
 1786 small spending allowance from the endowment, along with substantial contributions from
 1787 New Mexico State Legislature allocations, funds grants activity.

1788 B. Activities Funded

- 1789 1. The New Mexico Research Grant funds the development of research, including travel for
 1790 research related purposes.
 1791 2. Acceptable New Mexico Research Grant costs include:
 1792 a. Permanent equipment not available from the applicant(s)' UNM department, or not
 1793 otherwise available for use by the applicant(s).
 1794 b. Computer software not available at the UNM computer pods or at the applicant(s)'
 1795 UNM department, or not otherwise available for use by the applicant(s).
 1796 c. Room, board, and travel expenses to and from research facilities or field sites outside
 1797 of Albuquerque.
 1798 d. Supplies and consumables necessary for the research project and not readily supplied
 1799 by the applicant(s)' UNM department or not otherwise available for use by the
 1800 applicant(s).

- 1801 e. Transcription expenses.
- 1802 f. Research projects commenced within the fiscal year, July 1 through June 30.
- 1803 3. Unacceptable New Mexico Research Grant costs include:
- 1804 a. Salaries or stipends, ~~except for the New Mexico Research Chair, Vice Chair and~~
- 1805 ~~Committee Members.~~
- 1806 b. Travel expenses or other fees associated with a conference.
- 1807 c. Travel, room and board expenses for workshops, schools, clinicals or other travel that
- 1808 does not directly aid in the creation of student research
- 1809 d. The purchase of personal computers, including tablets and laptops.
- 1810 e. Tuition and supplies/books for classes.
- 1811 f. Professional membership fees ~~Any publication or~~ and subscription costs.
- 1812 g. Any research project that involves, or may involve, excessive or unreasonable harm to
- 1813 humans or animals. [See ~~Bylaws IX, Section 2.F.6~~ IX, Section 2.F.6 ~~IX, Section 2.F.6~~].
- 1814 C. Amount of Funding
- 1815 1. High Priority Research Project Grants will be awarded a maximum of five thousand dollars
- 1816 (\$5,000) for each research project.
- 1817 2. General Research Project Grants will be awarded a maximum of three thousand dollars
- 1818 (\$3,000) for each research project.
- 1819 3. The maximum amounts are for individual research projects regardless of the number of
- 1820 graduate or professional students working on the project.
- 1821 4. The total amount awarded shall not exceed the total amount requested in the application.
- 1822 5. The maximum amount awarded to an individual, based on the total of the applications to
- 1823 which they are signatory, is five thousand dollars (\$5,000) per year (July 1 to June 30).
- 1824 6. No individual can receive New Mexico Research Grant funding more than three times.
- 1825 D. Deadlines
- 1826 1. All applications for New Mexico Research Grants ~~must~~ be received by the GPSA by a date
- 1827 and time to be announced by the ~~New Mexico Research Grants Committee~~ Chair no later than
- 1828 the regularly scheduled October Council Meeting. In the event of unforeseen or extraordinary
- 1829 circumstances, the ~~New Mexico Research Grants~~ Chair may establish a new application
- 1830 deadline. Notice of any change to the deadline shall be posted in accordance with The Public
- 1831 Notice Requirements.
- 1832 2. Late applications will not be considered for funding.
- 1833 3. Awarded funds must be claimed ~~by the June 30~~ thirty (30) days following award notification.
- 1834 Otherwise funds will revert back to the committee to disseminate in the next funding cycle.
- 1835 See [Bylaws ~~IX, Section 2.N.1~~ IX, Section 2.N.1 ~~IX, Section 2.N.1~~].
- 1836 4. Appeals of award decisions must occur within fourteen (14) calendar days of the award
- 1837 notification. See [Bylaws ~~IX, Section 2.MX~~ IX, Section 2.MI ~~IX, Section 2.M~~].
- 1838 E. Applicant Eligibility
- 1839 1. A member of GPSA enrolled, at the time of application and through the completion date of
- 1840 the research project, at the University of New Mexico.
- 1841 2. A GPSA member ~~of GPSA~~ not serving on the GPSA Court of Review, as ~~New Mexico~~
- 1842 ~~Research Grants~~ Chair, ~~Grants committee member, or,~~ as a New Mexico Research reader,~~,~~
- 1843 ~~or as the Grants Committee Chair.~~
- 1844 3. FOR HIGH PRIORITY RESEARCH PROJECT GRANTS ONLY: Members of GPSA
- 1845 collaborating with a New Mexico state agency, non-profit, or non-governmental organization

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1846 that directly benefits and is based in the state of New Mexico. Cannot include University of
1847 New Mexico and its branches.

- 1848 4. The research activity for which funds are sought must occur between July 1 and June 30 for
1849 the current funding cycle, unless a funding extension is sought [See funding extensions
1850 IX.Section 2.N.3-].

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1851 F. Application Requirements

- 1852 1. Applications must be submitted before the deadline, according to the deadlines in section
1853 [Bylaws ~~IX.Section 2.D~~~~IX.Section 2.DI~~~~Section 2.D~~].
- 1854 2. Applications must be for activities taking place in the current funding period according to
1855 section [Bylaws ~~IX.Section 2.E.4~~~~IX.Section 2.E.4I~~~~Section 2.E.4~~].
- 1856 3. Submission must occur through the online application system. The Grants Chair(s) must
1857 accommodate students with circumstances that prevent or prohibit their use of the online
1858 system. Students with disabilities will be accommodated through recommendations by the
1859 Accessibility Resource Center. If a method of accommodation, for circumstances not
1860 concerning disabilities, cannot be agreed upon by the applicant and the chair, the applicant
1861 can appeal-; see [Bylaws ~~IX.Section 2.M~~~~IX.Section 2.MI~~~~Section 2.M~~].
- 1862 4. Applications must be the original words of ~~the one~~ student and not the words of any other
1863 person. Co-authorship is prohibited. If an applicant uses another person's words then they
1864 must be in quotation marks. Unquoted words in a proposal are expected to be the applicant's
1865 own, original writing.
- 1866 5. ~~A~~ applicant(s) may apply for either a High Priority Research Project Grant or a General
1867 Research Project Grant, but may not apply for both for a single project.
- 1868 6. For activities involving humans, animals, or hazardous materials:
- 1869 a. All research projects that involve human or animal subjects or participants must, prior
1870 to the distribution of funding, be reviewed and approved by the Human Research
1871 Review Committee (HRRC), an Institutional Review Board (IRB), the Institutional
1872 Animal Care and Use Committee (IACUC), or by another entity empowered by the
1873 University of New Mexico for such purposes.
- 1874 b. All research projects that involve the use of biohazardous materials or chemicals must
1875 be reviewed and approved, prior to the distribution of funding, by the Biosafety
1876 Committee or by another entity empowered by the University of New Mexico for such
1877 purposes.
- 1878 c. Approval of a research project by any of the entities described in subsections a or b
1879 above shall not be determinative of whether or not a research project involves
1880 excessive or unreasonable harm to humans or animals.
- 1881 7. Proposal
- 1882 a. Each application must include a proposal identifying the following areas:
- 1883 i. Description of the research project with date and location of activity.
- 1884 ii. Activity is introduced, given adequate background and put into the context of
1885 the field.
- 1886 iii. Student's academic interests are explained.
- 1887 iv. Relationship of specific activity to degree, academic study, career, scholarship,
1888 etc. is explained.
- 1889 v. Benefits of the project are linked to the University of New Mexico, academia,
1890 field, and/or society.-

- 1891 vi. FOR HIGH PRIORITY GRANTS ONLY: Description of the collaboration with
 1892 a New Mexico state agency, non-profit, non-governmental organization, or
 1893 communities that directly benefit and is based in the state of New Mexico.
- 1894 b. All proposals shall be written in language easily understandable by graduate or
 1895 professional students in any college or school. All technical terms shall be defined and
 1896 explained.
- 1897 c. FOR GENERAL GRANTS ONLY: The maximum word count for each proposal shall
 1898 be seven hundred (700) words.
- 1899 d. FOR HIGH PRIORITY GRANTS ONLY: The maximum word count for each
 1900 proposal shall be one thousand, one hundred (1100) words.
- 1901 8. Letter(s) of Support
- 1902 a. All applications must include one (1) letter of support from a faculty member familiar
 1903 with the applicant's research project.
- 1904 b. HIGH PRIORITY GRANTS ONLY: Each application for High Priority Grants must
 1905 also submit one (1) letter of support from a member in the collaborating New Mexico
 1906 state agency, non-profit, or non-governmental organization based in and directly
 1907 benefitting the state of New Mexico.
- 1908 9. Itemized Budget
- 1909 a. Each application for funding must include a reasonable itemized budget for the
 1910 research project that includes the following:
- 1911 i. Total budget for the research project.
- 1912 ii. Line items that will be funded with New Mexico Research Grant money must be
 1913 clearly indicated.
- 1914 iii. All sources of funding for the research project, including all amounts requested,
 1915 but not yet awarded, from any other funding source must be listed for each line
 1916 item.
- 1917 iv. Detailed information on all equipment, travel costs, supplies and consumables;
 1918 including airlines, make and model numbers, hotel and motel names, rates, sizes
 1919 and weights, etc.
- 1920 b. Any proposed expenditures may be explained in text accompanying the itemized
 1921 budget.
- 1922 c. Itemized budgets indicating New Mexico Research Grant funded items that are
 1923 unacceptable New Mexico Research Grant costs shall be reduced by the amount
 1924 indicated on the itemized budget.
- 1925 d. The Grants Chair, at that person's discretion, may request of the principal applicant the
 1926 submission of a new itemized budget for review. The applicant will be given five (5)
 1927 academic days following notification to submit the new itemized budget to the GPSA
 1928 Office. Failure by the principal applicant to turn in a new itemized budget will be
 1929 grounds to disqualify the application from review.
- 1930 10. No materials besides the online application itself and those listed in Grants Code {Bylaws
 1931 [IX.Section 2.F.7][X.Section 2.F.7].Section 2.F.7-9]- shall be accepted.
- 1932 11. Applications must adhere to the online instructions.
- 1933 12. At the discretion of the New Mexico Research Grants Chair, applications may be disqualified
 1934 if the requirements outlined in [Bylaws IX.Section 2.F][X.Section 2.F][Section 2.F] are not
 1935 met. The applicant may always appeal this decision [Bylaws IX.Section 2.M][X.Section
 1936 2.M][Section 2.M].

1937 G. Applicant Workshops and Outreach

- 1938 1. The Grants Committee must conduct at least two (2) applicant workshops for each funding
1939 cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
1940 2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website.
1941 The committee may post updates to this curriculum.
1942 3. The Grants Committee will make a good faith attempt to contact departments without a
1943 single successful applicant from the previous year to advertise the grants and offer
1944 departmental workshops. These outreach efforts and results will be included in the April
1945 report to Council.
1946 4. The Grants Committee will advertise the available grants at least twenty one (21) calendar
1947 days before the deadlines on the GPSA website and electronic mailing list. Other
1948 advertisement is encouraged.

1949 H. Application Readers

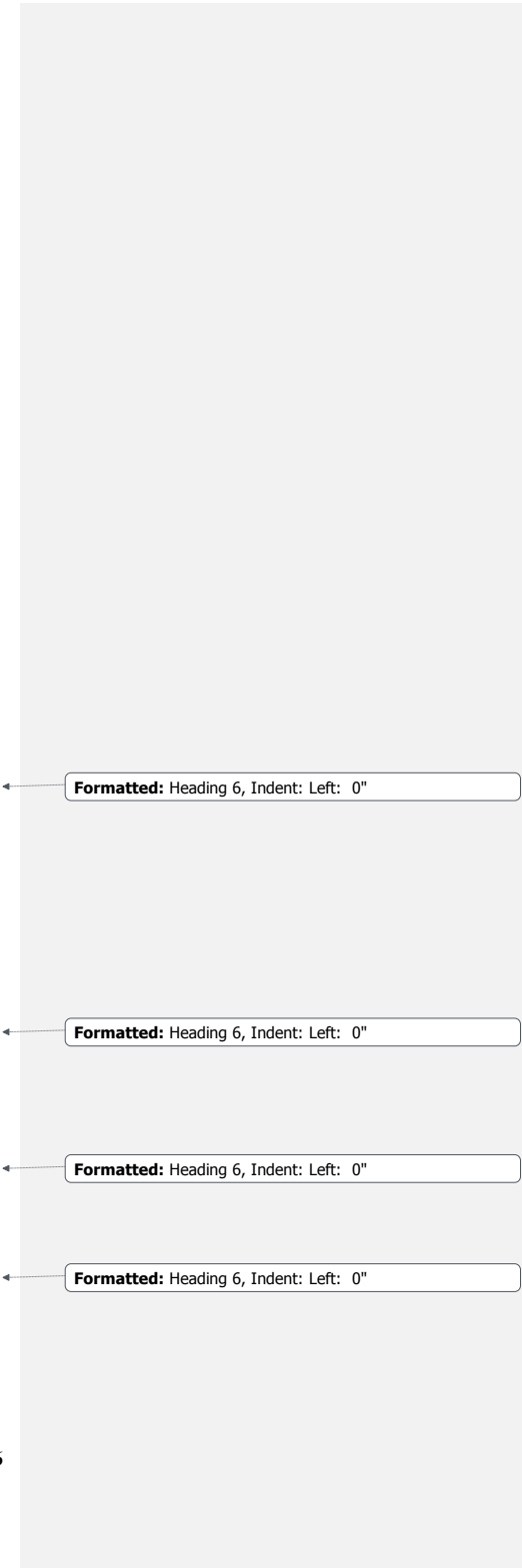
- 1950 1. Readers of grants must be GPSA members.
1951 2. Readers cannot read for any grant for which they have also applied in the same semester.
1952 3. Readers will be compensated for their work with a stipend.
1953 4. Readers must attend a training session once in each cycle before reading applications. The
1954 Grants Chair(s) may require re-training at their discretion. The Grants Chair(s) shall follow
1955 training curriculum guidelines on the GPSA website. The committee may make updates to
1956 this curriculum.
1957 5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic
1958 mailing list.

1959 I. Application Scoring

- 1960 1. ~~An~~ Each application will be read and scored by at least three (3) readers.
1961 2. Applications will be read by readers from a different department than the applicant.
1962 3. Applicants and readers will self-identify within one (1) of four (4) perspectives. Applications
1963 will be read by at least one reader inside their perspective and at least one (1) reader outside
1964 of their perspective. The perspectives are:
1965 a. Fine Arts & Design (FAD) – Applies to any visual arts, performing arts, and other
1966 forms of creative production, including some work in architecture and planning.
1967 b. Humanities (HUM) – Applies to any studies of human culture, including but not
1968 limited to work in ethnology, history, literature, languages, philosophy, or religion.
1969 Often uses methods described as critical and/or interpretive.
1970 c. Science, Technology, Engineering, & Mathematics (STEM) – Applies to any work
1971 grounded in mathematics and/or the physical sciences, including computer science and
1972 medicine.
1973 d. Social & Behavioral Studies (SBS) – Applies to any studies of human nature and
1974 societal structures, including but not limited to work in area studies, communication,
1975 education, law, management, public policy, psychology, and sociology. Often overlaps
1976 with humanities and/or STEM.
1977 e. These categories are meant to be inclusive and flexible, not to set definitive boundaries
1978 between areas of study. An applicant’s work may fit into multiple categories.
1979 Applicants should select the perspective from which they want to be guaranteed at least
1980 one (1) reader. The following examples are not meant to be exhaustive:
1981 i. Work in law, cultural anthropology, or critical theory may fit into SBS or HUM.
1982 ii. Architecture projects may fit into FA or STEM.

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- iii. Work in public health, geography, or evolutionary anthropology may fit into STEM or SBS.
- iv. Dramatic writing may fit into HUM or FAD.
- 3. ~~Applicants and readers will self-identify within one (1) of five (5) disciplines. Applications will be read by at least one (1) reader inside their perspective and at least one (1) reader outside of their perspective. The perspectives are:
 - a. ~~Quantitative—Methodologically and/or theoretically based in measurable, numerical, and/or empirical information, data, and/or phenomena.~~
 - b. ~~Qualitative—Methodologically and/or theoretically based in describing and investigating phenomena via various methods. It is context specific and fundamentally interpretive.~~
 - c. ~~Critical—Theoretically based in interrogating and contesting power dynamics. It is often invested in researching and accounting for histories and enduring practices of oppression and resistance.~~
 - d. ~~Creative—Engages in performative and/or artistic processes and/or products.~~
 - e. ~~Applied—Implies the acquisition and/or development of professional or vocational skills.~~~~
- 4. 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 Grant scoring must include:
 - a. Background: twenty-five (25) points
 - i. Research is described in detail: What exactly the applicant will do, where and when it is happening, and why it is necessary for the applicant’s interests? (0–10)
 - ii. Applicant’s academic/professional interests and stage in degree program are clearly stated and explicitly linked to the student’s current and future goals. (0–5)
 - iii. Research is put into context of the applicant’s academic/professional field at large. (0–10)
 - b. Benefits: twenty-five (25) points
 - i. Benefits of research to applicant are clearly stated and linked to academic/professional development (0–10)
 - ii. Benefits to the University of New Mexico, academic/professional community, and society are clearly stated. (0–15)
 - c. Composition: ten (10) points
 - i. Writing style is direct, explicit, clear and free of grammatical errors. (0–5)
 - ii. Proposal is suitable for a general academic audience and technical terms are defined. (0–5)
 - d. Budget: thirty (30) points
 - i. Applicant pursued other legitimate sources of funding. (0 OR 5)
 - ii. Sources of funding are shown for each line item in the budget. (0 OR 5)
 - iii. Budget is well researched and complete for the scope of the project (names of facilities, dates, itineraries, etc.) listing all spending related to activity. (0–15)



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- iv. Budget choices appear to be economical, and all high cost items are explained. (0-5)
- e. Letters of Recommendation: ten (10) points
 - i. Letter indicates faculty support of the project and support for the student's research endeavors. (0-10)
- f. FOR HIGH PRIORITY APPLICATIONS ONLY:
 - i. Letter from New Mexico agency articulates the collaboration between the applicant and the state agency; state agency representative indicates support of the project. (0-10)
 - ii. Benefits to specific New Mexican communities are explained. (0-10)
 - 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: FOR HIGH PRIORITY APPLICATIONS ONLY: Letter articulating the role and responsibility within the collaboration between applicant and New Mexico state agency, New Mexico non-profit, New Mexico non-governmental agency, or New Mexico community. Five (5) points.
- 6. FOR HIGH PRIORITY APPLICATIONS ONLY: Letter indicating support for the applicant and project from New Mexico state agency, New Mexico non-profit, New Mexico non-governmental agency, or New Mexico community representative. Five (5) points. The scoring criteria above shall be the only criteria considered in scoring New Mexico Research Grant applications.

7.6. Raw scores of the readers will be normalized by multiplying by the average of all reader scores and dividing by the average of the individual reader's scores.

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

J. Funding Procedures
1. New Mexico Research Total Budget

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

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2. Funding Applications

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

K. Records

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

L. Reports

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

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

M. Appeals

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

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N. Claiming Awards, Budget Revisions and Funding Extensions

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

X. Elections Code

Section 1. Referenda

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

2162 Section 2. Candidate and Voter Eligibility

- 2163 A. An eligible candidate for the office of President or Council Chair shall be a GPSA member.
2164 1. Candidates file for an election by turning in completed Candidacy Forms to the GPSA Office
2165 by 5:00 p.m. on the Wednesday of the third (3rd) academic week prior to the election.
2166 a. Candidacy Forms shall entail an autobiography, an eligibility form, an application for
2167 candidacy, and a campaign contributions statement.
2168 b. Candidacy Forms shall be forwarded immediately to the Student Activities Center for
2169 certification. A list of certified candidates will be posted in accordance with the Public
2170 Notice Requirements.
2171 c. The Elections Committee shall determine eligibility and announce candidates by 5:00
2172 p.m. the academic day following the application deadline. Candidates shall be
2173 considered valid if the proper forms were completed and all eligibility requirements
2174 were met.
2175 2. A candidate is ineligible to run for President or Council Chair if winning the election would
2176 result in holding both offices for any period of time.
2177 3. To be eligible to take office as President or Council Chair, a candidate must have met the
2178 Graduate Studies office's requirements for Graduate Assistantship eligibility for at least two
2179 consecutive semesters, including the semester of the election. Where the GPA requirement
2180 should reflect academic good standing for the respective department.
2181 B. An eligible voter for an election must be a GPSA member. Voters may cast only one vote per
2182 item in a given election.
2183 1. The Elections Committee shall arrange for a list of GPSA member NetIDs to be obtained
2184 from the Registrar's Office and delivered to Information Technologies (IT).

2185 Section 3. Notice of Elections

- 2186 A. Notice of all elections entails at least one (1) advertisement in the Daily Lobo, no later than
2187 fifteen (15) academic days prior to the election for candidates and no later than five (5) academic
2188 days prior to the election for ballot items sent to the GPSA electronic mailing list.
2189 B. The Elections Committee will use a UNM email account and set up an elections electronic
2190 mailing list through IT during the first (1st) week of September and of February.
2191 C. The Elections Committee shall issue a "Call for Candidates and Ballot Items" no fewer than five
2192 (5) academic weeks prior to the general election. The Call for Candidates and Ballot Items shall
2193 include a list of elected offices in GPSA and procedures for submitting items to the ballot via
2194 Council or referendum. This notice shall be posted according to the Public Notice Requirements
2195 along with an advertisement posted in the Daily Lobo.
2196 1. The written notice shall also include any steps necessary for a student to vote.
2197 2. This notice must be one quarter (1/4) of a page advertisement appearing for three (3)
2198 consecutive issues of the Daily Lobo. Once published, this information may not be changed
2199 or altered except to correct any errors in printing.
2200 3. Any correction of printing errors shall be printed in three (3) consecutive issues of the Daily
2201 Lobo.
2202 D. The Elections Committee shall promote any General or Special Election with at least one (1)
2203 full-page advertisement in the Daily Lobo, ~~or with an alternative but equivalent method during~~
2204 ~~on last regularly scheduled academic day prior to the election, or with an alternative but~~
2205 ~~equivalent method on~~ the last regularly scheduled week before the election.

- 2206 1. This advertisement shall carry personal, professional, and/or platform information for
2207 candidates, information regarding amendments, and any other items to be voted upon in the
2208 election.
- 2209 2. The full text of Constitutional Amendments shall be included. If the text is larger than one
2210 quarter (1/4) page, a summary shall be included as well as notice of how to obtain complete
2211 text.
- 2212 3. The advertisement shall include the method and hours of electronic voting.
- 2213 4. Special Elections may have a half (1/2) page advertisement.
- 2214 E. Notice of candidate forums shall be advertised in the Daily Lobo at least two (2) academic days
2215 prior to the beginning of at least the first (1st) forum. This advertisement shall indicate the
2216 names of the candidates and the location and time of the forum.
- 2217 1. The format of candidate forums will be determined by the Elections Committee and
2218 distributed to the candidates one (1) academic day prior to the forum(s).
- 2219 F. Notice of a Recall Election must occur within five (5) academic days of notice to the Elections
2220 Committee from Council.
- 2221 1. The written notice shall also include any steps necessary for a student to vote.
- 2222 2. This notice will be a quarter (1/4) page advertisement appearing for three (3) consecutive
2223 issues of the Daily Lobo. Once published, this information may not be changed or altered
2224 except to correct any errors in printing.
- 2225 3. Any correction of printing errors shall be printed in three (3) consecutive issues of the Daily
2226 Lobo.
- 2227 G. Notice of a Special Election for Presidential Replacement shall be given within three (3)
2228 academic days of a recall election in which a President has been removed.
- 2229 1. Notice shall include instructions for running for President, the application deadline, and any
2230 steps necessary for a student to vote.
- 2231 2. This notice will be one quarter (1/4) of a page advertisement appearing for three (3)
2232 consecutive issues of the Daily Lobo. Once published, this information may not be changed
2233 or altered except to correct any errors in printing.
- 2234 3. Any correction of printing errors shall be printed in three (3) consecutive issues of the Daily
2235 Lobo.
- 2236 H. Notice of a Special Election by Referendum shall be given within ten (10) academic days after
2237 the Elections Committee has verified a petition.
- 2238 1. Notice shall include any steps necessary for a student to vote.
- 2239 2. This notice will be one quarter (1/4) of a page advertisement appearing for three (3)
2240 consecutive issues of the Daily Lobo. Once published, this information may not be changed
2241 or altered except to correct any errors in printing.
- 2242 3. Any correction of printing errors shall be printed in three (3) consecutive issues of the Daily
2243 Lobo.

2244 Section 4. Campaigning

- 2245 A. Candidates shall conduct campaigns in a manner which abides by university and GPSA policies
2246 and guidelines in their pursuit of office. Members of the Elections Committee shall refrain from
2247 actions that would show favoritism for or have a negative effect against any candidate or issue
2248 that might appear on the ballot.

- 2249 B. Candidates shall submit, along with the Candidacy Forms, a list of authorized campaign
2250 committee members that may act on their behalf. Any changes to this list should be updated with
2251 the Elections Committee.
2252 C. Candidates shall sign the Campaign Contribution Statement: “All funds received and spent will
2253 be from members of the UNM GPSA and no other sources.” This form shall be submitted as part
2254 of the Candidacy Forms.
2255 D. Candidates shall submit an itemized accounting of all expenditures incurred by the candidate in
2256 the pursuit of office before 5:00 p.m. on the closing day of the election.
2257 E. All candidates shall refrain from using GPSA resources in pursuit of office (including, but not
2258 limited to: funds, staff, email addresses, printing, electronic mailing lists, and office space).
2259 F. If any group decides to establish a physical polling location, campaigning is not allowed within
2260 twenty-five (25) feet of the physical polling location. Campaigning includes, but is not limited
2261 to, signs, fliers, and campaigners. Polling locations, if any, should be placed in areas with
2262 minimal distractions.

2263 Section 5. General Election

- 2264 A. The election shall take place Monday through Thursday of the first (1st) full academic week of
2265 April, unless otherwise decided by Council. The electronic voting shall begin at 8:00 a.m. on the
2266 first (1st) day and end at 5:00 p.m. on the last day of the election.
2267 B. Any ballot items included in the election shall be approved by Council at the regularly scheduled
2268 March meeting or through referenda. (VIII)
2269 C. Elections shall be conducted electronically and use a computer- or phone-based system that is
2270 managed by IT.
2271 D. Ballots and Polling:
2272 1. Ballots shall have a randomly ordered list of candidates and clear instructions for marking
2273 and submitting one’s vote. Provision for write-in votes shall be included on the ballot. Only
2274 cast ballots meeting these requirements shall be counted. Votes cast on partially completed
2275 ballots shall be counted.
2276 2. All ballot items shall appear on the ballot with the language received by the Elections
2277 Committee.
2278 3. Polling: Voters must log in with the user name and password on record with the Registrar’s
2279 Office to cast a ballot.
2280 E. Two (2) members of the Elections Committee shall retrieve the final vote count from the
2281 electronic voting system.
2282 F. The candidate elected to office shall be determined by a plurality of votes cast and each other
2283 ballot item shall be determined by a majority of votes cast on each item.
2284 G. Should the plurality winner of the GPSA General Election be declared ineligible or unable to
2285 assume office for any reason before the certification of the election results, or in the case of a tie,
2286 or if the Elections Committee votes not to certify an election, a special Council meeting shall be
2287 called so that a Special Election can be scheduled.
2288 H. The Elections Committee shall approve the results of a General Election after it has been
2289 determined to have been conducted in accordance with the GPSA Constitution and Bylaws.

2290 Section 6. Council Chair Election

- 2291 A. Only Council Representatives with credentials on file twenty (20) academic days prior to the
 2292 Council meeting at which the Council Chair election will be held are eligible to vote in the
 2293 election.
- 2294 B. The Election Committee shall prepare a sign-in roster of eligible voters.
- 2295 C. Ballots shall have a randomly ordered list of candidates and clear instructions for marking and
 2296 submitting one's vote. Provision for write-in votes shall be included on the ballot. Only cast
 2297 ballots meeting these requirements shall be counted.
- 2298 1. Voting shall be conducted by secret ballot and individual voting results by Council
 2299 Representatives are not to be recorded.
- 2300 D. The Election shall proceed as follows:
- 2301 1. The current Council Chair shall forward all valid proxies to the Elections Committee Chair or
 2302 the Elections Committee designee before balloting begins.
- 2303 2. The President shall call and preside over the Council Chair election. In the President's
 2304 absence, an individual who is not a Council Representative, Certified Alternate, or
 2305 recognized Proxy shall preside over the election.
- 2306 3. Each candidate shall give a speech, no longer than five (5) minutes, and shall have up to five
 2307 (5) minutes to answer questions posed by Council. The order of the speeches shall be
 2308 determined randomly by the Elections Committee. Candidates do not have to leave the room
 2309 throughout the election.
- 2310 4. When all of the speeches have concluded, the Elections Committee shall inspect and verify
 2311 that the ballot box is empty and secured.
- 2312 5. Any of the candidates who are Council Representatives shall be called forward first to sign
 2313 for and cast a ballot. They shall then retire to the back of the room and no more campaigning
 2314 shall be allowed.
- 2315 6. The remaining voters shall be called forward according to the alphabetical listing of their
 2316 RDSAs. Upon signing in, each voter shall receive and cast a ballot into the ballot box.
- 2317 7. After the name of the last voter has been called, the names of voters who did not come
 2318 forward will be repeated. Five (5) minutes after the last name has been called, the vote
 2319 counting shall begin.
- 2320 E. Vote Counting
- 2321 1. Only the members of the Elections Committee shall open the ballot box, determine the
 2322 validity of ballots cast, tally the ballots cast, and certify the election results.
- 2323 a. A discrepancy between the number of ballots cast and the number of signed voters may
 2324 be grounds for disqualification of the box of ballots.
- 2325 2. The election of the Council Chair shall be decided by a plurality of the votes cast. Should the
 2326 winner of the Council Chair Election be declared ineligible or unable to assume office for
 2327 any reason, or in the case of a tie, or if the Elections Committee votes not to certify the
 2328 election, the Elections Committee shall notify Council before the end of the meeting. Council
 2329 can vote to repeat the process or determine another course of action. The results of an
 2330 election shall be determined by the end of the Council meeting.

2331 Section 7. Other Types of Elections

- 2332 A. Recall Elections
- 2333 1. A recall election is defined as the vote for recall of the President and is the result of one or
 2334 more of the following conditions:
- 2335 a. Petition by GPSA members in accordance with the GPSA Constitution.

2336 b. Successful vote of removal by Council.

2337 B. Special Elections

2338 1. A Special Election shall take place in any of the following circumstances:

2339 a. Resignation of the President or Council Chair.

2340 b. Successful recall vote resulting in removal of the President.

2341 c. Successful Council vote of removal of the Council Chair.

2342 d. In a Presidential election, if the election is not certified, the winner is declared
2343 ineligible or unable to assume duties, or there is a tie.

2344 e. Granting of a petition submitted to a Council meeting for a Special Issue vote by the
2345 GPSA body. Only items granted on the petition shall be allowed on the ballot.

2346 f. Special Elections follow General Election rules except where noted.

2347 Section 8. Recall Election by GPSA Membership

2348 A. Upon receipt of the recall petition or a Council vote of removal, the Elections Committee shall
2349 initiate a recall election. (II.1.D.2.a.i.)

2350 1. When the President is removed in a Recall Election due to a petition received after the
2351 regularly scheduled March Council meeting, no Special Election for Presidential
2352 Replacement is required.

2353 2. The Recall Election should occur by electronic voting over two (2) consecutive academic
2354 days.

2355 a. Voting shall open at 8:00 a.m. of the first day of the election and close at 5:00 p.m. on
2356 the following day.

2357 b. The Elections Committee shall approve the results of a GPSA election after it has been
2358 determined that all provisions of the current GPSA Constitution and Bylaws were
2359 followed.

2360 Section 9. Special Elections

2361 A. Special Elections shall take place between three (3) and four (4) academic weeks after the
2362 Council meeting, Presidential declaration, or referendum that created the Special Election, unless
2363 otherwise noted.

2364 1. No Special Elections shall be held between the last day of the spring semester and the
2365 regularly scheduled October Council meeting.

2366 2. The Special Election must occur by electronic voting over two (2) consecutive academic
2367 days.

2368 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
2369 the second (2nd) day of the election.

2370 4. The Elections Committee shall approve the results of a GPSA election after it has been
2371 determined that all provisions of the currently published Election Code, Bylaws, and
2372 Constitution were followed and any challenge(s) was (were) resolved.

2373 5. Special Council Chair Elections shall take place at the Council meeting following the
2374 Council meeting at which the Election was created and shall follow the procedures of the
2375 Council Chair Election.

2376 6. Referendum petitions for Special Elections shall be delivered to the Elections Committee.

2377 a. The Elections Committee has five (5) academic days to validate the petition after it
2378 petition has been received.

2379 b. A special election by referendum shall occur within fifteen (15) academic days of the
2380 approval of the petition.

2381 Section 10. Elections Reporting

2382 A. Reports Following Each Election

- 2383 1. The results of all elections shall be reported in accordance with the Public Notice
2384 Requirements by 12:00 p.m. of the academic day following the end of the election.
2385 2. Elections data will be disaggregated from unique identifiers, including student names and
2386 departments.
2387 3. Complications with voting, including but not limited to, casting ballots, vote counting, the
2388 electronic voting system, and determination of eligibility shall be included with elections
2389 reporting.

2390 B. Annual Report

- 2391 1. The Annual Report shall include all expenditures and income for the Elections Committee
2392 and each report following an election.
2393 2. On behalf of GPSA, the Elections Committee shall request that IT compile an Aggregated
2394 Elections Data Report. If IT provides this report, it shall be included in the Annual Report.
2395 3. Results for each item shall be reported by Department.
2396 a. Departments with less than ten (10) students voting must be pooled together in order to
2397 protect the privacy of individual voters. A note shall indicate which departments are
2398 pooled together and the number of voters from each department, but not a breakdown
2399 of votes by department.

2400 Section 11. Election Disputes

- 2401 A. An election may be challenged by any GPSA member to the Court of Review. Challenges
2402 include, but are not limited to, voter fraud, improper notification, improper conduct of members
2403 of the Elections Committee, candidate misconduct, or an unsound voting system.
2404 B. Challenges must be formatted as Court of Review Complaints and submitted in writing
2405 within five (5) academic days of the reporting of the election results.
2406 C. The Court of Review may consolidate challenges as it deems appropriate.
2407 D. If the Court of Review determines that a challenge is valid, the Court may decertify an election
2408 or impose a remedy as deemed appropriate. If an election is decertified, a special Council
2409 meeting shall be called so that a Special Election can be scheduled.
2410 E. The Court of Review must render its decision within fifteen (15) academic days following the
2411 last day of the election in question.