



LEGISLATIVE STEERING COMMITTEE

BILL SP 2022-002

SPRING 2022 SESSION

Bylaw

Legislative Action:

Introduced by: David C. Saavedra

1st Reading: LSC Chair

Referred To: LSC

2nd Reading: LSC

Committee Action: Approved

3rd Reading: Council

Council Action:

Executive Action:

Approved Vetoed

GPSA President

Date

Unsigned by the President on this day of 2022. Bill automatically becomes law.

Legislative Response:

Veto override vote taken: Council Action:

Summary of key points:

This proposed legislation addresses the GPSA President's priority of assessing GPSA to modernize and improve the functionality and overall structure of the organization.

Updates within this Bill:

- All Chair titles are renamed to Director titles and Vice-Chair to Associate Director

Found in GPSA Bylaws:

Article II. Membership and Organization

Section 1. Membership

- A. Continuing graduate or professional students who paid the GPSA fee in the spring semester shall be considered GPSA members during the summer semester. (Constitution I.3.A.)
B. Upon presentation to the GPSA Office of a written request, any member may resign from GPSA. (Constitution I.3.B.)
1. Resignation of membership does not relinquish the obligation to pay the GPSA fee.

43 2. Persons who have resigned membership shall lose all privileges and
44 benefits of GPSA member status.

46 3. Any person who has resigned membership shall be reinstated upon
47 presentation to the GPSA Office of a written request.

49 C. GPSA may not revoke or suspend membership.
50

51 **Section 2. Recognized Departmental Student Associations (RDSAs)**

52 A. In order to be recognized by GPSA, each RDSA shall:

53 1. Maintain chartered status with the Student Activities Center

54 2. The RDSA Certification must be submitted to GPSA by the 5th Friday of the fall
55 semester.

56 a. RDSA Certification must be signed by the Dean or departmental
57 administration or faculty advisor or RDSA President

58 3. Be open to all GPSA members in its department, school, or college

60 4. Hold officer elections which are open to all GPSA members in that
61 department, school, or college; and

62 5. Not charge dues as a condition for membership as a student organization.

65 a. This does not preclude an RDSA from being a campus chapter of a state,
66 regional, or national association, so long as all GPSA members in that
67 department, school, or college may participate in the student organization.

68 b. PB funds may not be used to pay state, regional, or national association dues.

71 A. In order to become an RDSA:

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

75 a. A program, department, school, or college may vote to affirm the current
76 RDSA or select a new organization willing to meet all requirements for an
77 RDSA.

78 b. Upon presentation of a petition signed by at least thirty-five percent
79 (35%) of the total number of GPSA members in a program, department,
80 school, or college a new RDSA will be recognized and presented to the
81 GPSA Elections Committee.

82 c. The GPSA Elections Committee shall conduct a special election in which
83 the GPSA members of that program, department, school, or college may
84 vote. Upon plurality vote, a new RDSA shall be confirmed.

87 B. Any RDSA failing to adhere to the requirements for an RDSA in the GPSA
88 Constitution and Bylaws shall be subject to review by the Court of Review.

- 90 1. The request for review may be submitted by any GPSA member from that
 91 program, department, school, or college or from a chartered student or
 92 professional organization of which the majority of members should be
~~93~~ represented by that RDSA.
- 95 2. If the RDSA fails to comply with any Court of Review order within eleven
 96 (11) academic days, the Chief Justice or the highest ranked Associate Justice
~~97~~ shall have the authority to decertify that RDSA.
- 99 C. Programs, departments, schools, or colleges with no RDSA shall lose all privileges
 100 afforded to RDSAs by GPSA until a student organization applies for recognition in
~~101~~ accordance with the GPSA Constitution and Bylaws.
- 103 1. RDSAs which enter non-chartered status shall be recertified by acting Council
~~104~~ Chair upon becoming chartered.
- 106 2. If an RDSA is in non-chartered status when challenged by a petition to select
~~107~~ an RDSA, it must charter before being permitted to be included on the ballot.
- 109 3. While non-chartered, an RDSA may not receive the benefit of any privilege
 110 afforded to RDSAs by GPSA.
 111

112 **Section 3. GPSA Committees**

- 113 A. All GPSA members of, or appointments to, standing committees, Ad Hoc Committees,
 114 or University Committees must be GPSA members. No individual GPSA member
 115 shall hold more than four (4) voting positions on GPSA standing committees.
- 116 B. Persons appointed to positions requiring Council approval when Council is not in
 117 session may serve until Council has an opportunity to consider and approve their
 118 appointment, unless otherwise specified in the GPSA Constitution or Bylaws.
- 119 C. All GPSA Standing Committees shall be composed of no fewer than five (5)
 120 members. At least three (3) different RDSAs must be represented. Each member
 121 shall count as representing only one (1) RDSA.
- 122 D. Each GPSA Standing Committee **Director**/Chair, Ad Hoc Committee **Director**/Chair,
 123 and University committee appointment shall submit a written report once a
 124 semester to the head of the appropriate branch of government.
- 125 E. Joint Committees shall include Council Representatives and GPSA members who are
 126 not Council Representatives.
- 127 F. A GPSA Decision Making Body may generate funds independent of the budget
 128 process, and these funds shall not be part of the GPSA General Fund. The GPSA
 129 Decision Making Body shall record and administer these self-generated funds. The
 130 GPSA Decision Making Body shall notify the head of its branch of the receipt and use
 131 of these funds and shall provide a summary for the annual report. Spending of these
 132 funds will be by a majority vote of the Decision-Making Body.
- 133 G. **Director-ships**/Chair-ships for the Finance Committee (FC), Legislative Steering
 134 Committee (LSC), and Grants Committee must be separate individuals.

Key: Bold text = new wording

Non-bold text = original wording

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- 135 H. No individual shall hold more than three Standing Committee **Director-**
136 **ships/Cehair-ships** simultaneously.
137 I. The President and the Council Chair are ineligible for Standing and Ad Hoc
138 Committee **Director-ships**/chair-ships and membership.
139

140 **Section 4. Transparency and Public Notice Requirements (TPNR)**

141 ~~141~~ A. Public Notice Requirements

- 143 1. Unless otherwise specified in the Constitution or Bylaws, public notice shall
144 be given no fewer than twenty-four (24) hours in advance of a meeting.
146 2. Public notice shall consist of posting required documents on the GPSA website.

147 B. Agenda Requirements

- 148 1. The agenda, time, date, and location of any Open Meeting must be posted in
149 accordance with the Public Notice Requirements.
150 2. The meeting agenda shall specify items as discussion items or action items.
151 3. The meeting agenda shall include time for public comment before discussion of
152 old or new business. During public comment, members of the public will be
153 granted no fewer than three (3) minutes each.

154 C. Minutes Requirements

- 155 1. Minutes must be taken at every Open Meeting. Minutes must contain at least the
156 date, time, location, type of meeting and the name of the Decision-Making Body;
157 the names of all Decision-Making Body members attending the meeting; the
158 names of any individuals who address the body in person; and a record of all
159 motions and decisions made and votes taken.
160 2. A draft copy of the minutes must be posted within six (6) academic days of the
161 public meeting on the GPSA Website.
162 3. The minutes shall be approved or amended at the next meeting of that Decision-
163 Making Body where a quorum of the body is present.

164 D. Transparency Requirements

- 165 1. A Decision-Making Body may permit participation by Telecommunication. The
166 means and extent of participation must be defined by the GPSA Bylaws, or the
167 ~~168~~ body's standing rules if approved by a two-thirds (2/3) vote.

169 a. A member of the Body may use the means permitted if it is difficult
170 or impossible for that member to attend in person.

171 b. Each member participating by Telecommunication must be able to
172 be identified when speaking. All participants must be able to hear
173 each other at the same time, and members of the public attending
174 the meeting must be able to hear any member of the body who
175 ~~176~~ speaks during the meeting.

177 2. Open Meeting votes and, if available, voting records are public unless otherwise
178 specified in the GPSA Constitution or Bylaws.

179 3. Attendance of GPSA members and members of the public will be
180 ~~181~~ accommodated at all Open Meetings.

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- 182 a. Open Meetings shall be held in spaces that can accommodate all people
183 wishing to attend and listen.
- 185 4. The Body may take action only on those agenda items announced in
186 accordance with the Agenda Requirements.
- 187 5. Items added to the agenda fewer than twenty-four (24) hours before a
188 meeting must be discussion items only.
- 190 E. Working Group Requirements
- 191 1. Decision Making Bodies must give a thorough review of recommendations from
192 any group that is not required to provide notice of its meetings.
- 193 2. The Working Group cannot take action that binds a Decision-Making Body or any
194 other GPSA group.
- 195 3. Working Groups are not required to adhere to Public Notice Requirements but
196 are required to include any interested member of the Decision-Making Body.
- 197 4. Meetings of Working Groups, even in the event the meeting has a quorum of
198 members of the Decision-Making Body, are not required to be open so long as
199 they are acting only on the item(s) specified by the Decision-Making Body.
- 200 F. Portions of an Open Meeting may be closed on the following occasions:
- 202 1. Deliberations by the Court of Review. The actual administrative and
203 adjudicatory proceeding at which evidence is offered or rebutted and any final
204 action taken as a result of the proceeding shall occur in an Open Meeting.
205 However, the deliberations of the Court of Review shall be closed to the public.
- 206 2. Discussion and records related to personnel. Any records or discussions related
207 to personnel shall be in accordance with University policy including but not
208 limited to Human Resources requirements.
- 209 3. Discussion and records deemed private. Any records or discussion related to
210 privacy rights protected by University policy or local, state, or federal law shall
211 be closed to the public.
- 212 G. In order to close a meeting pursuant to the exclusions contained in this section, the
213 closure must be made in an open meeting and approved by a majority vote of a
214 quorum of the Decision-Making Body:
- 215 1. The authority for the closure and the subject(s) to be discussed shall be stated
216 with reasonable specificity in the motion calling for the vote to close a
217 meeting.
- 218 2. The vote to close that portion of the meeting of each individual member shall
219 be recorded in the minutes.
- 220 3. Only those subjects announced prior to closure by the Decision-Making Body
221 may be discussed in the closed portion of the meeting.
- 222 4. Items eligible for closure shall be indicated on the Agenda of the Open Meeting
223 as such by reference to the reason why closure will be considered.
- 224 H. Members of the public shall be excused during the closed portion of an Open
225 Meeting.

226 I. Following completion of any closed meeting, the minutes of the Open Meeting that
227 was closed, shall state that the matters discussed in the closed meeting were limited
228 only to those specified in the motion for closure
229

230 **Section 5. Project Assistants**

231 A. The GPSA annual budget or Council appropriation may allow for hiring Project
232 Assistants. The budget or appropriation shall specify the amount of FTE and
~~233~~ branch for each Project Assistant.

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

~~237~~ B. Filling a Project Assistant vacancy requires an open call to the GPSA membership.

239 1. The open call for applicants shall comply with the Public Notice Requirements
~~240~~ and include job description and payment.

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

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

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

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

249 3. Project Assistants must be GPSA members.

~~250~~ C. Project Assistants aid in executing the mission of GPSA.

252 1. Project Assistant duties must be in compliance with the definition of Project
~~253~~ Assistants given in the University of New Mexico catalog.

255 2. Duties may include, but are not limited to, assisting Standing and Ad Hoc
~~256~~ Committees and working on projects that serve the mission of GPSA.

258 a. For the Executive, the President shall set the duties of and
~~259~~ supervise the Project Assistant(s).

261 b. For the Legislative, Council shall set the duties of the Project Assistant(s).
~~262~~ The Council Chair shall supervise the Project Assistant(s).

264 c. For the Judicial, the Chief Justice shall set the duties of and supervise
~~265~~ the Project Assistant(s).

~~267~~ D. Project Assistant payment shall be contracted each semester.

269 1. Project Assistants shall be paid according to the guidelines required by
~~270~~ the Office of Graduate Studies.

~~271~~ 2. Project Assistants shall be offered health insurance.

274 3. Project Assistants shall be offered tuition remission equal to the number of
275 hours required by the Office of Graduate Studies in order to maintain their
276 eligibility for the assistantship.
277

278 **Section 6. Veto Procedure**

~~280~~ A. Presidential Action

281 1. A copy of the legislation with signature lines for approval or veto will be sent
282 in hard and electronic copy to the office of the President' within one (1)
283 academic day of the posting of the draft of the Council meeting minutes in
~~284~~ which the legislation was passed.

286 2. The President may take action on legislation, approval or veto, within five (5)
~~287~~ academic days of the posting of the draft of the minutes.

289 a. If the President takes action, it shall be on the legislation as presented
~~290~~ in its entirety. Legislation shall not be vetoed by line item.

292 b. If the President does not take action within the allotted time, the
~~293~~ legislation becomes binding.

295 c. The President may take action on legislation with an Electronic Signature.

~~296~~ d. If a veto is cast, it shall be accompanied by a rationale for the veto.

298 e. The President shall send the vetoed legislation and rationale to the Council
299 Chair within the required time limit. The Council Chair shall give notice of
300 the veto in accordance with TPNR within three (3) academic days of
~~301~~ receipt.

303 f. The Council Chair shall place the vetoed legislation on the next regular
304 Council meeting agenda as an action item.

~~305~~ A. Council Action

307 1. Vetoed legislation that cannot be acted on at a regular meeting within a
308 session shall be presented at a special meeting prior to the close of the
~~309~~ session.

311 2. When Council considers vetoed legislation, a motion to reconsider the bill must
~~312~~ be made and seconded.

314 3. Council shall consider the vetoed legislation in the same form as sent to the
~~315~~ President. No amendments may be made in an override consideration.

317 4. If Council votes to override, the legislation becomes binding without the
~~318~~ President's signature.

320 5. If Council fails to override the President's veto, the legislation dies and
321 shall not be reintroduced without amendment in the same Council
322 session.
323

324 **Section 7. GPSA Annual Reports**

- 325 A. All GPSA Committee **Directors and** Chairs shall provide a written report to the
326 respective branch head by the first (1st) academic day after the last regular Council
327 meeting.
328 B. The head of each branch shall compile the Branch Annual Report and forward it to
329 the President.
330 C. The President shall compile the GPSA Annual Report.
331 1. The Annual Report shall be available to any GPSA member upon request.

332

333 **Article V. Joint Standing Committees**

334 **Section 1. Finance Committee (FC)**

335 A. Selection

336 1. The FC shall be composed of six (6) members.

338 a. Three (3) members, including the ~~Chair~~ **Director**, hereinafter
339 executive appointees, shall be appointed by the President and
340 approved by Council.
341

342 b. Three (3) members, including the ~~Vice-Chair~~ **Associate Director**,
343 hereinafter executive appointees, shall be appointed by the Council
344 Chair and approved by Council.

346 2. The FC ~~Chair~~ **Director** shall be approved by Council at the first regular
347 meeting in August but shall assume duties immediately upon appointment by
348 the President.

350 B. Duties, Powers, and Responsibilities

352 1. The FC shall be the recommending body for the GPSA Annual Budget and
353 all GPSA allocations from the General Fund.

355 2. The FC ~~Chair~~ **Director** shall:

- 356 a. Administer and oversee all meetings of the FC
357 b. Not have a vote in any actions before the Finance Committee, except in
358 the case of a tie.

360 3. The FC ~~Vice-Chair~~ **Associate Director** shall:

- 361 a. Assist the FC ~~Chair~~ **Director** in the duties and responsibilities of the FC.

- 362 b. Serve as acting FC ~~Chair~~ **Director** in the absence of the FC ~~Chair~~
363 **Director**.
364 c. Have a vote in any actions before the Finance Committee.
365 d. Provide a report on the GPSA General Fund account balance, and current
366 appropriations for Council consideration at each regular Council
367 meeting.
- 369 4. The FC shall meet monthly after the first regularly scheduled Council
370 meeting of the fall semester until the end of the spring semester; an
371 exception may be made for the month of December, when the President,
372 Council Chair, FC ~~Chair~~ **Director**, and FC ~~Vice-Chair~~ **Associate Director** may
373 decide not to have an FC meeting due to time restrictions.
- 375 5. Emergency meetings may be called at the discretion of the FC ~~Chair~~
376 **Director**, FC ~~Vice-Chair~~ **Associate Director**, or by vote of Council.
- 378 6. The FC must adopt standing rules at its first meeting of the Council session.
- 380 7. FC standing rules shall be used as sole standing rules for all
381 appropriations and budget requests.
- 383 8. Standing rules must be approved by Council at a regularly scheduled Council
384 meeting.
- 385 C. Payment
- 387 1. The amount of payment shall be determined through the annual budget
388 process. The payments for the FC ~~Chair~~ **Director** and ~~Vice-Chair~~
389 **Associate Director** shall be equal.
- 391 2. Disbursement of FC ~~Chair~~ **Director** /~~Vice-Chair~~ **Associate Director**
392 payment shall be subject to fulfillment of their duties as verified by
393 President/Council Chair
- 395 3. Disbursement shall be at the end of each semester in which the
396 Committee ~~Chair and Vice-Chair~~ **Director and Associate Director**
397 served as processed by SGAO.
- 399 D. Removal
- 400 1. The FC ~~Chair~~ **Director** and executive appointees may be removed by the
401 President at any time
- 402 2. The FC ~~Vice-Chair~~ **Associate Director** and legislative appointees may be
403 removed by the Council Chair at any time or by Council with a two-thirds
404 (2/3) vote.
- 405 3. If the FC ~~Chair~~ **Director** is removed or resigns, the ~~Vice-Chair~~ **Associate**
406 **Director** shall serve as interim ~~Chair~~ **Director** and assume all
407 responsibilities and duties of ~~Chair~~ **Director** and ~~Vice-Chair~~ **Associate**
408 **Director** until a replacement is appointed by the President. The interim

409 ~~Chair~~ **Director** shall not have a vote in any actions before the Finance
410 Committee, except in the case of a tie.

412 E. Annual Reports

413 1. FC shall include in the GPSA Annual Report all expenditures and year end
414 balances.
415

416 **Article VI. Judicial Branch**

417 **Section 1. Appellate Jurisdiction**

418 A. In addition to the Court's original jurisdiction as stated in the GPSA Constitution,
419 the Court shall also have appellate jurisdiction to hear:

421 1. All matters arising from Council activity, including, but not limited to,
422 review of any award of GPSA funds to an organization or individual for
423 consistency with the GPSA Constitution and Bylaws.

425 2. All matters arising from activities of any Executive, Legislative, and
426 Judicial Standing or Ad Hoc committee.

428 3. All acts of the President, Council Chair, or GPSA member acting on
429 behalf of GPSA when and which the Court would not otherwise have
430 original jurisdiction to hear.
431

432 **Section 2. Judicial Oath of Office**

433 A. No Justice shall assume the duties of that office until the Judicial Oath of Office
434 (Oath) has been administered. The Oath must be administered within ten (10)
435 academic days of confirmation by Council.

437 1. The Oath shall be administered to the Chief Justice by the President or, in the
438 President's absence, the Council Chair and must be witnessed by a
439 representative of either the Executive or Legislative branch, so long as the
440 witness is not a member of the branch that is administering the Oath.

442 2. For all other Justices, the Oath shall be administered by the Chief Justice,
443 and must be witnessed by a representative of either the Executive or
444 Legislative branch.

446 3. In the case that the Chief Justice is unavailable to administer the Oath, the
447 President shall administer the Oath. In the case that the President is unavailable
448 to administer the Oath, then the Council Chair shall administer it. In any case,
449 the administration of the Oath must be witnessed by a member of either the
450 Executive or Legislative branch so long as the witness is not a member of the
451 branch that is administering the Oath.

- 453 4. The Oath will be administered with the right hand uplifted and the
454 following words said aloud:
456 a. "I, (name), do solemnly swear that I will uphold the laws of the Graduate and
458 Professional Students Association of the University of New Mexico, the
459 State of New Mexico, and the United States of America; that I will judge
460 fairly and with no previous bias the evidence and proceedings before me,
461 and that I will otherwise fulfill the duties and obligations of the GPSA
462 Judiciary to the best of my ability."
- 463 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the
464 authority of the Justice. The Justice shall then assume office.
465

466 **Section 3. Code of Conduct**

- 467 A. All Justices shall establish, observe, and maintain high standards of conduct so that
468 the integrity and independence of the judiciary may be preserved.
- 470 B. Justices shall respect and comply with the law and shall conduct themselves at
471 all times in a manner that promotes public confidence in the integrity and
472 impartiality of the judiciary.
- 474 C. Justices shall not allow their family, social, or other relationships to influence
475 their judicial conduct or judgment.
- 477 D. Justices shall not permit those under their control to convey the impression
478 that they are in a special position to influence the decisions of the Court.
- 480 E. Justices shall be faithful to the law and remain unbiased and nonpartisan.
481 F. Justices shall maintain order and decorum in proceedings before them.
- 483 G. Justices shall be patient, dignified, and courteous to those with whom they deal
484 in an official capacity, and shall require similar conduct of those subject to their
485 direction and control.
- 487 H. Justices shall accord to every person who is involved in a proceeding, or their
488 counsel, a full right to be heard according to law.
- 490 I. Justices shall abstain from public comment about a pending proceeding in the
491 Court. This does not prohibit Justices from making public statements in the course
492 of their official duties or from explaining for public information the procedures of
493 the Court.
494

495 **Section 4. Responsibilities**

- 496 A. Determine questions of constitutionality and adherence to GPSA law as a
497 result of official complaints

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- 499 B. Create a written record of all decisions and actions of the court to be maintained
500 in the GPSA Office.
- 502 C. Create an annual written report of the court to be included in the annual GPSA
503 report.
- 505 D. The court may, at its discretion, decline to hear cases that it deems are not
506 appropriate under the Bylaws.
- 508 E. Justices shall neither initiate nor consider communications from only one party of
509 a pending or impending proceeding.
- 511 F. Each Justice is charged with the duty of carefully reading and analyzing the
512 pertinent submitted material on each case in which he or she participates.
- 514 G. Justices shall abstain from public comment about a pending proceeding in the
515 Court. This does not prohibit Justices from making public statements in the course
516 of their official duties or from explaining for public information the procedures of
517 the Court.
- 519 H. Justices of the Court shall dispose promptly of the business of the Court.
- 520 I. Each Justice of the Court shall take or initiate appropriate disciplinary measures
521 against any other Justice for unprofessional conduct of which they become aware.
- 522 J. All official decisions and opinions of the Court shall be made in writing, made
523 available to GPSA officers, Representatives, and members, as well as the public upon
524 request. Written opinions must become part of the official Court Record and shall be
525 made available to the President, Council Chair, Council Representatives, and upon
526 request to GPSA members and the public.
- 527 K. Other duties as assigned by the GPSA Constitution.
528

529 **Section 5. Disqualification**
530

- 531 A. A Justice is disqualified and shall announce recusal in any proceeding in which:
532 1. The Justice has personal knowledge of disputed evidentiary facts concerning the
533 proceeding.
- 535 2. The Justice or the Justice's spouse/domestic partner, or a person related to the
536 Justice within the third degree, by blood, marriage, or other relationship to
537 either the Justice or the Justice's spouse/domestic partner:
- 539 a. Is a party to the proceeding, or an officer, director, or trustee of a party;
540 b. Is acting as legal counsel in the proceedings;
- 542 c. Is known by the Justice to have an interest that could substantially affect or
543 be affected by the outcome of the proceeding;

- 545 d. Is to the knowledge of the Justice likely to be a material witness in the
546 proceeding;
~~547~~ 3. A party to the proceeding is an employee of the Justice.
- 549 B. Any Justice announcing recusal from any proceeding shall notify the Chief Justice of
~~550~~ the recusal in writing.
- 552 C. If the Chief Justice must announce recusal from any proceeding, the Chief Justice
553 shall notify the full Court of the recusal in writing.
554

555 **Section 6. Non-judicial Activities**

- 556 A. Justices may appear at a public hearing before an executive or legislative body, and
557 may consult with an executive or legislative body official, but only on matters
~~558~~ concerning the administration of justice.
- 560 B. Justices shall not act as arbitrators or mediators except in the performance of
~~561~~ judicial duties.
- 563 C. Justices shall not accept any gift, bequest, favor, or loan other than ordinary social
564 hospitality, if the source of said gift, bequest, favor, or loan could imply or give the
565 appearance of influencing the decisions of the Court or otherwise give the
566 appearance of impropriety.
567

568 **Section 7. Resignation & Seniority**

- 569 A. Should the Chief Justice resign from the Court for any reason or be the subject
570 of impeachment proceedings, the Senior Associate Justice shall assume the
571 duties of the Chief Justice until the President appoints and Council affirms a
~~572~~ new Chief Justice.
- 574 B. Seniority of the Associate Justices shall be determined by the date of approval
575 of appointments, the vote order by Council, and the seniority assigned during
~~576~~ a block vote.
- 578 1. Seniority of the Associate Justices shall be assigned prior to sending the
~~580~~ appointments to the LSC.
- 581 C. Nothing in this section shall be construed to mean that the Court may operate
~~582~~ with less than three sitting Justices.
- 584 D. Members of the Court of Review shall not serve on any GPSA Standing
585 Committee.
586

587 **Section 8. Pro Tempore Justice Appointments**

- 588 A. In the event that one or more Justice(s) announce recusal from any proceeding,
589 or in the event that any Justice is the subject of an impeachment proceeding
590 before Council, the Chief Justice shall notify the President and Council Chair of
591 such an occurrence within three (3) academic days of receiving written
~~592~~ notification of a Justice’s recusal.
- 594 B. Within three (3) academic days of receipt of such notification from the Chief
~~595~~ Justice, the President shall recommend a Pro Tempore Justice to Council.
- 597 C. Within three (3) academic days of receiving the President’s recommendation, the
598 Council Chair shall schedule a Special Meeting of Council in accordance with TPNR
599 in order to consider the
600 President’s recommendation.
601
- 602 D. Following recusal, a Pro Tempore Justice must be approved by Council within
603 twenty (20) academic days of receipt of notice from the Chief Justice that a
~~604~~ Justice has announced recusal from a proceeding before the Court.
- 606 E. The Chief Justice shall stay the effected proceeding(s), informing all parties of
~~607~~ the stay, until such time as:
- 609 1. The President has recommended to Council a Pro Tempore replacement
610 for each recused Justice, and Council has approved that
~~611~~ recommendation;
- 613 2. The Pro Tempore Justice has taken the Judicial Oath of Office; and
~~614~~ 3. An affidavit attesting to the Pro Tempore Justice’s authority has been filed.
- 616 F. All Pro Tempore Justice appointments, once made, shall expire upon the
617 termination of the matter before the Court. For the purposes of this section,
618 “termination” means any final ruling by the Court of the matter before it, including
~~619~~ dismissal for any reason as well as a determination of the matter on its merits.
- 621 G. With the exception of those cases in which a Justice has announced recusal
622 because impeachment proceedings have been brought against the Justice, the
623 appointment of a Pro
624 Tempore Justice shall not limit the recused Justice’s authority to hear other matters
625 before the Court.

626

627 **Section 9. Additional Duties Required**

- 628 A. General Duties of the Court
~~629~~ 1. The Court shall conduct monthly meetings throughout each semester.

631 2. The Chief Justice shall preside at all meetings of the Court, or be responsible
632 for assigning a Justice to preside when the Chief Justice cannot attend or has
~~633~~ announced recusal.

635 3. The Chief Justice is responsible for publishing all rulings and decisions of
~~636~~ the Student Court within eleven (11) academic days of decision.

~~638~~ B. Advice to the President, Elections ~~Chair~~ **Director**, or Council as requested

640 1. The President, Elections ~~Chair~~ **Director**, or Council may seek the advice of
641 the Court for any matter, including, but not limited to, the constitutionality
642 of any provision of the GPSA Bylaws, codes or rules, or the
643 constitutionality of any act of any GPSA officer or member acting on
644 GPSA's behalf.
645

646 2. The President or Elections ~~Chair~~ **Director** may request the advice of
647 the Court by submitting a question in writing to the Court with a
648 copy to the Council Chair.

649 3. Council may request the advice of the Court upon a majority vote of
650 the Representatives present at any regular or special meeting where
651 a quorum is present. The question shall be submitted to the Court in
~~652~~ writing with a copy to the President.

654 3. When advice of the Court is sought, the Court may follow procedures
655 it determines in its discretion that are suitable to effectively research
656 and address the question presented. The Court may ask the presenter
~~657~~ of the question for clarification of the issue.

659 4. The Court may determine that the question presented is beyond the
660 scope of the Court's authority, in which case it shall so inform the
~~661~~ President and Council Chair of such a determination.

663 5. In any event, the Court shall issue a written Advisory Opinion to the
664 President and Council ~~Chair~~ within twenty (20) academic days of
~~665~~ receipt of the written question.

667 C. Appellate Procedure

~~668~~ 1. Jurisdiction

670 a. The Court shall determine if it has personal jurisdiction over all
671 parties in hearings before the Court, whether under the Court's
~~672~~ original or appellate jurisdiction.

674 b. Should the Court determine it does not have jurisdiction
675 over a particular party for any reason, the Court shall dismiss
~~676~~ the action without reaching the merits.

678 c. This section does not apply to the Court's proceedings when it has
679 been asked to issue an
680 Advisory Opinion.

~~681~~ 2. Hearing Procedures and Informal Dispute Resolution:

683 a. The GPSA Court of Review encourages disputants to resolve
684 their disputes outside of this Court. This Court is available to
685 assist in informal proceedings should both parties' consent to
686 such dispute resolution. Procedures for informal dispute
~~687~~ resolution are to be determined by the Court.

689 b. Parties wishing to seek resolution to their dispute in a more
690 formal setting may bring an action before the Court by following
~~691~~ the established Hearing Procedures.

~~692~~ 3. Complaint Limitations Period

695 a. In general, all actions alleging violations of the GPSA
696 Constitution or Bylaws must be brought within twenty (20)
697 academic days from the date of the alleged infraction. However,
698 if the Plaintiff is unaware of the alleged infraction at the time it
699 occurs, the Plaintiff must file the claim within eight (8)
700 academic days from the day on which the Plaintiff learned, or
~~701~~ should have learned, of the infraction.

703 b. Any challenge to any action on the grounds that it has been
704 brought after the applicable Complaint Limitations Period has
~~705~~ run is a matter to be resolved by the Court of Review.

707 c. Extensions of the Complaint Limitations Period may be granted
708 only to accommodate events deemed emergencies by the Court
~~709~~ or for other equitable reasons as determined by the Court.

~~711~~ 4. Complaint

713 a. All matters that are not Advisory Opinion Proceedings shall be
714 brought before the Court upon completion of a Complaint form by
715 the Plaintiff, filed with the Court in the GPSA Office within the
~~716~~ applicable limitations period.

~~718~~ b. The Complaint form may be obtained from the GPSA Office.

720 c. The Plaintiff shall serve a true and correct copy of the Complaint
721 to any and all Defendants no more than three (3) academic days
722 after submitting a Complaint to the Court. Service of the
723 Complaint may be made in person, by hand delivery, by first-

- 724 class mail, or any other method by which the Plaintiff reasonably
~~725~~ believes the Defendant should receive the Complaint.
- 727 d. The Court has six (6) academic days to review the Complaint and
728 determine if it is within the Court's jurisdiction as defined in the
729 GPSA Constitution and Bylaws, and whether all information
730 required by the Complaint form has been submitted and is fully
~~731~~ completed.
- 733 e. If corrections are required, the Plaintiff has three (3) academic
734 days in which to make any corrections, additions, revisions, etc.,
735 and submit an amended Complaint to the Court. The Court may
~~736~~ grant extensions to any Plaintiff when justice so requires.
- 738 f. The Plaintiff shall serve a true and correct copy of the amended
739 Complaint on any and all Defendants within three (3) academic
740 days of its submission to the Court. Service of the amended
741 Complaint may be made in person, by hand delivery, by first-
742 class mail, or any other method by which the Plaintiff reasonably
~~743~~ believes the Defendant should receive the amended Complaint.
- 745 g. The Court will dismiss without prejudice any Complaint over
746 which it lacks jurisdiction. The Court reserves the right to
747 dismiss any Complaint on the grounds that the amended
748 Complaint is incomplete and/or the time for submitting
749 corrections has expired.
- 750 5. Answer
~~751~~
- 753 a. The Answer form may be obtained from the GPSA Office.
754
- 755 b. On or before the fifth (5th) academic day following receipt of the
756 Complaint (or amended Complaint), the Defendant(s) must file a
757 completed Answer on the Court's Answer form with the Court.
- 758 c. The Defendant shall serve a true and correct copy of the Answer
759 on any and all Plaintiffs within three (3) academic days of its
760 submission to the Court. Service of the Answer may be made in
761 person, by hand delivery, by first-class mail, or any other method
~~762~~ by which the Defendant reasonably believes the Plaintiffs should
763 receive the Answer.
- 764 d. If the Court determines that the Answer form is incomplete or
765 inaccurate, it shall be returned to the Defendant(s) who shall
766 have three (3) academic days in which to amend the Answer
~~767~~ form and re-submit it to the Court.
- 769 e. The Defendant shall serve a true and correct copy of the
770 amended Answer on any and all Plaintiffs within three (3)

771 academic days of its submission to the Court. Service of the
772 amended Answer may be made in person, by hand delivery, by
773 first-class mail, or any other method by which the Defendant
774 reasonably believes the Plaintiffs should receive the amended
~~775~~ Answer.

~~777~~ 6. Pre-Hearing Guidelines

- 779 a. The Court has three (3) academic days from receipt of the
780 Answer (or amended Answer) in which to schedule a Hearing if
~~781~~ the Court finds the case to be within the Court's jurisdiction.
- 783 b. The Hearing shall be scheduled no later than seven (7) academic
784 days from the date of the Court's receipt of the Defendant's
785 Answer or final amended Answer, unless the matter is stayed by
786 the Chief Justice because a Justice has announced recusal, in
787 which case a hearing shall be scheduled no later than seven (7)
788 academic days after a Pro Tempore Justice has been appointed,
~~790~~ approved, and assumed the Judicial Oath of Office.
- 791 c. Extensions of the time allotted for submission of the Complaint
792 (or amended Complaint), the Answer (or amended Answer),
793 and/or scheduling of a hearing must be granted when justice so
~~794~~ requires.

796 7. Witnesses and Evidence

- 797 a. Parties are responsible for gathering and presenting evidence and
798 other testimony, including calling any relevant witnesses to
~~800~~ support their case.
- 801 b. Should a party be unable to find or to convince a witness to testify at the
802 hearing, or should a party be unable to access evidence that is critical to
803 its case after reasonable diligence in attempting to secure such witness
804 or evidence, it may inform the Court. The Court may, in its discretion,
805 postpone the hearing or take other remedial measures to allow the
806 party to gather evidence necessary to its case in the interest of justice
~~808~~ and fairness.

~~800~~ 8. Hearing Procedures

- 811 a. The Plaintiff(s), followed by the Defendant(s), shall present Opening
812 Statements, which shall be no more than ten (10) minutes in length per
~~814~~ party.
- ~~815~~ b. The Court may ask questions of either party, if clarification is needed.
- 817 c. Witnesses for both the Plaintiff(s) and Defendant(s) shall present their
818 evidence and/or testimony. Parties shall have an opportunity to

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- 819 question each witness subject to the restrictions of the Court. The
~~820~~ Court may also question the witnesses, if necessary.
- 822 d. The Court reserves the right to recall any Plaintiff(s), Defendant(s),
~~823~~ and/or Witness(es) at any time during the hearing.
- 825 e. The Plaintiff(s) and the Defendant(s) shall be asked if they would like to
826 make Closing Statements, and if they so desire, they shall be given no
~~827~~ more than ten (10) minutes per party for a closing statement.
- ~~830~~ f. The Court shall then recess to deliberate in a closed portion of a meeting.
- 831 g. The Court shall issue a decision no later than fourteen (14) calendar
~~832~~ days following the Hearing.

834 9. Hearing Guidelines

- 835 a. All Hearing proceedings must be audio recorded.
~~836~~ b. The Court shall be allowed to recess at any time, for any reason.
- 838 c. The Court may, in its discretion, admonish any Witness or party
839 whose testimony or behavior is inconsistent or harmful to the
~~840~~ process of justice.
- 842 d. Consistent with these Procedures, the time allowed for Plaintiff(s),
843 Defendant(s), and Witness Statements shall be decided by the Court
~~844~~ at the beginning of the Hearing.
- 846 e. Plaintiff(s) and/or Defendant(s) have the right to appear with an
847 advisor at the Hearing. The advisor may be, but is not required to be, an
848 attorney. However, the Plaintiff(s) and Defendant(s) are responsible for
849 presenting their cases in their entirety. Advisors are therefore not
~~850~~ permitted to speak or participate directly in any Hearing.
- 852 f. Circumstances not described above will be resolved at the discretion of
853 the Court.

~~854~~ 10. Procedure Guidelines

- 856 a. Whenever a party is required to do some act (e.g., submit a Complaint,
857 answer a Complaint, etc.), the time for compliance begins to run on the day
858 that the party receives notice of the need to act. If notice is sent by mail,
859 receipt thereof shall be presumed three
860 (3) calendar days after the notice is mailed.
861
- 862 b. After submission of a Complaint, it shall be kept confidential until the
863 Defendant(s) have been properly served with the Complaint or amended
864 Complaint. Once the Defendant(s) receive, or are presumed to have received
865 notice, the Complaint and other Court records pertaining to the case shall be

866 open to scrutiny, in compliance with the Family Educational Rights and
867 Privacy Act.

868 c. Circumstances not described above may be resolved at the discretion of the
869 Court.

~~870~~ 11. Procedure for Charging a GPSA Official with Misconduct

872 a. Allegations for charging the President, Council Chair, Council
873 Representative, Chief Justice, Associate Justice, or other GPSA officer with
~~874~~ official misconduct shall be made on an official Complaint form.

876 b. Such Complaints, once filed, must be adjudicated by the Court of Review
~~877~~ and are not subject to informal dispute resolution.

879 c. Hearing Procedures for allegations of official misconduct shall be the same
~~880~~ as those for any other Hearing as stated herein.

~~882~~ 12. Fairness and Justice

884 a. If the Court finds that any particular procedure should be amended in the
885 interest of fairness and justice, the Court may amend or modify the
~~886~~ Hearing Procedures so long as due process is afforded both parties.

~~888~~ 13. Further Appeal:

890 a. With respect to the actions of the GPSA, the decision of the Court of
~~891~~ Review shall be final.

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

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

896 **Section 1. President**

897 A. In order to initiate a recall election, Council must follow the
~~898~~ Constitutional process of impeachment and removal.

900 1. When the President is removed, the Council Chair shall assume the role of acting
901 President, and the Legislative Steering Committee (LSC) Chair shall assume the
~~902~~ role of acting Council Chair.

904 2. The Elections Committee must present an initiative to Council by the
~~905~~ following council meeting.

907 a. If the GPSA membership approves the removal of the President, a special
908 election for a new President must occur within twenty (20) academic days.
~~909~~ The removed President may not run in the special election.

- 911 b. If the GPSA membership does not approve the removal of the President, the
 912 President is reinstated immediately upon official announcement of the
 913 recall election result. This President may not be removed by Council again
 914 in the same session.
- 916 B. If the GPSA membership initiates a recall in accordance with the Constitution,
 917 Council shall verify the validity of signatures and shall deliver the petition to
 918 the Elections Committee ~~Chair~~ **Director**. (Constitution II.D.1 B.ii.)
- 920 1. Council has five (5) academic days to validate the signatures and for the
 921 Council Chair to deliver the petition to the Elections ~~Chair~~ **Director** after its
 922 presentation at a regular Council meeting.
- 924 2. If invalid signatures reduce the number to fewer than the required percentage,
 925 the petition is considered null and void.
- 927 a. If the petition is considered null and void, the Council Chair shall give notice
 928 and provide a list of all invalidated signatures within five (5) academic days
 930 and in accordance with TPNR.
- 931 b. Any invalidated party shall have the opportunity to contest the invalidation
 932 in front of the Court of Review.
- 934 3. Upon receipt of a valid recall petition, the Elections ~~Chair~~ **Director** shall hold a
 935 recall election. The recall election must occur within fifteen (15) academic days
 936 of the Council meeting at which the petition was presented.
- 938 4. The President may ask the Council Chair to serve as acting President until the
 939 recall election can be held.
- 941 5. If a recall election results in the removal of the President, the Elections
 942 Committee shall hold a special election in accordance with the GPSA Constitution
 943 and Bylaws, in which the removed President may not run.
- 945 6. If a recall election does not result in the removal of the President, the President
 946 continues to serve in office, or is reinstated if the Council Chair was serving as
 947 acting President.
 948

949 **Section 2. Council Chair**

- 950 A. If the Council Chair has resigned or been removed, that person is ineligible to run in
 951 the resultant Council Chair Special Election.
- 953 1. Upon the resignation or removal of the Council Chair, The LSC Chair shall
 954 assume the role of the acting Council Chair.
 955

956 **Section 3. Court of Review Justices**

- 957 A. Removal of a Justice must follow the impeachment and removal process
958 in the GPSA Constitution. (Constitution IV.2.C.)
- 960 1. The motion to consider removal may occur at the same meeting as
961 impeachment.
- 962 2. Justices may only be removed through impeachment procedures.
- 964 3. After a motion to consider removal has passed, the Council Chair shall call a
965 special meeting for the removal vote within ten (10) academic days.
- 967 4. If the Chief Justice resigns or has been impeached and is currently the subject
968 of removal proceedings, the Senior Associate Justice shall assume the duties
969 of the Chief Justice until either the reinstatement or replacement of the Chief
970 Justice.
- 972 B. The Court must have at least three (3) sitting Justices in order to operate.
- 973 C. Replacement
- 975 1. If the Court has three (3) or more remaining Justices after a resignation or
976 removal, Council may decide whether or not to appoint a replacement at the
977 next regularly scheduled Council meeting.
- 979 2. The President shall appoint temporary replacement Justices if the Court falls
980 below three (3) members until Council approves permanent replacements.
981

982 **Section 4. Resignation**

- 983 A. If the President, Council Chair, or Chief Justice wishes to resign, that individual shall
984 resign by delivering a written letter, either in person or by email, to the other
985 individuals listed above as well as to the Elections ~~Chair~~**Director**. Additionally, the
986 resigning officer shall notify the members of that officer's branch.
- 988 B. The letter of resignation must indicate whether the resignation is effective
989 immediately or at noon on a specified date.
- 991 C. Resignation of a Justice prior to the end of a semester may result in the loss of
992 the Justice's payment at the Council's discretion.
993
-

994 **Article VIII. Finance Code**

995 **Section 1. General Fund**

- 996 A. Eligibility and Restrictions
- 998 1. Allocations from the General Fund shall only be used to fund
999 chartered student organizations, GPSA Decision Making Bodies,

- 1000 and applicable service entities of the University as dictated by
~~1001~~ the GPSA Constitution.
- 1003 a. The GPSA grant allocations are appropriated through the Grants
~~1004~~ Committee and are not restricted by this stipulation.
- 1006 b. Executive Committees may be allocated funding that can be
 1007 further distributed to students, chartered student
 1008 organizations, or other groups without stipulation from this
~~1009~~ Finance Code.
- ~~1010~~
- ~~1011~~ 2. All allocations must be spent through an account with SGAO.
- 1013 3. GPSA shall base all funding considerations on the merits of the
 1014 application and no request shall be entitled or disfavored based on any
~~1015~~ biases.
- ~~1016~~
- ~~1017~~ 4. In addition to spending mandated by the GPSA's Constitution;
- 1019 a. No less than two thousand dollars (\$2,000) shall be allocated to
 1020 the Student Research Allocation Committee Endowment Fund
 1021 (Student Research Grant), two thousand dollars (\$2,000) to the
 1022 Specialized Travel Endowment Fund (Professional Development
 1023 Grant), and two thousand dollars (\$2,000) to the Graduate
~~1024~~ Summer Scholarship.
- 1026 b. Not more than ten percent (10%) of the total GPSA annual
~~1027~~ budget shall be allocated to all GPSA standing committees.
- 1029 i. This shall not include the percentage of the budget
 1030 allocated to the Grants Committee which, as mandated by
 1031 the Constitution, is excluded from this restriction.
 1032

1033 **Section 2. Annual Budget**

1034 A. Annual Budget

- 1035 1. The Chief of Staff shall administer the adopted GPSA annual budget in
 1036 accordance with GPSA Constitution and Bylaws and any stipulations
~~1037~~ dictated within the budget.
- 1039 a. As administrators of the budget, the FC should facilitate communication
 1040 between entities which received funding with efforts to assist in the
 1041 disbursement and expenditure of GPSA funds and applicable stipulations
~~1042~~ under the respective allocation.
- 1044 2. The FC and Council shall have direct oversight of all monies disbursed through
 1045 GPSA in the annual budget process by overseeing the allocation process and the
~~1046~~ annual budget hearings.

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- 1048 3. The annual budgets shall be based on the projected revenue, from all
 1049 funding sources, by SGAO for the next fiscal year.
- 1050 4. The GPSA annual budget process is only applicable to chartered student
 1051 organizations, UNM service entities, and GPSA Decision Making Bodies.
- 1052 5. All funds distributed through the budget process and not used by the end of
 1053 the fiscal year in which they were allocated for shall revert to the GPSA
 1054 General Fund unless otherwise stipulated by the GPSA Constitution and
~~1055~~ Bylaws or direction by Council.
- 1057 B. Annual Budget Process
~~1058~~
- 1060 1. Purpose and Authority
- 1061 a. The GPSA budget process streamlines the allocation of GPSA fees to
~~1062~~ organizations that serve and benefit the graduate and professional student
 body of the University.
- 1064 b. The budget process is overseen by Council and the FC, passed by Council,
~~1065~~ and approved by the President.
- 1067 c. The FC shall create and follow a budget process and, with the consent of
 1068 Council, has authority to modify such procedure insofar as not violating
~~1069~~ the GPSA Constitution and Bylaws.
- 1071 2. Timeline
- 1072 a. By the end of the first (1st) academic week of the spring semester, the FC,
 1073 shall have decided upon the timeline and procedures of the annual budget
 1074 process (i.e. workshops, deadlines, hearing dates, and hearing format). All
 1075 relevant information shall be available through the GPSA Office.
- 1076 b. Budget workshops are to be held before the end of the fourth (4th) academic
 1077 week of the spring semester.
- 1078 c. Budgets applications must be submitted to the GPSA Office no later than
 1079 5:00 p.m. on the fifth (5th) Friday of the spring semester.
- 1080 d. The FC shall present a final and balanced budget to Council by the March
 1081 Council Meeting.
~~1082~~
- 1084 C. Annual Budget Workshops
- 1085 1. A minimum of three (3) GPSA budget workshops must be held during the
 1086 spring semester, one (1) workshop shall be held on North Campus; the FC
~~Chair~~ **Director** shall be responsible for the workshops.
- 1087 a. The budget workshops must be advertised via the GPSA website, GPSA
 1088 electronic mailing list, and other appropriate means of notification at least
 1089 five (5) academic days before the first (1st) workshop of the spring
~~1090~~ semester.
- 1092 2. GPSA annual budget applications must be available and presented at each
 1093 workshop by the FC ~~Chair or Vice-Chair~~ **Director or Associate Director** or
 1094 their designee with the guidance of SGAO. Budget packets must provide all

1095 necessary procedures and information, including the budget hearings schedule,
1096 for a group to follow to submit a complete budget application.

1098 3. All organizations, groups, or other entities requesting funding through the
1099 budget process must attend a GPSA budget workshop during the semester in
1100 which the group applies for funding.

1102 a. Failure to attend a budget workshop results in ineligibility for consideration
1103 for funding in the current budget process. Under extenuating circumstances,
1104 an applicant may appeal to Council for a budget hearing.

1105 b. At least one (1) of the representatives attending the budget workshop must
1106 be a graduate or professional student of the group submitting a budget
1107 request.

1108 D. Applications

1111 1. All groups requesting funding through the budget process must submit a budget
1112 application in the spring semester.

1113 2. All applications must adhere to SGAO guidelines and standing rules set forth by
1114 the FC and published within the budget packet.

1115 3. The FC, shall inform the GPSA Office, staff, volunteers, and SGAO of the
1116 acceptable method of submitting budget applications. This method shall be
1117 clearly defined in the budget packet.

1118 E. Budget Hearings

1120 1. The FC shall, in consultation with the Council Chair, determine the times and
1121 locations of the budget hearings. This information shall be posted in the GPSA
1122 Office, SGAO, and any other locations deemed necessary by the FC ~~Chair and Vice-~~
1123 ~~Chair~~ **Director or Associate Director** and in accordance with TPNR.

1124 2. All groups that submitted a completed budget application shall be contacted
1125 within five (5) academic days from the application deadline with notification of
1126 the hearing schedule. The FC ~~Chair~~ **Director** may attempt to accommodate
1127 requests for hearing times and changes to the hearing schedule, but it is
1128 ultimately each group's responsibility to attend a hearing at their scheduled time.

1129 3. Each group at their respective hearing time shall have an allotted speaking time
1130 to present their budget request. The FC shall then have the opportunity to ask
1131 questions to the group and to review the request. The process and procedure of
1132 budget presentations must be included in the budget packet.

1133 4. At least one (1) GPSA member shall be in attendance at the hearing on behalf of
1134 the organization requesting funding.

1135 5. The FC has full discretion to modify funding recommendations, throughout the
1136 budget process if necessary or appropriate.

1137 6. The FC shall have the authority to amend or reduce any line-item request or
1138 budget request in order to create a balanced budget. These adjustments may be

1139 made during budget hearings or in Committee deliberations without the
~~1140~~ presence of the respective group.

1142 F. Final Approval

- 1143 1. Council must pass the budget with a majority vote, in accordance with the
1144 Constitution. Council's decision shall be forwarded to the President within five
1145 (5) academic days.
1146 2. The President may approve or veto Council's budget proposal in accordance
1147 with the GPSA Constitution and Bylaws.
1148 3. The FC shall forward a balanced budget to Council after all budget hearings and
1149 any necessary deliberations have taken place. The recommendations to Council
1150 shall include all groups that requested funding, requested amount, and any
1151 amendments made by the FC.
1152 4. Approved budgets shall become available at the beginning of the fiscal year as
~~1153~~ dictated by SGAO.

~~1155~~ G. Funding Priorities

- 1157 1. Funding shall be considered on the merits of each application as demonstrated
1158 through the budget process. Consideration should include, but is not limited to:
1159 purpose of the organization, population served, history of service, public
~~1160~~ relations, quality of application, and the necessity and use of GPSA funding.

~~1163~~ H. Budget Limitations

- 1164 1. Groups that are not GPSA Decision Making Bodies may not receive budget
1165 funding greater than one thousand dollars (\$1,000).
1166 2. New and Inactive Groups, classified as groups that have not participated in a
1167 GPSA budget process within the past two (2) years, may not receive funding
1168 greater than five hundred dollars (\$500).
1169 3. Grant Endowment spending distributions shall be allocated in accordance
1170 with the agreed upon UNM Foundation "Use Documents".
1171

1172 **Section 3. Pro-Rated Benefits (PB) Fund**

- 1173 A. SGAO shall administer the disbursement of PB Funds.
1174 B. The process to receive PB Funds must be available through the GPSA Office, on the
1175 GPSA website, and any additional means as determined by the FC.
1176 C. In order to receive pro-rated benefits, each RDSA must apply through SGAO each
~~1177~~ semester.

- 1179 1. PB Funds must be requested by the eighth Friday of the fall and spring semesters
1180 respectively, if not, funds shall revert to the GPSA general fund.
1181 2. At the end of the 2021 fiscal year, this change shall remain in effect until July 1
1182 2021, after which the 2021 provision expires and the may keep up to shall revert
1183 to 50%. The remainder shall be reverted to the GPSA general fund. However, an

1184 RDSA's remaining balance can never be reduced below \$500 as a result of the
1185 reversion.

1186 This reversion shall never include the RDSA's self-generated funds. Only for the
1187 fiscal year ending July 1, 2021, an RSDA may keep up to 100% of funds allocated
1188 during the academic year.

1189 D. Based on the Enrollment Report provided by the University, which indicates the
1190 number of graduate or professional students enrolled in each program, department,
1191 school, or college, SGAO will credit the RDSA account per SGAO Policies and
1192 Procedures.

1193 E. Any RDSA has the right to appeal the Enrollment Report provided by the University.
1194 Appeals shall be presented in writing to SGAO. Appeals shall entail a name-by-name
1195 count of the department's GPSA members and a comparison with the University's
1196 records.

1197 F. RDSAs should provide internal funding opportunities to departmentally associated
1198 student organizations. A departmentally associated student organization is a
1199 student group in which fifty percent (50%) or more of membership are GPSA
~~1200~~ members from a single department.

1202 1. Funds allocated by an RDSA directly to departmentally associated student
~~1203~~ organizations will not revert at the end of the fiscal year.

1205 G. Should a RDSA be unable to offer any financial support, the departmentally
1206 associated student organization may submit appropriation requests.
1207

1208 **Section 4. Appropriations**

~~1209~~ A. Appropriations

1211 1. GPSA appropriation requests shall be overseen by the FC, passed by Council,
~~1212~~ and approved by the President.

~~1213~~ 2. All appropriation requests shall be submitted to the FC ~~Chair~~ **Director**.

1216 a. The FC ~~Chair~~ **Director** shall issue the committee's agenda in accordance
~~1217~~ with GPSA bylaws and TPNR.

1219 b. The FC ~~Chair~~ **Director** will notify all students who are requesting
1220 appropriations at least five (5) days prior to the meeting of the meeting
~~1221~~ time and date.

1223 3. A GPSA member shall represent the group making the appropriation
~~1224~~ request at the FC meeting.

1226 4. If a GPSA member is unable to attend the FC meeting in which the
1227 appropriation is being discussed the FC may choose to table, the request or
~~1228~~ make a recommendation to Council.

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- 1230 5. Chartered student organizations and GPSA Committees shall be eligible for
1231 appropriation funding.
- 1233 6. Funding Limitations
- 1234 a. Funding restrictions are determined through standing rules and adopted by
1235 the FC.
- 1236 b. Departmentally associated student organizations should seek funding
1237 from their RDSA as specified in Bylaws. [Bylaws Article VIII, Section 3,F.]
1238

1239 **Section 5. Revisions**

- 1240 A. Groups may submit a request to make line-item transfers of GPSA funds within their
1241 budget.
- 1242 B. All requests must be submitted to SGAO for review before they may be considered.
- 1243 C. A revision must be approved by consent of both the FC ~~Chair and Vice-Chair~~
1244 **Director and Associate Director**.
- 1245 1. In the event of division over the approval of the revision, the Council Chair shall
1246 be consulted and decide the division.
- 1247 2. In the event of vacancy, the President and the Council Chair shall be responsible
1248 for approving revisions and the Grants ~~Chair~~ **Director** shall be consulted and
1249 decide the division.
- 1250 D. SGAO shall administer the disbursement of GPSA funds once allocations have been
1251 approved by Council.
- 1252 E. All funding allocations must follow the rules and guidelines set forth by SGAO.
1253 Groups allocated GPSA funding shall be responsible for ensuring that they are in
1254 compliance with these policies.
- 1255 F. Monies allocated by GPSA shall be limited to line-item provisions as stipulated by
1256 the approved funding request.
- 1257 G. The FC, in administering GPSA allocations, should make concerted efforts to
1258 communicate with GPSA entities and organizations receiving GPSA funding in order
1259 to facilitate cooperation and ensure compliance with any applicable rules or
1260 stipulations that are coupled with the funding.
1261

1262 **Section 6. Financial Enjoinment**

- 1263 A. Failure to adhere to the GPSA Constitution and Bylaws, applicable stipulations
1264 attached to funding allocations, SGAO guidelines, or University policy may result in
1265 an enjoinment of spending privileges of GPSA funding until the violation has been
1266 corrected.
- 1267 B. An action of enjoinment should be presented to the FC for a recommendation before
1268 it may be considered by Council.
- 1269 C. The FC ~~Chair~~ **Director** shall report to Council on the proposed enjoinment and the
1270 group at question shall be allotted a five (5) minute speaking privilege as a rebuttal.
- 1271 D. A two-thirds (2/3) vote of Council is necessary for approval of an enjoinment of the
1272 group's GPSA funds.

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- 1273 E. The Council Chair must notify the enjoined group no later than five (5) academic
~~1274~~ days after action by Council.
- ~~1276~~ 1. Notification shall be sent to the officer's email addresses on file in SGAO.
- 1278 2. Such notification shall include the reason for the action as well as the actions
~~1280~~ required of the group for funding to be resumed in a timely fashion.
- 1281 3. Funds enjoined for the remainder of the fiscal year will revert to the GPSA
1282 General Fund.
- 1283 F. Acts of Financial Enjoinment may be appealed to the Court of Review. The appeal
1284 must be filed within four (4) calendar weeks from the act of enjoinderment by Council.
1285
-

1286 **Article IX. Grants Code**

1287

1288 **Section 1. Governing Rules for GPSA Funding for Graduate Students**

1289 A. GPSA members are allowed to receive funding through the following Grants

1290

- 1291 1. Student Research Grant (SRG)
- 1292 2. Professional Development Grant (PDG)
- 1293 3. Graduate Scholarship Fund (GSF)
- 1294 4. New Mexico Research Grant (NMRG)
- 1295 a. High Priority
- 1296 b. General Priority

1297 B. Amount of Funding

- 1298 1. Student Research Grants can fund up to \$500 per student per year.
- 1299 2. Professional Development Grants can fund up to \$500 per student per year.
- 1300 3. GSF can fund up to \$1000 per student per year.
- 1301 4. NMRG High Priority can fund up to \$5000 per student per year.
- 1302 5. NMRG General Priority can fund up to \$3000 per student per year.
- ~~1304~~ 6. A year refers to the period between June 1 and May 31.

1305 C. Deadlines

1306

- 1307 1. The deadline for submission of applications will be before midnight (11:59 p.m.) on
1308 the fifth (5th) Friday of the fall and spring semesters and (11:59 p.m.) of the third
1309 (3rd) Friday of the summer semester. No late applications will be accepted. In the
1310 event of unforeseen or extraordinary circumstances, the GPSA Grant ~~Chair~~
1311 **Director(s)** may establish a new application deadline. Notice of any change to the
~~1313~~ deadline shall be posted in accordance with Public Notice Requirements.

- 1314 2. Awarded funds must be claimed within seven (7) calendar days before the end of
1315 the semester. Otherwise funds will revert back to the committee to disseminate in
~~1316~~ the next funding cycle.
- 1318 3. Appeals of award decisions must occur within fourteen (14) calendar days of
~~1320~~ the award notification.
- 1321 D. Applicant Eligibility
~~1323~~
- ~~1324~~ 1. Only GPSA members may receive grant funding.
- ~~1326~~ 2. Grants ~~Chairs~~ **Directors** are ineligible to apply for any grants.
- ~~1328~~ 3. Grants Committee members and Grant Readers must notify Grants ~~Chairs~~ **Directors**
when they apply for a grant.
- ~~1330~~ 4. A GPSA Grant Reader cannot read the grant that he/she has applied for.
- ~~1332~~ 5. An applicant may submit only one application per semester for each grant.
- 1333 6. An applicant is only eligible for the remaining amount of funding for GPSA SRG or
1334 PDG if the applicant has not yet been awarded the full amount of GPSA funding per
~~1335~~ year. Per year means per summer-fall-spring funding cycle.
- 1337 7. The event or activity for which funds are sought must occur within the next,
~~1339~~ current or previous funding period.
- 1340 a. The fall funding period is from August 15 to December 31.
1341 b. The spring funding period is from January 1 to May 31.
1342 c. The summer funding period is from June 1 to August 14.
- ~~1344~~ E. Application Requirements
- 1345 1. Applications must be submitted before the deadline, according to the deadlines
~~1346~~ in section [Bylaws I. Section 1.C].
- 1348 2. Applications must be for activities taking place in the current, previous or
~~1350~~ next funding period, according to section [Bylaws I. Section 1.D.8].
- 1351 3. Submission must occur through the online application system. The Grants ~~Chairs~~
1352 **Director(s)** must accommodate students with circumstances that prevent or
1353 prohibit their use of the online system. If a method of accommodation for
1354 circumstances not concerning disabilities cannot be agreed upon by the applicant
1355 and the ~~chair~~ **Director**, the applicant can appeal [Bylaws I. Section 1.L]. Students
1356 with disabilities will be accommodated through recommendations by the
1357 Accessibility Resource Center.
- 1358 4. Applications must be the original words of the student and not the words of any
1359 other person. If an applicant uses another person's words then they must be in
1360 quotation marks. Unquoted words in a proposal are expected to be the applicant's
~~1362~~ own, original writing.

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- 1363 5. A complete GPSA Student Research Grant /Professional Development Grant
~~1364~~ application includes
- 1366 a. The completed HTML fields of the online GPSA Student Research Grant
~~1367~~ /Professional Development Grant application
- 1369 b. An activity proposal submitted through the online system and not to
~~1370~~ exceed seven hundred (700) words.
- ~~1372~~ c. An activity budget submitted through the online system.
- 1374 d. A Statement of Support form, to be made available on the GPSA website, signed
1375 by a faculty advisor or graduate director. The form may be submitted either in
~~1376~~ hard copy at the GPSA office or via email to the Grants Committee.
- 1378 6. No materials besides those listed in [Bylaws I. Section 9.F.5] shall be accepted.
~~1380~~
- 1381 7. Applications must adhere to the online instructions.
- 1382 8. At the discretion of the Grant ~~Chair~~ **Director**, applications may not be read if the
~~1383~~ requirements outlined in [Bylaws I. Section 1.F] are not met. The applicant may
always appeal [Bylaws I. Section 1.L]
- ~~1385~~ F. Applicant Workshops and Outreach
- 1387 1. The Grants Committee must conduct at least two (2) applicant workshops for each
1388 funding cycle. The workshops must be advertised on the GPSA electronic mailing
~~1390~~ list and website.
- 1391 2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA
~~1392~~ website. The committee may post updates to this curriculum.
- 1394 3. The Grants Committee will make a good faith attempt to contact departments
1395 without a single successful applicant from the previous year to advertise the
1396 grants and offer departmental workshops. These outreach efforts and results
~~1397~~ will be included in an April report to Council.
- 1399 4. The Grants Committee will advertise the available grants at least twenty-one
1400 (21) calendar days before the deadlines on the GPSA website and electronic
~~1401~~ mailing list. Other advertisement is encouraged.
- 1403 G. Grant Readers
- 1404 1. Grant Readers must be GPSA members at the time of reading and scoring
1405 applications for GPSA.
- 1406 2. Readers cannot read for any grant for which they have also applied in the same
1407 semester.
- 1408 3. Readers will be compensated equally for their work at the direction of the Grants
~~1409~~ **Chair Director**.

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1411 4. Readers must attend a training once in each June 1 to May 31 cycle before reading
1412 applications. The Grants ~~Chair~~ **Director** may require re-training at their discretion.
1413 The Grants ~~Chair~~ **Director** shall follow training curriculum guidelines on the GPSA
~~1414~~ website. The committee may make updates to this curriculum.

1416 5. Readers must be selected in an open call to the GPSA membership, e.g. via the
~~1417~~ electronic mailing list.

1419 H.Application Scoring

1420 1. The application will be read and scored by three (3) readers.
~~1421~~ 2. Applications will be read by readers from a different department than the applicant.

1423 3. Applicants and readers will self-identify within one (1) of seven (7) perspectives.
1424 Applications will be read by at least one reader inside their perspective and at least
1425 one (1) reader outside of their perspective. The perspectives are:

1426 a. Fine Arts & Design (FAD) – Applies to any visual arts, performing arts, and
1427 other forms of creative production, including some work in architecture and
~~1428~~ planning.

1430 b. Humanities (HUM) – Applies to any studies of human culture, including but not
1431 limited to work in ethnology, history, literature, languages, philosophy, or
~~1432~~ religion. Often uses methods described as critical and/or interpretive.

1434 c. Science, Technology, Engineering, & Mathematics (STEM) – Applies to any
1435 work grounded in mathematics and/or the physical sciences, including
~~1436~~ computer science and medicine.

1438 d. Social & Behavioral Studies (SBS) – Applies to any studies of human nature and
1439 societal structures, including but not limited to work in area studies,
1440 communication, education, law, management, public policy, psychology, and
~~1441~~ sociology. Often overlaps with humanities and/or STEM.

1443 e. These categories are meant to be inclusive and flexible, not to set definitive
1444 boundaries between areas of study. An applicant’s work may fit into multiple
1445 categories. Applicants should select the perspective from which they want to be
1446 guaranteed at least one (1) reader. The following examples are not meant to be
~~1447~~ exhaustive:

1449 i. Work in law, cultural anthropology, or critical theory may fit into
1450 SBS or HUM.

~~1451~~ ii. Architecture projects may fit into FA or STEM.

1453 iii. Work in public health, geography, or evolutionary
~~1454~~ anthropology may fit into STEM or SBS.

~~1455~~ iv. Dramatic writing may fit into HUM or FAD.

- 1458 4. Changes to scoring criteria beyond those required in the Bylaws must be approved
1459 by a two-thirds (2/3) vote of the Grants Committee. Applications shall be scored
1460 according to the criteria online which are posted one month prior to the
~~1461~~ application deadlines.
- 1463 5. The scoring criteria categories and minimum weighting for GPSA Student
~~1464~~ Research Grant/Professional Development Grant must include:
- ~~1466~~ a. Background: twenty-five (25) points
- 1468 i. Applicant's academic/professional interests and stage in degree program
~~1469~~ are clearly stated. (0-10 points)
- 1471 ii. Activity is described in detail: What exactly will the applicant do, where and
1472 when is it happening, and why is it significant for the applicant's interests?
~~1473~~ (0-10 points)
- 1475 iii. Activity is put into context of the applicant's academic/professional field at
~~1476~~ large. (0-5 points)
- ~~1478~~ b. Benefits: thirty (30) points
- 1480 i. Proposed activity's benefits to applicant are clearly stated and
~~1481~~ linked to academic/professional development. (0-15 points)
- 1483 ii. Benefits of applicant's work to academic/professional community are
~~1484~~ clearly stated. (0-15 points)
- 1486 c. Composition: fifteen (15) points
- 1487 i. Proposal flows logically. Writing style is direct and action oriented. (0-5)
~~1488~~ points
- 1490 ii. Proposal is suitable for a general academic audience. Technical terms are
~~1491~~ defined. (0-5 points)
- 1493 iii. Proposal shows evidence of proofreading, with few errors in grammar or
~~1494~~ usage. (0-5 points)
- 1496 d. Budget: thirty (30) points
- 1497 i. Applicant pursued other sources of funding within the University or
1498 academic community (e.g. department, Office of Graduate Studies, Career
1499 Services), or from outside organizations relevant to the applicant's
~~1500~~ research. (0 OR 10 points)
- 1502 ii. Items to be funded by SRG/PDG, applicant, or other sources are indicated
~~1503~~ as such. (0 OR 5 points)
- 1505 iii. Budget appears well-researched and complete for scope of project
1506 (names of facilities, dates, itineraries, etc.), listing all spending related

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- 1507 to activity. Choices appear to be economical and/or are explained. (0-
~~1508~~ 15 points)
- 1510 6. Raw scores of the readers will be normalized by multiplying by the
 1511 average of all reader scores and dividing by the average of the
~~1512~~ individual reader's scores.
- 1514 7. When the difference between the high and low normalized scores for an
 1515 application exceeds twenty-five points of the total possible score (100
 1516 points), two (2) additional readers will evaluate the proposal. From these
 1517 five (5) normalized scores, the highest and lowest will be dropped, and
 1518 the three (3) remaining scores will be accepted regardless of the spread
~~1519~~ between them.

~~1521~~ I. Application Funding Procedure

- 1523 1. The Grants Committee ~~Chair~~ **Director** must allocate up to twenty (20) awards
 1524 during Fall and Spring semesters and up to eight (8) awards during the Summer
 1525 semester for the Graduate Scholarship Fund. Additional rewards may be granted at
 1526 the discretion of the Grants Committee ~~Chair~~ **Director**. Remaining funds shall
 1527 remain in the endowment.
- 1528 2. The Grants Committee ~~Chair~~ **Director** must allocate up to thirty (30) awards
 1529 during the fall and Spring semesters and up to fifteen (15) awards during the
 1530 Summer semester for the Student Research Grant. These include up to seven (7)
 1531 appeals for the Fall and Spring semesters and between one (1) to three (3) appeals
 1532 during the Summer semester. Additional awards may be granted at the discretion
 1533 of the Grants Committee ~~Chair~~ **Director**. Remaining funds shall remain in the
~~1534~~ endowment.
- 1536 3. The Grants Committee ~~Chair~~ **Director** must allocate up to thirty (30) awards
 1537 during the Fall and Spring semesters and up to fifteen (15) awards during the
 1538 Summer semester for the Professional Development Grant. These include up to
 1539 seven (7) appeals for the Fall and Spring semesters and up to three (3) appeals
 1540 during the Summer semester. Additional awards may be granted at the discretion
 1541 of the Grants Committee ~~Chair~~ **Director**. Remaining funds shall remain in the
 1542 endowment.
- 1543 4. If appeals are not granted, this money will roll over into the next funding cycle.
 1544 a. Remaining funds shall remain in the endowment.
- 1545 5. For SRG, PDG and GSF, from the total amount of money for the funding cycle
 1546 outlined above, the committee shall award one hundred percent (100%) of the
 1547 requested funds according to the rank ordering of normalized scores until all
 1548 money has been exhausted, excepting money withheld to fund two appeals for
 1549 each category. Alternatively, additional money may be sought from Council by the
 1550 Grants ~~Chairs~~ **Directors**.
- 1551 6. Funds not claimed within the seven (7) calendar days before the end of the
 1552 semester day limit [Bylaws I. Section 1.C.2] revert to the grant accounts unless the
 1553 original allocation for an activity was made specifically for a time period which

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1554 extends beyond the seven (7) calendar days before the end of the semester or
~~1555~~ unless the recipient requests and is granted an extension in writing.

1557 J. Records

1558 1. The committee shall keep records of:

1559 a. All applications.

~~1560~~ b. Scores and score comment sheets.

1562 c. A database of cover sheet information (such as name, email, department and
~~1563~~ requested amount) and score results.

1565 d. A separate record of who was awarded at what amount and when it was
~~1566~~ awarded.

1568 2. All records should be in non-obsolete digital format, passed on to the next
1569 Grants ~~Chair(s)~~ **Director(s)** and kept for a minimum of five years.

1570 3. All applicants will have access to their files and scores but not to the applications
~~1571~~ of others, in accordance with applicable state and federal law.

1573 K. Reports

~~1574~~ 1. The committee shall compose a report for each funding cycle.

1576 a. The report shall contain the total amount of GPSA Student Research
~~1577~~ Grant and Professional Development Grant allocations.

1579 b. The report shall contain a breakdown of awards and applications by college,
~~1580~~ school, or department.

1582 c. The report shall provide details of the total allocation and the balance.

1583 d. The report shall also include all appeals, decisions, and results.

~~1584~~ L. Appeals

1586 1. To appeal any decision made by the Grants ~~Chair(s)~~ **Director(s)** or committee, a
1587 written request must be received by the GPSA Student Research Grant
1588 /Professional Development Grant committee within fourteen (14) calendar days
~~1590~~ from the date of the award notification.

1591 2. The appeal must stipulate on what grounds the appeal is based.

1592 3. No late applications will be accepted. Therefore, appeal on those grounds will not
~~1593~~ be heard.

1595 4. An applicant making an appeal may request written, detailed extrapolation of
1596 reader(s) scoring and comments before the appeal. If reader(s) are willing, they
1597 may offer the opportunity. If a reader is unwilling or unable to meet with the
1598 applicant, the reader will need to provide a written response to an applicant's
~~1600~~ reasons for appeal.

- 1601 5. The Grants Committee will review the request for an appeal within two (2) weeks
~~1602~~ of its receipt. All appeal hearings must have three
1604 (3) voting members who, ideally, have been grant readers in good standing with
1605 the Grants committee. Voting members cannot include the Grant ~~Chair~~ **Director** or
1606 anyone who has advised and/or met with the appellant. Applicants are entitled to
1607 attend and speak at their appeal review. Application readers are encouraged to
1608 attend the hearing to present their rationale and scoring process. If reader(s)
1609 cannot attend, they must provide a written response to the applicant's reasons for
1610 appeal. The review may be delayed beyond the two (2) week deadline if the
1611 applicant cannot attend.
1612
- 1613 6. If the committee votes that the appeal is valid, the committee shall decide a
1614 course of action to resolve the appeal. A standard re-read is the default action,
1615 unless the majority of the committee decides another course of action. If the
1616 reasons for the appeal are found to be invalid, no change in funding or scoring
~~1617~~ will be granted.
- 1619 7. Any applicant dissatisfied with the results of an appeal to the Grants Committee
1620 may file a final appeal to the GPSA Council within two (2) weeks of receiving the
1621 GPSA Grants Committee decision. The decision of the GPSA Council will be
~~1622~~ considered final. No further appeal will be granted.
- 1624 8. The Grants Committee will maintain an appeal guideline on the GPSA website.
1625 M. Claiming Awards
1626 1. Grants monies will be distributed on a direct grant basis.
1627 2. Monies will be direct deposited into the awardee's bursar account.
1628

1629 **Section 2. GPSA Student Research Grant (SRG)**
1630

1631 The GPSA Student Research Grant (also known as SRG) funds the development and
1632 dissemination of research and original work, including travel for research-related
1633 purposes. SRG is offered every Fall, Spring and Summer Semester.
1634

~~1635~~ A. Funding History

- 1637 1. The GPSA Student Research Grant and its quasi-endowment were established in
1638 1996 with \$14,000 in student fees and \$14,000 from the UNM Provost's office as
~~1639~~ requested by the GPSA.
- 1641 2. The quasi-endowments are held by a University foundation on behalf of GPSA.
1642 Each year the spending allowance from the endowment's funds grant activity.

1643 3. Additional GPSA Student Research Grant funding may be determined through
~~1644~~ the annual budget process and augmented by appropriations from Council.

1646 B. Activities Funded

1647 The GPSA Student Research Grant funds the development and dissemination of
1648 research including travel for research-related purposes. GPSA Student Research
1649 Grant will also fund any travel or supply expenses incurred in the development or
1650 dissemination of original work.

1651
1652

~~1653~~ 1. Acceptable GPSA Student Research Grant costs include:

- 1655 a. Software not available in UNM computer pods or to which the student
1656 does not have free access.
- 1657 b. Airfare, registration, hotel, shuttle fees, taxi fares, presentation
1658 materials and per diem in accordance with UNM policy. Travel must be
1659 outside of Albuquerque. Current policy and mileage rates can be found
1660 in the University Business Policies and Procedures Manual, Policy
1661 4030.
- 1662 c. Supplies, consumables and printing costs necessary for development
1663 and dissemination of research and not readily supplied by the
1664 applicant's department.

~~1665~~ 2. Unacceptable GPSA Student Research Grant costs include:

- ~~1666~~ a. Salaries, tuition or binding.
- ~~1667~~ b. Organization fees or conference social functions.
- 1671 c. Travel, room or board for any event whose purpose is not the
~~1672~~ development or dissemination of the student's research.
1674

~~1675~~ C. Amount of Funding

- 1677 1. GPSA Student Research Grants can fund up to \$500 per student per year.
1678 2. A year refers to the period between June 1 and May 31.
1679 3. See [Bylaws I. Section 1.D.89.E.8] for activity funding periods and see [Bylaws
~~1680~~ I. Section 1.C.1 9.D.1] for application submission deadlines.

~~1681~~ D. Application Requirements

- 1684 1. A complete GPSA Student Research Grant application includes:
1685 a. The completed HTML fields of the online GPSA Student Research Grant
1686 /Professional Development Grant application.
1687 b. An activity proposal submitted through the online system and not to
1688 exceed seven hundred fifty (750) words. The activity proposal should
1689 contain the following sections:
1690 i. Background

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- 1691 • Applicant’s academic/professional interests and stage in degree
1692 program must be clearly stated.
1693 • Activity described in detail – what exactly will the applicant do,
1694 when and where the activity is occurring.
1695 • Activity’s relation to the applicant academic interests must be
1696 described precisely.
1697 • Activity must be put into the context of the applicant’s academic
1698 field.
1699 ii. Benefits
1700 • Activity’s benefits must be clearly stated and linked to applicant’s
1701 professional interests.
1702 • Benefits of the applicant’s work to the academic community must
1703 be described in detail.
1704 c. An activity GPSA budget template (can be downloaded in the grant
1705 application portal) must be filled out correctly and submitted through
1706 the online system.
1707 d. No materials besides those listed in above shall be accepted.
1708 E. Scoring Criteria
1709 1. The scoring criteria categories and minimum weighting for GPSA Student
1710 Research Grant must include:
1711 a. Background: Twenty-five (25 points)
1712 i. Applicant’s academic/professional interests and stage in degree
1713 program are clearly stated. (0-10 points)
1714 ii. Activity is described in detail – what exactly will the applicant do,
1715 when and where the activity is occurring and the activity’s relation to
1716 the applicant’s academic interests are described (0-10 points)
1717 iii. Activity is put into the context of the applicant’s academic field. (0-5
1718 points)
1719 b. Benefits: Thirty (30 points)
1720 i. Activity’s benefits are clearly stated and linked to applicant’s
1721 professional interests. (0-15 points)
1722 ii. Benefits of the applicant’s work to the academic community are
1723 clearly stated (0-15 points)
1724 c. Composition: Fifteen (15 points)
1725 i. Proposal flows logically. Writing style is action oriented. (0-5 points)
1726 ii. Technical terms are defined, and the proposal is suitable for a general
1727 audience. (0-5 points)
1728 iii. Proposal shows evidence of proof reading. (0-5 points)
1729 d. Budget: Thirty (30 points)
1730 i. Applicant pursued other sources of funding within the University or
1731 academic community (e.g. department, Office of Graduate Studies,
1732 Career Services), or from outside organizations relevant to the
1733 applicant’s research. (0 -10 points)
1734 ii. Items to be funded by SRG/PDG, applicant, or other sources are
1735 indicated as such. (0 -5 points)

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1736 iii. Budget appears well-researched and complete for scope of project
1737 (names of facilities, dates, itineraries, etc.), listing all spending related
1738 to activity. Choices appear to be economical and/or are explained. (0-
1739 15 points)

1740 F. Disqualification Criteria

- 1741 1. Applications exceeding the seven hundred and fifty (750) word limit.
1742 2. Applications that were submitted after the deadline.
1743 3. Incomplete applications – failure to complete a section of the proposal.
1744 4. Applications where the budget was not completed using the GPSA budget
1745 template provided to the applicants.
1746 5. Applicants requesting for funds for an event that does not qualify for the
1747 Student Research Grant as mentioned in [Section 2 .A.1].
1748 6. Applicant has already received the maximum allowed funds for the GPSA
1749 Student Research Grant [Section 1.D.7].
1750

1751 **Section 3. Professional Development Grants (PDG)**

1752

1753 The Professional Development Grant (also Known as PDG) funds for the expenses that
1754 further the professional and career development activities of students. PDG is offered
1755 every fall, spring and summer semester.

1756 A. Funding History

- 1757 1. The Professional Development Grant and its quasi-endowment were
1758 established in 2004 with \$220,000 from the UNM Provost’s office.
1759 2. The quasi-endowments are held by a University foundation on behalf of
1760 GPSA. Each year the spending allowance from the endowment’s funds grant
1761 activity.
1762 3. Additional Professional Development Grant funding may be determined
1763 through the annual budget process and augmented by appropriations from
1764 Council.

1765 B. Activities Funded

- 1766 1. Acceptable Professional Development Grant costs include:
1767 a. Expenses for interviews, clinicals, workshops, job fairs, auditions,
1768 trainings, mock trials and other career or professional events where the
1769 student is not presenting or conducting research.
1770 b. Costs can include airfare, registration costs, hotel, shuttle fees, taxi fares,
1771 professional membership fees, and per diem in accordance with UNM
1772 policy. Travel must be outside of Albuquerque. Current policy and
1773 mileage rates can be found in the University Business Policies and
1774 Procedures Manual, Policy 4030.
1775 2. Unacceptable Professional Development Grant costs include:
1776 a. Travel to present research.
1777 b. Any activity that could be funded by GPSA Student Research Grant.

- 1778 c. Purchase of gifts, souvenirs and any item that do not contribute to the
 1779 professional and career development of students.
- 1780 C. Amount of Funding
- 1781 1. Professional Development Grants can fund up to \$500 per student per year.
 1782 2. A year refers to the period between June 1 and May 31.
 1783 3. An applicant is only eligible for the remaining amount of funding for GPSA
 1784 Professional Development Grant if the applicant has not yet been awarded the
 1785 full amount of GPSA Professional Development Grant funding per year.
 1786 4. See [Bylaws I. Section 1.D.] for activity funding periods and see [Bylaws I.
 1787 Section 1.C.1] for application submission deadlines.
- 1788 D. Application Requirements
- 1789 1. A complete GPSA application includes:
- 1790 a. The completed HTML fields of the online GPSA Professional
 1791 Development Grant application.
- 1792 b. An activity proposal submitted through the online system and not to
 1793 exceed seven hundred fifty (750) words. The activity proposal should
 1794 contain the following sections:
- 1795 i. Background
- 1796 • Applicant’s academic/professional interests must be clearly
 1797 stated.
- 1798 • Applicant’s professional goals must be clearly stated.
 1799 • Activity described in detail – what exactly will the applicant do,
 1800 when and where the activity is occurring.
- 1801 ii. Benefits
- 1802 • Activity’s benefits must be clearly stated and linked to applicant’s
 1803 professional development and career goals.
 1804 • Activity must be put into the context of the applicant’s stage in
 1805 degree program.
- 1806 c. An activity GPSA budget template (can be downloaded in the grant
 1807 application portal) must be filled out correctly and submitted through
 1808 the online system. No materials besides those listed above shall be
 1809 accepted.
- 1810 E. Scoring Criteria
- 1811 The scoring criteria categories and minimum weighting for Professional
 1812 Development Grant must include:
- 1813 1. Background (20 points)
- 1814 a. Applicant’s academic/professional interests are clearly stated. (0-5
 1815 points)
- 1816 b. Applicant’s professional goals are clearly stated. (0-5 points)
 1817 c. Activity is described in detail – what exactly will the applicant do, when
 1818 and where the activity is occurring (0 to 10 points)
- 1819 2. Benefits (40 points)
- 1820 a. Activity’s benefits are stated and explained. (0 to 10 points)
 1821 b. Activity’s benefits are clearly linked to applicant’s professional
 1822 development. (0 to 15 points)

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- 1823 c. Activity is put into the context of the applicant’s stage in degree program.
 1824 (0 to 5 points)
 1825 d. Activity’s benefits are clearly linked to the applicant’s career goals. (0 to
 1826 10 points)
 1827 3. Composition (10 points)
 1828 a. Proposal flows logically and writing style is action oriented. (0 to 5
 1829 points)
 1830 b. Technical terms are defined, and the proposal is suitable for a general
 1831 audience. (0 to 5 points)
 1832 4. Budget (30 points)
 1833 a. Applicant used the GPSA budget template provided. (0 to 5 points)
 1834 b. Applicant pursued other sources of funding within the University or the
 1835 academic community (0 to 10 points)
 1836 c. Budget appears well researched and complete for the scope of the
 1837 activity. Choices appear to be economical or are otherwise explained. (0
 1838 to 15 points)
 1839 F. Disqualification Criteria
 1840 1. Applications exceeding the seven hundred and fifty (750) word limit.
 1841 2. Applications that were submitted after the deadline.
 1842 3. Incomplete applications – failure to complete a section of the proposal.
 1843 4. Applications where the budget was not completed using the GPSA budget
 1844 template provided to the applicants.
 1845 5. Applicants requesting for funds for an event that does not qualify for the
 1846 GPSA Professional Development Grant as mentioned in [Section 3.A.1].
 1847 6. Applicant has already received the maximum allowed funds for the GPSA
 1848 Professional Development Grant [Section 3.B.3]
 1849

1850 **Section 4. New Mexico Research Grant (NMRG)**
 1851

1852 NMRG is designed to assist students with larger projects that require substantial
 1853 funding. It was created to encourage students to work with state agencies that directly
 1854 benefit the state of New Mexico and New Mexican community.

1855

- 1856 A. Funding History
 1857 1. The New Mexico Research quasi-endowment began with funding allocated to
 1858 the GPSA by the New Mexico State Legislature in 2000. New Mexico Research
 1859 grants assist with larger projects that require substantial funding and are
 1860 aimed at encouraging UNM students to work on research with state agencies
 1861 or in areas that directly benefit the state of New Mexico.
 1862 2. The quasi-endowment is held by a University foundation on behalf of GPSA.
 1863 Each year a small spending allowance from the endowment, along with
 1864 substantial contributions from New Mexico State Legislature allocations,
 1865 funds grants activity.

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- 1866 B. Activities Funded
- 1867 1. The New Mexico Research grant funds the development of research,
- 1868 including travel for research related purposes.
- 1869 2. Acceptable New Mexico Research costs include:
- 1870 a. Permanent equipment not available from the applicant(s)' UNM
- 1871 department, or not otherwise available for use by the applicant(s).
- 1872 b. Computer software not available at the UNM computer pods or at the
- 1873 applicant(s)' UNM department, or not otherwise available for use by the
- 1874 applicant(s).
- 1875 c. Room, board, and travel expenses to and from research facilities or field
- 1876 sites outside of Albuquerque.
- 1877 d. Supplies and consumables necessary for the research project and not
- 1878 readily supplied by the applicant(s)' UNM department or not otherwise
- 1879 available for use by the applicant(s).
- 1880 e. Transcription expenses. f. Research projects commenced within the
- 1881 fiscal year, July 1 through June 30.
- 1882 3. Unacceptable New Mexico Research costs include:
- 1883 a. Salaries or payments, except for the New Mexico Research ~~Chair~~
- 1884 **Director, Vice-Chair Associate Director** and Committee Members.
- 1885 b. Travel expenses or other fees associated with a conference.
- 1886 c. Travel, room and board expenses for workshops, schools, clinicals or
- 1887 other travel that does not directly aid in the creation of student research.
- 1888 d. The purchase of computers.
- 1889 e. Tuition and supplies/books for classes.
- 1890 f. Any publication or subscription costs.
- 1891 g. Any research project that involves, or may involve, excessive or
- 1892 unreasonable harm to humans or animals. See [Bylaws I. Section 5.E. 6].
- 1893 C. Amount of Funding
- 1894 1. High Priority Research Project Grants will be awarded a maximum of five
- 1895 thousand dollars (\$5,000) for each research project.
- 1896 2. General Research Project Grants will be awarded a maximum of three
- 1897 thousand dollars (\$3,000) for each research project.
- 1898 3. The maximum amounts are for individual research projects regardless of the
- 1899 number of graduate or professional students working on the project.
- 1900 4. The total amount awarded shall not exceed the total amount requested in the
- 1901 application.
- 1902 5. The maximum amount awarded to an individual, based on the total of the
- 1903 applications to which they are signatory, is five thousand dollars (\$5,000)
- 1904 per year (July 1 to June 30).
- 1905 6. No individual can receive New Mexico Research funding more than three
- 1906 times.
- 1907 D. Deadlines
- 1908 1. All applications for New Mexico Research grants must be received by the
- 1909 GPSA by a date and time to be announced by the New Mexico Research
- 1910 Committee ~~Chair~~ **Director** no later than the regularly scheduled October
- 1911 Council Meeting. In the event of unforeseen or extraordinary circumstances,

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- 1912 the New Mexico Research ~~Chair~~ **Director** may establish a new application
 1913 deadline. Notice of any change to the deadline shall be posted in accordance
 1914 with The Public Notice Requirements.
- 1915 2. Late applications will not be considered for funding.
 - 1916 3. Awarded funds must be claimed by the June 30 following award notification.
 1917 Otherwise funds will revert back to the committee to disseminate in the next
 1918 funding cycle.
 - 1919 4. Appeals of award decisions must occur within fourteen (14) calendar days of
 1920 the award notification.
- 1921 E. Applicant Eligibility
- 1922 1. A member of GPSA enrolled, at the time of application and through the
 1923 completion date of the research project, at the University of New Mexico.
 - 1924 2. A GPSA member of GPSA not serving on the GPSA Court of Review, as New
 1925 Mexico Research ~~Chair~~ **Director**, as a New Mexico Research reader, or as the
 1926 Grants Committee ~~Chair~~ **Director**.
 - 1927 3. FOR HIGH PRIORITY RESEARCH PROJECT GRANTS ONLY: Members of GPSA
 1928 collaborating with a New Mexico state agency, non-profit, or non-
 1929 governmental organization that directly benefits and is based in the state of
 1930 New Mexico. Cannot include University of New Mexico and its branches.
 - 1931 4. The research activity for which funds are sought must occur between July 1
 1932 and June 30 for the current funding cycle.
- 1933 F. Application Requirements
- 1934 1. Applications must be submitted before the deadline.
 - 1935 2. Applications must be for activities taking place in the current funding period.
 - 1936 3. Submission must occur through the online application system. The Grants
 1937 ~~Chair(s)~~ **Director(s)** must accommodate students with circumstances that
 1938 prevent or prohibit their use of the online system. Students with disabilities
 1939 will be accommodated through recommendations by the Accessibility
 1940 Resource Center. If a method of accommodation, for circumstances not
 1941 concerning disabilities, cannot be agreed upon by the applicant and the ~~chair~~
 1942 **Director**, the applicant can appeal, see [Bylaws I. Section 2.M].
 - 1943 4. Applications must be the original words of the student and not the words of
 1944 any other person. If an applicant uses another person's words, then they
 1945 must be in quotation marks. Unquoted words in a proposal are expected to
 1946 be the applicant's own, original writing
 - 1947 5. All applicant(s) may apply for either a High Priority Research Project Grant
 1948 or a General Research Project Grant, but may not apply for both for a single
 1949 project.
 - 1950 6. For activities involving humans, animals, or hazardous materials:
 1951 a. All research projects that involve human or animal subjects or
 1952 participants must, prior to the distribution of funding, be reviewed and
 1953 approved by the Human Research Review Committee (HRRRC), an
 1954 Institutional Review Board (IRB), the Institutional Animal Care and Use
 1955 Committee (IACUC), or by another entity empowered by the University
 1956 of New Mexico for such purposes.

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- b. All research projects that involve the use of biohazardous materials or chemicals must be reviewed and approved, prior to the distribution of funding, by the Biosafety Committee or by another entity empowered by the University of New Mexico for such purposes.
 - c. Approval of a research project by any of the entities described in subsections a or b above shall not be determinative of whether or not a research project involves excessive or unreasonable harm to humans or animals.
7. Proposal
- a. Each application must include a proposal identifying the following areas:
 - i. Description of the research project with date and location of activity.
 - ii. Activity is introduced, given adequate background and put into the context of the field.
 - iii. Student's academic interests are explained.
 - iv. Relationship of specific activity to degree, academic study, career, scholarship, etc. is explained.
 - v. Benefits of the project are linked to the University of New Mexico, academia, field, and/or society.
 - vi. FOR HIGH PRIORITY GRANTS ONLY: Description of the collaboration with a New Mexico state agency, non-profit, non-governmental organization, or communities that directly benefit and is based in the state of New Mexico.
 - b. All proposals shall be written in language easily understandable by graduate or professional students in any college or school. All technical terms shall be defined and explained.
 - c. FOR GENERAL GRANTS ONLY: The maximum word count for each proposal shall be seven hundred (700) words.
 - d. FOR HIGH PRIORITY GRANTS ONLY: The maximum word count for each proposal shall one thousand, one hundred (1100) words.
8. Letter(s) of Support
- a. All applications must include one (1) letter of support from a faculty member familiar with the applicant(s)' research project
 - b. HIGH PRIORITY GRANTS ONLY: Each application for High Priority Grants must also submit one (1) letter of support from a member in the collaborating New Mexico state agency, non-profit, or non-governmental organization based in and directly benefitting the state of New Mexico.
9. Itemized Budget
- a. Each application for funding must include a reasonable itemized budget for the research project that includes the following:
 - i. Total budget for the research project.
 - ii. Line items that will be funded with New Mexico Research grant money must be clearly indicated.
 - iii. All sources of funding for the research project, including all amounts requested, but not yet awarded, from any other funding source must be listed for each line item.

- 2002 iv. Detailed information on all equipment, travel costs, supplies and
2003 consumables; including airlines, make and model numbers, hotel and
2004 motel names, rates, sizes and weights etc.
2005 b. Any proposed expenditures may be explained in text accompanying the
2006 itemized budget.
2007 c. Itemized budgets indicating New Mexico Research funded items that are
2008 unacceptable New Mexico Research costs shall be reduced by the
2009 amount indicated on the itemized budget.
2010 d. The Grants ~~Chair~~ **Director**, at that person's discretion, may request of
2011 the principal applicant the submission of a new itemized budget for
2012 review. The applicant will be given five (5) academic days following
2013 notification to submit the new itemized budget to the GPSA Office.
2014 Failure by the principal applicant to turn in a new itemized budget will
2015 be grounds to disqualify the application from review.
2016 10. No materials besides the online application itself and those listed in proposal
2017 section shall be accepted.
2018 11. Applications must adhere to the online instructions.
2019 12. At the discretion of the New Mexico Research ~~Chair~~ **Director**, applications
2020 may be disqualified if the requirements outlined are not met. The applicant
2021 may always appeal.
2022
-

2023 **Article X. Elections Code**

2024

2025 **Section 1. Elections Committee**

- 2026 A. The Elections Committee shall be composed of three (3) members:
2027 1. Elections ~~Chair~~ **Director**, appointed by the GPSA President.
2028 2. Two (2) Election Committee members, one appointed by the GPSA President
2029 and one appointed by the Council Chair. Members will act until confirmed by
2030 GPSA Council.
2031 3. If additional Elections Committee members are deemed necessary by
2032 Elections ~~Chair~~ **Director**, they shall provide their recommended persons to
2033 be approved unanimously by both GPSA President and Council Chair.
2034 B. Responsibilities:
2035 1. Maintaining uniformity in the application and operation of the Elections
2036 Code.
2037 2. Presiding over the elections.
2038 3. Conducting themselves at all times in a manner that promotes public
2039 confidence in the integrity and impartiality of the election process.
2040 4. At no time during their term serving on the Elections Committee will any
2041 member be permitted to publicly support or campaign for any item on the
2042 ballot.

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- 2043 5. Working with the Student Activities Center to verify that all candidates are
 2044 qualified to run for elected offices.
 2045 6. Developing a uniform format for all proposed ballot items.
 2046 7. Coordinating the ballot casting process with UNM IT.
 2047 8. Publicizing the ballot items, location and operating hours of polling, and
 2048 results of the election.
 2049 9. Set, announce, and administer any number of candidate public forums
 2050 with at least one (1) minimum forum for each candidate election.

2051 **Section 2. Referenda**

- 2052 A. All referendum items are submitted to the Elections Committee via the Elections
~~2053 Chair~~**Director** or the GPSA Office. (Constitution VII.A-B.)
 2055 B. The party submitting the referendum item shall identify its level of authority
~~2056~~ as one of the following: Constitution, Bylaws, Resolution, or Election.
 2058 C. The ballot shall preserve the language in which referendum items are submitted.
 2059

2060 **Section 3. Candidate and Voter Eligibility**

- 2061 A. An eligible candidate for the office of President or Council Chair shall be a GPSA
~~2062~~ member.
 2064 1. Candidates file for an election by turning in completed Candidacy Forms to the
 2065 GPSA Office or to GPSA Election's email by the deadline of 11:59 p.m. at least
~~2066~~ fifteen (15) academic days prior to the start of the election.
 2068 a. Candidacy Forms shall entail an autobiography, an eligibility form, an
~~2069~~ application for candidacy, and a campaign contributions statement.
 2071 b. Candidacy Forms shall be forwarded immediately to the Student
 2072 Activities Center for certification. A list of certified candidates will be
~~2073~~ posted in accordance with the Public Notice Requirements.
 2075 c. The Elections Committee shall determine eligibility and announce
 2076 candidates by 5:00 p.m. the academic day following the application deadline.
 2077 Candidates shall be considered valid if the proper forms were completed and
~~2078~~ all eligibility requirements were met.
 2080 d. A candidate may withdraw from the election and be removed from the
 2081 ballot if they submit a notice of withdrawal to the Election Committee at
~~2082~~ least three (3) academic days before the start of the election.
 2084 i. In the event of a candidate withdrawal, the Elections Committee must
 2085 notify IT to change the ballot and then post written notice of the
~~2086~~ change.

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- 2088 2. A candidate is ineligible to run for President or Council Chair if winning the
~~2090~~ election would result in holding both offices for any period of time.
- 2091 3. To be eligible to take office as President or Council Chair, a candidate must have
~~2093~~ met the
- 2094 Graduate Studies office's requirements for Graduate Assistantship eligibility for
2095 at least two consecutive semesters, including the semester of the election.
2096 Where the GPA requirement should reflect academic good standing for the
2097 respective department.
2098
- 2099 4. GPSA member may run as a write-in candidate for the office of GPSA
2100 President or Council Chair after the Candidacy Form deadline, if they turn
2101 in the required candidacy forms and are deemed eligible before the
~~2103~~ beginning of the election.
- 2104 a. Write-in candidates will not be named on the ballot and will not appear on
~~2105~~ official GPSA Elections Committee flyers or advertisements.
- 2107 b. Write-in candidates must follow the same regulations for campaigning as
~~2109~~ candidates who submitted before the deadline.
- 2110 c. In the event that a write-in candidate wins the election by plurality vote
2111 and is deemed ineligible, the position shall go to the candidate with the
~~2113~~ next highest number of votes.
- 2114 B. An eligible voter for an election must be a GPSA member and may cast only one
2115 ballot per election.
- 2116 **Section 4. Notice of Elections**
- 2117 A. The Elections Committee will use the graduate student listserv as the primary
2118 method for notice to the graduate and professional student body.
- 2119 B. The Elections Committee shall issue a "Call for Candidates and Ballot Items" no
2120 fewer than twenty-five (25) academic days prior to the start of the general election.
2121 The Call for Candidates and Ballot Items shall include a list of elected offices in GPSA
2122 and procedures for submitting items to the ballot via Council or referendum. This
2123 notice shall be emailed through the graduate student listserv.
- 2124 1. The written notice shall also include all steps necessary for a student to vote.
2125 2. Once published, this information may not be changed or altered except to
2126 correct any errors in spelling and formatting.
- 2127 C. Notice of all elections will be emailed to the graduate student listserv no later than
2128 twelve (12) academic days prior to the election for candidates and no later than five
2129 (5) academic days prior to the election. The notice shall include:
- 2130 1. Personal, professional, and/or platform information for candidates.

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- 2131 2. A link to the full text of proposed Constitutional Amendment(s).
 2132 3. Information regarding any other items to be voted upon in the election.
~~2133~~ 4. Dates, times, and instructions for casting a vote.
 2135
- 2136 D. Notice of candidate forums shall be advertised at least five (5) academic days
 2137 prior to the beginning of each forum. This notice shall indicate the names of the
~~2138~~ candidates and the location and time of the forum.
- 2140 1. The format of candidate forums will be determined by the Elections
 2141 Committee and distributed to the candidates one (1) academic day
 2142 prior to the forum(s).
 2143 2. Notice of candidate forums will follow instructions in Sec. 4, A.
- 2144 E. Notice of a Recall Election must occur within five (5) academic days of notice to
~~2145~~ the Elections Committee from Council.
- ~~2147~~ 1. The notice shall also include any steps necessary for a student to vote.
 2149
- 2150 F. Notice of a Special Election for Presidential Replacement shall be given
 2151 within five (5) academic days of a recall election in which a President has
~~2152~~ been removed.
- 2154 1. Notice shall include instructions for running for President, the application
~~2155~~ deadline, and any steps necessary for a student to vote.
- 2157 H. Notice of a Special Election by Referendum shall be given within ten (10)
 2158 academic days after the Elections Committee has verified a petition. This notice
~~2159~~ shall include all steps necessary for a student to vote.
- 2161 **Section 5. Campaigning**
- 2162 A. Candidates shall conduct campaigns in a manner which abides by University
~~2163~~ and GPSA policies and guidelines in their pursuit of office.
- 2165 B. Candidates shall submit, along with the Candidacy Forms, a list of authorized
 2166 campaign committee members that may act on their behalf. Any changes to this
~~2167~~ list should be updated with the Elections Committee.
- 2169 C. Candidates shall sign the Campaign Contribution Statement: "All funds received
 2170 and spent will be from members of the UNM GPSA and no other sources." This
~~2171~~ form shall be submitted as part of the Candidacy Forms.
- 2173 D. Candidates shall submit an itemized accounting of all expenditures incurred by
 2174 the candidate in the pursuit of office before 5:00 p.m. on the closing day of the
~~2175~~ election.

- 2177 E. All candidates shall refrain from using GPSA resources in pursuit of office
- 2178 (including, but not limited to funds, staff, email addresses, printing, electronic
- 2179 mailing lists, and office space).
- 2180 F. No candidate nor aide shall solicit votes from students engaged in any step of
- 2181 the voting process.
- 2182 G. No candidate nor aid shall use coercion to obtain student's vote, which
- 2183 includes both in-person and electronic forms of coercion.
- 2184

2185 **Section 6. General Election**

2186 A. The election shall take place Monday through Friday of the last week of March,

2187 unless otherwise decided by Council. The electronic voting shall begin at 8:00 a.m.

~~2188~~ on the first (1st) day and end at 11:59 p.m. on the last day of the election.

2190 B. Any ballot items included in the election shall be approved by Council or through

~~2191~~ referenda.

2193 C. Elections shall be conducted electronically and use a computer- or phone-based

~~2194~~ system that is managed by IT.

~~2196~~ D. Ballots and Polling:

2198 1. Ballots shall have a randomly ordered list of candidates decided

2199 through a blind draw and clear instructions for marking and

2200 submitting one's vote. Provision for write-in votes shall be included on

2201 the ballot.

2202 2. All ballot items shall appear on the ballot with the language

~~2203~~ received by the Elections Committee.

2205

2206 E. The final vote count of the elections should be emailed to GPSA Election ~~Chair~~

2207 **Director** and GPSA advisor.

2208 F. Voting Certification:

2209 1. The candidate elected to office shall be determined by a plurality of votes

2210 cast and each other ballot item shall be determined by a majority of votes cast on

2211 each item.

2212 2. Should the plurality winner of the GPSA General Election be declared

2213 ineligible or unable to assume office for any reason before the certification of the

2214 election results, in the case of a tie, or if the Elections Committee votes not to

2215 certify an election, a special Council meeting shall be called so that a Special

2216 Election can be scheduled.

2217 3. The Elections Committee shall certify the results of a General Election

2218 after it has been determined to have been conducted in accordance with the

2219 GPSA Constitution and Bylaws.

2220

2221 **Section 7. Council Chair Election**

2222 A. Only Council Representatives with credentials on file twenty (20) academic
2223 days prior to the Council meeting at which the Council Chair election will be
~~2224~~ held are eligible to vote in the election.

~~2226~~ B. The Election Committee shall prepare a roster of eligible voters.

2228 C. Ballots shall have a randomly ordered list of candidates and clear instructions
2229 for marking and submitting one's vote. Provision for write-in votes shall be
2230 included on the ballot. Only cast ballots meeting these requirements shall be
~~2231~~ counted.

2233 1. Voting shall be conducted by secret ballot and individual voting
~~2234~~ results by Council Representatives are not to be recorded.

~~2236~~ D. The Election shall proceed as follows:

2238 1. The current Council Chair shall forward all valid proxies to the Elections
2239 Committee ~~Chair~~ **Director** or the Elections Committee designee before balloting
2240 begins.

2241 2. The President shall call and preside over the Council Chair election. In the
2242 President's absence, an individual who is not a Council Representative, Certified
2243 Alternate, or recognized Proxy shall preside over the election.

2244 3. Each candidate shall give a speech, no longer than five (5) minutes, and shall
2245 have up to five (5) minutes to answer questions posed by Council. The order of
2246 the speeches shall be determined randomly by the Elections Committee.
2247 Candidates do not have to leave the room throughout the election.

2248 4. When all of the speeches have concluded, the Elections Committee shall inspect
2249 and verify that the ballot box is empty and secured.

2250 5. Any of the candidates who are Council Representatives shall be called forward
2251 first to sign for and cast a ballot. They shall then retire to the back of the room
2252 and no more campaigning shall be allowed.

2253 6. The remaining voters shall be called forward according to the alphabetical listing
2254 of their RDSAs. Upon signing in, each voter shall receive and cast a ballot into the
2255 ballot box.

2256 7. After the name of the last voter has been called, the names of voters who did not
2257 come forward will be repeated. Five (5) minutes after the last name has been
2258 called, the vote counting shall begin.

2259 8. In times when meeting in person is not allowed, attendance of credentialed
2260 Council Representatives will be taken at the virtual April meeting. An electronic
2261 ballot will be emailed to those Council Representatives present at the virtual
2262 April meeting. The ballot will be sent on the Tuesday morning following the
2263 meeting and it will close at 11:59 p.m. on the Wednesday following the meeting.
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~~2265~~ E. Vote Counting

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1. Only the members of the Elections Committee shall open the ballot box, determine the validity of ballots cast, tally the ballots cast, and certify the election results.
 - a. A discrepancy between the number of ballots cast and the number of signed voters may be grounds for disqualification of the box of ballots.
 2. The election of the Council Chair shall be decided by a plurality of the votes cast. Should the winner of the Council Chair Election be declared ineligible or unable to assume office for any reason, or in the case of a tie, or if the Elections Committee votes not to certify the election, the Elections Committee shall notify Council before the end of the meeting. Council can vote to repeat the process or determine another course of action. The results of an election shall be determined by the end of the Council meeting.
 3. In times when meeting in person is not allowed, the results will be sent by IT in the form of a pdf document to the GPSA Election ~~Chair~~**Director** and GPSA advisor.
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2287 **Section 8. Other Types of Elections**

~~2288~~ A. Recall Elections

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1. A recall election is defined as the vote for recall of the President and is the result of one or more of the following conditions:
 - a. Petition by GPSA members in accordance with the GPSA Constitution.
 - b. Successful vote of removal by Council.
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2297 B. Special Elections

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1. A Special Election shall take place in any of the following circumstances:
 - a. Resignation of the President or Council Chair.
 - b. Successful recall vote resulting in removal of the President.
 - c. Successful Council vote of removal of the Council Chair.
 - d. In a Presidential election, if the election is not certified, the winner is declared ineligible or unable to assume duties, or there is a tie.
 - e. Granting of a petition submitted to a Council meeting for a Special Issue vote by the GPSA body. Only items granted on the petition shall be allowed on the ballot.
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2313 f. Special Elections follow General Election rules except
2314 where noted.
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2316 **Section 9. Recall Election by GPSA Membership**

2317 A. Upon receipt of the recall petition or a Council vote of removal, the Elections
~~2318~~ Committee shall initiate a recall election.

2320 1. When the President is removed in a Recall Election due to
2321 a petition received after the regularly scheduled March
2322 Council meeting, no Special Election for Presidential
~~2323~~ Replacement is required.

2325 2. The Recall Election should occur by electronic voting over
~~2326~~ two (2) consecutive academic days.

2328 a. Voting shall open at 8:00 a.m. of the first day of the
~~2330~~ election and close at 11:59 p.m. on the following day.

2331 b. The Elections Committee shall approve the results of
2332 a GPSA election after it has been determined that all
2333 provisions of the current GPSA Constitution and Bylaws
2334 were followed.

2335

2336 **Section 10. Special Elections**

2337 A. Special Elections shall take place between three (3) and four (4) academic weeks
2338 after the Council meeting, Presidential declaration, or referendum that created the
~~2340~~ Special Election, unless otherwise noted.

2341 1. No Special Elections shall be held between the last day of the
2342 spring semester and the regularly scheduled August Council
~~2343~~ meeting.

2345 2. The Special Election must occur by electronic voting over two (2)
~~2346~~ consecutive academic days.

2348 3. Voting shall open at 8:00 a.m. of the first (1st) day of the election and
~~2350~~ close at 11:59 p.m. on the second (2nd) day of the election.

2351 4. The Elections Committee shall approve the results of a GPSA
2352 election after it has been determined that all provisions of the
2353 currently published Election Code, Bylaws, and Constitution were
~~2354~~ followed, and any challenge(s) was (were) resolved.

2356 5. Special Council Chair Elections shall take place at the Council meeting
2357 following the Council meeting at which the Election was created and
~~2358~~ shall follow the procedures of the Council Chair Election.

Key: Bold text = new wording

Non-bold text = original wording

Strikeout = eliminated language

Comment = New Comment margin note preferred. May also put text in red

- 2360 6. Referendum petitions for Special Elections shall be delivered to the
~~2361~~ Elections Committee.
- 2363 a. The Elections Committee has five (5) academic days to
~~2364~~ validate the petition after it petition has been received.
- 2366 b. A special election by referendum shall occur within fifteen
2367 (15) academic days of the approval of the petition.
2368

2369 **Section 11. Elections Reporting**

~~2370~~ A. Reports Following Each Election

- 2372 1. The results of all elections shall be reported in accordance with
2373 the Public Notice Requirements by 12:00 p.m. of the academic
~~2374~~ day following the end of the election.
- 2376 2. Election’s data will be disaggregated from unique identifiers,
~~2377~~ including student names and departments.
- 2379 3. Complications with voting, including but not limited to, casting
2380 ballots, vote counting, the electronic voting system, and determination
~~2381~~ of eligibility shall be included with elections reporting.

~~2382~~ B. Annual Report

- 2385 1. The Annual Report shall include all expenditures and income for the
~~2386~~ Elections Committee and each report following an election.
2388
- 2389 2. Certified vote counts for presidential election, Council Chair election,
2390 referenda(s), and constitutional amendment(s) shall be reported.

2391 **Section 12. Election Disputes**

- 2392 A. An election may be challenged by any GPSA member to the Court of Review.
2393 Challenges include, but are not limited to, voter fraud, improper notification,
2394 improper conduct of members of the Elections Committee, candidate
~~2395~~ misconduct, or an unsound voting system.
- 2397 B. Challenges must be formatted as Court of Review Complaints and submitted
2398 in writing within five (5) academic days of the reporting of the election
~~2400~~ results.
- ~~2401~~ C. The Court of Review may consolidate challenges as it deems appropriate.
- 2403 D. If the Court of Review determines that a challenge is valid, the Court may
2404 decertify an election or impose a remedy as deemed appropriate. If an election

2405 is decertified, a special Council meeting shall be called so that a Special
~~2406~~ Election can be scheduled.
2408 E. The Court of Review must render its decision within fifteen (15) academic
2409 days following the last day of the election in question.
2410