



LEGISLATIVE STEERING COMMITTEE

BILL SP 2022-003

SPRING 2022 SESSION

Bylaws

Legislative Action:

Introduced by: David C. Saavedra

1st Reading: LSC Chair

2nd Reading: LSC

3rd Reading: Council

Referred To: LSC

Committee Action: Approved

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
- Lobby renamed Political (Ex. Political Committee/Political Director)
- Removes Programs and Student Support and Advocacy Committees and Chairs
- Addition of Public Affairs Director and Attorney General
- The Executive Board is changed to President's Cabinet

Found in GPSA Bylaws:

Article III Executive Branch

Section 1. President

A. Duties, Powers, and Responsibilities

1. The President shall be authorized and required to be one of two signatures on disbursements of GPSA, except for personal reimbursements to the President which shall be signed by two other authorized persons
2. The President may call special elections on items of governance, policy, and fiscal impact by giving notice to Council and the Elections Committee. (Constitution

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- 45 VI.3.A.) Special Elections shall be run in accordance with the GPSA Constitution
 46 and Bylaws.
 48 3. The President shall serve as an official member to the Faculty Senate Graduate
 49 Committee, as authorized by the Committee.
 51 4. The President shall make official announcements for open positions and
 52 appointments in the Executive Branch, including job descriptions and how to apply.
 53 a. Announcements shall follow TPNR.
 54 b. All GPSA members shall be eligible for all appointments, unless prohibited by
 55 the GPSA Constitution and Bylaws.
 59 5. The President should keep open appointments for the period of no less than five (5)
 60 academic days from the announcement of the open positions.
 61 6. The President may remove appointments at any time.
 64 7. The President shall fill any Standing Committee ~~Chair~~ **Director** vacancy within
 65 twenty (20) academic days.
 67 8. The President shall attend or send a designee to all Council meetings, and provide to
 68 Council a President's Report on issues pertinent to GPSA and the graduate and
 69 professional student community.
 71 9. The President shall be responsible for the hours of operation of the GPSA
 72 Office and facilities.
 74 10. The President shall employ, discharge, and assign duties to all Executive Branch
 75 employees, in a manner consistent with current University employee policies.
 77 B. Term of Office: A President having served a term less than one year may serve a
 78 maximum of one (1) additional term as President. (Constitution II.1.B.2.)
 79 C. Payment: The President's payment should be offered as a Graduate Assistantship in
 80 accordance with Office of Graduate Studies guidelines (Constitution II.1.C.1.)
 82 1. The maximum payment limit shall be in accordance with the GA monthly stipend
 83 at the .5 FTE rate as determined by University policy.
 85 2. Compensation shall also include six (6) resident, graduate tuition hours per
 86 semester during the fall and spring terms, and three (3) credit hours during the
 87 summer term, at the rate published by the Bursar's office.
 89 3. The President's compensation shall be implemented through the annual budget
 90 process, but differential tuition and stipend amounts shall be funded by
 91 Appropriation.
 92

93 **Section 2. Presidential Oath of Office**

- 94 A. The newly elected President shall not assume the duties of that office until the
 95 Presidential Oath of Office (Oath) has been administered. The Oath should be
 96 administered after midday on the last academic day of the spring semester.
 98 1. The Oath should be administered to the President by the Chief Justice or, in the Chief
 99 Justice's absence, the outgoing President.
 101 2. In the event that the Chief Justice or outgoing President are unavailable to
 102 administer the Oath, the outgoing Council Chair or Chief of Staff shall
 103 administer the Oath.

- 105 3. The administration of the Oath must be witnessed by a member of either the
106 Executive or Legislative branch so long as the witness is not a member of the branch
107 that is administering the Oath.
108 4. The Oath will be administered with the right hand uplifted and the following
109 words said aloud:
110 "I, (name), do solemnly swear that I will faithfully execute the Office of President of
111 the
112 Graduate and Professional Students Association of the University of New Mexico;
113 that I will to the best of my ability fulfill the duties and obligations of the Office and
114 preserve, protect, and defend the Constitution and Bylaws of the Graduate and
115 Professional Student
116 Association, the State of New Mexico, and the United States."
117
118 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the
119 authority of the President. The President shall then assume office.
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124 Section 3. President Elect

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

130 A. Duties, Powers and Responsibilities

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

- 137 1. Advertise for Chief of Staff, Project Assistants, and Executive Committee ~~Chairs~~
138 **Directors** for which s/he will make formal appointments upon taking the Office of
139 President;
140 Review application submissions and conduct interviews for candidate appointments;
141
- 142 2. Have the use of GPSA space and resources for scheduling meetings and
143 interviews, and strategizing for a smooth transition.
144
- 145 3. Any other duties and/or responsibilities necessary or beneficial to the President
146 Elect which the outgoing President shall request.
147
148

149 Section 4. Chief of Staff

150 A. Duties, Powers and Responsibilities

- 151 1. Oversee the finances of the Executive Branch, including the executive budget.
- 152 2. Coordinate with Executive Committee ~~Chairs~~ **Directors** and executive staff to
153 prepare and submit a budget for the Executive Branch to the Council in
154 accordance with budget procedures.
155
- 156 3. Supervise the administration of the GPSA Office.
- 157 4. Coordinate the Executive Board.
158

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- 160 5. Aid in appointment of Executive Standing Committee ~~chairs~~ **Directors** and
 161 representatives to joint Student-Faculty Senate and University committees.
 162
 163 6. Ensure delivery of executive committee reports at least once per semester to
 164 Council.
 165 B. Term of Office shall be from the day of appointment to the final day of the academic year
 166 C. Payment
 167 1. The Chief of Staff shall receive financial compensation. The maximum limit shall
 168 be in accordance with the GA monthly stipend at the .5 FTE rate as determined
 169 by University policy.
 170 2. Compensation shall also include six (6) resident, graduate tuition hours per
 171 semester during the fall and spring terms, and three (3) credit hours during the
 172 summer term at the rates published by the Bursar's Office. The Chief of Staff's
 173 compensation shall be implemented through the annual budget process, but
 174 differential tuition and stipend amounts shall be funded by Appropriation.
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178 **Section 5. Public Affairs Director**

179 **A. Duties, Powers and Responsibilities**

- 180 **1. Oversee and lead the events, programs, and communications from the**
 181 **organization.**
 182 **2. Coordinate with Executive Committee Directors and executive staff to**
 183 **prepare a schedule of events for the term of the administration.**
 184 **3. Supervise the administration of the GPSA Office.**
 185 **4. Coordinate support for events of interest to GPSA members, as resources**
 186 **and time of the organization allow.**
 187 **5. Implement and coordinate programs that promote an inclusive and**
 188 **supportive community for graduate and professional students.**
 189 **6. Create and disseminate promotional materials in print and online, including**
 190 **on social media.**
 191 **7. Implement strategies for cooperation between GPSA and current or**
 192 **potential partnerships.**
 193 **8. Creating visual marketing campaigns.**
 194 **9. Serving as an advisor to the president on public matters**
 195 **10. Running social media campaigns and spearheading the GPSA social media**
 196 **platforms.**
 197 **11. Assists with all other public relations and marketing efforts.**

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

200 **C. Payment**

- 201 **1. The Public Affairs Director shall receive financial compensation. The**
 202 **maximum limit shall be in accordance with the GA monthly stipend at the .5**
 203 **FTE rate as determined by university policy.**
 204

205 **Section 6. Attorney General**

206 **A. Issuing advisory opinions concerning the law, legislation, or any other act of GPSA.**

- 207 **1. Copies of the Attorney General's opinions will be distributed to the**
 208 **President, Council Chair, and all Council Representatives. The opinions are**

Commented [GP1]: The creation of the Public Affairs Director position will ensure that GPSA has someone to coordinate events and communications. This position will help GPSA to build a presence on campus and serve as another individual to represent the organization on a regular basis. Additionally, another assistantship will be added to supplement a student through their academic journey and work to connect the student body.

- 209 also to be made available to all other GPSA officials and on the GPSA
210 website.
- 211 2. All requests for the Attorney General to issue advisory opinions must be
212 made in writing except those made during a Council Meeting.
- 213 i. The Attorney General shall be required to publish any amendments
214 made to the GPSA Bylaws within five (5) days following approval by
215 University Counsel.
- 216 B. Providing a current copy of the Constitution and Bylaws.
- 217 1. Updating and distributing the Constitution for the purpose of engrossing any
218 Amendments as passed by GPSA and approved by the UNM Board of
219 Regents.
- 220 i. The Attorney General is designated the responsibility to publish
221 current editions of the GPSA Constitution.
- 222 2. Updating and distributing the Bylaws for the purpose of engrossing any
223 amendments as passed by GPSA and approved by University Legal Counsel.
- 224 i. The Attorney General is designated the responsibility to publish
225 current editions of the GPSA Bylaws.
- 226 3. When requested, providing a paper copy of the governing documents to any
227 student or student group.
- 228 i. Individuals or groups of individuals requesting Bylaws are
229 responsible for incurring the cost of duplication of all documents.
- 230 C. Assisting the President in the execution of their duties.
- 231 D. Serving as an ex-officio, non-voting member of Council.
- 232 1. Attending Council meetings.
- 233 2. Serving as the parliamentarian of Council.
- 234 E. Providing advice and counsel concerning all acts of student government legislation.
- 235 1. Providing counsel for the government in all suits against that government.
- 236 F. Holding office hours weekly during which time they will be present in the GPSA
237 office.
- 238 G. The Attorney General is designated the responsibility to correct any grammatical
239 mistakes within the GPSA Bylaws.
- 240 1. Any grammatical changes made by the Attorney General shall be presented
241 to Council and signed off by the Council Chair and President within six (6)
242 days of the Council Meeting.

243

244 Section 5-7. Executive Committees

- 245 A. Executive Committee Appointments
- 246 All GPSA Executive Standing Committee ~~Chairs~~**Directors** require approval from
247 Council.
- 248 B. Executive Standing Committees
- 249 1. Elections Committee
- 250 a. Presidentially appointed Committee ~~Chair~~**Director** must be presented to
251 the GPSA Council for approval no later than the December meeting.
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- b. During elections, the Elections Committee as well as GPSA Decision Making Bodies should try to provide for autonomy of the Committee to prevent conflict of interest and bias in the elections process.
2. Grants Committee
- a. The Grants ~~Chair~~**Director** shall administer the Graduate Scholarship Fund, The GPSA Research Grant, the GPSA Professional Development Grant, and the New Mexico Research Grant according to the GPSA Bylaws, and complete all duties as required by that post.
 - b. The Grants ~~Chair~~**Director** shall provide a written report to the President and Council Chair each semester.
 - c. The Research Grant is funded by the Student Research Allocation Committee Endowment. The Professional Development Grant is funded by the Specialized Travel Endowment. The New Mexico Research Grant is funded by the Graduate Research and Development Endowment. These funds may be supplemented by the budget process, Council appropriation, or other funding sources.
 - d. Members of the Grants Committee shall conduct themselves in a manner that promotes public confidence in the integrity and impartiality of the grants process.
 - e. Grants Application Readers present at a Grants Committee meeting are voting members.
3. ~~Lobby~~ **Political** Committee
- a. The ~~Lobby~~ **Political** Committee shall attempt to coordinate lobbying efforts of GPSA with the Associated Students of New Mexico, the Associated Students of the University of New Mexico, and other organizations as deemed appropriate.
 - b. The ~~Lobby~~ **Political** Committee shall work with the University administration on areas of common concern.
 - c. The ~~Lobby~~ **Political** Committee is responsible for presenting GPSA issues before appropriate governmental bodies, including the New Mexico Higher Education Department (HED).
 - d. The ~~Lobby~~ **Political** Committee shall investigate issues of importance to the GPSA, including HED funding and capital outlays recommendations to the legislature.
 - e. The ~~Lobby~~ **Political** Committee should compensate student lobbyists for travel and other necessary expenses subject to all applicable University policies and procedures.
 - f. The ~~Lobby~~ **Political** Committee ~~Chair~~ **Director** shall give reports on ~~Lobby~~ **Political** Committee activities to Council at least one meeting prior, one during, and one after the regularly scheduled New Mexico Legislative Session. The ~~Lobby~~ **Political** Committee ~~Chair~~ **Director** shall submit written reports of the same comments to the President to keep as a record.
 - g. The ~~Lobby~~ **Political** Committee shall prepare a platform of issues in enough time to receive input from Council.
 - h. The ~~Lobby~~ **Political** Committee ~~Chair~~ **Director** shall submit the final draft of the platform to Council in December.

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- 301 ~~4. Programs Committee~~
- 302 a. ~~The Programs Committee shall implement and coordinate programs that~~
- 303 ~~promote an inclusive and supportive community for graduate and~~
- 304 ~~professional students.~~
- 305 b. ~~The Programs Committee shall collaborate with the programming of~~
- 306 ~~other student organizations as appropriate.~~
- 307
- 308 ~~5. Student Support and Advocacy Committee (SSA Committee)~~
- 309 a. ~~The SSA Committee shall maintain a list of graduate student organizations,~~
- 310 ~~services provided, and how each can be reached, and shall post the list on the~~
- 311 ~~GPSA website and in the GPSA Office.~~
- 312 b. ~~The SSA Committee shall provide information to GPSA members about~~
- 313 ~~GPSA, including volunteer and paid positions, and activities.~~
- 314 c. ~~The SSA Committee shall coordinate support for events of interest to GPSA~~
- 315 ~~members, as resources and time of the committee allow.~~
- 316 C. Executive Standing Committee ~~Chairs~~ **Directors**
- 317 1. Composition of Executive Committees and selection of Committee ~~Chair~~ **Director** and
- 318 members must comply with the GPSA Constitution and Bylaws.
- 319 2. Standing Committee ~~Chairs~~ **Directors** shall appoint the membership of the Standing
- 320 Committees.
- 321 3. The Standing Committee ~~Chair~~ **Director** may remove members of the Standing
- 322 Committees at any time.
- 323 4. The Standing Committee ~~Chair~~ **Director** shall be responsible for submitting the
- 324 committee's reports to the President in accordance to the GPSA Constitution, Bylaws,
- 325 and applicable Standing Rules.
- 326 5. The Standing Committee ~~Chair~~ **Director** shall hold office hours for student
- 327 inquiries or provide contact information available in the GPSA Office. The
- 328 ~~Chairs~~ **Directors** shall adhere to TPNR.
- 329 D. Payments to Executive Standing Committee ~~Chairs~~ **Directors**
- 330 1. Payments shall be subject to the fulfillment of the ~~Chair's~~ **Director's** obligations and
- 331 duties as verified by the President.
- 332 2. Payments shall take place at the end of each semester in which the ~~Chair~~ **Director** served.
- 333 E. Executive Ad Hoc Committees
- 334 1. These committees shall pursue issues as specified by the President. These committees
- 335 shall endure no longer than is necessary for performance of the duties prescribed by the
- 336 President.
- 337 F. Annual Written Reports
- 338 1. The Elections Committee shall include in the GPSA Annual Report all elections
- 339 reports. See Elections Code [Bylaw I. Section 10].
- 340 2. The Grants Committee shall include in the GPSA Annual Report all funding
- 341 cycle reports. See Grants Code [Bylaws I. Section 9.L. & I. Section 2.L].
- 342 3. The ~~Lobby~~ **Political** Committee shall include in the GPSA Annual Report
- 343 results of any lobbying efforts and the annual legislative platform.
- 344 4. ~~The Programs Committee shall include in the GPSA Annual Report the~~
- 345 ~~results of any fundraising efforts.~~
- 346 5. ~~The SSA Committee shall include in the GPSA Annual Report the list of~~
- 347 ~~graduate student organizations and resources, as well as a summary of the~~

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- 361 issues deemed most important for GPSA membership, progress made, and
362 future recommendations.
- 363 6. **4.** Executive Ad Hoc committees shall include in the GPSA Annual
364 Report progress towards their specified objective(s), and any future
365 recommendations for the continuation of the committee.
- 366 7. **5.** University Committee appointees shall include in the GPSA Annual
367 Report a summary of the issues of importance to GPSA considered by the
368 committee.
369

370 **Section 6. Executive Board**

371 **A. Representation**

- 372 1. Any school or college not represented on the Executive Board may petition
373 to have a representative added from that school or college.
- 374 2. Voting members of the Executive Board shall include the chairs of the Executive
375 and Joint Standing Committees.
- 376 3. The President shall oversee the Executive Board and will have no vote except in the
377 event of a tie.
378

379 **B. Representation**

- 380 1. The Executive Board shall be made up of the President, the Council Chair, and
381 Executive Standing, Ad Hoc, and Joint Committee Chairs.
- 382 2. School or college petitions for representation on the Executive Board shall be
383 sent to the President. The petition may specify the representative.
- 384 3. The President must grant petitions from unrepresented schools or colleges.
- 385 4. If there is no specified representative named on the petition, the President shall
386 appoint a representative from that school or college.
- 387 5. The President shall designate these additional representatives to the Executive
388 Board as voting members or non-voting members.
- 389 6. Each Committee Chair shall have one (1) vote on the Executive Board, with the
390 exception of the Grants Committee Chair, who shall have two votes on the
391 Executive Board; the Grants Committee votes shall be held singly by the Chair of
392 the Grants Committee, but shall be split in the event of co chairs.
393

394 **C. Duties, Powers, and Responsibilities**

- 395 1. Meet at least one (1) time per month that Council is in session.
- 396 2. Recommend agenda items for Council meetings.
- 397 3. Draft and maintain the GPSA annual calendar with deadlines for Executive
398 committees.
- 399 4. Review all executive committee activities.
- 400 5. All meetings shall be open to the public with advance notice of the date, time,
401 meeting location, and agenda provided at least one (1) calendar week in advance
402 of each meeting. This notice shall be made available by means including, but not
403 limited to, the GPSA website and electronic mailing list.
- 404 6. The Executive Board shall direct recommendations for the Council
405 agenda to the appropriate Legislative body.
406

407 **D. Quorum**
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- 420 1. ~~The Executive Board members may participate by Telecommunication in~~
421 ~~accordance with TPNR.~~
422 2. ~~Quorum shall be established if more than half of the voting members are physically~~
423 ~~present.~~
424 3. ~~Participation includes discussion, making motions, and voting.~~

~~425~~ E. ~~Term of Office~~

427 ~~Executive Board members shall serve from the time of their appointment until noon on~~
428 ~~the last day of the academic year, or until written resignation is given to the President.~~
429

430 **Section 8. President's Cabinet**

~~431~~ A. **Representation**

434 1. **The President's Cabinet shall be made up of the Chief of Staff, Public Affairs**
~~435~~ **Director, Executive Committee Directors, and Ad hoc Committee Directors.**

~~436~~ 2. **The Chief of Staff shall oversee the President's Cabinet.**

440 B. **Duties, Powers, and Responsibilities**

441 1. **Meet at least one (1) time per month.**

442 2. **Review all activities of the Executive Branch.**

443 3. **The President's Cabinet serves as an advisory body and will neither produce any**
~~444~~ **binding recommendations nor policies.**

~~445~~ F. **Term of Office**

450 **The members of the President's Cabinet shall serve from the time of their appointment**
451 **until noon on the last day of the academic year, or until written resignation is given to**
452 **the President.**
453