

LEGISLATIVE STEERING COMMITTEE

BILL SP 2022-003

SPRING 2022 SESSION

Bylaws

Legislative Action:

Introduced by: David C. Saavedra

1st Reading: LSC Chair

Referred To: LSC

2nd Reading: LSC

Committee Action: Approved

3rd Reading: Council on 03.26.2022

Council Action: Failed & returned to LSC

4th Reading: LSC on 04.15.22

Committee Action: No changes, return to Council

5th Reading: 04.23.2022

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

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

- 45 2. The President may call special elections on items of governance, policy, and fiscal
46 impact by giving notice to Council and the Elections Committee. (Constitution
47 VI.3.A.) Special Elections shall be run in accordance with the GPSA Constitution
48 and Bylaws.
- 50 3. The President shall serve as an official member to the Faculty Senate Graduate
51 Committee, as authorized by the Committee.
- 53 4. The President shall make official announcements for open positions and
54 appointments in the Executive Branch, including job descriptions and how to apply.
55 a. Announcements shall follow TPNR.
56 b. All GPSA members shall be eligible for all appointments, unless prohibited by
58 the GPSA Constitution and Bylaws.
- 61 5. The President should keep open appointments for the period of no less than five (5)
62 academic days from the announcement of the open positions.
- 64 6. The President may remove appointments at any time.
- 66 7. The President shall fill any Standing Committee **Chair Director** vacancy within
67 twenty (20) academic days.
- 69 8. The President shall attend or send a designee to all Council meetings, and provide to
70 Council a President's Report on issues pertinent to GPSA and the graduate and
71 professional student community.
- 73 9. The President shall be responsible for the hours of operation of the GPSA
74 Office and facilities.
- 76 10. The President shall employ, discharge, and assign duties to all Executive Branch
77 employees, in a manner consistent with current University employee policies.
- 79 B. Term of Office: A President having served a term less than one year may serve a
80 maximum of one (1) additional term as President. (Constitution II.1.B.2.)
- 81 C. Payment: The President's payment should be offered as a Graduate Assistantship in
82 accordance with Office of Graduate Studies guidelines (Constitution II.1.C.1.)
83 1. The maximum payment limit shall be in accordance with the GA monthly stipend
84 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.
88 3. The President's compensation shall be implemented through the annual budget
89 process, but differential tuition and stipend amounts shall be funded by
90 Appropriation.

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

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

- 107 3. The administration of the Oath must be witnessed by a member of either the
108 Executive or Legislative branch so long as the witness is not a member of the branch
109 that is administering the Oath.
- 110 4. The Oath will be administered with the right hand uplifted and the following
111 words said aloud:
112 “I, (name), do solemnly swear that I will faithfully execute the Office of President of
113 the
114 Graduate and Professional Students Association of the University of New Mexico;
115 that I will to the best of my ability fulfill the duties and obligations of the Office and
116 preserve, protect, and defend the Constitution and Bylaws of the Graduate and
117 Professional Student
118 Association, the State of New Mexico, and the United States.”
119
- 120 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the
121 authority of the President. The President shall then assume office.
122
123
124
125

126 Section 3. President Elect

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

132 A. Duties, Powers and Responsibilities

133 The President Elect will not be formally powered to carry out actions on behalf of the
134 GPSA, but will be allowed to commence the transition between administrations making
135 informal appointments that go in effect after the Presidential Oath of Office is
136 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

145 Section 4. Chief of Staff

146 A. Duties, Powers and Responsibilities

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

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

158 C. Payment
159
160
161
162

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

163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207

Section 5. Public Affairs Director

A. Duties, Powers and Responsibilities

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

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

C. Payment

- 1. The Public Affairs Director shall receive financial compensation. The maximum limit shall be in accordance with the GA monthly stipend at the .5 FTE rate as determined by university policy.[GP1]**

Section 6. Attorney General

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

- 1. Copies of the Attorney General’s opinions will be distributed to the President, Council Chair, and all Council Representatives. The opinions are also to be made available to all other GPSA officials and on the GPSA website.**
- 2. All requests for the Attorney General to issue advisory opinions must be made in writing except those made during a Council Meeting.**
 - i. The Attorney General shall be required to publish any amendments made to the GPSA Bylaws within five (5) days following approval by University Counsel.**

B. Providing a current copy of the Constitution and Bylaws.

- 1. Updating and distributing the Constitution for the purpose of engrossing any Amendments as passed by GPSA and approved by the UNM Board of Regents.**
 - i. The Attorney General is designated the responsibility to publish current editions of the GPSA Constitution.**

- 208 2. Updating and distributing the Bylaws for the purpose of engrossing any
 209 amendments as passed by GPSA and approved by University Legal Counsel.
 210 i. The Attorney General is designated the responsibility to publish
 211 current editions of the GPSA Bylaws.
 212 3. When requested, providing a paper copy of the governing documents to any
 213 student or student group.
 214 i. Individuals or groups of individuals requesting Bylaws are
 215 responsible for incurring the cost of duplication of all documents.
 216 C. Assisting the President in the execution of their duties.
 217 D. Serving as an ex-officio, non-voting member of Council.
 218 1. Attending Council meetings.
 219 2. Serving as the parliamentarian of Council.
 220 E. Providing advice and counsel concerning all acts of student government legislation.
 221 1. Providing counsel for the government in all suits against that government.
 222 F. Holding office hours weekly during which time they will be present in the GPSA
 223 office.
 224 G. The Attorney General is designated the responsibility to correct any grammatical
 225 mistakes within the GPSA Bylaws.
 226 1. Any grammatical changes made by the Attorney General shall be presented
 227 to Council and signed off by the Council Chair and President within six (6)
 228 days of the Council Meeting.

229

230 **Section 5-7. Executive Committees**

- 231 A. Executive Committee Appointments
 232 All GPSA Executive Standing Committee ~~Chairs-Directors~~ require approval from
 233 Council.
 234 B. Executive Standing Committees
 235 1. Elections Committee
 236 a. Presidentially appointed Committee ~~Chair-Director~~ must be presented to
 237 the GPSA Council for approval no later than the December meeting.
 238 b. During elections, the Elections Committee as well as GPSA Decision
 239 Making Bodies should try to provide for autonomy of the Committee to
 240 prevent conflict of interest and bias in the elections process.
 241 2. Grants Committee
 242 a. The Grants ~~Chair-Director~~ shall administer the Graduate Scholarship Fund,
 243 The GPSA Research Grant, the GPSA Professional Development Grant, and
 244 the New Mexico Research Grant according to the GPSA Bylaws, and
 245 complete all duties as required by that post.
 246 b. The Grants ~~Chair-Director~~ shall provide a written report to the President and
 247 Council Chair each semester.
 248 3. ~~Lobby~~ **Political** Committee
 249 a. The ~~Lobby~~ **Political** Committee shall attempt to coordinate lobbying efforts of
 250 GPSA with the Associated Students of New Mexico, the Associated Students
 251
 252
 253

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

- 254 of the University of New Mexico, and other organizations as deemed
255 appropriate.
- 256 b. The **Lobby Political** Committee shall work with the University administration
257 on areas of common concern.
 - 258 c. The **Lobby Political** Committee is responsible for presenting GPSA issues
259 before appropriate governmental bodies, including the New Mexico Higher
260 Education Department (HED).
 - 261 d. The **Lobby Political** Committee shall investigate issues of importance to the
262 GPSA, including HED funding and capital outlays recommendations to the
263 legislature.
 - 264 e. The **Lobby Political** Committee should compensate student lobbyists for
265 travel and other necessary expenses subject to all applicable University
266 policies and procedures.
 - 267 f. The **Lobby Political** Committee **Chair Director** shall give reports on **Lobby**
268 **Political** Committee activities to Council at least one meeting prior, one
269 during, and one after the regularly scheduled New Mexico Legislative
270 Session. The **Lobby Political** Committee **Chair Director** shall submit written
271 reports of the same comments to the President to keep as a record.
 - 272 g. The **Lobby Political** Committee shall prepare a platform of issues in enough
273 time to receive input from Council.
 - 274 h. The **Lobby Political** Committee **Chair Director** shall submit the final draft of
275 the platform to Council in December.

~~276~~ 4. **Programs Committee**

- ~~278~~ a. ~~The Programs Committee shall implement and coordinate programs that~~
~~279~~ ~~promote an inclusive and supportive community for graduate and~~
~~280~~ ~~professional students.~~
- ~~281~~ b. ~~The Programs Committee shall collaborate with the programming of~~
~~282~~ ~~other student organizations as appropriate.~~

~~283~~ 5. **Student Support and Advocacy Committee (SSA Committee)**

- ~~284~~ a. ~~The SSA Committee shall maintain a list of graduate student organizations,~~
~~285~~ ~~services provided, and how each can be reached, and shall post the list on the~~
~~286~~ ~~GPSA website and in the GPSA Office.~~
- ~~287~~ b. ~~The SSA Committee shall provide information to GPSA members about~~
~~288~~ ~~GPSA, including volunteer and paid positions, and activities.~~
- ~~289~~ c. ~~The SSA Committee shall coordinate support for events of interest to GPSA~~
~~290~~ ~~members, as resources and time of the committee allow.~~

~~291~~ C. **Executive Standing Committee Chairs Directors**

- ~~293~~ 1. Composition of Executive Committees and selection of Committee **Chair Director** and
~~294~~ members must comply with the GPSA Constitution and Bylaws.
- ~~296~~ 2. Standing Committee **Chairs Directors** shall appoint the membership of the Standing
~~297~~ Committees.
- ~~299~~ 3. The Standing Committee **Chair Director** may remove members of the Standing
~~300~~ Committees at any time.
- ~~302~~ 4. The Standing Committee **Chair Director** shall be responsible for submitting the
~~303~~ committee's reports to the President in accordance to the GPSA Constitution, Bylaws,
~~304~~ and applicable Standing Rules.

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

- 306 5. The Standing Committee **Chair Director** shall hold office hours for student
 307 inquiries or provide contact information available in the GPSA Office. The
 308 **Chairs Directors** shall adhere to TPNR.
- 309 D. Payments to Executive Standing Committee **Chairs Directors**
- 310 1. Payments shall be subject to the fulfillment of the **Chair's Director's** obligations and
 311 duties as verified by the President.
- 312 2. Payments shall take place at the end of each semester in which the **Chair Director** served.
- 313 E. Executive Ad Hoc Committees
- 314 1. These committees shall pursue issues as specified by the President. These committees
 315 shall endure no longer than is necessary for performance of the duties prescribed by the
 316 President.
- 317 F. Annual Written Reports
- 318 1. The Elections Committee shall include in the GPSA Annual Report all elections
 319 reports. See Elections Code [Bylaw I. Section 10].
- 320 2. The Grants Committee shall include in the GPSA Annual Report all funding
 321 cycle reports. See Grants Code [Bylaws I. Section 9.L. & I. Section 2.L].
- 322 3. The **Lobby Political** Committee shall include in the GPSA Annual Report
 323 results of any lobbying efforts and the annual legislative platform.
- 324 ~~4. The Programs Committee shall include in the GPSA Annual Report the
 325 results of any fundraising efforts.~~
- 326 ~~5. The SSA Committee shall include in the GPSA Annual Report the list of
 327 graduate student organizations and resources, as well as a summary of the
 328 issues deemed most important for GPSA membership, progress made, and
 329 future recommendations.~~
- 330 4. Executive Ad Hoc committees shall include in the GPSA Annual
 331 Report progress towards their specified objective(s), and any future
 332 recommendations for the continuation of the committee.
- 333 5. University Committee appointees shall include in the GPSA Annual
 334 Report a summary of the issues of importance to GPSA considered by the
 335 committee.
- 336
337
338
339
340
341
342
343
344

345 **Section 6. Executive Board**

346 ~~A. Representation~~

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

353 ~~B. Representation~~

- 354 1. The Executive Board shall be made up of the President, the Council Chair, and
 355 Executive Standing, Ad Hoc, and Joint Committee Chairs.
- 356 2. School or college petitions for representation on the Executive Board shall be
 357 sent to the President. The petition may specify the representative.
- 358 3. The President must grant petitions from unrepresented schools or colleges.

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

- 367 4. If there is no specified representative named on the petition, the President shall
368 appoint a representative from that school or college.
370 5. The President shall designate these additional representatives to the Executive
371 Board as voting members or non-voting members.
373 6. Each Committee Chair shall have one (1) vote on the Executive Board, with the
374 exception of the Grants Committee Chair, who shall have two votes on the
375 Executive Board; the Grants Committee votes shall be held singly by the Chair of
376 the Grants Committee, but shall be split in the event of co-chairs.

378 C. Duties, Powers, and Responsibilities

- 379 1. Meet at least one (1) time per month that Council is in session.
380 2. Recommend agenda items for Council meetings.
381 3. Draft and maintain the GPSA annual calendar with deadlines for Executive
382 committees.
383 4. Review all executive committee activities.
385 5. All meetings shall be open to the public with advance notice of the date, time,
386 meeting location, and agenda provided at least one (1) calendar week in advance
387 of each meeting. This notice shall be made available by means including, but not
388 limited to, the GPSA website and electronic mailing list.
390 6. The Executive Board shall direct recommendations for the Council
391 agenda to the appropriate Legislative body.

392 D. Quorum

- 395 1. The Executive Board members may participate by Telecommunication in
396 accordance with TPNR.
397 2. Quorum shall be established if more than half of the voting members are physically
398 present.
399 3. Participation includes discussion, making motions, and voting.

400 E. Term of Office

402 Executive Board members shall serve from the time of their appointment until noon on
403 the last day of the academic year, or until written resignation is given to the President.
404

405 Section 8. President's Cabinet

406 A. Representation

- 409 1. The President's Cabinet shall be made up of the Chief of Staff, Public Affairs
410 Director, Executive Committee Directors, and Ad hoc Committee Directors.
411 2. The Chief of Staff shall oversee the President's Cabinet.

415 B. Duties, Powers, and Responsibilities

- 416 1. Meet at least one (1) time per month.
417 2. Review all activities of the Executive Branch.
418 3. The President's Cabinet serves as an advisory body and will neither produce
419 any binding recommendations nor policies.

422 F. Term of Office

425 The members of the President's Cabinet shall serve from the time of their
426 appointment until noon on the last day of the academic year, or until written
427 resignation is given to the President.
428

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