



LEGISLATIVE STEERING COMMITTEE

BILL SP 2022-002

SPRING 2022 SESSION

Bylaw

Legislative Action:

Introduced by: David C. Saavedra

1st Reading: LSC

Referred To:

2nd Reading:

Committee Action:

3rd Reading:

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.

Key: Bold text = new wording

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- 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 5<sup>th</sup> 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.  
86
- 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.

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- 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.

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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 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 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 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 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

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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

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## 416 **Article VII. Resignation, Removal, and Replacement of Officers**

### 417 **Section 1. President**

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

421 1. When the President is removed, the Council Chair shall assume the role of acting  
422 President, and the Legislative Steering Committee (LSC) Chair shall assume the  
423 role of acting Council Chair.

425 2. The Elections Committee must present an initiative to Council by the  
426 following council meeting.

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

432 b. If the GPSA membership does not approve the removal of the President, the  
433 President is reinstated immediately upon official announcement of the  
434 recall election result. This President may not be removed by Council again  
435 in the same session.

437 B. If the GPSA membership initiates a recall in accordance with the Constitution,  
438 Council shall verify the validity of signatures and shall deliver the petition to  
439 the Elections Committee ~~Chair~~ **Director**. (Constitution II.D.1 B.ii.)

441 1. Council has five (5) academic days to validate the signatures and for the  
442 Council Chair to deliver the petition to the Elections ~~Chair~~ **Director** after its  
443 presentation at a regular Council meeting.

445 2. If invalid signatures reduce the number to fewer than the required percentage,  
446 the petition is considered null and void.

448 a. If the petition is considered null and void, the Council Chair shall give notice  
449 and provide a list of all invalidated signatures within five (5) academic days  
450 and in accordance with TPNR.

452 b. Any invalidated party shall have the opportunity to contest the invalidation  
453 in front of the Court of Review.

- 455 3. Upon receipt of a valid recall petition, the Elections ~~Chair~~ **Director** shall hold a  
 456 recall election. The recall election must occur within fifteen (15) academic days  
~~457~~ of the Council meeting at which the petition was presented.
- 459 4. The President may ask the Council Chair to serve as acting President until the  
~~460~~ recall election can be held.
- 462 5. If a recall election results in the removal of the President, the Elections  
 463 Committee shall hold a special election in accordance with the GPSA Constitution  
~~464~~ and Bylaws, in which the removed President may not run.
- 466 6. If a recall election does not result in the removal of the President, the President  
 467 continues to serve in office, or is reinstated if the Council Chair was serving as  
 468 acting President.  
 469

470 **Section 2. Council Chair**

- 471 A. If the Council Chair has resigned or been removed, that person is ineligible to run in  
~~472~~ the resultant Council Chair Special Election.
- 474 1. Upon the resignation or removal of the Council Chair, The LSC Chair shall  
 475 assume the role of the acting Council Chair.  
 476

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

- 478 A. Removal of a Justice must follow the impeachment and removal process  
~~480~~ in the GPSA Constitution. (Constitution IV.2.C.)
- 481 1. The motion to consider removal may occur at the same meeting as  
 482 impeachment.  
~~483~~
- 485 2. Justices may only be removed through impeachment procedures.  
~~486~~
- 488 3. After a motion to consider removal has passed, the Council Chair shall call a  
 489 special meeting for the removal vote within ten (10) academic days.  
~~490~~
- 488 4. If the Chief Justice resigns or has been impeached and is currently the subject  
 489 of removal proceedings, the Senior Associate Justice shall assume the duties  
 490 of the Chief Justice until either the reinstatement or replacement of the Chief  
~~491~~ Justice.
- 493 B. The Court must have at least three (3) sitting Justices in order to operate.  
~~494~~
- 496 C. Replacement  
 497 1. If the Court has three (3) or more remaining Justices after a resignation or  
~~498~~ removal, Council may decide whether or not to appoint a replacement at the  
 next regularly scheduled Council meeting.

500 2. The President shall appoint temporary replacement Justices if the Court falls  
501 below three (3) members until Council approves permanent replacements.  
502

503 **Section 4. Resignation**

504 A. If the President, Council Chair, or Chief Justice wishes to resign, that individual shall  
505 resign by delivering a written letter, either in person or by email, to the other  
506 individuals listed above as well as to the Elections ~~Chair~~ **Director**. Additionally, the  
~~507~~ resigning officer shall notify the members of that officer's branch.

509 B. The letter of resignation must indicate whether the resignation is effective  
~~510~~ immediately or at noon on a specified date.

512 C. Resignation of a Justice prior to the end of a semester may result in the loss of  
513 the Justice's payment at the Council's discretion.  
514

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515 **Article VIII. Finance Code**

516 **Section 1. General Fund**

~~517~~ A. Eligibility and Restrictions

519 1. Allocations from the General Fund shall only be used to fund  
520 chartered student organizations, GPSA Decision Making Bodies,  
521 and applicable service entities of the University as dictated by  
~~522~~ the GPSA Constitution.

524 a. The GPSA grant allocations are appropriated through the Grants  
~~525~~ Committee and are not restricted by this stipulation.

527 b. Executive Committees may be allocated funding that can be  
528 further distributed to students, chartered student  
529 organizations, or other groups without stipulation from this  
~~530~~ Finance Code.

~~531~~ 2. All allocations must be spent through an account with SGAO.

534 3. GPSA shall base all funding considerations on the merits of the  
535 application and no request shall be entitled or disfavored based on any  
~~536~~ biases.

~~537~~ 4. In addition to spending mandated by the GPSA's Constitution;

540 a. No less than two thousand dollars (\$2,000) shall be allocated to  
541 the Student Research Allocation Committee Endowment Fund  
542 (Student Research Grant), two thousand dollars (\$2,000) to the  
543 Specialized Travel Endowment Fund (Professional Development

544 Grant), and two thousand dollars (\$2,000) to the Graduate  
~~545~~ Summer Scholarship.

547 b. Not more than ten percent (10%) of the total GPSA annual  
~~548~~ budget shall be allocated to all GPSA standing committees.

550 i. This shall not include the percentage of the budget  
551 allocated to the Grants Committee which, as mandated by  
552 the Constitution, is excluded from this restriction.  
553

554 **Section 2. Annual Budget**

555 A. Annual Budget

556 1. The Chief of Staff shall administer the adopted GPSA annual budget in  
557 accordance with GPSA Constitution and Bylaws and any stipulations  
~~558~~ dictated within the budget.

560 a. As administrators of the budget, the FC should facilitate communication  
561 between entities which received funding with efforts to assist in the  
562 disbursement and expenditure of GPSA funds and applicable stipulations  
~~563~~ under the respective allocation.

565 2. The FC and Council shall have direct oversight of all monies disbursed through  
566 GPSA in the annual budget process by overseeing the allocation process and the  
~~567~~ annual budget hearings.

569 3. The annual budgets shall be based on the projected revenue, from all  
570 funding sources, by SGAO for the next fiscal year.

571 4. The GPSA annual budget process is only applicable to chartered student  
572 organizations, UNM service entities, and GPSA Decision Making Bodies.

573 5. All funds distributed through the budget process and not used by the end of  
574 the fiscal year in which they were allocated for shall revert to the GPSA  
575 General Fund unless otherwise stipulated by the GPSA Constitution and  
~~576~~ Bylaws or direction by Council.

578 B. Annual Budget Process

~~580~~ 1. Purpose and Authority

581 a. The GPSA budget process streamlines the allocation of GPSA fees to  
582 organizations that serve and benefit the graduate and professional student  
~~583~~ body of the University.

585 b. The budget process is overseen by Council and the FC, passed by Council,  
~~586~~ and approved by the President.

588 c. The FC shall create and follow a budget process and, with the consent of  
589 Council, has authority to modify such procedure insofar as not violating  
~~590~~ the GPSA Constitution and Bylaws.

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- 592 2. Timeline  
593 a. By the end of the first (1<sup>st</sup>) academic week of the spring semester, the FC,  
594 shall have decided upon the timeline and procedures of the annual budget  
595 process (i.e. workshops, deadlines, hearing dates, and hearing format). All  
596 relevant information shall be available through the GPSA Office.  
597 b. Budget workshops are to be held before the end of the fourth (4<sup>th</sup>) academic  
598 week of the spring semester.  
599 c. Budgets applications must be submitted to the GPSA Office no later than  
600 5:00 p.m. on the fifth (5<sup>th</sup>) Friday of the spring semester.  
601 d. The FC shall present a final and balanced budget to Council by the March  
602 Council Meeting.

~~603~~ C. Annual Budget Workshops

- 605 1. A minimum of three (3) GPSA budget workshops must be held during the  
606 spring semester, one (1) workshop shall be held on North Campus; the FC  
607 ~~Chair~~ **Director** shall be responsible for the workshops.  
608 a. The budget workshops must be advertised via the GPSA website, GPSA  
609 electronic mailing list, and other appropriate means of notification at least  
610 five (5) academic days before the first (1<sup>st</sup>) workshop of the spring  
611 semester.  
613 2. GPSA annual budget applications must be available and presented at each  
614 workshop by the FC ~~Chair or Vice-Chair~~ **Director or Associate Director** or  
615 their designee with the guidance of SGAO. Budget packets must provide all  
616 necessary procedures and information, including the budget hearings schedule,  
617 for a group to follow to submit a complete budget application.  
619 3. All organizations, groups, or other entities requesting funding through the  
620 budget process must attend a GPSA budget workshop during the semester in  
621 which the group applies for funding.  
623 a. Failure to attend a budget workshop results in ineligibility for consideration  
624 for funding in the current budget process. Under extenuating circumstances,  
625 an applicant may appeal to Council for a budget hearing.  
626 b. At least one (1) of the representatives attending the budget workshop must  
627 be a graduate or professional student of the group submitting a budget  
628 request.

~~630~~ D. Applications

- 632 1. All groups requesting funding through the budget process must submit a budget  
633 application in the spring semester.  
634 2. All applications must adhere to SGAO guidelines and standing rules set forth by  
635 the FC and published within the budget packet.  
636 3. The FC, shall inform the GPSA Office, staff, volunteers, and SGAO of the  
637 acceptable method of submitting budget applications. This method shall be  
638 clearly defined in the budget packet.

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E. Budget Hearings

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1. The FC shall, in consultation with the Council Chair, determine the times and locations of the budget hearings. This information shall be posted in the GPSA Office, SGAO, and any other locations deemed necessary by the FC ~~Chair and Vice-Chair~~ **Director or Associate Director** and in accordance with TPNR.
2. All groups that submitted a completed budget application shall be contacted within five (5) academic days from the application deadline with notification of the hearing schedule. The FC ~~Chair~~ **Director** may attempt to accommodate requests for hearing times and changes to the hearing schedule, but it is ultimately each group’s responsibility to attend a hearing at their scheduled time.
3. Each group at their respective hearing time shall have an allotted speaking time to present their budget request. The FC shall then have the opportunity to ask questions to the group and to review the request. The process and procedure of budget presentations must be included in the budget packet.
4. At least one (1) GPSA member shall be in attendance at the hearing on behalf of the organization requesting funding.
5. The FC has full discretion to modify funding recommendations, throughout the budget process if necessary or appropriate.
6. The FC shall have the authority to amend or reduce any line-item request or budget request in order to create a balanced budget. These adjustments may be made during budget hearings or in Committee deliberations without the presence of the respective group.

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F. Final Approval

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

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G. Funding Priorities

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

~~684~~ H. Budget Limitations

- 685 1. Groups that are not GPSA Decision Making Bodies may not receive budget  
686 funding greater than one thousand dollars (\$1,000).  
687 2. New and Inactive Groups, classified as groups that have not participated in a  
688 GPSA budget process within the past two (2) years, may not receive funding  
689 greater than five hundred dollars (\$500).  
690 3. Grant Endowment spending distributions shall be allocated in accordance  
691 with the agreed upon UNM Foundation "Use Documents".  
692

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

- 694 A. SGAO shall administer the disbursement of PB Funds.  
695 B. The process to receive PB Funds must be available through the GPSA Office, on the  
696 GPSA website, and any additional means as determined by the FC.  
697 C. In order to receive pro-rated benefits, each RDSA must apply through SGAO each  
~~698~~ semester.  
700 1. PB Funds must be requested by the eighth Friday of the fall and spring semesters  
701 respectively, if not, funds shall revert to the GPSA general fund.  
702 2. At the end of the 2021 fiscal year, this change shall remain in effect until July 1  
703 2021, after which the 2021 provision expires and the may keep up to shall revert  
704 to 50%. The remainder shall be reverted to the GPSA general fund. However, an  
705 RDSA's remaining balance can never be reduced below \$500 as a result of the  
706 reversion.

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

- 710 D. Based on the Enrollment Report provided by the University, which indicates the  
711 number of graduate or professional students enrolled in each program, department,  
712 school, or college, SGAO will credit the RDSA account per SGAO Policies and  
713 Procedures.  
714 E. Any RDSA has the right to appeal the Enrollment Report provided by the University.  
715 Appeals shall be presented in writing to SGAO. Appeals shall entail a name-by-name  
716 count of the department's GPSA members and a comparison with the University's  
717 records.  
718 F. RDSAs should provide internal funding opportunities to departmentally associated  
719 student organizations. A departmentally associated student organization is a  
720 student group in which fifty percent (50%) or more of membership are GPSA  
~~721~~ members from a single department.

- 723 1. Funds allocated by an RDSA directly to departmentally associated student  
~~724~~ organizations will not revert at the end of the fiscal year.



726 G.Should a RDSA be unable to offer any financial support, the departmentally  
727 associated student organization may submit appropriation requests.  
728

729 **Section 4. Appropriations**

730 A. Appropriations

732 1. GPSA appropriation requests shall be overseen by the FC, passed by Council,  
734 and approved by the President.

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

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

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

744 3. A GPSA member shall represent the group making the appropriation  
745 request at the FC meeting.

747 4. If a GPSA member is unable to attend the FC meeting in which the  
748 appropriation is being discussed the FC may choose to table, the request or  
749 make a recommendation to Council.

751 5. Chartered student organizations and GPSA Committees shall be eligible for  
752 appropriation funding.

754 6. Funding Limitations

755 a. Funding restrictions are determined through standing rules and adopted by  
756 the FC.

757 b. Departmentally associated student organizations should seek funding  
758 from their RDSA as specified in Bylaws. [Bylaws Article VIII, Section 3,F.]  
759

760 **Section 5. Revisions**

761 A. Groups may submit a request to make line-item transfers of GPSA funds within their  
762 budget.

763 B. All requests must be submitted to SGAO for review before they may be considered.

764 C. A revision must be approved by consent of both the FC ~~Chair and Vice-Chair~~  
765 **Director and Associate Director**.

766 1. In the event of division over the approval of the revision, the Council Chair shall  
767 be consulted and decide the division.

768 2. In the event of vacancy, the President and the Council Chair shall be responsible  
769 for approving revisions and the Grants ~~Chair~~**Director** shall be consulted and  
770 decide the division.

- 771 D. SGAO shall administer the disbursement of GPSA funds once allocations have been  
772 approved by Council.  
773 E. All funding allocations must follow the rules and guidelines set forth by SGAO.  
774 Groups allocated GPSA funding shall be responsible for ensuring that they are in  
775 compliance with these policies.  
776 F. Monies allocated by GPSA shall be limited to line-item provisions as stipulated by  
777 the approved funding request.  
778 G. The FC, in administering GPSA allocations, should make concerted efforts to  
779 communicate with GPSA entities and organizations receiving GPSA funding in order  
780 to facilitate cooperation and ensure compliance with any applicable rules or  
781 stipulations that are coupled with the funding.  
782

783 **Section 6. Financial Enjoinment**

- 784 A. Failure to adhere to the GPSA Constitution and Bylaws, applicable stipulations  
785 attached to funding allocations, SGAO guidelines, or University policy may result in  
786 an enjoinment of spending privileges of GPSA funding until the violation has been  
787 corrected.  
788 B. An action of enjoinment should be presented to the FC for a recommendation before  
789 it may be considered by Council.  
790 C. The FC ~~Chair~~ **Director** shall report to Council on the proposed enjoinment and the  
791 group at question shall be allotted a five (5) minute speaking privilege as a rebuttal.  
792 D. A two-thirds (2/3) vote of Council is necessary for approval of an enjoinment of the  
793 group's GPSA funds.  
794 E. The Council Chair must notify the enjoined group no later than five (5) academic  
795 days after action by Council.  
796  
797 1. Notification shall be sent to the officer's email addresses on file in SGAO.  
798  
799 2. Such notification shall include the reason for the action as well as the actions  
800 required of the group for funding to be resumed in a timely fashion.  
801  
802 3. Funds enjoined for the remainder of the fiscal year will revert to the GPSA  
803 General Fund.  
804 F. Acts of Financial Enjoinment may be appealed to the Court of Review. The appeal  
805 must be filed within four (4) calendar weeks from the act of enjoinment by Council.  
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807 **Article IX. Grants Code**

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

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

811

812 1. Student Research Grant (SRG)

Key: Bold text = new wording

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- 813 2. Professional Development Grant (PDG)  
814 3. Graduate Scholarship Fund (GSF)  
815 4. New Mexico Research Grant (NMRG)  
816 a. High Priority  
817 b. General Priority
- 818 B. Amount of Funding
- 819 1. Student Research Grants can fund up to \$500 per student per year.  
820 2. Professional Development Grants can fund up to \$500 per student per year.  
821 3. GSF can fund up to \$1000 per student per year.  
822 4. NMRG High Priority can fund up to \$5000 per student per year.  
823 5. NMRG General Priority can fund up to \$3000 per student per year.  
~~824~~ 6. A year refers to the period between June 1 and May 31.
- 826 C. Deadlines  
827
- 828 1. The deadline for submission of applications will be before midnight (11:59 p.m.) on  
829 the fifth (5th) Friday of the fall and spring semesters and (11:59 p.m.) of the third  
830 (3<sup>rd</sup>) Friday of the summer semester. No late applications will be accepted. In the  
831 event of unforeseen or extraordinary circumstances, the GPSA Grant ~~Chair~~  
832 **Director**(s) may establish a new application deadline. Notice of any change to the  
~~833~~ deadline shall be posted in accordance with Public Notice Requirements.
- 835 2. Awarded funds must be claimed within seven (7) calendar days before the end of  
836 the semester. Otherwise funds will revert back to the committee to disseminate in  
~~837~~ the next funding cycle.
- 839 3. Appeals of award decisions must occur within fourteen (14) calendar days of  
~~840~~ the award notification.
- 842 D. Applicant Eligibility  
~~843~~
- ~~845~~ 2. Grants ~~Chairs~~ **Directors** are ineligible to apply for any grants.
- 847 3. Grants Committee members and Grant Readers must notify Grants ~~Chairs~~ **Directors**  
~~848~~ when they apply for a grant.
- ~~850~~ 4. A GPSA Grant Reader cannot read the grant that he/she has applied for.
- ~~852~~ 5. An applicant may submit only one application per semester for each grant.
- 854 6. An applicant is only eligible for the remaining amount of funding for GPSA SRG or  
855 PDG if the applicant has not yet been awarded the full amount of GPSA funding per  
~~856~~ year. Per year means per summer-fall-spring funding cycle.
- 858 7. The event or activity for which funds are sought must occur within the next,  
~~860~~ current or previous funding period.

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- 861 a. The fall funding period is from August 15 to December 31.  
 862 b. The spring funding period is from January 1 to May 31.  
 863 c. The summer funding period is from June 1 to August 14.  
 864 ~~864~~ E. Application Requirements
- 866 1. Applications must be submitted before the deadline, according to the deadlines  
 867 in section [Bylaws I. Section 1.C].
- 869 2. Applications must be for activities taking place in the current, previous or  
 870 next funding period, according to section [Bylaws I. Section 1.D.8].
- 872 3. Submission must occur through the online application system. The Grants ~~Chair~~  
 873 **Director**(s) must accommodate students with circumstances that prevent or  
 874 prohibit their use of the online system. If a method of accommodation for  
 875 circumstances not concerning disabilities cannot be agreed upon by the applicant  
 876 and the ~~chair~~ **Director**, the applicant can appeal [Bylaws I. Section 1.L]. Students  
 877 with disabilities will be accommodated through recommendations by the  
 878 Accessibility Resource Center.
- 879 4. Applications must be the original words of the student and not the words of any  
 880 other person. If an applicant uses another person's words then they must be in  
 881 quotation marks. Unquoted words in a proposal are expected to be the applicant's  
 882 own, original writing.
- 884 5. A complete GPSA Student Research Grant /Professional Development Grant  
 885 application includes
- 887 a. The completed HTML fields of the online GPSA Student Research Grant  
 888 /Professional Development Grant application
- 890 b. An activity proposal submitted through the online system and not to  
 891 exceed seven hundred (700) words.
- 892 c. An activity budget submitted through the online system.
- 895 d. A Statement of Support form, to be made available on the GPSA website, signed  
 896 by a faculty advisor or graduate director. The form may be submitted either in  
 897 hard copy at the GPSA office or via email to the Grants Committee.
- 899 6. No materials besides those listed in [Bylaws I. Section 9.F.5] shall be accepted.  
 900 7. Applications must adhere to the online instructions.
- 902 8. At the discretion of the Grant ~~Chair~~ **Director**, applications may not be read if the  
 903 requirements outlined in [Bylaws I. Section 1.F] are not met. The applicant may  
 904 always appeal [Bylaws I. Section 1.L]
- 906 F. Applicant Workshops and Outreach

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908 1. The Grants Committee must conduct at least two (2) applicant workshops for each  
909 funding cycle. The workshops must be advertised on the GPSA electronic mailing  
910 list and website.

912 2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA  
913 website. The committee may post updates to this curriculum.

915 3. The Grants Committee will make a good faith attempt to contact departments  
916 without a single successful applicant from the previous year to advertise the  
917 grants and offer departmental workshops. These outreach efforts and results  
918 will be included in an April report to Council.

920 4. The Grants Committee will advertise the available grants at least twenty-one  
921 (21) calendar days before the deadlines on the GPSA website and electronic  
922 mailing list. Other advertisement is encouraged.

924 G. Grant Readers

925 1. Grant Readers must be GPSA members at the time of reading and scoring  
926 applications for GPSA.

927 2. Readers cannot read for any grant for which they have also applied in the same  
928 semester.

929 3. Readers will be compensated equally for their work at the direction of the Grants  
930 ~~Chair~~ **Director**.

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

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

940 H. Application Scoring

941 1. The application will be read and scored by three (3) readers.

942 2. Applications will be read by readers from a different department than the applicant.

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

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

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

- 955 c. Science, Technology, Engineering, & Mathematics (STEM) – Applies to any  
956 work grounded in mathematics and/or the physical sciences, including  
~~957~~ computer science and medicine.
- 959 d. Social & Behavioral Studies (SBS) – Applies to any studies of human nature and  
960 societal structures, including but not limited to work in area studies,  
961 communication, education, law, management, public policy, psychology, and  
~~962~~ sociology. Often overlaps with humanities and/or STEM.
- 964 e. These categories are meant to be inclusive and flexible, not to set definitive  
965 boundaries between areas of study. An applicant’s work may fit into multiple  
966 categories. Applicants should select the perspective from which they want to be  
967 guaranteed at least one (1) reader. The following examples are not meant to be  
~~968~~ exhaustive:
- 970 i. Work in law, cultural anthropology, or critical theory may fit into  
971 SBS or HUM.  
~~972~~ ii. Architecture projects may fit into FA or STEM.
- 974 iii. Work in public health, geography, or evolutionary  
~~975~~ anthropology may fit into STEM or SBS.
- ~~976~~ iv. Dramatic writing may fit into HUM or FAD.
- 979 4. Changes to scoring criteria beyond those required in the Bylaws must be approved  
980 by a two-thirds (2/3) vote of the Grants Committee. Applications shall be scored  
981 according to the criteria online which are posted one month prior to the  
~~982~~ application deadlines.
- 984 5. The scoring criteria categories and minimum weighting for GPSA Student  
~~985~~ Research Grant/Professional Development Grant must include:
- ~~986~~ a. Background: twenty-five (25) points
- 989 i. Applicant’s academic/professional interests and stage in degree program  
~~990~~ are clearly stated. (0-10 points)
- 992 ii. Activity is described in detail: What exactly will the applicant do, where and  
993 when is it happening, and why is it significant for the applicant’s interests?  
~~994~~ (0-10 points)
- 996 iii. Activity is put into context of the applicant’s academic/professional field at  
~~997~~ large. (0-5 points)
- 1000 b. Benefits: thirty (30) points
- 1001 i. Proposed activity’s benefits to applicant are clearly stated and  
~~1002~~ linked to academic/professional development. (0-15 points)

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- 1004 ii. Benefits of applicant's work to academic/professional community are  
~~1005~~ clearly stated. (0-15 points)
- 1007 c. Composition: fifteen (15) points
- 1008 i. Proposal flows logically. Writing style is direct and action oriented. (0-5)  
~~1000~~ points
- 1011 ii. Proposal is suitable for a general academic audience. Technical terms are  
~~1013~~ defined. (0-5 points)
- 1014 iii. Proposal shows evidence of proofreading, with few errors in grammar or  
~~1016~~ usage. (0-5 points)
- 1017 d. Budget: thirty (30) points
- 1018 i. Applicant pursued other sources of funding within the University or  
 1019 academic community (e.g. department, Office of Graduate Studies, Career  
 1020 Services), or from outside organizations relevant to the applicant's  
~~1021~~ research. (0 OR 10 points)
- 1023 ii. Items to be funded by SRG/PDG, applicant, or other sources are indicated  
~~1024~~ as such. (0 OR 5 points)
- 1026 iii. Budget appears well-researched and complete for scope of project  
 1027 (names of facilities, dates, itineraries, etc.), listing all spending related  
 1028 to activity. Choices appear to be economical and/or are explained. (0-  
~~1030~~ 15 points)
- 1031 6. Raw scores of the readers will be normalized by multiplying by the  
 1032 average of all reader scores and dividing by the average of the  
~~1034~~ individual reader's scores.
- 1035 7. When the difference between the high and low normalized scores for an  
 1036 application exceeds twenty-five points of the total possible score (100  
 1037 points), two (2) additional readers will evaluate the proposal. From these  
 1038 five (5) normalized scores, the highest and lowest will be dropped, and  
 1039 the three (3) remaining scores will be accepted regardless of the spread  
~~1040~~ between them.

~~1043~~ I. Application Funding Procedure

- 1044 1. The Grants Committee ~~Chair~~ **Director** must allocate up to twenty (20) awards  
 1045 during Fall and Spring semesters and up to eight (8) awards during the Summer  
 1046 semester for the Graduate Scholarship Fund. Additional rewards may be granted at  
 1047 the discretion of the Grants Committee ~~Chair~~ **Director**. Remaining funds shall  
 1048 remain in the endowment.
- 1049 2. The Grants Committee ~~Chair~~ **Director** must allocate up to thirty (30) awards  
 1050 during the fall and Spring semesters and up to fifteen (15) awards during the  
 1051 Summer semester for the Student Research Grant. These include up to seven (7)

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1052 appeals for the Fall and Spring semesters and between one (1) to three (3) appeals  
1053 during the Summer semester. Additional awards may be granted at the discretion  
1054 of the Grants Committee ~~Chair~~ **Director**. Remaining funds shall remain in the  
~~1055~~ endowment.

1057 3. The Grants Committee ~~Chair~~ **Director** must allocate up to thirty (30) awards  
1058 during the Fall and Spring semesters and up to fifteen (15) awards during the  
1059 Summer semester for the Professional Development Grant. These include up to  
1060 seven (7) appeals for the Fall and Spring semesters and up to three (3) appeals  
1061 during the Summer semester. Additional awards may be granted at the discretion  
1062 of the Grants Committee ~~Chair~~ **Director**. Remaining funds shall remain in the  
1063 endowment.

1064 4. If appeals are not granted, this money will roll over into the next funding cycle.  
1065 a. Remaining funds shall remain in the endowment.

1066 5. For SRG, PDG and GSF, from the total amount of money for the funding cycle  
1067 outlined above, the committee shall award one hundred percent (100%) of the  
1068 requested funds according to the rank ordering of normalized scores until all  
1069 money has been exhausted, excepting money withheld to fund two appeals for  
1070 each category. Alternatively, additional money may be sought from Council by the  
1071 Grants ~~Chairs~~ **Directors**.

1072 6. Funds not claimed within the seven (7) calendar days before the end of the  
1073 semester day limit [Bylaws I. Section 1.C.2] revert to the grant accounts unless the  
1074 original allocation for an activity was made specifically for a time period which  
1075 extends beyond the seven (7) calendar days before the end of the semester or  
~~1076~~ unless the recipient requests and is granted an extension in writing.

1078 J. Records

1079 1. The committee shall keep records of:

1080 a. All applications.

~~1081~~ b. Scores and score comment sheets.

1083 c. A database of cover sheet information (such as name, email, department and  
~~1084~~ requested amount) and score results.

1086 d. A separate record of who was awarded at what amount and when it was  
~~1087~~ awarded.

1089 2. All records should be in non-obsolete digital format, passed on to the next  
1090 Grants ~~Chair(s)~~ **Director(s)** and kept for a minimum of five years.

1091 3. All applicants will have access to their files and scores but not to the applications  
~~1092~~ of others, in accordance with applicable state and federal law.

1094 K. Reports

~~1095~~ 1. The committee shall compose a report for each funding cycle.

1097 a. The report shall contain the total amount of GPSA Student Research  
~~1098~~ Grant and Professional Development Grant allocations.



1100 b. The report shall contain a breakdown of awards and applications by college,  
~~1101~~ school, or department.

1103 c. The report shall provide details of the total allocation and the balance.

1104 d. The report shall also include all appeals, decisions, and results.

~~1105~~ L. Appeals

1107 1. To appeal any decision made by the Grants ~~Chair(s)~~ **Director(s)** or committee, a  
1108 written request must be received by the GPSA Student Research Grant  
1109 /Professional Development Grant committee within fourteen (14) calendar days  
~~1110~~ from the date of the award notification.

1112 2. The appeal must stipulate on what grounds the appeal is based.

1113 3. No late applications will be accepted. Therefore, appeal on those grounds will not  
~~1114~~ be heard.

1116 4. An applicant making an appeal may request written, detailed extrapolation of  
1117 reader(s) scoring and comments before the appeal. If reader(s) are willing, they  
1118 may offer the opportunity. If a reader is unwilling or unable to meet with the  
1119 applicant, the reader will need to provide a written response to an applicant's  
~~1120~~ reasons for appeal.

1122 5. The Grants Committee will review the request for an appeal within two (2) weeks  
~~1123~~ of its receipt. All appeal hearings must have three

1125 (3) voting members who, ideally, have been grant readers in good standing with  
1126 the Grants committee. Voting members cannot include the Grant ~~Chair~~ **Director** or  
1127 anyone who has advised and/or met with the appellant. Applicants are entitled to  
1128 attend and speak at their appeal review. Application readers are encouraged to  
1129 attend the hearing to present their rationale and scoring process. If reader(s)  
1130 cannot attend, they must provide a written response to the applicant's reasons for  
1131 appeal. The review may be delayed beyond the two (2) week deadline if the  
1132 applicant cannot attend.  
1133

1134 6. If the committee votes that the appeal is valid, the committee shall decide a  
1135 course of action to resolve the appeal. A standard re-read is the default action,  
1136 unless the majority of the committee decides another course of action. If the  
1137 reasons for the appeal are found to be invalid, no change in funding or scoring  
~~1138~~ will be granted.

1140 7. Any applicant dissatisfied with the results of an appeal to the Grants Committee  
1141 may file a final appeal to the GPSA Council within two (2) weeks of receiving the  
1142 GPSA Grants Committee decision. The decision of the GPSA Council will be  
~~1143~~ considered final. No further appeal will be granted.

1145 8. The Grants Committee will maintain an appeal guideline on the GPSA website.

1146 M. Claiming Awards

Key: Bold text = new wording

Non-bold text = original wording

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- 1147 1. Grants monies will be distributed on a direct grant basis.  
1148 2. Monies will be direct deposited into the awardee's bursar account.  
1149

1150 **Section 2. GPSA Student Research Grant (SRG)**  
1151

1152 The GPSA Student Research Grant (also known as SRG) funds the development and  
1153 dissemination of research and original work, including travel for research-related  
1154 purposes. SRG is offered every Fall, Spring and Summer Semester.

1155

~~1156~~ A. Funding History

- 1158 1. The GPSA Student Research Grant and its quasi-endowment were established in  
1159 1996 with \$14,000 in student fees and \$14,000 from the UNM Provost's office as  
~~1160~~ requested by the GPSA.
- 1162 2. The quasi-endowments are held by a University foundation on behalf of GPSA.  
1163 Each year the spending allowance from the endowment's funds grant activity.
- 1164 3. Additional GPSA Student Research Grant funding may be determined through  
~~1165~~ the annual budget process and augmented by appropriations from Council.

1167 B. Activities Funded

1168 The GPSA Student Research Grant funds the development and dissemination of  
1169 research including travel for research-related purposes. GPSA Student Research  
1170 Grant will also fund any travel or supply expenses incurred in the development or  
1171 dissemination of original work.

1172  
1173

~~1174~~ 1. Acceptable GPSA Student Research Grant costs include:

- 1176 a. Software not available in UNM computer pods or to which the student  
1177 does not have free access.
- 1178 b. Airfare, registration, hotel, shuttle fees, taxi fares, presentation  
1179 materials and per diem in accordance with UNM policy. Travel must be  
1180 outside of Albuquerque. Current policy and mileage rates can be found  
1181 in the University Business Policies and Procedures Manual, Policy  
1182 4030.
- 1183 c. Supplies, consumables and printing costs necessary for development  
1184 and dissemination of research and not readily supplied by the  
1185 applicant's department.

~~1186~~ 2. Unacceptable GPSA Student Research Grant costs include:

- ~~1188~~ a. Salaries, tuition or binding.

- ~~1190~~ b. Organization fees or conference social functions.
- 1192 c. Travel, room or board for any event whose purpose is not the  
~~1194~~ development or dissemination of the student's research.  
1195
- ~~1196~~ C. Amount of Funding
- 1198 1. GPSA Student Research Grants can fund up to \$500 per student per year.  
1199 2. A year refers to the period between June 1 and May 31.  
1200 3. See [Bylaws I. Section 1.D.89.E.8] for activity funding periods and see [Bylaws  
~~1201~~ I. Section 1.C.1 9.D.1] for application submission deadlines.
- ~~1204~~ D. Application Requirements
- 1205 1. A complete GPSA Student Research Grant application includes:  
1206 a. The completed HTML fields of the online GPSA Student Research Grant  
1207 /Professional Development Grant application.  
1208 b. An activity proposal submitted through the online system and not to  
1209 exceed seven hundred fifty (750) words. The activity proposal should  
1210 contain the following sections:  
1211 i. Background  
1212 • Applicant's academic/professional interests and stage in degree  
1213 program must be clearly stated.  
1214 • Activity described in detail – what exactly will the applicant do,  
1215 when and where the activity is occurring.  
1216 • Activity's relation to the applicant academic interests must be  
1217 described precisely.  
1218 • Activity must be put into the context of the applicant's academic  
1219 field.  
1220 ii. Benefits  
1221 • Activity's benefits must be clearly stated and linked to applicant's  
1222 professional interests.  
1223 • Benefits of the applicant's work to the academic community must  
1224 be described in detail.  
1225 c. An activity GPSA budget template (can be downloaded in the grant  
1226 application portal) must be filled out correctly and submitted through  
1227 the online system.  
1228 d. No materials besides those listed in above shall be accepted.
- 1229 E. Scoring Criteria  
1230 1. The scoring criteria categories and minimum weighting for GPSA Student  
1231 Research Grant must include:  
1232 a. Background: Twenty-five (25 points)  
1233 i. Applicant's academic/professional interests and stage in degree  
1234 program are clearly stated. (0-10 points)

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- 1235 ii. Activity is described in detail – what exactly will the applicant do,  
1236 when and where the activity is occurring and the activity’s relation to  
1237 the applicant’s academic interests are described (0-10 points)
- 1238 iii. Activity is put into the context of the applicant’s academic field. (0-5  
1239 points)
- 1240 b. Benefits: Thirty (30 points)
- 1241 i. Activity’s benefits are clearly stated and linked to applicant’s  
1242 professional interests. (0-15 points)
- 1243 ii. Benefits of the applicant’s work to the academic community are  
1244 clearly stated (0-15 points)
- 1245 c. Composition: Fifteen (15 points)
- 1246 i. Proposal flows logically. Writing style is action oriented. (0-5 points)
- 1247 ii. Technical terms are defined, and the proposal is suitable for a general  
1248 audience. (0-5 points)
- 1249 iii. Proposal shows evidence of proof reading. (0-5 points)
- 1250 d. Budget: Thirty (30 points)
- 1251 i. Applicant pursued other sources of funding within the University or  
1252 academic community (e.g. department, Office of Graduate Studies,  
1253 Career Services), or from outside organizations relevant to the  
1254 applicant’s research. (0 -10 points)
- 1255 ii. Items to be funded by SRG/PDG, applicant, or other sources are  
1256 indicated as such. (0 -5 points)
- 1257 iii. Budget appears well-researched and complete for scope of project  
1258 (names of facilities, dates, itineraries, etc.), listing all spending related  
1259 to activity. Choices appear to be economical and/or are explained. (0-  
1260 15 points)
- 1261 F. Disqualification Criteria
- 1262 1. Applications exceeding the seven hundred and fifty (750) word limit.
- 1263 2. Applications that were submitted after the deadline.
- 1264 3. Incomplete applications – failure to complete a section of the proposal.
- 1265 4. Applications where the budget was not completed using the GPSA budget  
1266 template provided to the applicants.
- 1267 5. Applicants requesting for funds for an event that does not qualify for the  
1268 Student Research Grant as mentioned in [Section 2 .A.1].
- 1269 6. Applicant has already received the maximum allowed funds for the GPSA  
1270 Student Research Grant [Section 1.D.7].
- 1271

1272 **Section 3. Professional Development Grants (PDG)**

1273

1274 The Professional Development Grant (also Known as PDG) funds for the expenses that  
1275 further the professional and career development activities of students. PDG is offered  
1276 every fall, spring and summer semester.

1277 A. Funding History

- 1278 1. The Professional Development Grant and its quasi-endowment were  
 1279 established in 2004 with \$220,000 from the UNM Provost's office.  
 1280 2. The quasi-endowments are held by a University foundation on behalf of  
 1281 GPSA. Each year the spending allowance from the endowment's funds grant  
 1282 activity.  
 1283 3. Additional Professional Development Grant funding may be determined  
 1284 through the annual budget process and augmented by appropriations from  
 1285 Council.
- 1286 B. Activities Funded
- 1287 1. Acceptable Professional Development Grant costs include:
- 1288 a. Expenses for interviews, clinicals, workshops, job fairs, auditions,  
 1289 trainings, mock trials and other career or professional events where the  
 1290 student is not presenting or conducting research.
- 1291 b. Costs can include airfare, registration costs, hotel, shuttle fees, taxi fares,  
 1292 professional membership fees, and per diem in accordance with UNM  
 1293 policy. Travel must be outside of Albuquerque. Current policy and  
 1294 mileage rates can be found in the University Business Policies and  
 1295 Procedures Manual, Policy 4030.
- 1296 2. Unacceptable Professional Development Grant costs include:
- 1297 a. Travel to present research.
- 1298 b. Any activity that could be funded by GPSA Student Research Grant.
- 1299 c. Purchase of gifts, souvenirs and any item that do not contribute to the  
 1300 professional and career development of students.
- 1301 C. Amount of Funding
- 1302 1. Professional Development Grants can fund up to \$500 per student per year.
- 1303 2. A year refers to the period between June 1 and May 31.
- 1304 3. An applicant is only eligible for the remaining amount of funding for GPSA  
 1305 Professional Development Grant if the applicant has not yet been awarded the  
 1306 full amount of GPSA Professional Development Grant funding per year.
- 1307 4. See [Bylaws I. Section 1.D.] for activity funding periods and see [Bylaws I.  
 1308 Section 1.C.1] for application submission deadlines.
- 1309 D. Application Requirements
- 1310 1. A complete GPSA application includes:
- 1311 a. The completed HTML fields of the online GPSA Professional  
 1312 Development Grant application.
- 1313 b. An activity proposal submitted through the online system and not to  
 1314 exceed seven hundred fifty (750) words. The activity proposal should  
 1315 contain the following sections:
- 1316 i. Background
- 1317 • Applicant's academic/professional interests must be clearly  
 1318 stated.
- 1319 • Applicant's professional goals must be clearly stated.
- 1320 • Activity described in detail – what exactly will the applicant do,  
 1321 when and where the activity is occurring.
- 1322 ii. Benefits

- 1323                   • Activity’s benefits must be clearly stated and linked to applicant’s  
 1324                   professional development and career goals.  
 1325                   • Activity must be put into the context of the applicant’s stage in  
 1326                   degree program.  
 1327           c.   An activity GPSA budget template (can be downloaded in the grant  
 1328           application portal) must be filled out correctly and submitted through  
 1329           the online system. No materials besides those listed above shall be  
 1330           accepted.
- 1331 E.   Scoring Criteria  
 1332   The scoring criteria categories and minimum weighting for Professional  
 1333   Development Grant must include:
- 1334   1.   Background (20 points)  
 1335       a.   Applicant’s academic/professional interests are clearly stated. (0-5  
 1336       points)  
 1337       b.   Applicant’s professional goals are clearly stated. (0-5 points)  
 1338       c.   Activity is described in detail – what exactly will the applicant do, when  
 1339       and where the activity is occurring (0 to 10 points)
- 1340   2.   Benefits (40 points)  
 1341       a.   Activity’s benefits are stated and explained. (0 to 10 points)  
 1342       b.   Activity’s benefits are clearly linked to applicant’s professional  
 1343       development. (0 to 15 points)  
 1344       c.   Activity is put into the context of the applicant’s stage in degree program.  
 1345       (0 to 5 points)  
 1346       d.   Activity’s benefits are clearly linked to the applicant’s career goals. (0 to  
 1347       10 points)
- 1348   3.   Composition (10 points)  
 1349       a.   Proposal flows logically and writing style is action oriented. (0 to 5  
 1350       points)  
 1351       b.   Technical terms are defined, and the proposal is suitable for a general  
 1352       audience. (0 to 5 points)
- 1353   4.   Budget (30 points)  
 1354       a.   Applicant used the GPSA budget template provided. (0 to 5 points)  
 1355       b.   Applicant pursued other sources of funding within the University or the  
 1356       academic community (0 to 10 points)  
 1357       c.   Budget appears well researched and complete for the scope of the  
 1358       activity. Choices appear to be economical or are otherwise explained. (0  
 1359       to 15 points)
- 1360 F.   Disqualification Criteria  
 1361   1.   Applications exceeding the seven hundred and fifty (750) word limit.  
 1362   2.   Applications that were submitted after the deadline.  
 1363   3.   Incomplete applications – failure to complete a section of the proposal.  
 1364   4.   Applications where the budget was not completed using the GPSA budget  
 1365   template provided to the applicants.  
 1366   5.   Applicants requesting for funds for an event that does not qualify for the  
 1367   GPSA Professional Development Grant as mentioned in [Section 3.A.1].

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1368 6. Applicant has already received the maximum allowed funds for the GPSA  
1369 Professional Development Grant [Section 3.B.3]  
1370

1371 **Section 4. New Mexico Research Grant (NMRG)**  
1372

1373 NMRG is designed to assist students with larger projects that require substantial  
1374 funding. It was created to encourage students to work with state agencies that directly  
1375 benefit the state of New Mexico and New Mexican community.

1376

1377 A. Funding History

1378 1. The New Mexico Research quasi-endowment began with funding allocated to  
1379 the GPSA by the New Mexico State Legislature in 2000. New Mexico Research  
1380 grants assist with larger projects that require substantial funding and are  
1381 aimed at encouraging UNM students to work on research with state agencies  
1382 or in areas that directly benefit the state of New Mexico.

1383 2. The quasi-endowment is held by a University foundation on behalf of GPSA.  
1384 Each year a small spending allowance from the endowment, along with  
1385 substantial contributions from New Mexico State Legislature allocations,  
1386 funds grants activity.

1387 B. Activities Funded

1388 1. The New Mexico Research grant funds the development of research,  
1389 including travel for research related purposes.

1390 2. Acceptable New Mexico Research costs include:

1391 a. Permanent equipment not available from the applicant(s)' UNM  
1392 department, or not otherwise available for use by the applicant(s).  
1393 b. Computer software not available at the UNM computer pods or at the  
1394 applicant(s)' UNM department, or not otherwise available for use by the  
1395 applicant(s).

1396 c. Room, board, and travel expenses to and from research facilities or field  
1397 sites outside of Albuquerque.

1398 d. Supplies and consumables necessary for the research project and not  
1399 readily supplied by the applicant(s)' UNM department or not otherwise  
1400 available for use by the applicant(s).

1401 e. Transcription expenses. f. Research projects commenced within the  
1402 fiscal year, July 1 through June 30.

1403 3. Unacceptable New Mexico Research costs include:

1404 a. Salaries or payments, except for the New Mexico Research ~~Chair~~  
1405 **Director, Vice-Chair Associate Director** and Committee Members.

1406 b. Travel expenses or other fees associated with a conference.

1407 c. Travel, room and board expenses for workshops, schools, clinicals or  
1408 other travel that does not directly aid in the creation of student research.

1409 d. The purchase of computers.

1410 e. Tuition and supplies/books for classes.

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- 1411 f. Any publication or subscription costs.
- 1412 g. Any research project that involves, or may involve, excessive or
- 1413 unreasonable harm to humans or animals. See [Bylaws I. Section 5.E. 6].
- 1414 C. Amount of Funding
- 1415 1. High Priority Research Project Grants will be awarded a maximum of five
- 1416 thousand dollars (\$5,000) for each research project.
- 1417 2. General Research Project Grants will be awarded a maximum of three
- 1418 thousand dollars (\$3,000) for each research project.
- 1419 3. The maximum amounts are for individual research projects regardless of the
- 1420 number of graduate or professional students working on the project.
- 1421 4. The total amount awarded shall not exceed the total amount requested in the
- 1422 application.
- 1423 5. The maximum amount awarded to an individual, based on the total of the
- 1424 applications to which they are signatory, is five thousand dollars (\$5,000)
- 1425 per year (July 1 to June 30).
- 1426 6. No individual can receive New Mexico Research funding more than three
- 1427 times.
- 1428 D. Deadlines
- 1429 1. All applications for New Mexico Research grants must be received by the
- 1430 GPSA by a date and time to be announced by the New Mexico Research
- 1431 Committee ~~Chair~~ **Director** no later than the regularly scheduled October
- 1432 Council Meeting. In the event of unforeseen or extraordinary circumstances,
- 1433 the New Mexico Research ~~Chair~~ **Director** may establish a new application
- 1434 deadline. Notice of any change to the deadline shall be posted in accordance
- 1435 with The Public Notice Requirements.
- 1436 2. Late applications will not be considered for funding.
- 1437 3. Awarded funds must be claimed by the June 30 following award notification.
- 1438 Otherwise funds will revert back to the committee to disseminate in the next
- 1439 funding cycle.
- 1440 4. Appeals of award decisions must occur within fourteen (14) calendar days of
- 1441 the award notification.
- 1442 E. Applicant Eligibility
- 1443 1. A member of GPSA enrolled, at the time of application and through the
- 1444 completion date of the research project, at the University of New Mexico.
- 1445 2. A GPSA member of GPSA not serving on the GPSA Court of Review, as New
- 1446 Mexico Research ~~Chair~~ **Director**, as a New Mexico Research reader, or as the
- 1447 Grants Committee ~~Chair~~ **Director**.
- 1448 3. FOR HIGH PRIORITY RESEARCH PROJECT GRANTS ONLY: Members of GPSA
- 1449 collaborating with a New Mexico state agency, non-profit, or non-
- 1450 governmental organization that directly benefits and is based in the state of
- 1451 New Mexico. Cannot include University of New Mexico and its branches.
- 1452 4. The research activity for which funds are sought must occur between July 1
- 1453 and June 30 for the current funding cycle.
- 1454 F. Application Requirements
- 1455 1. Applications must be submitted before the deadline.
- 1456 2. Applications must be for activities taking place in the current funding period.

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- 1457 3. Submission must occur through the online application system. The Grants  
1458 ~~Chair(s)~~ **Director(s)** must accommodate students with circumstances that  
1459 prevent or prohibit their use of the online system. Students with disabilities  
1460 will be accommodated through recommendations by the Accessibility  
1461 Resource Center. If a method of accommodation, for circumstances not  
1462 concerning disabilities, cannot be agreed upon by the applicant and the ~~chair~~  
1463 **Director**, the applicant can appeal, see [Bylaws I. Section 2.M].
- 1464 4. Applications must be the original words of the student and not the words of  
1465 any other person. If an applicant uses another person's words, then they  
1466 must be in quotation marks. Unquoted words in a proposal are expected to  
1467 be the applicant's own, original writing
- 1468 5. All applicant(s) may apply for either a High Priority Research Project Grant  
1469 or a General Research Project Grant, but may not apply for both for a single  
1470 project.
- 1471 6. For activities involving humans, animals, or hazardous materials:  
1472 a. All research projects that involve human or animal subjects or  
1473 participants must, prior to the distribution of funding, be reviewed and  
1474 approved by the Human Research Review Committee (HRRC), an  
1475 Institutional Review Board (IRB), the Institutional Animal Care and Use  
1476 Committee (IACUC), or by another entity empowered by the University  
1477 of New Mexico for such purposes.  
1478 b. All research projects that involve the use of biohazardous materials or  
1479 chemicals must be reviewed and approved, prior to the distribution of  
1480 funding, by the Biosafety Committee or by another entity empowered by  
1481 the University of New Mexico for such purposes.  
1482 c. Approval of a research project by any of the entities described in  
1483 subsections a or b above shall not be determinative of whether or not a  
1484 research project involves excessive or unreasonable harm to humans or  
1485 animals.
- 1486 7. Proposal  
1487 a. Each application must include a proposal identifying the following areas:  
1488 i. Description of the research project with date and location of activity.  
1489 ii. Activity is introduced, given adequate background and put into the  
1490 context of the field.  
1491 iii. Student's academic interests are explained.  
1492 iv. Relationship of specific activity to degree, academic study, career,  
1493 scholarship, etc. is explained.  
1494 v. Benefits of the project are linked to the University of New Mexico,  
1495 academia, field, and/or society.  
1496 vi. FOR HIGH PRIORITY GRANTS ONLY: Description of the collaboration  
1497 with a New Mexico state agency, non-profit, non-governmental  
1498 organization, or communities that directly benefit and is based in the  
1499 state of New Mexico.  
1500 b. All proposals shall be written in language easily understandable by  
1501 graduate or professional students in any college or school. All technical  
1502 terms shall be defined and explained.

Key: Bold text = new wording

33

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- 1503 c. FOR GENERAL GRANTS ONLY: The maximum word count for each  
1504 proposal shall be seven hundred (700) words.  
1505 d. FOR HIGH PRIORITY GRANTS ONLY: The maximum word count for each  
1506 proposal shall one thousand, one hundred (1100) words.
- 1507 8. Letter(s) of Support  
1508 a. All applications must include one (1) letter of support from a faculty  
1509 member familiar with the applicant(s)' research project  
1510 b. HIGH PRIORITY GRANTS ONLY: Each application for High Priority Grants  
1511 must also submit one (1) letter of support from a member in the  
1512 collaborating New Mexico state agency, non-profit, or non-governmental  
1513 organization based in and directly benefitting the state of New Mexico.
- 1514 9. Itemized Budget  
1515 a. Each application for funding must include a reasonable itemized budget  
1516 for the research project that includes the following:  
1517 i. Total budget for the research project.  
1518 ii. Line items that will be funded with New Mexico Research grant  
1519 money must be clearly indicated.  
1520 iii. All sources of funding for the research project, including all amounts  
1521 requested, but not yet awarded, from any other funding source must  
1522 be listed for each line item.  
1523 iv. Detailed information on all equipment, travel costs, supplies and  
1524 consumables; including airlines, make and model numbers, hotel and  
1525 motel names, rates, sizes and weights etc.
- 1526 b. Any proposed expenditures may be explained in text accompanying the  
1527 itemized budget.  
1528 c. Itemized budgets indicating New Mexico Research funded items that are  
1529 unacceptable New Mexico Research costs shall be reduced by the  
1530 amount indicated on the itemized budget.  
1531 d. The Grants ~~Chair~~ **Director**, at that person's discretion, may request of  
1532 the principal applicant the submission of a new itemized budget for  
1533 review. The applicant will be given five (5) academic days following  
1534 notification to submit the new itemized budget to the GPSA Office.  
1535 Failure by the principal applicant to turn in a new itemized budget will  
1536 be grounds to disqualify the application from review.
- 1537 10. No materials besides the online application itself and those listed in proposal  
1538 section shall be accepted.
- 1539 11. Applications must adhere to the online instructions.
- 1540 12. At the discretion of the New Mexico Research ~~Chair~~ **Director**, applications  
1541 may be disqualified if the requirements outlined are not met. The applicant  
1542 may always appeal.  
1543
- 

1544 **Article X. Elections Code**

1545

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1546 **Section 1. Elections Committee**

- 1547 A. The Elections Committee shall be composed of three (3) members:  
1548 1. Elections ~~Chair~~**Director**, appointed by the GPSA President.  
1549 2. Two (2) Election Committee members, one appointed by the GPSA President  
1550 and one appointed by the Council Chair. Members will act until confirmed by  
1551 GPSA Council.  
1552 3. If additional Elections Committee members are deemed necessary by  
1553 Elections ~~Chair~~**Director**, they shall provide their recommended persons to  
1554 be approved unanimously by both GPSA President and Council Chair.  
1555 B. Responsibilities:  
1556 1. Maintaining uniformity in the application and operation of the Elections  
1557 Code.  
1558 2. Presiding over the elections.  
1559 3. Conducting themselves at all times in a manner that promotes public  
1560 confidence in the integrity and impartiality of the election process.  
1561 4. At no time during their term serving on the Elections Committee will any  
1562 member be permitted to publicly support or campaign for any item on the  
1563 ballot.  
1564 5. Working with the Student Activities Center to verify that all candidates are  
1565 qualified to run for elected offices.  
1566 6. Developing a uniform format for all proposed ballot items.  
1567 7. Coordinating the ballot casting process with UNM IT.  
1568 8. Publicizing the ballot items, location and operating hours of polling, and  
1569 results of the election.  
1570 9. Set, announce, and administer any number of candidate public forums  
1571 with at least one (1) minimum forum for each candidate election.

1572 **Section 2. Referenda**

- 1573 A. All referendum items are submitted to the Elections Committee via the Elections  
~~1574~~ ~~Chair~~**Director** or the GPSA Office. (Constitution VII.A-B.)  
1575  
1576 B. The party submitting the referendum item shall identify its level of authority  
~~1577~~ as one of the following: Constitution, Bylaws, Resolution, or Election.  
1578  
1579 C. The ballot shall preserve the language in which referendum items are submitted.  
1580

1581 **Section 3. Candidate and Voter Eligibility**

- 1582 A. An eligible candidate for the office of President or Council Chair shall be a GPSA  
~~1583~~ member.  
1584  
1585 1. Candidates file for an election by turning in completed Candidacy Forms to the  
1586 GPSA Office or to GPSA Election's email by the deadline of 11:59 p.m. at least  
~~1587~~ fifteen (15) academic days prior to the start of the election.

- 1589 a. Candidacy Forms shall entail an autobiography, an eligibility form, an  
~~1590~~ application for candidacy, and a campaign contributions statement.
- 1592 b. Candidacy Forms shall be forwarded immediately to the Student  
1593 Activities Center for certification. A list of certified candidates will be  
~~1594~~ posted in accordance with the Public Notice Requirements.
- 1596 c. The Elections Committee shall determine eligibility and announce  
1597 candidates by 5:00 p.m. the academic day following the application deadline.  
1598 Candidates shall be considered valid if the proper forms were completed and  
~~1600~~ all eligibility requirements were met.
- 1601 d. A candidate may withdraw from the election and be removed from the  
1602 ballot if they submit a notice of withdrawal to the Election Committee at  
~~1603~~ least three (3) academic days before the start of the election.
- 1605 i. In the event of a candidate withdrawal, the Elections Committee must  
1606 notify IT to change the ballot and then post written notice of the  
~~1608~~ change.
- 1609 2. A candidate is ineligible to run for President or Council Chair if winning the  
~~1610~~ election would result in holding both offices for any period of time.
- 1612 3. To be eligible to take office as President or Council Chair, a candidate must have  
~~1613~~ met the
- 1615 Graduate Studies office's requirements for Graduate Assistantship eligibility for  
1616 at least two consecutive semesters, including the semester of the election.  
1617 Where the GPA requirement should reflect academic good standing for the  
1618 respective department.  
1619
- 1620 4. GPSA member may run as a write-in candidate for the office of GPSA  
1621 President or Council Chair after the Candidacy Form deadline, if they turn  
1622 in the required candidacy forms and are deemed eligible before the  
~~1623~~ beginning of the election.
- 1625 a. Write-in candidates will not be named on the ballot and will not appear on  
~~1626~~ official GPSA Elections Committee flyers or advertisements.
- 1628 b. Write-in candidates must follow the same regulations for campaigning as  
~~1630~~ candidates who submitted before the deadline.
- 1631 c. In the event that a write-in candidate wins the election by plurality vote  
1632 and is deemed ineligible, the position shall go to the candidate with the  
~~1633~~ next highest number of votes.

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1635 B. An eligible voter for an election must be a GPSA member and may cast only one  
1636 ballot per election.

1637 **Section 4. Notice of Elections**

- 1638 A. The Elections Committee will use the graduate student listserv as the primary  
1639 method for notice to the graduate and professional student body.
- 1640 B. The Elections Committee shall issue a “Call for Candidates and Ballot Items” no  
1641 fewer than twenty-five (25) academic days prior to the start of the general election.  
1642 The Call for Candidates and Ballot Items shall include a list of elected offices in GPSA  
1643 and procedures for submitting items to the ballot via Council or referendum. This  
1644 notice shall be emailed through the graduate student listserv.
- 1645 1. The written notice shall also include all steps necessary for a student to vote.
  - 1646 2. Once published, this information may not be changed or altered except to  
1647 correct any errors in spelling and formatting.
- 1648 C. Notice of all elections will be emailed to the graduate student listserv no later than  
1649 twelve (12) academic days prior to the election for candidates and no later than five  
1650 (5) academic days prior to the election. The notice shall include:

- 1651 1. Personal, professional, and/or platform information for candidates.
- 1652 2. A link to the full text of proposed Constitutional Amendment(s).
- 1653 3. Information regarding any other items to be voted upon in the election.
- ~~1654~~ 1654 4. Dates, times, and instructions for casting a vote.
- 1656

1657 D. Notice of candidate forums shall be advertised at least five (5) academic days  
1658 prior to the beginning of each forum. This notice shall indicate the names of the  
~~1659~~ candidates and the location and time of the forum.

- 1661 1. The format of candidate forums will be determined by the Elections  
1662 Committee and distributed to the candidates one (1) academic day  
1663 prior to the forum(s).
- 1664 2. Notice of candidate forums will follow instructions in Sec. 4, A.

1665 E. Notice of a Recall Election must occur within five (5) academic days of notice to  
~~1666~~ the Elections Committee from Council.

- ~~1668~~ 1668 1. The notice shall also include any steps necessary for a student to vote.
- 1670

1671 F. Notice of a Special Election for Presidential Replacement shall be given  
1672 within five (5) academic days of a recall election in which a President has  
~~1673~~ been removed.

- 1675 1. Notice shall include instructions for running for President, the application  
~~1676~~ deadline, and any steps necessary for a student to vote.

1678 H. Notice of a Special Election by Referendum shall be given within ten (10)  
1679 academic days after the Elections Committee has verified a petition. This notice  
~~1680~~ shall include all steps necessary for a student to vote.

1682 **Section 5. Campaigning**

1683 A. Candidates shall conduct campaigns in a manner which abides by University  
~~1684~~ and GPSA policies and guidelines in their pursuit of office.

1686 B. Candidates shall submit, along with the Candidacy Forms, a list of authorized  
1687 campaign committee members that may act on their behalf. Any changes to this  
~~1688~~ list should be updated with the Elections Committee.

1690 C. Candidates shall sign the Campaign Contribution Statement: "All funds received  
1691 and spent will be from members of the UNM GPSA and no other sources." This  
~~1692~~ form shall be submitted as part of the Candidacy Forms.

1694 D. Candidates shall submit an itemized accounting of all expenditures incurred by  
1695 the candidate in the pursuit of office before 5:00 p.m. on the closing day of the  
~~1696~~ election.

1698 E. All candidates shall refrain from using GPSA resources in pursuit of office  
1699 (including, but not limited to funds, staff, email addresses, printing, electronic  
1700 mailing lists, and office space).

1701 F. No candidate nor aide shall solicit votes from students engaged in any step of  
1702 the voting process.

1703 G. No candidate nor aid shall use coercion to obtain student's vote, which  
1704 includes both in-person and electronic forms of coercion.  
1705

1706 **Section 6. General Election**

1707 A. The election shall take place Monday through Friday of the last week of March,  
1708 unless otherwise decided by Council. The electronic voting shall begin at 8:00 a.m.  
~~1709~~ on the first (1st) day and end at 11:59 p.m. on the last day of the election.

1711 B. Any ballot items included in the election shall be approved by Council or through  
~~1712~~ referenda.

1714 C. Elections shall be conducted electronically and use a computer- or phone-based  
~~1715~~ system that is managed by IT.

~~1716~~ D. Ballots and Polling:

1719 1. Ballots shall have a randomly ordered list of candidates decided  
1720 through a blind draw and clear instructions for marking and  
1721 submitting one's vote. Provision for write-in votes shall be included on  
1722 the ballot.

- 1723 2. All ballot items shall appear on the ballot with the language  
~~1724~~ received by the Elections Committee.  
1726
- 1727 E. The final vote count of the elections should be emailed to GPSA Election ~~Chair~~  
1728 **Director** and GPSA advisor.
- 1729 F. Voting Certification:
- 1730 1. The candidate elected to office shall be determined by a plurality of votes  
1731 cast and each other ballot item shall be determined by a majority of votes cast on  
1732 each item.
- 1733 2. Should the plurality winner of the GPSA General Election be declared  
1734 ineligible or unable to assume office for any reason before the certification of the  
1735 election results, in the case of a tie, or if the Elections Committee votes not to  
1736 certify an election, a special Council meeting shall be called so that a Special  
1737 Election can be scheduled.
- 1738 3. The Elections Committee shall certify the results of a General Election  
1739 after it has been determined to have been conducted in accordance with the  
1740 GPSA Constitution and Bylaws.  
1741

1742 **Section 7. Council Chair Election**

- 1743 A. Only Council Representatives with credentials on file twenty (20) academic  
1744 days prior to the Council meeting at which the Council Chair election will be  
~~1745~~ held are eligible to vote in the election.
- ~~1747~~ B. The Election Committee shall prepare a roster of eligible voters.
- 1749 C. Ballots shall have a randomly ordered list of candidates and clear instructions  
1750 for marking and submitting one's vote. Provision for write-in votes shall be  
1751 included on the ballot. Only cast ballots meeting these requirements shall be  
~~1752~~ counted.
- 1754 1. Voting shall be conducted by secret ballot and individual voting  
~~1755~~ results by Council Representatives are not to be recorded.
- ~~1757~~ D. The Election shall proceed as follows:
- 1759 1. The current Council Chair shall forward all valid proxies to the Elections  
1760 Committee ~~Chair~~**Director** or the Elections Committee designee before balloting  
1761 begins.
- 1762 2. The President shall call and preside over the Council Chair election. In the  
1763 President's absence, an individual who is not a Council Representative, Certified  
1764 Alternate, or recognized Proxy shall preside over the election.
- 1765 3. Each candidate shall give a speech, no longer than five (5) minutes, and shall  
1766 have up to five (5) minutes to answer questions posed by Council. The order of  
1767 the speeches shall be determined randomly by the Elections Committee.  
1768 Candidates do not have to leave the room throughout the election.

- 1769 4. When all of the speeches have concluded, the Elections Committee shall inspect  
 1770 and verify that the ballot box is empty and secured.  
 1771 5. Any of the candidates who are Council Representatives shall be called forward  
 1772 first to sign for and cast a ballot. They shall then retire to the back of the room  
 1773 and no more campaigning shall be allowed.  
 1774 6. The remaining voters shall be called forward according to the alphabetical listing  
 1775 of their RDSAs. Upon signing in, each voter shall receive and cast a ballot into the  
 1776 ballot box.  
 1777 7. After the name of the last voter has been called, the names of voters who did not  
 1778 come forward will be repeated. Five (5) minutes after the last name has been  
 1779 called, the vote counting shall begin.  
 1780 8. In times when meeting in person is not allowed, attendance of credentialed  
 1781 Council Representatives will be taken at the virtual April meeting. An electronic  
 1782 ballot will be emailed to those Council Representatives present at the virtual  
 1783 April meeting. The ballot will be sent on the Tuesday morning following the  
 1784 meeting and it will close at 11:59 p.m. on the Wednesday following the meeting.  
 1785

~~1786~~ E. Vote Counting

- 1788 1. Only the members of the Elections Committee shall open the ballot  
 1789 box, determine the validity of ballots cast, tally the ballots cast, and  
~~1790~~ certify the election results.  
 1792 a. A discrepancy between the number of ballots cast and the number  
 1793 of signed voters may be grounds for disqualification of the box of  
~~1794~~ ballots.  
 1796 2. The election of the Council Chair shall be decided by a plurality of the  
 1797 votes cast. Should the winner of the Council Chair Election be declared  
 1798 ineligible or unable to assume office for any reason, or in the case of a tie,  
 1799 or if the Elections Committee votes not to certify the election, the  
 1800 Elections Committee shall notify Council before the end of the meeting.  
 1801 Council can vote to repeat the process or determine another course of  
 1802 action. The results of an election shall be determined by the end of the  
 1803 Council meeting.  
 1804 3. In times when meeting in person is not allowed, the results will be sent  
 1805 by IT in the form of a pdf document to the GPSA Election ~~Chair~~ **Director**  
 1806 and GPSA advisor.  
 1807

1808 **Section 8. Other Types of Elections**

~~1809~~ A. Recall Elections

- 1811 1. A recall election is defined as the vote for recall of the  
 1812 President and is the result of one or more of the following  
~~1813~~ conditions:

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- 1815 a. Petition by GPSA members in accordance with the GPSA  
1816 Constitution.  
1817 b. Successful vote of removal by Council.

1818 B. Special Elections

- 1819 1. A Special Election shall take place in any of the following  
1820 circumstances:  
1821 a. Resignation of the President or Council Chair.  
1822 b. Successful recall vote resulting in removal of the  
1823 President.  
~~1824~~ c. Successful Council vote of removal of the Council Chair.  
  
1826 d. In a Presidential election, if the election is not  
1827 certified, the winner is declared ineligible or unable to  
~~1828~~ assume duties, or there is a tie.  
  
1830 e. Granting of a petition submitted to a Council meeting  
1831 for a Special Issue vote by the GPSA body. Only items  
~~1832~~ granted on the petition shall be allowed on the ballot.  
  
1834 f. Special Elections follow General Election rules except  
1835 where noted.  
1836

1837 **Section 9. Recall Election by GPSA Membership**

- 1838 A. Upon receipt of the recall petition or a Council vote of removal, the Elections  
~~1839~~ Committee shall initiate a recall election.

- 1841 1. When the President is removed in a Recall Election due to  
1842 a petition received after the regularly scheduled March  
1843 Council meeting, no Special Election for Presidential  
~~1844~~ Replacement is required.  
  
1846 2. The Recall Election should occur by electronic voting over  
~~1847~~ two (2) consecutive academic days.

- 1849 a. Voting shall open at 8:00 a.m. of the first day of the  
~~1850~~ election and close at 11:59 p.m. on the following day.

- 1852 b. The Elections Committee shall approve the results of  
1853 a GPSA election after it has been determined that all  
1854 provisions of the current GPSA Constitution and Bylaws  
1855 were followed.  
1856

1857 **Section 10. Special Elections**

- 1858 A. Special Elections shall take place between three (3) and four (4) academic weeks  
1859 after the Council meeting, Presidential declaration, or referendum that created the  
~~1860~~ Special Election, unless otherwise noted.

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1889
1. No Special Elections shall be held between the last day of the spring semester and the regularly scheduled August Council meeting.
  2. The Special Election must occur by electronic voting over two (2) consecutive academic days.
  3. Voting shall open at 8:00 a.m. of the first (1st) day of the election and close at 11:59 p.m. on the second (2nd) day of the election.
  4. The Elections Committee shall approve the results of a GPSA election after it has been determined that all provisions of the currently published Election Code, Bylaws, and Constitution were followed, and any challenge(s) was (were) resolved.
  5. Special Council Chair Elections shall take place at the Council meeting following the Council meeting at which the Election was created and shall follow the procedures of the Council Chair Election.
  6. Referendum petitions for Special Elections shall be delivered to the Elections Committee.
    - a. The Elections Committee has five (5) academic days to validate the petition after it petition has been received.
    - b. A special election by referendum shall occur within fifteen (15) academic days of the approval of the petition.

1890 **Section 11. Elections Reporting**

~~1891~~ A. Reports Following Each Election

- 1893  
1894  
~~1895~~
- 1897  
~~1898~~
- 1900  
1901  
~~1902~~
1. The results of all elections shall be reported in accordance with the Public Notice Requirements by 12:00 p.m. of the academic day following the end of the election.
  2. Election's data will be disaggregated from unique identifiers, including student names and departments.
  3. Complications with voting, including but not limited to, casting ballots, vote counting, the electronic voting system, and determination of eligibility shall be included with elections reporting.

~~1904~~ B. Annual Report

- 1906  
~~1907~~  
1909
1. The Annual Report shall include all expenditures and income for the Elections Committee and each report following an election.

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1910 2. Certified vote counts for presidential election, Council Chair election,  
1911 referenda(s), and constitutional amendment(s) shall be reported.

1912 **Section 12. Election Disputes**

1913 A. An election may be challenged by any GPSA member to the Court of Review.  
1914 Challenges include, but are not limited to, voter fraud, improper notification,  
1915 improper conduct of members of the Elections Committee, candidate  
~~1916~~ misconduct, or an unsound voting system.

1918 B. Challenges must be formatted as Court of Review Complaints and submitted  
1919 in writing within five (5) academic days of the reporting of the election  
~~1920~~ results.

~~1922~~ C. The Court of Review may consolidate challenges as it deems appropriate.

1924 D. If the Court of Review determines that a challenge is valid, the Court may  
1925 decertify an election or impose a remedy as deemed appropriate. If an election  
1926 is decertified, a special Council meeting shall be called so that a Special  
~~1927~~ Election can be scheduled.

1929 E. The Court of Review must render its decision within fifteen (15) academic  
1930 days following the last day of the election in question.  
1931