



LEGISLATIVE STEERING COMMITTEE

BILL SP 2022-003

SPRING 2022 SESSION

Bylaws

Legislative Action:

Introduced by: David C. Saavedra

1st Reading: LSC

2nd Reading: _____

3rd Reading: _____

Referred To: _____

Committee Action: _____

Council Action: _____

Executive Action:

Approved Vetoed

GPSA President Date

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

Legislative Response:

Veto override vote taken: _____ Council Action: _____

Summary of key points:

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

Updates within this Bill:

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

Found in GPSA Bylaws:

Article III Executive Branch

Section 1. President

A. Duties, Powers, and Responsibilities

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

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

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

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

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

124 Section 3. President Elect

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

130 A. Duties, Powers and Responsibilities

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

- 137 1. Advertise for Chief of Staff, Project Assistants, and Executive Committee ~~Chairs~~
138 **Directors** for which s/he will make formal appointments upon taking the Office of
139 President;
140 Review application submissions and conduct interviews for candidate appointments;
- 141 2. Have the use of GPSA space and resources for scheduling meetings and
142 interviews, and strategizing for a smooth transition.
- 143 3. Any other duties and/or responsibilities necessary or beneficial to the President
144 Elect which the outgoing President shall request.
145
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149 Section 4. Chief of Staff

150 A. Duties, Powers and Responsibilities

- 151 1. Oversee the finances of the Executive Branch, including the executive budget.
- 152 2. Coordinate with Executive Committee ~~Chairs~~ **Directors** and executive staff to
153 prepare and submit a budget for the Executive Branch to the Council in
154 accordance with budget procedures.
- 155 3. Supervise the administration of the GPSA Office.
- 156 4. Coordinate the Executive Board.
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- 160 5. Aid in appointment of Executive Standing Committee ~~chairs~~ **Directors** and
 161 representatives to joint Student-Faculty Senate and University committees.
 162
 163 6. Ensure delivery of executive committee reports at least once per semester to
 164 Council.
 165 B. Term of Office shall be from the day of appointment to the final day of the academic year
 166
 167 C. Payment
 168 1. The Chief of Staff shall receive financial compensation. The maximum limit shall
 169 be in accordance with the GA monthly stipend at the .5 FTE rate as determined
 170 by University policy.
 171
 172 2. Compensation shall also include six (6) resident, graduate tuition hours per
 173 semester during the fall and spring terms, and three (3) credit hours during the
 174 summer term at the rates published by the Bursar's Office. The Chief of Staff's
 175 compensation shall be implemented through the annual budget process, but
 176 differential tuition and stipend amounts shall be funded by Appropriation.
 177

178 **Section 5. Public Affairs Director**

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

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

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

200 **C. Payment**

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

204 **Section 5-6. Executive Committees**

205 **A. Executive Committee Appointments**

206 All GPSA Executive Standing Committee ~~Chairs~~ **Directors** require approval from
 207 Council.

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

- 208 B. Executive Standing Committees
209 1. Elections Committee
210 a. Presidentially appointed Committee ~~Chair~~**Director** must be presented to
211 the GPSA Council for approval no later than the December meeting.
212 b. During elections, the Elections Committee as well as GPSA Decision
213 Making Bodies should try to provide for autonomy of the Committee to
214 prevent conflict of interest and bias in the elections process.
215 2. Grants Committee
216 a. The Grants ~~Chair~~**Director** shall administer the Graduate Scholarship Fund,
217 The GPSA Research Grant, the GPSA Professional Development Grant, and
218 the New Mexico Research Grant according to the GPSA Bylaws, and
219 complete all duties as required by that post.
220 b. The Grants ~~Chair~~**Director** shall provide a written report to the President and
221 Council Chair each semester.
222 c. The Research Grant is funded by the Student Research Allocation Committee
223 Endowment. The Professional Development Grant is funded by the
224 Specialized Travel Endowment. The New Mexico Research Grant is funded
225 by the Graduate Research and Development Endowment. These funds may be
226 supplemented by the budget process, Council appropriation, or other funding
227 sources.
228 d. Members of the Grants Committee shall conduct themselves in a manner that
229 promotes public confidence in the integrity and impartiality of the grants
230 process.
231 e. Grants Application Readers present at a Grants Committee meeting are voting
232 members.
233 3. ~~Lobby~~**Political** Committee
234 a. The ~~Lobby~~**Political** Committee shall attempt to coordinate lobbying efforts of
235 GPSA with the Associated Students of New Mexico, the Associated Students
236 of the University of New Mexico, and other organizations as deemed
237 appropriate.
238 b. The ~~Lobby~~**Political** Committee shall work with the University administration
239 on areas of common concern.
240 c. The ~~Lobby~~**Political** Committee is responsible for presenting GPSA issues
241 before appropriate governmental bodies, including the New Mexico Higher
242 Education Department (HED).
243 d. The ~~Lobby~~**Political** Committee shall investigate issues of importance to the
244 GPSA, including HED funding and capital outlays recommendations to the
245 legislature.
246 e. The ~~Lobby~~**Political** Committee should compensate student lobbyists for
247 travel and other necessary expenses subject to all applicable University
248 policies and procedures.
249 f. The ~~Lobby~~**Political** Committee ~~Chair~~**Director** shall give reports on ~~Lobby~~
250 **Political** Committee activities to Council at least one meeting prior, one
251 during, and one after the regularly scheduled New Mexico Legislative
252 Session. The ~~Lobby~~**Political** Committee ~~Chair~~**Director** shall submit written
253 reports of the same comments to the President to keep as a record.
254
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- 257 g. The ~~Lobby~~ **Political** Committee shall prepare a platform of issues in enough
 258 time to receive input from Council.
- 259 h. The ~~Lobby~~ **Political** Committee ~~Chair~~ **Director** shall submit the final draft of
 260 the platform to Council in December.
- ~~4. Programs Committee~~
 261
 262 a. ~~The Programs Committee shall implement and coordinate programs that~~
 263 ~~promote an inclusive and supportive community for graduate and~~
 264 ~~professional students.~~
 265
 266 b. ~~The Programs Committee shall collaborate with the programming of~~
 267 ~~other student organizations as appropriate.~~
- ~~5. Student Support and Advocacy Committee (SSA Committee)~~
 268
 269 a. ~~The SSA Committee shall maintain a list of graduate student organizations,~~
 270 ~~services provided, and how each can be reached, and shall post the list on the~~
 271 ~~GPSA website and in the GPSA Office.~~
 272
 273 b. ~~The SSA Committee shall provide information to GPSA members about~~
 274 ~~GPSA, including volunteer and paid positions, and activities.~~
 275
 276 c. ~~The SSA Committee shall coordinate support for events of interest to GPSA~~
 277 ~~members, as resources and time of the committee allow.~~
- C. Executive Standing Committee ~~Chairs~~ **Directors**
 278
 279 1. Composition of Executive Committees and selection of Committee ~~Chair~~ **Director** and
 280 members must comply with the GPSA Constitution and Bylaws.
 281
 282 2. Standing Committee ~~Chairs~~ **Directors** shall appoint the membership of the Standing
 283 Committees.
 284
 285 3. The Standing Committee ~~Chair~~ **Director** may remove members of the Standing
 286 Committees at any time.
 287
 288 4. The Standing Committee ~~Chair~~ **Director** shall be responsible for submitting the
 289 committee's reports to the President in accordance to the GPSA Constitution, Bylaws,
 290 and applicable Standing Rules.
 291
 292 5. The Standing Committee ~~Chair~~ **Director** shall hold office hours for student
 293 inquiries or provide contact information available in the GPSA Office. The
 294 ~~Chairs~~ **Directors** shall adhere to TPNR.
- D. Payments to Executive Standing Committee ~~Chairs~~ **Directors**
 295
 296 1. Payments shall be subject to the fulfillment of the ~~Chair's~~ **Director's** obligations and
 297 duties as verified by the President.
 298
 299 2. Payments shall take place at the end of each semester in which the ~~Chair~~ **Director** served.
- E. Executive Ad Hoc Committees
 300
 301 1. These committees shall pursue issues as specified by the President. These committees
 302 shall endure no longer than is necessary for performance of the duties prescribed by the
 303 President.
 304
- F. Annual Written Reports
 305
 306 1. The Elections Committee shall include in the GPSA Annual Report all elections
 307 reports. See Elections Code [Bylaw I. Section 10].
 308
 309 2. The Grants Committee shall include in the GPSA Annual Report all funding
 310 cycle reports. See Grants Code [Bylaws I. Section 9.L. & I. Section 2.L].
 311
 312 3. The ~~Lobby~~ **Political** Committee shall include in the GPSA Annual Report
 313 results of any lobbying efforts and the annual legislative platform.
 314
 315

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- 317 4. ~~The Programs Committee shall include in the GPSA Annual Report the~~
318 ~~results of any fundraising efforts.~~
319 5. ~~The SSA Committee shall include in the GPSA Annual Report the list of~~
320 ~~graduate student organizations and resources, as well as a summary of the~~
321 ~~issues deemed most important for GPSA membership, progress made, and~~
322 ~~future recommendations.~~
323 6. **4.** Executive Ad Hoc committees shall include in the GPSA Annual
324 Report progress towards their specified objective(s), and any future
325 recommendations for the continuation of the committee.
326 7. **5.** University Committee appointees shall include in the GPSA Annual
327 Report a summary of the issues of importance to GPSA considered by the
328 committee.
329

330 **Section 6. Executive Board**

331 ~~A. Representation~~

- 332 1. ~~Any school or college not represented on the Executive Board may petition~~
333 ~~to have a representative added from that school or college.~~
334 2. ~~Voting members of the Executive Board shall include the chairs of the Executive~~
335 ~~and Joint Standing Committees.~~
336 3. ~~The President shall oversee the Executive Board and will have no vote except in the~~
337 ~~event of a tie.~~
338

339 ~~B. Representation~~

- 340 1. ~~The Executive Board shall be made up of the President, the Council Chair, and~~
341 ~~Executive Standing, Ad Hoc, and Joint Committee Chairs.~~
342 2. ~~School or college petitions for representation on the Executive Board shall be~~
343 ~~sent to the President. The petition may specify the representative.~~
344 3. ~~The President must grant petitions from unrepresented schools or colleges.~~
345 4. ~~If there is no specified representative named on the petition, the President shall~~
346 ~~appoint a representative from that school or college.~~
347 5. ~~The President shall designate these additional representatives to the Executive~~
348 ~~Board as voting members or non-voting members.~~
349 6. ~~Each Committee Chair shall have one (1) vote on the Executive Board, with the~~
350 ~~exception of the Grants Committee Chair, who shall have two votes on the~~
351 ~~Executive Board; the Grants Committee votes shall be held singly by the Chair of~~
352 ~~the Grants Committee, but shall be split in the event of co chairs.~~
353

354 ~~C. Duties, Powers, and Responsibilities~~

- 355 1. ~~Meet at least one (1) time per month that Council is in session.~~
356 2. ~~Recommend agenda items for Council meetings.~~
357 3. ~~Draft and maintain the GPSA annual calendar with deadlines for Executive~~
358 ~~committees.~~
359 4. ~~Review all executive committee activities.~~
360 5. ~~All meetings shall be open to the public with advance notice of the date, time,~~
361 ~~meeting location, and agenda provided at least one (1) calendar week in advance~~
362 ~~of each meeting. This notice shall be made available by means including, but not~~
363 ~~limited to, the GPSA website and electronic mailing list.~~
364

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375 ~~6. The Executive Board shall direct recommendations for the Council~~
376 ~~agenda to the appropriate Legislative body.~~
378 **D. Quorum**
380 1. ~~The Executive Board members may participate by Telecommunication in~~
381 ~~accordance with TPNR.~~
382 2. ~~Quorum shall be established if more than half of the voting members are physically~~
383 ~~present.~~
384 3. ~~Participation includes discussion, making motions, and voting.~~
385 **E. Term of Office**
386 ~~Executive Board members shall serve from the time of their appointment until noon on~~
387 ~~the last day of the academic year, or until written resignation is given to the President.~~
388
389

390 **Section 7. President's Cabinet**

391 **A. Representation**
392 1. The President's Cabinet shall be made up of the Chief of Staff, Public Affairs
393 Director, Executive Committee Directors, and Ad hoc Committee Directors.
394 2. The Chief of Staff shall oversee the President's Cabinet.
395
396 **B. Duties, Powers, and Responsibilities**
397 1. Meet at least one (1) time per month.
398 2. Review all activities of the Executive Branch.
399 3. The President's Cabinet serves as an advisory body and will neither produce any
400 binding recommendations nor policies.
401
402 **F. Term of Office**
403 The members of the President's Cabinet shall serve from the time of their appointment
404 until noon on the last day of the academic year, or until written resignation is given to
405 the President.
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