



LEGISLATIVE STEERING COMMITTEE

BILL SP 2022-003

SPRING 2022 SESSION

Bylaws

Legislative Action:

Introduced by: David C. Saavedra

Referred To: LSC

1st Reading: LSC Chair

Committee Action: Approved

2nd Reading: LSC

Council Action: Failed & returned to LSC

3rd Reading: Council on 03.26.2022

4th Reading: LSC on 04.15.22

Committee Action: No changes, return to Council

5th Reading: 04.23.2022

Council Action: Made changes & Passed

Executive Action:

Approved Vetoed

GPSA President

Date

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

Legislative Response:

Veto override vote taken: _____ Council Action: _____

Summary of key points:

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

Updates within this Bill:

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

Found in GPSA Bylaws:

Article III Executive Branch

Section 1. President

A. Duties, Powers, and Responsibilities

1. The President shall be authorized and required to be one of two signatures on disbursements of GPSA, except for personal reimbursements to the President which shall be signed by two other authorized persons

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- 45 2. The President may call special elections on items of governance, policy, and fiscal
46 impact by giving notice to Council and the Elections Committee. (Constitution
47 VI.3.A.) Special Elections shall be run in accordance with the GPSA Constitution
48 and Bylaws.
50 3. The President shall serve as an official member to the Faculty Senate Graduate
51 Committee, as authorized by the Committee.
53 4. The President shall make official announcements for open positions and
54 appointments in the Executive Branch, including job descriptions and how to apply.
55 a. Announcements shall follow TPNR.
58 b. All GPSA members shall be eligible for all appointments, unless prohibited by
59 the GPSA Constitution and Bylaws.
61 5. The President should keep open appointments for the period of no less than five (5)
62 academic days from the announcement of the open positions.
64 6. The President may remove appointments at any time.
66 7. The President shall fill any Standing Committee **Chair Director** vacancy within
67 twenty (20) academic days.
69 8. The President shall attend or send a designee to all Council meetings, and provide to
70 Council a President's Report on issues pertinent to GPSA and the graduate and
71 professional student community.
73 9. The President shall be responsible for the hours of operation of the GPSA
74 Office and facilities.
76 10. The President shall employ, discharge, and assign duties to all Executive Branch
77 employees, in a manner consistent with current University employee policies.
79 B. Term of Office: A President having served a term less than one year may serve a
80 maximum of one (1) additional term as President. (Constitution II.1.B.2.)
81 C. Payment: The President's payment should be offered as a Graduate Assistantship in
82 accordance with Office of Graduate Studies guidelines (Constitution II.1.C.1.)
84 1. The maximum payment limit shall be in accordance with the GA monthly stipend
85 at the .5 FTE rate as determined by University policy.
87 2. Compensation shall also include six (6) resident, graduate tuition hours per
88 semester during the fall and spring terms, and three (3) credit hours during the
89 summer term, at the rate published by the Bursar's office.
91 3. The President's compensation shall be implemented through the annual budget
92 process, but differential tuition and stipend amounts shall be funded by
93 Appropriation.
94

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

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

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

126 Section 3. President Elect

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

132 A. Duties, Powers and Responsibilities

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

- 137 1. Advertise for Chief of Staff, Project Assistants, and Executive Committee **Chairs**
138 **Directors** for which s/he will make formal appointments upon taking the Office of
139 President;
140 Review application submissions and conduct interviews for candidate appointments;
141
142

145 Section 4. Chief of Staff

146 A. Duties, Powers and Responsibilities

- 147 1. Oversee the finances of the Executive Branch, including the executive budget.
148
- 149 2. Coordinate with Executive Committee **Chairs Directors** and executive staff to
150 prepare and submit a budget for the Executive Branch to the Council in
151 accordance with budget procedures.
152
- 153 3. Supervise the administration of the GPSA Office.
- 154 4. Coordinate the Executive Board.
- 155 5. Aid in appointment of Executive Standing Committee **chairs Directors** and
156 representatives to joint Student-Faculty Senate and University committees.
157
- 158 6. Ensure delivery of executive committee reports at least once per semester to
159 Council.
160

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

162 C. Payment

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163
164 **Section 5. Public Affairs Director**
165 **A. Duties, Powers and Responsibilities**
166 **1. Oversee and lead the events, programs, and communications from the**
167 **organization.**
168 **2. Coordinate with Executive Committee Directors and executive staff to**
169 **prepare a schedule of events for the term of the administration.**
170 **3. Supervise the administration of the GPSA Office.**
171 **4. Coordinate support for events of interest to GPSA members, as resources**
172 **and time of the organization allow.**
173 **5. Implement and coordinate programs that promote an inclusive and**
174 **supportive community for graduate and professional students.**
175 **6. Create and disseminate promotional materials in print and online, including**
176 **on social media.**
177 **7. Implement strategies for cooperation between GPSA and current or**
178 **potential partnerships.**
179 **8. Creating visual marketing campaigns.**
180 **9. Serving as an advisor to the president on public matters**
181 **10. Running social media campaigns and spearheading the GPSA social media**
182 **platforms.**
183 **11. Assists with all other public relations and marketing efforts.**
184 **12. The Programs Committee shall collaborate with the programming of other**
185 **student organizations as appropriate.**
186 **13. Shall maintain a list of graduate student organizations, services provided,**
187 **and how each can be reached, and shall post the list on the GPSA website and in**
188 **the GPSA Office.**
189 **14. Shall provide information to GPSA members about GPSA, including**
190 **volunteer and paid positions, and activities.**
191
192 **B. Term of Office shall be from the day of appointment to the final day of the academic**
193 **year.**
194 **C. Payment**
195 **1. The Public Affairs Director shall receive financial compensation. The**
196 **maximum limit shall be in accordance with the GA monthly stipend at the .5**
197 **FTE rate as determined by university policy.**
198
199 **Section 6. Attorney General**
200 **A. Issuing advisory opinions concerning the law, legislation, or any other act of GPSA.**
201 **1. Copies of the Attorney General's opinions will be distributed to the**
202 **President, Council Chair, and all Council Representatives. The opinions are**
203 **also to be made available to all other GPSA officials and on the GPSA**
204 **website.**
205 **2. All requests for the Attorney General to issue advisory opinions must be**
206 **made in writing except those made during a Council Meeting.**

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.

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

237

238 Section 5-7. Executive Committees

- 239 A. Executive Committee Appointments
 240 All GPSA Executive Standing Committee ~~Chairs-Directors~~ require approval from
 241 Council.
- 242 B. Executive Standing Committees
- 243 1. Elections Committee
- 244 a. Presidentially appointed Committee ~~Chair-Director~~ must be presented to
 245 the GPSA Council for approval no later than the December meeting.
- 246 b. During elections, the Elections Committee as well as GPSA Decision
 247 Making Bodies should try to provide for autonomy of the Committee to
 248 prevent conflict of interest and bias in the elections process.
- 249 2. Grants Committee
- 250
- 252

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- 253 a. The Grants **Chair-Director** shall administer the Graduate Scholarship Fund,
254 The GPSA Research Grant, the GPSA Professional Development Grant, and
255 the New Mexico Research Grant according to the GPSA Bylaws, and
256 complete all duties as required by that post.
257 b. The Grants **Chair-Director** shall provide a written report to the President and
258 Council Chair each semester.
- 259 3. **Lobby Political** Committee
- 260 a. The **Lobby Political** Committee shall attempt to coordinate lobbying efforts of
261 GPSA with the Associated Students of New Mexico, the Associated Students
262 of the University of New Mexico, and other organizations as deemed
263 appropriate.
- 264 b. The **Lobby Political** Committee shall work with the University administration
265 on areas of common concern.
- 266 c. The **Lobby Political** Committee is responsible for presenting GPSA issues
267 before appropriate governmental bodies, including the New Mexico Higher
268 Education Department (HED).
- 269 d. The **Lobby Political** Committee shall investigate issues of importance to the
270 GPSA, including HED funding and capital outlays recommendations to the
271 legislature.
- 272 e. The **Lobby Political** Committee should compensate student lobbyists for
273 travel and other necessary expenses subject to all applicable University
274 policies and procedures.
- 275 f. The **Lobby Political** Committee **Chair Director** shall give reports on **Lobby**
276 **Political** Committee activities to Council at least one meeting prior, one
277 during, and one after the regularly scheduled New Mexico Legislative
278 Session. The **Lobby Political** Committee **Chair Director** shall submit written
279 reports of the same comments to the President to keep as a record.
- 280 g. The **Lobby Political** Committee shall prepare a platform of issues in enough
281 time to receive input from Council.
- 282 h. The **Lobby Political** Committee **Chair Director** shall submit the final draft of
283 the platform to Council in December.
- 284 4. **Programs Committee**
- 285 a. ~~The Programs Committee shall implement and coordinate programs that~~
286 ~~promote an inclusive and supportive community for graduate and~~
287 ~~professional students.~~
- 288 b. ~~The Programs Committee shall collaborate with the programming of~~
289 ~~other student organizations as appropriate.~~
- 290 5. **Student Support and Advocacy Committee (SSA Committee)**
- 291 a. ~~The SSA Committee shall maintain a list of graduate student organizations,~~
292 ~~services provided, and how each can be reached, and shall post the list on the~~
293 ~~GPSA website and in the GPSA Office.~~
- 294 b. ~~The SSA Committee shall provide information to GPSA members about~~
295 ~~GPSA, including volunteer and paid positions, and activities.~~
- 296 c. ~~The SSA Committee shall coordinate support for events of interest to GPSA~~
297 ~~members, as resources and time of the committee allow.~~
- 298
- 299 C. Executive Standing Committee **Chairs Directors**

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- 301 1. Composition of Executive Committees and selection of Committee **Chair Director** and
302 members must comply with the GPSA Constitution and Bylaws.
304 2. Standing Committee **Chairs Directors** shall appoint the membership of the Standing
305 Committees.
307 3. The Standing Committee **Chair Director** may remove members of the Standing
308 Committees at any time.
310 4. The Standing Committee **Chair Director** shall be responsible for submitting the
311 committee's reports to the President in accordance to the GPSA Constitution, Bylaws,
312 and applicable Standing Rules.
314 5. The Standing Committee **Chair Director** shall hold office hours for student
315 inquiries or provide contact information available in the GPSA Office. The
316 **Chairs Directors** shall adhere to TPNR.
- 317 D. Payments to Executive Standing Committee **Chairs Directors**
319 1. Payments shall be subject to the fulfillment of the **Chair's Director's** obligations and
320 duties as verified by the President.
322 2. Payments shall take place at the end of each semester in which the **Chair Director** served.
- 323 E. Executive Ad Hoc Committees
325 1. These committees shall pursue issues as specified by the President. These committees
326 shall endure no longer than is necessary for performance of the duties prescribed by the
327 President.
- 328 F. Annual Written Reports
330 1. The Elections Committee shall include in the GPSA Annual Report all elections
331 reports. See Elections Code [Bylaw I. Section 10].
332 2. The Grants Committee shall include in the GPSA Annual Report all funding
333 cycle reports. See Grants Code [Bylaws I. Section 9.L. & I. Section 2.L].
334 3. The **Lobby Political** Committee shall include in the GPSA Annual Report
335 results of any lobbying efforts and the annual legislative platform.
336 4. The Programs Committee shall include in the GPSA Annual Report the
337 results of any fundraising efforts.
338 5. The SSA Committee shall include in the GPSA Annual Report the list of
339 graduate student organizations and resources, as well as a summary of the
340 issues deemed most important for GPSA membership, progress made, and
341 future recommendations.
342 6. **4.** Executive Ad Hoc committees shall include in the GPSA Annual
343 Report progress towards their specified objective(s), and any future
344 recommendations for the continuation of the committee.
345 7. **5.** University Committee appointees shall include in the GPSA Annual
346 Report a summary of the issues of importance to GPSA considered by the
347 committee.
348
349
350
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353 **Section 6. Executive Board**

354 **A. Representation**

- 356 1. Any school or college not represented on the Executive Board may petition
357 to have a representative added from that school or college.

- 359 2. Voting members of the Executive Board shall include the chairs of the Executive
360 and Joint Standing Committees.
362 3. The President shall oversee the Executive Board and will have no vote except in the
364 event of a tie.

366 **B. Representation**

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

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

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

401 **D. Quorum**

- 403 1. The Executive Board members may participate by Telecommunication in
404 accordance with TPNR.
405 2. Quorum shall be established if more than half of the voting members are physically
406 present.
407 3. Participation includes discussion, making motions, and voting.

408 **E. Term of Office**

410 Executive Board members shall serve from the time of their appointment until noon on
411 the last day of the academic year, or until written resignation is given to the President.
412

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

414 **A. Representation**

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

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- 423 **B. Duties, Powers, and Responsibilities**
424 1. Meet at least one (1) time per month.
425 2. Review all activities of the Executive Branch.
426 3. The President's Cabinet serves as an advisory body and will neither produce
427 any binding recommendations nor policies.
428
- 431 **F. Term of Office**
433 The members of the President's Cabinet shall serve from the time of their
434 appointment until noon on the last day of the academic year, or until written
435 resignation is given to the President.
436