

LEGISLATIVE STEERING COMMITTEE

BILL SP 2022-003

SPRING 2022 SESSION

Bylaws

Legislative Action:

Introduced by: David C. Saavedra

1st Reading: LSC Chair

Referred To: LSC

2nd Reading: LSC

Committee Action: Approved

3rd Reading: Council

Council Action: Failed & returned to LSC

4th Reading: LSC on 04.23.22

Council Action: _____

Executive Action:

Approved Vetoed

GPSA President

Date

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

Legislative Response:

Veto override vote taken: _____ Council Action: _____

Summary of key points:

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

Updates within this Bill:

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

Found in GPSA Bylaws:

Article III Executive Branch

Section 1. President

A. Duties, Powers, and Responsibilities

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

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- 46 VI.3.A.) Special Elections shall be run in accordance with the GPSA Constitution
47 and Bylaws.
48
49 3. The President shall serve as an official member to the Faculty Senate Graduate
50 Committee, as authorized by the Committee.
51
52 4. The President shall make official announcements for open positions and
53 appointments in the Executive Branch, including job descriptions and how to apply.
54 a. Announcements shall follow TPNR.
55 b. All GPSA members shall be eligible for all appointments, unless prohibited by
56 the GPSA Constitution and Bylaws.
57
58 5. The President should keep open appointments for the period of no less than five (5)
59 academic days from the announcement of the open positions.
60
61 6. The President may remove appointments at any time.
62
63 7. The President shall fill any Standing Committee ~~Chair~~ **Director** vacancy within
64 twenty (20) academic days.
65
66 8. The President shall attend or send a designee to all Council meetings, and provide to
67 Council a President's Report on issues pertinent to GPSA and the graduate and
68 professional student community.
69
70 9. The President shall be responsible for the hours of operation of the GPSA
71 Office and facilities.
72
73 10. The President shall employ, discharge, and assign duties to all Executive Branch
74 employees, in a manner consistent with current University employee policies.
75
76 B. Term of Office: A President having served a term less than one year may serve a
77 maximum of one (1) additional term as President. (Constitution II.1.B.2.)
78
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.)
81
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.
84
85 2. Compensation shall also include six (6) resident, graduate tuition hours per
86 semester during the fall and spring terms, and three (3) credit hours during the
87 summer term, at the rate published by the Bursar's office.
88
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

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

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

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

125 **Section 3. President Elect**

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

131 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:

- 136
- 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
146
147
148
149

150 **Section 4. Chief of Staff**

151 A. Duties, Powers and Responsibilities

- 152
- 153 1. Oversee the finances of the Executive Branch, including the executive budget.
 - 154 2. Coordinate with Executive Committee ~~Chairs~~ **Directors** and executive staff to
155 prepare and submit a budget for the Executive Branch to the Council in
156 accordance with budget procedures.
 - 157 3. Supervise the administration of the GPSA Office.
 - 158 4. Coordinate the Executive Board.
- 159

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

178 **Section 5. Public Affairs Director**

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

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

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

201 **C. Payment**

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

206 **Section 6. Attorney General**

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

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

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

244

245 Section 5-7. Executive Committees

246 A. Executive Committee Appointments

247 All GPSA Executive Standing Committee ~~Chairs~~**Directors** require approval from
248 Council.

249 B. Executive Standing Committees

250 1. Elections Committee

251 a. Presidentially appointed Committee ~~Chair~~**Director** must be presented to
252 the GPSA Council for approval no later than the December meeting.
253

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- 255 b. During elections, the Elections Committee as well as GPSA Decision
 256 Making Bodies should try to provide for autonomy of the Committee to
~~257~~ prevent conflict of interest and bias in the elections process.
 259 2. Grants Committee
 260 a. The Grants ~~Chair~~**Director** shall administer the Graduate Scholarship Fund,
 261 The GPSA Research Grant, the GPSA Professional Development Grant, and
 262 the New Mexico Research Grant according to the GPSA Bylaws, and
 263 complete all duties as required by that post.
 264 b. The Grants ~~Chair~~**Director** shall provide a written report to the President and
 265 Council Chair each semester.
 266 c. The Research Grant is funded by the Student Research Allocation Committee
 267 Endowment. The Professional Development Grant is funded by the
 268 Specialized Travel Endowment. The New Mexico Research Grant is funded
 269 by the Graduate Research and Development Endowment. These funds may be
 270 supplemented by the budget process, Council appropriation, or other funding
 271 sources.
 272 d. Members of the Grants Committee shall conduct themselves in a manner that
 273 promotes public confidence in the integrity and impartiality of the grants
 274 process.
 275 e. Grants Application Readers present at a Grants Committee meeting are voting
 276 members.
 277 3. ~~Lobby~~**Political** Committee
 278 a. The ~~Lobby~~**Political** Committee shall attempt to coordinate lobbying efforts of
 279 GPSA with the Associated Students of New Mexico, the Associated Students
 280 of the University of New Mexico, and other organizations as deemed
 281 appropriate.
 282 b. The ~~Lobby~~**Political** Committee shall work with the University administration
 283 on areas of common concern.
 284 c. The ~~Lobby~~**Political** Committee is responsible for presenting GPSA issues
 285 before appropriate governmental bodies, including the New Mexico Higher
 286 Education Department (HED).
 287 d. The ~~Lobby~~**Political** Committee shall investigate issues of importance to the
 288 GPSA, including HED funding and capital outlays recommendations to the
 289 legislature.
 290 e. The ~~Lobby~~**Political** Committee should compensate student lobbyists for
 291 travel and other necessary expenses subject to all applicable University
 292 policies and procedures.
 293 f. The ~~Lobby~~**Political** Committee ~~Chair~~**Director** shall give reports on ~~Lobby~~
 294 **Political** Committee activities to Council at least one meeting prior, one
 295 during, and one after the regularly scheduled New Mexico Legislative
 296 Session. The ~~Lobby~~**Political** Committee ~~Chair~~**Director** shall submit written
 297 reports of the same comments to the President to keep as a record.
 298 g. The ~~Lobby~~**Political** Committee shall prepare a platform of issues in enough
 299 time to receive input from Council.
 300 h. The ~~Lobby~~**Political** Committee ~~Chair~~**Director** shall submit the final draft of
 301 the platform to Council in December.

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- 302 4. ~~Programs Committee~~
- 304 a. ~~The Programs Committee shall implement and coordinate programs that~~
- 305 ~~promote an inclusive and supportive community for graduate and~~
- 306 ~~professional students.~~
- 307 b. ~~The Programs Committee shall collaborate with the programming of~~
- 308 ~~other student organizations as appropriate.~~
- 309 5. ~~Student Support and Advocacy Committee (SSA Committee)~~
- 310 a. ~~The SSA Committee shall maintain a list of graduate student organizations,~~
- 311 ~~services provided, and how each can be reached, and shall post the list on the~~
- 312 ~~GPSA website and in the GPSA Office.~~
- 313 b. ~~The SSA Committee shall provide information to GPSA members about~~
- 314 ~~GPSA, including volunteer and paid positions, and activities.~~
- 315 c. ~~The SSA Committee shall coordinate support for events of interest to GPSA~~
- 316 ~~members, as resources and time of the committee allow.~~

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

- 319 1. Composition of Executive Committees and selection of Committee ~~Chair~~ **Director** and
- 320 members must comply with the GPSA Constitution and Bylaws.
- 322 2. Standing Committee ~~Chairs~~ **Directors** shall appoint the membership of the Standing
- 323 Committees.
- 325 3. The Standing Committee ~~Chair~~ **Director** may remove members of the Standing
- 326 Committees at any time.
- 328 4. The Standing Committee ~~Chair~~ **Director** shall be responsible for submitting the
- 329 committee's reports to the President in accordance to the GPSA Constitution, Bylaws,
- 330 and applicable Standing Rules.
- 332 5. The Standing Committee ~~Chair~~ **Director** shall hold office hours for student
- 333 inquiries or provide contact information available in the GPSA Office. The
- 334 ~~Chairs~~ **Directors** shall adhere to TPNR.

335 D. Payments to Executive Standing Committee ~~Chairs~~ **Directors**

- 337 1. Payments shall be subject to the fulfillment of the ~~Chair's~~ **Director's** obligations and
- 338 duties as verified by the President.
- 340 2. Payments shall take place at the end of each semester in which the ~~Chair~~ **Director** served.

341 E. Executive Ad Hoc Committees

- 343 1. These committees shall pursue issues as specified by the President. These committees
- 344 shall endure no longer than is necessary for performance of the duties prescribed by the
- 345 President.

347 F. Annual Written Reports

- 349 1. The Elections Committee shall include in the GPSA Annual Report all elections
- 350 reports. See Elections Code [Bylaw I. Section 10].
- 352 2. The Grants Committee shall include in the GPSA Annual Report all funding
- 353 cycle reports. See Grants Code [Bylaws I. Section 9.L. & I. Section 2.L].
- 355 3. The **Lobby Political** Committee shall include in the GPSA Annual Report
- 356 results of any lobbying efforts and the annual legislative platform.
- 358 4. ~~The Programs Committee shall include in the GPSA Annual Report the~~
- 359 ~~results of any fundraising efforts.~~
- 360 5. ~~The SSA Committee shall include in the GPSA Annual Report the list of~~
- 361 ~~graduate student organizations and resources, as well as a summary of the~~

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- 362 issues deemed most important for GPSA membership, progress made, and
 363 future recommendations.
 364 6. **4.** Executive Ad Hoc committees shall include in the GPSA Annual
 365 Report progress towards their specified objective(s), and any future
 366 recommendations for the continuation of the committee.
 367 7. **5.** University Committee appointees shall include in the GPSA Annual
 368 Report a summary of the issues of importance to GPSA considered by the
 369 committee.
 370

371 **Section 6. Executive Board**

372 ~~A. Representation~~

- 374 1. Any school or college not represented on the Executive Board may petition
 375 to have a representative added from that school or college.
 376 2. Voting members of the Executive Board shall include the chairs of the Executive
 377 and Joint Standing Committees.
 378 3. The President shall oversee the Executive Board and will have no vote except in the
 380 event of a tie.
 381

382 ~~B. Representation~~

- 385 1. The Executive Board shall be made up of the President, the Council Chair, and
 386 Executive Standing, Ad Hoc, and Joint Committee Chairs.
 388 2. School or college petitions for representation on the Executive Board shall be
 389 sent to the President. The petition may specify the representative.
 390 3. The President must grant petitions from unrepresented schools or colleges.
 391 4. If there is no specified representative named on the petition, the President shall
 393 appoint a representative from that school or college.
 394 5. The President shall designate these additional representatives to the Executive
 396 Board as voting members or non-voting members.
 397 6. Each Committee Chair shall have one (1) vote on the Executive Board, with the
 399 exception of the Grants Committee Chair, who shall have two votes on the
 400 Executive Board; the Grants Committee votes shall be held singly by the Chair of
 401 the Grants Committee, but shall be split in the event of co-chairs.
 402

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

- 405 1. Meet at least one (1) time per month that Council is in session.
 406 2. Recommend agenda items for Council meetings.
 407 3. Draft and maintain the GPSA annual calendar with deadlines for Executive
 408 committees.
 409 4. Review all executive committee activities.
 411 5. All meetings shall be open to the public with advance notice of the date, time,
 412 meeting location, and agenda provided at least one (1) calendar week in advance
 413 of each meeting. This notice shall be made available by means including, but not
 414 limited to, the GPSA website and electronic mailing list.
 416 6. The Executive Board shall direct recommendations for the Council
 417 agenda to the appropriate Legislative body.
 418

419 ~~D. Quorum~~

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

426 ~~E. Term of Office~~

428 ~~Executive Board members shall serve from the time of their appointment until noon on~~
429 ~~the last day of the academic year, or until written resignation is given to the President.~~
430

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

432 **A. Representation**

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

438 2. The Chief of Staff shall oversee the President's Cabinet.

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

442 1. Meet at least one (1) time per month.

443 2. Review all activities of the Executive Branch.

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

446 **F. Term of Office**

450 The members of the President's Cabinet shall serve from the time of their appointment
451 until noon on the last day of the academic year, or until written resignation is given to
452 the President.
453
454