



GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION BYLAWS

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Article I. Definitions

Section 1. Constitutional Definitions

A. Definitions in the GPSA Constitution apply to the Bylaws.

Section 2. Additional Bylaws Definitions

Academic Week: A calendar week in which the University has scheduled classes at any time between Monday and Friday. A week in which no classes are held due to University closure shall not count as an academic week.

Aggregate Elections Data Report: A report of Elections data collected in accordance with University policy and state and national law, including vote counts by department, voting time, date, and locations, and erroneous voting, collected in a concise manner as to allow for data analysis.

Annual Report: A compilation of the reports of Decision-Making Bodies submitted at the end of the academic year. The Annual Report is archived for the incoming government to provide long-term stability and institutional memory.

Appropriation: A legislative item requesting money from the GPSA General Fund.

Complaint Limitations Period: The statute of limitations for a complaint to be submitted to the Court of Review.

Court of Review Complaint (Complaint): A grievance contesting whether or not an act is in accordance with the GPSA Constitution and Bylaws.

Credential Form: A document for the purpose of declaring RDSA Council Representative or Certified Alternate eligible to vote.

Decision Making Body: A body or individual whose selection of a course of action binds GPSA or its branches which include, but are not limited to, the Executive Board, Council, and Standing and Ad Hoc Committees.

Executive Budget: Funding allocated for the administration of the executive branch.

Electronic Signature: An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

General Research Project: A research project conducted by GPSA members which is completed independent of a New Mexico State Agency.

Groups, New and Inactive: A group is defined as “new” if they have not previously been chartered through the Student Activities Office or if they have not received funding from a GPSA budget process in the past. A group is defined as “inactive” if they have not received funding in the past two (2) GPSA budget processes.

Harm to Humans or Animals: Physical, cultural, psychological, emotional, or other harm to humans or animals.

High Priority Research Project: A research project conducted by GPSA members which is completed in collaboration with a New Mexico State Agency.

Judicial Budget: Funding allocated for the administration of the judicial branch.

Judicial Oath of Office (Oath): A pledge each Justice appointee must make prior to officially assuming the duties and privileges of a Court of Review Justice.

Legislative Budget: Funding allocated for the administration of the legislative branch.

Legislative Item: An appropriation, resolution, amendment to the GPSA Constitution or Bylaws, or other piece of legislation submitted for Council consideration.

New Mexico State Agency: An entity approved by the Grants Committee that is not a college, department, or program at a public University of the State of New Mexico.

Non-Profit Community Organization: An entity registered as a 501(c) (3) non-profit organization with the Internal Revenue Service and/or under the laws of the State of New Mexico or of an Indian tribe. This organization must have a New Mexico address and must conduct a majority of its activities within New Mexico.

Open Meeting: A meeting of any GPSA Decision Making Body with a quorum present, held for the purpose of taking action, formulating policy, or discussing public business, which is open to the public. Open Meetings must comply with TPNR.

Permanent Equipment: Items that will not be depleted at the end of a research project.

Pro Tempore Justice: A temporary Justice who participates in judicial proceedings when an approved Justice is recused or impeached or when the Court of Review has fewer than three (3) Council approved Justices.

Proxy: A GPSA member selected to vote on behalf of a Council Representative or Certified Alternate.

Research: Any activity performed by members of GPSA with the intent to generate generalizable knowledge that will be communicated for potential public use. This includes, but is not limited to, an artistic, athletic, cultural, educational, financial, historical, humanitarian, legal, linguistic, mathematical, medical, musical, occupational, political, religious, scientific, sociological, structural, technological, or therapeutic investigation.

Student Government and Accounting Office (SGAO): The Student Government Accounting Office is a service department of the University of New Mexico that processes all funds allocated by ASUNM & GPSA, the undergraduate and graduate student governments. There are over 350 clubs and organizations funded through allocation of student fees. They serve as an intermediary between the University's accounting offices and the student organizations funded by ASUNM and GPSA, Student Fees, and PB Funds.

Supplies and Consumables: Items that are expected to be depleted at the end of a research project.

Virtual Meeting: Use of a conference telephone, laptop, electronic device or other similar communications equipment.

Open Meetings Act (OMA): Open Meetings Act Requirements; New Mexico law which requires transparency of all meeting notices, documents, and votes passed. See section for more information.

University Committee: Committee established outside of GPSA dealing with University business.

Veto: The process by which the President rejects a piece of legislation approved by Council.

Executive or Standing Committee: A group which at its creation by a Decision-Making Body is designated as an Executive or Standing Committee rather than an Ad Hoc Committee and whose sole purpose is to do work in preparation for a specific item(s) to be acted upon or discussed by the Decision-Making Body at a later Open Meeting.

Section 3. Cross-References

- A. References in this document to the GPSA Constitution shall be indicated by parentheses () and the word "Constitution".
- B. References in this document to other parts of the Bylaws shall be indicated by brackets [] and the word "Bylaws".
- C. An electronic copy of this document shall be available on the GPSA website.
- D. Regardless of the published format(s) and cross-references, the GPSA Constitution and the Bylaws shall be considered distinct but related documents.

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.
 - 2. Persons who have resigned membership shall lose all privileges and benefits of GPSA member status.
 - 3. Any person who has resigned membership shall be reinstated upon presentation to the GPSA Office of a written request.
- C. GPSA may not revoke or suspend membership.

Section 2. Recognized Departmental Student Associations (RDSAs)

- A. In order to be recognized by GPSA, each RDSA shall:
 - 1. Maintain chartered status with the Student Activities Center
 - 2. The RDSA Certification must be submitted to GPSA before the last council meeting of the Fall or the Spring semester, whichever is applicable.
 - a. RDSA Certification must be signed by the Dean or departmental administration or faculty advisor or RDSA President
 - 3. Be open to all GPSA members in its department, school, or college
 - 4. Hold officer elections which are open to all GPSA members in that department, school, or college; and Not charge dues as a condition for membership as a student organization.
 - a. This does not preclude an RDSA from being a campus chapter of a state, regional, or national association, so long as all GPSA members in that department, school, or college may participate in the student organization.
 - b. PB funds may not be used to pay state, regional, or national association dues. A. In order to become an RDSA:
- B. Each program may be represented by only one (1) RDSA. A school or college may consolidate representation under one (1) RDSA, but no more than one (1) RDSA may represent the same group of GPSA members.
 - 1. A program, department, school, or college may vote to affirm the current RDSA or select a new organization willing to meet all requirements for an RDSA.
 - 2. Upon presentation of a petition signed by at least thirty-five percent (35%) of the total number of GPSA members in a program, department, school, or college a new RDSA will be recognized and presented to the GPSA Elections Committee.
 - 3. The GPSA Elections Committee shall conduct a special election in which the GPSA members of that program, department, school, or college may vote. Upon plurality vote, a new RDSA shall be confirmed.
- C. Any RDSA failing to adhere to the requirements for an RDSA in the GPSA Constitution and Bylaws shall be subject to review by the Court of Review.
 - 1. The request for review may be submitted by any GPSA member from that program, department, school, or college or from a chartered student or professional organization of which the majority of members should be represented by that RDSA.
 - 2. If the RDSA fails to comply with any Court of Review order within eleven (11) academic days, the Chief Justice or the highest ranked Associate Justice shall have the authority to decertify that RDSA.
- D. Programs, departments, schools, or colleges with no RDSA shall lose all privileges afforded to RDSAs by GPSA until a student organization applies for recognition in accordance with the GPSA Constitution and Bylaws.
 - 1. RDSAs which enter non-chartered status shall be recertified by acting Council Chair upon becoming chartered.
 - 2. If an RDSA is in non-chartered status when challenged by a petition to select an RDSA, it must charter before being permitted to be included on the ballot.
 - 3. While non-chartered, an RDSA may not receive the benefit of any privilege afforded to RDSAs by GPSA.

Section 3. GPSA Committees

- E. All GPSA members of, or appointments to, standing committees, Ad Hoc Committees, or University Committees

must be GPSA members. No individual GPSA member shall hold more than four (4) voting positions on GPSA standing committees.

- F. Persons appointed to positions requiring Council approval when Council is not in session may serve until Council has an opportunity to consider and approve their appointment, unless otherwise specified in the GPSA Constitution or Bylaws.
- G. All GPSA Standing Committees shall be composed of no fewer than five (5) members. At least three (3) different RDSAs must be represented. Each member shall count as representing only one (1) RDSA.
- H. Each GPSA Standing Committee Chair, Ad Hoc Committee Chair, and University committee appointment shall submit a written report once a semester to the head of the appropriate branch of government.

- A. Joint Committees shall include Council Representatives and GPSA members who are not Council Representatives.
- B. A GPSA Decision Making Body may generate funds independent of the budget process, and these funds shall not be part of the GPSA General Fund. The GPSA Decision Making Body shall record and administer these self-generated funds. The GPSA Decision Making Body shall notify the head of its branch of the receipt and use of these funds and shall provide a summary for the annual report. Spending of these funds will be by a majority vote of the Decision-Making Body.
- C. Chair-ships for the Finance Committee (FC), Legislative Steering Committee (LSC), and Grants Committee must be separate individuals.
- D. No individual shall hold more than three Standing Committee chair-ships simultaneously.
- E. The President and the Council Chair are ineligible for Standing and Ad Hoc Committee chairships and membership.

A. Section 4. Open Meetings Act (OMA) Compliance Requirements

- 1. Unless otherwise specified in the Constitution or Bylaws, public notice shall be given no fewer than seventy-two (72) hours in advance of a Council, Legislative Steering Committee, Grants, or Finance Committee meeting.
- 2. Public notice shall consist of posting required documents on the GPSA website.

B. Agenda Requirements

- 1. The agenda, time, date, and location of any Open Meeting must be posted in accordance with the Public Notice Requirements.
- 2. The meeting agenda shall specify items as discussion items or action items.
- 3. The meeting agenda shall include time for public comment before discussion of old or new business. During public comment, members of the public will be granted no fewer than three (3) minutes each.

C. Minutes Requirements

- 1. Minutes must be taken at every Open Meeting. Minutes must contain at least the date, time, location, type of meeting (Council or Committee); members present or absent; individuals who address the body in person; votes taken; decisions made; and each member's voting form.
- 2. A draft copy of the minutes must be posted within ten (10) academic days of the public meeting on the GPSA Website.
- 3. The minutes shall be approved or amended at the next meeting of that Decision-Making Body where a quorum of the body is present.

D. Transparency Requirements

- 1. A Decision-Making Body may permit participation via a virtual meeting. The means and extent of participation must be defined by the GPSA Bylaws, or the body's standing rules if approved by a two-thirds (2/3) vote.
 - a. A member of the Body may use the means permitted if it is difficult or impossible for that member to attend in person.
 - b. Each member participating via a virtual meeting must be able to be identified when speaking. All participants must be able to hear each other at the same time, and members of the public attending the meeting must be able to hear any member of the body who speaks during the meeting.
- 2. Open Meeting votes and, if available, voting records are public.
- 3. Attendance of GPSA members and members of the public will be accommodated at all Open Meetings.

- a. Open Meetings shall be held in spaces that can accommodate all people wishing to attend and listen.
 4. The Body may take action only on those agenda items announced in accordance with the Agenda Requirements.
 5. Items added to the agenda fewer than twenty-four (24) hours before a meeting must be discussion items only.
- E. Executive and Standing Committee Requirements
1. Decision-Making Bodies must give a thorough review of recommendations from any group that is not required to provide notice of its meetings.
 2. Executive and Standing Committees cannot take action that binds a Decision-Making Body or any other GPSA group.
 3. Executive and Standing Committees are not required to adhere to Public Notice Requirements but are required to include any interested member of the Decision-Making Body.
- F. Portions of an Open Meeting may be closed on the following occasions:
1. Deliberations by the Court of Review. The actual administrative and adjudicatory proceeding at which evidence is offered or rebutted and any final action taken as a result of the proceeding shall occur in an Open Meeting. However, the deliberations of the Court of Review shall be closed to the public.
 2. Discussion and records related to personnel. Any records or discussions related to personnel shall be in accordance with university policy including but not limited to Human Resources requirements.
 3. Discussion and records are deemed private. Any records or discussion related to privacy rights protected by university policy or local, state, or federal law shall be closed to the public.
- G. To close a meeting, the closure must be made in an open meeting and approved by a majority vote of a quorum of the decision- making body:
1. The authority for the closure and the subject(s) to be discussed shall be stated with reasonable specificity in the motion calling for the vote to close a meeting.
 2. The vote to close that portion of the meeting of each individual member shall be recorded in the minutes.
 3. Only those subjects announced prior to closure by the Decision-Making Body may be discussed in the closed portion of the meeting.
 4. Items eligible for closure shall be indicated on the Agenda of the Open Meeting as such by reference to the reason why closure will be considered.
- H. Members of the public shall be excused during the closed portion of an Open Meeting.
- I. Following the completion of any closed meeting, the minutes of the Open Meeting that was closed shall state that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Section 5. Project Assistants

- A. The GPSA annual budget or Council appropriation may allow for hiring Project Assistants. The budget or appropriation shall specify the amount of FTE and branch for each Project Assistant.
1. The budget must include a minimum 1.0 FTE designated for the Executive Branch.
- B. Filling a Project Assistant vacancy requires an open call to the GPSA membership.

1. The open call for applicants shall comply with the Public Notice Requirements and include a job description and payment.
 2. Each branch is responsible for selecting its Project Assistants.
 - a. For the Executive, the President shall be responsible for the open call and selection.
 - b. For the Legislative, the Council Chair shall be responsible for the open call. The Council Chair shall recommend a selection for Council's approval.
 - c. For the Judicial, the Chief Justice shall be responsible for the open call and selection.
 3. Project Assistants must be GPSA members.
- C. Project Assistants aid in executing the mission of GPSA.
1. Project Assistant duties must be in compliance with the definition of Project Assistants given in the University of New Mexico catalog.
 2. Duties may include but are not limited to, assisting Standing and Ad Hoc Committees, and working on projects that serve the mission of GPSA.
 - a. For the Executive, the President shall set the duties of and supervise the Project Assistant(s).
 - b. For the Legislative, Council shall set the duties of the Project Assistant(s). The Council Chair shall supervise the Project Assistant(s).
 - c. For the Judicial, the Chief Justice shall set the duties of and supervise the Project Assistant(s).
- D. Project Assistant payment shall be contracted each semester.
1. Project Assistants shall be paid according to the guidelines required by the Office of Graduate Studies.
 2. Project Assistants shall be offered health insurance.
 3. Project Assistants shall be offered tuition remission equal to the number of hours required by the Office of Graduate Studies in order to maintain their eligibility for the assistantship.

Section 6. Veto Procedure

A. Presidential Action

1. A copy of the legislation with signature lines for approval or veto will be sent in hard and electronic copy to the office of the President' within one (1) academic day of the posting of the draft of the Council meeting minutes in which the legislation was passed.
2. The President may take action on legislation, approval, or veto, within five (5) academic days of the posting of the draft of the minutes.
 - a. If the President takes action, it shall be on the legislation as presented in its entirety. Legislation shall not be vetoed by line item.
 - b. If the President does not take action within the allotted time, the legislation becomes binding.
 - c. The President may take action on legislation with an Electronic Signature.
 - d. If a veto is cast, it shall be accompanied by a rationale for the veto.
 - e. The President shall send the vetoed legislation and rationale to the Council Chair within the required time limit. The Council Chair shall give notice of the veto in accordance with TPNR within three (3) academic days of receipt.
 - f. The Council Chair shall place the vetoed legislation on the next regular Council meeting agenda as an action item.

A. Council Action

1. Vetoed legislation that cannot be acted on at a regular meeting within a session shall be presented at a special meeting prior to the close of the session.

2. When Council considers vetoed legislation, a motion to reconsider the bill must be made and seconded.
3. Council shall consider the vetoed legislation in the same form as sent to the President. No amendments may be made in an override consideration.
4. If Council votes to override, the legislation becomes binding without the President's signature.
5. If Council fails to override the President's veto, the legislation dies and shall not be reintroduced without amendment in the same Council session.

Section 7. Annual Report

A. GPSA Annual Report

1. All GPSA Committee Chairs shall provide a written report to the respective branch head by the first (1st) academic day after the last regular Council meeting.
2. The head of each branch shall compile the Branch Annual Report and forward it to the President.
3. The President shall compile the GPSA Annual Report.
 - a. The Annual Report shall be available to any GPSA member upon request.
 - b. The Annual Report shall be posted on the GPSA website.

B. GPSA Annual Financial Reports

1. Yearly GPSA Budgets
 - a. The yearly GPSA budgets shall be posted on the GPSA website annually.
2. Actual Financial Reports
 - a. GPSA shall post an actual financial report on the GPSA website annually.

Section 8. GPSA Office Manager

A. GPSA Office Manager

1. The GPSA Office Manager shall be present in the GPSA Office approximately 36-40 hours a week.
2. The GPSA Office Manager shall set reasonable rules regarding the appropriate and respectful use of the GPSA Office.
3. The GPSA Office Manager shall manage the distribution and collection of weekly timesheets from members of GPSA.
 - a. All paid GPSA members must submit a weekly timesheet or declare they did not work for said week
 - b. Timesheets must contain sufficient detail as to what the GPSA member was doing during the time including, but not limited to, office hours, lobbying, traveling for GPSA related events, and meetings.
 - c. The GPSA Office Manager shall evaluate all timesheets for accuracy and note any discrepancies.
 - d. The GPSA Office Manager shall make these timesheets and notes available to any member of the public within 15 days of receiving a written request; in accordance with the Inspection of Public Records Act NMSA 1978, Section 14-2-8.
 - e. Notwithstanding, the Council Chair or Council Recorder shall keep track of Council Member's attendance of Council Meetings.
4. The Office Manager shall maintain the contact information of all GPSA Executive, Legislative, and Judiciary Members, such as email addresses and phone numbers.

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 VI.3.A.) Special Elections shall be run in accordance with the GPSA Constitution and Bylaws.
3. The President shall serve as an official member to the Faculty Senate Graduate Committee, as authorized by the Committee.
4. The President shall make official announcements for open positions and appointments in the Executive Branch, including job descriptions and how to apply.
 - a. Announcements shall follow TPNR.
 - b. All GPSA members shall be eligible for all appointments unless prohibited by the GPSA Constitution and Bylaws.
5. The President should keep open appointments for a period of no less than five (5) academic days from the announcement of the open positions.
6. The President may remove appointments at any time.
7. The President shall fill any Standing Committee Director vacancy within twenty (20) academic days.
8. The President shall attend or send a designee to all Council meetings and provide to Council a President's Report on issues pertinent to GPSA and the graduate and professional student community.
9. The President shall be responsible for the hours of operation of the GPSA Office and facilities.
10. The President shall employ, discharge, and assign duties to all Executive Branch employees, in a manner consistent with current University employee policies.

- B. Term of Office:** A President having served a term less than one year may serve a maximum of one (1) additional term as President. (Constitution II.1.B.2.)

- C. Payment: The President's payment should be offered as a Graduate Assistantship in accordance with Office of Graduate Studies guidelines (Constitution II.1.C.1.)
 - 1. The maximum payment limit shall be in accordance with the GA monthly stipend at the .5 FTE rate as determined by University policy.
 - 2. Compensation shall also include six (6) resident, graduate tuition hours per semester during the fall and spring terms, and three (3) credit hours during the summer term, at the rate published by the Bursar's office.
 - 3. The President's compensation shall be implemented through the annual budget process, but differential tuition and stipend amounts shall be funded by Appropriation.

Section 2. Presidential Oath of Office

- A. The newly elected President shall not assume the duties of that office until the Presidential Oath of Office (Oath) has been administered. The Oath should be administered after midday on the last academic day of the spring semester.
 - 1. The Oath should be administered to the President by the Chief Justice or, in the Chief Justice's absence, the outgoing President.
 - 2. In the event that the Chief Justice or outgoing President is unavailable to administer the Oath, the outgoing Council Chair or Chief of Staff shall administer the Oath.
 - 3. The administration of the Oath must be witnessed by a member of either the Executive or Legislative branch so long as the witness is not a member of the branch that is administering the Oath.
 - 4. The Oath will be administered with the right hand uplifted, and the following words said aloud:

“I, (name), do solemnly swear that I will faithfully execute the Office of President of the Graduate and Professional Students Association of the University of New Mexico; that I will to the best of my ability fulfill the duties and obligations of the Office and preserve, protect, and defend the Constitution and Bylaws of the Graduate and Professional Student Association, the State of New Mexico, and the United States.”
 - 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the President. The President shall then assume office.

Section 3. President-Elect

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

A. Duties, Powers, and Responsibilities

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

- 1. Advertise for Chief of Staff, Project Assistants, and Executive Committee Directors for which s/he will make formal appointments upon taking the Office of President; Review application submissions and conduct interviews for candidate appointments.
- 2. Have the use of GPSA space and resources for scheduling meetings and interviews and strategizing for a smooth transition.

3. Any other duties and/or responsibilities necessary or beneficial to the President-Elect which the outgoing President shall request.

Section 4. Chief of Staff

A. Duties, Powers, and Responsibilities

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

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

C. Payment

1. The Chief of Staff shall receive financial compensation. The maximum limit shall be in accordance with the GA monthly stipend at the .5 FTE rate as determined by university policy.
2. Compensation shall also include six (6) resident, graduate tuition hours per semester during the fall and spring terms, and three (3) credit hours during the summer term at the rates published by the Bursar's Office. The Chief of Staff's compensation shall be implemented through the annual budget process, but differential tuition and stipend amounts shall be funded by Appropriation.

Section 5. Public Affairs Director

A. Duties, Powers, and Responsibilities

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

B. The term of office shall be from the day of the appointment to the final day of the academic year.

C. Payment

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

Section 6. Attorney General

- A. Issuing advisory opinions concerning the law, legislation, or any other act of GPSA.
 - 1. Copies of the Attorney General's opinions will be distributed to the President, Council Chair, and all Council Representatives. The opinions are also to be made available to all other GPSA officials and on the GPSA website.
 - 2. All requests for the Attorney General to issue advisory opinions must be made in writing except those made during a Council Meeting.
 - i. The Attorney General shall be required to publish any amendments made to the GPSA Bylaws within five (5) days following approval by the University Council.
- B. Providing a current copy of the Constitution and Bylaws.
 - 1. Updating and distributing the Constitution for the purpose of engrossing any Amendments as passed by GPSA and approved by the UNM Board of Regents.
 - i. The Attorney General is designated the responsibility to publish current editions of the GPSA Constitution.
 - 2. Updating and distributing the Bylaws for the purpose of engrossing any amendments as passed by GPSA and approved by the University Legal Counsel.
 - i. The Attorney General is designated the responsibility to publish current editions of the GPSA Bylaws.
 - 3. When requested, provide a paper copy of the governing documents to any student or student group.
 - i. Individuals or groups of individuals requesting Bylaws are responsible for incurring the cost of duplication of all documents.
- C. Assisting the President in the execution of their duties.
- D. Serving as ex-officio, non-voting member of Council.
 - 1. Attending Council meetings.
 - 2. Serving as the parliamentarian of Council.
- E. Providing advice and counsel concerning all acts of student government legislation.
 - 1. Providing counsel for the government in all suits against that government.
- F. Holding office hours weekly during which time they will be present in the GPSA office.
- G. The Attorney General is designated the responsibility to correct any grammatical mistakes within the GPSA Bylaws.
 - 1. Any grammatical changes made by the Attorney General shall be presented to Council and signed off by the Council Chair and President within six (6) days of the Council Meeting.

Section 7. Executive Committees

A. Executive Committee Appointments

All GPSA Executive Standing Committee Directors require approval from Council.

B. Executive Standing Committees

1. Elections Committee

- a. Presidentially appointed Committee Director must be presented to the GPSA Council for approval no later than the December meeting.
- b. During elections, the Elections Committee as well as GPSA Decision Making Bodies should try to provide for autonomy of the Committee to prevent conflict of interest and bias in the elections process.

2. Grants Committee

- a. The Grants Director shall administer the Graduate Scholarship Fund, The GPSA Research Grant, the GPSA Professional Development Grant, and the New Mexico Research Grant according to the GPSA Bylaws, and complete all duties as required by that post.

- b. The Grants Director shall provide a written report to the President and Council Chair each semester.
 - c. The Research Grant is funded by the Student Research Allocation Committee Endowment. The Professional Development Grant is funded by the Specialized Travel Endowment. The New Mexico Research Grant is funded by the Graduate Research and Development Endowment. These funds may be supplemented by the budget process, Council appropriation, or other funding sources.
 - d. Members of the Grants Committee shall conduct themselves in a manner that promotes public confidence in the integrity and impartiality of the grants process.
 - e. Grants Application Grant Reviewers present at a Grants Committee meeting are voting members.
3. Political Committee
- a. The Political Committee shall attempt to coordinate lobbying efforts of GPSA with the Associated Students of New Mexico, the Associated Students of the University of New Mexico, and other organizations as deemed appropriate.
 - b. The Political Committee shall work with the University administration on areas of common concern.
 - c. The Political Committee is responsible for presenting GPSA issues before appropriate governmental bodies, including the New Mexico Higher Education Department (HED).
 - d. The Political Committee shall investigate issues of importance to the GPSA, including HED funding and capital outlays recommendations to the legislature.
 - e. The Political Committee should compensate student lobbyists for travel and other necessary expenses subject to all applicable University policies and procedures.
 - f. The Political Committee Director shall give reports on Political Committee activities to Council at least one meeting prior, one during, and one after the regularly scheduled New Mexico Legislative Session. The Political Committee Director shall submit written reports of the same comments to the President to keep as a record.
 - g. The Political Committee shall prepare a platform of issues in enough time to receive input from Council.
 - h. The Political Committee Director shall submit the final draft of the platform to Council in December.

C. Executive Standing Committee Directors

- 1. Composition of Executive Committees and selection of Committee Directors and members must comply with the GPSA Constitution and Bylaws.
- 2. Standing Committee Directors shall appoint the membership of the Standing Committees.
- 3. The Standing Committee Director may remove members of the Standing Committees at any time.
- 4. The Standing Committee Director shall be responsible for submitting the committee's reports to the President in accordance with the GPSA Constitution, Bylaws, and applicable Standing Rules.
- 5. The Standing Committee Director shall hold office hours for student inquiries or provide contact information available in the GPSA Office. The Directors shall adhere to TPNR.

D. Payments to Executive Standing Committee Directors

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

E. Executive Ad Hoc Committees

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

F. Annual Written Reports

1. The Elections Committee shall include in the GPSA Annual Report all elections reports. See Elections Code [Bylaw I. Section 10].
2. The Grants Committee shall include in the GPSA Annual Report all funding cycle reports. See Grants Code [Bylaws I. Section 9.L. & I. Section 2.L].
3. The Political Committee shall include in the GPSA Annual Report the results of any lobbying efforts and the annual legislative platform.
4. Executive Ad Hoc committees shall include in the GPSA Annual Report progress towards their specified objective(s), and any future recommendations for the continuation of the committee.
5. University Committee appointees shall include in the GPSA Annual Report a summary of the issues of importance to GPSA considered by the committee.

Section 8. President's Cabinet

A. Representation

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

B. Duties, Powers, and Responsibilities

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

C. Term of Office

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

Article IV. Legislative Branch

Section 1. Council Representatives and Certified Alternates

A. Council Representative and Certified Alternate Qualifications and Exceptions

1. Apportionment and Apportionment Timing
 - a. The allocation of Council Representatives and Certified Alternates shall be based on the previous academic years' fall enrollment reports.
2. Qualifications
 - a. For any RDSA, its council representative(s) and Certified Alternate(s) must be a graduate or professional student seeking completion of a degree or certificate in one (1) of its programs.
 - b. Representatives may be officers of their RDSAs.
3. Credentialing of Representatives
 - a. RDSAs and their designated Representative(s) are responsible for ensuring that the Council Chair submits and accepts credential forms.
 - b. For a GPSA member to serve as a Representative, the member's Credential Form must be submitted to the Council Chair prior to the start of a meeting
 - c. Credential Forms will be readily accessible in the GPSA Office, on the GPSA website, and through the Council Chair and Council Recorder.

- d. All Credential Forms are nullified at the end of a Council session.
- e. New Credential Forms are required at the start of each Council session.
- 4. Exceptions
 - a. The GPSA President, GPSA Council Chair, and GPSA Court of Review Justices may not concurrently serve as Council Representatives.
- 5. Stipend
 - a. Council Representatives and Certified Alternates shall receive a reasonable stipend for their time and to cover the cost of attending Council Meetings.
- 6. Voting Priority
 - a. If an RDSA has more Representatives, Certified Alternates, and eligible Proxies present at a Council meeting than it has votes, the voting slots shall be recognized in the following order and according to rank: Council Representative(s), Certified Alternate(s), Proxy(s).

B. Representative Duties

1. In addition to duties outlined in the GPSA Constitution, Representatives serve as a link advocating collaboration between their constituents, RDSAs, and chartered student organizations.
2. Representatives may assist RDSAs, students, and chartered student organizations with the drafting of legislation, and as sponsors of legislation.
3. Representatives are eligible to earn a stipend upon completion of their semester term.
 - a. Stipend amount is determined in the GPSA budgeting process and distribution is up to the discretion of the Council Chair.
4. Eligibility to earn a stipend consists of
 - a. Members must be credentialed before the second General Council Meeting of the Semester.
 - b. Attending four out of the five Council semester meetings.
 - c. Must participate in meetings through voting.
 - d. Must have a camera on if attending virtually.
 - e. Must collaborate with council members to produce at least one piece of legislation or attend at least one GPSA event (other than council meetings) per semester.

C. Certified Alternate Representatives

1. Each RDSA chooses Certified Alternate Representatives to represent it if its Council Representatives are absent.
2. When serving as a Council Representative, Certified Alternates shall have the same rights and privileges as a Council Representative, unless otherwise specified in GPSA law.
3. Each RDSA shall be apportioned a minimum of one (1) Certified Alternate Representative or at a maximum one (1) Certified Alternate Representative per two (2) Council Representatives.
4. Certified Alternate Representative(s) shall be ranked by their RDSA to indicate seniority or representation. Rankings will be in the order in which the RDSA lists the Certified Alternate Representative(s) on the Credential Form.
5. Certified Alternates may be chosen at will by each RDSA. The procedure for the selection of Certified Alternates is left to the determination of each RDSA.
6. Certified Alternates may only vote as Representatives when the Official Representative is not present. Certified Alternates do not have speaking rights during Council meetings.

Section 2. Council Chair

A. Duties, Powers, and Responsibilities:

1. The Council Chair shall produce an agenda in accordance with GPSA Bylaws and Council Standing Rules for each Council meeting.
2. At the first meeting of the academic year, the Council Chair shall provide all Council Representatives with adequate information including, but not limited to, Council rules and procedures, University policies, applicable parliamentary procedures, and access to the GPSA Constitution and Bylaws.
3. The Council Chair shall notify the Council Representatives of the Chair's office hours at the beginning of each semester.
4. The Council Chair shall appoint Council Representatives to the Legislative Standing Committees in accordance with the GPSA Constitution and Bylaws.
 - a. Council Representatives should consist of both diversity of background and of degree program.
 - b. There should be members from nine out of the fourteen departments. They are

as follows: Arts and Sciences, Architecture and Planning, Education and Human Sciences, Engineering, Fine Arts, Health Sciences, Interdisciplinary, Law, Pharmacy, College of Population Health, School of Public Administration, University Libraries and Learning Sciences, Anderson School of Management, and Medicine.

- c. There should be members from different backgrounds, including but not limited to race, ethnicity, gender, religion, etc.
 - d. There should be between 20-40 credentialed members in Council.
5. The Council Chair shall administer the Legislative Budget and will oversee legislative budget proposals for the subsequent fiscal year.
 6. The Council Chair shall be responsible for the hiring of a Council Recorder. The Council Chair oversees the Recorder and is responsible for assuring that the Council Recorder carries out their duties.
 7. The Council Chair may remove the Recorder subject to University policies and procedures.
 8. The Council Chair shall review all minutes. Reviewed minutes shall be included on the agenda for Council approval. The draft documentation shall be posted in accordance with TPNR.
 9. The Council Chair is required to have 5-10 office hours within the GPSA Office per week.
 10. The Council Chair is required to maintain a professional relationship with the University of New Mexico United Gradworkers Union
 11. The Council Chair must abide by representation guidelines set forth in Section 2. Part A. Number 4.
 12. The Council Chair is responsible for maintaining and distributing the LSC and Council stipends.
 13. The Council Chair must pass at least one piece of legislation per semester.
 14. The Council Chair must be in person for hybrid meetings.
- B. Payment
1. The Council Chair shall receive financial payment. The maximum limit shall be in accordance with the GA monthly stipend at the 0.25 to 0.5 FTE rate as determined by University policy.
 2. Compensation shall also include six (6) resident, graduate tuition hours per semester during the fall and spring terms, and three (3) credit hours during the summer term, at the rates published by the Bursar's Office.

3. The Council Chair's compensation shall be implemented through the annual budget process, but differential tuition and stipend amounts may be funded by Appropriations.
- C. If the Council Chair is unable to fulfill the duties of the position, the LSC Chair shall act as Chair Pro Tempore until the Council Chair can resume the position or until an election can be held to determine a replacement.
1. If a Council Chair is acting President, the Council Chair shall be considered unable to fulfill the duties of the position.
 2. If the LSC Chair is acting as Chair Pro Tempore for longer than one (1) week, the LSC shall select an interim LSC Chair.

Section 3. Council Chair Oath of Office

- A. The newly elected Council Chair shall not assume the duties of that office until the Council Chair Oath of Office (Oath) has been administered. The Oath should be administered after midday on the last academic day of the spring semester.
1. The Oath should be administered to the Council Chair by the Chief Justice or, in the Chief Justice's absence, the outgoing Council Chair.
 2. In the event that the Chief Justice or outgoing Council Chair are unavailable to administer the Oath, the outgoing President or Chief of Staff shall administer the Oath.
 3. The administration of the Oath must be witnessed by a member of either the Executive or Legislative branch so long as the witness is not a member of the branch that is administering the Oath.
 4. The Oath will be administered with the right hand uplifted and the following words said aloud:
"I, (name), do solemnly swear that I will faithfully execute the Office of Council Chair of the Graduate and Professional Students Association of the University of New Mexico; that I will to the best of my ability fulfill the duties and obligations of the Office and preserve, protect, and defend the Constitution and Bylaws of the Graduate and Professional Student Association, the State of New Mexico, and the United States. "
 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the Council Chair. The Council Chair shall then assume office.

Section 4. Council Recorder

- A. The Council Recorder is selected by the Council Chair.
- B. The Recorder shall be a GPSA member.
- C. Duties:
1. The Recorder shall assist the Council Chair with the production of all Council meeting minutes objectively.
 2. The Recorder may assist the Council Chair with verifying the credentials of Council Representatives and ensure that Credential Forms are available to RDSAs.
 3. The Council Chair may request the assistance of the Recorder for other duties.
 4. Payment
 - a. The amount of payment shall be determined through the annual budget process.
 - b. Payment may either be in the form of a set payment, hourly wage, or other arrangement.

Section 5. Procedures for Regular and Special Meetings

A. Notice

1. The Council Chair shall post notice of the date, time, meeting location, and agenda at least one (1) calendar week in advance of each regular Council meeting and forty-eight (48) hours before each special Council meeting. This notice shall be made available to the Council Representatives, GPSA members, campus media, and general public by means including, but not limited to, the GPSA website and electronic mailing list.
2. Notice of every regular Council meeting shall be included in a legislative calendar produced and made public no later than the second (2nd) Council meeting of the session.
 - a. If changes are made to the calendar, a new version should be produced no later than two (2) academic days after such change.
3. It is mandatory that all meetings be held in a hybrid setting
 - a. Hybrid can be defined as hosting the meeting virtually and in-person.

B. Standing Rules

1. At the first Council meeting of the session, Council shall approve standing rules, which shall name the parliamentary procedures that Council shall follow.
 - a. An agenda template for regular Council meetings shall be included as part of the Standing Rules.
 - b. The Public Notice Requirements shall be announced by the Council Chair at the first meeting of each semester of the session.
2. The Council's Standing Rules apply to every Council meeting unless it is suspended with a two-thirds (2/3) vote of Council.

C. Regular Meeting

1. Must be held at least one (1) time per month during the fall and spring academic semesters. Council meetings may be cancelled at the discretion of the Council Chair, with approval from Council. A meeting may only be cancelled at the immediately preceding regular Council meeting.
2. The date and time of the first regular Council meeting of the session shall be announced by the Council Chair-elect at the final Council meeting of the preceding session.
3. Quorum: Consists of Council Representatives from at least six (6) RDSAs physically present at a Council meeting.
4. The regularly scheduled February and March meetings shall be scheduled for one of the last seven (7) calendar days of the months.

D. Special Meeting

1. May be called by the Council Chair or by a petition of Council Representatives from a minimum of six (6) separate RDSAs.
2. Petitions for special meetings not called by the Council Chair shall be submitted to the LSC Chair; the LSC Chair shall verify the validity of the petition.
 - a. Petitions shall include the agenda items for discussion and action, the signatures as required by the GPSA Constitution, and the date, time, and location of the meeting.
 - b. Notice of Special Meetings shall comply with TPNR.

Section 6. Proxy Privileges

- A. Proxy voting is the casting of a vote on behalf of a Council Representative. Proxy authority may only be given by a validated Council Representative or Certified Alternate to another GPSA Member.
 1. Council Representatives and Certified Alternates should select a GPSA member from the same RDSA to serve as Proxy.
- B. In order to be eligible to vote in a Council meeting, a GPSA member must be a recognized Representative, Certified Alternate, or Proxy.

1. Proxy forms must be delivered to the Council Chair before a GPSA member may serve as a Proxy at a Council meeting.
 2. When the Council Chair receives and approves a Proxy form, that GPSA member is eligible to serve as a Proxy for that meeting.
 3. Proxies are eligible to vote for the specified Council meeting in which proxy privileges are approved.
 4. Proxies do not count toward quorum.
- C. If an RDSA has more Representatives, Certified Alternates, and eligible Proxies present at a Council meeting than it has votes, the voting slots shall be recognized in the following order and according to rank: Representative(s), Certified Alternate(s), Proxy(s).
1. A GPSA member who believes they should have voting privileges at a Council meeting may bring this to the attention of the Council Chair. The Council Chair must recognize a GPSA member's right to vote prior to that member's voting.
- D. If a Council Representative or Certified Alternate is in attendance at a GPSA Council meeting and must leave a meeting in progress, that voting member may select a Proxy.
1. Representatives or Certified Alternates using a Proxy should provide written documentation of their RDSA's preferences for the publicized agenda items to the Proxy prior to surrendering voting privileges to that Proxy for that meeting.
- E. Council Representatives or Certified Alternates who miss three (3) consecutive regular Council meetings forfeit the proxy privileges.
1. Upon attending a Council meeting, a Council Representative's or Certified Alternate's written proxy privileges will be reinstated.
- F. No GPSA member may hold more than two proxy votes.

Section 7. Legislative Standing Committees

A. Legislative Standing Committee Chairs

1. Selection
 - a. Legislative Standing Committee Chairs shall be selected by the Council Chair and have powers to conduct business until the first council meeting following their appointment.
 - b. Legislative Standing Committee Chairs are approved by a majority vote of Council at the first available regular Council meeting of the session following their appointment.
 - c. Legislative Standing Committee Vice Chair shall be selected by the LSC and approved by a majority vote of Council.
2. Duties, Powers, Responsibilities
 - a. Each Committee Chair, in conjunction with the membership of the committee, shall maintain a schedule of meetings for that Council session, to be posted in accordance with TPNR.
3. Payment
 - a. The amount of payment shall be determined through the annual budget process.
 - b. Disbursement of payment is subject to the fulfillment of the Committee Chair's duties as verified by the Council Chair or Council.
 - c. Disbursement shall be at the end of each semester in which the Committee Chair served.

4. Removal
 - a. In addition to removal by the Council Chair, a Legislative Standing Committee Chair may also be removed by Council with a two-thirds (2/3) vote.
 - b. If a Committee Chair is removed or resigns, the committee shall select another member to serve as interim Committee Chair until a replacement is appointed by the Council Chair and approved by Council.
 - c. Council may vote whether or not the removed Chair may continue to serve as a member on that committee.
- B. Committee Membership
 1. Selection
 - a. The Council Chair shall provide notice of committee membership opportunities with the Agenda notice for the first Council meeting of the session.
 - b. The Council Chair should seek any interested volunteers and must consider recommendations from Council for committee membership.
 - c. The Council Chair shall appoint a minimum of five (5) members for Legislative Standing Committees at the first meeting of the Council session.
 - d. Approval of appointed Standing Committee members shall be by a majority vote of Council prior to assuming duties.
 - e. Members may be added to Legislative Standing Committees when appointed by the Council Chair and approved by Council at a Council meeting, in accordance with the GPSA Constitution's composition requirements.
 2. Removal
 - a. If a committee member violates the committee's standing rules, that member shall be removed by the Committee Chair or the Council Chair
 - b. A Representative may appeal a removal at the next regularly scheduled Council meeting before the selection of a replacement. Overturning a removal requires a two-thirds (2/3) vote from Council.
 - c. The Council Chair may appoint replacement(s) to be approved by Council.
 - d. Council may request that the Council Chair reconstitute a committee.
 - e. The member will be given the opportunity to resign from the position before the Committee Chair or the Council Chair removes that member.
 3. Resignation
 - a. If a committee member wishes to resign, the individual may do so by providing the Committee Chair or Council Chair with written notification at least 5 calendar days before the next Committee meeting.
 - b. Following a committee member's resignation, the Committee Chair must announce the membership vacancy at the following general council meeting.

Section 8. Standing Committee Procedures

A. Standing Rules

1. Each committee must adopt and adhere to standing rules which include, but are not limited to committee procedure, legislation requirements, and membership duties. The standing rules must comply with the GPSA Constitution and Bylaws, as well as any direction provided by Council.
2. Each committee must adopt standing rules at its first meeting of the Council session. Standing rules must be approved by Council at a regularly scheduled Council meeting.
3. The first committee meeting shall use the adopted standing rules for an interim period until rules are approved by Council.

4. Committees may suspend the standing rules with a two-thirds (2/3) vote of the committee.

Council must be notified at the meeting in which the legislation is presented that the standing rules were suspended.

B. Timeline

1. Each Legislative Standing Committee shall conduct its first meeting between the first (1st) and second (2nd) regularly scheduled Council meetings.

2. Legislative Standing Committees must meet at least five (5) academic days prior to each regularly scheduled Council meeting after the August meeting in which they are formed.

3. Committee Chairs must submit items for inclusion on the Council agenda to the Council Chair at least five (5) academic days prior to a regular Council meeting.

4. Supporting documentation for agenda items and committee reports must be submitted to the Council Chair at least four (4) academic days prior to the Council meeting.

Section 9. Ad Hoc Committees

A. Formation and Dissolution

1. Council shall determine the composition or means of composition of legislative Ad Hoc Committees.

2. Council shall approve the purpose and duration of the Ad Hoc Committees.

B. Council shall determine the means for selecting Ad Hoc Committee Chairs.

1. Each Ad Hoc Committee Chair is responsible for adhering to TPNR.

2. Ad Hoc Committees must request an appropriation from Council for any operational costs that the committee expects.

Section 10. Types and Requirements of Non-Appropriative Legislation

A. Constitutional amendments must be included as a discussion item at least one (1) regularly scheduled Council meeting prior to the regularly scheduled Council meeting at which action may be taken.

B. Bylaws amendments can be introduced as a discussion or action items at the discretion of Council Chair and they require a two-thirds (2/3) vote to pass.

C. Resolutions require a majority vote of Council.

Section 11. Committee Consideration of Legislation

A. Any GPSA member, RDSA, Decision Making Body, or groups or individuals with a GPSA member serving as a sponsor may submit legislation for Council consideration. This includes the Executive Board and President. Items should be submitted to the appropriate Legislative Committee Chair.

B. Every submission must include a contact person who is responsible for the item, capable of answering questions, providing additional material, and making necessary revisions.

1. The Committee Chair shall collect all submissions, confirm that items have been submitted to the proper committee, and produce a committee agenda in accordance with TPNR.

2. Legislative Committee Chairs shall redirect an item submitted to the incorrect committee to the appropriate party.

3. Legislative Committees shall facilitate each submission's adherence to the guidelines and required format established by the Bylaws and standing rules.

4. Legislative Committees shall review and make recommendations on all items submitted in accordance with the GPSA Constitution and Bylaws. Recommendations may include, but are not limited to, suggestions for amendment, substitution, discussion, and action.
- C. All Legislative Items are forwarded with committee recommendations to the Council Chair and shall be included on the Council agenda.
 1. Once Legislative Committees have determined a recommendation, this Legislative Item should appear on the agenda for the next regularly scheduled Council meeting.
 - a. Legislative Committees shall not unduly delay making recommendations on Legislative Items.
 2. The original Legislative Item and accompanying recommendation shall be treated as one (1) agenda item.
 3. A copy of the original Legislative Item and accompanying recommendation as submitted to Council shall be delivered to the originating party with a notice of the Council meeting in which the Legislative Item will be discussed within one (1) academic day of the item being forwarded to the Council Chair.
 4. The supporting documents and recommendations may be revised by the respective legislative committee up to the required deadline for supporting document submissions. The final versions of the Legislative Item and supporting documents must be submitted both to the Council Chair and to the originating party.

Section 12. Council Consideration of Legislative Items

- A. The Council Chair shall prepare all Legislative Items and reports from Legislative Standing and Ad Hoc Committees and items required by the Bylaws in a single agenda.
 1. Items identified by the Constitution and Bylaws as automatically appearing on the agenda do not have to go through the committee process.
- B. Emergency items may be added to the agenda in accordance with TPNR at the discretion of the Council Chair, even if they have not gone through the committee process.
 1. A two-thirds (2/3) vote of Council is required to allow discussion or action on emergency items.
- C. Council chair shall have the ability to introduce any pending legislative items to council directly under any of the following circumstances:
 1. Council is not able to form the respective committee.
 2. Respective committees were not able to meet quorum for two successive scheduled meetings.
- D. Within the order of business, the originating party or sponsor shall have three (3) minutes to provide relevant commentary on the Legislative Item.
- E. The applicable Legislative Committee Chair may provide information regarding their committee's recommendation at the request of the Council Chair, Council Representative, or any recognized and present voting member of Council.
- F. Council is the final authority in the Legislative Branch.

Section 13. Amendments

- A. Amendments and additions to the GPSA Bylaws shall be made according to the following procedure:
 1. Proposed Amendments shall place the amendment within the appropriate context within this document, including specific numerical reference (Article, Section, and paragraph number).
 2. Approved amendments shall take effect as soon as University Counsel approves them.
 3. Council Chair shall submit amendments to University Counsel within three (3) academic days from final approval.
 4. Where conflicts exist between previous bylaws and a new constitutional provision, the new constitutional provision will supplant the previous bylaw.

5. After the passage of a Constitutional Amendment, Bylaws shall be reviewed by the Legislative Branch within four (4) academic weeks to ensure accordance with the Constitutional change(s).

Article V. Joint Standing Committees

Section 1. Finance Committee (FC)

A. Selection

1. The FC shall be composed of six (6) members.
 - a. Three (3) members, including the Director, hereinafter executive appointees, shall be appointed by the President and approved by Council.
 - b. Three (3) members, including the Vice-Director, hereinafter executive appointees, shall be appointed by the Council Chair and approved by Council.
2. The FC Director shall be approved by Council at the first regular meeting in August but shall assume duties immediately upon appointment by the President.

B. Duties, Powers, and Responsibilities

1. The FC shall be the recommending body for the GPSA Annual Budget and all GPSA allocations from the General Fund.
2. The FC Director shall:
 - a. Administer and oversee all meetings of the FC.
 - b. Not have a vote in any actions before the Finance Committee, except in the case of a tie.
3. The FC Vice-Director shall:
 - a. Assist the FC Director in the duties and responsibilities of the FC.
 - b. Serve as acting FC Director in the absence of the FC Chair.
 - c. Have a vote on any actions before the Finance Committee.
 - d. Provide a report on the GPSA General Fund account balance, and current appropriations for Council consideration at each regular Council meeting.
4. The FC shall meet monthly after the first regularly scheduled Council meeting of the fall semester until the end of the spring semester; an exception may be made for the month of December, when the President, Council Chair, FC Director, and FC Vice-Director may decide not to have any FC meeting due to time restrictions.
5. Emergency meetings may be called at the discretion of the FC Director, FC Vice-Director, or by vote of Council.
6. The FC must adopt standing rules at its first meeting of the Council session.
7. FC standing rules shall be used as sole standing rules for all appropriations and budget requests.
8. Standing rules must be approved by Council at a regularly scheduled Council meeting.

C. Payment

1. The amount of payment shall be determined through the annual budget process.
The payments for the FC Director and Vice-Director shall be equal.
2. Disbursement of FC Director /Vice Director payment shall be subject to fulfillment of their duties as verified by President/Council Chair.
3. Disbursement shall be at the end of each semester in which the Committee Director and Vice-Director served as processed by SGAO.

D. Removal

1. The FC Director and executive appointees may be removed by the President at any time.
2. The FC Vice-Director and legislative appointees may be removed by the Council Chair at any time or by Council with a two-thirds (2/3) vote.
3. If the FC Director is removed or resigns, the Vice-Director shall serve as interim Director and assume all responsibilities and duties of the Director and Vice-Director until a replacement is

appointed by the President. The interim Director shall not have a vote on any actions before the FC, except in the case of a tie.

E. Annual Reports

1. FC shall include in the GPSA Annual Report all expenditures and year-end balances.

Articles VI. Judicial Branch

Section 1. Appellate Jurisdiction

- A. In addition to the Court's original jurisdiction as stated in the GPSA Constitution, the Court shall also have appellate jurisdiction to hear:
1. All matters arising from Council activity, including, but not limited to, review of any award of GPSA funds to an organization or individual for consistency with the GPSA Constitution and Bylaws.
 2. All matters arising from activities of any Executive, Legislative, and Judicial Standing or Ad Hoc committee.
 3. All acts of the President, Council Chair, or GPSA member acting on behalf of GPSA when and which the Court would not otherwise have original jurisdiction to hear.

Section 2. Judicial Oath of Office

- A. No Justice shall assume the duties of that office until the Judicial Oath of Office (Oath) has been administered. The Oath must be administered within ten (10) academic days of confirmation by Council.
1. The Oath shall be administered to the Chief Justice by the President or, in the President's absence, the Council Chair and must be witnessed by a representative of either the Executive or Legislative branch, so long as the witness is not a member of the branch that is administering the Oath.
 2. For all other Justices, the Oath shall be administered by the Chief Justice and must be witnessed by a representative of either the Executive or Legislative branch.
 3. In the case that the Chief Justice is unavailable to administer the Oath, the President shall administer the Oath. In the case that the President is unavailable to administer the Oath, then the Council Chair shall administer it. In any case, the administration of the Oath must be witnessed by a member of either the Executive or Legislative branch so long as the witness is not a member of the branch that is administering the Oath.
 4. The Oath will be administered with the right hand uplifted and the following words said aloud:
 - a. "I, (name), do solemnly swear that I will uphold the laws of the Graduate and Professional Students Association of the University of New Mexico, the State of New Mexico, and the United States of America; that I will judge fairly and with no previous bias the evidence and proceedings before me, and that I will otherwise fulfill the duties and obligations of the GPSA Judiciary to the best of my ability."
 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the Justice. The Justice shall then assume office.

Section 3. Code of Conduct

A. All Justices shall establish, observe, and maintain high standards of conduct so that the integrity and independence of the judiciary may be preserved.

B. Justices shall respect and comply with the law and shall conduct themselves at all times in a manner that promotes public confidence in the integrity and impartiality of the judiciary.

- C. Justices shall not allow their family, social, or other relationships to influence their judicial conduct or judgment.
- D. Justices shall not permit those under their control to convey the impression that they are in a special position to influence the decisions of the Court.
- E. Justices shall be faithful to the law and remain unbiased and nonpartisan.
- F. Justices shall maintain order and decorum in proceedings before them.
- G. Justices shall be patient, dignified, and courteous to those with whom they deal in an official capacity, and shall require similar conduct of those subject to their direction and control.
- H. Justices shall accord to every person who is involved in a proceeding, or their counsel, a full right to be heard according to law.
- I. Justices shall abstain from public comment about a pending proceeding in the Court. This does not prohibit Justices from making public statements in the course of their official duties or from explaining for public information the procedures of the Court.

Section 4. Responsibilities

- A. Determine questions of constitutionality and adherence to GPSA law as a result of official complaints
- B. Create a written record of all decisions and actions of the court to be maintained in the GPSA Office.
- C. Create an annual written report of the court to be included in the annual GPSA report.
- D. The court may, at its discretion, decline to hear cases that it deems are not appropriate under the Bylaws.
- E. Justices shall neither initiate nor consider communications from only one party of a pending or impending proceeding.
- F. Each Justice is charged with the duty of carefully reading and analyzing the pertinent submitted material on each case in which he or she participates.
- G. Justices shall abstain from public comment about a pending proceeding in the Court. This does not prohibit Justices from making public statements in the course of their official duties or from explaining to public information the procedures of the Court.
- H. Justices of the Court shall dispose promptly of the business of the Court.
- I. Each Justice of the Court shall take or initiate appropriate disciplinary measures against any other Justice for unprofessional conduct of which they become aware.
- J. All official decisions and opinions of the Court shall be made in writing, made available to GPSA officers, Representatives, and members, as well as the public upon request. Written opinions must become part of the official Court Record and shall be made available to the President, Council Chair, Council Representatives, and upon request to GPSA members and the public.
- K. Other duties as assigned by the GPSA Constitution.

Section 5. Disqualification

- A. A Justice is disqualified and shall announce recusal in any proceeding in which:
 - 1. The Justice has personal knowledge of disputed evidentiary facts concerning the proceeding.
 - 2. The Justice or the Justice's spouse/domestic partner, or a person related to the Justice within the third degree, by blood, marriage, or other relationship to either the Justice or the Justice's spouse/domestic partner:
 - a. Is a party to the proceeding, or an officer, director, or trustee of a party;
 - b. Is acting as legal counsel in the proceedings;

- c. Is known by the Justice to have an interest that could substantially affect or be affected by the outcome of the proceeding.
 - d. Is to the knowledge of the Justice likely to be a material witness in the proceeding;
- 3. A party to the proceeding is an employee of the Justice.
- B. Any Justice announcing recusal from any proceeding shall notify the Chief Justice of the recusal in writing.
- C. If the Chief Justice must announce recusal from any proceeding, the Chief Justice shall notify the full Court of the recusal in writing.

Section 6. Non-judicial Activities

- A. Justices may appear at a public hearing before an executive or legislative body and may consult with an executive or legislative body official, but only on matters concerning the administration of justice.
- B. Justices shall not act as arbitrators or mediators except in the performance of judicial duties.
- C. Justices shall not accept any gift, bequest, favor, or loan other than ordinary social hospitality, if the source of said gift, bequest, favor, or loan could imply or give the appearance of influencing the decisions of the Court or otherwise give the appearance of impropriety.

Section 7. Resignation & Seniority

- A. Should the Chief Justice resign from the Court for any reason or be the subject of impeachment proceedings, the Senior Associate Justice shall assume the duties of the Chief Justice until the President appoints and Council affirms a new Chief Justice.
- B. Seniority of the Associate Justices shall be determined by the date of approval of appointments, the vote order by Council, and the seniority assigned during a block vote.
 - 1. Seniority of the Associate Justices shall be assigned prior to sending the appointments to the LSC.
- C. Nothing in this section shall be construed to mean that the Court may operate with less than three sitting Justices.
- D. Members of the Court of Review shall not serve on any GPSA Standing Committee.

Section 8. Pro Tempore Justice Appointments

- A. In the event that one or more Justice(s) announce recusal from any proceeding, or in the event that any Justice is the subject of an impeachment proceeding before Council, the Chief Justice shall notify the President and Council Chair of such an occurrence within three (3) academic days of receiving written notification of a Justice's recusal.
- B. Within three (3) academic days of receipt of such notification from the Chief Justice, the President shall recommend a Pro Tempore Justice to Council.
- C. Within three (3) academic days of receiving the President's recommendation, the Council Chair shall schedule a Special Meeting of Council in accordance with TPNR in order to consider the President's recommendation.
- D. Following recusal, a Pro Tempore Justice must be approved by Council within twenty (20) academic days of receipt of notice from the Chief Justice that a Justice has announced recusal from a proceeding before the Court.
- E. The Chief Justice shall stay the effected proceeding(s), informing all parties of the stay, until such time as:

1. The President has recommended to Council a Pro Tempore replacement for each recused Justice, and Council has approved that recommendation;
 2. The Pro Tempore Justice has taken the Judicial Oath of Office; and
 3. An affidavit attesting to the Pro Tempore Justice's authority has been filed.
- F. All Pro Tempore Justice appointments, once made, shall expire upon the termination of the matter before the Court. For the purposes of this section, "termination" means any final ruling by the Court of the matter before it, including dismissal for any reason as well as a determination of the matter on its merits.
- G. With the exception of those cases in which a Justice has announced recusal because impeachment proceedings have been brought against the Justice, the appointment of a Pro Tempore Justice shall not limit the recused Justice's authority to hear other matters before the Court.

Section 9. Additional Duties Required

- A. General Duties of the Court
1. The Court shall conduct monthly meetings throughout each semester.
 2. The Chief Justice shall preside at all meetings of the Court, or be responsible for assigning a Justice to preside when the Chief Justice cannot attend or has announced recusal.
 3. The Chief Justice is responsible for publishing all rulings and decisions of the Student Court within eleven (11) academic days of decision.
- B. Advice to the President, Elections Director, or Council as requested
1. The President, Elections Director, or Council may seek the advice of the Court for any matter, including, but not limited to, the constitutionality of any provision of the GPSA Bylaws, codes, or rules, or the constitutionality of any act of any GPSA officer or member acting on GPSA's behalf.
 2. The President or Elections Director may request the advice of the Court by submitting a question in writing to the Court with a copy to the Council Chair.
 3. Council may request the advice of the Court upon a majority vote of the Representatives present at any regular or special meeting where a quorum is present. The question shall be submitted to the Court in writing with a copy to the President.
 4. When advice of the Court is sought, the Court may follow procedures it determines in its discretion that are suitable to effectively research and address the question presented. The Court may ask the presenter of the question for clarification of the issue.
 5. The Court may determine that the question presented is beyond the scope of the Court's authority, in which case it shall so inform the President and Council Chair of such a determination.
 6. In any event, the Court shall issue a written Advisory Opinion to the President and Council chair within twenty (20) academic days of receipt of the written question.
- C. Appellate Procedure
1. Jurisdiction
 - a. The Court shall determine if it has personal jurisdiction over all parties in hearings before the Court, whether under the Court's original or appellate jurisdiction.
 - b. Should the Court determine it does not have jurisdiction over a particular party for any reason, the Court shall dismiss the action without reaching the merits.

- c. This section does not apply to the Court's proceedings when it has been asked to issue an Advisory Opinion.
2. Hearing Procedures and Informal Dispute Resolution:
 - a. The GPSA Court of Review encourages disputants to resolve their disputes outside of this Court. This Court is available to assist in informal proceedings should both parties consent to such dispute resolution. Procedures for informal dispute resolution are to be determined by the Court.
 - b. Parties wishing to seek a resolution to their dispute in a more formal setting may bring an action before the Court by following the established Hearing Procedures.
3. Complaint Limitations Period
 - a. In general, all actions alleging violations of the GPSA Constitution or Bylaws must be brought within twenty (20) academic days from the date of the alleged infraction. However, if the Plaintiff is unaware of the alleged infraction at the time it occurs, the Plaintiff must file the claim within eight (8) academic days from the day on which the Plaintiff learned, or should have learned, of the infraction.
 - b. Any challenge to any action on the grounds that it has been brought after the applicable Complaint Limitations Period has run is a matter to be resolved by the Court of Review.
 - c. Extensions of the Complaint Limitations Period may be granted only to accommodate events deemed emergencies by the Court or for other equitable reasons as determined by the Court.
4. Complaint
 - a. All matters that are not Advisory Opinion Proceedings shall be brought before the Court upon completion of a Complaint form by the Plaintiff, filed with the Court in the GPSA Office within the applicable limitations period.
 - b. The Complaint form may be obtained from the GPSA Office.
 - c. The Plaintiff shall serve a true and correct copy of the Complaint to any and all Defendants no more than three (3) academic days after submitting a Complaint to the Court. Service of the Complaint may be made in person, by hand delivery, by first-class mail, or any other method by which the Plaintiff reasonably believes the Defendant should receive the Complaint.
 - 1 The Court has six (6) academic days to review the Complaint and determine if it is within the Court's jurisdiction as defined in the GPSA Constitution and Bylaws, and whether all information required by the Complaint form has been submitted and is fully completed.
 - d. If corrections are required, the Plaintiff has three (3) academic days in which to make any corrections, additions, revisions, etc., and submit an amended Complaint to the Court. The Court may grant extensions to any Plaintiff when justice so requires.
 - e. The Plaintiff shall serve a true and correct copy of the amended Complaint on any and all Defendants within three (3) academic days of its submission to the Court. Service of the amended Complaint may be made in person, by hand delivery, by first-class mail, or any other method by which the Plaintiff reasonably believes the Defendant should receive the amended Complaint.
 - f. The Court will dismiss without prejudice any Complaint over which it lacks jurisdiction. The Court reserves the right to dismiss any Complaint on the grounds that the amended Complaint is incomplete and/or the time for submitting corrections has expired.

5. Answer

- a. The Answer form may be obtained from the GPSA Office.
- b. On or before the fifth (5th) academic day following receipt of the Complaint (or amended Complaint), the Defendant(s) must file a completed Answer on the Court's Answer form with the Court.
- c. The Defendant shall serve a true and correct copy of the Answer on any and all Plaintiffs within three (3) academic days of its submission to the Court. Service of the Answer may be made in person, by hand delivery, by first-class mail, or any other method by which the Defendant reasonably believes the Plaintiffs should receive the Answer.
- d. If the Court determines that the Answer form is incomplete or inaccurate, it shall be returned to the Defendant(s) who shall have three (3) academic days in which to amend the Answer form and re-submit it to the Court.
- e. The Defendant shall serve a true and correct copy of the amended Answer on any and all Plaintiffs within three (3) academic days of its submission to the Court. Service of the amended Answer may be made in person, by hand delivery, by first-class mail, or any other method by which the Defendant reasonably believes the Plaintiffs should receive the amended Answer.

6. Pre-Hearing Guidelines

- a. The Court has three (3) academic days from receipt of the Answer (or amended Answer) in which to schedule a Hearing if the Court finds the case to be within the Court's jurisdiction.
- b. The Hearing shall be scheduled no later than seven (7) academic days from the date of the Court's receipt of the Defendant's Answer or final amended Answer, unless the matter is stayed by the Chief Justice because a Justice has announced recusal, in which case a hearing shall be scheduled no later than seven (7) academic days after a Pro Tempore Justice has been appointed, approved, and assumed the Judicial Oath of Office.
- c. Extensions of the time allotted for submission of the Complaint (or amended Complaint), the Answer (or amended Answer), and/or scheduling of a hearing must be granted when justice so requires.

7. Witnesses and Evidence

- a. Parties are responsible for gathering and presenting evidence and other testimony, including calling any relevant witnesses to support their case.
- b. Should a party be unable to find or to convince a witness to testify at the hearing, or should a party be unable to access evidence that is critical to its case after reasonable diligence in attempting to secure such witness or evidence, it may inform the Court. The Court may, in its discretion, postpone the hearing or take other remedial measures to allow the party to gather evidence necessary to its case in the interest of justice and fairness.

8. Hearing Procedures

- a. The Plaintiff(s), followed by the Defendant(s), shall present Opening Statements, which shall be no more than ten (10) minutes in length per party.
- b. The Court may ask questions of either party, if clarification is needed.
- c. Witnesses for both the Plaintiff(s) and Defendant(s) shall present their evidence and/or testimony. Parties shall have an opportunity to question each witness subject to the restrictions of the Court. The Court may also question the witnesses, if necessary.

- d. The Court reserves the right to recall any Plaintiff(s), Defendant(s), and/or Witness(es) at any time during the hearing.
- e. The Plaintiff(s) and the Defendant(s) shall be asked if they would like to make Closing Statements, and if they so desire, they shall be given no more than ten (10) minutes per party for a closing statement.
- f. The Court shall then recess to deliberate in a closed portion of a meeting.
- g. The Court shall issue a decision no later than fourteen (14) calendar days following the Hearing.

9. Hearing Guidelines

- a. All Hearing proceedings must be audio recorded.
- b. The Court shall be allowed to recess at any time, for any reason.
- c. The Court may, in its discretion, admonish any Witness or party whose testimony or behavior is inconsistent or harmful to the process of justice.
- d. Consistent with these Procedures, the time allowed for Plaintiff(s), Defendant(s), and Witness Statements shall be decided by the Court at the beginning of the Hearing.
- e. Plaintiff(s) and/or Defendant(s) have the right to appear with an advisor at the Hearing. The advisor may be, but is not required to be, an attorney. However, the Plaintiff(s) and Defendant(s) are responsible for presenting their cases in their entirety. Advisors are therefore not permitted to speak or participate directly in any Hearing.
- f. Circumstances not described above will be resolved at the discretion of the Court.

10. Procedure Guidelines

- a. Whenever a party is required to do some act (e.g., submit a Complaint, answer a Complaint, etc.), the time for compliance begins to run on the day that the party receives notice of the need to act. If notice is sent by mail, receipt thereof shall be presumed three (3) calendar days after the notice is mailed.
- b. After submission of a Complaint, it shall be kept confidential until the Defendant(s) have been properly served with the Complaint or amended Complaint. Once the Defendant(s) receive, or are presumed to have received notice, the Complaint and other Court records pertaining to the case shall be open to scrutiny, in compliance with the Family Educational Rights and Privacy Act.
- c. Circumstances not described above may be resolved at the discretion of the Court.

11. Procedure for Charging a GPSA Official with Misconduct

a. Allegations for charging the President, Council Chair, Council Representative, Chief Justice, Associate Justice, or other GPSA officer with official misconduct shall be made on an official Complaint form.

1 Such Complaints, once filed, must be adjudicated by the Court of Review and are not subject to informal dispute resolution.

2 Hearing Procedures for allegations of official misconduct shall be the same as those for any other Hearing as stated herein.

12. Fairness and Justice

- a. If the Court finds that any particular procedure should be amended in the interest of fairness and justice, the Court may amend or modify the Hearing Procedures so long as due process is afforded both parties.

13. Further Appeal:

- a. With respect to the actions of the GPSA, the decision of the Court of Review shall be final.
- b. Nothing in the GPSA Constitution or Bylaws shall be construed as an attempt to limit any person's or party's rights under other applicable laws.

Article VII. Resignation, Removal, and Replacement of Officers

Section 1. President

- A. In order to initiate a recall election, Council must follow the Constitutional process of impeachment and removal.
1. When the President is removed, the Council Chair shall assume the role of acting President, and the Legislative Steering Committee (LSC) Chair shall assume the role of acting Council Chair.
 2. The Elections Committee must present an initiative to Council by the following council meeting.
 - a. If the GPSA membership approves the removal of the President, a special election for a new President must occur within twenty (20) academic days. The removed President may not run in the special election.
 - b. If the GPSA membership does not approve the removal of the President, the President is reinstated immediately upon official announcement of the recall election result. This President may not be removed by Council again in the same session.
- B. If the GPSA membership initiates a recall in accordance with the Constitution, Council shall verify the validity of signatures and shall deliver the petition to the Elections Committee Chair.
(Constitution II.D.1 B.ii.)
1. Council has five (5) academic days to validate the signatures and for the Council Chair to deliver the petition to the Elections Chair after its presentation at a regular Council meeting.
 2. If invalid signatures reduce the number to fewer than the required percentage, the petition is considered null and void.
 - a. If the petition is considered null and void, the Council Chair shall give notice and provide a list of all invalidated signatures within five (5) academic days and in accordance with TPNR.
 - b. Any invalidated party shall have the opportunity to contest the invalidation in front of the Court of Review.
 3. Upon receipt of a valid recall petition, the Elections Chair shall hold a recall election. The recall election must occur within fifteen (15) academic days of the Council meeting at which the petition was presented.
 4. The President may ask the Council Chair to serve as acting President until the recall election can be held.
 5. If a recall election results in the removal of the President, the Elections Committee shall hold a special election in accordance with the GPSA Constitution and Bylaws, in which the removed President may not run.
 6. If a recall election does not result in the removal of the President, the President continues to serve in office, or is reinstated if the Council Chair was serving as acting President.

Section 2. Council Chair

A. If the Council Chair has resigned or been removed, that person is ineligible to run in the resultant Council Chair Special Election.

1. Upon the resignation or removal of the Council Chair, The LSC Chair shall assume the role of the acting Council Chair.

Section 3. Court of Review Justices

A. Removal of a Justice must follow the impeachment and removal process in the GPSA Constitution. (Constitution IV.2.C.)

1. The motion to consider removal may occur at the same meeting as impeachment.
2. Justices may only be removed through impeachment procedures.
3. After a motion to consider removal has passed, the Council Chair shall call a special meeting for the removal vote within ten (10) academic days.
4. If the Chief Justice resigns or has been impeached and is currently the subject of removal proceedings, the Senior Associate Justice shall assume the duties of the Chief Justice until either the reinstatement or replacement of the Chief Justice.

B. The Court must have at least three (3) sitting Justices in order to operate.

C. Replacement

1. If the Court has three (3) or more remaining Justices after a resignation or removal, Council may decide whether or not to appoint a replacement at the next regularly scheduled Council meeting.
2. The President shall appoint temporary replacement Justices if the Court falls below three (3) members until Council approves permanent replacements.

Section 4. Resignation

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

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

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

Article VIII. Finance Code

Section 1. General Fund

A. Eligibility and Restrictions

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

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

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

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

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

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

a. No less than two thousand dollars (\$2,000) shall be allocated to the Student Research

Allocation Committee Endowment Fund (Student Research Grant), two thousand dollars (\$2,000) to the Specialized Travel Endowment Fund (Professional Development Grant), and two thousand dollars (\$2,000) to the Graduate Summer Scholarship.

b. No more than ten percent (10%) of the total GPSA annual budget shall be allocated to all GPSA standing committees.

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

Section 2. Annual Budget

A. Annual Budget

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

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

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

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

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

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

Annual Budget Process

1. Purpose and Authority

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

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

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

2. Timeline

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

C. Annual Budget Workshops

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

D. Applications

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

E. Budget Hearings

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 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 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.

F. Final Approval

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.

G. Funding Priorities

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.

H. Budget Limitations

1. Groups that are not GPSA Decision Making Bodies may not receive budget funding greater than one thousand dollars (\$1,000).
2. Grant Endowment spending distributions shall be allocated in accordance with the agreed upon UNM Foundation "Use Documents".

Section 3. Pro-Rated Benefits (PB) Fund

- A. SGAO shall administer the disbursement of PB Funds.
- B. The process to receive PB Funds must be available through the GPSA Office, on the GPSA website, and any additional means as determined by the FC.
- C. In order to receive pro-rated benefits, each RDSA must apply through SGAO each semester.
 - 1. PB Funds must be requested by the eighth Friday of the fall and spring semesters respectively, if not, funds shall revert to the GPSA general fund.
 - 2. At the end of the fiscal year, all unspent funds will be reverted back to the GPSA general fund. An RDSA's remaining balance can never be reduced below fifteen-hundred dollars (\$1500) as a result of this reversion. This reversion shall never include the RDSA's self-generated funds.
- D. Based on the Enrollment Report provided by the University, which indicates the number of graduate or professional students enrolled in each program, department, school, or college, SGAO will credit the RDSA account per SGAO Policies and Procedures.
- E. Any RDSA has the right to appeal the Enrollment Report provided by the University. Appeals shall be presented in writing to SGAO. Appeals shall entail a name-by-name count of the department's GPSA members and a comparison with the University's records.
- F. RDSAs should provide internal funding opportunities to departmentally associated student organizations. A departmentally associated student organization is a student group in which fifty percent (50%) or more of membership are GPSA members from a single department.
 - 1. Funds allocated by an RDSA directly to departmentally associated student organizations will not revert at the end of the fiscal year.
- G. Should an RDSA be unable to offer any financial support, the departmentally associated student organization may submit appropriation requests.

Section 4. Appropriations

- A. Appropriations
 - 1. GPSA appropriation requests shall be overseen by the FC, passed by Council, and approved by the President.
 - 2. All appropriation requests shall be submitted to the FC Chair.
 - a. The FC Chair shall issue the committee's agenda in accordance with GPSA bylaws and TPNR.
 - b. The FC Chair will notify all students who are requesting appropriations at least five (5) days prior to the meeting of the meeting time and date.
 - 3. A GPSA member shall represent the group making the appropriation request at the FC meeting.
 - 4. If a GPSA member is unable to attend the FC meeting in which the appropriation is being discussed the FC may choose to table, the request or make a recommendation to Council.
 - 5. Chartered student organizations and GPSA Committees shall be eligible for appropriation funding.

6. Funding Limitations
 - a. Funding restrictions are determined through standing rules and adopted by the FC.
 - b. Departmentally associated student organizations should seek funding from their RDSA as specified in Bylaws. [Bylaws Article VIII, Section 3,F.]

Section 5. Revisions

- A. Groups may submit a request to make line-item transfers of GPSA funds within their budget.
- B. All requests must be submitted to SGAO for review before they may be considered.
- C. A revision must be approved by consent of both the FC Chair and Vice-Chair.
 1. In the event of division over the approval of the revision, the Council Chair shall be consulted and decide the division.
 2. In the event of vacancy, the President and the Council Chair shall be responsible for approving revisions and the Grants Chair shall be consulted and decide the division.
- D. SGAO shall administer the disbursement of GPSA funds once allocations have been approved by Council.
- E. All funding allocations must follow the rules and guidelines set forth by SGAO. Groups allocated GPSA funding shall be responsible for ensuring that they are in compliance with these policies.
- F. Monies allocated by GPSA shall be limited to line-item provisions as stipulated by the approved funding request.
- G. The FC, in administering GPSA allocations, should make concerted efforts to communicate with GPSA entities and organizations receiving GPSA funding in order to facilitate cooperation and ensure compliance with any applicable rules or stipulations that are coupled with the funding.

Section 6. Financial Enjoinment

- A. Failure to adhere to the GPSA Constitution and Bylaws, applicable stipulations attached to funding allocations, SGAO guidelines, or University policy may result in an enjoinment of spending privileges of GPSA funding until the violation has been corrected.
- B. An action of enjoinment should be presented to the FC for a recommendation before it may be considered by Council.
- C. The FC Chair shall report to Council on the proposed enjoinment and the group at question shall be allotted a five (5) minute speaking privilege as a rebuttal.
- D. A two-thirds (2/3) vote of Council is necessary for approval of an enjoinment of the group's GPSA funds.
- E. The Council Chair must notify the enjoined group no later than five (5) academic days after action by Council.
 1. Notification shall be sent to the officer's email addresses on file in SGAO.
 2. Such notification shall include the reason for the action as well as the actions required of the group for funding to be resumed in a timely fashion.
 3. Funds enjoined for the remainder of the fiscal year will revert to the GPSA General Fund.

F. Acts of Financial Enjoinment may be appealed to the Court of Review. The appeal must be filed within four (4) calendar weeks from the act of enjoinment by Council.

Article IX. Grants Code

Section 1. Governing Rules for GPSA Funding for Graduate Students

- A. GPSA members are allowed to receive funding through the following Grants
 - 1. Student Research Grant (SRG)
 - 2. Professional Development Grant (PDG)
 - 3. Graduate Scholarship Fund (GSF)
 - 4. New Mexico Research Grant (NMRG)
 - a. High Priority
 - b. General Priority
 - 5. Other grant programs approved by the Grants Committee, as funding permits
- B. Amount of Funding, effective June 1, 2024
 - 1. Student Research Grants can fund up to \$750 per student per year.
 - 2. Professional Development Grants can fund up to \$600 per student per year.
 - 3. GSF can fund up to \$1000 per student per year.
 - 4. NMRG High Priority can fund up to \$5000 per student per year.
 - 5. NMRG General Priority can fund up to \$3000 per student per year.
 - 6. A year refers to the period between June 1 and May 31.
- C. Deadlines
 - 1. The deadline for submission of applications will be on or before the close of business (5:00 p.m.) on the sixth (6th) Friday of the semester. No late applications will be accepted. In the event of unforeseen or extraordinary circumstances, the GPSA Grant Chair(s) may establish a new application deadline. Notice of any change to the deadline shall be posted in accordance with Public Notice Requirements.
 - 2. Appeals of award decisions must occur within fourteen (14) calendar days of the award notification.
- D. Applicant Eligibility
 - 1. Only degree-seeking GPSA members may receive grant funding.
 - 2. Grants Directors are ineligible to apply for any grants.
 - 3. Grants Committee members and Grant Reviewers must notify Grants Directors when they apply for a grant.
 - 4. A GPSA Grant Reviewer cannot read the grant that they have applied for.
 - 5. An applicant may submit only one application per semester for each grant.
 - 6. The event or activity for which funds are sought must occur within the next, current, or previous funding period except for GSF. GSF funds must be for current semester needs.
 - 7. Per year means per summer-fall-spring funding cycle.
 - a. The summer funding period is from June 1 to August 14.
 - b. The fall funding period is from August 15 to December 31.
 - c. The spring funding period is from January 1 to May 31.
 - 8. An applicant awarded an NMRG grant is not eligible to receive an SRG or PDG grant award in the same semester in which the NMRG grant is awarded.
 - 9. An applicant is only eligible for the remaining amount of funding for each grant program if the applicant has not yet been awarded the full amount of GPSA funding per year.
- E. Application Requirements
 - 1. Applications must be submitted before the deadline, according to the deadlines in section [Article IX. Section 1.C].
 - 2. Applications must be for activities taking place in the appropriate period, according to section [Article IX. Section 1.D.86].
 - 3. Submission must occur through the online application system. The Grants Director must accommodate students with circumstances that prevent or prohibit their use of the online

- system. If a method of accommodation for circumstances not concerning disabilities cannot be agreed upon by the applicant and the Director, the applicant can appeal [Article IX. Section 1.L]. Students with disabilities will be accommodated through recommendations by the Accessibility Resource Center.
4. Applications must be the original words of the student and not the words of any other person. If an applicant uses another person's words, then they must be quoted accordingly. Unquoted words in a proposal are expected to be the applicant's own, original writing.
 5. A complete SRG/PDG application includes:
 - a. The completed HTML fields of the online SRG/PDG application
 - b. An activity proposal submitted through the online system and not less than five hundred (500) words and may not exceed six hundred (600) words.
 - c. An activity budget and supporting budget documentation submitted through the online system.
 6. A complete GSF application includes:
 - a. The completed HTML fields of the online GSF application.
 - b. An activity proposal submitted through the online system may not be less than three hundred and fifty (350) words and is not to exceed five hundred (500) words.
 - c. A current year FAFSA or State Aid form on file with the Financial Aid Office.
 7. A complete NMRG application includes:
 - a. The completed HTML fields of the online NMRG application.
 - b. An activity proposal submitted through the online system and not to be less than six hundred (600) words and is not to exceed seven hundred (700) words for the General Priority grant, and not less than one thousand words (1000) nor exceeding twelve hundred and fifty (1250) words for the High Priority grant.
 - c. An activity budget and supporting budget documentation submitted through the online system.
 - d. A Letter of Support from a UNM advisor, faculty, or staff member for the General Priority and High Priority grant.
 - e. A Letter of Collaboration from a New Mexico state agency, community organization, or non-profit for the High Priority grant.
 8. No materials besides those listed in [Article IX. Section 1.E] shall be accepted.
 9. Applications must adhere to the online instructions.
 10. At the discretion of the Grant Director, applications may not be read if the requirements outlined in [Article IX. Section 1.E] are not met. The applicant may always appeal [Article IX. Section 1.L]

F. Applicant Workshops and Outreach

1. The Grants Committee must conduct at least two (2) applicant workshops for each funding cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
2. Applicants are required to attend at least one workshop in the grant cycle to be eligible for a grant award in that cycle, unless applicant has attended one workshop already in the academic year.
3. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website. The committee may post updates to this curriculum.
4. The Grants Committee will make a good faith attempt to contact departments without a single successful applicant from the previous year to advertise the grants. These outreach efforts and results will be included in an April report to Council.
5. The Grants Committee will advertise the available grants at least twenty-one (21) calendar days before the deadlines on the GPSA website and electronic mailing list. Other advertisement is encouraged.

G. Grant Reviewers

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

2. Grant Reviewers cannot read for any grant for which they have also applied in the same semester.
3. Grant Reviewers will be compensated equally for their work at the direction of the Grants Director.
4. Grant Reviewers must attend training once in each June 1 to May 31 cycle before reading applications. The Grants Director may require re-training at their discretion. The Grants Director shall follow training curriculum guidelines on the GPSA website. The Grants Committee may make updates to this curriculum.
5. Grant Reviewers must be selected in an open call to the GPSA membership, e.g. via the electronic mailing list.

H. Application Scoring

1. The application will be read and scored by three (3) Grant Reviewers assigned randomly by the online application platform.
2. Changes to scoring criteria beyond those required in the Bylaws must be approved by a two-thirds (2/3) vote of the Grants Committee. Applications shall be scored according to the criteria and weighting found in [Article IX. Section 2.E] for GSF, [Article IX. Section 3.E] for SRG, [Article IX. Section 4.E] for PDG, and [Article IX. Section 5.E] for NMRG.
3. Raw scores of the Grant Reviewers will be normalized by multiplying by the average of all reviewer scores and dividing by the average of the individual reviewer's scores.
4. When the difference between the high and low normalized scores for an application exceeds twenty-five points of the total possible score (100 points), two (2) additional Grant Reviewers will evaluate the proposal. From these five (5) normalized scores, the highest and lowest will be dropped, and the three (3) remaining scores will be accepted regardless of the spread between them.

I. Application Funding Procedure

1. The Grants Director must allocate up to twenty-five (25) awards during the Fall and Spring semesters and up to eight (8) awards during the Summer semester for the GSF. Additional awards may be granted at the discretion of the Grants Director. The remaining funds shall remain in the endowment.
2. The Grants Director must allocate up to thirty-five (35) awards during the Fall and Spring semesters and up to fifteen (15) awards during the Summer semester for the SRG. These include up to seven (7) appeals for the Fall and Spring semesters and between one (1) to three (3) appeals during the Summer semester. Additional awards may be granted at the discretion of the Grants Director. The remaining funds shall remain in the endowment.
3. The Grants Director must allocate up to thirty-five (35) awards during the Fall and Spring semesters and up to fifteen (15) awards during the Summer semester for the PDG. These include up to seven (7) appeals for the Fall and Spring semesters and up to three (3) appeals during the Summer semester. Additional awards may be granted at the discretion of the Grants Director. The remaining funds shall remain in the endowment.
4. The Grants Director must allocate up to ten (10) awards during the Fall semester for the NMRG General Priority grant and up to up to five (5) awards during the Fall semester for the NMRG High Priority grant. The remaining funds shall remain in the endowment.
5. For all grant programs, from the total amount of money for the funding cycle outlined above, the committee shall award one hundred percent (100%) of the requested funds according to the rank ordering of normalized scores until all award money has been exhausted.

J. Records

1. The committee shall keep records of:
 - a. All applications.

- b. Scores and score comment sheets.
 - c. A database of cover sheet information (such as name, email, department, and requested amount) and score results.
 - d. A separate record of who was awarded, at what amount, and when it was awarded.
2. All records should be in non-obsolete digital format, passed on to the next Grants Director(s), and kept for a minimum of five years.
3. All applicants will have access to their files and scores but not to the applications of others, in accordance with applicable state and federal law.

K. Reports

1. The Grants Committee shall compose a report for each funding cycle.
 - a. The report shall contain the total amount of grant award allocations.
 - b. The report shall contain a breakdown of awards and applications by GPSA grant program and graduate college, school, or department.
 - c. The report shall provide details of the total allocation and the balance.
 - d. The report shall also include all appeals, decisions, and results.

L. Appeals

1. To appeal against any decision made by the Grants Director or Committee, a written request must be received by the Grants Committee within fourteen (14) calendar days from the date of the award notification.
2. The appeal must stipulate on what grounds the appeal is based.
3. No late applications will be accepted. Therefore, an appeal on those grounds will not be heard.
4. An applicant making an appeal may request written, detailed extrapolation of Grant Reviewer(s) scoring and comments before the appeal. If the reviewer(s) are willing, they may offer the opportunity.
5. The Grants Committee will review the request for an appeal within two (2) weeks of its receipt. All appeal hearings must have three (3) voting members who, ideally, have been Grant Reviewer(s) in good standing with the Grants Committee. Voting members cannot include the Grant Director or anyone who has advised and/or met with the appellant. Applicants are entitled to attend and speak at their appeal review. Grant Reviewer(s) are encouraged to attend the hearing to present their rationale and scoring process. If Grant Reviewer(s) cannot attend, they must provide a written response to the applicant's reasons for appeal. The review may be delayed beyond the two (2) week deadline if the applicant cannot attend.
6. If the Grants Committee votes that the appeal is valid, the committee shall decide on a course of action to resolve the appeal. A standard re-read is the default action unless the majority of the committee decides on another course of action. If the reasons for the appeal are found to be invalid, no change in funding or scoring will be granted.
7. Any applicant dissatisfied with the results of an appeal to the Grants Committee may file a final appeal to the GPSA Council within two (2) weeks of receiving the GPSA Grants Committee decision. The decision of the GPSA Council will be considered final. No further appeal will be granted.
8. The Grants Committee will maintain an appeal guideline on the GPSA website.

M. Claiming Awards

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

Section 2. Graduate Scholarship Fund (GSF)

The GSF is a need-based scholarship that can help assist with the cost of tuition, books, and fees for GPSA member students working toward their degrees. Member students must be enrolled in at least 6 credits in the semester in which they apply. GPSA works with the Financial Aid Office to determine the applicant's financial need, which accounts for 40% of an applicant's score while the other 60% comes from the application narrative. GSF is offered every Summer, Fall, and Spring Semester.

A. Funding History

1. The GSF was created in 2011 with a \$24,000 donation from the UNM President, \$20,000 investment from GPSA Council, and \$5,000 in other donations. The quasi-endowment is held by the University of New Mexico Foundation on behalf of GPSA.

B. Activities Funded

1. Acceptable GSF costs include:
 - a. Expenses for tuition, fees, and books (broadly construed to include art, music, or other supplies required in lieu of textbooks).
 - b. Expenses occurring only in the semester in which the applicant applies.
2. Unacceptable GSF costs include:
 - a. Non-need-based assistance.
 - b. Expenses other than tuition, fees, and books.

C. Amount of Funding

1. GSF can fund up to \$1000 per student per year.
2. A year refers to the period between June 1 and May 31.
3. See [Article IX. Section 1.D.6, 7] for activity funding periods and see [Article IX. Section 1.C.1] for application submission deadlines.

D. Application Requirements

1. A complete GSF application includes:
 - a. The completed HTML fields of the online GSF application.
 - b. An application submitted through the online system that is no less than three hundred and fifty (350) words and not to exceed five hundred (500) words. The activity proposal should contain the following sections:
 1. Background
 - a. Applicant's academic/professional interests must be clearly stated.
 - b. Applicant's financial need and/or unique circumstances must be stated clearly, including other financial support pursued and provided.
 2. Benefits
 - a. The benefits of applicant receiving the funding must be clearly stated and linked to applicant's academic pursuits and degree completion.
 - b. Applicant must clearly state how GSF funds will be used.
 - c. A completed budget template filled out correctly and submitted through the online system, including supporting documentation.
 - d. A completed current year FAFSA or State Aid form (international students) on file with the Financial Aid Office, from which the applicant's financial need is determined.
 - e. No materials besides those listed above shall be accepted.

E. Scoring Criteria. Forty (40) percent of the overall score comes from financial need data provided by the Financial Aid Office. Sixty (60) percent of the overall score comes from the application narrative. The scoring criteria categories and minimum weighting for GSF must include:

1. Background (30 points)

- a. Applicant's academic/professional interests are clearly stated.
 - b. Applicant's financial need is clearly stated, including a description of any other funding pursued and/or support received.
2. Benefits (20 points)
 - a. Specific use of GSF funds is clearly stated.
 - b. The benefit of funding to degree completion is articulated.
3. Composition (10 points)
 - a. Narrative flows logically and writing style is action oriented.
 - b. Technical terms are defined, and the proposal is suitable for a general audience.
4. Financial Aid Office provided data (40 points)
 - a. Financial need information provided by the Financial Aid Office.

F. Disqualification Criteria

1. Applications submitted through the online system that are less than three hundred and fifty (350) words and/or exceed five hundred (500) words.
2. Applications that were submitted after the deadline.
3. Incomplete applications – failure to complete a section of the proposal or have a current year FAFSA/State Aid form on file with the Financial Aid Office.
4. Applicants requesting support for a semester other than the semester in which they apply.
5. Applicants enrolled in less than 6 credit hours in the semester in which they apply.
6. Applicants requesting funds for an event or activity that does not qualify for the GSF as mentioned in [Article IX. Section 2.B].

Section 3. GPSA Student Research Grant (SRG)

The SRG program funds the development and dissemination of research and original work, including travel for research-related purposes. SRG is offered every Summer, Fall, and Spring Semester.

A. Funding History

1. SRG and its quasi-endowment were established in 1996 with \$14,000 in student fees and \$14,000 from the UNM Provost's office as requested by the GPSA.
2. The quasi-endowments are held by the University of New Mexico Foundation on behalf of GPSA. Each year the spending allowance from the endowment fund grant activities.
3. Additional SRG funding may be determined through the annual budget process and augmented by appropriations from the GPSA Council.

B. Activities Funded

The SRG funds the development and dissemination of research and expenses incurred in the development or dissemination of original work.

1. Acceptable SRG costs include:
 - a. Airfare, registration, hotel, shuttle fees, taxi fares, presentation materials and per diem in accordance with UNM policy. Travel must be outside of Albuquerque. Current policy and mileage rates can be found in the University Business Policies and Procedures Manual, Policy 4030.
 - b. Supplies, consumables and printing costs necessary for development and dissemination of research and not readily supplied by the applicant's department.
2. Unacceptable SRG costs include:
 - a. Salaries, tuition, or binding.
 - b. Organization fees or conference social functions.
 - c. Travel, room, or board for any event whose purpose is not the development or dissemination of the student's research or original work.

C. Amount of Funding

1. SRG can fund up to \$750 per student per year, beginning June 1, 2024.
2. A year refers to the period between June 1 and May 31.
3. See [Article IX. Section 1.D.6, 7] for activity funding periods and see [Article IX. Section 1.C.1] for application submission deadlines.

D. Application Requirements

1. A complete SRG application includes:
 - a. The completed HTML fields of the online SRG application.
 - b. An activity proposal submitted through the online system should be no less than five hundred (500) words and should not exceed six hundred (600) words. The activity proposal should contain the following sections:
 - i. Background
 - a. Applicant's academic/professional interests and stage in degree program must be clearly stated.
 - b. Activity described in detail – what exactly will the applicant do, when and where the activity is occurring.
 - c. Activity's relation to the applicant's academic interests must be described precisely.
 - d. Activity must be put into the context of the applicant's academic field.
 - ii. Benefits
 - a. Activity's benefits must be clearly stated and linked to applicant's professional interests.
 - b. Benefits of the applicant's work to the academic community must be described in detail.
 - c. A completed budget template filled out correctly and submitted through the online system.
 - d. No materials besides those listed above shall be accepted.

E. Scoring Criteria

1. The scoring criteria categories and minimum weighting for SRG must include:
 - a. Background: Twenty-five (25 points)
 - i. Applicant's academic/professional interests and stage in degree program are clearly stated.
 - ii. Activity is described in detail – what exactly will the applicant do, when and where the activity is occurring and the activity's relation to the applicant's academic interests are described.
 - iii. Activity is put into the context of the applicant's academic field.
 - b. Benefits: Thirty (30 points)
 - i. Activity's benefits are clearly stated and linked to applicant's professional interests.
 - ii. Benefits of the applicant's work to the academic community are clearly stated.
 - c. Composition: Fifteen (15 points)
 - i. Proposal flows logically. Writing style is action-oriented.
 - ii. Technical terms are defined, and the proposal is suitable for a general audience.
 - iii. Proposal shows evidence of proofreading.
 - d. Budget: Thirty (30 points)
 - i. Applicant used the budget template provided. Items to be funded by SRG/PDG, applicant, or other sources are indicated as such.

- ii. Budget appears well-researched and complete for scope of project (names of facilities, dates, itineraries, etc.), listing all spending related to activity. Choices appear to be economical and/or are explained. (0-15 points)

F. Disqualification Criteria

1. Applications submitted through the online system that are less than five hundred (500) words and/or have exceeded six hundred (600) words.
2. Applications that were submitted after the deadline.
3. Incomplete applications – failure to complete a section of the proposal.
4. Applications where the budget was not completed using the GPSA budget template provided to the applicants.
5. Applicants requesting funds for an event or activity that does not qualify for the SRG as mentioned in [Article IX. Section 3.B].
6. Applicant has already received the maximum allowed funds for the SRG as noted in [Article IX. Section 1.D.8].

Section 4. Professional Development Grants (PDG)

The PDG program funds expenses that further the professional and career development activities of students. PDG is offered every Summer, Fall, and Spring semester.

A. Funding History

1. The PDG and its quasi-endowment were established in 2004 with \$220,000 from the UNM Provost's office.
2. The quasi-endowments are held by the University of New Mexico Foundation on behalf of GPSA. Each year the spending allowance from the endowment fund grant activities.
3. Additional PDG funding may be determined through the annual budget process and augmented by appropriations from the GPSA Council.

B. Activities Funded

1. Acceptable PDG costs include:
 - a. Expenses for interviews, clinicals, workshops, job fairs, auditions, trainings, mock trials and other career or professional events where the student is not presenting or conducting research.
 - b. Costs can include airfare, registration costs, hotel, shuttle fees, taxi fares, professional membership fees, and per diem in accordance with UNM policy. Travel must be outside of Albuquerque. Current policy and mileage rates can be found in the University Business Policies and Procedures Manual, Policy 4030.
2. Unacceptable PDG costs include:
 - a. Travel to present research.
 - b. Any activity that can be funded by the SRG.
 - c. Payment to/for online certification program(s), such as Coursera, etc.
 - d. Purchase of gifts, souvenirs and any item that do not contribute to the professional and career development of students.

C. Amount of Funding

1. PDG can fund up to \$600 per student per year, beginning June 1, 2024.
2. A year refers to the period between June 1 and May 31.
3. See [Article IX. Section 1.D.6, 7] for activity funding periods and see [Article IX. Section 1.C.1] for application submission deadlines.

D. Application Requirements

1. A complete PDG application includes:
 - a. The completed HTML fields of the online PDG application.
 - b. An activity proposal submitted through the online system should be no less than five hundred (500) words and should not exceed six hundred (600) words. The activity proposal should contain the following sections:

i. Background

- Applicant's academic/professional interests must be clearly stated.

- Applicant's professional goals must be clearly stated.
 - Activity described in detail – what exactly will the applicant do, when and where the activity is occurring.
- ii. Benefits
- Activity's benefits must be clearly stated and linked to applicant's professional development and career goals.
 - Activity must be put into the context of the applicant's stage in their degree program.
- c. A completed budget template filled out correctly and submitted through the online system, including supporting documentation.
- d. No materials besides those listed above shall be accepted.

E. Scoring Criteria

The scoring criteria categories and minimum weighting for PDG must include:

1. Background (20 points)
 - a. Applicant's academic/professional interests are clearly stated.
 - b. Applicant's professional goals are clearly stated.
 - c. Activity is described in detail – what exactly will the applicant do, when and where the activity is occurring.
2. Benefits (40 points)
 - a. Activity's benefits are clearly linked to applicant's professional development.
 - b. Activity is put into the context of the applicant's stage in degree program and career goals.
 - c. Activity's benefits are clearly linked to the applicant's career goals.
3. Composition (10 points)
 - a. Proposal flows logically and writing style is action oriented.
 - b. Technical terms are defined, and the proposal is suitable for a general audience.
4. Budget (30 points)
 - a. Applicant used the budget template provided.
 - b. Applicant pursued other sources of funding within the University or the academic community
 - c. Budget appears well researched and complete for the scope of the activity. Choices appear to be economical or are otherwise explained.

F. Disqualification Criteria

1. Applications submitted through the online system that are less than five hundred (500) words and/or have exceeded six hundred (600) words.
2. Applications that were submitted after the deadline.
3. Incomplete applications – failure to complete a section of the proposal.
4. Applications where the budget was not completed using the budget template provided to applicants.
5. Applicants requesting funds for an event or activity that does not qualify for the PDG as mentioned in [Article IX. Section 4.B].
6. Applicant has already received the maximum allowed funds for the PDG as noted in [Article IX. Section 1.D.8].

Section 5. New Mexico Research Grant (NMRG)

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

A. Funding History

- 1.** The NMRG quasi-endowment began with funding allocated to the GPSA by the New Mexico State Legislature in 2000. NMRG grants assist with larger projects that require substantial funding and are aimed at encouraging UNM students to work on research with state agencies or in areas that directly benefit the people of New Mexico.
- 2.** The quasi-endowment is held by the University of New Mexico Foundation on behalf of GPSA. Each year a small spending allowance from the endowment, along with substantial contributions from New Mexico State Legislature allocations, funds grants activities.

B. Activities Funded

- 1.** The NMRG grant funds the development of research, including travel for research related purposes.
- 2.** Acceptable New Mexico Research costs include:
 - a.** Permanent equipment not available from the applicant(s)' UNM department, or not otherwise available for use by the applicant(s).
 - b.** Computer software not available at the UNM computer pods or at the applicant(s)' UNM department, or not otherwise available for use by the applicant(s).
 - c.** Room, board, and travel expenses to and from research facilities or field sites outside of Albuquerque.
 - d.** Supplies and consumables necessary for the research project and not readily supplied by the applicant(s)' UNM department or not otherwise available for use by the applicant(s).
 - e.** Transcription expenses.
 - f.** Research projects commenced or activities occurring within the GPSA annual year, June 1 to May 31.
- 3.** Unacceptable NMRG costs include:
 - a.** Salaries or payments, with the exception of small participant incentives and reasonable contractual expenses (such as interpretation or transcription services).
 - b.** Travel expenses or other fees associated with a conference.
 - c.** Travel, room, and board expenses for workshops, schools, clinicals or other travel that do not directly aid in the creation of student research.
 - d.** The purchase of computers.
 - e.** Tuition and supplies/books for classes.
 - f.** Any publication or subscription costs.
 - g.** Any research project that involves, or may involve, excessive or unreasonable harm to humans or animals.

C. Amount of Funding

- 1.** High Priority grants will be awarded a maximum of five thousand dollars (\$5,000) for each research project.
- 2.** General Priority grants will be awarded a maximum of three thousand dollars (\$3,000) for each research project.
- 3.** The maximum amounts are for individual research projects regardless of the number of graduate or professional students working on the project.
- 4.** The total amount awarded shall not exceed the total amount requested in the application.

5. The maximum amount awarded to an individual, based on the total of the applications to which they are signatory, is five thousand dollars (\$5,000) per year (July 1 to June 30).
 6. No individual can receive NMRG funding more than three times.
- D. Deadlines
1. All applications for NMRG must be received before the Fall semester funding cycle deadline [Article IX. Section 1.C.].
- E. Applicant Eligibility
1. A member of GPSA enrolled, at the time of application and through the completion date of the research project, as the Grants Chair.
 2. **FOR HIGH PRIORITY GRANTS ONLY:** Members of GPSA collaborating with a New Mexico state agency, non-profit, or non-governmental organization that directly benefits and is based in the state of New Mexico. Cannot include UNM and its branches.
- F. Application Requirements
1. Applications must be submitted before the deadline.
 2. Applications must be for activities taking place in the current funding period.
 3. All applicant(s) may apply for either a High Priority or a General Priority grant but may not apply for both a High Priority and a General Priority on the same project.
 4. For activities involving humans, animals, or hazardous materials:
 - a. All research projects that involve human or animal subjects or participants must, prior to the distribution of funding, be reviewed and approved by the Human Research Review Committee (HRRC), an Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), or by another entity empowered by the University of New Mexico for such purposes.
 - b. All research projects that involve the use of biohazardous materials or chemicals must be reviewed and approved, prior to the distribution of funding, by the Biosafety Committee or by another entity empowered by the University of New Mexico for such purposes.
 - c. Approval of a research project by any of the entities described in subsections a or b above shall not be determinative of whether a research project involves excessive or unreasonable harm to humans or animals.
 5. A complete research proposal that includes:
 - a. A description of the research project with the date(s) and location(s) of the activities.
 - b. An introduction that provides adequate background and places the applicants' research in the context of their academic field.
 - c. An explanation of the applicant's academic interests, and relationship of the research activities to their academic degree and field of study, career, and scholarship generally.
 - d. An explanation of the research project's benefits to UNM, academia, and the broader New Mexico community.
 - e. **FOR HIGH PRIORITY GRANTS ONLY:** A description of the collaboration with a New Mexico state agency, non-profit, non-governmental organization, or New Mexico communities that directly benefit.
 - f. All applications must include one (1) letter of support from a faculty member familiar with the applicant(s)' research project. **HIGH PRIORITY** applications must also include one (1) letter of support from a representative of the collaborating New Mexico state agency, non-profit, or community organization based in and directly benefitting the people of New Mexico.
 - g. A detailed and complete budget template filled out correctly and submitted through the online system and including supporting documentation. The Grants Director, at their discretion, may request the submission of a new itemized budget for review. The

applicant will be given three (3) business days following notification to submit the new itemized budget. Failure by the principal applicant to turn in a new itemized budget will be grounds to disqualify the application from review.

6. No materials besides those listed above shall be accepted.

G. Scoring Criteria

The scoring criteria categories and minimum weighting for NMRG must include:

1. Background and Research Description (General Priority: 25 points; High Priority: 20 points)
 - a. Applicant's academic/professional goals and interests are clearly stated.
 - b. Activity is described in detail – what exactly the applicant will do, when and where the activity is occurring.
2. Benefits (General Priority: 25 points; High Priority: 20 points)
 - a. Activity's benefits are stated and explained.
 - b. Activity's benefits are clearly linked to applicant's professional development and career goals, their field of study, the broader academic community, and the larger New Mexico community.
3. Composition (10 points)
 - a. Proposal flows logically and writing style is action oriented.
 - b. Technical terms are defined, and the proposal is suitable for a general audience.
4. Budget (30 points)
 - a. Applicant used the budget template provided.
 - b. Budget is well researched and complete for the scope of research activity. Choices appear to be economical or are otherwise explained.
 - c. Supporting documentation is provided.
5. Letter(s) of Support (General Priority: 10 points; High Priority: 20 points)
 - a. One (1) letter of support from a UNM faculty member supporting the applicant's proposal and describing the research.
 - b. For High Priority grant applications only: one (1) letter of support from a New Mexico state agency, non-profit, or community organization describing the collaboration and benefits to the people of New Mexico.

H. Disqualification Criteria

1. General Priority applications should be no less than six hundred (600) words and should not exceed seven hundred (700) words. High Priority applications should be no less than one thousand (1000) words and should not exceed the twelve hundred (1200) word limit.
2. Applications that were submitted after the deadline.
3. Incomplete applications – failure to complete a section of the proposal or provide required Letters of Support.
4. Applications where the budget was not completed using the budget template provided to applicants.
5. Applicants requesting funds for an event or activity that does not qualify for the NMRG as mentioned in [Article IX. Section 5.B].

Article X. Elections Code

Section 1. Elections Committee

A. The Elections Committee shall be composed of three (3) members:

1. Elections Director appointed by the GPSA President.
2. Two (2) Election Committee members, one appointed by the GPSA President and one appointed by the Council chair. Members will act until confirmed by the GPSA Council.
3. If additional Elections Committee members are deemed necessary by the Elections Director, they shall provide their recommended persons to be approved unanimously by both the GPSA President and Council Chair.

B. Responsibilities:

1. Maintaining uniformity in the application and operation of the Elections Code.
2. Presiding over the elections.
3. Always conducting themselves in a manner that promotes public confidence in the integrity and impartiality of the election process.
4. At no time during their term serving on the Elections Committee will any member be permitted to publicly support or campaign for any item on the ballot.
5. Working with the Student Activities Center to verify that all candidates are qualified to run for elected offices.
6. Developing a uniform format for all proposed ballot items.
7. Coordinating the ballot casting process with UNM IT.
8. Publicizing the ballot items, location and operating hours of polling, and results of the election.
9. Set, announce, and administer any number of candidate public forums with at least one (1) minimum forum for each candidate election.

Section 2. Referenda

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

Section 3. Candidate and Voter Eligibility

- A. An eligible candidate for the office of President or Council Chair shall be a GPSA member.
 1. Candidates file for an election by turning in completed Candidacy Forms to the GPSA Office or to GPSA Election's email by the deadline of 11:59 p.m. at least fifteen (15) academic days prior to the start of the election.
 - a. Candidacy Forms shall entail an autobiography, an eligibility form, an application for candidacy, and a campaign contributions statement.
 - b. Candidacy Forms shall be forwarded immediately to the Student Activities Center for certification. A list of certified candidates will be posted in accordance with the

Public Notice Requirements.

- c. The Elections Committee shall determine eligibility and announce candidates by 5:00 p.m. the academic day following the application deadline. Candidates shall be considered valid if the proper forms are completed and all eligibility requirements are met.
 - d. A candidate may withdraw from the election and be removed from the ballot if they submit a notice of withdrawal to the Election Committee at least three (3) academic days before the start of the election.
 - i. In the event of a candidate's withdrawal, the Elections Committee must notify IT to change the ballot and then post written notice of the change.
 2. A candidate is ineligible to run for President or Council Chair if winning the election would result in holding both offices for any period.
 3. To be eligible to take office as President or Council Chair, a candidate must have met the Graduate Studies office's requirements for Graduate Assistantship eligibility for at least two consecutive semesters, including the semester of the election. Where the GPA requirement should reflect academic good standing for the respective department.
 4. GPSA member may run as a write-in candidate for the office of GPSA President or Council Chair after the Candidacy Form deadline, if they turn in the required candidacy forms and are deemed eligible before the beginning of the election.
 - a. Write-in candidates will not be named on the ballot and will not appear on official GPSA Elections Committee flyers or advertisements.
 - b. Write-in candidates must follow the same regulations for campaigning as candidates who submitted before the deadline.
 - c. In the event that a write-in candidate wins the election by plurality vote and is deemed ineligible, the position shall go to the candidate with the next highest number of votes.
- B. An eligible voter for an election must be a GPSA member and may cast only one ballot per election.

Section 4. Notice of Elections

- A. The Elections Committee will use the graduate student listserv as the primary method for notice to the graduate and professional student body.
- B. The Elections Committee shall issue a "Call for Candidates and Ballot Items" no fewer than twenty-five (25) academic days prior to the start of the general election. The Call for Candidates and Ballot Items shall include a list of elected offices in GPSA and procedures for submitting items to the ballot via Council or referendum. This notice shall be emailed through the graduate student listserv.
 1. The written notice shall also include all steps necessary for a student to vote.
 2. Once published, this information may not be changed or altered except to correct any errors in spelling and formatting.
- C. Notice of all elections will be emailed to the graduate student listserv no later than twelve (12) academic days prior to the election for candidates and no later than five (5) academic days prior to the election. The notice shall include:
 1. Personal, professional, and/or platform information for candidates.
 2. A link to the full text of proposed Constitutional Amendment(s).

3. Information regarding any other items to be voted upon in the election.
 4. Dates, times, and instructions for casting a vote.
- D. Notice of candidate forums shall be advertised at least five (5) academic days prior to the beginning of each forum. This notice shall indicate the names of the candidates and the location and time of the forum.
1. The format of candidate forums will be determined by the Elections Committee and distributed to the candidates one (1) academic day prior to the forum(s).
 2. Notice of candidate forums will follow instructions in Sec. 4, A.
- E. Notice of a Recall Election must occur within five (5) academic days of notice to the Elections Committee from Council.
1. The notice shall also include any steps necessary for a student to vote.
- F. Notice of a Special Election for Presidential Replacement shall be given within five (5) academic days of a recall election in which a President has been removed.
1. Notice shall include instructions for running for President, the application deadline, and any steps necessary for a student to vote.
- G. Notice of a Special Election by Referendum shall be given within ten (10) academic days after the Elections Committee has verified a petition. This notice shall include all steps necessary for a student to vote.

Section 5. Campaigning

- A. Candidates shall conduct campaigns in a manner which abides by University and GPSA policies and guidelines in their pursuit of office.
- B. Candidates shall submit, along with the Candidacy Forms, a list of authorized campaign committee members that may act on their behalf. Any changes to this list should be updated with the Elections Committee.
- C. Candidates shall sign the Campaign Contribution Statement: "All funds received and spent will be from members of the UNM GPSA and no other sources." This form shall be submitted as part of the Candidacy Forms.
- D. Candidates shall submit an itemized accounting of all expenditures incurred by the candidate in the pursuit of office before 5:00 p.m. on the closing day of the election.
- E. All candidates shall refrain from using GPSA resources in pursuit of office (including, but not limited to funds, staff, email addresses, printing, electronic mailing lists, and office space).
- F. No candidate nor aide shall solicit votes from students engaged in any step of the voting process.
- G. No candidate nor aid shall use coercion to obtain a student's vote, which includes both in-person and electronic forms of coercion.

Section 6. General Election

- A. The election shall take place Monday through Friday of the last week of March, unless otherwise decided by the Council. The electronic voting shall begin at 9:00 a.m. on the first (1st) day and end at 5:00 p.m. on the last day of the election. Results will be posted at 6:00 p.m.
- B. Any ballot items included in the election shall be approved by the Council or through referenda.
- C. Elections shall be conducted electronically and use a computer- or phone-based system that is managed by IT.

- D. Ballots and Polling:
 - 1. Ballots shall have a randomly ordered list of candidates decided through a blind draw and clear instructions for marking and submitting one's vote. Provision for write-in votes shall be included on the ballot.
 - 2. All ballot items shall appear on the ballot with the language received by the Elections Committee.
- E. The final vote count of the elections should be emailed to GPSA Election Director and GPSA advisor.
- F. Voting Certification:
 - 1. The candidate elected to office shall be determined by a plurality of votes cast and each other ballot item shall be determined by a majority of votes cast on each item.
 - 2. Should the plurality winner of the GPSA General Election be declared ineligible or unable to assume office for any reason before the certification of the election results, in the case of a tie, or if the Elections Committee votes not to certify an election, a special Council meeting shall be called so that a Special Election can be scheduled.
 - 3. The Elections Committee shall certify the results of a General Election after it has been determined to have been conducted in accordance with the GPSA Constitution and Bylaws.

Section 7. Council Chair Election

- A. Only Council Representatives with credentials on file twenty (20) academic days prior to the Council meeting at which the Council Chair election will be held are eligible to vote in the election.
- B. The Election Committee shall prepare a roster of eligible voters.
- C. Ballots shall have a randomly ordered list of candidates and clear instructions for marking and submitting one's vote. Provision for write-in votes shall be included on the ballot. Only cast ballots meeting these requirements shall be counted.
 - 1. Voting shall be conducted by secret ballot and individual voting results by Council Representatives are not to be recorded.
- D. The Election shall proceed as follows:
 - 1. The current Council Chair shall forward all valid proxies to the Elections Committee Director or the Elections Committee designee before balloting begins.
 - 2. The President shall call and preside over the Council Chair election. In the President's absence, an individual who is not a Council Representative, Certified Alternate, or recognized Proxy shall preside over the election.
 - 3. Each candidate shall give a speech, no longer than five (5) minutes, and shall have up to five (5) minutes to answer questions posed by Council. The order of the speeches shall be determined randomly by the Elections Committee. Candidates do not have to leave the room throughout the election.
 - 4. When all of the speeches have concluded, the Elections Committee shall inspect and verify that the ballot box is empty and secured.
 - 5. Any of the candidates who are Council Representatives shall be called forward first to sign for and cast a ballot. They shall then retire to the back of the room and no more campaigning shall be allowed.

6. The remaining voters shall be called forward according to the alphabetical listing of their RDSAs. Upon signing in, each voter shall receive and cast a ballot into the ballot box.
7. After the name of the last voter has been called, the names of voters who did not come forward will be repeated. Five (5) minutes after the last name has been called, the vote counting shall begin.
8. In times when meeting in person is not allowed, attendance of credentialed Council Representatives will be taken at the virtual April meeting. An electronic ballot will be emailed to those Council Representatives present at the virtual April meeting. The ballot will be sent on the Tuesday morning following the meeting and it will close at 11:59 p.m. on the Wednesday following the meeting.

E. Vote Counting

1. Only the members of the Elections Committee shall open the ballot box, determine the validity of ballots cast, tally the ballots cast, and certify the election results.
 - a. A discrepancy between the number of ballots cast and the number of signed voters may be grounds for disqualification of the box of ballots.
2. The election of the Council Chair shall be decided by a plurality of the votes cast. Should the winner of the Council Chair election be declared ineligible or unable to assume office for any reason, or in the case of a tie, or if the Elections Committee votes not to certify the election, the Elections Committee shall notify Council before the end of the meeting. Council can vote to repeat the process or determine another course of action. The results of an election shall be determined by the end of the Council meeting.
3. In times when meeting in person is not allowed, the results will be sent by IT in the form of a PDF document to the GPSA Election Director and GPSA advisor.
4. Voting online during hybrid meetings is allowed and must follow the following procedure
 - a. The camera must be on for the duration of the meeting.
 - b. The voter, the Election Director, and Elections Committee must provide a breakout room for each online voter.
 - c. When casting a vote, the Election Director must verify their identity by having the voter show their UNM ID.
 - d. After verification, the voter may cast their vote to the Elections Director and the Elections Committee.

Section 8. Other Types of Elections

A. Recall Elections

1. A recall election is defined as the vote for recall of the President and is the result of one or more of the following conditions:
 - a. Petition by GPSA members in accordance with the GPSA Constitution.
 - b. Successful vote of removal by Council.

B. Special Elections

1. A Special Election shall take place in any of the following circumstances:
 - a. Resignation of the President or Council Chair.
 - b. Successful recall vote resulting in removal of the President.
 - c. Successful Council vote for removal of the Council Chair.
 - d. In a Presidential election, if the election is not certified, the winner is declared ineligible

or unable to assume duties or there is a tie.

- e. Granting of a petition submitted to a Council meeting for a Special Issue vote by the GPSA body. Only items granted on the petition shall be allowed on the ballot.
- f. Special Elections follow General Election rules except where noted.

Section 9. Recall Election by GPSA Membership

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

1. When the President is removed in a Recall Election due to a petition received after the regularly scheduled March Council meeting, no Special Election for the Presidential Replacement is required.
2. The Recall Election should occur by electronic voting over two (2) consecutive academic days.
 - a. Voting shall open at 9:00 a.m. on the first day of the election and close at 5:00 p.m. on the following day. Results will be posted at 6:00 p.m.
 - b. The Elections Committee shall approve the results of a GPSA election after it has been determined that all provisions of the current GPSA Constitution and Bylaws were followed.

Section 10. Special Elections

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

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 9:00 a.m. of the first (1st) day of the election and close at 5:00 p.m. on the second (2nd) day of the election. Results will be posted at 6:00 p.m.
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 its petition has been received.
 - b. A special election by referendum shall occur within fifteen (15) academic days of the approval of the petition.

Section 11. Elections Reporting

A. Reports Following Each Election

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 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.

B. Annual Report

1. The Annual Report shall include all expenditures and income for the Elections Committee and each report following an election.
2. Certified vote counts for presidential election, council chair election, referenda(s), and constitutional amendment(s) shall be reported.

Section 12. Election Disputes

- A. An election may be challenged by any GPSA member to the Court of Review. Challenges include, but are not limited to, voter fraud, improper notification, improper conduct of members of the Elections Committee, candidate misconduct, or an unsound voting system.
- B. Challenges must be formatted as Court of Review Complaints and submitted in writing within five (5) academic days of the reporting of the election results.
- C. The Court of Review may consolidate challenges as it deems appropriate.
- D. If the Court of Review determines that a challenge is valid, the Court may decertify an election or impose a remedy as deemed appropriate. If an election is decertified, a special Council meeting shall be called so that a Special Election can be scheduled.
- E. The Court of Review must render its decision within fifteen (15) academic days following the last day of the election in question.