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GPSA Bylaws, 2011

Graduate and Professional Student Association

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**GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION
BYLAWS**

TABLE OF CONTENTS

1
2
3

4 I. Definitions

5 Section 1. Constitutional Definitions

6 Section 2. Additional Bylaws Definitions

7 Section 3. Cross-References

8 II. Membership and Organization

9 Section 1. Membership

10 Section 2. Recognized Departmental Student Associations (RDSAs)

11 Section 3. GPSA Committees

12 Section 4. Transparency and Public Notice Requirements (TPNR)

13 Section 5. Project Assistants

14 Section 6. Veto Procedure

15 Section 7. GPSA Annual Report

16 Section 8. Amendments

17 III. Resignation, Removal, and Replacement of Officers

18 Section 1. President

19 Section 2. Council Chair

20 Section 3. Court of Review Justices

21 Section 4. Resignation

22 IV. Executive Branch

23 Section 1. President

24 Section 2. Executive Committees

25 Section 3. Executive Board

26 V. Legislative Branch

27 Section 1. Council Representatives and Certified Alternates

28 Section 2. Council Chair

29 Section 3. Council Recorder

30 Section 4. Procedures for Regular and Special Meetings

31 Section 5. Proxy Privileges

32 Section 6. Legislative Standing Committees

33 Section 7. Standing Committee Procedures

34 Section 8. Ad Hoc Committees

35 Section 9. Types and Requirements of Non-Appropriative Legislation

36 Section 10. Committee Consideration of Legislation and Appropriations

37 Section 11. Council Consideration of Legislative Items

38 VI. Judicial Branch

39 Section 1. Appellate Jurisdiction

40	Section 2. Judicial Oath of Office
41	Section 3. Code of Conduct
42	Section 4. Responsibilities
43	Section 5. Disqualification
44	Section 6. Non-judicial Activities
45	Section 7. Resignation & Seniority
46	Section 8. Pro Tempore Justice Appointments
47	Section 9. Additional Duties Required
48	VII. Finance Code
49	Section 1. Committees
50	Section 2. General Fund
51	Section 3. Annual Budget
52	Section 4. Pro-Rated Benefits (PB) Fund
53	Section 5. Appropriations
54	Section 6. Revisions
55	Section 7. Disbursement
56	Section 8. Financial Enjoinment
57	VIII. Grants Code
58	Section 1. Student Research and Allocations Committee (SRAC) and Specialized Travel (ST) Grants
59	Section 2. Graduate Research Development (GRD) Fund
60	IX. Elections Code
61	Section 1. Referenda
62	Section 2. Candidate and Voter Eligibility
63	Section 3. Notice of Elections
64	Section 4. Campaigning
65	Section 5. General Election
66	Section 6. Council Chair Election
67	Section 7. Other Types of Elections
68	Section 8. Recall Election by GPSA Membership
69	Section 9. Special Elections
70	Section 10. Elections Reporting
71	Section 11. Election Disputes
72	

73 I. Definitions

74 Section 1. Constitutional Definitions

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

76 Section 2. Additional Bylaws Definitions

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

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

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

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

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

89 Court of Review Complaint (Complaint): A grievance contesting whether or not an act is in accordance
90 with GPSA law.

91 Credential Form: A document for the purpose of declaring an RDSA Council Representative or Certified
92 Alternate.

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

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

98 EFC: Executive Finance Committee

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

101 Grants Application Reader: A GPSA member selected to read and score grants applications.

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

- 106 Harm to Humans or Animals: Physical, cultural, psychological, emotional, or other harm to humans or
107 animals.
- 108 High Priority Research Project: A research project conducted by GPSA members which is completed in
109 collaboration with a New Mexico State Agency.
- 110 IT: Information Technologies
- 111 Judicial Budget: Funding allocated for the administration of the judicial branch.
- 112 Judicial Oath of Office (Oath): A pledge each Justice appointee must make prior to officially assuming
113 the duties and privileges of a Court of Review Justice.
- 114 LFC: Legislative Finance Committee
- 115 LSC: Legislative Steering Committee
- 116 Legislative Budget: Funding allocated for the administration of the legislative branch.
- 117 Legislative Item: An appropriation, resolution, amendment to the GPSA Constitution or Bylaws, or other
118 piece of legislation submitted for Council consideration.
- 119 New Mexico State Agency: An entity approved by the Grants Committee that is not a college,
120 department, or program at a public university of the State of New Mexico.
- 121 Non-Profit Community Organization: An entity registered as a 501(c)(3) non-profit organization with
122 the Internal Revenue Service and/or under the laws of the State of New Mexico or of an Indian tribe.
123 This organization must have a New Mexico address and must conduct a majority of its activities within
124 New Mexico.
- 125 Open Meeting: A meeting of any GPSA Decision Making Body with a quorum present, held for the
126 purpose of taking action, formulating policy, or discussing public business, which is open to the public.
127 Open Meetings must comply with TPNR.
- 128 Permanent Equipment: Items that will not be depleted at the end of a research project.
- 129 Pro Tempore Justice: A temporary Justice which participates in judicial proceedings when an approved
130 Justice is recused or impeached or when the Court of Review has fewer than three (3) approved Justices.
- 131 Proxy: A GPSA member selected to vote on behalf of a Council Representative or Certified Alternate.
- 132 Research: Any activity performed by members of GPSA with the intent to generate generalizable
133 knowledge that will be communicated for potential public use. This includes, but is not limited to, an
134 artistic, athletic, cultural, educational, financial, historical, humanitarian, legal, linguistic, mathematical,
135 medical, musical, occupational, political, religious, scientific, sociological, structural, technological, or
136 therapeutic investigation.
- 137 SSA Committee: Executive Student Support and Advocacy Committee

- 138 Supplies and Consumables: Items that are expected to be depleted at the end of a research project.
- 139 Telecommunication: Use of a conference telephone or other similar communications equipment.
- 140 TPNR: Transparency and Public Notice Requirements; specifically the section of the Bylaws with this
141 title.
- 142 Veto: The process by which the President rejects a piece of legislation approved by Council.
- 143 Working Group: A group which at its creation by a Decision Making Body is designated as a Working
144 Group rather than an ad hoc committee and whose sole purpose is to do work in preparation for a
145 specific item(s) to be acted upon or discussed by the Decision Making Body at a later Open Meeting.

146 Section 3. Cross-References

- 147 A. References in this document to the GPSA Constitution shall be indicated by parentheses ().
- 148 B. References in this document to other parts of the Bylaws shall be indicated by brackets [] and the
149 word “Bylaws”.
- 150 C. An electronic copy of this document utilizing some form of linking technology should be
151 available on the GPSA website.
- 152 D. Regardless of the published format(s) and cross-references, the GPSA Constitution and the
153 Bylaws shall be considered distinct but related documents.

154 II. Membership and Organization

155 Section 1. Membership

- 156 A. Continuing graduate or professional students who paid the GPSA fee in the spring semester shall
157 be considered GPSA members during the summer semester. (I.3.A.)
- 158 B. Upon presentation to the GPSA Office of a written request, any member may resign from GPSA.
159 (I.3.B.)
- 160 1. Resignation of membership does not relinquish the obligation to pay the GPSA fee.
 - 161 2. Persons who have resigned membership shall lose all privileges and benefits of GPSA
162 member status.
 - 163 3. Any person who has resigned membership shall be reinstated upon presentation to the GPSA
164 Office of a written request.
- 165 C. GPSA may not revoke or suspend membership.

166 Section 2. Recognized Departmental Student Associations (RDSAs)

- 167 A. Each RDSA shall maintain chartered status with the Student Activities Center, and must be open
168 to all GPSA members in its department, school, or college. In order to be recognized by GPSA,
169 each RDSA shall:
- 170 1. Hold officer elections which are open to all GPSA members in that department, school, or
171 college; and
 - 172 2. Not charge dues as a condition for membership as a student organization.
 - 173 a. This does not preclude an RDSA from being a campus chapter of a state, regional, or
174 national association, so long as all GPSA members in that department, school, or
175 college may participate in the student organization.

- 176 b. PB funds may not be used to pay state, regional, or national association dues.
- 177 B. Each department may be represented by only one (1) RDSA. A school or college may
- 178 consolidate representation under one (1) RDSA, but no more than one (1) RDSA may represent
- 179 the same group of GPSA members.
- 180 1. Upon presentation of a petition signed by at least thirty-five percent (35%) of the total
- 181 number of GPSA members in a department, school, or college, the Elections Committee shall
- 182 conduct an election in which the GPSA members of that department, school, or college may
- 183 vote to affirm the current RDSA or to select a new organization willing to meet all
- 184 requirements for an RDSA.
- 185 2. The election ballot shall include the choice of desired RDSA from among the current RDSA
- 186 and all other student organizations signed by at least twenty-five percent (25%) of the total
- 187 number of GPSA members in that department, school, or college.
- 188 a. A petition to be placed on the ballot as an option for RDSA must be presented to the
- 189 Elections Committee no less than seven (7) academic days from the receipt of the
- 190 petition to select an RDSA.
- 191 b. The petition to be placed on the ballot must include a statement above the signature
- 192 lines stating: "If selected, this organization will adhere to the requirements for an
- 193 RDSA in the GPSA Constitution and Bylaws."
- 194 C. Any RDSA failing to adhere to the requirements for an RDSA in the GPSA Constitution and
- 195 Bylaws shall be subject to review by the Court of Review.
- 196 1. The request for review may be submitted by any GPSA member from that department,
- 197 school, or college or from a chartered student or professional organization of which the
- 198 majority of members should be represented by that RDSA.
- 199 2. If the RDSA fails to comply with any Court of Review order within eleven (11) academic
- 200 days, the Chief Justice or the highest ranked Associate Justice shall have the authority to
- 201 decertify that RDSA.
- 202 D. Departments, schools, or colleges with no RDSA shall lose all privileges afforded to RDSAs by
- 203 GPSA until a student organization applies for recognition in accordance with the GPSA
- 204 Constitution and Bylaws.
- 205 1. RDSAs which enter non-chartered status shall be recertified upon becoming chartered.
- 206 2. If an RDSA is in non-chartered status when challenged by a petition to select an RDSA, it
- 207 must charter before being permitted to be included on the ballot.
- 208 3. While non-chartered, an RDSA may not receive the benefit of any privilege afforded to
- 209 RDSAs by GPSA.

210 Section 3. GPSA Committees

- 211 A. All GPSA members of or appointments to standing committees, ad hoc committees, or
- 212 University committees must be GPSA members.
- 213 B. Persons appointed to positions requiring Council approval when Council is not in session may
- 214 serve until Council has an opportunity to consider and approve their appointment, unless
- 215 otherwise specified in the GPSA Constitution or Bylaws.
- 216 C. All GPSA standing committees shall be composed of no fewer than five (5) members. At least
- 217 three (3) different RDSAs must be represented. Each member shall count as representing only
- 218 one (1) RDSA.

- 219 D. Each GPSA Standing Committee Chair, Ad Hoc Committee Chair, and University committee
220 appointment shall submit a written report once a semester to the head of the appropriate branch
221 of government.
- 222 E. Joint ad hoc committees may be created by Council. Composition or means of composition shall
223 be determined at the creation of the committee and shall include Council Representatives and
224 GPSA members who are not Council Representatives.
- 225 F. A Decision Making Body may generate funds independent of the budget process, and these
226 funds shall not be part of the GPSA General Fund. The Decision Making Body shall record and
227 administer these self-generated funds. The Decision Making Body shall notify the head of its
228 branch of the receipt and use of these funds and shall provide a summary for the annual report.
229 Spending of these funds will be by a majority vote of the Decision Making Body and will be
230 subject to the Conflict of Interest Bylaws.
- 231 G. Chair-ships for the Executive Finance Committee (EFC), Legislative Finance Committee (LFC),
232 Legislative Steering Committee (LSC), and Grants Committee must be unique individuals.
- 233 H. No individual shall hold more than three standing committee chair-ships.
- 234 I. The President and the Council Chair are ineligible for standing committee chair-ships.

235 Section 4. Transparency and Public Notice Requirements (TPNR)

- 236 A. Public Notice Requirements
 - 237 1. Unless otherwise specified in the Constitution or Bylaws, public notice shall be given no
238 fewer than twenty-four (24) hours in advance of a meeting.
 - 239 2. Public notice shall consist of posting required documents in the GPSA Office and on the
240 GPSA website, and sending an announcement via the GPSA electronic mailing list and to the
241 Daily Lobo and any other media who have provided a written request for minutes.
- 242 B. Agenda Requirements
 - 243 1. The agenda, time, date, and location of any Open Meeting must be posted in accordance with
244 the Public Notice Requirements.
 - 245 2. The meeting agenda shall specify items as discussion items or action items.
 - 246 3. The meeting agenda shall include time for public comment before discussion of old or new
247 business. During public comment, members of the public will be granted no fewer than three
248 (3) minutes each.
- 249 C. Minutes Requirements
 - 250 1. Minutes must be taken at every Open Meeting.
 - 251 2. Minutes must contain at least the date, time, location, type of meeting and the name of the
252 Decision Making Body; the names of all Decision Making Body members attending the
253 meeting; the names of any individuals who address the body in person; and a record of all
254 motions and decisions made and votes taken.
 - 255 3. A draft copy of the minutes must be posted within six (6) academic days of the public
256 meeting in the GPSA Office in accordance with the Public Notice Requirements.
 - 257 4. The minutes shall be approved or amended at the next meeting of that Decision Making
258 Body where a quorum of the body is present.
- 259 D. Transparency Requirements
 - 260 1. A Decision Making Body may permit participation by Telecommunication. The means and
261 extent of participation must be defined by the GPSA Bylaws, or the body's standing rules if
262 approved by a two-thirds (2/3) vote.

- 263 a. A member of the body may use the means permitted if it is difficult to impossible for
264 that member to attend in person.
- 265 b. Each member participating by Telecommunication must be able to be identified when
266 speaking. All participants must be able to hear each other at the same time, and
267 members of the public attending the meeting must be able to hear any member of the
268 body who speaks during the meeting.
- 269 2. Audio and video recordings must be allowed and accommodated at Open Meetings.
- 270 3. Open Meeting votes and, if available, voting records are public unless otherwise specified in
271 the GPSA Constitution or Bylaws.
- 272 4. Attendance of GPSA members and members of the public will be accommodated at all Open
273 Meetings.
- 274 a. Open Meetings shall be held in spaces that can accommodate all people wishing to
275 attend and listen.
- 276 5. The body may take action only on those agenda items announced in accordance with the
277 Agenda Requirements.
- 278 6. Items added to the agenda fewer than twenty four (24) hours before a meeting must be
279 discussion items only.
- 280 E. Working Group Requirements
- 281 1. Decision Making Bodies must give a thorough review of recommendations from any group
282 that is not required to provide notice of its meetings.
- 283 2. The Working Group cannot take action that binds a Decision Making Body or any other
284 GPSA group.
- 285 3. Working Groups are not required to adhere to Public Notice Requirements but are required to
286 include any interested member of the Decision Making Body.
- 287 4. Meetings of Working Groups, even in the event the meeting has a quorum of members of the
288 Decision Making Body, are not required to be open so long as they are acting only on the
289 item(s) specified by the Decision Making Body.
- 290 F. Portions of an Open Meeting may be closed on the following occasions:
- 291 1. Deliberations by the Court of Review. The actual administrative and adjudicatory proceeding
292 at which evidence is offered or rebutted and any final action taken as a result of the
293 proceeding shall occur in an Open Meeting. However, the deliberations of the Court of
294 Review shall be closed to the public.
- 295 2. Discussion and records related to personnel. Any records or discussions related to personnel
296 shall be in accordance with University policy including but not limited to Human Resources
297 requirements.
- 298 3. Discussion and records deemed private. Any records or discussion related to privacy rights
299 protected by University policy or local, state, or federal law shall be closed to the public.
- 300 G. In order to close a meeting pursuant to the exclusions contained in this section, the closure must
301 be made in an open meeting and approved by a majority vote of a quorum of the Decision
302 Making Body:
- 303 1. The authority for the closure and the subject(s) to be discussed shall be stated with
304 reasonable specificity in the motion calling for the vote to close a meeting.
- 305 2. The vote to close that portion of the meeting of each individual member shall be recorded in
306 the minutes.
- 307 3. Only those subjects announced prior to closure by the Decision Making Body may be
308 discussed in the closed portion of the meeting.

- 309 4. Items eligible for closure shall be indicated on the Agenda of the Open Meeting as such by
310 reference to the reason why closure will be considered.
311 H. Members of the public shall be excused during the closed portion of an Open Meeting.
312 I. Following completion of any closed meeting, the minutes of the Open Meeting that was closed,
313 shall state that the matters discussed in the closed meeting were limited only to those specified in
314 the motion for closure

315 Section 5. Project Assistants

- 316 A. The GPSA annual budget or Council appropriation may allow for hiring Project Assistants. The
317 budget or appropriation shall specify the amount of FTE and branch for each Project Assistant.
318 1. The budget must include a minimum 1.0 FTE designated for the Executive Branch.
319 2. Volunteers receiving a stipend are not Project Assistants.
320 B. Filling a Project Assistant vacancy requires an open call to the GPSA membership.
321 1. The open call for applicants shall comply with the Public Notice Requirements and include
322 job description and compensation.
323 2. Each branch is responsible for selecting its Project Assistants.
324 a. For the Executive, the President shall be responsible for the open call and selection.
325 b. For the Legislative, the Council Chair shall be responsible for the open call. The
326 Council Chair shall recommend a selection for Council's approval.
327 c. For the Judicial, the Chief Justice shall be responsible for the open call and selection.
328 3. Project Assistants must be GPSA members.
329 C. Project Assistants aid in executing the mission of GPSA.
330 1. Project Assistant duties must be in compliance with the definition of Project Assistants given
331 in the University of New Mexico catalog.
332 2. Duties may include, but are not limited to, assisting standing and ad hoc committees and
333 working on projects that serve the mission of GPSA.
334 a. For the Executive, the President shall set the duties of and supervise the Project
335 Assistant(s).
336 b. For the Legislative, Council shall set the duties of the Project Assistant(s). The Council
337 Chair shall supervise the Project Assistant(s).
338 c. For the Judicial, the Chief Justice shall set the duties of and supervise the Project
339 Assistant(s).
340 D. Project Assistant compensation shall be contracted each semester.
341 1. Project Assistants shall be paid according to the guidelines required by the Office of
342 Graduate Studies.
343 2. Project Assistants shall be offered health insurance.
344 3. Project Assistants shall be offered tuition remission equal to the amount of hours required by
345 the Office of Graduate Studies in order to maintain their eligibility for the assistantship.

346 Section 6. Veto Procedure

- 347 A. Presidential Action
348 1. A copy of the legislation with signature lines for approval or veto will be sent in hard and
349 electronic copy to the President's office within one (1) academic day of the posting of the
350 draft of the Council meeting minutes in which the legislation was passed.
351 2. The President may take action on legislation, approval or veto, within five (5) academic days
352 of the posting of the draft of the minutes.

- 353 a. If the President takes action, it shall be on the legislation in totum and as is. Legislation
354 shall not be vetoed by line item.
355 b. If the President does not take action within the allotted time, the legislation becomes
356 binding.
357 c. The President may take action on legislation with an Electronic Signature.
358 d. If a veto is cast, it shall be accompanied by a rationale for the veto.
359 e. The President shall send the vetoed legislation and rationale to the Council Chair
360 within the required time limit. The Council Chair shall give notice of the veto in
361 accordance with TPNR within three (3) academic days of receipt.
362 f. The Council Chair shall place the vetoed legislation on the next regular Council
363 meeting agenda as an action item.

364 B. Council Action

- 365 1. Vetoed legislation that cannot be acted on at a regular meeting within a session shall be
366 presented at a special meeting prior to the close of the session.
367 2. When Council considers vetoed legislation, a motion to reconsider the bill must be made and
368 seconded.
369 3. Council shall consider the vetoed legislation in the same form as sent to the President. No
370 amendments may be made in an override consideration.
371 4. If Council votes to override, the legislation becomes binding without the President's
372 signature.
373 5. If Council fails to override the President's veto, the legislation dies and shall not be
374 reintroduced without amendment in the same Council session.

375 Section 7. GPSA Annual Report

- 376 A. All Decision Making Bodies shall provide a written report to the respective branch head by the
377 first (1st) academic day after the last regular Council meeting.
378 B. The head of each branch shall compile the Branch Annual Report and forward it to the President.
379 C. The President shall compile the GPSA Annual Report to be archived in accordance with the
380 GPSA Constitution.

381 Section 8. Amendments

382
383 Amendments and additions to the GPSA Bylaws shall be made according to the following procedure:

- 384 A. Proposed Amendments shall place the amendment within the appropriate context within this
385 document, including specific numerical reference (Article, Section, and paragraph number).
386 B. Approved amendments shall take effect, unless otherwise noted, but the approved amendment
387 language must be evaluated by the University Council's Office relative to current University
388 Policy, and State and Federal.
389 C. Council Chair shall submit amendments to University Counsel within five (5) academic days
390 from the meeting in which the amendments have been approved.
391 D. Where conflicts exist between previous bylaws and a new constitutional provision, the new
392 constitutional provision will supplant the previous bylaw.

393 III. Resignation, Removal, and Replacement of Officers

394 Section 1. President

- 395 A. In order to initiate a recall election, Council must follow the Constitutional process of
396 impeachment and removal. (II.1.D.1.)
397 1. When the President is removed, the Council Chair shall assume the role of acting President,
398 and the Steering Committee Chair shall assume the role of acting Council Chair.
399 2. The Elections Committee must hold a recall election within fifteen (15) academic days of the
400 removal of the President by Council.
401 a. If the GPSA membership approves the removal of the President, a special election for a
402 new President must occur within twenty (20) academic days. The removed President
403 may not run in the special election.
404 b. If the GPSA membership does not approve the removal of the President, the President
405 is reinstated immediately upon official announcement of the recall election result. This
406 President may not be removed by Council again in the same session.
- 407 B. If the GPSA membership initiates a recall in accordance with the Constitution, Council may
408 verify the validity of signatures and shall deliver the petition to the Elections Committee Chair.
409 (I.1.D.2.)
410 1. Council has five (5) academic days to validate the signatures and for the Council Chair to
411 deliver the petition to the Elections Chair after its presentation at a regular Council meeting.
412 2. If invalid signatures reduce the number to fewer than the required percentage, the petition is
413 considered null and void.
414 a. If the petition is considered null and void, the Council Chair shall give notice and
415 provide a list of all invalidated signatures within five (5) academic days and in
416 accordance with TPNR.
417 b. Any invalidated party shall have the opportunity to contest the invalidation in front of
418 the Court of Review.
419 3. Upon receipt of a valid recall petition, the Elections Chair shall hold a recall election. The
420 recall election must occur within fifteen (15) academic days of the Council meeting at which
421 the petition was presented.
422 4. The President may ask the Council Chair to serve as acting President until the recall election
423 can be held.
424 5. If a recall election results in the removal of the President, the Elections Committee shall hold
425 a special election in accordance with the GPSA Constitution and Bylaws, in which the
426 removed President may not run.
427 6. If a recall election does not result in the removal of the President, the President continues to
428 serve in office, or is reinstated if the Council Chair was serving as acting President.

429 Section 2. Council Chair

- 430 A. Grounds for the impeachment of the Council Chair include willful neglect of office, gross
431 misconduct, or malfeasance. (III.3.D.)
432 B. If the Council Chair has resigned or been removed, that person is ineligible to run in the resultant
433 Council Chair Special Election.

434 Section 3. Court of Review Justices

- 435 A. Removal of a Justice must follow the impeachment and removal process in the GPSA
436 Constitution. (IV.2.C.)
437 1. Grounds for removal include willful neglect of office, gross misconduct, or malfeasance.
438 2. The motion to consider removal may occur at the same meeting as impeachment.

- 439 3. Justices may only be removed through impeachment procedures.
440 4. After a motion to consider removal has passed, the Council Chair shall call a special meeting
441 for the removal vote within ten (10) academic days.
442 5. If the Chief Justice resigns or has been impeached and is currently the subject of removal
443 proceedings, the Senior Associate Justice shall assume the duties of the Chief Justice until
444 either the reinstatement or replacement of the Chief Justice.
445 B. The Court must have at least three (3) sitting Justices in order to operate.
446 C. Replacement
447 1. If the Court has three (3) or more remaining Justices after a resignation or removal, Council
448 may decide whether or not to appoint a replacement at the next regularly scheduled Council
449 meeting.
450 2. The President shall appoint temporary replacement Justices if the Court falls below three (3)
451 members until Council approves permanent replacements.

452 Section 4. Resignation

- 453 A. If the President, Council Chair, or Chief Justice wishes to resign, that individual shall resign by
454 delivering a written letter, either in person or by email, to the other individuals listed above as
455 well as to the Elections Chair. Additionally, the resigning officer shall notify the members of that
456 officer's branch.
457 B. The letter of resignation must indicate whether the resignation is effective immediately or at
458 noon on a specified date.
459 C. Resignation of a Justice prior to the end of a semester may result in the loss of the Justice's
460 stipend at the Council's discretion.

461 IV. Executive Branch

462 Section 1. President

- 463 A. Duties, Powers, and Responsibilities
464 1. The President shall be authorized and required to be one of two signatures on disbursements
465 of GPSA, except for personal reimbursements to the President which shall be signed by two
466 other authorized persons.
467 2. The President may call special elections on items of governance, policy, and fiscal impact by
468 giving notice to Council and the Elections Committee. (VI.3.A.) Special Elections shall be
469 run in accordance with the GPSA Constitution and Bylaws.
470 3. The President shall serve as an official member to the Faculty Senate Graduate Committee,
471 as authorized by the Committee.
472 4. The President shall make official announcements for open positions and appointments in the
473 Executive Branch, including job descriptions and how to apply.
474 a. Announcements shall follow TPNR.
475 b. All GPSA members shall be eligible for all appointments, unless prohibited by the
476 GPSA Constitution and Bylaws.
477 c. All Presidential appointments, except to ad hoc committees, shall be subject to the
478 approval of Council.
479 5. The President should keep open appointments for the period of no less than five (5) academic
480 days from the announcement of the open positions.
481 6. The President may remove appointments at any time.

- 482 7. The President shall fill any Standing Committee Chair vacancy within twenty (20) academic
 483 days.
 484 8. The President shall attend or send a designee to all Council meetings, and provide to Council
 485 a President's Report on issues pertinent to GPSA and the graduate and professional student
 486 community.
 487 9. The President shall be responsible for the hours of operation of the GPSA Office and
 488 facilities.
 489 10. The President shall employ, discharge, and assign duties to all Executive Branch employees,
 490 in a manner consistent with current University employee policies.
 491 B. Term of Office: A President having served a term less than one year may serve a maximum of
 492 one (1) additional term as President. (II.1.B.2.)
 493 C. Stipend: The President's compensation should be offered as a Graduate Assistantship in
 494 accordance with Office of Graduate Studies guidelines (II.1.C.1.)

495 Section 2. Executive Committees

- 496 A. Executive Committee Appointments
 497 1. All GPSA Executive Standing Committee Chairs require approval from Council. (II.1.A.9.)
 498 2. Appointments requiring Council approval shall be sent to the LSC and placed on the Council
 499 agenda.
 500 B. Executive Standing Committees
 501 1. Executive Elections Committee
 502 a. During elections, the Elections Committee as well as GPSA Decision Making Bodies
 503 should try to provide for autonomy of the Committee to prevent conflict of interest and
 504 bias in the elections process.
 505 2. Executive Finance Committee (EFC)
 506 a. The EFC shall be responsible for maintaining the financial records of GPSA which
 507 shall be open for inspection by any GPSA member or committee.
 508 3. Executive Grants Committee
 509 a. Members of the Grants Committee shall conduct themselves in a manner that promotes
 510 public confidence in the integrity and impartiality of the grants process.
 511 b. Grants Application Readers present at a Grants Committee meeting are voting
 512 members.
 513 4. Executive Lobby Committee
 514 a. The Lobby Committee shall attempt to coordinate lobbying efforts of GPSA with the
 515 Associated Students of New Mexico, the Associated Students of the University of New
 516 Mexico, and other organizations as deemed appropriate.
 517 b. The Lobby Committee shall work with the University administration on areas of
 518 common concern.
 519 c. The Lobby Committee is responsible for presenting GPSA issues before appropriate
 520 governmental bodies, including the New Mexico Higher Education Department (HED).
 521 d. The Lobby Committee shall investigate issues of importance to the GPSA, including
 522 HED funding and capital outlays recommendations to the legislature.
 523 e. The Lobby Committee should compensate student lobbyists for travel and other
 524 necessary expenses subject to all applicable University policies and procedures.
 525 f. The Lobby Committee Chair shall give reports on Lobby Committee activities to
 526 Council at least one meeting prior, one during, and one after the regularly scheduled

- 527 New Mexico Legislative Session. The Lobby Committee Chair shall submit written
528 reports of the same comments to the President to keep as a record.
- 529 g. The Lobby Committee shall prepare a platform of issues in enough time to receive
530 input from Council.
- 531 h. The Lobby Committee Chair shall submit the final draft of the platform to Council in
532 December.
- 533 5. Executive Programs Committee
- 534 a. The Programs Committee shall implement and coordinate programs that promote an
535 inclusive and supportive community for graduate and professional students.
- 536 b. The Programs Committee shall collaborate with the programming of other student
537 organizations as appropriate.
- 538 6. Executive Student Support and Advocacy Committee (SSA Committee)
- 539 a. The SSA Committee shall maintain a list of graduate student organizations, services
540 provided, and how each can be reached, and shall post the list on the GPSA website
541 and in the GPSA Office.
- 542 b. The SSA Committee shall provide information to GPSA members about GPSA,
543 including volunteer and paid positions, and activities.
- 544 c. The SSA Committee shall coordinate support for events of interest to GPSA members,
545 as resources and time of the committee allow.
- 546 C. Executive Standing Committee Chairs
- 547 1. Composition of Executive Committees and selection of Committee Chair and members must
548 comply with the GPSA Constitution and Bylaws.
- 549 2. Standing Committee Chairs shall appoint the membership of the standing committees.
- 550 3. The Standing Committee Chair may remove members of the standing committees at any
551 time.
- 552 4. The Standing Committee Chair shall be responsible for submitting the committee's reports to
553 the President in accordance to the GPSA Constitution, Bylaws, and applicable Standing
554 Rules.
- 555 5. The Standing Committee Chair shall hold office hours for student inquiries or provide
556 contact information available in the GPSA Office. The Chairs shall adhere to TPNR.
- 557 D. Executive Standing Committee Chair Stipends
- 558 1. Disbursement of compensation shall be subject to the fulfillment of the Chair's obligations
559 and duties as verified by the President.
- 560 2. Disbursement shall be at the end of each semester in which the Chair served.
- 561 E. Executive Ad Hoc Committees
- 562 1. These committees shall pursue issues as specified by the President. These committees shall
563 endure no longer than is necessary for performance of the duties prescribed by the President.
- 564 F. Annual Written Reports
- 565 1. The Elections Committee shall include in the GPSA Annual Report all elections reports. See
566 Elections Code [Bylaw IX.Section 10].
- 567 2. The EFC shall include in the GPSA Annual Report all expenditures and year end balances.
- 568 3. The Grants Committee shall include in the GPSA Annual Report all funding cycle reports.
569 See Grants Code [Bylaws VIII.Section 1.L. & VIII.Section 2.L].
- 570 4. The Lobby Committee shall include in the GPSA Annual Report results of any lobbying
571 efforts and the annual legislative platform.

- 572 5. The Programs Committee shall include in the GPSA Annual Report the results of any
573 fundraising efforts.
574 6. The SSA Committee shall include in the GPSA Annual Report the list of graduate student
575 organizations and resources, as well as a summary of the issues deemed most important for
576 GPSA membership, progress made, and future recommendations.
577 7. Executive ad hoc committees shall include in the GPSA Annual Report progress towards
578 their specified objective(s), and any future recommendations for the continuation of the
579 committee.
580 8. University Committee appointees shall include in the GPSA Annual Report a summary of the
581 issues of importance to GPSA considered by the committee.

582 Section 3. Executive Board

583 A. Representation

- 584 1. School or college petitions for representation on the Executive Board shall be sent to the
585 President. The petition may specify the representative.
586 2. The President must grant petitions from unrepresented schools or colleges.
587 3. If there is no specified representative named on the petition, the President shall appoint a
588 representative from that school or college.
589 4. The President shall designate these additional representatives to the Executive Board as
590 voting members or non-voting members.
591 5. The Grants Committee shall have two votes on the Executive Board. These votes shall be
592 held singly by the Chair of the Grants Committee, but shall be split in the event of co-chairs.

593 B. Duties, Powers, and Responsibilities

- 594 1. The Executive Board shall direct recommendations for the Council agenda to the appropriate
595 Legislative body.

596 C. Quorum

- 597 1. The Executive Board members may participate by Telecommunication in accordance with
598 TPNR.
599 2. Participation includes discussion, making motions, and voting.

600 V. Legislative Branch

601 Section 1. Council Representatives and Certified Alternates

602 A. Representative Credentials

- 603 1. Credential Forms will be readily accessible in the GPSA Office, on the GPSA website, and
604 through the Council Chair and Council Recorder.
605 2. It is the responsibility of RDSAs and their designated Representative(s) to ensure that
606 Credential Forms are submitted and accepted by the Council Chair.
607 3. RDSA Presidents or their designees must sign Credential Forms.
608 4. In order for a GPSA member to serve as a Representative, that member's Credential Form
609 must be submitted to the Council Chair prior to the start of a meeting.
610 5. All Credential Forms are nullified at the end of a Council session. New credentials are
611 required at the start of each Council session.

612 B. Representative Duties

- 613 1. In addition to duties outlined in the GPSA Constitution, Representatives may assist with the
614 drafting of legislation and serve as a link between their RDSAs, students, and chartered

615 student organizations as sponsors of legislation and advocates in Council and the legislative
616 committees.

617 2. Representatives may volunteer to serve on legislative standing or ad hoc committees.

618 C. Certified Alternates

619 1. Certified Alternates may be chosen at will by each RDSA. The procedure for the selection of
620 Certified Alternates is left to the determination of each RDSA.

621 2. Only Certified Alternate Credential Forms approved by the Council Chair shall be accepted.

622 3. There is no limit to the number of Certified Alternates an RDSA may select. If there is more
623 than one Certified Alternate, the Certified Alternates shall be ranked by the RDSA to indicate
624 seniority of representation. Ranking will be the order in which the Certified Alternates are
625 listed by the RDSA on the Credential Form unless otherwise noted.

626 4. When serving as a Council Representative, Certified Alternates shall have the same rights
627 and privileges as a Council Representative, unless otherwise specified by GPSA law.

628 Section 2. Council Chair

629 A. Duties, Powers, and Responsibilities:

630 1. The Council Chair shall produce an agenda in accordance with GPSA Bylaws and Council
631 Standing Rules for each Council meeting. The Council Chair shall be responsible for the
632 proper distribution of an agenda at least five (5) academic days prior to each Council
633 meeting.

634 2. At the first meeting of the academic year, the Council Chair shall provide all Council
635 Representatives with adequate information including, but not limited to, Council rules and
636 procedures, university policies, applicable parliamentary procedures, and access to the GPSA
637 Constitution and Bylaws.

638 3. The Council Chair shall notify the Council Representatives of the Chair's office hours at the
639 beginning of each semester.

640 4. The Council Chair shall appoint Council Representatives to the Legislative Standing
641 Committees in accordance with the GPSA Constitution and Bylaws.

642 5. The Council Chair shall administer the Legislative Budget and will oversee legislative budget
643 proposals for the subsequent fiscal year.

644 6. The Council Chair shall be responsible for the hiring of a Council Recorder. The Council
645 Chair oversees the Recorder and is responsible for assuring that the Council Recorder carries
646 out their duties.

647 7. The Council Chair may remove the Recorder. A replacement shall be considered for
648 approval by Council at the first opportunity.

649 8. The Council Chair shall review all minutes. Reviewed minutes shall be included on the
650 agenda for Council approval. These minutes will be noted as "Draft" until majority approval
651 by Council. The draft documentation shall be posted in accordance with TPNR.

652 B. Stipend: Compensation shall also include an education grant equal to up to twelve (12) resident,
653 graduate tuition hours per semester at the rates published by the Bursar's office.

654 C. If the Council Chair is unable to fulfill the duties of the position, the LSC Chair shall act as Chair
655 Pro Tempore until the Council Chair can resume the position or until an election can be held to
656 determine a replacement.

657 1. If a Council Chair is acting President the Council Chair shall be considered unable to fulfill
658 the duties of the position.

- 659 2. If the LSC Chair is acting as Chair Pro Tempore for longer than one (1) day, the LSC shall
660 select an interim LSC Chair.
661 3. Nothing in this section shall be construed to supplant the Council Chair without adhering to
662 the impeachment and removal procedures, nor to permit the LSC to operate with an un-
663 Constitutional composition.

664 Section 3. Council Recorder

- 665 A. The Council Recorder is selected by the Council Chair and approved by majority vote at the first
666 Council meeting of the session.
667 B. The Recorder shall be a GPSA member who is not simultaneously serving as a Council
668 Representative.
669 C. The Recorder may not serve in another paid position within GPSA, with the exception of a
670 Grants Application Reader.
671 D. Duties:
672 1. The Recorder shall assist the Council Chair with the production of all Council meeting
673 minutes.
674 2. The Recorder may assist the Council Chair with verifying the credentials of Council
675 Representatives and ensure that Credential Forms are available to RDSAs.
676 3. The Council Chair may request the assistance of the Recorder for other duties.
677 4. Compensation
678 a. The amount of compensation shall be determined through the annual budget process.
679 b. Compensation may either be in the form of a set stipend, hourly wage, or other
680 arrangement.

681 Section 4. Procedures for Regular and Special Meetings

- 682 A. Regular Meeting
683 1. The date and time of the first regular Council meeting of the session shall be announced by
684 the Council Chair-elect at the final Council meeting of the preceding session.
685 2. The regularly scheduled February and March meetings shall be scheduled for one of the last
686 seven (7) calendar days of the months.
687 B. Special Meeting
688 1. Petitions for special meetings not called by the Council Chair shall be submitted to the LSC
689 Chair; the LSC Chair shall verify the validity of the petition.
690 a. Petitions shall include the agenda items for discussion and action, the signatures as
691 required by the GPSA Constitution, and the date, time, and location of the meeting.
692 b. Notice of Special Meetings shall comply with TPNR.
693 C. Notice
694 1. In addition to following GPSA Constitutional notice requirements and TPNR, notice of every
695 regular Council meeting shall be included in a legislative calendar produced and made public
696 no later than the second (2nd) Council meeting of the session.
697 a. If changes are made to the calendar, a new version should be produced no later than
698 two (2) academic days after such change.
699 D. Standing Rules
700 1. At the first Council meeting of the session, Council shall approve standing rules, which shall
701 name the parliamentary procedures that Council shall follow.

- 702 a. An agenda template for regular Council meetings shall be included as part of the
703 Standing Rules.
704 b. The Public Notice Requirements shall be announced by the Council Chair at the first
705 meeting of each semester of the session.
706 2. The Council's Standing Rules apply to every Council meeting unless suspended with a two-
707 thirds (2/3) vote of Council.

708 Section 5. Proxy Privileges

- 709 A. Proxy voting is the casting of a vote on behalf of a Council Representative. Proxy authority may
710 only be given by a validated Council Representative or Certified Alternate to another GPSA
711 Member.
712 1. Council Representatives and Certified Alternates should select a GPSA member from the
713 same RDSA to serve as Proxy.
714 B. In order to be eligible to vote in a Council meeting, a GPSA member must be a recognized
715 Representative, Certified Alternate, or Proxy.
716 1. Proxy forms must be delivered to the Council Chair before a GPSA member may serve as a
717 Proxy at a Council meeting.
718 2. When the Council Chair receives and approves a Proxy form, that GPSA member is eligible
719 to serve as a Proxy for that meeting.
720 3. The Council Chair shall keep a list of eligible Proxies for each meeting.
721 4. Proxies are eligible to vote for the specified Council meeting in which proxy privileges are
722 approved.
723 5. Proxies do not count toward quorum.
724 C. If an RDSA has more Representatives, Certified Alternates, and eligible Proxies present at a
725 Council meeting than it has votes, the voting slots shall be recognized in the following order and
726 according to rank: Representative(s), Certified Alternate(s), Proxy(ies).
727 1. A GPSA member who believes they should have voting privileges at a Council meeting may
728 bring this to the attention of the Council Chair. The Council Chair must recognize a GPSA
729 member's right to vote prior to that member's voting.
730 D. If a Council Representative or Certified Alternate is in attendance at a GPSA Council meeting
731 and must leave a meeting in progress, that voting member may select a Proxy.
732 1. Representatives or Certified Alternates using a Proxy should provide written documentation
733 of their RDSA's preferences for the publicized agenda items to the Proxy prior to
734 surrendering voting privileges to that Proxy for that meeting.
735 E. Council Representatives or Certified Alternates who miss three (3) consecutive regular Council
736 meetings forfeit the proxy privileges.
737 1. Upon attending a Council meeting, a Council Representative's or Certified Alternate's
738 written proxy privileges will be reinstated.
739 F. No GPSA member may hold more than two proxy votes.

740 Section 6. Legislative Standing Committees

- 741 A. Standing Committee Chairs
742 1. Selection
743 a. Standing Committee Chairs shall be selected by the Council Chair and approved by a
744 majority vote of Council at the first (1st) regular Council meeting of the session.

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- b. Standing Committee Chair appointments must be approved by Council prior to assuming Committee Chair duties.
- 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. Reports
 - a. Written Legislative Committee Chair reports shall be given once per semester to Council.
 - b. At each regular Council meeting the LFC Chair shall provide a report on the GPSA General Fund, the Legislative Fund account balance, and appropriations to date.
- 4. Compensation
 - a. The amount of compensation shall be determined through the annual budget process.
 - b. Disbursement of compensation 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.
- 5. 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 shall vote whether or not the removed Chair may continue to serve as a member on that committee.
 - d. If the LSC Chair is serving as the acting Council Chair, the committee shall select an interim LSC Chair.
- 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) and no more than eight (8) members for each standing committee 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.

793 Section 7. Standing Committee Procedures

794 A. Standing Rules

- 795 1. Each committee must adopt and adhere to standing rules which include, but are not limited
- 796 to, committee procedure, legislation requirements, and membership duties. The standing
- 797 rules must comply with the GPSA Constitution and Bylaws, as well as any direction
- 798 provided by Council.
- 799 2. Each committee must adopt standing rules at its first meeting of the Council session.
- 800 Standing rules must be approved by Council at a regularly scheduled Council meeting.
- 801 3. The first committee meeting shall use the adopted standing rules for an interim period until
- 802 rules are approved by Council.
- 803 4. Committees may suspend the standing rules with a two-thirds (2/3) vote of the committee.
- 804 Council must be notified at the meeting in which the legislation is presented that the standing
- 805 rules were suspended.

806 B. Timeline

807 1. Timeline

- 808 a. Each legislative standing committee shall conduct its first meeting between the first
- 809 (1st) and second (2nd) regularly scheduled Council meetings.
- 810 b. Legislative standing committees must meet between nine (9) and thirteen (13)
- 811 academic days prior to each regularly scheduled Council meeting after the August
- 812 meeting in which they are formed.
- 813 c. Items for committee review must be submitted to the appropriate Committee Chair at
- 814 least two (2) academic days prior to the committee meeting. Submissions received after
- 815 this deadline shall be considered at the following committee meeting, except for the
- 816 last committee meeting of the Council session.
- 817 d. Committee Chairs must submit items for inclusion on the Council agenda to the
- 818 Council Chair at least eight (8) academic days prior to a regular Council meeting.
- 819 e. Supporting documentation for agenda items and committee reports must be submitted
- 820 to the Council Chair at least five (5) academic days prior to the Council meeting.
- 821 f. The Committee Chairs shall post meeting minutes at least twenty-four (24) hours in
- 822 advance of each regularly scheduled Council meeting.

823 Section 8. Ad Hoc Committees

824 A. Formation and Dissolution

- 825 1. Council shall determine the composition or means of composition of legislative ad hoc
- 826 committees.
- 827 2. Council shall approve the purpose and duration of the ad hoc committees.

828 B. Council shall determine the means for selecting ad hoc committee chairs.

- 829 1. Each ad hoc Committee Chair is responsible for adhering to TPNR.
- 830 2. Ad hoc committees must request an appropriation from Council for any operational costs that
- 831 the committee expects.

832 Section 9. Types and Requirements of Non-Appropriative Legislation

- 833 A. Constitutional amendments must be included as a discussion item at least one (1) regularly
834 scheduled Council meeting prior to the regularly scheduled Council meeting at which action may
835 be taken.
- 836 B. Bylaws must be included as a discussion item at least one (1) regularly scheduled Council
837 meeting prior to the regularly scheduled Council meeting at which action may be taken. Bylaws
838 require a two-thirds (2/3) vote to pass.
- 839 C. Resolutions require a majority vote of Council.

840 Section 10. Committee Consideration of Legislation and Appropriations

- 841 A. Any GPSA member, RDSA, Decision Making Body, or groups or individuals with a GPSA
842 member serving as a sponsor may submit legislation or appropriations for Council consideration.
843 This includes the Executive Board and President. Items should be submitted to the appropriate
844 Legislative Committee Chair.
- 845 B. Every submission must include a contact person who is responsible for the item, capable of
846 answering questions, providing additional material, and making necessary revisions.
- 847 1. The Committee Chair shall collect all submissions, confirm that items have been submitted to
848 the proper committee, and produce a committee agenda in accordance with TPNR.
 - 849 2. Legislative Committee Chairs shall redirect an item submitted to the incorrect committee to
850 the appropriate party.
 - 851 3. Legislative Committees shall facilitate each submission's adherence to the guidelines and
852 required format established by the Bylaws and standing rules.
 - 853 4. Legislative Committees shall provide contact information for Council members and GPSA
854 leadership upon request.
 - 855 5. Legislative Committees shall review and make recommendations on all items submitted in
856 accordance with the GPSA Constitution and Bylaws. Recommendations may include, but are
857 not limited to, suggestions for amendment, substitution, discussion, and action.
- 858 C. All Legislative Items are forwarded with committee recommendations to the Council Chair and
859 shall be included on the Council agenda.
- 860 1. Once Legislative Committees have determined a recommendation, this Legislative Item
861 should appear on the agenda for the next regularly scheduled Council meeting.
 - 862 a. Legislative Committees shall not unduly delay making recommendations on
863 Legislative Items.
 - 864 2. The original Legislative Item and accompanying recommendation shall be treated as one (1)
865 agenda item.
 - 866 3. The original Legislative Item shall not be altered by any of the Committee's
867 recommendations beyond grammar, spelling, and format until it is considered by Council.
 - 868 4. A copy of the edited Legislative Item and accompanying recommendation as submitted to
869 Council shall be delivered to the originating party with a notice of the Council meeting in
870 which the Legislative Item will be discussed within one (1) academic day of the item being
871 forwarded to the Council Chair.
 - 872 5. The supporting documents and recommendations may be revised by the respective legislative
873 committee up to the required deadline for supporting document submissions. The final
874 versions of the Legislative Item and supporting documents must be submitted both to the
875 Council Chair and to the originating party.

876 Section 11. Council Consideration of Legislative Items

- 877 A. The Council Chair shall prepare all Legislative Items and reports from legislative standing and
878 ad hoc committees and items required by the Bylaws in a single agenda.
879 1. Items identified by the Constitution and Bylaws as automatically appearing on the agenda do
880 not have to go through the committee process.
881 2. Emergency items may be added to the agenda in accordance with TPNR at the discretion of
882 the Council Chair, even if they have not gone through the committee process.
883 3. A two-thirds (2/3) vote of Council is required to allow discussion or action on emergency
884 items.
- 885 B. The Council Chair shall post an agenda for each regularly scheduled Council meeting no later
886 than six (6) academic days before the meeting. The Council Chair shall post supporting
887 documents no later than three (3) academic days before the meeting. Posting of agenda and
888 supporting documents must comply with TPNR.
- 889 C. Final order of items on the agenda is at the discretion of the Council Chair and subject to Council
890 amendment.
- 891 D. Within the order of business, the originating party or sponsor shall have three (3) minutes to
892 provide relevant commentary on the Legislative Item.
- 893 E. The applicable Legislative Committee Chair may provide information regarding their
894 committee's recommendation at the request of the Council Chair, Council Representative, or any
895 recognized and present voting member of Council.
- 896 F. The Council Chair may provide basic information about emergency items.
- 897 G. Council is the final authority in the Legislative Branch.

898 VI. Judicial Branch

899 Section 1. Appellate Jurisdiction

- 900 A. In addition to the Court's original jurisdiction as stated in the GPSA Constitution, the Court shall
901 also have appellate jurisdiction to hear:
- 902 1. All matters arising from Council activity, including, but not limited to, review of any award
903 of GPSA funds to an organization or individual for consistency with the GPSA Constitution
904 and Bylaws.
- 905 2. All matters arising from activities of any Executive, Legislative, and Judicial standing or ad
906 hoc committee.
- 907 3. All acts of the President, Council Chair, or GPSA member acting on behalf of GPSA when
908 acting in official capacity and which the Court would not otherwise have original jurisdiction
909 to hear.

910 Section 2. Judicial Oath of Office

- 911 A. No Justice shall assume the duties of that office until the Judicial Oath of Office (Oath) has been
912 administered. The Oath must be administered within ten (10) academic days of confirmation by
913 Council.
- 914 1. The Oath shall be administered to the Chief Justice by the President or, in the President's
915 absence, the Council Chair and must be witnessed by a representative of either the Executive
916 or Legislative branch, so long as the witness is not a member of the branch that is
917 administering the Oath.
- 918 2. For all other Justices, the Oath shall be administered by the Chief Justice, and must be
919 witnessed by a representative of either the Executive or Legislative branch.

- 920 3. In the case that the Chief Justice is unavailable to administer the Oath, the President shall
921 administer the Oath. In the case that the President is unavailable to administer the Oath, then
922 the Council Chair shall administer it. In any case, the administration of the Oath must be
923 witnessed by a member of either the Executive or Legislative branch so long as the witness is
924 not a member of the branch that is administering the Oath.
- 925 4. The Oath will be administered with the right hand uplifted and the following words said
926 aloud:
- 927 a. "I, (name), do solemnly swear that I will uphold the laws of the Graduate and
928 Professional Students Association of the University of New Mexico, the State of New
929 Mexico, and the United States of America; that I will judge fairly and with no previous
930 bias the evidence and proceedings before me, and that I will otherwise fulfill the duties
931 and obligations of the GPSA Judiciary to the best of my ability."
- 932 5. Upon affirmation of the Oath, an affidavit will be filed attesting to the authority of the
933 Justice. The Justice shall then assume office.

934 Section 3. Code of Conduct

- 935 A. All Justices shall establish, observe, and maintain high standards of conduct so that the integrity
936 and independence of the judiciary may be preserved.
- 937 B. Justices shall respect and comply with the law and shall conduct themselves at all times in a
938 manner that promotes public confidence in the integrity and impartiality of the judiciary.
- 939 C. Justices shall not allow their family, social, or other relationships to influence their judicial
940 conduct or judgment.
- 941 D. Justices shall not permit those under their control to convey the impression that they are in a
942 special position to influence the decisions of the Court.

943 Section 4. Responsibilities

- 944 A. Justices shall be faithful to the law and remain unbiased and nonpartisan.
- 945 B. Justices shall maintain order and decorum in proceedings before them.
- 946 C. Justices shall be patient, dignified, and courteous to those with whom they deal in an official
947 capacity, and shall require similar conduct of those subject to their direction and control.
- 948 D. Justices shall accord to every person who is involved in a proceeding, or their counsel, a full
949 right to be heard according to law.
- 950 E. Justices shall neither initiate nor consider communications from only one party of a pending or
951 impending proceeding.
- 952 F. Each Justice is charged with the duty of carefully reading and analyzing the pertinent submitted
953 material on each case in which he or she participates.
- 954 G. Justices shall abstain from public comment about a pending proceeding in the Court. This does
955 not prohibit Justices from making public statements in the course of their official duties or from
956 explaining for public information the procedures of the Court.
- 957 H. Justices of the Court shall dispose promptly of the business of the Court.
- 958 I. Each Justice of the Court shall take or initiate appropriate disciplinary measures against any
959 other Justice for unprofessional conduct of which they become aware.
- 960 J. All official decisions and opinions of the Court shall be made in writing, made available to
961 GPSA officers, Representatives, and members, as well as the public upon request. Written
962 opinions must become part of the official Court Record and shall be made available to the

963 President, Council Chair, Council Representatives, and upon request to GPSA members and the
964 public.

965 Section 5. Disqualification

- 966 A. A Justice is disqualified and shall announce recusal in any proceeding in which:
967 1. The Justice has personal knowledge of disputed evidentiary facts concerning the proceeding.
968 2. The Justice or the Justice's spouse/domestic partner, or a person related to the Justice within
969 the third degree, by blood, marriage, or other relationship to either the Justice or the Justice's
970 spouse/domestic partner:
971 a. is a party to the proceeding, or an officer, director, or trustee of a party;
972 b. is acting as legal counsel in the proceedings;
973 c. is known by the Justice to have an interest that could substantially affect or be affected
974 by the outcome of the proceeding;
975 d. is to the knowledge of the Justice likely to be a material witness in the proceeding;
976 3. A party to the proceeding is an employee of the Justice.
977 B. Any Justice announcing recusal from any proceeding shall notify the Chief Justice of the recusal
978 in writing.
979 C. If the Chief Justice must announce recusal from any proceeding, the Chief Justice shall notify the
980 full Court of the recusal in writing.

981 Section 6. Non-judicial Activities

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

989 Section 7. Resignation & Seniority

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

1000 Section 8. Pro Tempore Justice Appointments

- 1001 A. In the event that one or more Justice(s) announce recusal from any proceeding, or in the event
1002 that any Justice is the subject of an impeachment proceeding before Council, the Chief Justice

1003 shall notify the President and Council Chair of such an occurrence within three (3) academic
1004 days of receiving written notification of a Justice’s recusal.

- 1005 B. Within three (3) academic days of receipt of such notification from the Chief Justice, the
1006 President shall recommend a Pro Tempore Justice to Council.
- 1007 C. Within three (3) academic days of receiving the President’s recommendation, the Council Chair
1008 shall schedule a Special Meeting of Council in accordance with TPNR in order to consider the
1009 President’s recommendation.
- 1010 D. Following recusal, a Pro Tempore Justice must be approved by Council within twenty (20)
1011 academic days of receipt of notice from the Chief Justice that a Justice has announced recusal
1012 from a proceeding before the Court.
- 1013 E. The Chief Justice shall stay the effected proceeding(s), informing all parties of the stay, until
1014 such time as:
 - 1015 1. the President has recommended to Council a Pro Tempore replacement for each recused
1016 Justice, and Council has approved that recommendation;
 - 1017 2. the Pro Tempore Justice has taken the Judicial Oath of Office; and
 - 1018 3. an affidavit attesting to the Pro Tempore Justice’s authority has been filed.
- 1019 F. All Pro Tempore Justice appointments, once made, shall expire upon the termination of the
1020 matter before the Court. For the purposes of this section, “termination” means any final ruling by
1021 the Court of the matter before it, including dismissal for any reason as well as a determination of
1022 the matter on its merits.
- 1023 G. With the exception of those cases in which a Justice has announced recusal because
1024 impeachment proceedings have been brought against the Justice, the appointment of a Pro
1025 Tempore Justice shall not limit the recused Justice’s authority to hear other matters before the
1026 Court.

1027 Section 9. Additional Duties Required

- 1028 A. General Duties of the Court
 - 1029 1. The Court shall conduct monthly meetings throughout each semester.
 - 1030 2. The Chief Justice shall preside at all meetings of the Court, or be responsible for assigning a
1031 Justice to preside when the Chief Justice cannot attend or has announced recusal.
 - 1032 3. The Chief Justice is responsible for publishing all rulings and decisions of the Student Court
1033 within eleven (11) academic days of decision.
- 1034 B. Advice to the President, Elections Chair, or Council as requested
 - 1035 1. The President, Elections Chair, or Council may seek the advice of the Court for any matter,
1036 including, but not limited to, the constitutionality of any provision of the GPSA Bylaws,
1037 codes or rules, or the constitutionality of any act of any GPSA officer or member acting on
1038 GPSA’s behalf.
 - 1039 2. The President or Elections Chair may request the advice of the Court by submitting a
1040 question in writing to the Court with a copy to the Council Chair.
 - 1041 3. Council may request the advice of the Court upon a majority vote of the Representatives
1042 present at any regular or special meeting where a quorum is present. The question shall be
1043 submitted to the Court in writing with a copy to the President.
 - 1044 4. When advice of the Court is sought, the Court may follow procedures it determines in its
1045 discretion that are suitable to effectively research and address the question presented. The
1046 Court may ask the presenter of the question for clarification of the issue.

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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 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.
 - d. 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.

- 1093 e. If corrections are required, the Plaintiff has three (3) academic days in which to make
1094 any corrections, additions, revisions, etc., and submit an amended Complaint to the
1095 Court. The Court may grant extensions to any Plaintiff when justice so requires.
- 1096 f. The Plaintiff shall serve a true and correct copy of the amended Complaint on any and
1097 all Defendants within three (3) academic days of its submission to the Court. Service of
1098 the amended Complaint may be made in person, by hand delivery, by first-class mail,
1099 or any other method by which the Plaintiff reasonably believes the Defendant should
1100 receive the amended Complaint.
- 1101 g. The Court will dismiss without prejudice any Complaint over which it lacks
1102 jurisdiction. The Court reserves the right to dismiss any Complaint on the grounds that
1103 the amended Complaint is incomplete and/or the time for submitting corrections has
1104 expired.
- 1105 5. Answer
- 1106 a. The Answer form may be obtained from the GPSA Office.
- 1107 b. On or before the fifth (5th) academic day following receipt of the Complaint (or
1108 amended Complaint), the Defendant(s) must file a completed Answer on the Court's
1109 Answer form with the Court.
- 1110 c. The Defendant shall serve a true and correct copy of the Answer on any and all
1111 Plaintiffs within three (3) academic days of its submission to the Court. Service of the
1112 Answer may be made in person, by hand delivery, by first-class mail, or any other
1113 method by which the Defendant reasonably believes the Plaintiffs should receive the
1114 Answer.
- 1115 d. If the Court determines that the Answer form is incomplete or inaccurate, it shall be
1116 returned to the Defendant(s) who shall have three (3) academic days in which to amend
1117 the Answer form and re-submit it to the Court.
- 1118 e. The Defendant shall serve a true and correct copy of the amended Answer on any and
1119 all Plaintiffs within three (3) academic days of its submission to the Court. Service of
1120 the amended Answer may be made in person, by hand delivery, by first-class mail, or
1121 any other method by which the Defendant reasonably believes the Plaintiffs should
1122 receive the amended Answer.
- 1123 6. Pre-Hearing Guidelines
- 1124 a. The Court has three (3) academic days from receipt of the Answer (or amended
1125 Answer) in which to schedule a Hearing if the Court finds the case to be within the
1126 Court's jurisdiction.
- 1127 b. The Hearing shall be scheduled no later than seven (7) academic days from the date of
1128 the Court's receipt of the Defendant's Answer or final amended Answer, unless the
1129 matter is stayed by the Chief Justice because a Justice has announced recusal, in which
1130 case a hearing shall be scheduled no later than seven (7) academic days after a Pro
1131 Tempore Justice has been appointed, approved, and assumed the Judicial Oath of
1132 Office.
- 1133 c. Extensions of the time allotted for submission of the Complaint (or amended
1134 Complaint), the Answer (or amended Answer), and/or scheduling of a hearing must be
1135 granted when justice so requires.
- 1136 7. Witnesses and Evidence
- 1137 a. Parties are responsible for gathering and presenting evidence and other testimony,
1138 including calling any relevant witnesses to support their case.

- 1139 b. Should a party be unable to find or to convince a witness to testify at the hearing, or
1140 should a party be unable to access evidence that is critical to its case after reasonable
1141 diligence in attempting to secure such witness or evidence, it may inform the Court.
1142 The Court may, in its discretion, postpone the hearing or take other remedial measures
1143 to allow the party to gather evidence necessary to its case in the interest of justice and
1144 fairness.
- 1145 8. Hearing Procedures
- 1146 a. The Plaintiff(s), followed by the Defendant(s), shall present Opening Statements,
1147 which shall be no more than ten (10) minutes in length per party.
- 1148 b. The Court may ask questions of either party, if clarification is needed.
- 1149 c. Witnesses for both the Plaintiff(s) and Defendant(s) shall present their evidence and/or
1150 testimony. Parties shall have an opportunity to question each witness subject to the
1151 restrictions of the Court. The Court may also question the witnesses, if necessary.
- 1152 d. The Court reserves the right to recall any Plaintiff(s), Defendant(s), and/or Witness(es)
1153 at any time during the hearing.
- 1154 e. The Plaintiff(s) and the Defendant(s) shall be asked if they would like to make Closing
1155 Statements, and if they so desire, they shall be given no more than ten (10) minutes per
1156 party for a closing statement.
- 1157 f. The Court shall then recess to deliberate in a closed portion of a meeting.
- 1158 g. The Court shall issue a decision no later than fourteen (14) calendar days following the
1159 Hearing.
- 1160 9. Hearing Guidelines
- 1161 a. All Hearing proceedings must be audio recorded.
- 1162 b. The Court shall be allowed to recess at any time, for any reason.
- 1163 c. The Court may, in its discretion, admonish any Witness or party whose testimony or
1164 behavior is inconsistent or harmful to the process of justice.
- 1165 d. Consistent with these Procedures, the time allowed for Plaintiff(s), Defendant(s), and
1166 Witness Statements shall be decided by the Court at the beginning of the Hearing.
- 1167 e. Plaintiff(s) and/or Defendant(s) have the right to appear with an advisor at the Hearing.
1168 The advisor may be, but is not required to be, an attorney. However, the Plaintiff(s) and
1169 Defendant(s) are responsible for presenting their cases in their entirety. Advisors are
1170 therefore not permitted to speak or participate directly in any Hearing.
- 1171 f. Circumstances not described above will be resolved at the discretion of the Court.
- 1172 10. Procedure Guidelines
- 1173 a. Whenever a party is required to do some act (e.g., submit a Complaint, answer a
1174 Complaint, etc.), the time for compliance begins to run on the day that the party
1175 receives notice of the need to act. If notice is sent by mail, receipt thereof shall be
1176 presumed three (3) calendar days after the notice is mailed.
- 1177 b. After submission of a Complaint, it shall be kept confidential until the Defendant(s)
1178 have been properly served with the Complaint or amended Complaint. Once the
1179 Defendant(s) receive, or are presumed to have received notice, the Complaint and other
1180 Court records pertaining to the case shall be open to scrutiny, in compliance with the
1181 Family Educational Rights and Privacy Act.
- 1182 c. Circumstances not described above may be resolved at the discretion of the Court.
- 1183 11. Procedure for Charging a GPSA Official with Misconduct

- 1184 a. Allegations for charging the President, Council Chair, Council Representative, Chief
1185 Justice, Associate Justice, or other GPSA officer with official misconduct shall be
1186 made on an official Complaint form.
1187 b. Such Complaints, once filed, must be adjudicated by the Court of Review and are not
1188 subject to informal dispute resolution.
1189 c. Hearing Procedures for allegations of official misconduct shall be the same as those for
1190 any other Hearing as stated herein.

1191 12. Fairness and Justice

- 1192 a. If the Court finds that any particular procedure should be amended in the interest of
1193 fairness and justice, the Court may amend or modify the Hearing Procedures so long as
1194 due process is afforded both parties.

1195 13. Further Appeal:

- 1196 a. With respect to the actions of the GPSA, the decision of the Court of Review shall be
1197 final.
1198 b. Nothing in the GPSA Constitution or Bylaws shall be construed as an attempt to limit
1199 any person's or party's rights under other applicable laws.

1200 VII. Finance Code

1201 The EFC shall be responsible administering the GPSA budget and all appropriations passed into law.
1202 The EFC may be given any additional responsibilities as deemed necessary by the President so long as
1203 not to conflict with the GPSA Constitution, and Bylaws. The LFC shall be responsible for overseeing
1204 the allocation of GPSA funds from the General Fund to chartered student organizations, GPSA
1205 government, and other eligible entities under the Constitution and Bylaws. All funding allocations from
1206 the GPSA General Fund must be passed by the GPSA Council and approved by the President.

1207 Section 1. Committees

1208 A. Executive Finance Committee (EFC)

- 1209 1. The committee membership shall follow conditions set forth under the Executive Code.
1210 2. As an extension of the Executive Branch, the EFC shall serve in an administrative capacity
1211 and will ensure and facilitate proper financial distribution and budget compliance for those
1212 entities which receive GPSA funding both directly and indirectly from the GPSA General
1213 Fund.
1214 3. Once funding allocation legislation is passed as GPSA law the EFC shall administer the
1215 funds' distribution and regulation.
1216 4. The EFC shall meet as determined by the President and EFC Chair.
1217 5. Emergency meetings may be called at the discretion of the EFC Chair.
1218 6. The LFC Chair or Chair's designee may serve as an ex-officio non-voting member of the
1219 EFC.

1220 B. Legislative Finance Committee (LFC)

- 1221 1. The committee membership shall follow conditions set forth under the Legislative Code.
1222 2. As an extension of the Legislative Branch, the LFC shall serve as an oversight body for
1223 GPSA financial allocations from the General Fund.
1224 3. The LFC shall oversee the legislative process of financial review and allocation, including
1225 the examination and review of funding requests.
1226 4. The LFC shall meet monthly after the first regularly scheduled Council Meeting of the Fall
1227 Semester until the end of the Spring Semester; an exception may be made for the month of

December, where the Council Chair and LFC Chair may decide to not have an LFC meeting due to time restrictions.

5. Emergency meetings may be called at the discretion of the LFC Chair, Council Chair, or by vote of the Council.
6. The EFC Chair or EFC Chair's designee may serve as an ex-officio non-voting member of the LFC.

Section 2. General Fund

A. General Fund

1. All unallocated funding shall remain in the General Fund. All funds distributed through appropriations and through the budget process, excluding funds allocated through GPSA grants processes, shall revert back to the General Fund at the end of the fiscal year unless otherwise stipulated by GPSA law.
2. Self-generated funds within the Executive office or Executive Standing Committees shall be placed into the respective general operating fund line item or into another line item as designated by the respective committee chair or President.

B. Eligibility and Restrictions

1. Allocations from the General Fund shall only be used to fund chartered student organizations, branches of the GPSA government, and applicable service entities as dictated by the GPSA Constitution.
 - a. The GPSA grant allocations are appropriated through the grants committees and not restricted by this stipulation.
 - b. GPSA 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 five-thousand dollars (\$5,000) shall be allocated to the Student Research Allocation Committee Endowment Fund and five-thousand dollars (\$5,000) to the Specialized Travel Endowment Fund.
 - b. Not more than ten percent (10%) of the total GPSA budget shall be allocated to all GPSA standing committees.
 - i. This shall not include the percentage of the budget allocated to the grants committees which, as mandated by the Constitution, is excluded from this restriction.

Section 3. Annual Budget

A. Annual Budget

1. The EFC shall administer the adopted GPSA annual budget in accordance with GPSA law and any stipulations dictated within the budget.
 - a. As administrators of the budget, the EFC should facilitate communication between entities which received funding with efforts to assist in the disbursement and expenditure of GPSA funds in accordance with GPSA law and applicable stipulations under the respective allocation.

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2. The LFC 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. All budgets will be based upon projected anticipated revenue for the upcoming fiscal year.
 4. The GPSA annual budget process is only applicable to chartered student organizations, UNM service entities, and the branches of the GPSA government.
 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 GPSA law or direction by the 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 of New Mexico.
 - b. The budget process is overseen by Council and the LFC, passed by Council, and approved by the President, with the final budget administered by the EFC.
 - c. The LFC shall create and follow a budget process in accordance with the GPSA Constitution and Bylaws and will, with the consent of Council, have authority to modify such procedure in so far as not violating GPSA law.
 - d. The EFC shall administer the budget under the direction of the President so long as not to conflict with any GPSA law or stipulation(s) within the budget.
 2. Timeline
 - a. By the end of the first full week of the Spring Semester, the LFC, with consultation of the EFC, shall have decided upon the timeline and procedures of the annual budget process (i.e. workshops, deadlines, hearing dates, and hearing format). The LFC Chair shall coordinate with the EFC Chair to ensure that the concerns and requests of the Executive Branch are addressed in the application and budget process. All relevant information shall be available through the GPSA Office.
 - b. Budget workshops are to be held before the end of the fourth (4th) full 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 EFC should formulate a budget recommendation based off of the current fiscal year expenditures and GPSA funding priorities within the Executive Branch to submit to the LFC.
 - i. The EFC should aim to provide a broad perspective on both the current and proposed budget cycle so that the LFC is given a point of view different than that gained through the individual hearings conducted in the annual budget process.
 - e. The LFC shall present a final and balanced budget to Council by the March Council Meeting.
 - f. A finalized budget must be passed as law by the first Friday in April.
- C. Annual Budget Workshops
1. A minimum of two (2) GPSA budget workshops will be held during the Spring Semester; the LFC Chair shall be responsible for the workshops.

- 1317 a. The budget workshops will be advertised in the Daily Lobo, GPSA website, GPSA
1318 electronic mailing list, and other appropriate notification at least two (2) days before
1319 the first workshop of the spring semester.
- 1320 2. GPSA annual budget applications will be available and presented at each workshop by the
1321 LFC or EFC Chair or their designee with the guidance of SGAO. Budget packets will
1322 provide all necessary procedures and information, including the budget hearings schedule,
1323 for a group to follow to submit a complete budget application.
- 1324 3. All organizations, groups, or other entities requesting funding through the budget process
1325 must attend a GPSA budget workshop during the semester in which the group applies for
1326 funding.
- 1327 a. Failure to attend a budget workshop may result in ineligibility for consideration for
1328 funding in the current budget process.
- 1329 b. At least one of the representatives attending the budget workshop must be a graduate or
1330 professional student of the group submitting a budget request.
- 1331 D. Applications
- 1332 1. All groups requesting funding through the budget process must submit a budget application.
- 1333 2. All applications must adhere to SGAO guidelines and standing rules set forth by the LFC and
1334 published within the budget packet.
- 1335 3. The LFC, in conjunction with the GPSA Office and consultation of the EFC, shall determine
1336 the acceptable method of submitting budget applications. This method shall be clearly
1337 defined in the budget packet.
- 1338 E. Budget Hearings
- 1339 1. The LFC shall, in consultation with the Council Chair and EFC, determine the times and
1340 locations of the budget hearings. This information shall be posted in the GPSA Office,
1341 SGAO office, and any other locations deemed necessary by the LFC and EFC Chairs and in
1342 accordance with TPNR.
- 1343 2. All groups that submitted a completed budget application shall be contacted within one (1)
1344 week from the application deadline with notification of the hearing schedule. The LFC Chair
1345 may attempt to accommodate requests for hearing times and changes to the hearing schedule,
1346 but it is ultimately each group's responsibility to attend a hearing at their scheduled time.
- 1347 3. Each group at their respective hearing time will have an allotted speaking time to present
1348 their budget request. The LFC will then have the opportunity to ask questions to the group
1349 and to review the request. The process and procedure of budget presentations will be
1350 included in the budget packet.
- 1351 4. At least one (1) GPSA member must be in attendance at the hearing on behalf of the
1352 organization requesting funding.
- 1353 5. If a group considered new or inactive fails to attend a scheduled budget hearing the group
1354 will be limited to three-hundred and fifty dollars (\$350).
- 1355 6. The LFC has full discretion to reduce funding requests further if necessary or appropriate as
1356 deemed by the Committee.
- 1357 7. Failure to attend **both** a budget workshop **and** a budget hearing will result in disqualification
1358 from the budget process.
- 1359 8. The LFC shall have the authority to amend or reduce any line-item request or budget request
1360 in order to create a balanced budget. These adjustments may be made during budget hearings
1361 or in Committee deliberations without the presence of the respective group.

1362 9. The LFC or LFC Chair shall meet with the EFC or EFC Chair before the conclusion of
1363 deliberations and creation of a balanced budget to address additional concerns from the
1364 Executive Branch.

1365 F. Final Approval

- 1366 1. The LFC shall forward a balanced budget to the Council after all budget hearings and any
1367 necessary deliberations have taken place. The LFC Chair shall present the recommendations
1368 to Council in a report that includes all groups that requested funding with each requested
1369 amount and any amendments made by the LFC.
1370 2. Council must pass the budget with a majority vote.
1371 3. Approved budgets shall become available at the beginning of the fiscal year as dictated by
1372 SGAO.

1373 G. Funding Priorities

- 1374 1. Funding shall be considered on the merits of each application as demonstrated through the
1375 budget process. Consideration should include, but is not limited to: purpose of the
1376 organization, population served, history of service, public relations, quality of application,
1377 and the necessity and use of GPSA funding.
1378 2. Budget recommendations from the EFC should be given deference by the LFC when
1379 considering budget requests.

1380 H. Budget Limitations

- 1381 1. Groups that are not a branch or under a branch of the GPSA government may not receive
1382 budget funding greater than three-thousand dollars (\$3,000).
1383 2. New and Inactive Groups, classified as groups that have not participated in a GPSA budget
1384 process within the past two (2) years, may not receive funding greater than five hundred
1385 dollars (\$500).

1386 Section 4. Pro-Rated Benefits (PB) Fund

- 1387 A. The EFC shall administer the disbursement of PB Funds.
1388 B. Allocations of PB Funds shall be provided to the RDSA at a per capita rate equal to the percent
1389 of Fall and Spring fees allocated in the budget.
1390 C. The process to receive PB Funds will be available through the GPSA Office and any additional
1391 means as determined by the Executive Finance Committee.
1392 D. Each semester, each RDSA, in order to receive pro-rated benefits, must apply through GPSA.
1393 1. An RDSA may receive unallocated PB Funds from the Fall Semester if a proper request is
1394 made the subsequent Spring Semester.
1395 E. Based on the enrollment report provided by the University, indicating the number of graduate or
1396 professional students enrolled in each department, SGAO will credit the relevant RDSA account
1397 on file.
1398 F. Any RDSA has the right to appeal the enrollment report provided by the University. Appeals
1399 shall be presented in writing to the EFC Chair. Appeals shall entail a name-by-name count of the
1400 department's GPSA Members and a comparison with the University's records.

1401 Section 5. Appropriations

1402 A. Appropriations

- 1403 1. GPSA appropriation requests shall be overseen by the LFC and passed by Council, approved
1404 by the President, and administered by the EFC.

- 1405 2. All appropriation requests shall be submitted to the LFC Chair. The Legislative Finance
1406 Chair shall forward all requests to the Executive Finance Chair within one (1) academic day
1407 of receipt.
1408 3. The EFC may make recommendations to the LFC on appropriation requests by means of
1409 inter-branch memorandum, public comment during the LFC meeting, or in another manner
1410 approved by the LFC Chair so long as not to conflict with GPSA law. Recommendations are
1411 solely persuasive and shall not bind the LFC in any way.
1412 4. Each Executive Committee shall be considered an individual group request as well as each
1413 GPSA government entity which has its own SGAO account.
1414 5. Individual graduate and professional students, chartered student organizations and GPSA
1415 Committees will be eligible for appropriation funding.

1416 Section 6. Revisions

- 1417 A. Groups may submit a request to make line-item transfers of GPSA funds within their budget.
1418 B. All requests must be submitted to and reviewed by SGAO before they may be considered.
1419 C. A revision must be approved by consent of both the LFC and EFC Chairs.
1420 1. In the event of division over the approval of the revision, the Council Chair shall be
1421 consulted and decide the division.
1422 2. When Council is not in session, the President and the Council Chair shall be responsible for
1423 approving revisions and the Grants Chair shall serve as the third person in the event of
1424 division.

1425 Section 7. Disbursement

- 1426 A. The EFC shall administer the disbursement of GPSA funds once allocations become GPSA law.
1427 B. Allocation funding will be available for disbursement once the legislation has become law and is
1428 processed by SGAO.
1429 C. All funding allocations will follow the rules and guidelines set forth by SGAO. Groups allocated
1430 GPSA funding will be responsible to ensure that they are in compliance with these policies.
1431 D. Monies allocated by GPSA shall be limited to line-item provisions as stipulated by the approved
1432 funding request.
1433 E. The EFC, in administering GPSA allocations, should make concerted efforts to communicate
1434 with GPSA entities and organizations receiving GPSA funding in order to facilitate cooperation
1435 and ensure compliance with any applicable rules or stipulations that are coupled with the
1436 funding.

1437 Section 8. Financial Enjoinment

- 1438 A. Failure to adhere to applicable stipulations attached to funding allocations, GPSA law, or
1439 unlawful use of funds per SGAO guidelines may result in an enjoinder of spending privileges
1440 of GPSA funding until the violation has been corrected.
1441 B. An action of enjoinder must be presented to the LFC before it may be considered by Council.
1442 C. The LFC Chair shall report to Council on the proposed enjoinder and the group at question
1443 shall be allotted a two (2) minute speaking privilege as a rebuttal.
1444 D. A two-thirds (2/3) vote of Council is necessary for approval of an enjoinder of the group's
1445 GPSA funds.

- 1446 E. The Council Chair must notify the enjoined group no later than five (5) days after action by
1447 Council. The Council Chair must notify the EFC Chair of an enjoinder no later than two (2)
1448 days after action by Council.
1449 1. Notification shall be sent to the officers email addresses on file in SGAO.
1450 2. Such notification shall include the reason for the action as well as the actions required of the
1451 group for funding to be resumed in a timely fashion.
1452 3. Funds enjoined for the remainder of the fiscal year will revert to the GPSA General Fund.
1453 F. Acts of Financial Enjoinder may be appealed to the Court of Review. The appeal must be filed
1454 within four (4) weeks from the act of enjoinder by Council.

1455 VIII. Grants Code

1456 Section 1. Student Research and Allocations Committee (SRAC) and Specialized Travel (ST) Grants

- 1457 A. Funding History
1458 1. The ST Grant and its quasi-endowment were established in 2004 with \$220,000 from the
1459 UNM Provost's office.
1460 2. The SRAC Grant and its quasi-endowment were established in 1996 with \$14,000 in student
1461 fees and \$14,000 from the UNM Provost's office as requested by the GPSA.
1462 3. The quasi-endowments are held by a University foundation on behalf of GPSA. Each year
1463 the spending allowance from the endowments funds grant activity.
1464 4. Additional SRAC and ST funding may be determined through the annual budget process and
1465 augmented by appropriations from Council.
- 1466 B. Activities Funded
1467 1. The SRAC grant funds the development and dissemination of research including travel for
1468 research-related purposes. SRAC will also fund any travel or supply expenses incurred in the
1469 development or dissemination of original work.
1470 a. Acceptable SRAC costs include:
1471 i. Software not available in UNM computer pods or to which the student does not
1472 have free access.
1473 ii. Airfare, registration, hotel, shuttle fees, taxi fares, presentation materials and per
1474 diem in accordance with UNM policy. Travel must be outside of Albuquerque.
1475 Current policy and mileage rates can be found in the University Business
1476 Policies and Procedures Manual, Policy 4030.
1477 iii. Supplies, consumables and printing costs necessary for development and
1478 dissemination of research and not readily supplied by the applicant's
1479 department.
1480 b. Unacceptable SRAC costs include:
1481 i. Salaries, tuition or binding.
1482 ii. Organization fees or conference social functions.
1483 iii. Travel, room or board for any event whose purpose is not the development or
1484 dissemination of student's research.
- 1485 2. The ST grant funds travel expenses that further the professional and career development of
1486 students.
1487 a. Acceptable ST costs include:
1488 i. Travel costs to interviews, clinicals, workshops, job fairs, auditions, mock trials
1489 and other career or professional events where the student is not presenting or

1490 conducting research. Costs can include airfare, registration costs, hotel, shuttle
1491 fees, taxi fares, presentation materials and per diem in accordance with UNM
1492 policy. Travel must be outside of Albuquerque. Current policy and mileage rates
1493 can be found in the University Business Policies and Procedures Manual, Policy
1494 4030.

1495 b. Unacceptable ST costs include:

1496 i. Travel to present research.

1497 ii. Any activity that could be funded by SRAC.

1498 C. Amount of Funding

1499 1. SRAC Grants can fund up to \$500 per student per year.

1500 2. ST Grants can fund up to \$500 per student per year.

1501 3. A year refers to the period between June 1 and May 31.

1502 4. See [Bylaws VIII.Section 1.E.6] for activity funding periods and see [Bylaws VIII.Section
1503 1.D.1]. for application submission deadlines.

1504 D. Deadlines

1505 1. The deadline for submission of applications will be noon (12 p.m.) on the fifth (5th) Friday
1506 of the fall and spring semesters and noon (12 p.m.) of the second (2nd) Friday of the summer
1507 semester. No late applications will be accepted. In the event of unforeseen or extraordinary
1508 circumstances, the SRAC/ST Chair may establish a new application deadline. Notice of any
1509 change to the deadline shall be posted in accordance with Public Notice Requirements.

1510 2. Awarded funds must be claimed within ninety (90) days of the award notification. Otherwise
1511 funds will revert back to the committee to disseminate in the next funding cycle [Bylaws
1512 VIII.Section 1.N.1].

1513 3. Appeals of award decisions must occur within twenty-one (21) calendar days of the letter of
1514 notification [Bylaws VIII.Section 1.M.1].

1515 E. Applicant Eligibility

1516 1. Only GPSA members may receive grant funding.

1517 2. SRAC/ST chairs, committee members and grant readers are ineligible to apply for any grants
1518 that they help score. However, an SRAC reader may apply for a ST grant and vice versa.

1519 3. An applicant may submit only one application per semester for each grant.

1520 4. Each application may be made for one allowable event or activity.

1521 5. An applicant is only eligible for the remaining amount of funding for SRAC or ST if the
1522 applicant has not yet been awarded the full amount in section [Bylaws VIII.Section 1.C]. of
1523 SRAC or ST funding per year. Per year means per summer-fall-spring funding cycle.

1524 6. The event or activity for which funds are sought must occur within the next, current or
1525 previous funding period.

1526 a. The fall funding period is from August 15 to December 31.

1527 b. The spring funding period is from January 1 to May 31.

1528 c. The summer funding period is from June 1 to August 14.

1529 F. Application Requirements

1530 1. Applications must be submitted before the deadline, according to the deadlines in section
1531 [Bylaws VIII.Section 1.D].

1532 2. Applications must be for activities taking place in the current, previous or next funding
1533 period, according to section [Bylaws VIII.Section 1.E.6].

1534 3. Submission must occur through the online application system. The Grants Chair(s) must
1535 accommodate students with circumstances that prevent or prohibit their use of the online

1536 system. If a method of accommodation for circumstances not concerning disabilities cannot
1537 be agreed upon by the applicant and the chair, the applicant can appeal [Bylaws VIII.Section
1538 1.M]. Students with disabilities will be accommodated through recommendations by the
1539 Accessibility Resource Center.

- 1540 4. Applications must be the original words of the student and not the words of any other person.
1541 If an applicant uses another person's words then they must be in quotation marks. Unquoted
1542 words in a proposal are expected to be the applicant's own, original writing.
- 1543 5. A complete SRAC/ST application includes
 - 1544 a. The completed HTML fields of the online SRAC/ST application
 - 1545 b. An activity proposal submitted through the online system and not to exceed seven
1546 hundred (700) words.
 - 1547 c. An activity budget submitted through the online system.
 - 1548 d. A letter of recommendation through the online system.
- 1549 6. No materials besides those listed in [Bylaws VIII.Section 1.F.5] shall be accepted.
- 1550 7. Applications must adhere to the online instructions.
- 1551 8. At the discretion of the SRAC/ST Chair, applications may not be read if the requirements
1552 outlined in [Bylaws VIII.Section 1.F] are not met. The applicant may always appeal [Bylaws
1553 VIII.Section 1.M]

1554 G. Applicant Workshops and Outreach

- 1555 1. The Grants Committee must conduct at least two (2) applicant workshops for each funding
1556 cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
- 1557 2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website.
1558 The committee may post updates to this curriculum.
- 1559 3. The Grants Committee will make a good faith attempt to contact departments without a
1560 single successful applicant from the previous year to advertise the grants and offer
1561 departmental workshops. These outreach efforts and results will be included in an April
1562 report to Council.
- 1563 4. The Grants Committee will advertise the available grants at least twenty-one (21) calendar
1564 days before the deadlines on the GPSA website and electronic mailing list. Other
1565 advertisement is encouraged.

1566 H. Application Readers

- 1567 1. Readers of grants must be GPSA members.
- 1568 2. Readers cannot read for any grant for which they have also applied in the same semester.
- 1569 3. Readers will be compensated for their work with a stipend.
- 1570 4. Readers must attend a training once in each June 1 to May 31 cycle before reading
1571 applications. The Grants Chair may require re-training at their discretion. The Grants Chair
1572 shall follow training curriculum guidelines on the GPSA website. The committee may make
1573 updates to this curriculum.
- 1574 5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic
1575 mailing list.

1576 I. Application Scoring

- 1577 1. The application will be read and scored by three (3) readers.
- 1578 2. Applications will be read by readers from a different department than the applicant.
- 1579 3. Applicants and readers will self-identify within one (1) of five (5) perspectives. Applications
1580 will be read by at least one reader inside their perspective and at least one (1) reader outside
1581 of their perspective. The perspectives are:

- 1582 a. Quantitative - Methodologically and/or theoretically based in measurable, numerical,
1583 and/or empirical information, data, and/or phenomena.
1584 b. Qualitative - Methodologically and/or theoretically based in describing and
1585 investigating phenomena via various methods. It is context-specific and fundamentally
1586 interpretive.
1587 c. Critical - Theoretically based in interrogating and contesting power dynamics. It is
1588 often invested in researching and accounting for histories and enduring practices of
1589 oppression and resistance.
1590 d. Creative - Engages in performative and/or artistic processes and/or products.
1591 e. Applied - Implies the acquisition and/or development of professional or vocational
1592 skills.
- 1593 4. Changes to scoring criteria beyond those required in the Bylaws must be approved by a two-
1594 thirds (2/3) vote of the Grants Committee. Applications shall be scored according to the
1595 criteria online which are posted one month prior to the application deadlines.
1596 5. The scoring criteria categories and minimum weighting for SRAC/ST must include:
1597 a. Technical merit: twenty percent (20%)
1598 b. Proposal composition: twenty percent (20%)
1599 c. Benefits: thirty-five percent (35%)
1600 d. Budget: twenty percent (20%)
- 1601 6. Raw scores of the readers will be normalized by multiplying by the average of all reader
1602 scores and dividing by the average of the individual reader's scores.
1603 7. When the difference between the high and low normalized scores for an application exceeds
1604 twenty-five percent (25%) of the total possible score, two (2) additional readers will evaluate
1605 the proposal. From these five (5) normalized scores, the highest and lowest will be dropped,
1606 and the three (3) remaining scores will be accepted regardless of the spread between them.

1607 J. Application Funding Procedure

- 1608 1. Funds shall be allocated in percentages according to the semester totals from the averages of
1609 the previous year. For example, if there were two hundred fifty (250) applications in the
1610 previous year, with fifty (50) applications for the summer and one hundred (100) each for the
1611 fall and spring, then funds should be allocated as twenty percent (20%), forty percent (40%),
1612 forty percent (40%) of the anticipated grants money. Furthermore, the Grants Chair(s) shall
1613 set aside monies from the semester funds to be able to afford accepting one (1) appeal in the
1614 summer or two (2) appeals in each the fall and spring. If appeals are not granted, this money
1615 will roll over into the next funding cycle.
- 1616 2. For SRAC, from the total amount of money for the funding cycle, outlined in [Bylaws
1617 VIII.Section 1.J.1], the committee shall award funds according to the rank ordering of
1618 normalized [Bylaws VIII.Section 1.I.6] scores.
- 1619 a. The top twenty percent (20%) of SRAC applications will be eligible for full funding of
1620 the amount requested, up to the maximum in [Bylaws VIII.Section 1.C].
1621 b. The second (2nd) twenty percent (20%) will be eligible for eighty percent (80%) of the
1622 amount requested.
1623 c. The next ten percent (10%) will be eligible for sixty percent (60%) of the amount
1624 requested.
1625 d. The lower fifty percent (50%) will not be eligible for funding.
1626 e. If funds are not available to award all the eligible applications as outlined above,
1627 awards will be made to the highest ranked proposals until all money has been

- 1628 exhausted, excepting money withheld to fund appeals, as provided in [Bylaws
1629 VIII.Section 1.J.1] Alternatively, additional money may be sought from Council by the
1630 Grants Chair(s).
- 1631 f. Remaining funds shall remain in the endowment.
- 1632 3. For ST, from the total amount of money for the funding cycle outlined in [Bylaws
1633 VIII.Section 1.J.1], the committee shall award one hundred percent (100%) of the requested
1634 funds according to the rank ordering of normalized [Bylaws VIII.Section 1.I.6] scores until
1635 all money has been exhausted, excepting money withheld to fund appeals, as provided in
1636 section [Bylaws VIII.Section 1.J.1]Alternatively, additional money may be sought from
1637 Council by the Grants Chair(s).
- 1638 4. Funds not claimed within the ninety (90) day limit [Bylaws VIII.Section 1.D.2] revert to the
1639 grant accounts unless the original allocation for an activity was made specifically for a time
1640 period which extends beyond the ninety (90) day limit or unless the recipient requests and is
1641 granted an extension in writing.
- 1642 K. Records
- 1643 1. The committee shall keep records of:
- 1644 a. all applications.
- 1645 b. scores and score comment sheets.
- 1646 c. a database of cover sheet information (such as name, email, department and requested
1647 amount) and score results.
- 1648 d. a separate record of who was awarded at what amount and when it was awarded.
- 1649 2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s)
1650 and kept for a minimum of five years.
- 1651 3. All applicants will have access to their files and scores but not to the applications of others,
1652 in accordance with applicable state and federal law.
- 1653 L. Reports
- 1654 1. The committee shall compose a report for each funding cycle.
- 1655 a. The report shall contain the total amount of SRAC and ST grant allocations.
- 1656 b. The report shall contain a breakdown of awards and applications by college, school, or
1657 department.
- 1658 c. The report shall provide details of the total allocation and the balance.
- 1659 d. The report shall also include all appeals, decisions, and results.
- 1660 M. Appeals
- 1661 1. To appeal any decision made by the Grants Chair(s) or committee, a written request must be
1662 received by the SRAC/ST committee within twenty one (21) calendar days from the date on
1663 the notification letter.
- 1664 2. The appeal must stipulate on what grounds the appeal is based.
- 1665 3. No late applications will be accepted. Therefore, appeal on those grounds will not be heard.
- 1666 4. An applicant making an appeal may request a meeting with all readers. If a reader is
1667 unwilling or unable to meet with the applicant, the reader will need to provide a written
1668 response to an applicant's reasons for appeal.
- 1669 5. The SRAC/ST committee will review the request for an appeal within two (2) weeks of its
1670 receipt. Applicants are entitled to attend and speak at their appeal review. The review may be
1671 delayed beyond the two (2) week deadline if the applicant cannot attend.

- 1672 6. If the committee votes that the appeal is valid, the committee shall decide a course of action
- 1673 to resolve the appeal. If the reasons for the appeal are found to be invalid, no change in
- 1674 funding or scoring will be granted.
- 1675 7. Any applicant dissatisfied with the results of an appeal to the SRAC/ST committee may file a
- 1676 final appeal to the GPSA Council within two (2) weeks of receiving the SRAC/ST committee
- 1677 decision. The decision of the GPSA Council will be considered final. No further appeal will
- 1678 be granted.
- 1679 8. The Grants Committee will maintain an appeal guideline on the GPSA website.

1680 N. Claiming Awards

- 1681 1. Grants monies will be distributed on a direct grant basis.
- 1682 2. To claim a grant, a recipient must return a signed award form, provided online, to the GPSA
- 1683 Office within the ninety (90) day [Bylaws VIII.Section 1.D.2] limit.

1684 Section 2. Graduate Research Development (GRD) Fund

1685 A. Funding History

- 1686 1. The GRD quasi-endowment began with funding allocated to the GPSA by the New Mexico
- 1687 State Legislature in 2000. GRD grants assist with larger projects that require substantial
- 1688 funding and are aimed at encouraging UNM students to work on research with state agencies
- 1689 or in areas that directly benefit the state of New Mexico.
- 1690 2. The quasi-endowment is held by a University foundation on behalf of GPSA. Each year a
- 1691 small spending allowance from the endowment, along with substantial contributions from
- 1692 New Mexico State Legislature allocations, funds grants activity.

1693 B. Activities Funded

- 1694 1. The GRD grant funds the development of research, including travel for research related
- 1695 purposes.
- 1696 2. Acceptable GRD costs include:
 - 1697 a. Permanent equipment not available from the applicant(s)' UNM Department, or not
 - 1698 otherwise available for use by the applicant(s).
 - 1699 b. Computer software not available at the UNM computer pods or at the applicant(s)'
 - 1700 UNM Department, or not otherwise available for use by the applicant(s).
 - 1701 c. Room, board, and travel expenses to and from research facilities or field sites outside
 - 1702 of Albuquerque.
 - 1703 d. Supplies and consumables necessary for the research project and not readily supplied
 - 1704 by the applicant(s)' UNM Department or not otherwise available for use by the
 - 1705 applicant(s).
 - 1706 e. Transcription expenses.
 - 1707 f. Research projects commenced within the fiscal year, July 1 through June 30.
- 1708 3. Unacceptable GRD costs include:
 - 1709 a. Salaries or stipends, except for the GRD Chair, Vice-Chair and Committee Members.
 - 1710 b. Travel expenses or other fees associated with a conference.
 - 1711 c. Travel, room and board expenses for workshops, schools, clinicals or other travel that
 - 1712 does not directly aid in the creation of student research
 - 1713 d. The purchase of computers.
 - 1714 e. Tuition and supplies/books for classes.
 - 1715 f. Any publication or subscription costs.

- 1716 g. Any research project that involves, or may involve, excessive or unreasonable harm to
1717 humans or animals. See [Bylaws VIII.Section 2.F.6].
- 1718 C. Amount of Funding
- 1719 1. High Priority Research Project Grants will be awarded a maximum of five thousand dollars
1720 (\$5,000) for each research project.
- 1721 2. General Research Project Grants will be awarded a maximum of three thousand dollars
1722 (\$3,000) for each research project.
- 1723 3. The maximum amounts are for individual research projects regardless of the number of
1724 graduate or professional students working on the project.
- 1725 4. The total amount awarded shall not exceed the total amount requested in the application.
- 1726 5. The maximum amount awarded to an individual, based on the total of the applications to
1727 which they are signatory, is five thousand dollars (\$5,000) per year (July 1 to June 30).
- 1728 6. No individual can receive GRD funding more than three times.
- 1729 D. Deadlines
- 1730 1. All applications for GRD grants must be received by the GPSA by a date and time to be
1731 announced by the GRD Committee Chair no later than the regularly scheduled October
1732 Council Meeting. In the event of unforeseen or extraordinary circumstances, the GRD Chair
1733 may establish a new application deadline. Notice of any change to the deadline shall be
1734 posted in accordance with The Public Notice Requirements.
- 1735 2. Late applications will not be considered for funding.
- 1736 3. Awarded funds must be claimed by the June 30 following award notification. Otherwise
1737 funds will revert back to the committee to disseminate in the next funding cycle. See [Bylaws
1738 VIII.Section 2.N.1].
- 1739 4. Appeals of award decisions must occur within twenty one (21) calendar days of the letter of
1740 notification. See [Bylaws VIII.Section 2.M].
- 1741 E. Applicant Eligibility
- 1742 1. A member of GPSA enrolled, at the time of application and through the completion date of
1743 the research project, at the University of New Mexico.
- 1744 2. A GPSA member of GPSA not serving on the GPSA Court of Review, as GRD Chair or as a
1745 GRD reader.
- 1746 3. FOR HIGH PRIORITY RESEARCH PROJECT GRANTS ONLY: Members of GPSA
1747 collaborating with a New Mexico State Agency.
- 1748 4. The research activity for which funds are sought must occur between July 1 and June 30 for
1749 the current funding cycle.
- 1750 F. Application Requirements
- 1751 1. Applications must be submitted before the deadline, according to the deadlines in section
1752 [Bylaws VIII.Section 2.D].
- 1753 2. Applications must be for activities taking place in the current funding period according to
1754 section [Bylaws VIII.Section 2.E.4].
- 1755 3. Submission must occur through the online application system. The Grants Chair(s) must
1756 accommodate students with circumstances that prevent or prohibit their use of the online
1757 system. Students with disabilities will be accommodated through recommendations by the
1758 Accessibility Resource Center. If a method of accommodation, for circumstances not
1759 concerning disabilities, cannot be agreed upon by the applicant and the chair, the applicant
1760 can appeal, see [Bylaws VIII.Section 2.M].

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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 in quotation marks. Unquoted words in a proposal are expected to be the applicant's own, original writing
 5. All applicant(s) may apply for either a High Priority Research Project Grant or a General Research Project Grant, but may not apply for both for a single project.
 6. 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 or not a research project involves excessive or unreasonable harm to humans or animals.
 7. Proposal
 - a. Each application must include a proposal identifying the following areas:
 - i. Description of the research project.
 - ii. Activity is introduced, given adequate background and put into the context of the field.
 - iii. Student's academic interests are explained.
 - iv. Relationship of specific activity to degree is explained.
 - v. Methodology.
 - vi. Significance of the project on the applicant(s) career.
 - vii. Significance of the project to the University of New Mexico.
 - viii. Significance of the project to New Mexico's communities.
 - ix. Significance of the project to New Mexico's rural communities.
 - x. FOR HIGH PRIORITY GRANTS ONLY: Description of the collaboration with a New Mexico State Agency.
 - xi. FOR GENERAL GRANTS COLLABORATING WITH NON -PROFIT COMMUNITY ORGANIZATIONS ONLY: Description of the collaboration with a non-profit community organization.
 - b. All proposals shall be written in language easily understandable by graduate or professional students in any college or school. All technical terms shall be defined and explained.
 - c. FOR GENERAL GRANTS ONLY: The maximum word count for each proposal shall be seven hundred (700) words.
 - d. FOR HIGH PRIORITY GRANTS ONLY: The maximum word count for each proposal shall one thousand, one hundred (1100) words.
 8. Letter(s) of Support
 - a. All applications must include one (1) letter of support from a faculty member familiar with the applicant(s)' research project

- 1806 b. HIGH PRIORITY GRANTS ONLY: Each application for High Priority Grants must
1807 also submit one (1) letter of support from a member in the collaborating New Mexico
1808 State Agency.
- 1809 c. FOR GENERAL GRANTS COLLABORATING WITH NON-PROFIT
1810 COMMUNITY ORGANIZATIONS: Each application may also include one (1) letter
1811 of support from a member in the collaborating non-profit community organization.
- 1812 9. Itemized Budget
- 1813 a. Each application for funding must include a reasonable itemized budget for the
1814 research project that includes the following:
- 1815 i. Total budget for the research project.
- 1816 ii. Line items that will be funded with GRD grant money must be clearly indicated.
- 1817 iii. All sources of funding for the research project, including all amounts requested,
1818 but not yet awarded, from any other funding source must be listed for each line
1819 item.
- 1820 iv. Detailed information on all equipment, travel costs, supplies and consumables;
1821 including airlines, make and model numbers, hotel and motel names, rates, sizes
1822 and weights etc.
- 1823 b. Any proposed expenditures may be explained in text accompanying the itemized
1824 budget.
- 1825 c. Itemized budgets indicating GRD funded items that are unacceptable GRD costs shall
1826 be reduced by the amount indicated on the itemized budget.
- 1827 d. The GRD Chair, at that person’s discretion, may request of the principal applicant the
1828 submission of a new itemized budget for review. The applicant will be given five (5)
1829 academic days following notification to submit the new itemized budget to the GPSA
1830 Office. Failure by the principal applicant to turn in a new itemized budget will be
1831 grounds to disqualify the application from review.
- 1832 10. No materials besides the online application itself and those listed in [Bylaws VIII.Section
1833 2.F.7-9]. shall be accepted.
- 1834 11. Applications must adhere to the online instructions.
- 1835 12. At the discretion of the GRD Chair, applications may be disqualified if the requirements
1836 outlined in [Bylaws VIII.Section 2.F] are not met. The applicant may always appeal [Bylaws
1837 VIII.Section 2.M].
- 1838 G. Applicant Workshops and Outreach
- 1839 1. The Grants Committee must conduct at least two (2) applicant workshops for each funding
1840 cycle. The workshops must be advertised on the GPSA electronic mailing list and website.
- 1841 2. The Grants Committee shall follow workshop curriculum guidelines on the GPSA website.
1842 The committee may post updates to this curriculum.
- 1843 3. The Grants Committee will make a good faith attempt to contact departments without a
1844 single successful applicant from the previous year to advertise the grants and offer
1845 departmental workshops. These outreach efforts and results will be included in the April
1846 report to Council.
- 1847 4. The Grants Committee will advertise the available grants at least twenty one (21) calendar
1848 days before the deadlines on the GPSA website and electronic mailing list. Other
1849 advertisement is encouraged.
- 1850 H. Application Readers
- 1851 1. Readers of grants must be GPSA members.

2. Readers cannot read for any grant for which they have also applied in the same semester.
3. Readers will be compensated for their work with a stipend.
4. Readers must attend a training once in each cycle before reading applications. The Grants Chair(s) may require re-training at their discretion. The Grants Chair(s) shall follow training curriculum guidelines on the GPSA website. The committee may make updates to this curriculum.
5. Readers must be selected in an open call to the GPSA membership, e.g. via the electronic mailing list.

I. Application Scoring

1. An application will be read and scored by three (3) readers.
2. Applications will be read by readers from a different department than the applicant.
3. Applicants and readers will self-identify within one (1) of five (5) disciplines. Applications will be read by at least one (1) reader inside their perspective and at least one (1) reader outside of their perspective. The perspectives are:
 - a. Quantitative - Methodologically and/or theoretically based in measurable, numerical, and/or empirical information, data, and/or phenomena.
 - b. Qualitative - Methodologically and/or theoretically based in describing and investigating phenomena via various methods. It is context-specific and fundamentally interpretive.
 - c. Critical - Theoretically based in interrogating and contesting power dynamics. It is often invested in researching and accounting for histories and enduring practices of oppression and resistance.
 - d. Creative - Engages in performative and/or artistic processes and/or products.
 - e. Applied - Implies the acquisition and/or development of professional or vocational skills.
4. Applications shall be scored according to the criteria online, posted at least one (1) month prior to the application deadlines. Score criteria changes must be approved by a two-thirds (2/3) vote from the Grants Committee, but may not be changed in the month prior to the application deadline.
5. The criteria for GRD scoring must include
 - a. Description of the research project, five (5) points.
 - b. Activity is introduced, given adequate background and put into the context of the field, five (5) points.
 - c. Student's academic interests are explained, five (5) points.
 - d. Relationship of specific activity to degree is explained, five (5) points.
 - e. Language in the proposal is easily understandable by graduate and professional students in any college or school and all technical terms are defined and explained, ten (10) points.
 - f. Methodology: Are the research project fundamentals and procedures sufficient to ensure project success?, ten (10) points.
 - g. Student Benefits: Project will result in graduate/professional student development appropriate to the applicant's stage in career, ten (10) points.
 - h. UNM Benefits: Research project benefits UNM, ten (10) points.
 - i. Budget shows source of funding for each line item, five (5) points.
 - j. Budget is well researched and complete for project, five (5) points.
 - k. Does the project directly impact New Mexico's communities?, ten (10) points.

- 1898 l. Does the project significantly impact New Mexico's communities?, ten (10) points.
 1899 m. Does the project directly and significantly impact New Mexico's rural
 1900 communities?, ten (10) points.
 1901 n. Degree of support demonstrated in the letter from UNM faculty, ten (10) points.
 1902 o. FOR HIGH PRIORITY APPLICATIONS ONLY: Description of the collaboration
 1903 with a New Mexico State Agency, twenty (20) points.
 1904 p. FOR HIGH PRIORITY APPLICATIONS ONLY: Degree of support demonstrated in
 1905 the letter from the New Mexico State Agency, ten (10) points.
 1906 q. FOR GENERAL GRANTS COLLABORATING WITH A NON-PROFIT
 1907 COMMUNITY ORGANIZATION: Description of the collaboration with a non-profit
 1908 community organization, five (5) optional points.
 1909 r. FOR GENERAL GRANTS COLLABORATING WITH A NON-PROFIT
 1910 COMMUNITY ORGANIZATION: Degree of support demonstrated in the letter from
 1911 the non-profit community organization, five (5) points.
- 1912 6. The scoring criteria above shall be the only criteria considered in scoring GRD applications.
 1913 7. Raw scores of the readers will be normalized by multiplying by the average of all reader
 1914 scores and dividing by the average of the individual reader's scores.
 1915 8. When the difference between the high and low normalized scores for an application exceeds
 1916 twenty-five percent (25%) of the total possible score, two (2) additional readers will evaluate
 1917 the proposal. From these five (5) normalized scores, the highest and lowest will be dropped,
 1918 and the three (3) remaining scores will be accepted regardless of the spread between them.
- 1919 J. Funding Procedures
 1920 1. GRD Total Budget
 1921 a. The GPSA President shall recommend and the GPSA Council shall approve the total
 1922 amount allocated each year for the GRD Funding Process.
 1923 b. No more than ten percent (10%) of the total amount allocated annually may be used for
 1924 administrative expenses.
 1925 c. No less than two percent (2%) of the total amount allocated annually shall be set aside
 1926 for the appeals process.
 1927 d. The GRD Chair shall recommend and the Grants Committee shall approve the total
 1928 amounts allocated annually for administrative expenses, appeals, and for High Priority
 1929 and General Research Project Grants.
 1930 i. The annual stipend of the GRD Chair shall be recommended by the GPSA
 1931 President and approved by the GPSA Council. This stipend shall be no less than
 1932 one percent (1%), and no more than three percent (3%), of the total amount
 1933 allocated for the GRD process during the current fiscal year, but shall not exceed
 1934 two thousand dollars (\$2,000).
- 1935 2. Funding Applications
 1936 a. If funds are not available to fully fund the applications as outlined below, the awards
 1937 will be made to the highest ranked proposals until all money has been exhausted.
 1938 b. High Priority: The total awarded to all High Priority applications shall not exceed half
 1939 (1/2) of the overall amount awarded in the GRD process. High Priority applications
 1940 will be fully funded, starting with the highest scoring application
 1941 c. General Priority: The total awarded to all General Priority applications shall not exceed
 1942 the remaining amount to be awarded in the GRD process after the High Priority grants
 1943 are awarded.

- 1944 d. The lower fifty percent (50%) of High Priority and the lower fifty percent (50%) of
 1945 General Priority applications will not be eligible for funding.
 1946 e. Remaining funds shall remain in the endowment.
- 1947 K. Records
- 1948 1. The Grants Committee shall keep records of:
- 1949 a. all applications.
- 1950 b. scores and score comment sheets.
- 1951 c. a database of cover sheet information (such as name, email, department and requested
 1952 amount) and score results.
- 1953 d. a separate record of who was awarded at what amount and when it was awarded.
- 1954 2. All records should be in non-obsolete digital format, passed on to the next Grants Chair(s)
 1955 and kept for a minimum of five (5) years.
- 1956 3. All applicants will have access to their files and scores but not to the applications of others,
 1957 in accordance with applicable state and federal law.
- 1958 L. Reports
- 1959 1. The committee shall compose a report for each funding cycle.
- 1960 a. The report shall contain the total amount of SRAC, ST, and GRD grant allocations.
- 1961 b. The report shall contain a breakdown of awards and applications by college, school, or
 1962 department.
- 1963 c. The report shall provide details of the total allocation and the balance.
- 1964 d. The report shall also include all appeals, decisions, and results.
- 1965 M. Appeals
- 1966 1. To appeal any decision made by the Grants Chair(s) or committee, a written request must be
 1967 received by the GRD committee within twenty-one (21) calendar days from the date on the
 1968 notification letter.
- 1969 2. The appeal must stipulate on what grounds the appeal is based.
- 1970 3. No late applications will be accepted. Therefore, appeal on those grounds will not be heard.
- 1971 4. An applicant making an appeal may request a meeting with all readers. If a reader is
 1972 unwilling or unable to meet with the applicant, the reader will need to provide a written
 1973 response to an applicant's reasons for appeal.
- 1974 5. The Grants Committee will review the request for an appeal within fourteen (14) calendar
 1975 days of its receipt. Applicants are entitled to attend and speak at their appeal review. The
 1976 review may be delayed beyond the deadline if the applicant cannot attend.
- 1977 6. If the committee votes that the appeal is valid, the committee shall decide a course of action
 1978 to resolve the appeal. If the reasons for the appeal are found to be invalid, no change in
 1979 funding or scoring will be granted.
- 1980 7. Any applicant dissatisfied with the results of an appeal to the Grants Committee may file a
 1981 final appeal to Council within ten (10) academic days of receiving the Grants Committee
 1982 decision. The decision of the GPSA Council will be considered final. No further appeal will
 1983 be granted.
- 1984 8. The Grants Committee will maintain an appeal guideline on the GPSA website.
- 1985 N. Claiming Awards, Budget Revisions and Funding Extensions
- 1986 1. To claim a grant, a recipient must return to the GPSA Office before June 30 [Bylaws
 1987 VIII.Section 2.D.3]:
- 1988 a. An award form, provided online.
- 1989 b. Original receipts of the expenditures.

- 1990 c. Original proposal and budget.
- 1991 2. Significant revisions to an applicant's budget must be approved by the Grants Committee
- 1992 Chair. Submission of the revised budget, a memo explaining the need for the revision and all
- 1993 the material in [Bylaws VIII.Section 2.N.1]. is necessary. The committee shall make a
- 1994 decision within fourteen (14) calendar days of receiving the revision request.
- 1995 3. Funding period extensions beyond the funding year [Bylaws VIII.Section 2.D.3] may be
- 1996 requested in writing and granted at the committee's discretion within fourteen (14) calendar
- 1997 days of receiving the request.

1998 IX. Elections Code

1999 Section 1. Referenda

- 2000 A. All referendum items are submitted to the Elections Committee via the Elections Chair or the
- 2001 GPSA Office. (VIII.A-B.)
- 2002 B. The party submitting the referendum item shall identify its level of authority as one of the
- 2003 following: Constitution, Bylaws, Resolution, or Election.
- 2004 C. The ballot shall preserve the language in which referendum items are submitted.

2005 Section 2. Candidate and Voter Eligibility

- 2006 A. An eligible candidate for the office of President or Council Chair shall be a GPSA member.
- 2007 1. Candidates file for an election by turning in completed Candidacy Forms to the GPSA Office
- 2008 by 5:00 p.m. on the Wednesday of the third (3rd) academic week prior to the election.
- 2009 a. Candidacy Forms shall entail an autobiography, an eligibility form, an application for
- 2010 candidacy, and a campaign contributions statement.
- 2011 b. Candidacy Forms shall be forwarded immediately to the Student Activities Center for
- 2012 certification. A list of certified candidates will be posted in accordance with the Public
- 2013 Notice Requirements.
- 2014 c. The Elections Committee shall determine eligibility and announce candidates by 5:00
- 2015 p.m. the academic day following the application deadline. Candidates shall be
- 2016 considered valid if the proper forms were completed and all eligibility requirements
- 2017 were met.
- 2018 2. A candidate is ineligible to run for President or Council Chair if winning the election would
- 2019 result in holding both offices for any period of time.
- 2020 B. An eligible voter for an election must be a GPSA member. Voters may cast only one vote per
- 2021 item in a given election.
- 2022 1. The Elections Committee shall arrange for a list of GPSA member NetIDs to be obtained
- 2023 from the Registrar's Office and delivered to Information Technologies (IT).

2024 Section 3. Notice of Elections

- 2025 A. Notice of all elections entails at least one (1) advertisement in the Daily Lobo, no later than
- 2026 twenty (20) academic days prior to the election for candidates and no later than ten (10)
- 2027 academic days prior to the election for ballot items.
- 2028 B. A version of all notices shall be sent to the GPSA electronic mailing list.
- 2029 C. The Elections Committee will use a UNM email account and set up an elections electronic
- 2030 mailing list through IT during the first (1st) week of September and of February.

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- D. The Elections Committee shall issue a “Call for Candidates and Ballot Items” no fewer than five (5) academic weeks prior to 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 posted according to the Public Notice Requirements along with an advertisement posted in the Daily Lobo.
 - 1. The written notice shall also include any steps necessary for a student to vote.
 - 2. This notice must be one quarter (1/4) of a page advertisement appearing for three (3) consecutive issues of the Daily Lobo. Once published, this information may not be changed or altered except to correct any errors in printing.
 - 3. Any correction of printing errors shall be printed in three (3) consecutive issues of the Daily Lobo.
 - E. The Elections Committee shall publish on the last regularly scheduled academic day prior to a General or Special Election at least one (1) full-page advertisement in the Daily Lobo.
 - 1. This advertisement shall carry personal, professional, and/or platform information for candidates, information regarding amendments, and any other items to be voted upon in the election.
 - 2. The full text of Constitutional Amendments shall be included. If the text is larger than one quarter (1/4) page, a summary shall be included as well as notice of how to obtain complete text.
 - 3. The advertisement shall include the method and hours of electronic voting.
 - 4. Special Elections may have a half (1/2) page advertisement.
 - F. Notice of candidate forums shall be advertised in the Daily Lobo at least two (2) academic days prior to the beginning of at least the first (1st) forum. This advertisement 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).
 - G. Notice of a Recall Election must occur within five (5) academic days of notice to the Elections Committee from Council.
 - 1. The written notice shall also include any steps necessary for a student to vote.
 - 2. This notice will be a quarter (1/4) page advertisement appearing for three (3) consecutive issues of the Daily Lobo. Once published, this information may not be changed or altered except to correct any errors in printing.
 - 3. Any correction of printing errors shall be printed in three (3) consecutive issues of the Daily Lobo.
 - H. Notice of a Special Election for Presidential Replacement shall be given within three (3) 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.
 - 2. This notice will be one quarter (1/4) of a page advertisement appearing for three (3) consecutive issues of the Daily Lobo. Once published, this information may not be changed or altered except to correct any errors in printing.
 - 3. Any correction of printing errors shall be printed in three (3) consecutive issues of the Daily Lobo.
 - I. Notice of a Special Election by Referendum shall be given within ten (10) academic days after the Elections Committee has verified a petition.
 - 1. Notice shall include any steps necessary for a student to vote.

- 2077 2. This notice will be one quarter (1/4) of a page advertisement appearing for three (3)
2078 consecutive issues of the Daily Lobo. Once published, this information may not be changed
2079 or altered except to correct any errors in printing.
2080 3. Any correction of printing errors shall be printed in three (3) consecutive issues of the Daily
2081 Lobo.

2082 Section 4. Campaigning

- 2083 A. Candidates shall conduct campaigns in a manner which abides by university and GPSA policies
2084 and guidelines in their pursuit of office. Members of the Elections Committee shall refrain from
2085 actions that would show favoritism for or have a negative effect against any candidate or issue
2086 that might appear on the ballot.
2087 B. Candidates shall submit, along with the Candidacy Forms, a list of authorized campaign
2088 committee members that may act on their behalf. Any changes to this list should be updated with
2089 the Elections Committee.
2090 C. Candidates shall sign the Campaign Contribution Statement: "All funds received and spent will
2091 be from members of the UNM GPSA and no other sources." This form shall be submitted as part
2092 of the Candidacy Forms.
2093 D. Candidates shall submit an itemized accounting of all expenditures incurred by the candidate in
2094 the pursuit of office before 5:00 p.m. on the closing day of the election.
2095 E. All candidates shall refrain from using GPSA resources in pursuit of office (including, but not
2096 limited to: funds, staff, email addresses, printing, electronic mailing lists, and office space).
2097 F. If any group decides to establish a physical polling location, campaigning is not allowed within
2098 twenty-five (25) feet of the physical polling location. Campaigning includes, but is not limited
2099 to, signs, fliers, and campaigners. Polling locations, if any, should be placed in areas with
2100 minimal distractions.

2101 Section 5. General Election

- 2102 A. The election shall take place Monday through Thursday of the first (1st) full academic week of
2103 April, unless otherwise decided by Council. The electronic voting shall begin at 8:00 a.m. on the
2104 first (1st) day and end at 5:00 p.m. on the last day of the election.
2105 B. Any ballot items included in the election shall be approved by Council at the regularly scheduled
2106 March meeting or through referenda. (VIII)
2107 C. Elections shall be conducted electronically and use a computer- or phone-based system that is
2108 managed by IT.
2109 D. Ballots and Polling:
2110 1. Ballots shall have a randomly ordered list of candidates and clear instructions for marking
2111 and submitting one's vote. Provision for write-in votes shall be included on the ballot. Only
2112 cast ballots meeting these requirements shall be counted. Votes cast on partially completed
2113 ballots shall be counted.
2114 2. All ballot items shall appear on the ballot with the language received by the Elections
2115 Committee.
2116 3. Polling: Voters must log in with the user name and password on record with the Registrar's
2117 Office to cast a ballot.
2118 E. Two (2) members of the Elections Committee shall retrieve the final vote count from the
2119 electronic voting system.

- 2120 F. The candidate elected to office shall be determined by a plurality of votes cast and each other
2121 ballot item shall be determined by a majority of votes cast on each item.
2122 G. Should the plurality winner of the GPSA General Election be declared ineligible or unable to
2123 assume office for any reason before the certification of the election results, or in the case of a tie,
2124 or if the Elections Committee votes not to certify an election, a special Council meeting shall be
2125 called so that a Special Election can be scheduled.
2126 H. The Elections Committee shall approve the results of a General Election after it has been
2127 determined to have been conducted in accordance with the GPSA Constitution and Bylaws.

2128 Section 6. Council Chair Election

- 2129 A. Only Council Representatives with credentials on file twenty (20) academic days prior to the
2130 Council meeting at which the Council Chair election will be held are eligible to vote in the
2131 election.
2132 B. The Election Committee shall prepare a sign-in roster of eligible voters.
2133 C. Ballots shall have a randomly ordered list of candidates and clear instructions for marking and
2134 submitting one's vote. Provision for write-in votes shall be included on the ballot. Only cast
2135 ballots meeting these requirements shall be counted.
2136 1. Voting shall be conducted by secret ballot and individual voting results by Council
2137 Representatives are not to be recorded.
2138 D. The Election shall proceed as follows:
2139 1. The current Council Chair shall forward all valid proxies to the Elections Committee Chair or
2140 the Elections Committee designee before balloting begins.
2141 2. The President shall call and preside over the Council Chair election. In the President's
2142 absence, an individual who is not a Council Representative, Certified Alternate, or
2143 recognized Proxy shall preside over the election.
2144 3. Each candidate shall give a speech, no longer than five (5) minutes, and shall have up to five
2145 (5) minutes to answer questions posed by Council. The order of the speeches shall be
2146 determined randomly by the Elections Committee. Candidates do not have to leave the room
2147 throughout the election.
2148 4. When all of the speeches have concluded, the Elections Committee shall inspect and verify
2149 that the ballot box is empty and secured.
2150 5. Any of the candidates who are Council Representatives shall be called forward first to sign
2151 for and cast a ballot. They shall then retire to the back of the room and no more campaigning
2152 shall be allowed.
2153 6. The remaining voters shall be called forward according to the alphabetical listing of their
2154 RDSAs. Upon signing in, each voter shall receive and cast a ballot into the ballot box.
2155 7. After the name of the last voter has been called, the names of voters who did not come
2156 forward will be repeated. Five (5) minutes after the last name has been called, the vote
2157 counting shall begin.
2158 E. Vote Counting
2159 1. Only the members of the Elections Committee shall open the ballot box, determine the
2160 validity of ballots cast, tally the ballots cast, and certify the election results.
2161 a. A discrepancy between the number of ballots cast and the number of signed voters may
2162 be grounds for disqualification of the box of ballots.
2163 2. The election of the Council Chair shall be decided by a plurality of the votes cast. Should the
2164 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.

Section 7. 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 of 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 8. 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. (II.1.D.2.a.i.)

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 Presidential Replacement is required.

2. The Recall Election should occur by electronic voting over two (2) consecutive academic days.

a. Voting shall open at 8:00 a.m. of the first day of the election and close at 5:00 p.m. on the following day.

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 9. 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 October Council meeting.

2. The Special Election must occur by electronic voting over two (2) consecutive academic days.

3. Voting shall open at 8:00 a.m. of the first (1st) day of the election and close at 5:00 p.m. on the second (2nd) day of the election.

- 2208 4. The Elections Committee shall approve the results of a GPSA election after it has been
2209 determined that all provisions of the currently published Election Code, Bylaws, and
2210 Constitution were followed and any challenge(s) was (were) resolved.
2211 5. Special Council Chair Elections shall take place at the Council meeting following the
2212 Council meeting at which the Election was created and shall follow the procedures of the
2213 Council Chair Election.
2214 6. Referendum petitions for Special Elections shall be delivered to the Elections Committee.
2215 a. The Elections Committee has five (5) academic days to validate the petition after it
2216 petition has been received.
2217 b. A special election by referendum shall occur within fifteen (15) academic days of the
2218 approval of the petition.

2219 Section 10. Elections Reporting

2220 A. Reports Following Each Election

- 2221 1. The results of all elections shall be reported in accordance with the Public Notice
2222 Requirements by 12:00 p.m. of the academic day following the end of the election.
2223 2. Elections data will be disaggregated from unique identifiers, including student names and
2224 departments.
2225 3. Complications with voting, including but not limited to, casting ballots, vote counting, the
2226 electronic voting system, and determination of eligibility shall be included with elections
2227 reporting.

2228 B. Annual Report

- 2229 1. The Annual Report shall include all expenditures and income for the Elections Committee
2230 and each report following an election.
2231 2. On behalf of GPSA, the Elections Committee shall request that IT compile an Aggregated
2232 Elections Data Report, in accordance with federal and state law and university policy. If IT
2233 provides this report, it shall be included in the Annual Report.
2234 3. Results for each item shall be reported by Department.
2235 a. Departments with less than ten (10) students voting must be pooled together in order to
2236 protect the privacy of individual voters. A note shall indicate which departments are
2237 pooled together and the number of voters from each department, but not a breakdown
2238 of votes by department.

2239 Section 11. Election Disputes

- 2240 A. An election may be challenged by any GPSA member to the Court of Review. Challenges
2241 include, but are not limited to, voter fraud, improper notification, improper conduct of members
2242 of the Elections Committee, candidate misconduct, or an unsound voting system.
2243 B. Challenges must be formatted as Court of Review Complaints and submitted in writing
2244 within five (5) academic days of the reporting of the election results.
2245 C. The Court of Review may consolidate challenges as it deems appropriate.
2246 D. If the Court of Review determines that a challenge is valid, the Court may decertify an election
2247 or impose a remedy as deemed appropriate. If an election is decertified, a special Council
2248 meeting shall be called so that a Special Election can be scheduled.
2249 E. The Court of Review must render its decision within fifteen (15) academic days following the
2250 last day of the election in question.